



## BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** MARCH 15, 2023

**TIME OF MEETING:** 1:00 PM

**PLACE OF MEETING:** FIRST FLOOR BOARDROOM

**CHAIR:** MR. DON SMITH

**BOARD MEMBERS PRESENT:**

Mr. Grant Arnold  
Mr. Ken Boshcoff  
Ms. Cindy Brand  
Ms. Kasey Etreni  
Mr. Paul Malashewski  
Mr. James McPherson  
Mr. Jim Moffat  
Ms. Donna Peacock  
Mr. Don Smith  
Mr. Mark Thibert  
Ms. Kristine Thompson  
Mr. Todd Wheeler

**ADMINISTRATION PRESENT:**

Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer  
Mr. Lance Dyll, Director – Corporate Services  
Ms. Diana Gowanlock, Director – Health Protection  
Ms. Shannon Robinson, Director – Health Promotion  
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health  
Ms. Tammy Lee Royer, Administrative Assistant – Health Protection

**1. CALL TO ORDER**

The Chair called the meeting to order at 1:02 PM.

**2. ATTENDANCE AND ANNOUNCEMENTS**

The Chair conducted a roll call and confirmed quorum.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. AGENDA APPROVAL**

Resolution No. 19-2023

**Moved By:** K. Thompson

**Seconded By:** J. McPherson

THAT the Agenda for the Regular Board of Health Meeting to be held on March 15, 2023, be approved.

CARRIED

**5. INFORMATION SESSION**

There was no information session scheduled.

**6. MINUTES OF THE PREVIOUS MEETINGS**

6.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on February 15, 2023, were presented for approval.

Resolution No. 20-2023

**Moved By:** K. Thompson

**Seconded By:** J. McPherson

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on February 15, 2023, be approved.

CARRIED

**7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

There was no closed session scheduled.

**9. DECISIONS OF THE BOARD**

9.1 2023 Base Funding Request

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated March 15, 2023, and containing a resolution relative to recommendations for requesting an increase in provincial base funding was presented and discussed.

Resolution No. 21-2023

**Moved By:** P. Malashewski

**Seconded By:** D. Peacock

THAT we recommend that a 5% increase to the provincial base funding amount be approved and submitted to the Ministry of Health as part of the 2023 Annual Service Plan and Budget Submission for the Thunder Bay District Health Unit.

CARRIED

9.2 Ontario Seniors Dental Care Program - Funding Request

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated March 15, 2023, and containing a resolution relative to recommendations for requesting increased funding for the Ontario Seniors Dental Care Program was presented and discussed.

Resolution No. 22-2023

**Moved By:** J. McPherson

**Seconded By:** P. Malashewski

THAT we recommend that a \$494,500 increase to the 100% provincial Ontario Seniors Dental Care Program amount be approved and submitted to the Ministry of Health as part of the 2023 Annual Service Plan and Budget Submission for the Thunder Bay District Health Unit.

CARRIED

9.3 One-time 100% Funding Request: COVID-19 Extraordinary Costs

Report No. 12-2023 (Finance) relative to the application of a one-time funding request for extraordinary costs associated with monitoring, detecting and

**9. DECISIONS OF THE BOARD (Continued)**

9.3 One-time 100% Funding Request: COVID-19 Extraordinary Costs (Continued)

containing COVID-19 in the Thunder Bay District Health Unit for the 2023 fiscal year was presented and discussed.

Resolution No. 23-2023

**Moved By:** D. Peacock

**Seconded By:** P. Malashewski

THAT with respect to Report No. 12-2023 (Finance), we recommend that the application for the one-time 100% funding totaling \$864,300 for extraordinary costs associated with monitoring, detecting and managing COVID-19 in the Thunder Bay District Health Unit be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required.

CARRIED

9.4 One-time 100% Funding Request: COVID-19 Vaccine Program

Report No. 13-2023 (Finance) relative to the application of a one-time funding request for extraordinary costs associated with organizing and overseeing the COVID-19 Vaccine Program in the Thunder Bay District Health Unit for the 2023 fiscal year was presented and discussed.

Resolution No. 24-2023

**Moved By:** C. Brand

**Seconded By:** J. McPherson

THAT with respect to Report No. 13-2023 (Finance), we recommend that the application for one-time 100% funding totaling \$1,618,000 for extraordinary costs associated with organizing and overseeing the COVID-19 Vaccine Program in the Thunder Bay District Health Unit be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

**9. DECISIONS OF THE BOARD (Continued)**

9.4 One-time 100% Funding Request: COVID-19 Vaccine Program (Continued)

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required

CARRIED

9.5 One-time 100% Funding Request: Roof and Flashing Repairs

Report No. 10-2023 (Information Systems and Property) relative to the application of a one-time 100% funding request for the roof and flashing at the main office building was presented and discussed.

Resolution No. 25-2023

**Moved By:** K. Thompson

**Seconded By:** J. McPherson

THAT with respect to Report No. 10 – 2023 (Physical Facilities), we recommend that the application for one-time 100% funding of \$320,000 for the repairs to the building roof and flashing for the main office building be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Roof and Flashing Repairs be endorsed by the Board of Health and that Administration be directed to proceed with the procurement process as outlined;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the submission as required.

CARRIED

9.6 One-time 100% Funding Request: Needles and Syringes

Report No. 14-2023 (Harm Reduction) relative to the application a one-time 100% funding request for the purchase of needles, syringes and disposal supplies was presented and discussed.

**9. DECISIONS OF THE BOARD (Continued)**

9.6 One-time 100% Funding Request: Needles and Syringes (Continued)

Resolution No. 26-2023

**Moved By:** K. Thompson

**Seconded By:** T. Wheeler

THAT with respect to Report No. 14-2023 (Harm Reduction), we recommend that the application for the one-time 100% funding totaling \$25, 000 for extraordinary costs associated with delivering the needle syringe program be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required.

CARRIED

9.7 One-time 100% Funding Request: Indigenous Engagement

Report No. 15-2023 (MOH/CEO) relative to the application of a one-time funding request for enhanced Indigenous engagement was presented and discussed.

Resolution No. 27-2023

**Moved By:** T. Wheeler

**Seconded By:** C. Brand

THAT with respect to Report No. 15-2023 (MOH/CEO), we recommend that the application for one-time 100% funding totaling \$135,524 for the enhancement of Indigenous Engagement activities within the Thunder Bay District Health Unit be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**9. DECISIONS OF THE BOARD (Continued)**

9.8 One-time 100% Funding Request: Vaccine Refrigerators

Report No. 11-2023 (Vaccine Preventable Disease) relative to the application of a one-time 100% funding request for the purchase and set up of new purpose-built vaccine refrigerators for the Thunder Bay office was presented and discussed.

Resolution No. 28-2023

**Moved By:** J. McPherson

**Seconded By:** K. Thompson

THAT with respect to Report No. 11-2023 (Vaccine Preventable Disease), we recommend that the application for the one-time 100% funding totaling \$89,000 for three purpose-built vaccine refrigerators be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process; and

THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required.

CARRIED

9.9 One-time 100% Funding Request: Infectious Disease and Street Outreach Funding

Report No. 16-2023 (Infectious Disease/Street Outreach) relative to the application of a one-time funding request for increased funding to address infectious disease program pressures was presented.

Resolution No. 29-2023

**Moved By:** K. Thompson

**Seconded By:** T. Wheeler

THAT with respect to Report No. 16-2023 (Infectious Disease/Street Outreach), we recommend that the application for one-time 100% funding totaling \$814,700 for costs associated with identifying and addressing increased rates of diseases of public health significance in the Infectious Disease and Street Outreach Programs at the Thunder Bay District Health Unit be approved for submission

**9. DECISIONS OF THE BOARD (Continued)**

9.9 One-time 100% Funding Request: Infectious Disease and Street Outreach Funding

to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administration requirements of the budget submission process required.

CARRIED

9.10 One-time 100% Funding Request: PHI Practicum

Report Number 09-2023 (Environmental Health) relative to the application of a one-time 100% funding request for Public Health Inspector student practicums was presented.

Resolution No. 30-2023

**Moved By:** K. Thompson

**Seconded By:** J. McPherson

THAT with respect to Report No. 09-2023 (Environmental Health), we recommend that the application of a one-time 100% request of \$20,000 for two Public Health Inspector Students funding be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

9.11 Healthy Kids HOME Program - Funding Extension

Report No. 17-2023 (Finance) relative to recommendations for approval of additional funding from the Public Health Agency of Canada for the Healthy Kids "Health on the Move for Equity" (HOME) Program for the period of August 2021 to March 2025, was presented.

**9. DECISIONS OF THE BOARD (Continued)**

9.11 Healthy Kids HOME Program - Funding Extension

Resolution No. 31-2023

**Moved By:** K. Thompson

**Seconded By:** C. Brand

THAT with respect to Report No. 17-2023 (Finance), we recommend that the one-time funding from the Public Health Agency of Canada for the program entitled “**Healthy Kids HOME (Health On the Move for Equity) Program**” totaling \$1,158,678, for the period of August 2021 to May 2024, be amended to approve the extension of the funding period until March 2025 and approve additional funding of \$430,053 for total funding of \$1,588,731;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

9.12 Employee Benefit Plan Renewal

Report No. 18-2023 (Finance/Human Resources) relative to recommendations for renewal of the Employee Group Benefit plan was presented.

Resolution No. 32-2023

**Moved By:** D. Peacock

**Seconded By:** C. Brand

THAT with respect to Report No. 18 – 2023 (Finance / Human Resources), we recommend the renewal of the Employee Group Benefit Plan with Green Shield Canada (Health, Dental and Travel) through the Association of Local Public Health Agencies (alPHa) Employee Group Benefit Consortium Plan as presented for the policy term of April 1, 2023 to March 31, 2024.

AND THAT the Director of Corporate Services and the Manager of Finance be authorized to complete any administrative requirements of the renewal.

CARRIED

**9. DECISIONS OF THE BOARD (Continued)**

9.13 Shared Library Services Program Budget

Report No. 20-2023 (Foundational Standards) relative to recommendations for approval of funding for the Hub Library for the period of April 1, 2023 to March 31, 2024, was presented.

Resolution No. 33-2023

**Moved By:** J. McPherson

**Seconded By:** D. Peacock

THAT with respect to Report No. 20-2023 (Foundational Standards), we recommend approval of \$132,631 in 100% funding from the Ontario Agency for Health Protection and Promotion for the purpose of continuing the Shared Library Services Partnership (Hub Library) at the Thunder Bay District Health Unit for the period of April 1, 2023 to March 31, 2024;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the funding process, as required.

CARRIED

**10. COMMUNICATIONS FOR INFORMATION**

10.1 Facilities Update

Report No. 08-2023 (Information Systems and Property) relative to providing the Board of Health with the annual review of facilities and equipment, was presented for information.

10.2 alPHa Winter Conference Report

A report on the Association of Local Public Health Agencies (alPHa) Winter Symposium held on February 24, 2023, from the members that attended was provided for information. The Board of Health discussed the meeting and provided additional feedback on the value of attending the alPHa meetings.

**10. COMMUNICATIONS FOR INFORMATION (Continued)**

**10.3 MOH/CEO Report**

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, provided an update to the Board of Health on current issues within the Thunder Bay District Health Unit.

Dr. DeMille introduced Ms. Diana Gowanlock as the new Director of Health Protection and Chief Nursing Officer for the Thunder Bay District Health Unit.

Dr. DeMille also thanked Mr. Lance Dyll, outgoing Director of Corporate Services, for his service and contribution to the Thunder Bay District Health Unit, and advised the Board that recruitment is underway for that position.

**11. NEXT MEETING**

The next regularly scheduled meeting will be held on April 19, 2023.

**12. ADJOURNMENT**

Resolution No. 34-2023

**Moved By:** K. Thompson

**Seconded By:** D. Peacock

THAT the Board of Health meeting held on March 15, 2023,  
be adjourned at 2:25 PM.

CARRIED