



Thunder Bay District Health Unit Board of Health Meeting Minutes

- MINUTES OF THE MEETING:** September 18, 2024
- TIME OF MEETING:** 1:00 PM
- PLACE OF MEETING:** FIRST FLOOR BOARDROOM /
VIDEOCONFERENCE
- CHAIR:** MR. JAMES MCPHERSON, VICE CHAIR
- BOARD MEMBERS PRESENT:**
Mr. Grant Arnold
Ms. Lucy Belanger
Ms. Cindy Brand
Ms. Kasey Etreni
Mr. Paul Malashewski
Mr. James McPherson
Mr. Jim Moffat
Ms. Cynthia Olsen
Ms. Donna Peacock
Mr. Don Smith
Ms. Kristine Thompson
Mr. Todd Wheeler
- ADMINISTRATION PRESENT:**
Dr. Janet DeMille, Medical Officer of Health and
Chief Executive Officer
Ms. Diana Gowanlock, Director of Health
Protection
Mr. Dan Hrychuk, Director - Corporate Services
Ms. Shannon Robinson, Director - Health
Promotion
Ms. Dana Wilson, Associate Director –
Communications and Strategic Initiatives
Ms. Sunena Shetty, Executive Assistant and
Secretary to the Board of Health
Ms. Diana Carlson, Administrative Assistant –
Corporate Services
- REGRETS:**
Mr. Allan Mihalcin
Dr. Mark Thibert
- RECORDER:**
Ms. Shelley Oleksuk, Administrative Assistant –
Health Promotion
- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
Mr. James McPherson, Board Vice Chair, called the meeting to order at 1:01 PM.
 - 2. ATTENDANCE AND ANNOUNCEMENTS**
The Vice Chair presented regrets from Mr. Allan Mihalcin and welcomed Ms. Sunena Shetty, Executive Assistant and Secretary to the Board of Health.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

The meeting agenda was presented for approval.

Resolution No. 70-2024

Moved By: P. Malashewski

Seconded By: T. Wheeler

THAT the Agenda for the Regular Board of Health Meeting to be held on September 18, 2024, be approved.

CARRIED

5. INFORMATION SESSION

5.1 Overview of Comprehensive Health Promotion

Ms. Shannon Robinson (Director of Health Promotion) provided a presentation to the Board of Health on Comprehensive Health Promotion and responded to questions and comments from the Board.

6. MINUTES OF THE PREVIOUS MEETINGS

6.1 Thunder Bay District Board of Health

The minutes of the June 19, 2024 Board of Health (Regular and Closed Session) meetings were presented for approval.

Resolution No. 71-2024

Moved By: T. Wheeler

Seconded By: P. Malashewski

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meetings held on June 19, 2024, 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

Resolution No. 72a-2024

Moved By: P. Malashewski

Seconded By: T. Wheeler

THAT the Board of Health move into closed session to receive information relative to labour relations or employee negotiations. (Municipal Act, S.O. 2001, c.25, S. 239[1]).

CARRIED

At 1:14 PM, the Board of Health moved into Closed Session.

The following individuals left the meeting:

- Mr. Dan Hrychuk, Director of Corporate Services
- Ms. Shannon Robinson, Director - Health Promotion
- Ms. Diana Gowanlock, Director - Health Protection
- Ms. Dana Wilson, Associate Director - Communications & Strategic Initiatives
- Ms. Shelley Oleksuk, Administrative Assistant - Health Promotion
- Ms. Sunena Shetty, Executive Assistant
- Ms. Diana Carlson, Administrative Assistant - Corporate Services

At 1:47 PM, the following individual returned to the meeting:

- Mr. Dan Hrychuk, Director of Corporate Services

At 2:17 PM, the Board moved out of closed session and the following individuals returned to the meeting:

- Ms. Shannon Robinson, Director - Health Promotion
- Ms. Diana Gowanlock, Director - Health Protection
- Ms. Dana Wilson, Associate Director - Communications & Strategic Initiatives
- Ms. Shelley Oleksuk, Administrative Assistant - Health Promotion
- Ms. Sunena Shetty, Executive Assistant
- Ms. Diana Carlson, Administrative Assistant - Corporate Services

8.1. Closed Session Report

The Vice Chair reported that information relative to labour relations or employee negotiations had been provided to the Board of Health during the closed session.

8.2. Resolution from Closed Session

Resolution No. 72c-2024

Moved By: J. Moffat

Seconded By: T. Wheeler

THAT with respect to Report No. 27-2024 (MOH/CEO), the following recommendations are proposed:

- Compliant with the Compensation Philosophy, that the Board of Health approve the competitive market adjustment to base salary as analyzed and recommended by the Eckler Ltd (Eckler) for non-union and management staff effective April 1, 2024;
- AND THAT the Director of Corporate Services and Manager of Human Resources be authorized to complete any related administrative requirements.

CARRIED

9. DECISIONS OF THE BOARD

9.1 Policy and Procedure Reviews

A memorandum from Dr. J. DeMille (MOH/CEO) dated September 18, 2024, and containing a resolution relative to approval of Board of Health policy and procedure updates, was provided to the Board.

Resolution No. 73-2024

Moved By: G. Arnold

Seconded By: J. Moffat

THAT the following Board of Health Policies and Procedures be approved:

- BH-02-12 Accessibility Standards for Customer Service Policy (dated September 18, 2024);

9.1 Policy and Procedure Reviews (continued)

AND THAT the BH-02-02 Accessibility Standards for Customer Service Procedure (dated November 2022) be rescinded;

AND THAT Administration be authorized to finalize and publish the approved policy.

CARRIED

9.2 Letter from Northern Medical Officers of Health on Funding Review

A memorandum from Dr. J. DeMille (MOH/CEO) dated September 18, 2024, and containing a resolution relative to endorsement of the letter from Northern Medical Officers of Health to the Ministry of Health regarding funding and public health considerations for Northern Ontario, was provided to the Board.

Resolution No. 74-2024

Moved By: J. Moffat

Seconded By: G. Arnold

THAT the following Board of Health supports the Northern Medical Officer of Health letter on the public health funding review as presented;

AND THAT that copies of this resolution and the letter be sent to the Dr. Kieran Moore (Chief Medical Officer of Health), Elizabeth Walker (Executive Lead, Office of the Chief Medical Officer of Health), Boards of Northern health units, and local Members of Provincial Parliament.

CARRIED

9.3 Healthy Babies Healthy Children program - Additional Funding

A memorandum from Ms. S. Robinson (Director of Health Promotion) dated September 18, 2024, and containing a resolution relative to approval of the additional funding for the Healthy Babies, Healthy Children program, was provided to the Board.

9.3 Healthy Babies Healthy Children program - Additional Funding (continued)

Resolution No. 75-2024

Moved By: G. Arnold

Seconded By: J. Moffat

THAT we recommend that the Healthy Babies Healthy Children (HBHC) revised program budget for April 1, 2024 to March 31, 2025 be approved at \$1,384,623 for submission to the Ministry of Children, Community and Social Services;

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

9.4 Road Safety Grant from Ministry of Transportation

A memorandum from Ms. S. Robinson (Director of Health Promotion) dated September 18, 2024, and containing a resolution relative to recommending approval of the Ministry of Transport Road Safety Community Partnership Program one-time funding, was provided to the Board.

Resolution No. 76-2024

Moved By: G. Arnold

Seconded By: J. Moffat

THAT we recommend the Ministry of Transport Road Safety Community Partnership Program one-time funding be approved accepting \$2,000 in additional funding for 2024-2025;

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

10. COMMUNICATIONS FOR INFORMATION

10.1 Second Quarter Interim Financial Statements

Report Number 26-2024 (Finance) relative to providing the Board of Health with the interim financial reports for the quarter ended June 30, 2024, was provided for information. Mr. D. Hrychuk (Director of Corporate Services) presented and responded to comments and questions from the Board.

10.2 Strategic Plan Update

Report No. 28-2024 (MOH/CEO) relative to providing the Board of Health with an overview of strategic plan implementation, was provided for information. Ms. D. Wilson (Associate Director – Communications & Strategic Initiatives) presented and responded to comments and questions from the Board.

10.3 Program-Based Grants - 2024 Public Health Funding and Accountability Agreement

A memorandum related to the 2024 New Schedules to the Public Health Funding and Accountability Agreement with the Ministry of Health that was approved at the Thunder Bay District Board of Health Executive Committee Meeting held on July 9, 2024, was provided to the Board.

Mr. D. Hrychuk, Director of Corporate Services provided an update to the Board relative to the 2024 New Schedules to the Public Health Funding and Accountability Agreement with the Ministry of Health and responded to questions.

10.4 MOH/CEO Update

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, provided an update to the Board of Health, including information relative to Strengthening Public Health.

11. NEXT MEETING

The next regularly scheduled meeting will be held on Wednesday, October 16, 2024 at 1:00 PM.

12. ADJOURNMENT

Resolution No. 77-2024

Moved By: J. Moffat

Seconded By: G. Arnold

THAT the Board of Health meeting held on September 18, 2024, be adjourned at 2:47 p.m.

CARRIED