



THUNDER BAY DISTRICT HEALTH UNIT BOARD OF HEALTH MEETING MINUTES

DATE OF THE MEETING: MARCH 19, 2025

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: FIRST FLOOR BOARDROOM /
VIDEOCONFERENCE

CHAIR: MR. JAMES MCPHERSON

BOARD MEMBERS PRESENT:

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 - Health
Protection
Mr. Dan Hrychuk, Director - Corporate
Services
Ms. Shannon Robinson, Director - Health
Promotion
Ms. Diana Carlson, Administrative Assistant -
Corporate Services

REGRETS:

Mr. Grant Arnold
Ms. Lucy Belanger
Mr. Allan Mihalcin

RECORDER:

Ms. Shelley Oleksuk, Administrative Assistant
- Health Promotion

ABSENT:

Dr. Mark Thibert

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair called the meeting to order at 1:03 PM.

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Mr. Grant Arnold, Ms. Lucy Belanger and Mr. Allan Mihalcin.

The Chair acknowledged that the TBDHU's Healthy Kids Health on the Move for Equity (H.O.M.E.) Program was awarded the Community Engaged Research Award (CERA) by Lakehead University. This prestigious recognition is part of the 2025 Research & Innovation Awards of Excellence, and highlights research partnerships that create meaningful, positive impacts in the community through collaboration and knowledge-sharing.

The Chair also acknowledged the excellent presentation on Harm Reduction provided by Superior Points at a recent meeting of the Thunder Bay Municipal League.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

The agenda was approved as presented.

Resolution No. 17-2025

Moved By: J. Moffat

Seconded By: P. Malashewski

“THAT the Agenda for the Regular Board of Health Meeting to be held on March 19, 2025 be approved.”

CARRIED

5. INFORMATION SESSION

Ms. Marianne Stewart (Manager of Children, Youth and Families) introduced Ms. Lyne Soramaki (Public Health Nurse) and Ms. Lynda Banning (Anishinabek Nation FASD Regional Program Worker). They provided a presentation on "Migizi and Giniw's Important Journey: A Story of Reconciliation in Action" 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 Thunder Bay District Board of Health (Regular Session) Meeting held on February 19, 2025 were approved as presented.

Resolution No. 18-2025

Moved By: P. Malashewski

Seconded By: J. Moffat

“THAT the Minutes of the Thunder Bay District Board of Health (Annual and Regular Session) Meeting held on February 19, 2025, to 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

No closed session was scheduled for this meeting.

9. DECISIONS OF THE BOARD

9.1 Employee Group Benefit Plan Program

Report No. 14-2025 (Finance / Human Resources) relative to recommendations for renewal of the Employee Benefit Plan for the period of April 1, 2025 to March 31, 2026 was presented to the Board.

Resolution No. 19-2025

Moved By: D. Smith

Seconded By: P. Malashewski

“THAT with respect to Report No. 14-2025 (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, 2025 to March 31, 2026.

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

CARRIED

9.2 Contract Award for Vehicle Leasing

Report No. 15-2025 (Finance) relative to recommendations for renewal of vehicle leases for the period of July 29, 2025 to July 28, 2028 was provided to the Board. Mr. D. Hrychuk (Director of Corporate Services) presented and responded to questions and comments from the Board.

Resolution No. 20-2025

Moved By: J. Moffat

Seconded By: P. Malashewski

“THAT with respect to Report No. 15 - 2025 (Finance), we recommend that the contract for Lease of four (4) vehicles be awarded to Downtown Volkswagen for three (3) years commencing July 29, 2025 to July 28, 2028 at a total contract cost of \$95,721 (taxes extra);

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the Leased Vehicle contract(s) as required.”

CARRIED

9.3 Reserve Fund Request - Refresh of the In Good Hands Website

Report No. 13-2025 (Finance) relative to requesting funds from the In Good Hands reserve fund to cover the updating of the In Good Hands website was presented to the Board.

Resolution No. 21-2025

Moved By: P. Malashewski

Seconded By: J. Moffat

“THAT with respect to Report No. 13 – 2025 (Finance), we recommend that the Board of Health approve the withdrawal of up to a maximum of \$50,000 (taxes extra) from the Safe Food Handler Training Reserve Fund for the Refresh of the In Good Hands Website;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements for withdrawal of the reserve funds as required.”

CARRIED

9.4 2025 Base Funding Request – Ontario Seniors Dental Care Program

Mr. D. Hrychuk, Director of Corporate Services, shared a presentation with the Board pertaining to the 2025 Annual Service Plan and Budget Submission, to provide background to the base funding request and one-time funding requests being presented to the Board.

A memorandum from D. Hrychuk, Director of Corporate Services, dated March 19, 2025, and containing a resolution relative to recommendations for requesting increased funding for the Ontario Seniors Dental Care Program, was provided to the Board.

Resolution No. 22-2025

Moved By: D. Smith

Seconded By: P. Malashewski

“THAT we recommend that a \$162,500 increase to the 100% provincial Ontario Seniors Dental Care Program amount be approved and submitted to the Ministry of Health as part of the 2025 Annual Service Plan and Budget Submission for the Thunder Bay District Health Unit.”

CARRIED

9.5 One-time Funding Request – Parking Lot Rejuvenation

Report No. 10-2025 (Information Systems and Property) relative to the application of a one-time funding request for Parking Lot Rejuvenation at the main office building was presented to the Board. Mr. D. Hrychuk (Director of Corporate Services) presented and responded to questions and comments from the Board.

Resolution No. 23-2025

Moved By: J. Moffat

Seconded By: D. Smith

“THAT with respect to Report No. 10 – 2025 (Information Systems and Property), we recommend that the application for one-time 100% funding of \$1,100,000 for the repairs to the grounds 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 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 Funding Request – Clay Tile Flooring Replacement

Report No. 09-2025 (Information Systems and Property) relative to the application of a one-time 100% funding request for Clay Tile Flooring Replacement at the main office building, was presented to the Board. Mr. D. Hrychuk (Director of Corporate Services) presented and responded to comments and questions from the Board.

Resolution No. 24-2025

Moved By: D. Smith

Seconded By: J. Moffat

“THAT with respect to Report No. 09–2025 (Information Systems and Property), we recommend that the application for one-time 100% funding of \$425,000 for the Clay Tile Flooring Replacement 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 Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the submission as required.”

CARRIED

9.7 One-time Funding Request – Skylight Sealing and Flashing Repairs

Report No. 11-2025 (Information Systems and Property) relative to the application of a one-time 100% funding request for Skylight Sealing and Flashing Repairs at the main office building was provided to the Board.

Resolution No. 25-2025

Moved By: K. Thompson

Seconded By: J. Moffat

“THAT with respect to Report No. 11 – 2025 (Information Systems and Property), we recommend that the application for one-time 100% funding of \$202,000 for the repairs of the skylights 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 Skylight Sealing and Flashing Repairs be endorsed by the Board of Health and that Administration be directed to proceed with the procurement process and repair 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

9.8 One-time 100% Funding Request for Public Health Inspector Practicum

Report No. 12-2025 (Environmental Health) relative to the application of a one-time 100% funding request for Public Health Inspector student practicums was provided to the Board.

Resolution No. 26-2025

Moved By: J. Moffat

Seconded By: D. Smith

“THAT with respect to Report No. 12-2025 (Environmental Health), we recommend that the application for one-time 100% funding of \$25,000 for two Public Health Inspector students 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

9.9 Policy and Procedure Reviews

A memorandum from Dr. J. DeMille (MOH/CEO) dated March 19, 2025 and containing a resolution relative to review of a Board of Health policy and procedure was provided to the Board. Dr. DeMille responded to questions from the Board.

An oral motion was put forward recommending the policy and procedure be reviewed by the Executive Committee in April, with the Committee reporting back to the Board at its next regular meeting.

A meeting of the Executive Committee will be scheduled for April 16, 2025 at 11:00am.

Resolution No. 27a-2025

Moved By: D. Smith

Seconded By: K. Thompson

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

- BH-02-20 Code of Conduct Policy and Procedure
- BH-02-21 Conflict of Interest Policy and Procedure

AND THAT Administration be authorized to finalize and publish the Board of Health Policies and Procedures.”

DEFERRED

Resolution No. 27b-2025

Moved By: D. Smith

Seconded By: K. Thompson

“THAT the Executive Committee meet on April 16, 2025 at 11:00am to discuss and report back to the Board.”

CARRIED

9.10 Federal Funding – Indigenous Communities

A memorandum from Dr. J. DeMille (MOH/CEO), dated March 19, 2025, and containing a resolution relative to recommending the approval of the Indigenous Services Canada contribution to support the federal portion of the SLFNHA public health physician position was presented to the Board.

Resolution No. 28-2025

Moved By: D. Smith

Seconded By: J. Moffat

“THAT we recommend the Indigenous Services Canada contribution in the total amount of \$280,200 to support the federal portion of the SLFNHA public health physician position for the years April 1, 2024, to March 31, 2025, and April 1, 2025, to March 31, 2026 be approved;

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

CARRIED

10. COMMUNICATIONS FOR INFORMATION

10.1 Facilities Update

Report No. 08-2025 (Information Systems and Property) relative to providing the Board of Health with the annual review of facilities and equipment was provided to the Board, for information.

10.2 MOH/CEO Update

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) provided an update to the Board relative to the Annual Service Plan and Budget Submission and also noted that the alPHa Annual General Meeting and Conference will be held from June 18-20, 2025 in Toronto.

The Chair indicated that the selection of this year's alPHa meeting attendees will be discussed at the regular meeting of the Board in April, and four members will be selected to attend at that time. The Chair

requested that at least two Board of Health members wishing to attend the alPHa meeting consider putting their names forward for the alPHa Board when the new term begins in two years.

Dr. DeMille will follow up with Ms. Thompson and the AD-HOC committee that was formed at the previous meeting to schedule a meeting.

11. NEXT MEETING

The next regularly scheduled meeting will be held on Wednesday, April 16, 2025 at 1:00 PM.

12. ADJOURNMENT

Resolution No. 29-2025

Moved By: D. Smith

Seconded By: K. Thompson

“THAT the Board of Health meeting held on March 19, 2025 be adjourned at 2:20 p.m.”

CARRIED