

Board of Directors Meeting – Minutes
Wednesday, November 19, 2025 at 5:30 p.m.
Georgian Room, St. Joseph's Heritage

Present:

Susan Fraser (<i>Chair</i>)	Janine Black*	Dr. Armour Boake*	Bill Bradica
Deb Comuzzi	Dr. Peter de Bakker*	Sharon Hollinsworth	Jordan Hudyma
Barbara Jarvela	Regina Mandamin	David Pierce	Fhara Pottinger
Emily Phippard	Garth Postans	Ben Raison	

By Invitation:

Sheila Brown, *Recording Secretary*
 Adam Shaen, *Vice President, People & Mission*
 Andrea Docherty, *Vice President, Clinical & Community Health*
 Byron Ball, *Vice President, Infrastructure, Quality & CFO*
 Kim Callaghan, *Director, Communications & Government Relations*
 Paul Francis, *Vice President, N'doo'owe Binesi*

Regrets:

Paula Bouchard	Bishop Alan Campeau	Carolyn Freitag*	Chief Melvin Hardy
Stacey Livitski	Brenda Mason		

ORIENTATION TOUR

Board members toured St. Joseph's Heritage, Bathammi Nursing Home, PR Cook Apartments, St. Joseph's Foundation of Thunder Bay, Manor House Adult Day Program and Diabetes Health.

1.0 CALL TO ORDER AND WELCOME

The Chair welcomed Board members, Vice Presidents and guests to the meeting. The meeting was called to order at 7:09 p.m.

1.1 Land Acknowledgment and Opening Prayer

B. Bradica provided the land acknowledgment and opening prayer.

1.2 Declaration of Conflict of Interest – None

1.3 Delegations of the Board – None

1.4 Approval of the Agenda and Minutes of October 15, 2025

Moved by: B. Jarvela

Seconded by: F. Pottinger

“That the Board of Directors approves the November 19, 2025 Agenda as circulated and approves the Board of Directors Minutes of October 15, 2025 as presented.”

CARRIED

2.0 BUSINESS ARISING / STANDING AGENDA ITEMS

2.1 Board of Directors Motion Sheet – Included in the meeting package for information.

2.2 Board of Directors Work Plan

The 2025–2026 Work Plan was included in the meeting package for information. It was noted that the Governance session has been moved to the December 17th Board meeting. All other activities remain on track.

3.0 REPORTS

3.1 Report from the President & CEO

The pre-circulated Leadership Team Report highlighted Treaties Recognition Week (November 2–8), during which SJCG held ceremonies at each site with leaders from N'doo'owe Binesi and Elder Brenda Mason. The report also noted the official opening of 500 Oliver Road, home to Safe Sobering and Withdrawal Management Services, named Mino Ginawenjigewin ("The Act of Caring for People") by Ogichidaa Onaakonigewin.

The University of Calgary announced Dr. Shane Sinclair as Canada's first Cross-Country Chair in Compassionate Care, a position advancing compassion in healthcare through research, education, and practical tools. The initiative is jointly funded by St. Joseph's Health System, Covenant Health Canada, and St. Joseph's Care Group, reflecting a shared commitment to fostering a more compassionate health system.

3.2 Report from St. Joseph's Foundation Thunder Bay

The President's Report was pre-circulated for information. Key highlights included the successful Stepping Out for Foot Health Walk at the Intercity Shopping Centre, the *Be Their Secret Santa* campaign, November is *Make a Will Month*, with evening webinars being held. Jaclyn Woods joined the Foundation as the new Philanthropy Associate. Giving Tuesday on December 2nd will launch the *Be Their Secret Santa* campaign and will include a pancake breakfast.

4.0 CONSENT MOTION

4.1 Board Quality, Safety and Risk Committee

The minutes of the October 21st Board Quality, Safety and Risk Committee meeting were pre-circulated for information, and the key messages were highlighted.

4.2 Board Governance and Nominating Committee

The minutes of the November 4th Board Governance and Nominating Committee meeting were pre-circulated for information, and the key messages were highlighted. J. Hudyma volunteered to serve on the Ad Hoc Bylaw Committee, and other Board members interested in joining may contact S. Brown.

4.3 Medical Advisory Committee

The minutes of the November 6th Medical Advisory Committee meeting were pre-circulated for information. Key highlights included a farewell and thanks to Dr. Kristie Skunta, Medical Director, Long-Term Care, whose two five-year terms have concluded; discussions on channeling complaints through policy to improve quality of care; ensuring timely receipt of discharge summaries; and physician dictations. Dr. de Bakker provided clarification on acronyms within the minutes.

Moved by: F. Pottinger

Seconded by: S. Hollinsworth

“That the Board of Directors approves the following committee reports and any motions contained therein:

4.1 Board Quality, Safety & Risk Committee – October 21, 2025;

4.2 Board Governance and Nominating Committee – November 4, 2025;

4.3 Medical Advisory Committee – November 6, 2025.

CARRIED

5.0 COMMITTEE REPORTS HELD FROM CONSENT MOTION

There were no items held from consent motion.

6.0 NEW BUSINESS

6.1 Q2 Risk Register Report

A briefing note was pre-circulated in the meeting package. The purpose of the Risk Register Report is to provide the Board with the information and processes required to fulfill its responsibilities under the Enterprise Risk Management framework. J. Black reviewed and highlighted the Board of Directors' responsibilities in this area.

B. Ball presented the Risk Register Report, outlining the key risks, associated mitigation action plans, and risk scores as of September 30, 2025.

7.0 FOR INFORMATION

7.1 Research Ethics Board Reports

The First Quarter (April 1–July 31, 2025) and Second Quarter (August 1–October 31, 2025) reports were included in the meeting package for information.

8.0 IN CAMERA (CLOSED) SESSION

Moved by: D. Comuzzi

Seconded by: B. Jarvela



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“That the Board of Directors move to an In Camera closed session.”

CARRIED

9.0 RISE AND REPORT FROM IN CAMERA SESSION

The Board of Directors approved the Medical Advisory Committee report from November 6, 2025, and the physician privileges outlined in the Credentialing report.

10.0 DATE OF NEXT MEETING – December 17, 2025
FESTIVE SEASON RECEPTION – December 10, 2025, 5:00-7:00 p.m. – Georgian Room, SJ Heritage

11.0 ADJOURNMENT – The meeting adjourned at 7:43 p.m.

12.0 BOARD MEETING EVALUATION – The Board engaged in a roundtable session.

A handwritten signature in black ink, appearing to be "gm", written over a horizontal line.

Chair, Board of Directors

A handwritten signature in black ink, appearing to be "Shelley Brown", written over a horizontal line.

Recording Secretary

December 17, 2025

Date