



September 25, 2025

Board of Health Meeting

OPEN SESSION MINUTES

A meeting of the Board of Health for Oxford Elgin St. Thomas Health Unit was held on Thursday, September 25, 2025, commencing at 1:00 p.m.

PRESENT:

Ms. C. Agar	Board Member
Mr. J. Couckuyt	Board Member
Mr. J. Herbert	Board Member
Ms. K. Hobbs	Board Member
Mr. G. Jones	Board Member (Vice Chair)
Ms. B. Martin	Board Member (Chair)
Mr. D. Mayberry	Board Member
Mr. S. Molnar	Board Member
Mr. M. Peterson	Board Member
Mr. L. Rowden	Board Member
Mr. E. Taylor	Board Member
Mr. D. Warden	Board Member
Dr. N. Tran	Medical Officer of Health (ex officio)
Ms. C. St. John	Chief Executive Officer (ex officio)
Ms. W. Lee	Executive Assistant

GUESTS:

Ms. J. Gordon	Administrative Assistant
Mr. P. Heywood	Program Director
Ms. S. MacIsaac	Program Director
Mr. D. McDonald	Director, Corporate Services and Human Resources
Ms. M. Nusink	Director, Finance
Ms. C. Richards	Manager, Foundational Standards
Ms. N. Rowe*	Manager, Communications
Mr. Y. Santos	Manager, IT
Mr. D. Smith	Program Director

REGRETS:

Mr. M. Ryan	Board Member
Mr. D. Shinedling	Board Member

**Represents virtual participation*

**REMINDER OF DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
WHEN ITEM ARISES**

1.1 CALL TO ORDER, RECOGNITION OF QUORUM

The meeting was called to order at 1:00 p.m.

B. Martin welcomed Kim Hobbs to the Southwestern Public Health (SWPH) Board of Health. K. Hobbs was appointed as a new Order in Council Provincial Appointee on September 5, 2025.

1.2 AGENDA

Resolution # (2025-BOH-0925-1.2)

Moved by D. Warden

Seconded by D. Mayberry

That the agenda for the Southwestern Public Health Board of Health meeting for September 25, 2025, be approved.

Carried.

1.3 Reminder to disclose Pecuniary Interest and the General Nature Thereof when Item Arises.

2.0 APPROVAL OF MINUTES

Resolution # (2025-BOH-0925-2.1)

Moved by G. Jones

Seconded by M. Peterson

That the minutes for the Southwestern Public Health Board of Health meeting for June 26, 2025, be approved.

Carried.

3.0 CONSENT AGENDA

Resolution # (2025-BOH-0925-3.1)

Moved by M. Peterson

Seconded by C. Agar

That the Board of Health for Southwestern Public Health receive and file consent agenda item 3.1, Windsor-Essex County Board of Health letter, "Addressing Opioid and Substance Harms."

Carried.

4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION

No items

5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION

5.1 Medical Officer of Health's Report

Dr. Tran reviewed the report.

K. Hobbs asked whether there is an algorithm for hospitals and health care providers in cases such as animal bites and scratches. Dr. Tran responded that the province has set expectations for communication and process. Vaccines are now centralized through hospitals, with small doses provided rather than large stocks being distributed to other access points. Hospitals, in coordination with emergency department leads, review and follow the algorithms to ensure consistent decision-making.

S. Molnar raised concerns about the large volume of social media commentary on vaccines and science, praising SWPH's communication efforts but asking whether the organization is receiving pushback and whether more could be done to educate the public and reinforce the Board's position on vaccines. Dr. Tran referred to the Chief Medical Officer of Health's report, noting that increasing vaccine confidence is a provincial priority and that SWPH would examine what further recommendations could be brought forward for Board support. S. Molnar acknowledged that much of this work is operational but emphasized willingness to provide support if needed.

S. Molnar also asked about the immunization registry, noting the difficulty individuals face in obtaining a complete and up-to-date record of their own vaccinations when different providers keep separate records. Dr. Tran confirmed this is an ongoing issue, with responsibility currently falling on individuals to track their records across different providers and paper cards. He highlighted the Board's previous endorsement of a centralized immunization registry and noted that COVID vaccines remain the only area where reporting requirements are consistently followed.

L. Rowden observed that the lack of family doctors exacerbates the issue, with pharmacies increasingly taking on vaccination but not always ensuring records flow back to primary care providers. J. Couckuyt added that although past records may be difficult to reconcile, the future could be improved through better record-keeping, with Ontario Health Teams positioned to support this work.

S. Molnar, drawing on his experience as a member of the College of Pharmacists Board, noted the important role of pharmacists and suggested that SWPH could act as a change agent, working with local partners toward a broader solution in the future, potentially within the scope of strategic planning.

Resolution # (2025-BOH-0925-5.1)

Moved by S. Molnar

Seconded by J. Herbert

That Board of Health for Southwestern Public Health accept the Medical Officer of Health's report for September 25, 2025.

Carried.

5.1 Chief Executive Officer's Report

C. St. John reviewed the report.

G. Jones asked about the Planet Youth application and why it had not been successful. C. St. John noted that the funder remains interested in the program, as another health unit was approved, and SWPH continues to be engaged in the model.

J. Herbert referred to Item 1.6 and suggested that the summer students working on climate initiatives could present their findings at a future Board orientation session.

L. Rowden raised concerns about Adverse Childhood Experiences (ACEs) and income security, noting that many social challenges stem from the lack of a living wage and affordable housing, and asked whether other health units are advocating on this issue. C. St. John confirmed that income is a key social determinant of health and that SWPH has declared itself a living wage employer, encouraging municipalities to follow suit. Rowden emphasized the affordability gap facing residents.

B. Martin recalled that when SWPH adopted the living wage, the recommendation was also referred to municipalities. D. Smith added that income security, ACEs, and food security are closely connected, and noted that SWPH also participates in coalition tables addressing these issues.

C. St. John noted that Public Health Agency of Canada denied our funding application for Planet Youth despite a strong proposal written by staff. B. Martin thanked staff for their work on Planet Youth, encouraging them to continue seeking funding opportunities. She further highlighted the ALPHA symposium as a valuable networking opportunity for Board members.

Resolution # (2025-BOH-0925-5.2-3.1)

Moved by D. Warden

Seconded by D. Mayberry

That the Board of Health approve the second quarter financial statements for the period ending June 30, 2025 as presented for Southwestern Public Health.

Carried.

Resolution # (2025-BOH-0925-5.4)

Moved by M. Peterson

Seconded by J. Couckuyt

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's report for September 25, 2025.

Carried.

6.0 NEW BUSINESS

No items.

7.0 TO CLOSED SESSION

Resolution # (2025-BOH-0925-C7)

Moved by G. Jones

Seconded by D. Mayberry

That the Board of Health move to closed session in order to consider one or more of the following, as outlined in the Ontario Municipal Act:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other Criteria:

- (a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Carried.

8.0 RISING AND REPORTING OF CLOSED SESSION

Resolution # (2025-BOH-0925-C8)

Moved by M. Peterson

Seconded by D. Mayberry

That the Board of Health rise with a report.

Carried.

Resolution # (2025-BOH-0925-C3.1)

Moved by D. Warden

Seconded by M. Peterson

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's Report for September 25, 2025.

Carried.

Resolution # (2025-BOH-0925-C3.2-2.0)

Moved by M. Peterson

Seconded by C. Agar

That the Board of Health approve the BOH-GOV-090 Board Standing Committee Membership policy as presented for September 25, 2025.

Carried.

Resolution # (2025-BOH-0925-C3.2-3.0)

Moved by L. Rowden

Seconded by M. Peterson

That the Board of Health approve the 2025 Risk Register with Updated Mitigation Strategies as presented for September 25, 2025.

Carried.

Resolution # (2025-BOH-0925-C3.2-4.0)

Moved by M. Peterson

Seconded by C. Agar

That the Board of Health approve the 2026 Risk Register as presented for September 25, 2025.

Carried.

Resolution # (2025-BOH-0925-C3.2)

Moved by D. Warden

Seconded by M. Peterson

That the Board of Health for Southwestern Public Health accepts the Governance Standing Committee Chair's report for September 25, 2025.

Carried.

Resolution # (2025-BOH-0925-C3.3)

Moved by C. Agar

Seconded by D. Mayberry

That the Board of Health for Southwestern Public Health accept the Special Ad Hoc Building Committee Report for September 25, 2025.

Carried.

9.0 FUTURE MEETING & EVENTS

10.0 ADJOURNMENT

The meeting adjourned at 2:02 p.m.

Resolution # (2025-BOH-0925-9.0)

Moved by M. Peterson

Seconded by D. Warden

That the meeting adjourn to meet again on Thursday, October 23, 2025 at 1:00 p.m.

Carried.

Confirmed: _____

A handwritten signature in black ink, appearing to read "Benita F. F. F.", written over a horizontal line.