

Board of Health Meeting

September 24, 2026



Open Session Minutes

A meeting of the Board of Health for Oxford Elgin St. Thomas Health Unit was held on Thursday, September 24, 2026, commencing at 1:00 p.m.

Present:

Ms. C. Agar	Board Member
Ms. B. Martin	Board Member (Chair)
Mr. J. Couckuyt	Board Member
Mr. J. Herbert	Board Member
Ms. K. Hobbs	Board Member
Mr. G. Jones	Board Member
Mr. D. Mayberry	Board Member
Mr. S. Molnar**	Board Member
Mr. J. Palmer	Board Member
Mr. M. Peterson	Board Member
Mr. L. Rowden	Board Member
Mr. D. Shinedling	Board Member (Vice Chair)
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:

Mr. B. Sargeant	architects Tillmann Ruth Robinson (aTRR)
Ms. J. Gordon	Executive Assistant
Mr. P. Heywood	Director, Foundations & Innovation
Ms. S. MacIsaac	Director, Health Protection
Mr. D. McDonald	Director, Corporate Services & Workforce Strategy
Ms. M. Nusink	Director, Finance & Facilities, CFO
Ms. N. Rowe**	Manager, Communications
Ms. C. Richards	Manager, Foundational Standards
Mr. Y. Santos	Manager, IT
Mr. D. Smith	Director, Health Promotion

Media:

Mr. J. Davis	Aylmer Express
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Note: ** indicates virtual participation

Absent:

Mr. E. Taylor	Board Member
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1.1 Call to order, recognition of quorum

The meeting was called to order by B. Martin at 1:01 p.m.

1.2 Approval of agenda

Resolution # 2026-BOH-0924-1.2

Moved by D. Warden

Seconded by D. Mayberry

That the agenda for the Southwestern Public Health Board of Health meeting for Thursday, September 24, 2026, be approved.

Carried.

1.3 Reminder of conflicts of interest

Reminder to disclose any pecuniary interest and the general nature thereof when the item arises, including interests related to a previous meeting the member did not attend.

1.4 Recording of minutes

Reminder that meetings are recorded for minute-taking purposes, and open session portions are publicly available for viewing for 30 days after being posted on Southwestern Public Health's website.

2.0 Approval of minutes

Resolution # 2026-BOH-0924-2.1

Moved by M. Peterson

Seconded by D. Warden

That the minutes for the Southwestern Public Health Board of Health meeting for June 25, 2026, be approved.

Carried.

3.0 Consent agenda items

No items.

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. N. Tran reviewed the report.

Board members raised questions regarding extreme heat preparedness and the upcoming influenza season. Dr. Tran outlined Southwestern Public Health's (SWPH) role in communicating heat-related risks and recommended actions to the public, particularly vulnerable populations, and working with municipalities and partners to share information about available cooling centres. In response to a question about influenza trends in the southern hemisphere, he noted that circulating strains appear to be well matched to the available vaccine, which is a promising early indication for the upcoming flu season.

Board members asked about tick surveillance, Lyme disease and emerging tick-borne infections. Dr. Tran explained that SWPH conducts surveillance of ticks and mosquitoes, including tick dragging to assess the presence and geographic distribution of Lyme disease, and mosquito trapping to monitor West Nile virus. Human cases of Lyme disease and West Nile virus are reported through provincial surveillance systems. He noted that reported cases likely underestimate the actual burden of disease, as not everyone seeks medical care or testing. Emerging vector-borne infections are monitored provincially, with decisions about mandatory reporting made at the provincial level.

In response to questions about Lyme disease in children under five, Dr. Tran noted he would follow up with the Board regarding available data on prevalence and severity in younger age groups. He noted that early identification and prompt treatment improve outcomes and that preventive treatment following a tick bite may be available through physicians or pharmacists.

Resolution # 2026-BOH-0924-5.1

Moved by J. Herbert

Seconded by K. Hobbs

That the Board of Health for Southwestern Public Health accept the Medical Officer of Health's Report for September 24, 2026.

Carried.

5.2 Chief Executive Officer's Report

C. St. John reviewed the report.

In response to questions about the ALPHA resolutions, she clarified that four resolutions were presented and all four were adopted for advocacy by ALPHA, albeit with no guarantee of provincial adoption or action.

Board members discussed SWPH's new charitable status, including the ability to accept public donations, conduct fundraisers and issue charitable tax receipts. C. St. John advised that she would bring forward a strategy outlining how charitable donations could be managed and used. Members discussed the importance of establishing a clear policy or committee to support distinguishing donations for specific initiatives or capital

needs from funding for ongoing programs and services, and ensuring charitable contributions do not replace provincial funding for mandated public health services.

C. St. John also noted that she planned on consulting other health units with charitable status to learn from their approaches. The Board agreed that further discussion should follow receipt of a report outlining the proposed approach.

In response to a question about youth social media use, C. St. John noted that addressing the issue requires a broader approach and that discussions with local school boards are ongoing. P. Heywood confirmed that active discussions are taking place at both the Thames Valley District School Board and London District Catholic School Board, with social media use identified as a priority and work underway to increase awareness and explore potential changes.

Resolution # 2026-BOH-0924-5.2-3.1

Moved by D. Shinedling
Seconded by M. Peterson

That the Board of Health approve the second quarter financial statements for the period ending June 30, 2026 as presented for Southwestern Public Health.

Carried.

Resolution # 2026-BOH-0924-5.2-3.3

Moved by D. Warden
Seconded by D. Mayberry

That the Board of Health receive and file the amended Schedule C: Reporting Requirements for Oxford Elgin St. Thomas Health Unit.

Carried.

Resolution # 2026-BOH-0924-5.2

Moved by J. Palmer
Seconded by C. Agar

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's report for September 24, 2026.

Carried.

5.3 Governance Standing Committee Report

G. Jones reviewed the report.

No substantive issues were raised.

G. Jones noted that the committee reviewed the provincial reappointments for D. Warden, C. Agar, and S. Molnar. As the window for submission to the Provincial Secretariat was prior to the Board's September meeting date, the Committee approved

the reappointments, and the Board Chair and Vice-Chair signed the applications for submission to the Public Appointments Secretariat.

Resolution # 2026-BOH-0924-5.3-1.1

Moved by M. Peterson
Seconded by J. Herbert

That the Board of Health for Southwestern Public Health approve the amendments to By-law No. 1 as presented.

Carried.

Resolution # 2026-BOH-0924-5.3-1.2.1

Moved by D. Shinedling
Seconded by M. Peterson

That the Board of Health for Southwestern Public Health approve the updated policies as presented:

1. BOH-GOV-030 Delegation of Authority (Powers and Duties)
2. BOH-GOV-040 Recording of Board of Health Meetings
3. BOH-GOV-060 Terms for Election of Officers
4. BOH-GOV-120 Board of Health Evaluation and Development Policy
5. BOH-GOV-120A (Appendix A): Board Competency Matrix Survey
6. BOH-GOV-120B (Appendix B): Board Governance: Member Evaluation Survey
7. BOH-PM-010 Policy Management

Carried.

D. Warden, C. Agar, and S. Molnar each verbally declared conflicts of interest and recused themselves from the vote on ratification.

Resolution # 2026-BOH-0924-5.3-2.0

Moved by M. Peterson
Seconded by J. Palmer

That the Board of Health confirm and ratify the actions of the Board Chair and Vice-Chair in approving and signing off on the provincial reappointment applications for David Warden, Catherine Agar, and Stephen Molnar on behalf of the Board of Health for submission to the Public Appointments Secretariat.

Carried.

Resolution # 2026-BOH-0924-5.3

Moved by M. Peterson
Seconded by K. Hobbs

That the Board of Health for Southwestern Public Health accept the Governance Standing Committee Report for September 24, 2026.

Carried.

B. Martin thanked the Governance Standing Committee for their thorough work and review.

6.0 New business

No items.

7.0 Closed session

Resolution # 2026-BOH-0924-C7

Moved by D. Warden

Seconded by L. Rowden

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

- (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; and
- (d) labour relations or employee negotiations.

Carried.

The Board of Health moved to closed session at 2:05 p.m.

8.0 Rising and reporting of closed session

Resolution # 2026-BOH-0924-C8

Moved by D. Mayberry

Seconded by M. Peterson

That the Board of Health rise with a report.

Carried.

Resolution # 2026-BOH-0924-C2.0

Moved by M. Peterson

Seconded by J. Palmer

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's Closed Session Report for September 24, 2026.

Carried.

Resolution # 2026-BOH-0924-C3.0

Moved by J. Couckuyt

Seconded by M. Peterson

That the Board of Health for Southwestern Public Health accept the Governance Standing Committee Closed Session Report for September 24, 2026.

Carried.

Resolution # 2026-BOH-0924-C5.0

Moved by J. Palmer

Seconded by D. Mayberry

That the Board of Health for Southwestern Public Health approve the Special Ad Hoc Building Committee's Report and recommendations within for September 24, 2026.

Carried.

9.0 Future meetings and events

The next official Board of Health meeting will be:

- Thursday, October 22, 2026
- Meeting at 1:00 p.m.
- Location: Oxford County Administration Building, 21 Reeve Street, Woodstock, ON; virtual participation via MS Teams

10.0 Adjournment

The meeting adjourned at 3:29 p.m.

Resolution # 2026-BOH-0924-10.0

Moved by M. Peterson

Seconded by D. Warden

That the regular meeting adjourn to meet again on Thursday, October 22, 2026 at 1:00 p.m.

Carried.

Confirmed:

A handwritten signature in black ink, appearing to read "Brenda Peterson", is written over a horizontal line.