



Governance Standing Committee Meeting
 MS Teams Virtual Participation
 March 17, 2025
 10:00 a.m.

AGENDA			
ITEM	AGENDA ITEM	LEAD	EXPECTED OUTCOME
1.0 CONVENING THE MEETING			
1.1	Call to Order, Recognition of Quorum <ul style="list-style-type: none"> • Introduction of Guests, Board of Health Members and Staff 	Grant Jones	
1.2	Approval of Agenda	Grant Jones	Decision
1.3	Reminder to disclose Conflict of Interest, Pecuniary Interest and the General nature thereof when Item Arises	Grant Jones	
1.4	Reminder that Meetings are Recorded for Minute Taking Purposes	Grant Jones	
2.0 APPROVAL OF MINUTES			
2.1	Approval of Minutes: September 16, 2024	Grant Jones	Decision
3.0 APPROVAL OF CONSENT AGENDA ITEMS			
4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION			
5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION			
5.1	Chief Executive Officer's Report for March 17, 2025	Cynthia St. John	Decision
6.0 NEW BUSINESS/OTHER			
7.0 CLOSED SESSION			
8.0 RISING AND REPORTING OF THE CLOSED SESSION			
9.0 FUTURE MEETINGS & EVENTS			
9.1	Next Meeting Date – Monday, May 26, 2025		
10.0 ADJOURNMENT			



A meeting of the Board of Health Governance Standing Committee for Oxford Elgin St. Thomas Health Unit was held on Monday, September 16, 2024 via MS Teams commencing at 10:00 a.m.

PRESENT:

Mr. G. Jones	Committee Member (Chair)
Mr. M. Peterson	Committee Member
Mr. L. Rowden	Committee Member
Mr. D. Shinedling	Committee Member
Ms. C. St. John	Chief Executive Officer
Ms. W. Lee	Executive Assistant

REGRETS:

Mr. S. Molnar	Committee Member
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1.2 AGENDA

Resolution # (2024-GSC-0916-1.2)

Moved by M. Peterson
Seconded by L. Rowden

That the Agenda for the September 16, 2024 Governance Standing Committee (GSC) be approved.
Carried.

1.3 Reminder to disclose Conflict of Interest, Pecuniary Interest and the General nature Thereof when Item Arises.

1.4 Reminder that Meeting are Recorded for Minute Taking Purposes.

2.1 APPROVAL OF MINUTES

Resolution # (2024-GSC-0916-2.1)

Moved by D. Shinedling
Seconded by M. Peterson

That the minutes from the Governance Standing Committee meeting held September 16, 2024 be approved.
Carried.

3.0 CONSENT AGENDA

None.

4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION:

None.

5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION:

5.1 Chief Executive Officer's Report

Cynthia St. John reviewed her report.

The group congratulated D. Shinedling on the birth of his second child.

Resolution # 2024-GSC-0916-5.1

Moved by M. Peterson

Seconded by D. Shinedling

That the Governance Standing Committee accept the Chief Executive Officer's report for September 16, 2024.

Carried.

6.0 NEW BUSINESS/OTHER

L. Rowden raised that new members should feel comfortable voicing dissent, and the committee acknowledged the importance of honest dialogue.

7.0 CLOSED SESSION

Resolution # 2024-GSC-0916-C7

Moved by L. Rowden

Seconded by M. Peterson

That the Governance Standing Committee moves to closed session in order to consider one or more of the following concerns as outlined in the Ontario Municipal Act:

That the Board of Health move to closed session in order to consider one or more 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 THE CLOSED SESSION

Resolution # 2024-GSC-0916-C8

Moved by D. Shinedling

Seconded by L. Rowden

That the Board of Health rise with a report.

Carried.

Resolution # 2024-GSC-0916-C3.1-1.1

Moved by M. Peterson

Seconded by D. Shinedling

That the Governance Standing Committee recommend approval of the 2024 Risk Register with Mitigation Strategies, as presented, to the Board of Health.

Carried.

Resolution # 2024-GSC-0916-C3.1-1.2

Moved by L. Rowden

Seconded by D. Shinedling

That the Governance Standing Committee recommend approval of the 2025 Risk Register with Mitigation Strategies, as presented, to the Board of Health.

Carried.

Resolution # 2024-GSC-0916-C3.1

Moved by M. Peterson
Seconded by D. Shinedling

That the Governance Standing Committee accept the Chief Executive Officer’s report for September 16, 2024.

Carried.

9.0 FUTURE MEETINGS & EVENTS

The committee will reconvene in 2025, dates will be determined.

10.0 ADJOURNMENT:

Resolution # 2024-GSC-0916-10

Moved by M. Peterson
Seconded by L. Rowden

That the meeting adjourns at 11:05 a.m.

Carried.

Confirmed: _____



CEO REPORT

OPEN SESSION

MEETING DATE: March 17, 2025

SUBMITTED BY: Cynthia St. John

SUBMITTED TO: Governance Standing Committee

PURPOSE: Decision
 Discussion
 Receive and File

AGENDA ITEM # 5.1

RESOLUTION # 2025-GSC-0317-5.1

1.0 BOARD OF HEALTH MEMBERSHIP (Receive and File):

1.1 PROVINCIAL APPOINTMENT RENEWAL OF LEE ROWDEN

Lee Rowden has been reappointed to the Board of Health for a three-year term, effective November 29, 2024, to November 28, 2027. Southwestern Public Health (SWPH) received official notification of his Order in Council reappointment on December 3, 2024. We sincerely appreciate his ongoing commitment, leadership, and valuable contributions to the work of the Board and to public health in our region. The Board was informed of this at its January 2025 meeting so no further action is needed for the GSC.

1.2 APPOINTMENT OF COUNCILLOR EARL TAYLOR TO THE BOARD OF HEALTH

We would like to notify the Governance Standing Committee that City of St. Thomas Councillor Earl Taylor has been appointed to the Board of Health, replacing Mayor Joe Preston. Earl is new to council, having been appointed in March 2025 to fill a City of St. Thomas Council vacancy, and will be joining this Board that has been working together for the past two years. Steps are being taken to ensure he is oriented to public health and Board governance. I plan on meeting with Mr. Taylor on March 15, 2025 to discuss his orientation needs and then I will develop a rapid orientation program for him as soon as possible.

Additionally, a letter of appreciation has been prepared for Joe Preston to recognize his longstanding support and commitment to the Board of Health. It is attached as information.

MOTION: 2025-GSC-0317-5.1

That the Governance Standing Committee accept the Chief Executive Officer's report for March 17, 2025.



Ontario

**Executive Council of Ontario
Order in Council**

**Conseil exécutif de l'Ontario
Décret**

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

Sur la recommandation de la personne soussignée, le lieutenant-gouverneur de l'Ontario, sur l'avis et avec le consentement du Conseil exécutif de l'Ontario, décrète ce qui suit :

PURSUANT TO subsections 49(3) and 51(1) of the *Health Protection and Promotion Act*, **Lee Rowden** of St. Thomas be reappointed as a part-time member of the Board of Health for the Oxford Elgin St. Thomas Health Unit to serve at the pleasure of the Lieutenant Governor in Council for a period not exceeding three years, effective November 29, 2024 or the date this Order in Council is made, whichever is later.

EN VERTU DES paragraphes 49 (3) et 51 (1) de la *Loi sur la protection et la promotion de la santé*, **Lee Rowden** de St. Thomas est reconduit au poste de membre à temps partiel du conseil de santé de la circonscription sanitaire d'Oxford-Elgin-St. Thomas pour exercer son mandat à titre amovible à la discrétion du lieutenant-gouverneur en conseil, pour une période maximale de trois ans, à compter du dernier en date du 29 novembre 2024 et du jour de la prise du présent décret.

Recommended: Minister of Health
Recommandé par : La ministre de la Santé

Concurred: Chair of Cabinet
Appuyé par : La présidence du Conseil des ministres

Approved and Ordered:
Approuvé et décrété le : NOV 28 2024

**Administrator of the Government
L'administratrice du gouvernement**

O.C. | Décret : 1523 / 2024

March 4, 2025

Southwestern Public Health
Attn: Wai Lee, Executive Assistant
Via Email: wlee@swpublichealth.ca

Re: 2025 Appointments - Southwestern Public Health

Dear Ms. Lee:

Please be advised that at the March 3rd, 2025, meeting, Council of the Corporation of the City of St. Thomas appointed the following person to Southwestern Public Health:

COUNCILLOR EARL TAYLOR 108 Hughes Street, N5P 2Z1 519-670-9223
e-mail: etaylor@stthomas.ca

Councillor Taylor will be replacing Mayor Preston's position on the Board.

If you have any questions please feel free to contact me at the information above.

Sincerely,



Sherry Steadman
Legislative Services Coordinator

C/c Councillor Taylor



St. Thomas Site
Administrative Office
1230 Talbot Street
St. Thomas, ON
N5P 1G9

Woodstock Site
410 Buller Street
Woodstock, ON
N4S 4N2

March 27, 2025

Mayor Joe Preston
City of St. Thomas
545 Talbot Street
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
mayor@stthomas.ca

Dear Joe,

On behalf of the Board of Health, I would like to express our gratitude for your years of dedicated service, leadership, and wisdom as a valued member of our Board. Your commitment to public health and the well-being of our communities is sincerely appreciated.

Since your appointment to the Board on December 17, 2018, you have played a pivotal role in guiding Southwestern Public Health through both opportunities and challenges. Your leadership as Vice-Chair during the COVID-19 pandemic provided essential support and direction during one of the most complex public health crises in recent history. As Chair in 2023, you continued to offer steady leadership, ensuring the Board remained focused on the evolving needs of our communities and supporting the staff throughout.

In addition, your contributions to the Finance and Facilities Committee helped ensure the responsible stewardship of public health resources, while your involvement in the special Ad Hoc Strengthening Public Health Committee demonstrated your forward-thinking approach in exploring potential mergers with neighbouring health units in 2023–2024.

Your insights, advocacy, and steadfast support have made a lasting impact, and we are incredibly appreciative of the time and effort you have devoted to this role. While we will miss your presence at the table, we know your dedication to the health and prosperity of St. Thomas and the broader region remains unwavering. Thank you for your many contributions.

With appreciation,

Bernia Martin
Chair, Board of Health
Southwestern Public Health

Grant Jones
Vice-Chair, Board of Health
Southwestern Public Health