Board of Health Meeting
April 23, 2026

Open Session Minutes

A meeting of the Board of Health for Oxford Elgin St. Thomas Health Unit was held on Thursday, April 23, 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
Mr. D. Mayberry**	Board Member
Mr. J. Palmer	Board Member
Mr. M. Peterson	Board Member
Mr. L. Rowden	Board Member
Mr. E. Taylor	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:

Ms. Jennifer Buchanan	Graham Scott Enns
Mr. Scott Westelaken	Graham Scott Enns
Ms. J. Gordon	Administrative Assistant
Mr. P. Heywood	Program Director
Mr. D. McDonald	Director, Corporate Services and Human Resources
Ms. M. Nusink	Director, Finance
Ms. J. Rabaey**	Sr. Communications Coordinator
Ms. C. Richards	Manager, Foundational Standards
Mr. D. Smith	Program Director

Media:

Mr. Rob Perry**	Aylmer Express

Note: ** indicates virtual participation

Regrets:

Ms. K. Hobbs	Board Member
Mr. G. Jones	Board Member
Mr. S. Molnar	Board Member
Ms. S. MacIsaac	Program Director
Mr. Y. Santos	Manager, IT

1.1 Call to order, recognition of quorum

The meeting was called to order by B. Martin at 1:02 p.m.

1.2 Approval of agenda

Resolution # 2026-BOH-0423-1.2

Moved by D. Warden
Seconded by L. Rowden

> That the agenda for the Southwestern Public Health Board of Health meeting for Thursday, April 23, 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-0423-2.1

Moved by M. Peterson
Seconded by D. Shinedling

> That the minutes for the Southwestern Public Health Board of Health meeting for March 26, 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 GSE Auditor's Report for April 23, 2026

Jennifer Buchanan from Graham Scott Enns (GSE) reviewed the report. Also in attendance was Scott Westelaken.

Discussion on the report proceeded without a motion, with approval deferred to the CEO's report later in the agenda. Questions were raised regarding funding details and the noted increase in nursing costs; clarification was provided that the change reflects multiple factors and does not represent a direct 7% wage increase. It was also confirmed that the status of contract expiry would not impact costs. Additional context was provided that certain agreements may result in retroactive payments, and that factors such as maternity leaves can create fluctuations in reported expenses.

In response to questions about rising legal costs, it was noted that expenses are distributed across multiple legal firms. Clarification was also provided distinguishing previously discussed revenue items from the current expense-focused report, including explanation of a perceived additional charge related to Woodstock. The auditors issued an unqualified (clean) audit opinion, and there were no matters of note identified in the audit findings letter to the Board.

The Chair expressed appreciation to the auditors, and the CEO acknowledged their leadership, transparency, and expertise.

The auditors departed the meeting at 1:32 p.m.

5.2 Medical Officer of Health's Report

Dr. N. Tran reviewed the report.

No questions were raised about the report.

Resolution # 2026-BOH-0423-5.2

Moved by M. Peterson
Seconded by D. Shinedling

> That the Board of Health for Southwestern Public Health accept the Medical Officer of Health's Report for April 23, 2026.

Carried.

5.3 Chief Executive Officer's Report

C. St. John reviewed the report and responded to Board questions.

Clarification was provided that Graham Scott Enns has served as the auditor since the 2018 merger of Southwestern Public Health, with the Board required to confirm the appointment annually despite a five-year contract term; the agreement allows for termination with notice and no penalty.

Questions were raised regarding participation in the alPHa Conference, with it noted that the June conference is held in person, while other symposiums are offered virtually. C. St. John committed to bringing back a report following the conference, as well as pre-circulating conference resolutions for Board consideration in May.

Further questions were raised related to the Annual Service Plan, including current versus projected heat-related hospitalization rates, staffing allocations, and variations in salary and travel expenditures across programs. C. St. John indicated she would be pleased to provide additional operational details on these items and the programs' work at a future meeting.

Resolution # 2026-BOH-0423-5.3-3.2

Moved by M. Peterson
Seconded by D. Warden

> That the Board of Health ratify the signing of the Annual Service Plan for 2026.

Carried.

Resolution # 2026-BOH-0423-5.3-3.3

Moved by M. Peterson
Seconded by L. Rowden

> That the Board of Health for Southwestern Public Health approve the audited financial statements for the period ending December 31, 2025.

Carried.

Resolution # 2026-BOH-0423-5.3-3.4

Moved by J. Couckuyt
Seconded by D. Warden

> That the Board of Health appoint Graham Scott Enns as the auditing firm for the year ending December 31, 2026.

Carried.

Resolution # 2026-BOH-0423-5.3

Moved by J. Palmer
Seconded by M. Peterson

> That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's report for April 23, 2026.

Carried.

6.0 New business

No items.

7.0 Closed session

Resolution # 2026-BOH-0423-C7

Moved by M. Peterson

Seconded by D. Shinedling

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

- (a) the security of the property of the municipality or local board
- (d) labour relations or employee negotiations

Carried.

8.0 Rising and reporting of closed session

Resolution # 2026-BOH-0423-C8

Moved by J. Palmer
Seconded by M. Peterson

That the Board of Health rise with a report.

Carried.

Resolution # 2026-BOH-0423-C2.0-1.0

Moved by M. Peterson
Seconded by L. Rowden

That the Board of Health approve the signing of the lease renewals of Southwestern Public Health's Woodstock locations effective May 1, 2026.

Carried.

Resolution # 2026-BOH-0423-C2.0

Moved by J. Palmer
Seconded by J. Herbert

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's Report for April 23, 2026.

Carried.

Resolution # 2026-BOH-0423-C3.0

Moved by M. Peterson
Seconded by J. Palmer

That the Board of Health for Southwestern Public Health accept the Special Ad Hoc Building Committee Report for April 23, 2026 and proceed with scenario one.

Carried.

A recorded vote was requested for Resolution #2026-BOH-0423-C3.0 and conducted.

Agar, Catherine	Yea
Couckuyt, Jack	Yea
Herbert, Jim	Nay
Martin, Bernia (Chair)	Yea
Mayberry, David	Nay
Palmer, Jim	Yea
Peterson, Mark	Yea
Rowden, Lee	Yea
Shinedling, Davin (Vice-Chair)	Yea
Taylor, Earl	Nay
Warden, David	Yea

9.0 Future meetings and events

The next official Board of Health meeting will be:

- Thursday, May 28, 2026
- Orientation at 12:00 p.m. | 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 3:36 p.m.

Resolution # 2026-BOH-0423-10.0
Moved by M. Peterson
Seconded by D. Shinedling

That the regular meeting adjourn to meet again on Thursday, May 28, 2026 at 1:00 p.m.

Carried.

Confirmed: _____