



November 27, 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, November 27, 2025, commencing at 1:00 p.m.

PRESENT:

Mr. J. Couckuyt	Board Member
Mr. J. Herbert	Board Member
Ms. B. Martin	Board Member (Chair)
Mr. D. Mayberry	Board Member
Mr. M. Peterson	Board Member
Mr. L. Rowden	Board Member
Mr. M. Ryan	Board Member
Mr. E. Taylor	Board Member
Mr. S. Molnar	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:

Ms. C. Agar	Board Member
Ms. K. Hobbs	Board Member
Mr. G. Jones	Board Member (Vice Chair)
Mr. D. Shinedling	Board Member

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.

1.2 AGENDA

Resolution # (2025-BOH-1127-1.2)

Moved by D. Warden

Seconded by J. Herbert

That the agenda for the Southwestern Public Health Board of Health meeting for November 27, 2025, be approved as amended.

Carried.

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

Reminder that meeting is recorded

2.0 APPROVAL OF MINUTES

Resolution # (2025-BOH-1127-2.1)

Moved by D. Mayberry

Seconded by M. Peterson

That the minutes for the Southwestern Public Health Board of Health meeting for October 23, 2025, be approved.

Carried.

3.0 CONSENT AGENDA

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. Tran reviewed the report.

D. Mayberry asked about the visibility of this year's flu shot, noting he had not seen a strong public push encouraging flu shots. He added that while people he spoke with were pleased to receive their shots at local pharmacies, he had not noticed advertising from pharmacies or public health. Dr. Tran responded that public health continues to promote vaccinations in coordination with provincial campaigns and has undertaken the usual range of seasonal communications.

S. MacIsaac added that similar promotion occurred earlier in October through radio and newspaper channels, and that feedback would be shared with the communications team. D. Mayberry reiterated the importance of flu shot promotion as a prevention measure and noted the absence of signage at pharmacies compared to previous years.

L. Rowden shared that drugstores appear inconsistent in their advertising, creating confusion about where flu shots are available. J. Herbert observed that some locations do have prominent signage.

C. St. John confirmed that the communications team would consider re-amplifying messaging during respiratory season. She also spoke to the section of Dr. N. Tran's report regarding the loss of Canada's measles elimination status, emphasizing that the loss of this of this national designation is no reflection of the significant work of the SWPH team in trying to manage this measles outbreak and in encouraging measles vaccination. The SWPH team did a tremendous job and we are encouraged that there is an opportunity for Canada to regain its elimination status.

S. Molnar commented that media coverage of the loss of designation focused more on the loss itself than on the importance of vaccination, which he found disappointing.

Resolution # (2025-BOH-1127-5.1)

Moved by

Seconded by

That the Board of Health for Southwestern Public Health accept the Medical Officer of Health's Report for November 27, 2025.

Carried.

5.2 Chief Executive Officer's Report

B. Martin noted that the board would review and vote on each motion separately rather than altogether at the end.

C. St. John reviewed the Q3 financial report, noting a projected year-end surplus driven by staffing fluctuations, reallocations to 100% provincially funded programs, and unexpected COVID-19/RSV funding received earlier in the year.

D. Mayberry asked for more detail in future quarterly reports to explain the variances, noting the importance of transparency for the public. C. St. John agreed and confirmed that future reports will outline key drivers of variances, such as provincial funding realignments, and vacancy-related impacts.

J. Herbert expressed concern about recurring year-end surpluses and the role of staffing vacancies, wondering whether funds could instead support program staffing. C. St. John clarified that staffing fluctuations typically relate to short-term leaves that are difficult to backfill, not reductions in overall FTEs, and that SWPH always aims to maintain a full staffing complement.

B. Martin emphasized that the surplus figure is approximate.

S. Molnar asked about the wording that surplus funds ‘may’ be added to the reserve, as well as alternative options for allocation. C. St. John explained that the amount will change by year-end, that provincial surplus funds must be returned. For municipal portion surplus monies, the Board of Health determines what it will do with those monies which is why the term “may” is used, i.e.. return them to the municipalities in their entirety, return a portion, or put the monies in the SWPH Board of Health reserve fund.

J. Couckuyt asked what percentage of municipal contributions the \$750K represented; M. Nusink confirmed approximately 8.8%.

Resolution # (2025-BOH-1127-5.2-1.1)

Moved by J. Couckuyt

Seconded by D. Warden

That the Board of Health approve the third quarter financial statements for Southwestern Public Health as presented.

Carried.

D. Mayberry inquired about the last time the organization held an auditor tender, noting that Graham Scott Enns has served as auditor for a considerable period. C. St. John noted she will follow up with more information.

Resolution # (2025-BOH-1127-5.2-1.2)

Moved by S. Molnar

Seconded by M. Peterson

That the Board of Health approve the Board Chair signing the engagement letter and audit planning letter received from Graham Scott Enns as presented, in preparation for the upcoming 2025 financial audit.

Carried.

C. St. John reviewed the 2026 draft budget report and presentation for Southwestern Public Health (SWPH).

M. Ryan asked whether collective agreement negotiations for SWPH are affected by provincial negotiations and whether provincial settlements establish starting points that affect Board-negotiated contracts. C. St. John confirmed this influence likely exists.

J. Herbert asked whether municipalities are aware of the levy increase indicated in the budget. C. St. John noted it has not yet been communicated as it is presented to the Board of Health first. B. Martin emphasized that it is the responsibility of both provincial and municipal appointees to make the budget work collectively, and S. Molnar agreed.

Referencing the CEO report, S. Molnar asked whether the BOH could use reserve transfers to offset variances between 2025 and 2026. He noted a potential year-end variance and suggested applying reserve funds to mitigate municipal impact. B. Martin confirmed that this decision rests with the BOH. C. St. John added that the alignment between projected variance and pressures

appeared reasonable. S. Molnar reiterated that he fully supports the business plan and that questions of funding strategy should be considered separately.

D. Mayberry stated support for the budget overall but asked for clarification on increases related to Healthy Growth and Development and Infectious and Clinical Diseases and decreases in Chronic Disease and Injury Prevention (CDIP), Immunization, and School Health. He expressed concern about shifting resources. C. St. John responded that changes reflect alignment with the new Ontario Public Health Standards (OPHS) and demands internally, noting that this budget does not include any reductions in the total # of FTEs for SWPH. The Senior Team remains confident that we can continue the momentum we have been able to achieve thus far.

D. Warden supported the budget, emphasizing the importance of maintaining organizational momentum, and noted that the Board cannot influence contractual obligations or rising health-care costs. He stated that use of reserves to mitigate municipal impact would be acceptable if the Board chose to do so.

B. Martin reminded members that, unlike municipal budgets, the BOH must first pass the budget and then consider any mitigation through subsequent motions. L. Rowden and M. Ryan supported this approach.

Following a motion to approve the 2026 budget as presented, D. Mayberry asked whether the budget would affect seeking additional funding for student placements; C. St. John confirmed it would not.

D. Warden questioned if there should be an amendment in the motion. B. Martin clarified that the acceptance of the budget would not be amended; how the budget would be funded would be a subsequent motion.

Resolution # (2025-BOH-1127-5.2-1.3)

Moved by E. Taylor

Seconded by L. Rowden

That the Board of Health for Southwestern Public Health approve the 2026 Budgets for General Cost-Shared program, the 100% Provincially funded ongoing initiatives, and the 100% Provincially funded one-time initiatives as presented.

Carried.

The motion was unanimously approved.

After the approval of the resolution, M. Ryan moved that the 2025 operating surplus be transferred to the BOH Reserve Fund upon confirmation of year-end financial statements, within the policy limit of 10% of the previous year's operating budget. He noted this would allow the Board the opportunity to allocate funds responsibly. S. Molnar accepted the clarification that the motion simply directed the surplus into reserves.

J. Herbert asked whether surplus funds placed in reserves could later be allocated for mitigation. B. Martin confirmed any subsequent use would require a separate motion.

J. Herbert asked whether there were current staffing or operational needs that would require immediate use of reserve funds; C. St. John confirmed there were no such immediate needs that she was aware of.

M. Peterson clarified that the BOH could later choose to apply reserve funds toward the levy if desired.

D. Mayberry noted that provincial funding now represents approximately 59% of total funding.

Resolution # (2025-BOH-1127-5.2-1.4)

Moved by M. Ryan

Seconded by M. Peterson

That the Board of Health for Southwestern Public Health approve the transfer of the full 2025 operating surplus to the SWPH Board of Health Reserve Fund upon confirmation of the year end financial statements provided that transfer amount does not exceed the threshold established in Policy of no more than 10% of the previous year's operating budgets.

Carried.

This motion was unanimously approved.

D. Mayberry proposed a new motion and read it to the floor.

B. Martin asked what the revised municipal levy amounts would be if the motion were approved. M. Nusink confirmed that applying \$300,000 from the reserve would reduce the municipal increases to \$59,354 for St. Thomas, \$79,912 for Elgin County, and \$168,724 for Oxford County from the original levy. Discussion followed on the motion. D. Mayberry noted that this represents approximately a 45% reduction from the originally projected increase.

J. Couckuyt noted that funding distribution now shows that municipalities contribute 41% and the provincial government 59% of SWPH's budget.

Resolution # (2025-BOH-1127-5.2)

Moved by D. Mayberry

Seconded by D. Warden

That the Board of Health for Southwestern Public Health approve the allocation of \$300,000 from the SWPH Board of Health Reserve Fund to be used towards mitigating the 2026 obligated municipalities' levy for the 2026 operating budget.

Carried.

The motion was unanimously approved.

Resolution # (2025-BOH-1127-5.2)

Moved by M. Peterson

Seconded by L. Rowden

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's report for November 27, 2025.

Carried.

B. Martin thanked the staff for their work in presenting the progressive and responsible budget and thanked the Board members for their thoughtful and responsible deliberations.

6.0 NEW BUSINESS

No items.

D. Warden left the meeting at 2:31pm

7.0 TO CLOSED SESSION

Resolution # (2025-BOH-1127-C7)

Moved by J. Herbert

Seconded by M. Peterson

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-1127-C8)

Moved by M. Peterson

Seconded by E. Taylor

That the Board of Health rise with a report.

Carried.

Resolution # (2025-BOH-1127-C3.1)

Moved by M. Ryan

Seconded by J. Herbert

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's Closed Report for November 27, 2025.

Carried.

9.0 FUTURE MEETING & EVENTS

10.0 ADJOURNMENT

The meeting adjourned at 2:45 p.m.

Resolution # (2025-BOH-1127-10.0)

Moved by M. Peterson

Seconded by L. Rowden

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

Carried.

Confirmed: _____

