



The meeting of the Board of Health for Oxford Elgin St. Thomas Health Unit was held on February 9, 2023, at the St. Thomas site (1230 Talbot St.) and virtually via MS Teams commencing at 1:03 p.m.

**PRESENT:**

Mr. J. Couckuyt	Board Member
Mr. J. Herbert	Board Member
Mr. D. McPhail	Board Member
Mr. D. Mayberry	Board Member
Mr. M. Peterson	Board Member
Mr. J. Preston	Board Member (Chair)
Mr. L. Rowden	Board Member
Mr. M. Ryan	Board Member
Mr. D. Warden	Board Member
Ms. B. Wheaton	Board Member (Vice Chair)
Ms. C. St. John	Chief Executive Officer
Dr. N. Tran	Medical Officer of Health
Ms. A. Koning	Executive Assistant

*\*represents virtual participation*

**GUESTS:**

Mr. P. Heywood	Program Director*
Ms. S. Maclsaac	Program Director
Mr. D. McDonald	Director, Corporate Services and Human Resources
Ms. M. Nusink	Director, Finance (CFO)
Mr. D. Smith	Program Director
Ms. M Cornwell	Manager, Communications*
Ms. C. Richards	Program Manager
Ms. W. Lee	Administrative Assistant
Mr. R. Perry	Aylmer Express*

*\*represents virtual participation*

**REGRETS:**

**1.1 CALL TO ORDER, RECOGNITION OF QUORUM**

## **1.2 AGENDA**

### **Resolution # (2023-BOH-0209-1.2)**

Moved by D. Warden  
Seconded by M. Ryan

That the agenda for the Southwestern Public Health Board of Health meeting for February 9, 2023 be approved.

Carried.

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

**1.4** Reminder that Meetings are Recorded for minute-taking purposes.

## **2.0 APPROVAL OF MINUTES**

### **Resolution # (2023-BOH-0209-2.1)**

Moved by D. Mayberry  
Seconded by J. Herbert

That the minutes for the Southwestern Public Health Board of Health meeting for January 18, 2023 be approved.

Carried.

## **3.0 CONSENT AGENDA**

None at this time.

## **4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION**

None at this time.

## **5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION**

### **5.1 Medical Officer of Health's Report for February 9, 2023**

Dr. Tran reviewed his report.

Dr. Tran noted that SWPH values the comprehensive input from many members of the community, including those with lived experience, healthcare professionals, and our obligated municipalities. He noted that the timeline indicates that the Board will receive a recommendation for action at the May meeting.

The group discussed the important role SWPH plays related to prevention of harmful substances in our community. It was noted that the feasibility study will shine light on opportunities and the root causes of the current problem. Dr. Tran noted that the purpose for the feasibility study is to act on a growing problem now. It was noted that substance use, and mental health issues are on the rise in our community and any and all support we can give to our community is a step in the right direction. It was noted that a detox centre within our region is also needed.

Staff noted that SWPH participates in several external Committees and Groups that focus on upstream work. Staff noted that groups such as Planet Youth and the Ontario Health Teams in Oxford and Elgin are integral to providing wrap around services and streamlining service delivery. Planet Youth is an example of an upstream programming initiative. P. Heywood noted that through the Oxford and Elgin strategies, there are several pillars associated those strategies, namely prevention treatment, Community Safety and Justice and harm reduction.

#### **Resolution # (2023-BOH-0209-5.1)**

Moved by J. Couckuyt

Seconded by D. Warden

That the Board of Health for Southwestern Public Health accept the Medical Officer of Health's report for February 9, 2023.

Carried.

#### **5.2 Chief Executive Officer's Report for February 9, 2023**

C. St. John reviewed her report.

There were no concerns brought forward by the Board regarding the financial matters and the governance matter noted in the report.

#### **Resolution # (2023-BOH-0209-5.2A)**

Moved by D. Mayberry

Seconded by M. Ryan

That the Board of Health for Southwestern Public Health receive and file the Internal Controls Checklist for 2023.

Carried.

**Resolution # (2023-BOH-0209-5.2B)**

Moved by M. Ryan

Seconded by D. Warden

That the Board of Health for Southwestern Public Health, in preparation for the upcoming 2022 financial audit, approve the Board Chair signing the engagement letter and audit planning letter received from Graham Scott Enns as presented.

Carried.

**Resolution # (2023-BOH-0209-5.2C)**

Moved by D. Mayberry

Seconded by M. Peterson

That the Board of Health for Southwestern Public Health receive and file the revised Amending Agreement between the Ministry of Health and Southwestern Public Health.

Carried.

**Resolution # (2023-BOH-0209-5.2E)**

Moved by B. Wheaton

Seconded by L. Rowden

That the Board of Health for Southwestern Public Health amend BOH-GOV-020(F) Appendix A – Oath of Conduct and Confidentiality.

Carried.

C. St. John provided an extensive overview of the budget.

C. St. John noted that comparing our budget from 2022 to 2023 is not a good reflection of what we accomplished since much of 2022 was still focused on the COVID-19 pandemic response. She noted that this budget reflects the importance of building on the credibility and attention that public health has in the community. She noted that there are unintended consequences over the last three years that we're seeing emerge, and identifying and learning from these, will help point our compass in the right direction. She noted that SWPH uses data to make informed decisions on where to focus program and service delivery for increased positive health outcomes and it cannot be overstated about the importance of evidence-informed decisions. It cannot also be overstated about the need to pay attention to what the past three years have taught all of us. Lastly, given what the community and SWPH has been through, stability in needed and this budget reflects this.

C. St. John noted that the Ministry of Health does not confirm funding until later in the year. She noted that provincially and federally, we are aware of the funding needs for our health care system as a whole. She noted that prevention work in the public health sphere lessens the demand in the healthcare system down the road.

C. St. John noted that the presented budget has some stability, ideally would be 100% stability, however with funding pressures and inflation rates, she noted that she and the senior team felt this was reasonable. She noted that the budget is heavily informed by extensive program planning work completed by all levels of staff.

The Board had extensive discussion concerning important factors such as extraordinary inflationary pressures, the need to ensure staff are compensated fairly, and the need to ensure we invest enough resources to make a meaningful impact in improving health outcomes in our communities.

The Board further discussed whether this financial increase should or should not be higher based upon the above and on the fact that the Ministry of Health does not commit to its funding envelope until much later in the year and that amount is unknown at this time.

With respect to the timing of provincial funding approvals, the Board discussed whether the health unit should consider a different fiscal period, perhaps March 31 to align with the provincial government. C. St. John noted that SWPH's fiscal year must align with its municipalities according to legislation. As such, December 31 is the only allowable fiscal year end. It was also noted that extensive advocacy efforts by staff, the board, and municipalities regarding time of funding commitments have been done in the past.

The Board also discussed the importance of regularly sharing local health outcome data with its obligated municipal funders by way of future deputations. C. St. John noted that she and staff will reach out to obligated municipalities with a request to share this information.

The Board discussed whether to move to Closed Session to discuss budget impacts and determined it needed to do so in order to consider matters related to labour relations.

#### **Resolution # (2023-BOH-0209-C7A)**

Moved by D. Mayberry

Seconded by M. Ryan

That the Board of Health moves 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.

#### **Resolution # (2023-BOH-0209-C8A)**

Moved by B. Wheaton

Seconded by J. Herbert

That the Board of Health rise with a report.

Carried.

The Board discussed how to proceed with approving the budget as presented, noting that additional resources will be needed and reviewed at a future board meeting for approval. C. St. John confirmed that she would develop a board report with the support of her team that outlines what additional resources and funding is needed to move some of our key indicators in the right direction. C. St. John confirmed that staff will bring forward a report to a future board meeting that outlines several priorities and recommends that the board place funding and resources to top priorities that will also involve quick wins, not just longer term improvements. It was noted that the Board would like to be kept apprised on the progress of this report, however they expect it will take some time for a fulsome report to be developed.

D. Mayberry and the rest of the Board commended C. St. John on the excellent budget presentation and acknowledged the extensive amount of work that went in to its development and in to the presentation.

#### **Resolution # (2023-BOH-0209-5.2D)**

Moved by M. Ryan

Seconded by D. Mayberry

That the Board of Health for Southwestern Public Health approve the 2023 Budgets for General Cost-Shared program, for 100% Provincially funded ongoing programs and services, and for 100% Provincially funded one-time initiatives, as presented, and that staff return a report on budget impacts required to improve key health indicators.

Carried.

**Resolution # (2023-BOH-0209-5.2)**

Moved by D. Mayberry

Seconded by D. Warden

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's report for February 9, 2023.

Carried.

**6.0 NEW BUSINESS/OTHER**

**SWPH Mass Immunization Clinic Closure Notification**

M. Ryan commended the staff of SWPH and volunteers for their unwavering commitment to their community. He noted that the vaccination efforts within our region were tremendous and were a result of our incredible staff. He noted that the clinics were run effectively and efficiently.

J. Preston thanked M. Ryan for bringing this forward and echoed his sentiments.

B. Wheaton requested that the messaging of thanks be communicated directly to staff. C. St. John confirmed that it would be.

M. Ryan departed at 3:31 p.m.

**7.0 TO CLOSED SESSION**

**Resolution # (2023-BOH-0209-C7)**

Moved by B. Wheaton

Seconded by D. Mayberry

That the Board of Health moves 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 CLOSED SESSION

### Resolution # (2023-BOH-0209-C8)

Moved by J. Herbert

Seconded by M. Peterson

That the Board of Health rise with a report.

Carried.

### Resolution # (2023-BOH-0209-C3.1)

Moved by D. Warden

Seconded by J. Herbert

That the Board of Health for Southwestern Public Health accept the Chief Executive Officer's Report for February 9, 2023.

Carried.

## 9.0 FUTURE MEETING & EVENTS



**10.0 ADJOURNMENT**

**Resolution # (2023-BOH-0209-10)**

Moved by M. Peterson  
Seconded by J. Herbert

That the Board of Health meeting adjourns at 3:38 p.m.

Carried.

**Confirmed:** \_\_\_\_\_

A handwritten signature in blue ink that reads "Joe Preston". The signature is written in a cursive style and is positioned above a horizontal line that serves as a signature line.