

Board of Health Minutes

Date: Friday, January 24, 2025
Location: Electronic via Microsoft Teams & GBPH Boardroom
(101 17th Street East, Owen Sound ON N4K 0A5)
Time: 10:01 AM – 11:10 AM

Members Present:

Mr. Chad Richards	Ms. Sue Carleton
Mr. Kevin Eccles	Ms. Andrea Matrosovs
Ms. Shirley Keaveney	Mr. Don Murray
Mr. Jay Kirkland	Mr. Kenneth Craig
Ms. Helen-Claire Tingling	Ms. Beverly Wilkins

Regrets: Mr. Nick Saunders
Also Present: Dr. Ian Arra, Kim Rutherford, Denis Langlois
Special Guests:
Recording Secretary: Ms. Kellisa Webb

1.0 Call to Order

Vice-Chair Richards called the meeting to order at 10:01 AM.

2.0 Roll Call

The roll call was called by the recording secretary. Quorum was declared.

3.0 Welcome to New Board Members and Recognition of Former Members Years of Service

Vice-Chair Richards welcomed new Board members Jay Kirkland, Don Murray, and Shirley Keaveney and thanked former member Chris Peabody for his years of service.

Kevin Eccles joined the meeting at 10:04 AM.

4.0 Amendments to Agenda

None.

5.0 Approval of Agenda

Moved by: Shirley Keaveney

Seconded by: Kevin Eccles

“THAT, the agenda for Friday, January 24, 2025, be approved as presented.”

Carried.

6.0 Disclosure of Pecuniary Interest

No disclosures of pecuniary interest were declared at this time.

7.0 Educational Notes

7.1 V-514 Election of Officers and Auditors

The Medical Officer of Health reiterated a point he made at the December 2024 meeting, before the election of the new Chair who is not a member from Grey nor Bruce Counties, about the need to amend policy V-514 Election of Officer and Auditors to remove the limitation of the Chair selection to members from Grey and Bruce Counties.

A discussion ensued on both the scope and mechanism of revising the policy. The Board decided to remove the limitation on Chair selection and to extend the Chair term-length beyond one year (The former Chair had suggested 4 years, the literature search suggested 3 years, a number of board members suggested 2 years). The Board tasked the Executive Committee with reviewing the policy and providing recommendations on possible revisions to remove the limitation on selecting the Chair, and providing recommendations on extending term beyond one year.

Don Murray joined the meeting at 10:13 AM.

The Medical Officer of Health (MOH) advised the Board that extending the length of a Chair's term of service was identified in 2024, by the former Chair and others, as strategy that has the potential to improve the Board's performance. The MOH shared a literature search that concluded that "adopting a term length of three years or longer for the chair of the board is a best practice that promotes stability, continuity, and effectiveness in organizational governance. It allows the chair to implement long-term strategies, build meaningful relationships, and guide the board through periods of change".

Andrea Matrosovs joined the meeting at 10:19 AM

The Board directed the Executive Committee to provide recommendations on making the two amendments by the next meeting.

Moved by: Kenneth Craig

Seconded by: Andrea Matrosovs

"THAT, amending policy V-514 be referred to the Executive Committee for discussion and a recommendation be brought to the next Board meeting."

Carried.

8.0 Adoption of Minutes

8.1 Friday, December 20, 2024

Moved by: Sue Carleton

Seconded by: Kevin Eccles

"THAT, the minutes from Friday, December 20, 2025, be approved the Board of Health as amended."

Carried.

9.0 Correspondence and Media Releases

9.1 Correspondence

9.1.1 Letter from the Board Chair of Peterborough Public Health to the Minister of Families, Children, and Social Development, and the Minister of Health, Government of Canada

9.1.2 Letter from the Medical Officer of Health and the CEO of the Middlesex-London Health Unit to Boards of Health in Ontario

9.1.3 Letter of Appointments from Bruce County

The Medical Officer of Health provided a summary of the correspondence.

Moved by: Andrea Matrosovs

Seconded by: Don Murray

“THAT, correspondence be received for information by the Board of Health.”

Carried.

9.2 Media Releases

9.2.1 Mr. Nicholas Saunders appointed Chair of Grey-Bruce Board of Health

9.2.2 Resources available to help those experiencing grief, other challenges during holiday season

The Communications Co-ordinator provided a summary of the Media Releases.

Moved by: Shirley Keaveney

Seconded by: Jay Kirkland

“THAT, the media releases be received by the Board of Health for information.”

Carried.

The Communication Coordinator left the meeting at 10:42

10.0 Medical Officer of Health Update

10.1 Opioid Situation Grey Bruce (STANDING ITEM)

10.1.1 Western University Research Project - Whole of Society Resilience

The Medical Officer of Health provided an update that the SOS program, developed by Grey Bruce Public Health in collaboration with many of our local partners, will be one of the programs studied by the Western University Research Project.

10.1.2 Interactive Tools in Public Health

The Medical Officer of Health shared an interactive tool from Public Health Ontario and encouraged the Board to utilize it. He highlighted the tool’s ability to show trends over time and ability to compare our health unit to other sparsely populated rural/urban mix areas or the whole province. The tool can help answer questions from the Board and is an excellent source of data for health and mortality.

10.2 Strengthening Public Health (STANDING ITEM)

10.2.1 Letter from the Office of the Chief Medical Officer of Health, Public Health, to Medical Officers of Health and Chief Executive Officers

The letter confirms the two verbal updates from the Medical Officer of Health shared with the Board in previous meetings that the revised Ontario Public Health Standards will be released in August 2025 and implemented in January 2026.

Moved by: Kenneth Craig

Seconded by: Sue Carleton

“THAT, the Medical Officer of Health update be received by the Board of Health for information.”

Carried.

11.0 Corporate Services

11.1 Financial Report | November 2024

The Senior Manager of Finance provided an update on the November 2024 Financial report and Capital Projects. The Medical Officer of Health and Senior Manager of Finance answered questions from the new Board members.

Moved by: Kevin Eccles

Seconded by: Helen-Claire Tingling

“THAT, the Financial Report for November 2024 be received by the Board of Health for information.”

Carried.

12.0 Other Business

12.1 alPHa Winter Symposium

The Medical Officer of Health advised the Board of the upcoming Association of Local Public Health Agencies symposium and encouraged Board members to attend.

13.0 Adjournment

Moved by: Don Murray

Seconded by: Andrea Matrosovs

“THAT, the Board of Health meeting be adjourned.”

Carried.

Vice-Chair Richards declared the Board of Health meeting adjourned at 11:10AM on Friday, December 20, 2024.

Next Meeting:

Friday, February 28, 2025, 10:00 AM

X

Chad Richards
Vice-Chair

X

Dr. Ian Arra
Medical Officer of Health

X

Kellisa Webb
Recording Secretary

Date: Friday, January 24, 2025
Location: Electronic via Microsoft Teams & GBPH Boardroom
(101 17th Street East, Owen Sound ON N4K 0A5)
Time: 11:31 AM – 2:49 PM

Members Present:

Mr. Chad Richards	Ms. Sue Carleton
Mr. Kevin Eccles	Ms. Andrea Matrosovs
Ms. Shirley Keaveney	Mr. Don Murray
Mr. Jay Kirkland	Mr. Kenneth Craig
Ms. Helen-Claire Tingling	Ms. Beverly Wilkins

Regrets: Mr. Nick Saunders
Also Present: Dr. Ian Arra, Kim Rutherford
Special Guests:
Recording Secretary: Ms. Kellisa Webb

1.0 Call to Order

Vice-Chair Richards called the meeting to order at 11:31 AM.

2.0 Roll Call

Roll call was called by the recording secretary. Quorum was declared.

3.0 Amendments to Agenda

None.

4.0 Approval of Agenda

Moved by: Don Murray

Seconded by: Andrea Matrosovs

“THAT, the agenda for Friday, January 24, 2025, be approved as presented.

Carried.

5.0 Disclosure of Pecuniary Interest

None.

6.0 In-Camera

6.1 Education or Training Members of the Council, a Local Board, or Committee

[s.239(3.1)] (1 item)

Annual Orientation for Board of Health Members

Moved by: Sue Carleton

Seconded by: Shirley Keaveney

“THAT, the Board of Health go into closed session at 11:32 AM to discuss 1 item related to Education and Training. FURTHER THAT, Dr. Arra and Kellisa Webb shall remain present.

Carried.

The meeting returned to open session at 2:48 PM with Vice-Chair Richards presiding. Vice-Chair Richards declared that only the items stated in the motion to go in-camera were discussed.

7.0 Adjournment

Moved by: Sue Carleton

Seconded by: Don Murray

“THAT, the Board of Health meeting be adjourned.”

Carried.

Vice-Chair Richards declared the Board of Health meeting adjourned at 2:49 PM, Friday, January 24, 2025.

Next Meeting:

Friday, February 28, 2025, 10:00 AM

X

Chad Richards
Vice-Chair

X

Dr. Ian Arra
Medical Officer of Health

X

Kellisa Webb
Recording Secretary



Board of Health Executive Committee Minutes

Date: Wednesday, February 12, 2025
Location: Electronic via Microsoft Teams
Time: 12:11 PM – 1:10 PM
Members Present: Mr. Nick Saunders (Chair), Mr. Chad Richards (Vice-Chair), Mr. Kevin Eccles, Ms. Sue Carleton
Regrets:
Also Present: Dr. Ian Arra (Medical Officer of Health)
Special Guests:
Secretary: Ms. Kellisa Webb

1.0 Call to Order / Roll Call

The meeting was called to order at 12:11 PM

Roll call was called by the recording secretary. Quorum was declared.

2.0 Amendments to Agenda

None.

3.0 Approval of Agenda

Moved by: Chad Richards

Seconded by: Sue Carleton

“THAT, the Agenda be approved by the Executive Committee as presented.”

Carried.

4.0 Disclosure of Pecuniary Interest

None.

5.0 Review and Revision of Policy V-514 Election of Officers and Auditors as Directed by the Board

The Board directed the Executive Committee to explore and make recommendations on amending two parts of Policy V-514. The first part relates to the Chair selection being limited to Grey and Bruce Counties and the second relates to the term length of the Chair.

On the selection of the Chair being limited to Grey and Bruce Counties, the Medical Officer of Health recommended removing clause 1.3 in Policy V-514 rather than introducing any further language that could create complexities in the future.

A discussion ensued on amendments that could be made to clause 1.3 to achieve the goal of making the policy inclusive to all board members. Concerns were raised by the Medical Officer of Health and the Chair on the potential for conflict in the future by amending instead of removing the clause.

Kevin Eccles joined the meeting at 12:16 PM.

The Medical Officer of Health noted that the clause is specific to the rotation and not the location of the Chair. All members of the Board must reside in Grey or Bruce Counties.

The Committee then discussed removing clause 2.1, which states “a minimum of two provincial appointees from Bruce County and Grey County hold positions for a minimum of two years.” Policy V-514 is on the election of officers and auditors and not Board composition. Therefore, this clause is outside of the scope of the policy. The Board also has no control over provincial appointees and can only make recommendations.

The Executive Committee recommends to the Board of Health removing clauses 1.3 and 2.1 from Policy V-514 Election of Officers and Auditors.

The Medical Officer of Health referenced the literature presented at the January 24, 2025, Board of Health meeting that recommended a 3-year term length for the Chair, which is consistent with the term length of a provincial appointee. During the discussion at this Board meeting, several members, including the former Board chair, mentioned a 1-year term length as not being sufficient and endorsed a 2-year term length. The Medical Officer of Health stated the discussion should be around extending the term length to two, three, or four years.

It was proposed by a committee member that the one-year term length remain the same, but to add language allowing a chair to be re-elected for successive terms. An amendment suggested was to include language like “eligible to stand for a second term” to indicate the Chair may run again. The practice and expectation of the Chair, however, would be to serve two successive terms.

Concerns were shared by committee members that a two-year term length could be a barrier for interest in becoming the Chair and it limits the Board if there were any issues with the chairmanship. The Medical Officer of Health refuted the concerns, noting the policy does not require a Chair to work their full-term should they decide to step down and there are mechanisms should the Board need to remove a Chair due to performance concerns.

The Medical Officer of Health stated that not changing the term length in the policy goes against the direction of the Board, which was, as noted above, that one year was not sufficient and a two-year term length or more was preferred, as supported by the

former Chair and others. The Medical Officer of Health also noted that the Board's direction was made public in a news article by Bayshore Broadcasting.

It was agreed by the Committee that a 2-year term for the Chair is better for governance and leadership, however, committee members decided to proceed without making a recommendation to change the term length and instead add that Chairs are eligible to run for successive terms.

The Medical Officer of Health stated that the policy does not currently restrict the Chair to serving only one term and noted several times a Chair had been elected for multiple terms. The policy would not need to be amended if that is the direction the committee recommends. Committee members shared it was important to add clarifying language, so future Chairs would know to serve successive terms.

Committee members decided to review the full policy and focused on the statement on annual elections. The Committee discussed either changing the elections or allowing the Chair to serve successive terms. Members noted that if the term length of the Chair is changed, the election would need to be amended to be bi-annual.

Committee members preferred that the policy be amended to note the Chair may hold successive terms instead of changing the election cycle. By leaving the elections as being held annually, the Board and Chair retain flexibility each year should they decide there is a need for change. This option would allow the Board to achieve the goal of multi-term Chairs without having to change the election process for that to happen. The Committee decided that this recommendation be put forward to the Board.

The Chair reiterated that the Board gave the Executive Committee direction to change the term length to two years or more for better continuity and governance. By choosing not to change the term length in the Policy, the Committee would be going against the Board's direction. He also reiterated that the direction to extend the Chair length by the Board was made public through the article in Bayshore Broadcasting. The Chair suggested changing the wording of the annual election to bi-annual elections to reflect a two-year term length.

The Medical Officer of Health stated for the record that he strongly recommends against going back to the Board without changing the term length of the Chair. His interpretation is that the Board's direction supports that annual elections are not necessary.

Chad Richards left the meeting at 1:01 PM.

Committee members interpreted the Board's direction as reviewing the full policy and did not interpret it as the term length of the Chair must be changed. The first recommendation accomplishes one of the directions of the Board by eliminating the rotation of the Chair from Grey and Bruce Counties, allowing any Board member to be

elected. The second recommendation endorses a multi-year term length for a Chair without changing the election cycle and is an option to accomplish the other direction.

The Executive Committee recommends to the Board of Health removing items 1.3 and 2.1 from Policy V-514 and to amend the policy to state that “a Chair is eligible to serve successive terms” and the Board continue with annual elections for officers.

6.0 Adjournment

Moved by: Sue Carleton

Seconded by: Kevin Eccles

“THAT, the Board of Health Executive Committee meeting be adjourned.”

Carried.

Chair Saunders declared the Board of Health Executive Committee meeting adjourned at 1:10 PM.

Next Meeting:

To be determined

X

Nick Saunders
Chairperson

X

Dr. Ian Arra
Medical Officer of Health

X

Kellisa Webb
Recording Secretary