

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 03-25

TO: Chair and Members of the Board of Health
FROM: Emily Williams, 2024 Secretary and 2024 Treasurer
DATE: 2025 January 23

AMENDING THE 2025 BOARD MEETING SCHEDULE

Recommendation

It is recommended that the Board of Health:

- 1) *Receive Report No. 03-25 re: “Amending the 2025 Board Meeting Schedule for information;*
 - 2) *Amend the 2025 Board Meeting Schedule to cancel the June 19, 2025 Board of Health meeting; and*
 - 3) *Amend the cadence of the Finance and Facilities Committee meetings, Governance Committee meetings and Quality and Governance Committee meetings as outlined in [Appendix A](#).*
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Report Highlights

- The Board of Health approved the 2025 Board and Committee Meeting schedule at the October 17, 2024 meeting.
- The Association of Local Public Health Agencies (aLPHa) have since posted that the Annual General Meeting (AGM) and Conference will be held in-person from June 18-20, 2025.
- The June Board meeting is currently scheduled for June 19, 2025 and due to the timing of the aLPHa AGM, it is being proposed to cancel the June Board of Health meeting.
- It is also being proposed to amend the 2025 meeting schedule to shift the cadence of the Finance and Facilities Committee, introduce the cadence for the Quality and Governance Committee and remove the Governance Committee.
- A draft amended 2025 Board and Committee meeting calendar is affixed as [Appendix A](#).

Background

The Board of Health approved the 2025 Board and Committee Meeting Schedule at the October 17, 2024 Board meeting ([Report No. 69-24](#)). The Board sets the annual schedule of meetings a year in advance for efficient planning of business for the Board and staff.

Amendments to the 2025 schedule

It was noted that in December 2024, the Association of Local Public Health Agencies (ALPHA) confirmed that the 2025 Annual General Meeting and Conference will be held June 18-20, 2025 in-person. It is proposed that the June Board meeting be cancelled as dates in June for a Board meeting may conflict with other external meetings for Board members and staff members. It is anticipated that Board business that originally would have been presented in June would be presented in July instead.

With the proposed introduction of the Quality and Governance Committee, it is being proposed to the Board that the new Committee start in February and meet quarterly, offsetting the Finance and Facilities Committee, which would begin to meet in March.

A draft amended 2025 Board and Committee meeting calendar is affixed as [Appendix A](#).

Next Steps

The Board of Health must provide approval to amend meeting dates as these dates have been approved. Once approved, an amended schedule would be circulated to the Board and staff, along with on the Health Unit's website.

This report was prepared by the 2024 Secretary and Treasurer, Board of Health.



Emily Williams, BScN, RN, MBA, CHE
Secretary and Treasurer

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The fiduciary requirements and good governance and management practices as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).