

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 69-24

TO: Chair and Members of the Board of Health
FROM: Emily Williams, Secretary and Treasurer
DATE: 2024 October 17

2025 BOARD OF HEALTH AND COMMITTEE MEETING DATES

Recommendation

It is recommended that the Board of Health:

- 1) *Receive Report No. 69-24 re: “2025 Board of Health and Committee Meeting Dates” for information; and*
 - 2) *Approve the 2025 Board of Health and Committee Meeting Dates as presented in [Appendix A](#).*
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Report Highlights

- The Board of Health generally meets 11 times per year, with Committee meetings bi-annually or quarterly.
- There are currently three (3) committees – Finance and Facilities, Governance and Performance Appraisal.
- It is proposed that for 2025, the Board of Health return to a full in-person meeting cadence, with provisions under the *Municipal Act* for electronic participation of Board Members as required.
- The Board is required to approve meeting dates annually ([Appendix A](#)).

Background

The Board of Health generally meets 11 times per year, with Committee meetings bi-annually or quarterly. There are currently three (3) committees – Finance and Facilities, Governance, and Performance Appraisal. Annually, the Board approves the upcoming year’s meeting dates in the fall.

2025 Meeting Schedule and Information

The draft dates for the Board’s consideration are affixed as [Appendix A](#) within this report.

It is noted that staff are proposing that all meetings by default are held in-person at the Middlesex-London Board of Health Board Room at Citi Plaza starting in January 2025. The

Board has not been fully in-person for meetings consistently since March 2020 due to the COVID-19 pandemic, where social distancing and flexibility were required.

In July 2020, the Province of Ontario amended the *Municipal Act*, S.O. 2001, c. 25 to permit electronic participation of members of councils and local boards to participate in their business meetings electronically and count towards quorum.

Electronic participation

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law. 2020, c. 18, Sched. 12, s. 1 (1).

As a result, the Board of Health amended their procedural by-law (By-Law #3) to permit Board Members to participate electronically for both in-person and virtual meetings. While it is encouraged for Board Members to attend in-person, it is acknowledged that circumstances occur where virtual participation is required.

Next Steps

The Board of Health will be required to approve the 2025 meeting dates. Once these dates have been approved, they will be circulated to the Board as email calendar holds for the year. Further, the dates will be distributed to MLHU staff and posted on the website.

This report was written by the 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 Good Governance and Management Practices Domain as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).