



## **Ottawa Board of Health**

### **Minutes**

**Date:** January 13, 2025  
**Time:** 5:00 pm  
**Location:** Champlain Room, 110 Laurier Avenue West, and by electronic participation

**Present:** Chair Catherine Kitts, Vice-Chair Tammy DeGiovanni, Member Nwanneka Ejiofor, Member Brent Bauer, Member Marty Carr, Member Sabrina Chung, Member Laura Dudas, Member Glen Gower, Member Theresa Kavanagh, Member Rawlson King

1. Notices and meeting information for meeting participants and the public  
 Please see the attached document for public notices and meeting information, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; processes and timelines for written and oral submissions; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and remote participation details.

2. Roll Call

During roll call, all members of the Board were present, with the exception of Member Ejiofor who joined at 5:06pm.

3. Regrets

None.

4. Declarations of Interest

None.

5. Confirmation of Minutes

Moved by Member Marty Carr

**Confirmation of minutes of the meeting of December 2, 2024**

**Carried**

6. Motion to Introduce Reports

Moved by Member Marty Carr

**BE IT RESOLVED THAT the Chair of the Board of Health Verbal Report, the Medical Officer of Health Verbal Report, and the reports titled: Confirmation of the Chair and Vice-Chair for 2025, Selection of a Hiring Panel for the Recruitment of a Medical Officer of Health and Appointment of an Interim Medical Officer of Health – In Camera – Personal Matters About an Identifiable Individual. Reporting Out Date: Not to be Reported Out, be received and considered.**

**Carried**

6.1 Chair of the Board of Health Verbal Report

File ACS2025-OPH-BOH-0001 – City-wide

During the Ottawa Board of Health meeting on January 13, 2025, Chair Catherine Kitts provided a verbal report that focused on a farewell message to the outgoing Medical Officer of Health, Dr. Vera Etches on behalf of the Board.

The discussion on this item lasted approximately 5 minutes. The report was then received by the Board. The attached memo includes the Chair's Verbal Update.

Moved by Member Marty Carr

**That the Board of Health for the City of Ottawa Health Unit receive this verbal report for information.**

**Carried**

## 6.2 Medical Officer of Health Verbal Report

File ACS2025-OPH-MOH-0001 – City-wide

Dr. Vera Etches, the Ottawa Medical Officer of Health, delivered her farewell speech during the Board of Health Meeting on January 13, 2025. In her speech, she expressed gratitude for the opportunity to serve the community and highlighted the collaborative efforts that have significantly improved public health in Ottawa. Dr. Etches reflected on the challenges faced, particularly during the COVID-19 pandemic, and praised the resilience and dedication of the public health team and the community. She also emphasized the importance of continuing to address health inequities and supporting mental health initiatives. Dr. Etches concluded by wishing her successor and the Board continued success in their efforts to promote and protect the health of Ottawa residents.

The discussion on this item lasted approximately 20 minutes.

**That the Board of Health for the City of Ottawa Health Unit receive this verbal report for information.**

## 6.3 Confirmation of the Chair and Vice-Chair for 2025

File ACS2025-OPH-BOH-0003- City-wide

Moved by Member Marty Carr

**That the Board of Health for the City of Ottawa Health Unit:**

1. **Confirm the election of Councillor Catherine Kitts as Chair for 2025, to be confirmed at the first meeting of each year of its term as required by the Health Protection and Promotion Act; and**
2. **Confirm the election of Member Tammy DeGiovanni as Vice-Chair for 2025, to be confirmed at the first meeting of each year of its term as required by the Health Protection and Promotion Act.**

**Carried**

6.4 Selection of a Hiring Panel for the Recruitment of a Medical Officer of Health

File ACS2025-OPH-BOH-0002 – City-wide

The Board received an update from Chair Kitts regarding the selection of a hiring panel for the recruitment of a new Medical Officer of Health. The report recommended establishing a selection panel composed of the Chair, the Vice-Chair, Member Bauer and Member King. She advised that this panel will collaborate with the City of Ottawa's Human Resources Department to secure the services of an external executive search firm, ensuring a thorough and effective recruitment process.

The discussion of the report lasted approximately 5 minutes long and emphasized the importance of a swift and efficient hiring process to fill the vacancy left by Dr. Vera Etches, who announced her resignation effective January 31, 2025.

Moved by Member Marty Carr

1. **That, the Ottawa Board of Health for the City of Ottawa Health Unit establish a Selection Panel for the hiring of a Medical Officer of Health;**
2. **And That, the selection panel shall include representation from the Chair, the Vice-Chair, one citizen member and one Councillor member of the Board of Health;**
3. **And That, the selection panel be authorized to collaborate with the City of Ottawa's Human Resources Department to secure the services of an external executive search firm, leveraging their expertise for a thorough and effective recruitment process.**

**Carried**

7. In Camera Items\*

**NOTICE\***

**In Camera Items are not subject to public discussion or audience. Any person has a right to request an independent investigation of the propriety**

of dealing with matters in a closed session. A form requesting such a review may be obtained, without charge, from the City's website or in person from the Chair of this meeting. Requests are kept confidential pending any report by the Meetings Investigator and are conducted without charge to the Requestor.

7.1 Appointment of an Interim Medical Officer of Health

File ACS2025-OPH-BOH-0004– City-wide

Member Carr made a motion to go into closed session at 5:30 pm.

At 5:43 pm Member Carr made a motion to move out of closed session and resume in open session. Following the in-camera session, Chair Kitts welcomed everyone back and advised that the Board received information from City Staff regarding appointment of an Interim Medical Officer of Health. No motions were adopted during the closed session, with the exception of procedural motions and directions to staff.

Moved by Member Marty Carr

**BE IT RESOLVED THAT the Board of Health for the City of Ottawa Health Unit resolve In Camera pursuant to Section 13(1)(b) of the Procedure By-law 2011-1 to consider personal matters about an identifiable individual with respect to the appointment of an associate medical officer of health.**

**Carried**

8. Motion to Adopt Reports

Moved by Member Marty Carr

**BE IT RESOLVED THAT the Chair of the Board of Health Verbal Report, the Medical Officer of Health Verbal Report, and the reports titled: Confirmation of the Chair and Vice-Chair for 2025, Selection of a Hiring Panel for the Recruitment of a Medical Officer of Health and Appointment of an Interim Medical Officer of Health – In Camera – Personal Matters About an Identifiable Individual. Reporting Out Date: Not to be Reported Out, be received and adopted.**

**Carried**

9. Motions Requiring Suspension of the Rules of Procedure

None.

10. Confirmation By-law

Moved by Member Marty Carr

**BE IT RESOLVED THAT Confirmation By-law no. 2025-1, a by-law of the Board of Health for the City of Ottawa Health Unit to confirm the proceedings of the Ottawa Board of Health at its meeting of January 13, 2025, be read and passed.**

**Carried**

11. Inquiries

None.

12. Adjournment

The Chair adjourned the meeting at 5:47 pm.

13. Next Meeting

Monday, February 10, 2025 - 5:00 PM

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Original signed by C. Whitarcar, Board  
Secretary

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Original signed by Councillor C.  
Kitts, Board Chair