



Board of Health

Regular Board of Health Meeting

Tuesday, October 30, 2018

The regular meeting of Renfrew County and District Health Unit's Board of Health was held in the RCDHU Classroom, at 7 International Drive, Pembroke, Ontario.

Present:

Janice Visneskie Moore	Chair
Carolyn Watt	Vice-Chair
M. Ann Aikens	Member
Michael Donohue	Member
J. Michael du Manoir	Member
Peter Emon	Member
Daniel Janke	Member
Wilmer Matthews	Member
Christine Reavie	Member
John (Jed) Reinwald	Member

Regrets:

Jane Dumas	Member
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Staff:

Heather Daly	Acting Chief Executive Officer/ Director, Corporate Services
Karen Armstrong	Public Health Nurse, Healthy Families
Vicki Benoit	Director, Health Protection
Brian Brohart	Coordinator, Healthy Schools and Communities
Carolyn Comerford	Public Health Nurse, Healthy Communities
Juliana Dow	Public Health Nurse, Health Promotion
Marilyn Halko	Executive Assistant (Secretary)
Liz McLaren	Manager, Healthy Communities
Carla Walters	Director, Health Promotion/Chief Nursing Officer

01. a. Call to Order

J. Visneskie Moore called the meeting to order at 9:58 a.m.

At 10:00 a.m. Dr. Robert Cushman joined the meeting, via telephone.

b. **Agenda Approval**

Amendments to the agenda included the following items:

- The *Acting Medical Officer of Health/Program Directors—Board Report* was moved to item 01. d. ii)—to immediately follow the *Report: Community Engagement Review*.

Items added to the agenda included:

- Under New Business
 - A letter from J. M. du Manoir—request for leave of absence
 - Call, by the Board Chair, for a Special Board meeting to review the revised Procedural By-Laws.

Resolution: # 1 BoH 2018-Oct-30

A motion by M. Donohue; seconded by C. Reavie; be it resolved that the agenda be approved, as amended.

Carried

c. **Declarations of Conflict of Interest**

No conflicts of interest were declared.

Generative

d. **Delegations**

C. Walters began the delegation portion of the meeting with the introduction of Renfrew County and District Health Unit (RCDHU) staff members in attendance.

i) **Report: Community Engagement Review**

An overview of the *Report: Community Engagement Review* was provided by B. Brohart, K. Armstrong and J. Dow, using a PowerPoint presentation.

The slideshow can be accessed below:

- [Report: Community Engagement Review slideshow.](#)

The presenters answered the Board's questions following the slideshow.

ii) **Staff Reports**

MOH(A)/Program Directors' Update

Dr. Cushman and Program Directors, C. Walters and V. Benoit provided the Board with a combined presentation of the *MOH(A)/Program Directors' Update*.

In the first part of the *Update*, C. Walters addressed the following topics:

- Legalization of Cannabis
- Health Inequities in Renfrew County and District Report

V. Benoit then followed with:

- Universal Influenza Immunization Program (UIIP) 2018/2019
- Grade 7 Immunization Program.

Dr. Cushman delivered his portion of the *Update*:

- MOH(A) Report to RCDHU Board

At 11:05 a.m. the Board moved in to closed meeting A.

Closed Meeting A

Resolution: # 2 BoH 2018-Oct-30

A motion by P. Emon; seconded by M. Donohue; be it resolved that the Board move to closed to discuss an identifiable individual and a potential contractual business relationship.

Carried

The Chair rose to report that the Board discussed matters pertaining to an identifiable individual and a potential contractual business relationship.

Resolution: # 3 BoH 2018-Oct-30

A motion by M. Donohue; seconded by C. Reavie; be it resolved that the

Board refer to the Executive Committee to consider and bring recommendation to Board regarding where cannabis can be smoked.

Carried

Resolution: # 4 BoH 2018-Oct-30

A motion by P. Emon; seconded by M. A. Aikens; be it resolved that the Board request the Stakeholders Committee review the Health Inequities Report and request a schedule of community presentations

Carried

Resolution: # 5 BoH 2018-Oct-30

A motion by P. Emon; seconded by C. Watt; be it resolved that the Board accept the Acting Medical Officer of Health/Program Directors—Board Report.

Carried

At 11:17 a.m. Dr. Cushman exited the meeting—by ending his telephone connection.

After the completion of Dr. Cushman’s portion of the *Update*, V. Benoit continued with a summary of the *2018 Annual Service Plans MOHLTC Feedback* that included:

- Overall Strengths
- Overall Areas of Improvement
- MOHLTC Supports for 2019.

The *Update* is hyperlinked below:

- [MOH\(A\) and Program Directors' Update.](#)

C. Walters, V. Benoit and Dr. Cushman answered questions from the Board during and after their presentations.

iii) **Renfrew County Youth Needs Assessment Report**

L. McLaren and C. Comerford provided the Board with information regarding the *Renfrew County Youth Needs Assessment Report*, using a PowerPoint slideshow presentation and referring to the following hyperlinked documents:

- [Renfrew County Youth Needs Assessment Report—slideshow](#)
- [73 in 8—The Voices of Renfrew County and District Youth—Report Summary](#)
- [Renfrew County Youth Needs Assessment Report—full report](#)

C. Comerford and L. McLaren answered questions after the presentation.

At 12:30 p.m. the Board recessed for lunch.

At 1:00 p.m. the Board meeting resumed.

Business Arising/Updates

02. Minutes of Previous Regular Board of Health and Committee Meetings (Approval/Acceptance)

- a. i) Minutes of Regular Board Meeting, Tuesday, September 25, 2018

The meeting minutes were amended to show the *Recorded Vote* for *Resolution: # 4 SP&CC 2018-Sep-05* included in the body of the minutes of Regular Board Meeting held on Tuesday, September 25, 2018.

Resolution: # 6 BoH 2018-Oct-30

A motion by P. Emon; seconded M. A. Aikens; be it resolved that Board approve the Regular Board of Health meeting minutes of September 25, 2018, as amended.

Carried

- b. i) Minutes of Governance Committee Meeting, Monday, September 10, 2018
- ii) Minutes of Governance Committee Meeting, Tuesday, September 25, 2018

Resolution: # 7 BoH 2018-Oct-30

A motion by P. Emon; seconded by W. Matthews; be it resolved that

Board accept the Governance Committee meeting minutes of September 10 and 25, 2018.

Carried

- iii) Minutes of Resources Committee Meeting, Friday, June 15, 2018
- iv) Minutes of Resources Committee Meeting, Friday, September 21, 2018

Resolution: # 8 BoH 2018-Oct-30

A motion by M. Donohue; seconded C. Reavie; be it resolved that the Board accept the Resources Committee meeting minutes for June 15, 2018 and September 21, 2018.

Carried

03. Board Work Plan 2018

The *Board Work Plan 2018*, hyperlinked below, was an information item.

[Board Work Plan 2018](#)

04. Correspondence

The Strategic Planning and Stakeholder Communication Committee will bring correspondence forward to the next Board meeting.

05. Staff Reports—moved to item 01. d. ii)

06. Committee Board Reports

a. Executive Committee

P. Emon, Executive Committee Chair, updated the Board on the activities of the Committee since the last Board meeting.

The full *Report* can be accessed here—[Executive Committee Board Report](#).

b. Governance Committee

Acting Committee Chair, P. Emon presented the *Governance Committee Board Report*, updating the Board on meetings that were held in September and October.

The full *Report* can be accessed here—[Governance Committee Board Report](#).

The Acting Chair noted that the date on the *Governance Committee Board Report* should be amended to read October 30, 2018.

Resolution: # 9 BoH 2018-Oct-30

A motion by P. Emon; seconded by W. Matthews; be it resolved that Board accept the Governance Committee Board Report, as amended.

Carried

c. **Resources Committee**

In the report to the Board, D. Janke, Resources Committee (RC) Chair, gave highlights of items discussed at the RC meeting held on Friday, October 19, 2018.

The *Resources Committee Board Report* and H. Daly's *Briefing Note* are hyperlinked below:

- [Resources Committee Board Report](#)
- [Briefing Note](#).

Resolution: # 10 BoH 2018-Oct-30

A motion by D. Janke; seconded by J. M. du Manoir; be it resolved that the Board move the painting of the Pembroke office from 2019 Capital Project to the 2018 Capital Project.

Carried

Resolution: # 11 BoH 2018-Oct-30

A motion by C. Watt; seconded by J. M. du Manoir; be it resolved that the Board accept the Resources Committee Board Report and Briefing Note.

Carried

07. By-laws

There were no by-laws.

08. Business Arising

The acceptance of the [Briefing Note](#) containing financial updates, and approval of the financial policies FP01 and FP03, contained in the September Resources Committee Board Report, was brought forward from the Regular Board Meeting held September 25, 2018.

Resolution: # 12 BoH 2018-Oct-30

A motion by J. M. du Manoir; seconded by C. Watt; be it resolved that Board accept the Briefing Note—Resources Committee Meeting 2018-Sep-18, containing financial updates, as well as, approval of the financial policies—FP01 and FP03.

Carried

Resolution: # 13 BoH 2018-Oct-30

A motion by P. Emon; seconded by A. Aikens; be it resolved that the Board request the Governance Committee review HAST recommendations to ensure RCDHU remains in compliance.

Carried

09. New Business

a. **Letter from J. M. du Manoir—Leave of Absence**

J. M. du Manoir requested leave from all Regular, Special Board of Health and Committee meetings from November 9, 2018 until January 7, 2019, inclusive.

Resolution: # 14 BoH 2018-Oct-30

A motion by W. Matthews; seconded by C. Reavie; be it resolved that the Board grant board member du Manoir's request for absence in his October 27th correspondence.

b. **Accounts Payable**

The motion to accept the schedules of accounts paid is posted here:

- [Accounts Payable](#).

c. **Annual Report 2017**

J. Visneskie Moore shared the *Annual Report 2017*, for the Board's information.

The [Annual Report 2017](#) will be released on November 01, 2018.

10. Closed Meeting B

At 1:45 p.m. the Board moved in to closed meeting B.

Resolution: # 15 BoH 2018-Oct-30

A motion by P. Emon; seconded by C. Reavie; be it resolved that Board move in to a closed meeting to discuss matters pertaining to identifiable individuals at 1:45 p.m.

Carried

At 2:35 p.m. the Board moved out the closed meeting in to the open session.

The Chair rose to report that the Board of Health met in a closed meeting to discuss matters pertaining to identifiable individuals.

Resolution: # 16 BoH 2018-Oct-30

A motion by M. A. Aikens; seconded by P. Emon; be it resolved that the Board sever Resolution # 4 EC 2018-Oct-05 for separate vote.

Carried

Resolution: # 17 BoH 2018-Oct-30

A motion by P. Emon; seconded by D. Janke; be it resolved that the Board accept the Executive Committee Board Report with the exception of the severed motion, as amended.

Carried

Resolution: # 18 BoH 2018-Oct-30

A motion by M. A. Aikens; seconded by P. Emon; be it resolved that the Board establish a CAO position and a MOH/CEO position.

Carried

Recorded Vote

Yes ✓	Name of Member	No ✓
✓	M. A. Aikens	
✓	P. Emon	
✓	J. Visneskie Moore	
✓	M. Donohue	
✓	C. Reavie	
✓	C. Watt	
✓	W. Matthews	
✓	D. Janke	
	J. M. du Manoir	✓
✓	J. Reinwald	
9	Totals	1

Carried by: 9—1 ✓
Lost by:

Resolution: # 19 BoH 2018-Oct-30

A motion by P. Emon; seconded by C. Reavie; be it resolved that the Board will extend the contract of Dr. Cushman, MOH(A) for up to one year as necessary.

Carried

Strategic/Generative

11. Date of Next Meeting

The next Regular Board of Health meeting will be held on Tuesday, November 27, 2018, at 10:00 a.m. in the RCDHU Classroom.

A Special Board meeting was called by the Chair for Friday, November 23, 2018 at 1:00 p.m. to review the Procedural By-Laws.

Also, a Special Board meeting was called by the Chair for Friday, December 07, 2018, to discuss the Municipal Levy and present services awards to eligible RCDHU staff members. The meeting will be held in the RCDHU Library at 10:30 a.m. and move to the RCDHU Classroom at noon, for the awards presentation and lunch with RCDHU staff.

12. Adjournment

Resolution: # 20 BoH 2018-Oct-30

A motion by M. Donohue; seconded by C. Reavie; be it resolved that the meeting be adjourned at 2:43 p.m.

Carried

The Regular Board of Health meeting adjourned at 2:43 p.m.

Chair *Jamie Wisneski Moore*