



Board of Health

Resources Committee Meeting

Tuesday, April 16, 2019

The Resources Committee 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:

Daniel Janke	Chair
J. Michael du Manoir	Member
Debbie Robinson	Member
Janice Visneskie Moore	Member

Staff:

Heather Daly	Acting Chief Executive Officer/Director, Corporate Services
Marilyn Halko	Executive Assistant (Secretary)

01. Call to Order

D. Janke called the meeting to order at 8:55 a.m.

02. Agenda Approval

The meeting agenda was amended as follows:

- item # 06. ii. Transparency became item # 13.
- By-Law 98-01 was added as item # 06. i.
- By-Law 91-01 was discussed under # 11. New Business item vi.

Resolution: # 1 RC 2019-Apr-16

A motion by J. Visneskie Moore; seconded by D. Janke; be it resolved that the Resources Committee approve the agenda, as amended.

Carried

03. Delegations

There were no delegations.

04. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

05. Minutes of Previous Meeting (Approval)

- a. The Committee approved the Resources Committee meeting minutes for Tuesday, March 19, 2019.

Resolution: # 2 RC 2019-Apr-16

A motion by D. Robinson; seconded by D. Janke; be it resolved that the Resources Committee approve the meeting minutes for Tuesday, March 19, 2019.

Carried

06. Business Arising

- i. By-Law No. 98-01—a by-law to authorize the short-term borrowing of monies for the purposes of Renfrew County and District Health Unit.

The Committee recommended that the Board repeal *By-Law No. 98-01*.

Resolution: # 3 RC 2019-Apr-16

A motion by J. Visneskie Moore; seconded by D. Robinson; be it resolved that the Resources Committee recommend that the Board repeal By-Law No. 98-01.

Carried

- ii. By-Law Number 2013-02

The Governance Committee referred *By-Law Number 2013-02—Banking and Finance By-Law* to the Committee for review.

H. Daly recommended that *By-Law Number 2013-02* remain as is, with no updating required.

Resolution: # 4 RC 2019-Apr-16

A motion by J. Visneskie Moore; seconded by J. M. du Manoir; be it resolved that the Resources Committee recommend to the Board that Bylaw 2013-02 remains status quo & that the Governance Committee establish a policy on reviewing by-laws & timeframes.

Carried

- iii. Standing Committees' Performance Outcomes

The Resources Committee completed the [*Standing Committees'*](#)

[Performance Outcomes](#), as identified in the procedural by-law for accountability.

The Secretary will collate the results of the *Outcomes* and return to the Committee Chair to share with the Committee.

07. Correspondence

There was no correspondence.

08. Staff Reports

None

09. Board Committee Reports

None

10. By-Laws

None

11. New Business

- i. *FP01*—Financial Signing/Delegation of Authority
- ii. *FP02*—Corporate Borrowing
- iii. *FP04*—Procurement: External Advisors Board of Health
- iv. Information only—*FP03*
FP03—Procurement Authority: Tendering and Acquisition of Supplies/Services/Conferences was provided as a reference document.

The Committee recommended that H. Daly table and bring forward all corporate financial policies, which include *FP01* to *FP06*, for review as a total package, to the June Resources Committee meeting. Going forward, all of the previously identified policies would be reviewed on the same date.

Resolution: # 5 RC 2019-Apr-16

A motion by J. M. du Manoir; seconded by D. Robinson; be it resolved that the Resources Committee table discussion *FP01*, *FP02* and *FP03* until June in order to discuss and update all Financial Policies as a package.

Carried

- v. RCDHU Investments—RAAG
H. Daly identified that Renfrew County and District Health Unit belongs to the Renfrew Area Administrators' Group (RAAG). Membership entitles the Group to no-fee banking and interest rates at prime, on positive balances.
- vi. By-Law Number 91-01
By-Law Number 91-01 is a by-law of the Renfrew County and District Board of Health to establish reserve funds for the purposes of the operation of the health unit.

Resolution: # 6 RC 2019-Apr-16

A motion by J. M. du Manoir; seconded by D. Robinson; be it resolved that the Resources Committee commence a full review of "Reserve Funds" By-laws in 2019.

Carried

12. Notice of Motion

None

At 9:45 a.m. Vicki Benoit, Director, Health Protection, and Carla Walters, Director, Health Promotion/Chief Nursing Officer, joined the meeting.

At 9:50 a.m. Dr. Cushman, Acting Medical Officer of Health, joined the meeting.

13. Transparency

A fulsome discussion ensued with input added by the senior management team (SMT) who attended this portion of the meeting.

D. Janke stated that the Executive Committee was charged with the responsibility of developing policy regarding transparency, which would include input from the Board and RCDHU staff.

Currently, SMT is developing a grid, gathering information from other autonomous health units. SMT's environmental scan is a valuable operational exercise to see what documents other health units are posting to their websites. The ultimate goal is to add value and transparency for information posted.

At 10:19 a.m. Benoit and Walters exited the meeting.

14. Closed Meeting

Resolution: # 7 RC 2019-Apr-16

A motion by D. Janke; seconded by J. Visneskie Moore; be it resolved that the Resources Committee move in to a closed meeting to discuss matters pertaining to negotiations of the Pembroke Office at 10:20 a.m.

Carried

The Committee Chair rose to report that the Resources Committee met in a closed meeting to discuss matters pertaining to negotiations for the Pembroke Office lease.

15. Date of Next Meeting

The next Resources Committee meeting is scheduled for Tuesday, May 21, 2019 at 9:00 a.m. in the RCDHU Classroom.

16. Adjournment

Resolution: # 8 RC 2019-Apr-16

A motion by J. Visneskie Moore; seconded by J. M. du Manoir; be it resolved that the Resources Committee adjourn at 10:48 a.m.

Carried

The Resources Committee meeting adjourned at 10:48 a.m.

Chair

The original approved meeting minutes were signed by the Resources Committee Chair.