



Board of Health

Resources Committee Meeting

Tuesday, January 28, 2020

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
Janice Visneskie Moore	Member
Carolyn Watt	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 8:56 a.m.

02. Agenda Approval

The agenda was amended as follows:

- 07. New Business—Capital Expenditures
- A closed session was added.

Resolution: # 1 RC 2020-Jan-28

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the agenda be approved, as amended.

Carried

03. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

04. Minutes of Previous Meeting (Approval)

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

Resolution: # 2 RC 2020-Jan-28

A motion by J. Visneskie Moore; seconded by J. M. du Manoir; be it resolved that the Resources Committee approve the meeting minutes for Tuesday, November 19, 2019, as presented.

Carried

- b. The Committee approved the Resources Committee meeting minutes for Monday, December 09, 2019.

Resolution: # 3 RC 2020-Jan-28

A motion by J. M. du Manoir; seconded by J. Visneskie Moore; be it resolved that the Resources Committee approve the meeting minutes for Monday, December 09, 2019, as presented.

Carried

05. Business Arising

- a. By-Law to Appoint Auditors

The by-Law to appoint the auditors is a standard procedure approved by the Board annually.

Resolution: # 4 RC 2020-Jan-28

A motion by C. Watt; seconded by J. Visneskie Moore; be it resolved that the Resources Committee recommend that the Board approve *By-Law Number 2020-01—By-Law to Appoint Auditors*.

Carried

- b. Appointment of Signing Officers

Following the Board election at the Inaugural meeting held on January 8, 2020, the Vice-Chair will be appointed as one of the signing officers.

Resolution: # 5 RC 2020-Jan-28

A motion by J. M. du Manoir; seconded by C. Watt; be it resolved that the Resources Committee recommend that the Board accept the motion—*Appointment of Signing Officers*.

Carried

- c. Resources Committee Meeting Dates for 2020

- Tuesday, February 18, 2020
- No March meeting
- Monday, April 20, 2020
- Tuesday, May 19, 2020
- Tuesday, June 23, 2020

- Wednesday, September 23, 2020
- Tuesday, October 20, 2020
- Tuesday, November 17, 2020
- December 2020—Special meeting for the levy

At 9:30 a.m., the following people joined the meeting:

- Vicki Benoit, Director, Health Protection
- Carla Walters, Director, Health Promotion/Chief Nursing Officer
- Jim Bell, President, Jim Bell Architectural Design Inc.
- Tim Gilchrist, Associate, Jim Bell Architectural Design Inc.

d. Relocation Update

H. Daly introduced Jim Bell, President, Jim Bell Architectural Design Inc. and Associate, Tim Gilchrist, to the Committee. Bell was recently hired by RCDHU to lead the relocation project at the Pembroke City Centre, 141 Lake Street, Pembroke.

Bell provided information to the Committee regarding:

- preliminary plans
- an estimated budget (from \$1,869,385 to \$2,500,579)
- the layout
- timelines.

Bell expressed concerns regarding:

- structural issues
- lack of barrier free entrances and washrooms
- completion of the project by July 1, 2020.

Members of the Senior Management Team, C. Walters and V. Benoit, reported to the Committee that they are working on a contingency plan, in case, RCDHU staff need to be housed at another location, in the interim.

After the completion of the presentation, the Committee invited Bell to update the Board, regarding the relocation project, at 11:00 a.m., at the Regular meeting scheduled for Thursday, January 30, 2020.

The Committee will bring a motion to the Board, for approval of the preliminary plans and estimated budget, to move the project forward.

At 10:50 a.m., Bell and Gilchrist vacated the meeting.

At 10:55 a.m., Liz McLaren, Manager, Healthy Communities, joined the meeting.

06. Staff Reports

None

07. New Business

a. Capital Expenditures

The Ontario Seniors Dental Care Program, Dental Treatment Clinic, will be housed at St. Francis Memorial Hospital, Barry's Bay. L. McLaren informed the Committee that the one-time funding, provided by the Ministry of Health, to support the capital and infrastructure requirements needs to be spent and the project completed by March 31, 2020. Demolition will begin on February 4, 2020.

As the project faces severe timeline constraints, staff are seeking approval from the Board in advance to complete two large purchases from two vendors, in excess of \$50,000 each. This approval would be a temporary alternative to the RCDHU Procurement Policy which requires board approval for each purchase order. It is temporary and applies to this specific situation only.

Resolution: # 6 2020-Jan-28

A motion by J. M. du Manoir; seconded by J. Visneskie Moore; be it resolved that the Resources Committee recommend that Board approve capital expenditures to the Ministry of Health one time funding approval to support capital and infrastructure project of the (ODSCP) Public Health Seniors Dental Treatment Clinic in Barry's Bay and allow an exemption to the Procurement Policy limitation regarding purchase orders in excess of \$50k.

Carried

08. Closed Meeting

The meeting moved into a closed session at 11:17 a.m.

Resolution: # 7 RC 2020-Jan-28

A motion by J. M. du Manoir; seconded by J. Visneskie Moore; be it resolved that the Resources Committee move into a closed meeting at 11:17 a.m. to discuss, as per Municipal Act Schedule 239 (2)(d), labour relations or employee negotiations.

Carried

At 12:23 p.m., the Chair rose to report that the Resources Committee met to discuss, as per Municipal Act Schedule 239 (2)(d), labour relations or employee negotiations.

09. Date of Next Meeting

The next Resources Committee meeting is scheduled for Tuesday, February 18, 2020 at 9:00 a.m., in the RCDHU Classroom.

10. Adjournment

Resolution: # 8 RC 2020-Jan-28

A motion by J. M du Manoir; seconded by C. Watt; be it resolved that the Resources Committee meeting adjourned at 12:24 p.m.

Carried

The Resources Committee meeting adjourned at 12:24 p.m.

Chair

The original approved meeting minutes were signed by D. Janke, Resources Committee Chair.