



Board of Health

Regular Board Meeting by Teleconference

Tuesday, March 31, 2020

The regular meeting of Renfrew County and District Health Unit's Board of Health was held by teleconference, due to the COVID-19 emergency measures.

Roll Call:

Janice Visneskie Moore	Chair ✓
M. Ann Aikens	Vice-Chair ✓
Michael Donohue	Member ✓
Michael du Manoir	Member ✓
Peter Emon	Member ✓
Daniel Janke	Member ✓
Wilmer Matthews	Member ✓
Christine Reavie	Member ✓
Cathy Regier	Member ✓
Carolyn Watt	Member ✓

Staff:

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

Regrets:

Jane Dumas	Member
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01. Call to Order

J. Visneskie Moore called the meeting to order at 10:04 a.m.

02. Bill 187 Municipal Emergency Act

As per the recommendation from the Executive Committee Report, [Bill 187 Municipal Emergency Act 2020](#) was adopted by the Board in order to allow the meeting to be held by teleconference, during the COVID-19 pandemic.

Resolution: # 1 BoH 2020-Mar-31

A motion by C. Reavie; seconded by M. A. Aikens; be it resolved that the Board adopt Bill 187 Municipal Emergency Act to allow the meeting to be held by teleconference.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0

Lost by:

03. Agenda Approval

The agenda was approved as presented.

Resolution: # 2 BoH 2020-Mar-31

A motion by D. Janke; seconded by W. Matthews; be it resolved that the Board approve the agenda, as presented.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	

✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

04. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

05. Minutes of Previous Meetings (Approval)

- a. The meeting minutes for the Regular Board meeting held on Tuesday, February 25, 2020 were approved, as presented.

Resolution: # 3 BoH 2020-Mar-31

A motion by C. Watt; seconded by C. Regier; be it resolved that the meeting minutes for the Regular Board meeting held on Tuesday, February 25, 2020 be approved, as presented.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

06. Staff Reports

- a. Pembroke Office Relocation Update—verbal
H. Daly updated the Board on the progress of the Pembroke Office relocation, with a verbal report. Addressing items listed in the supporting resolution below:

Resolution: # 12 BoH 2020-Feb-25

A motion by M. Donohue; seconded by C Reavie; be it resolved that the Board table Resolution # 3 RC 2020-Feb-18 to the March Board of Health Meeting pending further financing options being investigate. These include:

1. *Discuss option with Infrastructure Ontario*
2. *Meet with the CAOs and Treasurers of obligated municipalities*
3. *This tabled resolution.*

Carried

Infrastructure Ontario indicated delays of 8 – 10 months for funding to be approved and made available on this project. The CAOs and Treasurers indicated the Municipal Act doesn't provide for municipalities to borrow on behalf of a health unit.

A discussion ensued.

Daly referred to [By-Law-2013-02 Banking and Financing](#) and proposed the following motion:

Resolution: # 4 BoH 2020-Mar-31

A motion by M. A. Aikens; seconded by C. Reavie; be it resolved that the Board in accordance with By-Law Number 2013-02 Banking and Finance By-Law, Article 2, authorizes the Acting Chief Executive Officer (CEO(A))/Director, Corporate Services to continue to hold the Corporate credit card (Mastercard) facility at \$30,000 with the Bank of Montreal (BMO).

In addition, they will arrange the following with BMO:

1. Overdraft Lending Facility (ODL) with BMO to ensure sufficient cash flow for daily operations up to \$500,000, to be arranged per the

terms of the existing Renfrew Area Administrator Group (RAAG) agreement.

2. One-time funding facility to assist with the renovations for the fit up and relocation to the new office space at 141 Lake Street, Pembroke, ON. The amount of this facility to be up to \$2M

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
	du Manoir, J. Michael	✓
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
9	Totals	1

Carried by: 9-1
Lost by:

A project consultant was hired to assist with swing space and managing the renovation project.

Resolution: # 5 BoH 2020-Mar-31

A motion by. M. A. Aikens; seconded by C. Watt; be it resolved that the Board accept H. Daly's verbal report regarding the Pembroke office relocation and banking and financing.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	

✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

07. Board Committee Reports

Executive

Executive Committee Chair, P. Emon, presented the following report to the Board:

- a. COVID-19 and Moving RCDHU Operations
 The effects of the COVID-19 pandemic and the move to a new location for the RCDHU Pembroke office were addressed in the following memo:
- [COVID-19 and Moving RCDHU Operations](#)

Emon referred to the following email sent by Dr. Cushman to the Board on March 17, 2020:

- [Dr. Cushman's email—Relocation—2020-Mar-17](#)

After a discussion with the Board, this motion was agreed upon unanimously:

Resolution: # 6 BoH 2020-Mar-31

A motion by M. Donohue; seconded by M. A. Aikens; be it resolved that:

WHEREAS the COVID-19 pandemic has now spread across the globe and has required a significant increase of public health professionals to respond;

AND WHEREAS the Provincial Government declared a Provincial State of Emergency on March 17, 2020 and extended the state on March 30, 2020;

AND WHEREAS there have now been two confirmed positive cases of COVID-19 within the Renfrew County and District Health Unit;

AND WHEREAS the requirement of the Renfrew County and District Health Unit to vacate 7 International Drive by June 30 will present unacceptable risk to the citizens of our community;

NOW THEREFORE BE IT RESOLVED that the Board direct the Chair to send a letter to the Warden for the County of Renfrew citing the inability to vacate due to the critical response required for the health emergency and inviting the County to work collaboratively with the Health Unit to identify options to ensure that this response be uninterrupted.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

The Secretary will send out the following letter, via email, to Warden Robinson today:

- [Letter to Warden Robinson—RCDHU unable to relocate](#)

Emon also brought forward the recommendation by the Executive Committee, that Dr. Cushman seek more staff support during the COVID-19 pandemic, as addressed in the following motion:

Resolution: # 7 BoH 2020-Mar-31

A motion by M. Donohue; seconded by M. A. Aikens; be it resolved that:

WHEREAS the COVID-19 pandemic has now spread across the globe and has required a significant increase of public health professionals to respond;

AND WHEREAS the Provincial Government declared a Provincial State of Emergency on March 17, 2020 and extended the state on March 30, 2020;

AND WHEREAS there have now been two confirmed positive cases of COVID-19 within the Renfrew County and District Health Unit;

AND WHEREAS there is an urgent requirement for the Renfrew County and District Health Unit to increase staff capacity to respond to this emergency;

NOW THEREFORE BE IT RESOLVED that the Board of Health for Renfrew County and District Health Unit authorize the Acting Medical Office of Health to hire staff as required to respond to this public health emergency;

AND FURTHER that a report be made to the Board at each monthly meeting on the number of staff engaged;

AND FURTHER that this authorization shall extend to September 30, 2020

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	

✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

- b. Ottawa Public Health Opportunity
Emon introduced the following memo to the Board regarding:

- [Ottawa Public Health Opportunity](#)

As a follow-up, the letter linked below will be forwarded to Chair Egli:

- [Letter to Keith Egli--OPH](#)

Resolution: # 8 BoH 2020-Mar-31

A motion by P. Emon; seconded by C. Reavie; be it resolved that the Board authorize the Chair to send a letter to Keith Egli, OPH Board Chair, requesting future potential collaboration for public health services with OPH and RCDHU.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by:
Lost by:

The Secretary will send the letter, via email, to Keith Egli, OPH Chair, today.

Resolution: # 9 BoH 2020-Mar-31

A motion by M.A. Aikens; seconded by P. Emon; be it resolved that the Board accept the Executive Committee Report, as presented.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by:
Lost by:

At 10:57 a.m., Dr. Robert Cushman joined the teleconference.

08. Acting Medical Officer of Health Report—verbal

Dr. Robert Cushman, Acting Medical Officer of Health, provided the Board with a verbal update regarding COVID-19. There are currently two cases in Renfrew County and District.

An associate of Dr. Cushman may be available to provide support to RCDHU during the COVID-19 pandemic.

As directed by Dr. Cushman, the Secretary will provide email updates from the RCDHU website, to the Board and County of Renfrew Council Members, during the COVID-19 pandemic.

Resolution: # 10 BoH 2020-Mar-31

A motion by M. A. Aikens; seconded by W. Matthews; be it resolved that the Board

accept Dr. Robert Cushman's verbal report.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0

Lost by:

09. Date of Next Meeting

The next Regular Board of Health meeting is scheduled for Tuesday, April 28, 2020 at 10:00 a.m. and will be held by teleconference.

Chair Visneskie Moore, Vice-Chair Aikens and Executive Committee Chair Emon will meet, via teleconference, once a week to discuss Board updates during the COVID-19 pandemic.

The Board discussed the suspension of all Committee meetings until further notice as addressed in the following motion:

Resolution: # 11 BoH 2020-Mar-31

A motion by M. A. Aikens; seconded by W. Matthews; be it resolved that the Executive Committee recommend to the Board that all Committee meetings be suspended until further notice. Regular Board meetings will continue, on their regularly scheduled dates by teleconference. Special Board meetings will be held, at the call of the Chair, by teleconference, to deal with any urgent matter between regularly schedule Board meetings.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	
10	Totals	0

Carried by: 10-0
Lost by:

10. Adjournment

Resolution: # 12 BoH 2020-Mar-31

A motion by M. A. Aikens; seconded by C. Reavie; be it resolved that the teleconference meeting of the Board of Health be adjourned at 11:25 a.m.

Carried

Recorded Vote

Yes	Name of Board Member	No
✓	Aikens, M. Ann	
✓	Donohue, Michael	
✓	du Manoir, J. Michael	
	Dumas, Jane (absent)	
✓	Emon, Peter	
✓	Janke, Daniel	
✓	Matthews, Wilmer	
✓	Reavie, Christine	
✓	Regier, Cathy	
✓	Visneskie Moore, Janice	
✓	Watt, Carolyn	

10	Totals	0
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Carried by: 10-0
Lost by:

The Regular Board meeting, held by teleconference, was adjourned at 11:25 a.m.

Chair

These meeting minutes were approved by the Board during a teleconference held on Tuesday, April 28, 2020. The Regular BoH meeting was held by teleconference due to emergency measures put in place due to the COVID-19 pandemic.