



## Board of Health

### Inaugural Board of Health Meeting, via GoToMeeting

Friday, January 08, 2021

The inaugural meeting of Renfrew County and District Health Unit's Board of Health was held on the virtual software platform, *GoToMeeting*, due to Ontario's COVID-19 pandemic lockdown.

#### Present:

M. Ann Aikens	Member
Michael Donohue	Member
J. Michael du Manoir	Member
Jane Dumas	Member
Peter Emon	Member
Wilmer Matthews	Member
Jennifer Murphy	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)

#### 01. Call to Order

H. Daly called the meeting to order at 10:12 a.m., and pursuant to the Renfrew County and District—Board of Health—Procedural By-Law 2018-02, Sections 52 and 53, declared the officer positions vacant.

H. Daly welcomed the newly appointed Board Member, J. Murphy.

The December 15, 2020 [letter](#) addressed to H. Daly from Paul Moreau, Chief Administrative Officer/Clerk, County of Renfrew, listed the following Members of County Council as appointees to the Board of Health:

- Councillor Michael Donohue

- Councillor Peter Emon
- Councillor Jennifer Murphy (new Member)
- Councillor Cathy Regier.

## 02. Agenda Approval

The agenda was approved as presented.

### Resolution: # 1 IBoH 2021-Jan-08

A motion by C. Reavie; seconded by M. A. Aikens; be it resolved that the agenda for the Inaugural Board of Health be approved, as presented.

Carried

After the agenda was approved, M. Donohue questioned the necessity of appointing the Board of Health Secretary and Treasurer, per items 04. c. and 04. d., on the agenda.

## 03. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

Prior to today's meeting, the Secretary sent, via email, the *Acknowledgement of Conflict of Interest Policy* form for completion by the Members. The completed forms, which cover the period from 2021-Jan-01 to 2021-Dec-31, were returned to the Secretary, via email or post.

The following is an excerpt from *Renfrew County and District Health Unit—Board of Health—Procedural By-Law 2018-02—Section 11 b.*—about the policy:

*Every member of the BoH shall sign an Acknowledgment of Conflict of Interest Policy form, [Appendix D](#), at the time of joining the Board and at each inaugural meeting and carry out the obligations set out in the Health Protection and Promotion Act, Ontario Public Health Standards, Ontario Public Health Organizational Standards, Public Health Accountability Agreements, Municipal Conflict of Interest Act, etc., without an actual potential or perceived conflict of interest.*

## 04. Board Elections

### a. Elect Chair

H. Daly presided over the election of the Board of Health Chair and called for nominations for the position.

C. Reavie nominated M. A. Aikens for election to the position of the Chair of the Board of Health.

**Resolution: # 2 IBoH 2021-Jan-08**

A motion by C. Reavie; seconded by W. Matthews; be it resolved that M. A. Aikens be nominated for election to the position of Chair of the Board of Health.

Carried

M. A. Aikens confirmed interest in being nominated.

H. Daly called for further nominations.

M. Donohue nominated P. Emon for election to the position of the Chair of the Board of Health.

**Resolution: # 3 IBoH 2021-Jan-08**

A motion by M. Donohue; seconded by C. Regier; be it resolved that P. Emon be nominated for election to the position of Chair of the Board of Health.

Carried

P. Emon confirmed interest in being nominated.

1. H. Daly called for further nominations.
2. H. Daly called for further nominations.
3. H. Daly called for further nominations.

There were no further nominations.

After receiving the names of the two nominees for the Board of Health Chair, the Secretary prepared a secret voting ballot on the virtual platform—*Survey Monkey* and sent a link, via email, to the Board Members. When all ten Board Members had voted, the results generated by *Survey Monkey* were displayed on the *Share Screen of GoToMeeting*, by the Secretary.

M. A. Aikens was elected as the Chair of the Board of Health and presided over the remainder of the Inaugural Board of Health meeting.

b. Elect Vice-Chair

M. A. Aikens called for nominations for the position and election of the Vice-Chair of the Board of Health.

C. Watt nominated C. Reavie for election to the position of Vice-Chair of the Board of Health.

**Resolution: # 4 IBoH 2021-Jan-08**

A motion by C. Watt; seconded by J. Dumas; be it resolved that C. Reavie be nominated for election to the position of Vice-Chair of the Board of Health.

Carried

C. Reavie confirmed interest in being nominated.

M. A. Aikens called for further nominations.

M. Donohue nominated P. Emon for election to the position of Vice-Chair of the Board of Health.

**Resolution: # 5 IBoH 2021-Jan-08**

A motion by M. Donohue; seconded by J. Murphy; be it resolved that P. Emon be nominated for election to the position of Vice-Chair of the Board of Health.

Carried

P. Emon confirmed interest in being nominated.

1. M. A. Aikens called for further nominations.
2. M. A. Aikens called for further nominations.
3. M. A. Aikens called for further nominations.

There were no further nominations.

After receiving the names of the two nominees for the Board of Health Vice-Chair, the Secretary prepared a secret voting ballot on the virtual platform—*Survey Monkey* and sent a link, via email, to the Board Members. When all ten Board Members had voted, the results generated by *Survey Monkey* were displayed on the *Share Screen of GoToMeeting*, by the Secretary.

The election resulted in a tie.

The tie was broken by lot.

The two contenders' names were written on a piece of paper, shown to the Board on-screen, folded and placed in a paper bag. While on-camera, in plain view, H. Daly drew one of the names from the bag and without viewing the results showed the name, on-screen, to the Board.

P. Emon was elected as the Vice-Chair of the Board of Health.

**Resolution: # 6 IBoH 2021-Jan-08**

A motion by M. Donohue; seconded by J. Murphy; be it resolved that the Board authorize staff to destroy the electronic ballots of election held this date.

Carried

The Secretary destroyed the electronic secret ballots by deleting the files off the *Survey Monkey* software platform.

Ballots drawn by lot for the Vice-Chair position were also destroyed by the Secretary on-screen, in-front of the Board Members.

- c. Appoint Treasurer  
*The MOH/CEO or designate shall be duly appointed as Treasurer of the Board. \**
- d. Appoint Recording Secretary  
*The MOH/CEO or designate shall be the Secretary of the Board meetings. \**

**05. Striking Committee**

- a. Appointment of Striking Committee  
Chair Aikens appointed the following Board Members to the Striking Committee: P. Emon, and C. Watt. The Chair also joined the appointees as a member on the committee.

As Vice-Chair, P. Emon assumed the role of Chair for the Striking Committee.

*\*Renfrew County and District Health Unit—Board of Health—Procedural By-Law 2018-02—Sections 6 & 9*

At 10:45 a.m., the BoH meeting broke for half an hour, and the Striking Committee moved into another *GoToMeeting* to make decisions regarding the appointments of Members to BOH committees and the appointment of committee chairs.

At 11:15 a.m., the open session of the inaugural meeting reconvened on the initial *GoToMeeting* link.

b. Report of the Striking Committee

The [Striking Committee Report](#) was posted on the *Share Screen* of *GoToMeeting* while P. Emon delivered the Report to the Board as follows:

**2021 RCDHU Board of Health Committees**

**Governance:** Jane Dumas (Chair), M. A. Aikens, W. Matthews, and M. Donohue

**Resources:** J. M. du Manoir (Chair), M. A. Aikens, C. Watt, and J. Murphy

**Stakeholder Relations:** C. Reavie (Chair), M. A. Aikens, P. Emon, and C. Regier

**Executive:** P. Emon (Executive Committee Chair and BoH Vice-Chair), M. A. Aikens (BoH Chair), J. Dumas (Governance Chair), J. M. du Manoir (Resources Chair), C. Reavie (Stakeholder Relations Chair) and C. Watt (Member).

c. Resolution to accept the Striking Committee's recommendations for 2021  
The Striking Committee's recommendations were approved in the following motion:

**Resolution: # 7 IBoH 2021-Jan-08**

A motion by C. Reavie; seconded by W. Matthews; be it resolved that the Board approve the recommendations of the Striking Committee for the following 2021 BoH Committees:

Executive—P. Emon (Executive Committee Chair and BoH Vice-Chair), M. A. Aikens (BoH Chair), J. Dumas (Governance Chair), J. M. du Manoir (Resources Chair), C. Reavie (Stakeholder Relations Chair) and C. Watt (Member).

Governance—Jane Dumas (Chair), M. A. Aikens, W. Matthews, and M. Donohue

Resources—J. M. du Manoir (Chair), M. A. Aikens, C. Watt, and J. Murphy

Stakeholder Relations—C. Reavie (Chair), M. A. Aikens, P. Emon, and C. Regier.

Carried

**06. New Business**

It was confirmed that 02. *Policy Review* was the only outstanding committee item on [Action List-2020-Dec-09](#).

**07. Next Meeting**

The next Regular Board of Health meeting is tentatively scheduled for Tuesday, January 26, 2021, at 10:00 a.m., via *GoToMeeting*. However, the RCDHU Pembroke Office is scheduled to relocate to 141 Lake Street, Pembroke, ON, during the week of January 25, 2021. This may impact when the next meeting will be held.

M. A. Aikens acknowledged that these are difficult times for the Board of Health and Renfrew County and District (RCD), due to restrictions put into effect during the COVID-19 pandemic. Looking ahead, RCD can expect the rollout of the COVID-19 vaccine inoculation program, during 2021.

**08. Adjournment**

**Resolution: # 8 IBoH 2021-Jan-08**

A motion by M. Donohue; seconded by C. Watt; be it resolved that the meeting be adjourned at 11.20 a.m.

Carried

The Inaugural Board of Health meeting adjourned at 11:20 a.m.

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Chair

*These meeting minutes were approved by the Board at the Regular Board meeting held on Tuesday, February 23, 2021.*