



## Board of Health

### Resources Committee Meeting, via GoToMeeting

Tuesday, February 16, 2021

The meeting of Renfrew County and District Health Unit's Resources Committee was held via the online video conferencing platform—*GoToMeeting* due to the COVID-19 pandemic. All members were available by video.

#### Members:

J. Michael du Manoir	Chair
M. Ann Aikens	Member
Jennifer Murphy	Member
Carolyn Watt	Member

#### Staff:

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

#### 01. Call to Order

J. Michael du Manoir called the meeting to order at 8:59 a.m.

#### 02. Agenda Approval

The agenda was approved as presented.

#### Resolution: # 1 RC 2021-Feb-16

A motion by J. Murphy; seconded by C. Watt; be it resolved that the Resources Committee approve the agenda, as presented.

Carried

#### 03. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

M. du Manoir stated that conflict of interest can be declared at any time during the meeting.

**04. Delegations**

There were no delegations.

**05. Minutes of Previous Meetings (Approval)**

- a. Resources Committee Meeting Minutes 2020-Dec-08  
The meeting minutes for the Resources Committee meeting held on Tuesday, December 08, 2020, were approved, as presented.

**Resolution: # 2 RC 2021-Feb-16**

A motion by M. A. Aikens; seconded by C. Watt; be it resolved that the meeting minutes for the Resources Committee meeting held on Tuesday, December 08, 2020 be approved, as presented.

Carried

**06. Business Arising**

- a. Action List—2020-Dec-09—Special Board Levy meeting  
The items identified on the Action List were addressed at today’s meeting. The Committee reviewed the procurement policy and recommended the following motions to the Board regarding purchase orders for office furniture and the services of the architect, signed by the Chair for the RCDHU Pembroke office relocation project:

**Resolution: # 3 RC 2021-Feb-16**

A motion by J. Murphy; seconded by M. A. Aikens; be it resolved that the Resources Committee recommend that the Board accept the action of the Chair for the signing of the purchase order for \$141,425 for office furniture, for the Pembroke office relocation project at 141 Lake Street, Pembroke.

Carried

**Resolution: # 4 RC 2021-Feb-16**

A motion by J. Murphy; seconded by M. A. Aikens; be it resolved that the Resources Committee recommend that the Board accept the action of the Chair for the signing of the two purchase orders for \$65,000 and \$80,000 for the services of Jim Bell Architectural Design Inc., for the RCDHU Pembroke office relocation project at 141 Lake Street, Pembroke.

Carried

**07. Correspondence**

The Resources Committee received the following correspondence:

Subject:		From:	Action:
a.	alPHa Pre-Budget 2021 Submission	• alPHa	<ul style="list-style-type: none"> <li>• Sent to Board by email on 2021-Feb-04</li> <li>• Received as information</li> </ul>
	i. alPHa Pre-Budget 2021 Consultation Submission email		

During discussion of this correspondence the following items were noted for further attention:

- The change in the funding formula to 70%/30% split applies to previously shared programs and, more impactfully, to previously 100% Ministry funded programs. The exceptions for this funding model are the seniors’ dental program, Unorganized Territories funding and Healthy Babies Healthy Children.
- Mitigation funding of ~\$900K has been assured for 2021 with no assurances beyond:
  - base funding levels for 2021 are frozen at 2020 levels; and,
  - additional funding from the Province of Ontario for COVID related expenses only becomes available when all base budget is reallocated and consumed.

**08. Staff Reports**

a. Briefing Note—February 2021

H. Daly presented the following report to the Resources Committee:

- Briefing Note—February 2021
  - Relocation Update  
25% of the RCDHU Staff is relocated to 141 Lake Street.

The project is almost complete.

Some RCDHU Staff Members will remain at the Mall until the end of February.

- HR and COVID-19  
There were 24 temporary Staff Members hired for COVID-19.
- Banking Services Agreement Update

Two documents attached as *Appendix A* accompanied the banking services piece:

- Letter from P. Moreau to J. Foss—RAAG Executive Committee Approval for BMO Banking Services Amending Agreement and Term Extension
- Credit Interest Application and Agreement.
- Q3 Financial Update  
To be eligible for COVID-19 extra ordinary expenses there can be no surplus. The Ministry gave permission to take resources from core public health business and apply to COVID-19 expenses.
  - Healthy Babies Healthy Children Program is summarized in Appendix B and funds redeployed until March 31, 2021 for the COVID-19 response
  - Q3 Ministry of Health Funding—total COVID-19 expenditures to the end of September was \$2.86M

**Resolution: # 5 RC 2021-Feb-16**

A motion by C. Watt; seconded by J. Murphy; be it resolved that the Resources Committee recommend that Board approve the interest agreement with the Bank of Montreal (BMO) and the Renfrew Area Administrator's Group (RAAG) regarding the BMO Banking Services Agreement.

Carried

**Resolution: # 6 RC 2021-Feb-16**

A motion by J. Murphy; seconded by C. Watt; be it resolved that the Resources Committee accept the Briefing Note as presented by H. Daly, Acting Chief Executive Officer/Director, Corporate Services.

Carried

**09. Board Committee Reports**

There were no Board Committee reports.

**10. By-Laws**

There were no items in by-laws.

**11. New Business**

- a. Letter from the County of Renfrew  
A discussion ensued regarding the letter from the County of Renfrew.

The Committee noted that, as an autonomous Board of Health, RCDHU has the responsibility and authority to manage its financial affairs. It became evident as discussions continued that there may be opportunities to be explored for improvements to communication of available information by municipal representatives to their respective councils.

**Resolution: # 7 RC 2021-Feb-16**

A motion by C. Watt; seconded by J. Murphy; be it resolved that the Resources Committee recommend that the BoH Chair write a letter of response to the Warden.

Carried

b. By-Law to Appoint Auditors

The by-law to appoint the auditors is a standard procedure approved by the Board annually to formally appoint Scott Rosien Black & Locke—Chartered Professional Accountants. The firm also represents the County of Renfrew.

By-Law Number 2021-01 By-Law to Appoint Auditors

- i. 2020 Signed Engagement Letter to RCDHU—received as information to keep the Committee fully informed.
- ii. 2020 Audit Planning Letter—received as information to keep the Committee fully informed.

**Resolution: # 8 RC 2021-Feb-16**

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

Carried

c. Appointment of Signing Officers

The Board approves the signing officers every year. The RCDHU staff signing officers' names are identified in the motion—Dr. Robert Cushman and H. Daly.

Following the election at the Inaugural Meeting on January 08, 2021 the new Chair and new Vice-Chair will be appointed as signing officers.

**Resolution: # 9 RC 2021-Feb-16**

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

Carried

- d. 2021 Work Plan—Resources Committee  
Following the Executive Committee meeting held on 2021-Feb-11 the Committee Chair is tasked with reviewing the Resources Committee Terms of Reference and providing feedback on the Resources Committee’s priorities for 2021.

As requested, Members of the Committee will send their recommendations for 2021 Resources Committee’s priorities to M. du Manoir in the next few weeks.

**12. Notice of Motion**

There was no notice of motion.

**13. Closed Meeting**

The was no closed meeting.

**14. Date of Next Meeting**

The next two Resources Committee meetings are scheduled for Thursday, March 18, 2021, at 9:30 a.m., and Tuesday, March 23, 2021, at 2:00 p.m., via *GoToMeeting*.

**15. Adjournment**

**Resolution: # 10 RC 2021-Feb-16**

A motion by C. Watt; seconded by J. Murphy; be it resolved that the Resources Committee meeting be adjourned at 10:32 a.m.

Carried

The Resources Committee meeting, held by *GoToMeeting*, adjourned at 10:32 a.m.

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Committee Chair