



Board of Health

Governance Committee Meeting

Wednesday, October 13, 2021

The Governance Committee meeting of Renfrew County and District Health Unit's Board of Health was held by *Go-to-Meeting*, due to restrictions in place because of the COVID-19 global pandemic. Members were present by audio and/or video.

Present:

| | |
|-----------------|--------|
| Jane Dumas | Chair |
| Ann Aikens | Member |
| Michael Donohue | Member |
| Wilmer Matthews | Member |

Staff:

| | |
|---------------|---------------------------------|
| Marilyn Halko | Executive Assistant (Secretary) |
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1. Call to Order

J. Dumas called the Governance Committee meeting to order at 2:00 p.m.

The last meeting of the Governance Committee was held on April 1, 2019. Chair Dumas thanked W. Matthews, past Chair, and the Committee for their excellent work, leading up to today's meeting. Members were welcomed back to the Governance Committee, after a long absence, due to many factors, including the COVID-19 pandemic. Items referenced in this meeting are from the last agenda, meeting minutes and the April 30th Governance Committee Report to the Board.

2. Agenda Approval

The agenda was approved as presented.

Resolution: # 1 GC 2021-Oct-13

Moved by A. Aikens; seconded by W. Matthews; be it resolved that the agenda be approved, as presented.

Carried

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Delegations

There were no delegations.

5. Governance Committee Meeting Minutes (Approval)

The Committee approved the meeting minutes for Monday, April 1, 2019.

Resolution: # 2 GC 2021-Oct-13

Moved by W. Matthews; seconded by A. Aikens; be it resolved that the Governance Committee approve the meeting minutes from Monday, April 1, 2019, as presented.

Carried

6. Business Arising

a. [Truth and Reconciliation Commission of Canada—Calls to Action](#)—status update

The Secretary will circulate to Committee Members.

b. Retention By-Law—status update

Chair A. Aikens will check the progress of the RCDHU retention by-law with H. Daly.

c. Board Code of Conduct—status update

W. Matthews will contact Erwin Samo, at the Public Appointments, Agency Coordination & Corporate Initiatives Unit, for a Code of Conduct for provincially appointed Board Members.

d. [Standing Committees Performance Report 2019](#)—status update

The Committee will review the tool before re-implementing its use.

e. Action List—Regular BoH—2021-Jun-29

The Committee reviewed the [Action List](#).

7. Correspondence

None

8. Staff Reports

None

9. **Board Committee Reports**

None

10. **By-Laws**

None

11. **New Business**

a. Composition of the Board

i. [OIC—Joanne King](#)

Ann Aikens will ask Chair P. Emon to call a Striking Committee meeting prior to the next Regular Board meeting, on 2021-Oct-26, at 9:30 a.m., to assign J. King to a Board committee.

ii. Board Succession Plan

The Committee discussed the end-of-term appointments of two provincially appointed Board representatives—J. M. du Manoir (2021-Dec-31) and C. Watt (2022-Mar-31). A. Aikens will follow up with the Members.

The Committee discussed that if a new public appointment vacancy occurs efforts should be made to recruit a member from the Indigenous community.

b. Review of Procedural By-Law

At the next meeting, scheduled for November 17, 2021, the Committee will start to review and revise *Procedural By-Law 2018-02*.

The existing list of proposed changes and lessons learned from COVID-19 will be part of the review.

c. Board Retreat

The Committee discussed deferring the Board Retreat to the second quarter of 2022, to allow for face-to-face attendance once COVID-19 restrictions have been removed.

Resolution: # 3 GC 2021-Oct-13

Moved by A. Aikens; seconded by W. Matthews; be it resolved that the Governance Committee recommend to the Board that the board retreat be deferred to the second quarter of 2022, to allow for in-person attendance by Members.

Carried

- d. Ottawa Public Health AMOH Contract Extension
The Committee will ask Dr. Cushman and H. Daly to initiate discussions with Ottawa Public Health regarding the possibility of an extension to the existing service contract, until the end of 2022, and report back to the next Governance Committee meeting.
- e. Continuation of Virtual Meetings until the end of Q1 2022
The Committee discussed the continued need for virtual meetings while dealing with COVID-19.

Resolution: # 4 GC 2021-Oct-13

Moved by W. Matthews; seconded by A. Aikens; be it resolved that the Governance Committee recommend to the Board the continuation of virtual meetings, until at least the end of Q1 2022.

Carried

At 2:32 p.m., M. Donohue joined the meeting.

- f. Staff Appreciation/Christmas
The Committee discussed preparing for staff appreciation at Christmas, similar to last years, that includes a gift card and Christmas greeting card with a hand-written message inside it, on behalf of the Board.

Also, the Committee discussed making plans for an outside spring/summer event, in 2022, to celebrate the opening of the Pembroke Lake Street office, and the extraordinary efforts of our staff during the COVID-19 pandemic.

Chair Aikens will start the preliminary planning and report back through the Governance Committee. This item will be added to the 2022 Board Work Plan.

Resolution: # 5 GC 2021-Oct-13

Moved by W. Matthews; seconded by M. Donohue; be it resolved that the Governance Committee recommend to the Board that sufficient funds be made available for a \$25.00 gift and associated handling fees, for staff appreciation at Christmas, not to exceed \$4,500;
And further, that the Board direct the Chair to write a Christmas greeting, to each staff member, on behalf of the Board.

Carried

12. Notice of Motion

None

13. Closed Meeting

There was no closed meeting.

14. Date of Next Meeting

The next Governance Committee meeting will be held on Wednesday, November 17, 2021, at 2:00 p.m.

15. Adjournment

Resolution: # 6 GC 2021-Oct-13

Moved by M. Donohue; seconded by W. Matthews; be it resolved that the Governance Committee meeting be adjourned at 2:55 p.m.

Carried

The Governance Committee meeting adjourned at 2:55 p.m.

Chair

These meeting minutes were approved by the Committee at the Resources Committee meeting held on Thursday, November 18, 2021.