



Board of Health

Governance Committee Meeting

Thursday, November 18, 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 |

Staff:

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

Regrets:

| | |
|-----------------|--------|
| Wilmer Matthews | Member |
|-----------------|--------|

01. Call to Order

J. Dumas called the Governance Committee meeting to order at 9:31 a.m.

02. Agenda Approval

The agenda was approved as presented.

Resolution: #1 GC 2021-Nov-18

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

Carried

03. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

04. Delegations

There were no delegations.

05. Governance Committee Meeting Minutes (Approval)

The Committee approved the meeting minutes for Wednesday, October 13, 2021.

Resolution: #2 GC 2021-Nov-18

Moved by A. Aikens; seconded by M. Donohue; be it resolved that the Governance Committee approve the meeting minutes from Wednesday, October 13, 2021, as presented.

Carried

06. Business Arising

a. Action List—Regular BoH—2021-Oct-26

The Committee reviewed the [Action List](#). Several items from the list were included on the agenda.

b. Ottawa Public Health Contract Extension

H. Daly updated the Committee on the existing professional services agreement contract, with Ottawa Public Health.

All parties were pleased with how this collaborative partnership was working and would like to renew the professional services agreement for another year.

There are no changes to the original professional services agreement with Ottawa Public Health, except extending the date to December 31, 2022.

Resolution: #3 GC 2021-Nov-18

A motion by A. Aikens; seconded by M. Donohue; be it resolved that the Governance Committee recommends to the Board that the existing professional services agreement contract, with Ottawa Public Health, be extended to the end of 2022.

Carried

The Committee Chair thanked H. Daly for the update.

c. Retention By-Law—Board Records

The Committee reviewed the sample from [KFL&A](#) and will seek additional information, from other health units.

The Committee will discuss if a long-term plan and budget for conversion to digital archives should be considered and report back to the Board in 2022.

- d. Board Code of Conduct
 - i. Code of Conduct—PAS Follow-Up
The Committee discussed the absence of a code of conduct for provincially appointed Board Members.
 - ii. GP6—Code of Conduct
The Committee discussed the [GP6—Code of Conduct](#) from the RCDHU Board Governance Manual.
 - iii. Council Code of Conduct—County of Renfrew
The Committee reviewed the codes of conduct that included: [RCDHU Board Governance Manual—GP6—Code of Conduct](#) and [Council Code of Conduct—County of Renfrew](#).

Boards of Health are not required to have a code of conduct, but the existing RCDHU Board Governance Manual policy sets some good guidelines.

Consideration should be given to separating the section on self-evaluation into a separate policy.

Further discussion on this will be included in the 2022 Committee Work Plan.

- e. Standing Committees' Performance Outcomes
The Committee reviewed the current evaluation tool—[Standing Committees' Performance Outcomes](#).

It was noted that the self-evaluation tool should be reviewed as well. It will be circulated to Committee Members, for further discussion, in 2022.

- f. Procedural By-Law—2018-02
The Committee will start to review and revise [Procedural By-Law 2018-02](#), after receiving input from Board Members.

All Board Members are asked to carefully review the current procedural by-law and [Procedural By-Law 2018-02 Suggested Revisions](#), to date. Any suggestions for additional changes should be sent to the Secretary no later than January 13, 2022. The Committee will review all the suggested changes at their first meeting in 2022 and prepare a consolidated list of all the [Procedural By-Law 2018-02 Suggested Revisions](#) to Procedural By-Law 2018-02 for final consideration by the Board prior to revising the bylaw for approval, by the end of Q2 2022.

- g. 2019 Board Retreat Meeting Minutes
The Committee discussed changing the notes to meeting minutes and recommending that the Board formally approve the [2019 Board Retreat Meeting Minutes](#).

Linked in the meeting minutes is an important resource—[Relationship with Indigenous Communities Guideline](#)—for future Board discussion. The document should be reviewed by all Board Members.

Resolution: #4 GC 2021-Nov-18

Moved by A. Aikens; seconded by M. Donohue; be it resolved that the Governance Committee recommends that the Board approve the 2019 Board Retreat meeting minutes.

Carried

07. Correspondence

None

08. Staff Reports

None

09. Board Committee Reports

None

10. By-Laws

None

11. New Business

None

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 at the call of the Chair.

15. Adjournment

Resolution: #5 GC 2021-Nov-18

Moved by M. Donohue; seconded by A. Aikens; be it resolved that the Governance Committee meeting be adjourned at 11:16 a.m.

Carried

The Governance Committee meeting adjourned at 11:16 a.m.

Chair

These meeting minutes were approved by the Committee at the Governance Committee meeting held on Wednesday, February 3, 2022.