



## Board of Health

### Resources Committee Meeting, via *Microsoft Teams*

Monday, February 14, 2022

The meeting of Renfrew County and District Health Unit's Resources Committee was held via *Microsoft Teams*. All members were available by video and/or audio.

#### Members:

J. Michael du Manoir	Chair
Ann Aikens	Member
James Brose	Member
Carolyn Watt	Member

#### Staff:

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

#### 01. Call to Order

Committee Chair J. Michael du Manoir called the meeting to order at 1:00 p.m.

#### 02. Agenda Approval

The agenda was approved as amended: item #13—no Closed Meeting.

#### Resolution: #1 RC 2022-Feb-14

Moved by A. Aikens; seconded by J. Brose; be it resolved that the Resources Committee approve the agenda, as amended.

Carried

#### 03. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

#### 04. Delegations

There were no delegations.

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

- a. Resources Committee Meeting Minutes 2021-Dec-06  
The meeting minutes were approved for Monday, December 6, 2021, as amended: first sentence on page three—**of** changed to **or**.

**Resolution: #2 RC 2022-Feb-14**

Moved by A. Aikens; seconded by C. Watt; be it resolved that the Resources Committee approve the meeting minutes from Monday, December 6, 2021, as amended.

Carried

**06. Business Arising**

- a. Action List—Regular BoH—2022-Jan-25  
The Committee reviewed the [Action List](#).
- b. Oversight for HR  
Oversight for HR was deferred to a future meeting.

**07. Correspondence**

The Committee discussed the following correspondence:

Subject:		From:	Action:
a.	<a href="#">2021 Audit Planning Letter</a>	<ul style="list-style-type: none"> <li>• Karen Black—Scott Rosien Black &amp; Locke</li> </ul>	<ul style="list-style-type: none"> <li>• Received as information.</li> </ul>
b.	<a href="#">2021 Signed Auditor’s Engagement Letter</a>	<ul style="list-style-type: none"> <li>• Karen Black—Scott Rosien Black &amp; Locke and Dr. R. Cushman</li> </ul>	<ul style="list-style-type: none"> <li>• Received as information.</li> </ul>
c.	<a href="#">2022 Minister’s Letter for One-Time Mitigation Funding</a>	<ul style="list-style-type: none"> <li>• The Honourable Christine Elliott, Deputy Premier and Minister of Health</li> </ul>	<ul style="list-style-type: none"> <li>• Received as information.</li> </ul>
	i. <a href="#">Renfrew Amending Agreement—Public Health Funding and Accountability Agreement</a>		
d.	<a href="#">2019 Reconciliation Report Settlement Letter</a>	<ul style="list-style-type: none"> <li>• Polly Ann Couture, Finance Manager, Financial Management Branch, Corporate</li> </ul>	<ul style="list-style-type: none"> <li>• Received as information.</li> </ul>

		Services Division, Ministry of Health	
e.	<a href="#">2018 Reconciliation Report Settlement Letter</a>	<ul style="list-style-type: none"> <li>• Polly Ann Couture, Finance Manager, Financial Management Branch, Corporate Services Division, Ministry of Health</li> </ul>	<ul style="list-style-type: none"> <li>• Received as information.</li> </ul>

The Committee discussed item 07. a. [2021 Audit Planning Letter](#) presented by H. Daly, recommending that the draft [2021 Audit Planning Letter—Board Response](#) be signed and sent to the auditor, as is the annual practice.

**Resolution #3 RC 2022-Feb-14**

Moved by C. Watt; seconded by J. Brose; be it resolved that the Resources Committee recommends to the Board that the Chair be directed to sign and send the *2021 Audit Planning Letter—Board Response* to the auditor.

Carried

During the discussion of the correspondence, H. Daly, Acting Chief Executive Officer/Director, Corporate Services, provided a historical background to the letters and documents.

The following points were noted:

- The Minister’s Letter for One-Time Mitigation Funding 2022 provides confirmation of previously advised funding.
- The 2019 Reconciliation Report Settlement Letter and the 2018 Reconciliation Report Settlement Letter align with the Attestation Reports for the corresponding periods.

**08. Staff Reports**

**a. Report—February 2022**

The Committee discussed the following presentations by H. Daly:

- [Budget vs. Actual Report Q3](#)
- [Budget vs. Actual Preliminary \(Unaudited\) Report Q4.](#)

The Committee noted the complexities of budgeting and reporting due to COVID-19 and Ministry of Health requirements/guidelines re allocation of funds.

#### **Resolution #4 RC 2022-Feb-14**

Moved by A. Aikens; seconded by C. Watt; be it resolved that the Resources Committee recommends that the Board accept the Q3 and Q4 Preliminary (Unaudited) Reports.

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. FP02—Corporate Borrowing Policy**

The Committee discussed the presentation by H. Daly and amended the document as follows:

- [FP02—Corporate Borrowing Policy](#).

The following is the document with track changes—[Policy](#).

#### **Resolution #5 RC 2022-Feb-14**

Moved by J. Brose; seconded by A. Aikens; be it resolved that the Resources Committee recommends that the Board approve FP02—Corporate Borrowing Policy, as amended.

Carried

##### **b. Resources Committee Work Plan 2022**

The Committee discussed the 2022 Resources Committee Work Plan, referring to the [Resources Committee Work Plan 2021 and Terms of Reference](#) as guidance documents.

Resources Committee Members will email Committee Chair du Manoir their top two priorities for 2022.

#### **12. Notice of Motion**

There was no notice of motion.

#### **13. Closed Meeting**

There was no closed meeting.

**14. Date of Next Meetings**

The next Resources Committee meeting is scheduled for Monday, March 21, 2022, at 1:00 p.m., on *Microsoft Teams*, or at the call of the Chair.

**15. Adjournment**

**Resolution: #6 RC 2022-Feb-14**

Moved by C. Watt; seconded by J. Brose; be it resolved that the Resources Committee meeting be adjourned at 1:58 p.m.

Carried

The Resources Committee meeting, held on *Microsoft Teams*, adjourned at 1:58 p.m.

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Committee Chair