



## Board of Health

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

Thursday, April 7, 2022

The meeting of the Executive Committee of Renfrew County and District Health Unit's Board of Health was held via *Microsoft Teams*. All Members participated by video and/or audio.

#### **Present:**

Christine Reavie	Chair
Ann Aikens	Member
James Brose	Member
J. Michael du Manoir	Member
Joanne King	Member
Carolyn Watt	Member

#### **Staff:**

Marilyn Halko	Executive Assistant (Secretary)
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#### **1. Call to Order**

Committee Chair C. Reavie called the meeting to order at 9:00 a.m.

#### **2. Agenda Approval**

The agenda was amended, to include 11. New Business—b. Strategic Plan.

#### **Resolution: # 1 EC 2022-Apr-07**

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

Carried

#### **3. Declaration of Conflict of Interest**

No conflicts of interest were declared.

#### **4. Delegations**

There were no delegations.

5. **Minutes of Previous Meeting (Approval)**

- a. The meeting minutes were approved for Wednesday, February 9, 2022.

**Resolution: # 2 EC 2022-Apr-07**

Moved by J. M. du Manoir; seconded by C. Watt; be it resolved that the Executive Committee approve the meeting minutes for Wednesday, February 9, 2022, as presented.

Carried

6. **Business Arising**

- a. Action List—Regular BoH—2022-Mar-29  
The Committee reviewed the [Action List](#).

**Parking Lot**

Date	Section of Agenda/ Referral to	Item
2021-Feb-11	Executive Committee	Monitor Determinants of Health: <ul style="list-style-type: none"><li>• Guaranteed basic income</li><li>• Paid sick leave</li><li>• Housing</li><li>• Access to a primary care provider in RC&amp;D</li></ul>
2021-Feb-11	Executive Committee	<ul style="list-style-type: none"><li>• Continue to monitor the lessons learned during the COVID-19 pandemic</li><li>• Preparing for the next one</li></ul>

- b. Follow-up re: Committee Chairs submitting (to Governance) their specific TOR responsibilities  
As follow-up to the discussion regarding the Terms of Reference, the Executive Committee reached broad agreement on the need for a standardized format, where possible.

The Terms of Reference will be included as part of the Procedural By-Law 2018-02 revisions.

Individual Chairs and Committees will review responsibilities and provide feedback to the Governance Committee.

Based on the Executive Committee discussion, the Governance Committee will draft consistent sections of the Terms of Reference and await individual Committee feedback.

**7. Correspondence**

There was no correspondence.

**8. Staff Reports**

There were no Staff reports.

**9. Board Committee Reports**

There were no Board committee reports.

**10. By-Laws**

There were no by-laws.

**11. New Business**

a. **MOH/CEO/CAO Job Descriptions and Ad-Hoc Committee**

The Committee discussed moving forward with position descriptions for the CAO and MOH/CEO.

**Resolution: #3 EC 2022-Apr-07**

Moved by A. Aikens; seconded by C. Watt; consistent with #3 SBoH 2018-Aug-31, #5 EC 2018-Oct-05, and #18 BoH 2018-Oct-30; be it resolved that the Executive Committee continue to work to review the draft position descriptions for the CAO and MOH/CEO; And further, that the Chair of the Executive Committee can invite P. Emon to participate in these discussions and be provided with a per diem honorarium for any Executive Committee meetings he is invited to attend.

Carried

The Committee referred to the following three motions, from past Board meetings, for their background information:

**Resolution: #5 EC 2018-Oct-05**

*A motion by J. Visneskie Moore; seconded by C. Reavie; be it resolved that the Executive Committee recommend that the RCDHU Board authorize the Executive Committee to source an HR specialist firm to produce job descriptions for MOH/CEO and CAO with work not to exceed \$10,000.*

*Carried*

**Resolution: #3 EC SBoH 2018-Aug-31**

A motion by M. Donohue; seconded by A. Aikens; be it resolved that Board delegate to Executive Committee two investigations:

1. Whether it is appropriate for RCDHU to separate the roles of Medical Officer of Health and Chief Executive Officer, and
2. The potential strategic linkages with other Health Units to ensure RCDHU can continue to provide high quality public health services with essential local oversight.

Carried

**Resolution: #18 BoH 2018-Oct-30**

A motion by M. A. Aikens; seconded by P. Emon; be it resolved that the Board establish a CAO position and a MOH/CEO position.

Carried

**Recorded Vote**

Yes ✓	Name of Member	No ✓
✓	M. A. Aikens	
✓	P. Emon	
✓	J. Visneskie Moore	
✓	M. Donohue	
✓	C. Reavie	
✓	C. Watt	
✓	W. Matthews	
✓	D. Janke	
	J. M. du Manoir	✓
✓	J. Reinwald	
9	Totals	1

Carried by: 9—1 ✓
Lost by:

- b. As discussed by the Committee, going forward, the Strategic Plan will be included on all Executive Committee meeting agendas, Key issues will be addressed, reviewed and consolidated, in order to provide a baseline for the organization.

**12. Notice of Motion**

There was no notice of motion.

**13. Closed**

There was no closed meeting.

**14. Date of Next Meeting**

The next Executive Committee meeting will be held on Thursday, May 12, 2022, at 1:00 p.m., on *Microsoft Teams*.

**15. Adjournment**

**Resolution: #4 EC 2022-Apr-07**

Moved by J. King; seconded by J. Brose; be it resolved that the Executive Committee meeting be adjourned at 9:41 a.m.

Carried

The Executive Committee meeting adjourned at 9:41 a.m.

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Chair

*These meeting minutes were approved by the Executive Committee at the meeting held on Thursday, May 12, 2022.*