

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health Regular Board Meeting

Tuesday, November 29, 2022

The Regular meeting of Renfrew County and District Health Unit's Board of Health was held on the virtual software platform—*Microsoft Teams*. Members were present by audio and/or video.

Members:

Ann Aikens	Chair
Christine Reavie	Vice-Chair
James Brose	Member
J. Michael du Manoir	Member
Peter Emon	Member
Joanne King	Member
Ethel LaValley	Member
Wilmer Matthews	Member
Jennifer Murphy	Member
Neil Nicholson	Member
Carolyn Watt	Member

Staff:

Vicki Benoit	Director, Health Protection
Dr. Robert Cushman	Acting Medical Officer of Health
Heather Daly	Chief Executive Officer
Dr. Michelle Foote	Public Health Physician
Marilyn Halko	Executive Assistant (Secretary)
Patti Smith	Director, Health Promotion

Guest:

Dr. Ian Gemmill

01. Call to Order

Chair Aikens called the meeting to order at 10:00 a.m.

Chair Aikens welcomed two new members to the Board: Ethel LaValley, Mayor of the Township of South Algonquin, and Renfrew County Councillor, Neil Nicholson.

Chair Aikens led a round of introductions for the new Board Members.

02. Land Acknowledgment

RCDHU is located on the unceded territory of the Algonquin Anishinaabe People.

We would like to honour the land and peoples of the Algonquin Anishinaabe, whose ancestors have lived on this territory for millennia, and whose culture and presence have nurtured and continue to nurture this land.

We would like to honour all First Nations, Inuit and Métis peoples, their elders, their ancestors and their valuable past and present contributions to this land.

Migwech

03. Agenda Approval

The agenda was approved, as presented.

Resolution: #1 BoH 2022-Nov-29

Moved by J. King; seconded by W. Matthews; be it resolved that the Board approve the agenda, as presented.

Carried

04. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

05. Approval of Minutes of Previous Meetings

a. Regular Meeting Minutes 2022-Oct-25

The meeting minutes were approved for Tuesday, October 25, 2022.

Resolution: #2 BoH 2022-Nov-29

Moved by C. Reavie; seconded by J. Murphy; be it resolved that the Board approve the meeting minutes from the Regular Board of Health meeting held on Tuesday, October 25, 2022, as presented.

Carried

b. Special Board of Health Meeting Minutes 2022-Nov-09

The special BoH meeting minutes were approved for Wednesday, November 9, 2022.

Resolution: #3 BoH 2022-Nov-29

Moved by W. Matthews; seconded by C. Watt; be it resolved that the Board approve the meeting minutes from the Special Board of Health meeting held on Wednesday, November 9, 2022, as presented.

Carried

06. Staff Reports

- a. Report to the Board—Dr. Robert Cushman, Acting Medical Officer of Health and Dr. Michelle Foote, Public Health Physician
Dr. Robert Cushman and Dr. Michelle Foote provided the Board with the following written report:

- [MOH\(A\) Report to the Board.](#)

Dr. Foote gave an update to the Board on current COVID-19 activity in Renfrew County and District, as outlined in the link below:

- [COVID-19 Case Summary—2022-Nov-24.](#)

Lindsey Cameron-Dermann, Coordinator, Epidemiology and Health Analytics, and Erin Vereyken, Manager, Clinical Services, updated the Board on COVID-19 and Influenza vaccination uptake rates in Renfrew County and District.

The Chair called for questions and comments from the Board.

- i. Food Affordability in Renfrew County and District 2022 Sophie Brulé, Registered Dietitian, presented the:

- [Food Affordability Slideshow.](#)

This was an overview of RCDHU's newest report—[Food Affordability in Renfrew County and District 2022.](#)

The Chair called for questions and comments from the Board. There was a fulsome discussion and question period that followed.

The report will be sent to RCDHU Area Mayors prior to the MOH(A) and RCDHU Area Mayors COVID-19 Information Update Meeting on Thursday, December 1, 2022 at 1:30 p.m.

Resolution: #4 BoH 2022-Nov-29

Moved by J. King; seconded by J. M. du Manoir; be it resolved that the Board accept the *Report to the Board* from Dr. Robert Cushman, Acting Medical Officer of Health.

Carried

Chair Aikens thanked Dr. Cushman and Dr. Foote for their *Report to the Board*.

Dr. Cushman thanked Staff Members for their reports.

- c. CEO Report to the Board—Heather Daly, Chief Executive Officer
Heather Daly, Chief Executive Officer (CEO), presented:
- [CEO Report to Board—November 2022](#).

In her first report to the Board, RCDHU's new CEO, H. Daly included the Annual Report 2021, MOH Recruitment, Renfrew Area Service Delivery Planning, and the Ministry Report: 2021 Annual Report and Attestation Template.

The Chair called for questions and comments from the Board. Chair Aikens thanked H. Daly for the *CEO Report*.

Resolution: #5 BoH 2022-Nov-29

Moved by C. Reavie; seconded by W. Matthews; be it resolved that the Board accept the *CEO Report to the Board* from Heather Daly, Chief Executive Officer.

Carried

- d. Annual Report 2021
H. Daly gave an overview of the [Annual Report 2021](#).

The Chair called for questions and comments from the Board.

A Board Member suggested that the same map used in RCDHU's *Strategic Plan 2022 – 2026*, replace the map in the *Annual Report 2021*. The suggested graphic includes the Township of South Algonquin and most of Algonquin Provincial Park.

The electronic version of the report will be sent to RCDHU Area Mayors prior to the MOH(A) and RCDHU Area Mayors COVID-19 Information Update Meeting on Thursday, December 1, 2022 at 1:30 p.m.

The *Report* will be printed, and the hard copies distributed to Renfrew County and District libraries.

Chair Aikens thanked H. Daly and Staff for the *Annual Report 2021*.

H. Daly thanked the Team for their hard work in preparing the *Report*.

Resolution: #6 BoH 2022-Nov-29

Moved by W. Matthews; seconded by E. LaValley; be it resolved that the Board accept the Annual Report 2021 and direct that it be published.

Carried

- e. Q3 2022 Corporate Operational Plan and Risk Mitigation Strategies Report Tom Regan, Coordinator, Foundational Standards, presented the following:

- [Q3 2022 Corporate Operational Plan and Risk Mitigation Strategies](#).

The Chair called for questions and comments from the Board.

Resolution: #7 BoH 2022-Nov-29

Moved by W. Matthews; seconded by J. M. du Manoir; be it resolved that the Board accept the Q3 2022 Corporate Operational Plan and Risk Mitigation Strategies Report, as presented.

Carried

Dr. Cushman, J. Murphy, C. Watt, and T. Regan left the meeting at 11:55 a.m.

At 11:55 a.m., the Chair recessed the meeting until 12:05 p.m.

07. Report Board Committee Reports

- a. Executive

Committee Chair C. Reavie presented the following:

- [Executive Committee Board Report—2022-Nov-01](#).

Chair Aikens reviewed the items on the *Report* that included the Organizational Chart, and the MOH and CEO position descriptions.

Chair Aikens called for questions and comments from the Board.

Resolution: #8 BoH 2022-Nov-29

Moved by J. King; seconded by J. Brose; be it resolved that the Board accept the *Executive Committee Board Report—2022-Nov-01*, as presented.

Carried

b. Resources

Committee Chair J. M. du Manoir presented the following:

- [Resources Committee Board Report—2022-Nov-21.](#)

Chair Aikens reviewed the items on the *Report* that included: *Legal: appointment of same auditor as municipal funder, Q3 Unaudited Financial Report, Insurance Quotes, and Extension of Hiring Authority.*

The Chair called for questions and comments from the Board.

Resolution: #9 BoH 2022-Nov-29

Moved by C. Reavie; seconded by W. Mathews; be it resolved that the Board accept the *Resources Committee Board Report—2022-Nov-21*, as presented.

Carried

08. Correspondence

The Board received the following correspondence:

Subject:		From:	Action:
a.	<u>2021 Annual Report for Public Health Sudbury & District—</u> 2022-Oct-20	• Public Health Sudbury & Districts	• Received as information.
b.	<u>Letter re RCDHU Renfrew Office—</u> 2022-Oct-21	• Mayor Donohue, Township of Admaston/ Bromley	• Chair to respond, as directed by the Board.
c.	<u>Association of Municipalities of Ontario (AMO) Report to Renfrew County Council—</u> 2022-Oct-26	• P. Emon	• Received as information.
d.	<u>Rural Ontario Municipal Association (ROMA) Report to County Council—</u> 2022-Oct-26	• P. Emon	• Received as information.
e.	<u>THANK YOU!</u> —2022-Oct-26	• RCDHU Staff	• Received as information.
f.	<u>Letter to Ontario Minister of Health—HSO Fee Guide Recommendation—</u> 2022-Oct-28	• Windsor-Essex County Public Health	• Send to SMT.

g.	Letter re Renfrew County Place —2022-Nov-01	<ul style="list-style-type: none"> Warden Robinson, County of Renfrew 	<ul style="list-style-type: none"> Chair to respond, as directed by the Board.
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N. Nicholson left the meeting at 12:19 p.m.

09. New Business

a. Appointment of Dr. Etches

After discussion, in order to ensure clarity of MOH coverage, consistent with our service agreement with Ottawa Public Health the Board passed the following resolution:

Resolution: #9 BoH 2022-Nov-29

Moved by W. Matthews; seconded by J. Brose; be it resolved that the Board appoint Dr. Vera Etches or designate, as Acting Medical Officer of Health for Renfrew County and District Health Unit for any period up to and including December 31, 2023, when Dr. Ian Gemmill, Acting Medical Officer of Health, or his successor, may on occasion, be temporarily unavailable to act in this role.

Carried

b. Selection Committee Membership

Chair Aikens recommended that another member should be added to the MOH Selection Committee and also, to include the MOH(A) as a participant in the interview process.

Resolution: #10 BoH 2022-Nov-29

Move by J. King; seconded by C. Reavie; be it resolved that Carolyn Watt be added to the Selection Committee;

And further, that Dr. Ian Gemmill be asked to participate in the interview phase.

Carried

c. 60th Anniversary RCDHU

After discussing the information that C. Reavie provided about the upcoming anniversary of RCDHU, H. Daly will gather more historical information about the health unit. The Board set a tentative date of Friday, August 4, 2023, for a celebration to mark the 60th anniversary.

10. Action List Review

- a. Action List—Regular Board Meeting—2022-Oct-25
All items from [Action List](#) were completed or deferred to a later date.

After discussion the following items were added to the new Action List:

- Board decision on meeting virtually.
- New Board Member Orientation meeting—referred to Chair Aikens and H. Daly.
- Thank you letter to retiring Board Members: Michael Donohue, Jane Dumas, and Christine Reavie—referred to Chair Aikens.
- HSO Fee Guide Recommendation referred to SMT.
- HBHC Program Funding referred to SMT.

11. Notice of Motion

There was no notice of motion.

12. Closed Meeting

There was no closed meeting.

13. Date of Next Meeting

The dates of the next meetings:

- Special BoH—Levy Friday, December 16, 2022, at 10:00 a.m.
- Inaugural Board meeting January 10, 2023, at 10:00 a.m.
- Regular Board meeting January 31, 2023, at 10:00 a.m.

14. Adjournment

Resolution: #11 BoH 2022-Nov-29

Moved by C. Reavie; seconded by W. Matthews; be it resolved that the Regular Board of Health meeting be adjourned at 12:40 p.m.

Carried

The Regular Board meeting, held on *Microsoft Teams*, adjourned at 12:40 p.m.

Chair

These meeting minutes were approved by the Board at the Special Board meeting held on Friday, December 16, 2022.