

**MEETING SUMMARY**  
**ROYAL OTTAWA HEALTH CARE GROUP**  
**BOARD OF TRUSTEES**  
**September 30, 2021 at 4:30 by Zoom**

ITEM	REFERENCE
<b>MINI SERIES</b>	A mini series was held prior to the Regular Board meeting. Special Guest, Dr. R. McCabe presented on Leveraging the Inter-professional Team Model to Optimize Care: Access, Integration and Quality. A presentation was also made by R. Bhatla, C. Crocker, K. Corace on Implementing a Client-Centred, Team Based Care Model.
<b>WELCOME &amp; OPENING</b>	<p>Guests were welcomed and the meeting was opened by acknowledging that the land on which we gather is the traditional and unceded territory of the Algonquin nation. Welcome remarks were provided and special guests acknowledged.</p> <p>In recognition of the National Day for Truth and Reconciliation a statement from the Ottawa Aboriginal Coalition was read by the Chair, and a few words were provided recognizing this important day.</p>
<b>CLIENT/FAMILY PRESENTATION</b>	Presentation by Family Advisory Council Member - M. Langlois
<b>CALL TO ORDER</b>	<p>The Board appreciates having a family and client voice at their meetings and as such have made arrangements for a speaker from the Client and Family Advisory Councils to alternately speak before each meeting. At this meeting, M. Langlois, Chair of the Family Advisory Council, presented on her experiences. The Board acknowledged and were appreciative to be so well served by someone of her knowledge and leadership.</p> <p>The Chair then called the meeting to order at 6:07 p.m. and declared it to have been regularly called and properly constituted for the transaction of business.</p> <p>C. Coulter was thanked for acting as the Ethics monitor for the meeting with a request that she report on the quality of decision making at the end of the meeting. A copy of The Royal's Ethics Framework for Decision Making was included in the meeting package. Also enclosed was the Conflict of Interest Policy and the Policy on Public, Non-Public and Restricted Meetings.</p>
<b>AGENDA AND MINUTES</b>	A motion was moved, seconded and carried to accept the agenda and approve the previous minutes of June 24, 2021.
<b>INFORMATION ITEMS</b>	<b>Chair, President &amp; CEO and Chief of Staff Oral Reports – A. Graham, J. Bezzubetz, R. Bhatla</b>
	Oral reports were provided by the Chief of Staff and the President & CEO. Their written reports were included in the Consent Agenda for the information of the Board. The Chair also provided a report.
	<b>Strategic Update – Update on the Royal Service Promise – J. Bezzubetz, N. Loreto, G. O'Hara, M. Langlois</b>
	There was a presentation on the progress made to develop a Royal Service Promise that client, family members and staff can count on at The Royal. The aspiration was that we would be leaders in this area, and we are moving in the right direction and

	benchmarking our progress, which is tracking very well. The Chairs of the Family and Client Advisory Councils also provided input on how to bring the Royal Service Promise to life for personalized care which is passionate and hopeful.
	<b>Strategic Update - Update on the Development of Access Metrics – K. Corace, F. Dzierszinski, D. Nashman, Potential Group</b>
	<p>A strategic update was provided on the development of Access Metrics. The Royal would like to help lead the way on how we look at access. This is a work in progress, but as progress is made, the Board will be updated.</p> <p>The Board was pleased to see and hear hope in the presentation and enthusiasm from the Chairs of the Family and Client Advisory Councils.</p>
	<b>Update on Foundation Campaign – C. Ide</b>
	An Update was provided on the Foundation Campaign, and the Board offered congratulations for the many accomplishments made to date and looked forward to hearing more as things progress.
	<b>Update on Royal Ottawa Place (ROP) Special Designation Status – J. Bezzubetz, C. Crocker</b>
	The team has worked hard to develop a proposal for annualized funding at an adequate level, which will be signaled to the Ministry by way of a letter.
<b>COMMITTEE REPORTS &amp; DECISION ITEMS</b>	<b>Quality Committee Report – L. Leikin</b>
	<p>The Annual Integrated Risk Management Framework (IRMF) is reviewed by both the Quality and Finance Committees and continues to highlight both financial and quality risks. A motion will be moved under the Finance Committee Report.</p> <p>The Corporate Patient Safety Report was tabled for the information of the Board.</p>
	<b>Governance Committee Report – C. Coulter</b>
	A brief update was provided about the upcoming Board Development Days, which is for all three Boards. The Potential Group will be joining to facilitate a discussion about what they should look for in terms of implementing the Strategy. There will also be a session on cybersecurity and AI Governance, which are very relevant items for the three Boards.
	<b>Advocacy Committee Report – R. Anderson</b>
	The first meeting of this Committee was held on September 9, 2021 and was about forming, and on what their focus and goals will be.
	<b>Innovation Committee Report – N. Bhargava</b>
	There was no report provided for this Committee.

	<b>Compensation &amp; Succession Planning Committee Report – A. Graham</b>
	There was no report provided for this Committee.
	<b>Medical Advisory Committee Report – R. Bhatla</b>
	A motion was moved, seconded and carried in accordance with the criteria and credentialing process outlined in the ROHCG Appointment and Re-appointment Schedules for Medical Staff Privileges.
	<b>Audit Committee Report – J. Gallant</b>
	There was no report provided for this Committee.
	<b>Finance Committee Report – J. Gallant</b>
	<p>A motion was moved, seconded and carried to approve the Annual Integrated Risk Management Framework.</p> <p>A motion was moved, seconded and carried to approve the renewal of the facilities service contract between The Royal and Ellis Don.</p> <p>An update was provided on Investment Returns and Education Session on Alternative investments from CIBC Wood Gundy. The Finance Committee received a thorough presentation from CIBC about returns on investment funds. The Committee is looking at different instruments where returns can be improved, but these need to fit The Royal's investment strategy, regulatory obligations and fiduciary responsibility.</p> <p>An update was provided on The Royal's insurance coverage, which is mainly provided by HIROC and complemented by Ascent.</p> <p>A presentation by iSecurity was made to the Finance Committee on Cybersecurity.</p>
<b>POLICIES</b>	<b>Prevention and Management of Violence in the Workplace Policy – C. Crocker</b>
	A motion was moved, seconded and carried to approve the <i>Prevention and Management of Violence in the Workplace Policy</i> .
<b>CONSENT AGENDA</b>	<b>Approval of the Consent Agenda</b>
	<p>A motion was moved, seconded and carried to accept all the items that were included in the Consent Agenda as follows:</p> <ul style="list-style-type: none"> <li>- President &amp; CEO's Report</li> <li>- Chief of Staff's Report</li> <li>- Foundation for Mental Health Report</li> <li>- IMHR Report</li> <li>- Centre of Excellence Report</li> <li>- Research Ethics Board Report</li> <li>- Strategic Plan Performance Scorecard</li> <li>- Mental Health Addictions and Quality Initiative (Peer Comparators) (MHAQI)</li> <li>- Committee Reports</li> </ul>

<b>NEW BUSINESS</b>	There was no new business.
<b>REPORT ON THE ETHICS FRAMEWORK FOR DECISION MAKING</b>	C. Coulter, the meeting Ethics monitor, reported that decisions were fair and equitable, business was conducted in a transparent manner and the Chair kept the meeting focused on important elements of the agenda. There was no overlap in questions and there were fulsome discussions about important things. Decisions were fact based and members were recused if necessary. The meeting was collaborative and met requirements and our accountability for reasonableness.
<b>NEXT MEETING</b>	The next meeting will be on December 16, 2021.
<b>ADJOURNMENT</b>	<p>There being no further business, the regular meeting adjourned at 8:54 p.m.</p> <p>The Independent Board members then continued in a restricted and in-camera session, which adjourned at 9:15 p.m.</p>