

# Lucknow Community Health Centre Board



July 16, 2020 at 6:00 pm

## Agenda

The Lucknow Community Health Centre Board will meet on July 16, 2020 at 7:00 pm through Zoom, an online video conferencing platform.

This meeting is being held electronically due to the provincial emergency declared in response to the Novel Coronavirus pandemic. Boards are permitted to continue to conduct business remotely during this time.

### 1. Call to Order

Chair Carl Sloetjes will call the meeting to order.

### 2. Disclosure of Pecuniary Interest

### 3. Adoption of Previous Minutes

ATTACHED: March 12, 2020 Minutes of the Lucknow Community Health Centre Board

Moved by:

Seconded by:

THAT the Minutes dated March 12, 2020 of the Lucknow Community Health Centre Board be adopted as circulated.

### 4. Business Arising from the Minutes

### 5. Concrete Tenders

We have provided the Board with a report prepared by Secretary Florence Witherspoon in this regard.

ATTACHED: LCHCB Staff Report – Concrete Tenders

STAFF COMMENTS: We seek your direction.

### 6. Dental Corp Rental Deferral Request

We have provided the Board with a report prepared by Secretary Florence Witherspoon in this regard.

ATTACHED: Staff Report – Dental Corp Rent Deferral Request

STAFF COMMENTS: We seek your direction.

**7. New Business**

**8. Next Meeting**

**9. Adjournment**

# Lucknow Community Health Centre Board



TOWNSHIP OF  
ASHFIELD-COLBORNE-WAWANOSH

March 12, 2020 at 6:00 pm

Lucknow Fire Hall

## Minutes

Members Present:

Township of Ashfield-Colborne-Wawanosh

Township of Huron-Kinloss

Township of Huron-Kinloss

Wayne Forster

Jim Hanna

Carl Sloetjes

Staff and Others Present:

Board Secretary

Florence Witherspoon

### 1. Call to Order

Carl Sloetjes called the meeting to order at 6:00 pm.

### 2. Disclosure of Pecuniary Interest

None declared.

### 3. Adoption of Previous Minutes

Moved by: Jim Hanna

Resolution Seconded by: Wayne Forster

No. 1 THAT the Minutes dated January 23, 2020 of the Lucknow Community Health Centre Board be adopted as circulated.

CARRIED

### 4. Business Arising from the Minutes

None.

### 5. 2019 Year End Financial Report

The Board reviewed the 2019 Year End Report.

### 6. Member Composition

We have provided the Board with a copy of the agreement between the Township of ACW and the Township of HK with regards to the operation of the Lucknow Community Health Centre Board.

Moved by: Wayne Forster  
Seconded by: Jim Hanna  
Resolution No. 2 THAT the Lucknow Community Health Centre Board recommend to each respective Council that the composition of the Board be as determined in the original agreement.

CARRIED

**7. Lease with Dr. Puntillo and Dr. Henderson**

The Doctors have signed the lease and has been sent to each respective Council for execution.

**8. Cleaning of the Medical Centre**

Staff have prepared a report outlining the new costs associated with cleaning at the Medical Centre. The Board acknowledged that the facility would require a different standard of cleaning and that this is a new part of doing business.

**9. Lease Amending Agreement – Dental Suite**

Staff have received a signed copy of the Dental Suite Lease Amending Agreement. It has been sent to each respective Council for execution.

**10. Concrete Donation and Memorial Bench**

The Board is receptive to replacing all concrete around the exterior of the whole facility. It was further confirmed that a pad should be poured for the dumpster area, with anchors included for future fencing around the bin. Staff have reached out to two local contractors, only one has responded to date.

Moved by: Wayne Forster  
Seconded by: Jim Hanna  
Resolution No. 3 THAT the Lucknow Community Health Centre Board allow an expenditure of up to \$10,000 to accommodate the replacement of the concrete around the Lucknow Medical Centre.

CARRIED

**11. Capital Reserve – Annual Capital Review**

At ACW Council, it was recommended that the Board consider setting aside funds to address any capital items in the future. To facilitate future the capital maintenance of the building, it was further recommended that a member of the Board and a member of staff arrange to review the building annually to consider any capital upgrades that would be needed. It was determined that the Secretary and a member of the Board would review the building annually during the early fall.

Moved by: Jim Hanna  
Seconded by: Wayne Forster  
Resolution No. 4 THAT the Lucknow Community Health Centre Board request each respective Council to establish a reserve fund for the Lucknow Medical Centre;  
AND FURTHER THAT a contribution be made annually in the amount of \$5000.00.

CARRIED

## 12. Medical Centre Waiting Room and Outstanding Items

Board member Jim Hanna requested a discussion on the chairs in the waiting room as well as the lack of facilities to entertain children. Staff advised that the chairs were ordered by the doctors. The Board directed the secretary to order new more comfortable chairs, including chairs with arm rests and wider chairs to accommodate larger patients.

Board member Wayne Forster requested a discussion on the continuing noise issue within the facility. The secretary will reach out to Domm Construction to see if there are any recommendations that they would have on diminishing noise within the building.

## 13. New Business

None.

## 14. Next Meeting

It was discussed that at the next Fire Board meeting, a recommendation will be brought forward to schedule regular monthly meetings that would be cancelled if it was determined that a meeting would not be needed. The Board agreed that they would hold the Lucknow Community Health Centre Board meetings prior to the Fire Board Meeting, at 6pm, should the need for a meeting arise.

## 15. Adjournment

Moved by: Wayne Forster  
Resolution      Seconded by: Jim Hanna  
No. 5            THAT the Lucknow Community Health Centre Board adjourn at 6:30pm to reconvene at the call of the Chair.

CARRIED

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Chair, Carl Sloetjes

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Secretary, Florence Witherspoon

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Clerk, Board Secretary  
Date: July 16, 2020  
Subject: Concrete Quotes

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### **RECOMMENDATION:**

That the reconstruction of the sidewalks at the Lucknow Community Health Centre be deferred to the 2021 Budget.

### **BACKGROUND:**

In the winter of 2020, staff was contacted by J.A. Porters and was advised that they would donate the concrete to have the walkways surrounding the entire Lucknow Community Health Centre replaced. Initially, the Board allocated \$2,500 for the reconstruction in the budget, however after the budget was passed, at the March 12<sup>th</sup> meeting, the Board agreed to accommodate the replacement to the concrete of up to \$10,000.

### **COMMENT:**

Staff reached out to two local contractors and asked for a quote to do the work of the replacement, considering the donation from Porters.

One quote was received, and two things were noted. The quote was considerably more than what was budgeted for, which amounted to \$7450 plus HST. As such, the procurement policy determined that as it was above \$5000, at least three quotes should be requested.

The second item that raised a flag was that it was mentioned that the removal of existing concrete, all excavating, old concrete trucked away, new gravel for subsoil, new concrete and wire mesh are all supplied by Porters.

When corresponding with Porters, they confirmed that the donation was only the concrete itself.

With the above information, staff advised the contractor that a Request for Quotes would have to be issued, due to the dollar value as well as ensuring that all contractors would be bidding on the same job.

The contractor submitted a new quote, on the same day as the quotes were issued, however before it was released. The requested price was \$18,050 plus HST.

The quote documents, which included a contract that needed to be signed, was sent to four possible contractors:

1. GF Frieburger, Wingham
2. Kenkor Construction, Lucknow
3. Bil-Con Contracting, Goderich
4. Nick Wilcox, Clinton

At the close of the quotes on July 2<sup>nd</sup>, no quotes were received.

While staff are not experts in the contracting business, the cost of the removal and disposal of the old concrete, new gravel and wire mesh seems very significant.

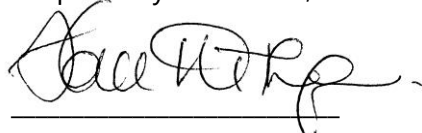
While the intent of Porters donating concrete to the project is commendable, the cost of the whole project is something unexpected for the Lucknow Community Health Centre Board, and the impact on its 2020 Budget.

Considering the aforementioned, staff recommends that the item be deferred to the 2021 Budget for further consideration.

**OTHERS CONSULTED:**

Mark Becker, CAO/Deputy-Clerk

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Florence Witherspoon', written over a horizontal line.

Florence Witherspoon, ACW Clerk, Board Secretary

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Clerk, Board Secretary  
Date: July 16, 2020  
Subject: Dental Corp Rental Deferral due to COVID-19.

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### **RECOMMENDATION:**

We seek your direction.

### **BACKGROUND:**

On May 6<sup>th</sup>, staff received a request from the Dental Corp as follows:

"We are proposing to defer all rent for April-June 2020 and repay over a 24 months period, commencing September 2020. Normal rent payments would commence July 1"

Considering Covid-19, staff reached out to the Board through email for direction. Based on feedback, staff determined that a meeting would need to be held for discussion, as consensus was not received.

### **COMMENT:**

Staff reached out to the Dental Corp requesting confirmation on the reopening of the dentist office. This was the reply:

"We were permitted to open in June, however, the impact on our business was still substantial with a lot of restrictions putting in place by the dental regulatory bodies. For context, our revenues are less than 20% of what they were in June of last year. As such, we'd like to include June in the deferral program.

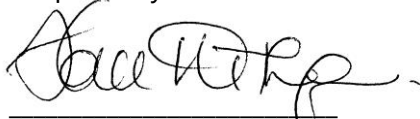
All that being said, we have July payment scheduled to go out on the 1<sup>st</sup> as per normal. If you are aligned with our proposed terms, we would start to pay back the deferred rent for April-June in September (equally over 24 months)."

Staff is seeking direction of the Board on whether the proposal is acceptable. Staff is also wondering if interest should be added.

### **OTHERS CONSULTED:**

Treasurer, Ellen McManus

Respectfully submitted,



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Florence Witherspoon, ACW Clerk, Board Secretary