

# Lucknow Community Health Centre Board



January 23, 2020 at 6:00 pm

Lucknow Fire Hall

## Agenda

### 1. Call to Order

Secretary, Florence Witherspoon will call the meeting to order.

#### a. Election of the 2020 Chairperson

As per the terms of the agreement, it is the Township of Huron-Kinloss' term to hold the position of Chairperson.

Call for Nominations:

Moved by:

Seconded by:

THAT \_\_\_\_\_ be nominated for the 2020 Chairperson.

Moved by:

Seconded by:

THAT the nominations be closed for the 2020 Chairperson.

Moved by:

Seconded by:

THAT \_\_\_\_\_ be appointed as the 2020 Chairperson for the Lucknow Community Health Centre Board.

### 2. Disclosure of Pecuniary Interest

### 3. Adoption of Previous Minutes

ATTACHED:        October 8, 2019 Minutes of the Lucknow Community Health Centre Board

Moved by:

Seconded by:

THAT the Minutes dated October 8, 2019 of the Lucknow Community Health Centre Board be adopted as circulated.

### 4. Business Arising from the Minutes

## **5. Budget 2020**

Once considered and adopted, the Budget will be shared with both Huron-Kinloss and ACW Councils.

ATTACHED: 2019 Actual vs Budget Comparison Report  
2020 Draft Budget

Moved by:

Seconded by:

THAT the Lucknow Community Health Centre Board approves the 2020 Draft Budget in the amount of \$ \_\_\_\_\_;

AND FURTHER THAT it be sent to the councils of Ashfield-Colborne-Wawanosh and Huron-Kinloss with the recommendation that it be approved and adopted.

## **6. 2018-2019 Renovation Project Final Numbers**

Staff have prepared two reports, one outlining the donations, and the second detailing an overview of the costs of the capital renovation, the donations received, and the clinical equipment and furnishings purchased. Staff is seeking direction on the allocation of the excess funds that are intended to be placed into reserves to fund future replacement of the clinical equipment and furnishings purchased with the fundraising efforts.

ATTACHED: List of Donors  
Renovation Project 2018-2019 Cost Analysis

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

At the publication of the agenda, the lease is with the Doctors. They have advised they will sign; however, staff have not received the signed copy. Once received, they will be sent to each Council for execution. Staff hope to have an update by the meeting.

## **8. Lease Amending Agreement – Dental Suite**

At the publication of the and a renewal lease acknowledging the extension was agreed to between staff and the Dental Corp. The document includes acknowledgement of the extension and the increased fee for the kitchen space. It is hoped that a document with signatures will be returned to staff by the meeting. Once received, this will be sent to each Council for execution.

## **9. Business Arising from Closed Session**

## **10. New Business**

## **11. Next Meeting**

## **12. Adjournment**

# Lucknow Community Health Centre Board

October 8, 2019 at 7:00pm  
Lucknow Fire Hall Meeting Room  
**Minutes**

PRESENT:

Township of Huron-Kinloss

Township of Huron-Kinloss

Township of Ashfield-Colborne-Wawanosh

Board Secretary

Carl Sloetjes

Jim Hanna

Jennifer Miltenburg

Florence Witherspoon

1. Call to Order

As Chair Wayne Forster was not present, Jennifer Miltenburg called the meeting to order at 7:00 pm.

2. Disclosure of Pecuniary Interest

None declared.

3. Adoption of Minutes

Moved by: Jim Hanna

Seconded by: Carl Sloetjes

THAT the Minutes of the September 24, 2019 meeting of the Lucknow Community Health Centre Board be adopted as circulated.

CARRIED

4. Business Arising from the Minutes

None.

5. Doctor Lease – Furnishing Acknowledgement

Moved by: Carl Sloetjes

Seconded by: Jim Hanna

THAT the Lucknow Community Health Centre Board approve the draft Lease Agreement with Doctors Puntillo and Henderson;

AND FURTHER THAT once the doctors have signed the agreement, the Board recommends approval by the Council's of both Ashfield-Colborne-Wawanosh and Huron-Kinloss.

CARRIED

6. Grundy Lease Memorialization

The agreement as drafted by the solicitor was presented to the Board.

DIRECTION: Staff was directed to offer the kitchen space to the Dental Corporation in exchange for increased monthly base rental. The response will be brought back to the Board for their consideration.

7. Other Business

NWMO – Photo Opportunity for the \$10,000 donation – Carl confirmed he will attend.

Pharmasave – Photo Opportunity for the \$10,000 donation – Wayne will be attending this on behalf of the Board.

8. Adjournment

Moved by: Jim Hanna

Seconded by: Carl Sloetjes

THAT the Lucknow Community Health Centre Board does now adjourn at 7:35 pm to reconvene at the call of the Chair.

CARRIED

\_\_\_\_\_  
Chair, Jennifer Miltenburg

\_\_\_\_\_  
Secretary, Florence Witherspoon

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Deputy Clerk, Board Secretary  
Date: January 23, 2020  
Subject: Budget 2020 – General

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### **RECOMMENDATION:**

We seek your direction.

### **BACKGROUND:**

Staff have provided the 2020 Draft Budget for your consideration.

### **COMMENT:**

Staff have prepared the draft budget with a few items to note:

1. The Budget was completed prior to receiving all final invoices for 2019. This includes hydro, snow removal, as well as a few furnishing items for the renovation project.
2. Rent for the Dental Suite includes an increase in rent to account for the kitchen space.
3. The Medical Suite will have no income until 2021, as per the lease agreement.
4. The Cleaning budget has been increased; the standards and frequency at which the building needs to be cleaned has increased. This is an estimate only.
5. For the Capital Renovations, \$ 5,000 has been included for payment of the Donor Wall, which at the publication of the agenda, staff is waiting for the quote. It is hoped that by the meeting a more accurate amount can be added.
6. For the Capital Furnishings, \$4,000 has been added for the blinds, which at the publication of the agenda has not been invoiced.

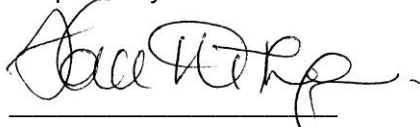
For the Board to consider, staff is seeking direction:

7. Every winter, the grass beside the concrete sidewalk outside the Centre is destroyed by snow clearing. Would the Board like to pour a new sidewalk to accommodate the snow clearing?
8. Annually, the Board donates money to the Lucknow Horticultural Society for planting & maintaining the flowerbeds at the Centre. Staff is proposing to increase this amount to \$300 from \$200. The last increase happened in 2010, from \$125 to \$200 in 2010.

### **OTHERS CONSULTED:**

None.

Respectfully submitted,



Florence Witherspoon, Deputy Clerk, Board Secretary

**Lucknow Community Health Centre Board**  
2020 Draft Budget

	Budget Year 2019	Year to Date Year 2019	Budget Year 2020
Donations	\$ -	\$ (75,430.00)	\$ -
Other Revenue	\$ (15,000.00)	\$ -	\$ -
Rent - Dental Suite	\$ (8,855.00)	\$ (8,854.92)	\$ (11,600.00)
Rent - Medical Suite	\$ -	\$ -	\$ -
ACW Contributions	\$ (229,922.50)	\$ (137,886.99)	\$ (13,850.00)
HK Contributions	\$ (229,922.50)	\$ (137,886.99)	\$ (13,850.00)
Transfer from Reserve	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ (483,700.00)</b>	<b>\$ (360,058.90)</b>	<b>\$ (39,300.00)</b>
Office Equipment - R & M Services	\$ -	\$ -	\$ -
Advertising	\$ 500.00	\$ -	\$ 500.00
Insurance	\$ 1,200.00	\$ 1,079.19	\$ 1,200.00
Legal	\$ 1,000.00	\$ 1,111.14	\$ 1,000.00
Audit	\$ 500.00	\$ 500.00	\$ 500.00
Property Taxes	\$ 5,800.00	\$ 5,188.70	\$ 5,800.00
Miscellaneous	\$ 500.00	\$ -	\$ 500.00
Propane	-	\$ 1,229.53	\$ 3,000.00
Utilities - Hydro	\$ 7,000.00	\$ 3,690.94	\$ 5,000.00
Utilities - Water	\$ 1,350.00	\$ 1,170.00	\$ 1,400.00
Utilities - Sewage	\$ 850.00	\$ 850.00	\$ 900.00
Building - R & M - Services	\$ 1,500.00	\$ 225.59	\$ 1,500.00
Building - R & M - Supplies	\$ 300.00	\$ -	\$ 300.00
Grass Cutting & Grounds Maint.	\$ 1,700.00	\$ 1,325.00	\$ 1,700.00
Snow Removal	\$ 4,000.00	\$ 3,451.34	\$ 4,000.00
Building Cleaning	\$ 2,500.00	\$ -	\$ 3,000.00
Capital - Renovations	\$ 455,000.00	\$ 414,355.30	\$ 5,000.00
Capital - Clinical Equipment Furnishings	\$ -	\$ 126,118.28	\$ 4,000.00
<b>Total Expense</b>	<b>\$ 483,700.00</b>	<b>\$ 560,295.01</b>	<b>\$ 39,300.00</b>

**Lucknow Community Health Centre Board**  
 Donations for Clinical Equipment and Office Furnishings  
 Fundraising Campaign of 2018-2019

<i>Organization/Name on Donor Wall</i>	<i>Contact</i>	<i>Naming Opportunity</i>	<i>Pledged</i>	<i>Donated to Date</i>
Lucknow and District Kinsmen Club	Jordan Andrew	Doctors Office, Nurses' Office & Lab - Multi Year Gift	\$ 75,000.00	\$ 15,000.00
Snobelen Farms	Tanya Leppington	Waiting Room - Multi Year Gift	\$ 25,000.00	\$ 5,000.00
Farm Credit Canada		Exam Room	\$ 15,000.00	\$ 15,000.00
Lucknow Pharmasave	Brian Currie	Exam Room - Multi Year Gift	\$ 10,000.00	\$ 2,000.00
Nuclear Waste Management Organization	Paul Austin	Exam Room - Multi Year Gift	\$ 10,000.00	\$ 10,000.00
Edward & Nancy Brown		Lab - Multi Year Gift	\$ 10,000.00	\$ 2,000.00
Cliff's Plumbing & Heating	Cliff & Anne Mann		\$ 5,000.00	\$ 5,000.00
Lucknow Royal Canadian Legion	Linda Sharpin		\$ 5,000.00	\$ 5,000.00
Amish Church North Division			\$ 3,130.00	\$ 3,130.00
Sepoy Wiring	Rod Crich		\$ 2,500.00	\$ 2,500.00
Dungannon Agricultural Society	Dave Sjaarda		\$ 2,000.00	\$ 2,000.00
Doug & Barbara Schmid			\$ 2,000.00	\$ 2,000.00
Lucknow Agriculture Society	Cam Alton		\$ 1,000.00	\$ 1,000.00
Lucknow and District Kinette Club	Breanne Chapman		\$ 1,000.00	\$ 1,000.00
Lucknow and District Lions Club	Lisa Hassnoot		\$ 1,000.00	\$ 1,000.00
Carroll McKim Castle			\$ 1,000.00	\$ 1,000.00
Clover Valley Mennonite Church			\$ 500.00	\$ 500.00
Kinloss Kairshea Women's Institute	Gladys Johnston		\$ 500.00	\$ 500.00
Robert's Farm Equipment	Keith Hodgkinson		\$ 500.00	\$ 500.00
Barbara Van Diepenbeek			\$ 500.00	\$ 500.00
Kinloss Orthodox Mennonite Church	Mark Stauffer		\$ 400.00	\$ 400.00
Joan & Dave Black			\$ 400.00	\$ 400.00
Trinity United Church Women	Anne Andrew		\$ 250.00	\$ 250.00
Fred & Brenda Phillips			\$ 250.00	\$ 250.00
Shirley O'Malley			\$ 250.00	\$ 250.00
Wayne & Carol Atkinson			\$ 200.00	\$ 200.00
Barbara & Evans Helm			\$ 200.00	\$ 200.00
Steve & Anne Andrew			\$ 100.00	\$ 100.00
Lois Durnin			\$ 100.00	\$ 100.00
Lloyd & Glenda Morrison			\$ 100.00	\$ 100.00
William & Shirley Irwin			\$ 100.00	\$ 100.00
Barbara Willits Sepoy Swimmers			\$ 100.00	\$ 100.00
Anne Pritchard			\$ 100.00	\$ 100.00
Wayne & Terry Forster			\$ 100.00	\$ 100.00
Jennifer & Don Miltenburg			\$ 100.00	\$ 100.00
Frank & Janet Alton			\$ 50.00	\$ 50.00
			<b>\$ 173,430.00</b>	<b>\$ 77,430.00</b>

**Lucknow Community Health Centre Board**

Renovation Project 2018-2019

Cost Analysis

<i>Capital Renovations</i>	<i>Budget</i>	<i>Actual</i>
2018	\$ 360,000.00	\$ 64,988.94
2019	\$ 455,000.00	\$ 414,355.30
<b>Total Capital Renovation Costs</b>		<b>\$ 479,344.24</b>

<b>Total Capital Renovation Costs</b>	\$ 479,344.24
Costs of Clininical Equipment/Funishings	\$ 126,118.28
<b>Total Cost of Project</b>	<b>\$ 605,462.52</b>
<b>Municipal Share of Captial Renovation</b>	
ACW	\$ 239,672.12
Huron-Kinloss	\$ 239,672.12

<i>Donations</i>	<i>Actual</i>
<b>Total Pledged Donations</b>	<b>\$ 173,430.00</b>
2018 Donations Received	\$ 2,000.00
2019 Donations Received	\$ 75,430.00
<b>Total Donations Received</b>	<b>\$ 77,430.00</b>
<b>Costs of Clininical Equipment/Funishings</b>	<b>\$ 126,118.28</b>
Total Amount to Reserves (Less Donations Pledged)	\$ (47,311.72)
Total Donations Outstanding	\$ 96,000.00