

# Lucknow Community Health Centre Board



March 12, 2020 at 6:00 pm  
Lucknow Fire Hall  
**Agenda**

## 1. Call to Order

Chair Carl Sloetjes will call the meeting to order.

## 2. Disclosure of Pecuniary Interest

## 3. Adoption of Previous Minutes

ATTACHED: January 23, 2020 Minutes of the Lucknow Community Health Centre Board

Moved by:

Seconded by:

THAT the Minutes dated January 23, 2020 of the Lucknow Community Health Centre Board be adopted as circulated.

## 4. Business Arising from the Minutes

## 5. 2019 Year End Financial Report

We have provided the Board with the final Year End Report for 2019. For your information.

ATTACHED: 2019 Actual vs Budget Comparison 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.

ATTACHED: Staff Report – Member Composition  
Agreement between ACW and HK

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

The lease has been duly signed and executed by all parties and is now in effect. Rental income will commence on January 1, 2021.

## **8. Cleaning of the Medical Centre**

Staff have prepared a report outlining the new costs associated with cleaning at the Medical Centre.

ATTACHED: Staff Report – Cleaning at the Medical Centre

## **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.**

ATTACHED: Staff Report – Donation of Concrete and Bench

## **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. We seek your direction.

## **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.

Councillor Forster requested a discussion on the noise issue, as well as the blinds.

## **13. New Business**

## **14. Next Meeting**

## **15. Adjournment**

# Lucknow Community Health Centre Board



January 23, 2020 at 6:00 pm

Lucknow Fire Hall

## Minutes

Members Present:

Township of Ashfield-Colborne-Wawanosh

Wayne Forster

Township of Ashfield-Colborne-Wawanosh

Anita Snobelen

Staff and Others Present:

Board Secretary

Florence Witherspoon

### 1. Call to Order

Secretary, Florence Witherspoon called 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. Carl Sloetjes advised prior to the meeting that he will be representing Huron-Kinloss for the year 2020, and as there is only one member from Huron-Kinloss who will be on the Lucknow Community Health Centre Board for 2020, Carl Sloetjes is automatically the 2020 Chairperson.

As Carl Sloetjes was absent, the Secretary chaired the meeting.

### 2. Disclosure of Pecuniary Interest

None declared.

### 3. Adoption of Previous Minutes

Moved by: Wayne Forster  
Resolution No. 1      Seconded by: Anita Snobelen  
                                 THAT the Minutes dated October 8, 2019 of the Lucknow Community Health Centre Board be adopted as circulated.

CARRIED

### 4. Business Arising from the Minutes

None.

### 5. Budget 2020

The Board reviewed the 2019 Actual vs. Budget Comparison Report and the 2020 Draft Budget. It was decided to add \$2,500 to the budget to reconstruct the front sidewalk at the Lucknow Community Health Centre.

Moved by: Anita Snobelen  
Seconded by: Wayne Forster  
Resolution No. 2      THAT the Lucknow Community Health Centre Board approves the 2020 Draft Budget in the amount of \$ 41,800.  
                                 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.

CARRIED

## 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.

Moved by: Anita Snobelen  
Seconded by: Wayne Forster  
WHEREAS on September 24, 2019, the Lucknow Community Health Centre Board passed a motion that the funds in excess of \$150,000 fundraising goal for the clinical equipment be put into reserves for future replacement as needed;  
NOW THEREFORE BE IT RESOLVED THAT \$20,000 be placed into reserves for future replacement as needed;  
AND FURTHER THAT the balance offset the capital renovation.

Resolution  
No. 2

CARRIED

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

The Doctors have signed the lease and it is now being sent to the respective Council's for execution.

## 8. Lease Amending Agreement – Dental Suite

A 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. While not yet returned, this will be sent to each Council for execution once received.

## 9. New Business

### a. Noise Complaint

A complaint was received from the staff at the Centre that there is significant noise between the exam rooms which may cause a breach of privacy. It was confirmed that the walls are insulated for that purpose. Staff was given direction to see if any more complaints of this nature are submitted and the issue will be revisited at that time.

### b. Media Request

Staff was contacted by a media outlet requesting information on why the Medical Centre took so long to open. Staff was directed to prepare a news release to address the issue.

## 10. Next Meeting

At the call of the Chair.

## 11. Adjournment

Moved by: Wayne Forster  
Seconded by: Anita Snobelen  
Resolution No. 3 THAT the Lucknow and District Fire Board adjourn at 6:49pm to reconvene at the call of the Chair.

CARRIED

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Chair, Carl Sloetjes

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Secretary, Florence Witherspoon

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 12 Ending DEC 31,2019

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
<b>Fund: 01 Township General Account</b>				
<b>Category: 8???</b>				
<b>8030 Lucknow &amp; District Medical Centre</b>				
<b>Revenue</b>				
01-8030-3015	Donations	171,430.00		0.00
01-8030-3016	Other Revenue	0.00		15,000.00
01-8030-3036	Rent - Grundy	8,854.92		8,855.00
01-8030-3037	Rent - Shubat	0.00		0.00
01-8030-3040	Contributions - Ashfield-Colborne-Wa	202,074.14		229,922.50
01-8030-3045	Contributions - Huron-Kinloss	202,074.14		229,922.50
01-8030-3500	Transfer from Reserve	0.00		0.00
<b>Total Revenue</b>		584,433.20		483,700.00
<b>Expense</b>				
01-8030-7256	Office Equipment - R & M - Services	0.00		0.00
01-8030-7261	Advertising	0.00		500.00
01-8030-7266	Insurance	1,079.19		1,200.00
01-8030-7267	Legal	1,111.14		1,000.00
01-8030-7268	Audit	500.00		500.00
01-8030-7269	Property Taxes	5,188.70		5,800.00
01-8030-7275	Miscellaneous	0.00		500.00
01-8030-7318	Building - Propane	1,703.24		0.00
01-8030-7320	Utilities - Hydro	3,803.44		7,000.00
01-8030-7321	Utilities - Water	1,170.00		1,350.00
01-8030-7322	Utilities - Sewage	850.00		850.00
01-8030-7323	Building - R & M - Services	225.59		1,500.00
01-8030-7324	Building - R & M - Supplies	0.00		300.00
01-8030-7325	Grass Cutting & Grounds Maintenan	1,325.00		1,700.00
01-8030-7326	Snow Removal	4,503.84		4,000.00
01-8030-7327	Building - Cleaning	0.00		2,500.00
01-8030-7350	Depreciation Expense	0.00		0.00
01-8030-7359	Equipment Purchases	0.00		0.00
01-8030-7400	Transfer to Reserve	20,000.00		0.00
01-8030-7401	Transfer to Reserve Fund	0.00		0.00
01-8030-9000	Capital - Building Renovations	416,224.80		455,000.00
01-8030-9005	Capital - Clinical Equipment	126,748.26		0.00
<b>Total Expense</b>		584,433.20		483,700.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00		0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00		0.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 12 Ending DEC 31,2019

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
<b>REPORT SUMMARY</b>				
01-8030	Lucknow & District Medical Centre		584,433.20	483,700.00
	Fund 01 Total Revenue		584,433.20	483,700.00
01-8030	Lucknow & District Medical Centre		584,433.20	483,700.00
	Fund 01 Total Expenditure		584,433.20	483,700.00
	Fund 01 Excess Revenue Over (Under) Expenditures		0.00	0.00
	Report Total Revenue		584,433.20	483,700.00
	Report Total Expenditure		584,433.20	483,700.00
	Report Excess Revenue Over (Under) Expenditures		0.00	0.00

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Deputy Clerk, Board Secretary  
Date: February 27, 2020  
Subject: Composition of the Board

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### **RECOMMENDATION:**

We seek your direction.

### **BACKGROUND:**

In 2018, the Agreement between the Township of Ashfield-Colborne-Wawanosh and the Township of Huron-Kinloss was amended to change the composition of the Board to reflect two members from each of the respective municipalities.

Prior to this, the original Agreement stipulated one member appointed by each respective municipality, where the municipalities turn it is to name its representative as Chairperson of the Board, as determined on a rotating basis, shall be entitled to appoint a second member to the Board.

### **COMMENT:**

The 2018 change was made while the Secretary was on leave. It was the understanding that this change was made considering the renovation project, and that it was for the duration of the renovation project.

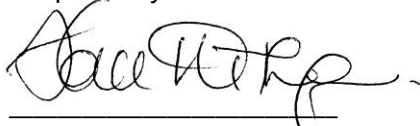
With this assumption, the Board commenced its 2020 year with the arrangement as originally stipulated in the 2001 agreement, which meant that there should have been two members from Huron Kinloss, not ACW, as the rotating Chair is from Huron-Kinloss. In commencing with the 2001 Agreement in mind, there also should have been one member from ACW instead of two, and two members from Huron-Kinloss, not one. All stated, the Agreement amended in 2018 stipulates that there should be two from each municipality moving forward. The confusion is the complete oversight of staff.

Staff is seeking direction of the Board if they would like to maintain the 2018 amended agreement or revert to the composition as outlined in original Agreement.

### **OTHERS CONSULTED:**

Mark Becker, CAO/Clerk-Treasurer

Respectfully submitted,



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Florence Witherspoon, Deputy Clerk, Board Secretary

**LUCKNOW COMMUNITY HEALTH CENTRE JOINT BOARD OF MANAGEMENT**  
**AMENDING AGREEMENT**

THIS AGREEMENT made this 16<sup>th</sup> day of April, 2018.

BETWEEN

The Corporation of the Township of Ashfield-Colborne-Wawanosh  
(hereinafter called the party of the first part)

And

The Corporation of the Township of Huron-Kinloss  
(hereinafter called the party of the second part)

**WHEREAS** the parties have agreed to amend the Lucknow Community Health Centre Joint Board of Management Agreement dated the 26<sup>th</sup> of June 2001 (the 'Agreement') attached as Schedule 'B' in respect to the joint management of the Lucknow Community Health Centre;

**AND WHEREAS** the parties hereto have passed respective By-laws for amending the Agreement;

**AND WHEREAS** the Effective Date shall be the date of execution of this agreement to amend the Agreement;

**NOW THEREFORE** the parties agree as follows:

- 1) As of the Effective Date the Agreement is amended as follows:
  - a) By deleting section 2 in its entirety and inserting the following section 2:

"2. The board shall be appointed annually as follows:

    - a) Two members of the Council of the Township of Ashfield-Colborne-Wawanosh.
    - b) Two members of the Council of the Township of Huron-Kinloss.
    - c) The board, at their first meeting, shall name as Chairperson a member of the board whose represented municipality shall rotate on an annual basis."
- 2) That this agreement shall be read together with the Agreement and, except as modified herein, all covenants and conditions in the Agreement remain unchanged, unmodified and in full force and effect.

**IN WHITNESS WHEREOF** the parties hereto have hereunder affixed their Corporate Seals and Signatures of their respective Officers.

**THE CORPORATION OF THE TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH**

  
Ben Van Diepenbeek, Reeve

  
Mark Becker, Administrator/Clerk-Treasurer

**THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS**

  
Mitch Twolan, Mayor

  
Emliy Dance, Clerk



**LUCKNOW COMMUNITY HEALTH CENTRE JOINT BOARD OF  
MANAGEMENT**

**AGREEMENT**

THIS AGREEMENT, made this 26th day of June, 2001

BETWEEN

The Corporation of the Township of Ashfield-Colborne-Wawanosh  
(hereinafter called the party of the first part)

and

The Corporation of the Township of Huron-Kinloss  
(hereinafter called the party of the second part)

**WHEREAS** Section 207(1) of the Municipal Act, R.S.O. 1990 allows municipalities to enter into agreements to provide for the joint management and operation of a Community Health Centre and for the establishment of Joint Boards of Management thereof, and to establish the distribution of costs as the Municipalities may agree;

**AND WHEREAS** the parties hereto have agreed to jointly manage and operate the Lucknow Community Health Centre, for the purpose of providing a facility for medical services as defined in this agreement;

**AND WHEREAS** for the purposes of this agreement, "FACILITY" shall mean Doctors and Dentists offices. "MEDICAL SERVICES" shall means treatment provided by a Doctor or Dentist as is normally possible in an office setting.

**AND WHEREAS** the parties hereto have passed respective By-laws for entering into this agreement;

**NOW THEREFORE WITNESSED** in consideration of the mutual terms and conditions hereinafter set forth, the parties covenant and agree as follows:

1. That pursuant to the Municipal Act, R.S.O., 1990, a joint Board of Management be established to manage and operate the Lucknow Community Health Centre and this Board of Management shall be known as the Lucknow Community Health Centre Joint Board of Management hereinafter referred to as "the Board".
2. The Board shall be appointed annually as follows:
  - (a) One member of the Council of the Township of Ashfield-Colborne-Wawanosh as appointed by the Council of the Township of Ashfield-Colborne-Wawanosh.
  - (b) One member of the Council of the Township of Huron-Kinloss as appointed by the Council of the Township of Huron-Kinloss.
  - (c) The municipality whose turn it is to name its representative as Chairperson of said Board, as determined on a rotating basis, shall also be entitled to appoint a second member to said Board from its Council.

3. Board members shall commence their annual terms of office on December 1<sup>st</sup> of each year. Any vacancy occurring in the Board shall be filled within 30 days of same occurring, by the Council of the municipality which had appointed the member wherein the vacancy occurred.
4. The Council of a municipality may designate another member of the Council to act as alternative representative to attend a meeting of the Board in the absence of appointed members. The alternative representative shall have voting rights.
5. The Board shall appoint a Secretary, who shall be an employee of the Corporation of the Township of Ashfield-Colborne-Wawanosh. The Secretary shall attend all meetings of the Board recording the minutes and maintaining all books, papers, records and documents belonging to the Board. Copies of all minutes of regular and special meetings of the Board are to be promptly submitted to the Councils of each party to this Agreement. The Corporation of the Township of Ashfield-Colborne-Wawanosh shall be the Board's Treasurer and will provide administrative assistance to the Board. The auditor for the Corporation of the Township of Huron-Kinloss shall audit the accounts of the Board and shall submit copies of the annual statements and their report to the Board and to each of the parties to this agreement.
6. The authority, duties and responsibilities of the Board shall be as follows:
  - (a) The Board shall hold at least two regular scheduled meetings annually, or more often at the call of the Chairperson, or at the request of a majority of Board Members. Notification must be given at least 24 hours in advance. All members shall be notified of meetings whether regular or special.
  - (b) The Board shall ensure that all meetings are convened and continued only when each party to this Agreement is represented. Three members will constitute a quorum. The Chairperson shall have a vote on any and all matters. A tie vote shall defeat the motion.
  - (c) The Board shall conduct all meetings under an agreed upon form of Parliamentary Procedure and Rules of Order.
  - (d) The Board shall prepare, annually, an estimate of operating revenues and expenditures for submission to and approval by each of the participating Municipal Councils. All parties to the Agreement must approve the Board's estimates as submitted or amended. Each party hereto shall pay to the Treasurer, on an annual basis, the amount of their said apportionment of costs.
  - (e) The Board shall not have its own bank account. All deposits and payments will be made through the Municipal Treasurer of the Township as required by the Municipal Act.
  - (f) The Board shall obtain approval from the Councils of each of the participating municipalities before commencing the solicitation of funds or the conducting of fund raising projects for either operating or capital projects.
  - (g) The Board shall be responsible for the preparation of draft by-laws as required, and for the formulating of policies relating to the administration of the Community Health Centre.

(h) The Board shall ensure, in consultation with the Councils of the parties hereto, that all necessary and adequate insurance coverages are in place to protect assets in the care, custody, and control of the Board.

7. The parties hereto have acquired and do hereby retain a 50% interest in the land, building and fixtures associated with the said Lucknow Community Health Centre.

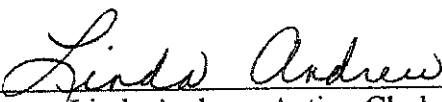
The capital and maintenance costs of the Lucknow Community Health Centre are to be shared equally by the parties hereto, this is to say, that each of the parties hereto shall be responsible for 50% of said capital and maintenance costs.

8. If at any time during the continuance of this Agreement the parties hereto shall deem it necessary or expedient to make any alteration or addition to this agreement they may do so by means of a written agreement between them which shall be supplemental hereto and form part hereof.
9. This agreement shall inure to the benefit of and be binding upon the parties hereto, their successors and respective assigns. This agreement may be cancelled at any time upon the unanimous consent of all parties, upon such terms and conditions as are mutually agreed upon at the time of cancellation.
10. Each and every of the provisions of this Agreement is severable, and if any provision or term of this Agreement should, for any reason, be declared invalid by any Court, it is the intention and desire of the parties to this Agreement, that each and every of the then remaining provisions hereof, shall remain in full force.
11. Upon the execution of this Agreement, any existing Agreements among the parties as amended, with respect to cost sharing, operation and management of the Lucknow Community Health Centre shall forthwith become null and void.

**IN WITNESS WHEREOF** the parties hereto have hereunder affixed their Corporate Seals and Signatures of their respective Officers.

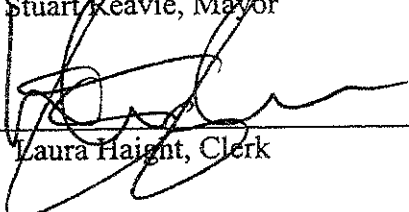
**THE CORPORATION OF THE TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH**

  
Ben Van Diepenbeek, Reeve

  
Linda Andrew, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF HURON-KINLOSS**

  
Stuart Reavie, Mayor

  
Laura Haight, Clerk

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Deputy Clerk, Board Secretary  
Date: February 27, 2020  
Subject: Cleaning of the Medical Centre

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### **RECOMMENDATION:**

For your information.

### **BACKGROUND:**

Prior to the renovations, the Board arranged for a paid for the cleaning of the Medical Centre Facility.

As part of the new lease agreement with Drs. Puntillo and Henderson, cleaning of the facility is the responsibility of the landlord.

### **COMMENT:**

With the newly renovated facility in operation, the expenses associated with cleaning and disinfecting of the Medical Centre now becoming known.

According to guidelines\*, the facility needs to be disinfected daily, with a complete cleaning of the facility weekly. The doctors have provided the excerpt of the guidelines, which is attached to this report.

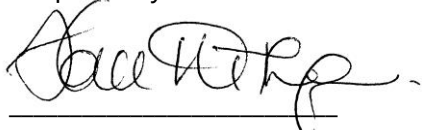
The facility is partially cleaned 3 evenings a week and cleaned fully once a week. For partial cleans, the cleaner charges \$100 per clean, and \$125 for a full cleaning. The estimated monthly expenses, including cleaning supplies and the floor mat cleaning services is estimated around \$1800 per month.

While this is a significant increase in what was done in the past, the standard for this facility will also have increased.

### **OTHERS CONSULTED:**

Mark Becker, CAO/Clerk-Treasurer

Respectfully submitted,



Florence Witherspoon, Deputy Clerk, Board Secretary

\* Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for environmental cleaning for prevention and control of infections in all health care settings. 3rd ed. Toronto, ON: Queen's Printer for Ontario; 2018.

**High-touch surfaces** are those that have frequent contact with hands.<sup>276,278</sup> Examples include (but are not limited to) doorknobs, elevator buttons, telephones, call bells, bedrails, light switches, toilet flushes, monitoring equipment, IV infusion pump, end-of-bed table and the edges of the privacy curtains. The specific surfaces that should be considered high-touch will vary between health care settings.<sup>278-282</sup>

**Low-touch surfaces** are those that have minimal contact with hands. Examples include (but are not limited to) floors, walls, ceilings, mirrors and window sills.

[Figure 3a](#) and [Figure 3b](#) illustrate examples of items and sites that are high-touch and which may exhibit environmental contamination in health care settings.

High-touch surfaces in care areas require more frequent cleaning and disinfection than minimal contact surfaces.<sup>244,276,280,283</sup> Cleaning and disinfection should be performed at least daily and more frequently if the risk of environmental contamination is higher (e.g., intensive care units). Low-touch surfaces require cleaning on a regular basis, when soiling or spills occur, and when a client/patient/resident is discharged from the health care setting.<sup>92</sup> For many low-touch surfaces, cleaning may occur less frequently than once per day (e.g., every other day, weekly) as long as such surfaces are cleaned sooner if visibly soiled (e.g., client/patient/resident's mattress, in-room blood pressure cuff do not require daily cleaning but can be cleaned between clients/patients/residents and when soiled).

## **LUCKNOW COMMUNITY HEALTH CENTRE BOARD**

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From: Florence Witherspoon, ACW Deputy Clerk, Board Secretary  
Date: February 27, 2020  
Subject: Concrete Donation and Bench

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### **RECOMMENDATION:**

For your information.

### **BACKGROUND:**

At the Budget meeting, the Board decided to allocate \$2500 towards reconstruction of the sidewalk at the facility.

### **COMMENT:**

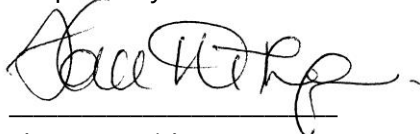
Shortly after the meeting, staff was contacted by Porter's, who advised that they would donate the concrete to fully replace any concrete walkways around the entire facility. They would also arrange to have the existing concrete removed and hauled as part of the donation.

In addition, staff was contacted by Arlene Sager, whose father, Dr. Mel Corrin, used to doctor at the facility. Her family wishes to donate a memorial bench, and it was thought that a concrete pad could be incorporated to accommodate this donation.

### **OTHERS CONSULTED:**

Mark Becker, CAO/Clerk-Treasurer

Respectfully submitted,



Florence Witherspoon, Deputy Clerk, Board Secretary