



HEALTH COMMITTEE

Wednesday, May 17, 2023 – 9:30 a.m.

AGENDA

1. Call to order.
2. Land Acknowledgement.
3. Roll call.
4. Disclosure of pecuniary interest and general nature thereof.
5. Adoption of minutes of previous meeting held on April 12, 2023.
6. Delegations:
 - a) 9:30 a.m. – Mr. Andreas Bauer, Commander, Bavarian Red Cross and Bavarian Paramedics to provide an update of the Community Paramedic Program in Bavaria.

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7. Long-Term Care Report	2
8. Emergency Services Department Report	25
9. Board of Health:	
a) 2022 Financial Statements of Renfrew County and District Health Unit	31
b) February 28, 2023 Regular Meeting Minutes	49
10. New Business.	
11. Closed Meeting – None at time of mailing.	
12. Date of next meeting (Wednesday, June 14, 2023) and adjournment.	

- NOTE:**
- a) **County Council: Wednesday, May 31, 2023.**
 - b) Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW LONG-
TERM CARE REPORT**

TO: Health Committee

FROM: Mike Blackmore, Director of Long-Term Care

DATE: May 17, 2023

SUBJECT: Department Report

INFORMATION

1. Bonnechere Manor Resident Statistics

Statistics	February 2023	March 2023	April 2023
Population at end of Month	174	174	177
# of Female Residents	101	100	102
# of Male Residents	73	74	75
Vacant Beds at End of Month	4 LTC – 2 Respite	4 LTC / 2 Respite	1 LTC / 2 Respite
YTD Occupancy Rate: LTC	98.52%	97.14%	99.08%
Respite	0.00%	0.00%	0.00%
Resident Deaths	4	6	3
Resident Discharges	2 LTC / 0 Respite	3 LTC / 0 Respite	0 LTC / 0 Respite
Resident Admissions	6 LTC / 0 Respite	9 LTC / 0 Respite	6 LTC / 0 Respite

2. Miramichi Lodge Resident Statistics

Statistics	February 2023	March 2023	April 2023
Population at end of Month	159	163	159
# of Female Residents	105	106	104
# of Male Residents	54	57	55
Vacant Beds at End of Month	5 LTC / 2 Respite	1 LTC / 2 Respite	6 LTC / 1 Respite
YTD Occupancy Rate: LTC	97.21%	97.71%	97.86%
Respite	5.93%	16.67%	20.00%
Resident Deaths	6	2	6
Resident Discharges	0 LTC / 1 Respite	0 LTC / 2 Respite	0 LTC / 1 Respite
Resident Admissions	4 LTC / 1 Respite	7 LTC / 2 Respite	1 LTC / 2 Respite

3. Home & Community Care Support Services Champlain Client Waitlist Information

Renfrew County Long-Term Care Homes (LTCHs)	Patients waiting for 1 st choice from Community/Hospital	Patients waiting for 1 st choice to transfer from another LTCH	Totals
Bonnechere Manor	104	37	141
Caressant Care Cobden	43	18	61
Deep River & District Hospital – The Four Seasons Lodge	7	8	15
Grove (The) Nursing Home	105	29	134
Groves Park Lodge	38	25	63
Marianhill Inc.	39	22	61
Miramichi Lodge	194	63	257
North Renfrew LTC Services	47	22	69
Valley Manor Inc.	27	11	38
Totals	604	235	839

4. March 2023 Treasurer's Report

The March 2023 Treasurer's Reports for each of Bonnechere Manor and Miramichi Lodge are attached as Appendix LTC-I.

5. Accreditation Canada Survey Dates

The County of Renfrew Long-Term Care Homes will be surveyed by Accreditation Canada from June 26 to June 29, 2023. The two Accreditation Surveyors will attend to both properties throughout that timeframe. Ms. Ruth Chalmers, Accreditation Surveyor is scheduled to meet with the Governance Committee that will be represented by Mayor Michael Donohue, Chair of the Health Committee, and Warden Peter Emon along with Mr. Craig Kelley, Chief Administrative Officer/Clerk, Mr. Michael Blackmore, Director of Long-Term Care and Mr. Dean Quade, Bonnechere Manor Administrator in attendance on Tuesday, June 27, 2023 from 1:00 p.m. until 2:00 p.m. Committee will be kept apprised of the survey outcome.

6. Bonnechere Manor Staffing – Enhanced Recruitment Strategy

As Committee is aware, Health Human Resources has been a long-standing focus for wide ranging health care milieus both locally and abroad. The pandemic has hit the long-term care sector particularly hard, exponentially exacerbating the paucity of staffing resources. As a result, many Homes including Bonnechere Manor were left with little option but to engage private staffing agencies in order to fill vacant shifts.

Agency staffing results in substantial additional costs such as accommodations, mileage, agency fees and regular hourly rates in excess of our typical overtime rates. On April 1, 2023, the Ministry of Long-Term Care terminated the COVID containment funding utilized

to absorb these costs. Clearly, the ongoing use of agency staffing is not a sustainable staffing model. To date, County of Renfrew Homes have engaged in all provincially funded recruitment initiatives as well as homegrown collaborations such as living classrooms for PSW programs and a longstanding history of providing clinical and preceptorship opportunities. The addition of Policy J-04 Employee Referral Bonus Program is the proposed latest strategy suggested to be undertaken in support of these efforts.

Despite these measures, it is evident that more impactful strategies are required in order to achieve desired Home-based staffing where Bonnechere Manor is concerned. To this end, staff propose to apply a two-stage approach. The first stage focuses on the immediate attraction of local talent using signing and retention bonuses. Staff propose that the Human Resources Manager draft a signing and retention policy to present to the Finance and Administration Committee for this purpose. The second stage seeks to recruit international talent over a period of several months. It is the intent to utilize funds remaining in the Safe Restart Agreement (SRA) envelope to cover associated costs. A resolution outlining requisite details will be presented to committee.

RESOLUTIONS

7. Bonnechere Manor – International Recruitment Strategy

Recommendation: THAT the Health Committee recommend to County Council that the Warden and Chief Administrative Officer/Clerk enter into an agreement with Contak Staffing Solutions to coordinate recruitment of up to twenty (20) International Personal Support Worker staff, at an average per candidate cost of \$7,800 subject to variance in airfare charges, equating to an approximate cost of \$156,000, through the Temporary Foreign Worker Program. Fees include completion of Labour Market Impact Assessment Application per Employment and Social Development Canada (ESDC).

Background

As identified to Committee, traditional recruitment measurers fail to close the gap where recruitment for nursing staff at Bonnechere Manor is concerned. Like many long-term care homes across the province, the Manor has become increasingly reliant upon staffing agencies to fill vacant shifts. With costs inclusive of mileage, accommodations, agency fees and hourly wages comparable to County staff overtime rates, we will soon deplete what is left of COVID-19 Safe Restart Agreement funds.

Many health care institutions including long-term care homes are seeking to fill vacancies with health care providers from abroad. Such an endeavour aligns appropriately with the County of Renfrew Strategic Plan, in particular Goal #2 Workforce Development. Within the County, the advent of additional long-term care beds coming on line coupled with all Homes competing to achieve mandated hours of direct care, one can expect to find an increasingly depleted pool of available recruit candidates. Bracing for this inevitability, expanding our search radius to include international staff seems a reasonable option to add to recruiting strategies for County of Renfrew Long-

Term Care Homes. Three foreign worker recruitment agencies were consulted concerning services and associated fees. Upon consideration staff recommend proceeding with Contak Staffing Solutions having presented with lowest associated fees for comparable services. Award of the contract is consistent with County of Renfrew GA-01 Procurement of Goods and Services Policy.

8. Association of Municipalities Ontario (AMO) Delegation Request

Recommendation: THAT the Health Committee recommend that County Council approve the submission of a delegation request for the 2023 Association of Municipalities Ontario (AMO) Conference with the Minister of Long-Term Care to address the County of Renfrew concerns with the current model of Case Mix Index (CMI) funding. AND FURTHER THAT the Finance and Administration Committee be so informed.

Background

The Case Mix Index (CMI) funding is a challenging process as the re-indexing factor for the year can result in long-term care homes losing funding despite the increase in acuity as is generally the case across the entire long-term care sector. The opportunity will be taken to reinforce in support of sector peers that the methodology is fraught with disadvantages including the reliance on year old data to determine what portion of the funding any given Home will receive for care irrespective of current acuity levels.

The significant levels of precious registered staff required to complete each resident assessment is a resource that would otherwise be dedicated to front line care delivery. Data accuracy and the absence of data quality audits as well as the relative lack of non-medical based indicators are among concerns to be raised.

9. Bonnechere Manor Portable Phone Replacement Request for Proposal

Recommendation: THAT the Health Committee recommend that County Council award the Bonnechere Manor Portable Phone Replacement Request for Proposal (RFP) BM-2023-01.1 to Cintel, Ottawa, ON as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 20.7, for a total price of \$198,963.62 inclusive of HST with \$180,000 approved in the Bonnechere Manor 2023 Capital Budget. AND FURTHER THAT the Health Committee recommend that County Council approve the reallocation of \$9,000 in surplus Capital Budget from the roofing project, along with the reduction in the scope of the \$30,000 Sprinkler Capital project by \$9,963.62 to fully cover the cost difference. AND FURTHER THAT the Finance and Administration Committee be so advised.

Background

Approved through the 2023 Capital Budget was the Bonnechere Manor Portable Phone Replacement Request for Proposal (RFP) at a cost of \$180,000. The portable phones are linked to the Austco Nurse Call system with the ability to make and receive calls from other users, as well as receive signals for service from the nurse call system indicating the location of the call for service. Portable communication devices are assigned to each

Resident Home Area (RHA). The new system will be capable of operating a minimum of 60 devices with the ability for expansion if needed. Cintel, the current company that supports the maintenance of the Bonnechere Manor portable phones, was the only company that provided a bid. Cintel provided two options. Option one is a basic system and will support our needs at a cost of \$147,808.57, which falls within the approved capital. Option two allows for greater flexibility for future upgrades and replacements of our Nurse Call system, as well as eliminates the need for an annual service maintenance agreement resulting in an annual savings of approximately \$2,300. The complete cost for Option two is \$198,963.62. Staff is proposing the approval of option two, funding the cost difference with the reallocation of \$9,000 in surplus capital from the roofing project, along with reducing the scope of the \$30,000 sprinkler capital project by \$9,963.62 to cover the approved budget overage. A recent consult concerning current sprinkler system condition supports the reallocation of these funds.

10. Bonnechere Manor 100LB Commercial Laundry Washer

Recommendation: THAT the Health Committee recommend that County Council approve the reallocation of \$14,177.35 from the surplus Capital Budget from the roofing project to fund the purchase of a 100lb Commercial Laundry Washer from Dalex Commercial Laundry Systems, Concord, ON. AND FURTHER THAT the Finance and Administration Committee be so advised.

Background

Approved through the 2023 Capital Budget for Bonnechere Manor was the supply and installation of a 100lb Commercial Washer Request for Quotation (RFQ) at a cost of \$30,000. As per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 9.2, two written quotes were received and staff are requesting that the lowest quotation price of \$44,177.35 from Dalex Commercial Laundry System, Concord, ON be approved with Committee and Council approving the unbudgeted amount from the reallocation of the unused Capital Budget from the roof RFT.

11. Business Case – Administrative Assistant III

Recommendation: THAT the Health Committee recommend to the Finance & Administration Committee to recommend that County Council approve that the Health Committee administrative duties be returned to the Long-Term Care and Emergency Service Administrative Assistants consistent with duties assigned prior to August 2021. AND FURTHER THAT the Long-Term Care Homes and Emergency Services Administrative Assistant II positions be reclassified to Administrative Assistant III positions consistent with the Gallagher Report ratings and Employment By-law #1, Non-Union Staff Salary Grid.

Background

From 2004 to 2021, there were three Administrative Assistants sharing Health Committee administrative duties, one for each of the two long-term care homes and one from Emergency Services. In June 2021, the responsibility of Health Committee administrative duties was transferred to the Community Services Administrative

Assistant assuming all Health Committee duties along with the Renfrew County Housing Corporation & Community Services Committee duties to ensure consistency of reporting.

Following this, the Gallagher Report provided an assessment of position duties and based upon current job duties, it was determined that the two Administrative Assistants previously responsible for minute taking duties for Health Committee would be classified in an Administrative Assistant II position, while Administrative Assistants with minute taking duties would be reclassified to an Administrative Assistant III position .

In support of greater ability to optimize workflow, focused departmental and committee support, staff recommend that the responsibility of Health Committee (minute taking and report assembly duties) return to a shared model utilizing Long Term Care and Emergency Services Administrative Assistants III as per the Business Case attached as Appendix LTC-II.

2023-05-12

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COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>262,659</u>	<u>272,790</u>	<u>(10,131)</u>	<u>1,013,827</u>
Salaries	199,901	215,474	(15,573)	800,334
Salary Allocations	9,479	9,205	274	34,191
Employee Benefits	44,152	45,969	(1,817)	170,742
Computers Operation and Maintenance	751	1,860	(1,109)	7,440
COVID	6	0	6	0
Depreciation	573	600	(27)	2,400
Equipment - Replacements	165	0	165	0
Equipment Operation/Maint.	0	168	(168)	670
Hobby Crafts	20	0	20	0
Office Supplies / Other	0	0	0	0
Purchased Services	4,387	1,350	3,037	5,400
Recoveries	(98)	(2,487)	2,389	(9,950)
Recreation & Entertainment	2,164	1,251	913	5,000
Special Events	1,732	0	1,732	0
Staff Education	0	0	0	0
Surplus Adjustment - Depreciation	(573)	(600)	27	(2,400)
<u>NURSING SERVICES</u>	<u>2,902,713</u>	<u>3,226,541</u>	<u>(323,828)</u>	<u>11,991,180</u>
Salaries - Admin	133,596	140,119	(6,523)	520,441
Benefits - Admin	38,301	37,132	1,169	137,923
Salaries - Direct	1,632,980	2,425,217	(792,237)	9,007,952
Benefits - Direct	376,936	505,137	(128,201)	1,876,223
Clinical Decision Support	0	0	0	0
Computer Operation & Maintenance	4,895	8,427	(3,532)	33,704
COVID	372,918	0	372,918	0
Depreciation	10,337	10,350	(13)	41,400
Equipment- Replacement	4,451	1,926	2,525	7,700
Equipment-Repairs & Maintenance	1,245	1,596	(351)	6,388
Fall Prevention	2,118	4,500	(2,382)	18,000
Fall Prevention - Provincial Subsidy	(9,992)	(4,500)	(5,492)	(18,000)
Furniture Replacements	0	0	0	0
High Intensity Needs	10,314	20,001	(9,687)	80,000
High Intensity Needs - Prov Subsidy	0	(18,999)	18,999	(76,000)
High Intensity Needs-Non Claims Based	4,063	10,842	(6,779)	43,362
Incontinent Supplies - (Funded at \$1.20 per diem)	25,859	28,125	(2,266)	112,500
IPAC Expenses	14,935	0	14,935	0
IPAC minor capital	22,549	0	22,549	0
Lab Fees	1,275	2,001	(726)	8,000
Lab Fees - Provincial Subsidy	0	0	0	(8,000)
Medical Director - Funded (0.30 / day)	4,860	4,929	(69)	19,710
Medical Supplies & Medication	13,307	23,037	(9,730)	92,143
Medication Safety Technology	0	0	0	0
Memberships	275	0	275	0
Miscellaneous	724	399	325	1,600
Nurse Practitioner Expenses	29,553	40,939	(11,386)	152,056
Nurse Practitioner Prov Subsidy	(27,470)	(30,711)	3,241	(122,844)
Phys-On-Call - Funded Expenses (\$100 / bed)	4,752	4,761	(9)	19,044
Phys-On-Call - Prov Subsidy (\$100 / bed)	(4,938)	(4,761)	(177)	(19,044)
Phys-On-Call - Un-Funded Expenses	0	0	0	0
Purchased Services	251,306	600	250,706	2,400
RAI / MDS - Expenses	1,979	25,824	(23,845)	95,922
RAI / MDS - Prov Subsidy	0	0	0	0
Recoveries - Other	(8,389)	0	(8,389)	0
Staff Education	310	0	310	0
Surplus Adjustment - Depreciation	(10,337)	(10,350)	13	(41,400)

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>164,507</u>	<u>180,675</u>	<u>(16,168)</u>	<u>722,700</u>
Bread	4,893	4,251	642	17,000
Dairy	23,351	22,029	1,322	88,120
Groceries & Vegetables	96,004	110,748	(14,744)	442,990
Meat	41,000	43,998	(2,998)	175,990
Nutrition Supplements	3,921	6,537	(2,616)	26,150
Raw Food Recoveries	(4,662)	(6,888)	2,226	(27,550)
<u>FOOD SERVICES</u>	<u>438,802</u>	<u>441,894</u>	<u>(3,092)</u>	<u>1,645,751</u>
Salaries	360,303	352,667	7,636	1,309,909
Salary Allocations	(18,349)	(9,205)	(9,144)	(34,191)
Employee Benefits	80,732	88,287	(7,555)	327,919
Computers - Operation & Maintenance	345	750	(405)	3,000
COVID	936	0	936	0
Depreciation	4,153	3,840	313	15,360
Dietary Supplies	15,700	18,741	(3,041)	74,967
Equipment - Operation/Maint.	1,175	1,719	(544)	6,880
Equipment - Replacements	359	0	359	0
Other Expenses	421	339	82	1,350
Purchased Services	142	150	(8)	600
Recoveries	(7,286)	(12,214)	4,928	(47,316)
Replacement - Dishes/Cutlery	1,138	1,284	(146)	5,133
Surplus Adjustment - Depreciation	(4,153)	(3,840)	(313)	(15,360)
Vending – Net Proceeds	3,185	(624)	3,809	(2,500)
<u>HOUSEKEEPING SERVICES</u>	<u>243,111</u>	<u>261,915</u>	<u>(18,804)</u>	<u>977,754</u>
Salaries	192,355	200,729	(8,374)	745,563
Employee Benefits	41,034	43,954	(2,920)	163,260
COVID	0	0	0	0
Depreciation	461	555	(94)	2,220
Equipment - Operation/Maint.	0	624	(624)	2,500
Equipment - Replacements	1,338	525	813	2,100
Housekeeping Supplies	11,599	18,417	(6,818)	73,670
Recoveries	(3,216)	(2,334)	(882)	(9,339)
Surplus Adjustment - Depreciation	(461)	(555)	94	(2,220)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>111,339</u>	<u>117,635</u>	<u>(6,296)</u>	<u>440,198</u>
Salaries	80,481	83,272	(2,791)	309,300
Employee Benefits	20,372	22,960	(2,588)	85,280
COVID	0	0	0	0
Depreciation	1,857	1,857	(0)	7,428
Equipment Operation/Maint.	2,789	3,450	(661)	13,800
Laundry Supplies	4,901	5,646	(745)	22,581
Recoveries	(872)	(906)	35	(3,623)
Replacements	3,668	3,213	455	12,860
Surplus Adjustment - Depreciation	(1,857)	(1,857)	0	(7,428)

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>271,795</u>	<u>279,254</u>	<u>(7,459)</u>	<u>1,152,545</u>
Salaries	84,727	93,478	(8,751)	347,206
Employee Benefits	22,039	24,580	(2,541)	91,297
Computers - Operation & Maintenance	0	726	(726)	2,900
Depreciation	150,701	144,075	6,626	576,300
Capital Below Threshold	0	0	0	0
COVID	0	0	0	0
Equipment - Operation/Maint.	0	0	0	0
Equipment - Replacements	1,328	8,151	(6,823)	32,600
Furniture - Replacements	0	0	0	20,064
Natural Gas	18,977	25,000	(6,023)	107,625
Hydro	19,721	12,000	7,721	189,625
Insurance	79,293	76,625	2,668	76,625
Cell/Pager	0	0	0	0
Purchased Services	50,568	46,614	3,954	186,450
Resident - Telephone System	7,896	8,001	(105)	32,000
Resident - Telephone System Recovery	(23,982)	(25,950)	1,968	(103,800)
Recoveries	(7,836)	(6,912)	(924)	(27,646)
IPAC Minor Capital	0	0	0	0
Repairs/Maint./Bldgs./Grounds	19,063	16,941	2,122	67,760
Surplus Adjustment - Depreciation	(150,701)	(144,075)	(6,626)	(576,300)
Travel	0	0	0	0
Water / Wastewater	0	0	0	129,839
<u>GENERAL AND ADMINISTRATIVE</u>	<u>451,850</u>	<u>355,900</u>	<u>95,950</u>	<u>1,146,479</u>
Salaries	179,043	126,151	52,892	468,565
Salary Allocations	(7,860)	(7,860)	(0)	(29,195)
Employee Benefits	48,646	38,627	10,019	143,473
Accreditation	0	6,000	(6,000)	6,000
Admin Charges	30,826	30,825	1	123,305
Advertising/Awards Dinner	1,952	249	1,703	5,000
Audit	0	0	0	10,350
Computer/Internet Expenses	35,702	18,876	16,826	75,504
Conventions	0	0	0	0
COVID	1,771	0	1,771	0
Depreciation	2,801	3,900	(1,099)	15,600
Equipment - Operation/Maint.	1,145	2,973	(1,828)	11,886
Equipment - Replacements	0	0	0	0
Gain / Loss from the Sale of an Asset	0	0	0	0
Health & Safety Program	0	0	0	0
HR Charges	26,863	26,862	1	107,451
Insurance	86,475	69,190	17,285	69,190
IT Charges	17,533	17,532	1	70,131
Legal & Labour Contract Costs	1,944	5,001	(3,057)	20,000
Memberships	14,580	4,470	10,110	17,885
Postage / Courier	946	1,344	(398)	5,374
Printing & Stationery	6,531	4,701	1,830	18,800
Purchased Services	11,972	11,501	471	42,715
Recoveries	(14,972)	(11,216)	(3,756)	(82,641)
Staff Training	3,846	6,009	(2,163)	24,036
Surplus Adjustment - Depreciation	(2,801)	(3,900)	1,099	(15,600)
Surplus Adjustment - Transfer to Reserves	0	0	0	0
Telephone	3,848	4,164	(316)	16,650
Travel	1,061	501	560	2,000
Uniform Allowance	0	0	0	20,000

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
BONNECHERE MANOR TOTALS	<u>4,846,776</u>	<u>5,136,604</u>	<u>(289,828)</u>	<u>19,090,434</u>

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	16,000	16,200	(200)	65,700
NON-SUBSIDIZABLE EXPENSE	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,024</u>
Temporary Loan and Interest- Solar Project	0	0	0	0
Surplus Adjustment - Transfer to Reserve	0	0	0	49,024
SURPLUS ADJUSTMENT	<u>79,548</u>	<u>156,624</u>	<u>(77,076)</u>	<u>626,500</u>
Surplus Adjustment - Capital Purchases	79,548	156,624	(77,076)	626,500
TOTAL EXPENDITURE	4,926,324	5,293,228	(366,904)	19,765,958

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
MUNICIPAL SUBSIDY	564,246	564,246	(0)	2,256,983
City of Pembroke -30.63%	186,201	186,201	0	744,805
County of Renfrew - 69.37%	378,044	378,045	(1)	1,512,178
RESIDENTS REVENUE	1,048,946	1,014,204	34,742	4,056,813
Bad Debts	0	0	0	0
Basic Accommodation	917,631	892,500	25,131	3,570,000
Bed retention	0	0	0	0
Estate Recoveries - Municipal	0	0	0	0
Estate Recoveries - Provincial	0	0	0	0
Preferred Accommodation	121,000	121,704	(704)	486,813
Preferred Accommodation - HIN Claims	10,314	0	10,314	0
Preferred Accommodation - Prov COVID Reimbursement	0	0	0	0
Respite Care	0	0	0	0
OTHER REVENUE	89,791	25,750	64,041	201,000
Donations	0	0	0	0
Donations In Kind	0	0	0	0
Interest Income	87,879	18,750	69,129	75,000
Internal Transfer - From ML	0	0	0	0
Other Revenue - FIT	1,912	7,000	(5,088)	126,000
GRANTS & SUBSIDIES	2,747,340	3,646,000	(898,660)	12,553,390
Federal - ICIP	0	0	0	0
Prov Revenue - 4hrs care per day - Allied Health Professional	0	77,560	(77,560)	284,920
Prov Revenue - 4hrs care per day - Nursing Staff Supplement	(0)	1,059,059	(1,059,059)	2,159,606
Prov Revenue - Clinical Decision Support	10,000	0	10,000	0
Prov Revenue - Operating - Global LOC Subsidy	121,215	124,248	(3,033)	496,988
Prov Revenue - Operating - HIN NPC	10,839	10,842	(3)	43,362
Prov Revenue - Operating - Nursing & Personal Care	1,644,600	1,644,600	0	6,702,786
Prov Revenue - Operating - Other Accommodation	5,418	30,003	(24,585)	120,008
Prov Revenue - Operating - Pay Equity	5,715	5,715	0	22,860
Prov Revenue - Operating - Program & Support Services	201,036	201,036	0	819,315
Prov Revenue - Operating - RAI/MDS	23,979	23,982	(3)	95,922
Prov Revenue - Operating - Raw Food	180,672	180,675	(3)	722,700
Prov Revenue - Operating - RN	26,502	26,499	3	106,000
Prov Revenue - Operating - Structural Compliance	24,639	24,639	0	24,639
Prov Revenue - Operating -Accreditation	5,913	5,913	0	23,652
Prov Revenue - Operating -RHWB	15,660	0	15,660	0
Prov Revenue - COVID - Incremental cost funding	(188,849)	0	(188,849)	0
Prov Revenue - COVID - PSW Return of Service	0	0	0	0
Prov Revenue - COVID - PSW Wage Enhancement	359,619	152,904	206,715	611,614
Prov Revenue - COVID - RN RPN retention payment	0	0	0	0
Prov Revenue - Equalization	47,631	47,634	(3)	190,530
Prov Revenue - IPAC	135,654	10,000	125,654	45,724
Prov Revenue - Medication Safety Training	89,317	0	89,317	0
Prov Revenue - PSW / Behavioural Support Subsidy	14,682	14,682	0	58,728
Prov Revenue -Municipal Modernization	0	0	0	0
Prov Revenue - Support Professional Growth	13,098	6,009	7,089	24,036
SURPLUS ADJUSTMENT	0	0	0	697,772
Surplus Adjustment - TRF from Reserves	0	0	0	697,772
GRAND TOTAL REVENUES	4,450,323	5,250,200	(799,877)	19,765,958

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Municipal Surplus / (Deficit)	(476,001)	(43,028)	(432,973)	0
less: Depreciation - BM	(170,882)	(165,177)	(5,705)	(660,708)
add: Transfer to Reserve	0	0	0	49,024
less: Transfer from Reserve	0	0	0	(697,772)
add: Capital Purchases	79,548	156,624	(77,076)	626,500
Accounting Surplus / (Deficit)	(567,335)	(51,581)	(515,754)	(682,956)

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR ADULT DAY PROGRAM
March 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>ADULT DAY</u>	<u>(102,566.80)</u>	<u>0.00</u>	<u>(102,566.80)</u>	<u>0</u>
Salaries	36,068.21	0.00	36,068.21	0
Employee Benefits	6,955.55	0.00	6,955.55	0
Salary Allocations	16,729.79	0.00	16,729.79	0
Staff Training	0.00	0.00	0.00	0
Office Supplies	946.43	0.00	946.43	0
Meals	6,300.61	0.00	6,300.61	0
Other Operating	0.00	0.00	0.00	0
Transportation	20,337.00	0.00	20,337.00	0
Purchased Client Services	97.62	0.00	97.62	0
Building Occupancy	10,960.74	0.00	10,960.74	0
Service Supplies	15,110.78	0.00	15,110.78	0
One Time Expenses	0.00	0.00	0.00	0
Central Agency Charges	3,432.00	0.00	3,432.00	0
Provincial Subsidy - Operating	(207,984.46)	0.00	(207,984.46)	0
Provincial Subsidy - Other	(1,445.07)	0.00	(1,445.07)	0
Provincial Subsidy - One Time	0.00	0.00	0.00	0
Client revenue	(10,076.00)	0.00	(10,076.00)	0
Depreciation	1,443.69	0.00	1,443.69	0
Surplus Adjustment - Depreciation	(1,443.69)	0.00	(1,443.69)	0

2023-05-12

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>228,863</u>	<u>234,008</u>	<u>(5,145)</u>	<u>874,247</u>
Salaries	161,742	161,560	182	600,083
Salary Allocations	16,812	16,813	(1)	62,443
Employee Benefits	37,669	37,887	(218)	140,723
Computer Operation and Maint	100	411	(311)	1,645
COVID	0	0	0	0
Depreciation	945	948	(3)	3,792
Equipment - Replacements	330	768	(438)	3,075
Equipment Operation/Maint.	101	615	(514)	2,460
Hobby Crafts	985	1,281	(296)	5,125
Purchased Services-Physio	8,998	13,422	(4,424)	53,693
Recoveries	0	0	0	0
Recreation & Entertainment	2,126	1,251	875	5,000
Revenue - Federal	0	0	0	0
Special Events	0	0	0	0
Surplus Adjustment - Depreciation	(945)	(948)	3	(3,792)
<u>NURSING SERVICES</u>	<u>2,664,112</u>	<u>3,029,511</u>	<u>(365,399)</u>	<u>11,299,762</u>
Salaries - Administration	115,863	121,205	(5,342)	450,186
Salaries - Direct	2,028,903	2,322,790	(293,887)	8,627,507
Salary Allocations	0	0	0	0
Employee Benefits - Administration	35,619	36,222	(603)	134,543
Employee Benefits - Direct	374,442	401,426	(26,984)	1,491,014
Computer Operation and Maint	4,797	5,565	(768)	22,264
COVID	18,178	0	18,178	0
Depreciation	12,070	10,251	1,819	41,000
Equipment - Repairs & Maintenance	0	984	(984)	3,940
Equipment - Replacements	0	1,749	(1,749)	7,000
Fall Prevention	16,230	4,149	12,081	16,600
Fall Prevention - Prov Subsidy	(8,587)	(4,149)	(4,438)	(16,600)
High Intensity Needs	1,464	7,500	(6,036)	30,000
High Intensity Needs - Non Claims Based	2,818	9,846	(7,028)	39,383
High Intensity Needs - Prov Subsidy	0	(7,125)	7,125	(28,500)
Incontinent Supplies - (Funded at \$1.20 per diem)	28,723	25,245	3,478	100,985
IPAC	0	29,415	(29,415)	117,657
IPAC MINOR CAPITAL	0	0	0	0
Lab Fees	1,020	1,626	(606)	6,500
Lab Fees - Prov Subsidy	0	0	0	(6,500)
Medical Director - (0.30 / day)	0	0	0	18,177
Medical Nursing Supplies	14,679	26,289	(11,610)	105,154
Medication Safety Technology	0	0	0	0
Memberships	0	249	(249)	1,000
Nurse Practitioner BM Support	0	0	0	0
Nurse Practitioner Expenses	46,408	49,710	(3,302)	184,639
Nurse Practitioner Provincial Subsidy	(30,711)	(30,711)	0	(122,844)
Phys-On-Call - Funded Exp (\$100 / bed)	0	0	0	16,600
Phys-On-Call - Prov Subsidy (\$100 / bed)	(4,555)	(4,149)	(406)	(16,600)
RAI / MDS Expenses	26,464	31,675	(5,211)	117,657
RAI / MDS Prov Subsidy	0	0	0	0
Recoveries	(4,509)	0	(4,509)	0
Recoveries - Wages	(3,134)	0	(3,134)	0
Surplus Adjustment - Depreciation	(12,070)	(10,251)	(1,819)	(41,000)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>165,915</u>	<u>166,626</u>	<u>(711)</u>	<u>666,490</u>
Dairy	18,651	20,001	(1,350)	80,000
Groceries and Vegetables	90,473	91,998	(1,525)	367,990
Meat	52,162	50,001	2,161	200,000
Nutrition Supplements	5,024	5,001	23	20,000
Recoveries	(396)	(375)	(21)	(1,500)
<u>FOOD SERVICES</u>	<u>392,109</u>	<u>399,420</u>	<u>(7,311)</u>	<u>1,487,194</u>
Salaries	329,088	328,136	952	1,218,791
Salary Allocations	(16,812)	(16,813)	1	(62,443)
Employee Benefits	67,293	70,000	(2,707)	260,000
Café M	0	0	0	0
Computer Operation and Maint	0	0	0	0
COVID	840	0	840	0
Depreciation	4,274	3,249	1,025	13,000
Dietary Supplies	4,934	5,637	(703)	22,545
Equipment - Operation and Replacement	689	2,742	(2,053)	10,960
Food Wrap & Disposable Items	2,551	2,859	(308)	11,432
Purchased Services - BM Staff Support	5,762	5,359	403	19,909
Recoveries	(862)	0	(862)	0
Replacement - Dishes/Cutlery	134	2,499	(2,365)	10,000
Surplus Adjustment - Depreciation	(4,274)	(3,249)	(1,025)	(13,000)
Vending - Net Proceeds	(1,509)	(999)	(510)	(4,000)
<u>HOUSEKEEPING SERVICES</u>	<u>261,744</u>	<u>240,306</u>	<u>21,438</u>	<u>897,064</u>
Salaries	205,819	191,111	14,708	709,842
Employee Benefits	40,843	33,445	7,398	124,222
COVID	0	0	0	0
Depreciation	897	750	147	3,000
Equipment - Operation/Maint.	186	438	(252)	1,750
Equipment - Replacements	0	1,251	(1,251)	5,000
Furniture - Replacements	0	0	0	0
Housekeeping Supplies	14,896	13,749	1,147	55,000
Other	0	312	(312)	1,250
Recoveries	0	0	0	0
Surplus Adjustment - Depreciation	(897)	(750)	(147)	(3,000)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>75,863</u>	<u>76,992</u>	<u>(1,129)</u>	<u>289,102</u>
Salaries	58,635	56,259	2,376	208,962
Employee Benefits	11,028	9,789	1,239	36,360
COVID	0	0	0	0
Depreciation	1,998	375	1,623	1,500
Education	0	0	0	0
Equipment - Replacements	328	624	(296)	2,500
Equipment Operation/Maint.	1,577	624	953	2,500
Laundry Supplies	5,444	5,922	(478)	23,690
Recoveries	(1,150)	0	(1,150)	0
Replacements	0	3,774	(3,774)	15,090
Surplus Adjustment - Depreciation	(1,998)	(375)	(1,623)	(1,500)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>297,386</u>	<u>300,096</u>	<u>(2,710)</u>	<u>1,184,736</u>
Salaries	72,479	71,841	638	266,836
Employee Benefits	15,194	19,932	(4,738)	74,032
Computer Operation and Maint	0	1,641	(1,641)	6,562
COVID	5,739	0	5,739	0
Depreciation	203,703	198,750	4,953	795,000
Equipment - Operation/Maint.	0	0	0	0
Equipment - Replacements	16,675	15,000	1,675	60,000
Furniture - Replacements	0	0	0	40,380
Hydro	10,309	13,000	(2,691)	200,000
Insurance	97,917	83,273	14,644	83,273
IPAC minor capital	0	0	0	0
Natural Gas	17,517	15,000	2,517	75,000
Purchased Services	41,984	70,749	(28,765)	283,000
Recoveries	(3,913)	0	(3,913)	0
Repairs/Maint./Bldgs./Grounds	33,082	24,711	8,371	98,853
Replacements/Capital	0	0	0	0
Resident - Cable System	5,836	5,874	(38)	23,500
Resident - Cable/Phone Recoveries	(15,433)	(20,925)	5,492	(83,700)
Surplus Adjustment - Depreciation	(203,703)	(198,750)	(4,953)	(795,000)
Water / Wastewater	0	0	0	57,000
 <u>GENERAL AND ADMINISTRATIVE</u>	 <u>490,072</u>	 <u>362,570</u>	 <u>127,502</u>	 <u>1,170,446</u>
Salaries	163,776	114,082	49,694	423,732
Salary Allocations	0	0	0	0
Employee Benefits	43,895	38,384	5,511	142,566
Accreditation	0	5,971	(5,971)	5,971
Admin Charges	30,782	30,783	(1)	123,128
Advertising/Awards	1,342	249	1,093	5,000
Audit	0	0	0	10,350
Computer Operation and Maint	35,105	17,601	17,504	70,400
Conventions	0	0	0	0
COVID	4,311	0	4,311	0
Depreciation	7,489	6,000	1,489	24,000
Equipment - Maintenance	1,858	2,598	(740)	10,392
Health & Safety Program	173	249	(76)	1,000
HR Charges	26,561	26,562	(1)	106,243
Insurance	80,171	71,046	9,125	71,046
Insurance Claim Costs	0	0	0	0
IT Charges	17,533	17,532	1	70,131
Legal & Labour Contract Costs	31,003	12,501	18,502	50,000
Loss (gain) of disposal of assets	10,397	0	10,397	0
Memberships / Subscriptions	14,629	4,194	10,435	16,770
Postage	1,454	1,626	(172)	6,500
Printing & Stationery	9,661	4,227	5,434	16,908
Purchased Services - From BM	19,942	14,711	5,231	54,641
Recoveries - Other	(11,389)	(11,038)	(351)	(75,996)
Recruiting	0	0	0	0
Staff Training	4,077	5,541	(1,464)	22,164
Surplus Adjustment - Depreciation	(7,489)	(6,000)	(1,489)	(24,000)
Surplus Adjustment - Disposal of Assets	0	0	0	0
Telephone	3,876	3,750	126	15,000
Travel	917	2,001	(1,084)	8,000
Uniform Allowance	0	0	0	16,500

MIRAMICHI LODGE TOTALS

4,576,0654,809,529(233,464)17,869,041

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

		over / (under)	
<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	14,900	14,940	(40)	60,590
<u>NON-SUBSIDIZABLE EXPENSE</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>627,096</u>
Debenture Payment - Interest Only	0	0	0	58,234
Surplus Adjustment - Debenture Principal	0	0	0	568,862
Surplus Adjustment - Transfer to Reserves	0	0	0	0
Transfer to Bonnechere Manor	0	0	0	0
<u>SURPLUS ADJUSTMENT</u>	<u>218,177</u>	<u>175,899</u>	<u>42,278</u>	<u>703,600</u>
Surplus Adjustment - Capital Purchases	218,177	175,899	42,278	703,600
GRAND TOTAL EXPENDITURE	4,794,242	4,985,428	(191,186)	19,199,737

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>MUNICIPAL SUBSIDY</u>	<u>472,323</u>	<u>472,326</u>	<u>(3)</u>	<u>1,889,293</u>
City of Pembroke -30.63%	155,867	155,868	(1)	623,467
County of Renfrew - 69.37%	316,457	316,458	(2)	1,265,826
<u>RESIDENTS REVENUE</u>	<u>1,012,822</u>	<u>1,016,055</u>	<u>(3,233)</u>	<u>4,064,219</u>
Bad Debt (Expense) / Recovery	0	0	0	0
Basic Accommodation	829,400	817,251	12,149	3,269,000
Bed retention	0	0	0	0
Estate Recoveries - Municipal	0	0	0	0
Estate Recoveries - Provincial	0	0	0	0
Preferred Accommodation	182,185	197,805	(15,620)	791,219
Preferred Accommodation - HIN Claims	0	0	0	0
Preferred Accommodation - Prov COVID Reimbursement	0	0	0	0
Respite Care	1,238	999	239	4,000
<u>OTHER REVENUE</u>	<u>46,467</u>	<u>12,450</u>	<u>34,017</u>	<u>49,800</u>
Donations	0	0	0	0
Donations In Kind	0	0	0	0
Interest Income	46,467	12,450	34,017	49,800
<u>GRANTS & SUBSIDIES</u>	<u>2,847,756</u>	<u>3,568,343</u>	<u>(720,587)</u>	<u>12,492,825</u>
Prov Revenue - 4hrs care - Nursing Staff Supplement	0	976,688	(976,688)	1,991,636
Prov Revenue - 4hrs care - Staff Supp Allied Health	0	65,691	(65,691)	262,760
Prov Revenue - Clinical Decision Making	10,000	0	10,000	0
Prov Revenue - COVID - Incremental costs	(42,725)	0	(42,725)	0
Prov Revenue - COVID - Lost Rev Advance	13,951	0	13,951	0
Prov Revenue - COVID - PSW Wage Enhancement	290,669	130,356	160,313	521,429
Prov Revenue - RHWB	14,442	0	14,442	0
Prov Revenue - Debenture Subsidy	156,774	156,774	0	627,096
Prov Revenue - ICIP	24,730	0	24,730	0
Prov Revenue - Medication Safety	79,858	0	79,858	0
Prov Revenue - Operating Subsidy - Accreditation	(14,544)	5,454	(19,998)	21,816
Prov Revenue - Operating Subsidy - Equalization	43,623	43,623	0	174,492
Prov Revenue - Operating Subsidy - Global LOC	111,786	114,582	(2,796)	458,333
Prov Revenue - Operating Subsidy - HIN NPC	9,996	9,996	0	39,984
Prov Revenue - Operating Subsidy - Nursing & Personal Care	1,599,390	1,599,390	0	6,517,967
Prov Revenue - Operating Subsidy - Other Accommodation	44,987	32,460	12,527	129,837
Prov Revenue - Operating Subsidy - Pay Equity	5,640	5,640	0	22,560
Prov Revenue - Operating Subsidy - Program & Support Services	185,400	185,400	0	755,591
Prov Revenue - Operating Subsidy - PSW / Behavioural Support	11,010	11,010	0	44,040
Prov Revenue - Operating Subsidy - RAI/MDS	22,116	22,116	0	88,464
Prov Revenue - Operating Subsidy - Raw Food	166,620	166,620	0	666,480
Prov Revenue - Operating Subsidy - RN	26,502	26,502	0	106,008
Prov Revenue - Support Prof Growth	21,739	5,541	16,198	22,164
Prov Revenue - Municipal Modernization	0	0	0	0
Prov Revenue - Co-Payment Waiver	0	0	0	0
Provincial Revenue - IPAC	65,791	10,500	55,291	42,168
<u>SURPLUS ADJUSTMENT</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>703,600</u>
Surplus Adjustment - Trf from Reserves	0	0	0	703,600
GRAND TOTAL REVENUES	4,379,368	5,069,174	(689,806)	19,199,737
Municipal Surplus / (Deficit)	(414,873)	83,746	(498,619)	0

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
less: Depreciation	(231,375.05)	(220,323.00)	(11,052.05)	(881,292)
add: Transfer to Reserves	0.00	0.00	0.00	0
less: Transfer from Reserves	0.00	0.00	0.00	(703,600)
less: Disposal of Assets	0.00	0.00	0.00	0
add: Capital Purchases	218,176.87	175,899.00	42,277.87	703,600
add: Debenture Principal	0.00	0.00	0.00	627,096
ADJ Surplus / (Deficit)	(428,071.66)	39,322.00	(467,393.66)	(254,196)



BUSINESS CASE - STAFFING REPORT

Date: May 17, 2023

Department: Long-Term Care Homes, Emergency Services

Report Prepared by: Mike Blackmore, DLTC, Chief Mike Nolan,
Emergency Services

Proposal	<p>That the Health Committee consider the redistribution of the Health Committee duties from the Community Services Administrative Assistant III to be shared between the Long-Term Care Homes Administrative Assistant II and the Emergency Services Administrative Assistant II which was the practice prior to August 2021; And that the Long-Term Care Homes Administrative Assistant II and the Emergency Services Administrative Assistant II positions be reclassified to Administrative Assistant III as per the Employment By-law #1, Non-Union Staff Salary Grid.</p>
Positions Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	<p>Administrative Assistant II, Long-Term Care and Emergency Services</p>
Summary Background Discussion	<p>Background</p> <p>From 2004 to 2021, there were three Administrative Assistants sharing Health Committee administrative duties, one from each of the two long-term care homes and one from Emergency Services. Committee may recall that June 2021, the Community Services Administrative Assistant assumed all Health Committee duties along with the Renfrew County Housing Corporation & Community Services Committee duties to ensure consistency of reporting.</p> <p>An assessment of duties rating for all County of Renfrew non-union positions was undertaken and summarized per the Gallagher Report. The subsequent removal of Committee responsibility for the Long-Term Care and Emergency Services Administrative Assistants resulted in a reclassification from Administrative Assistant II to Administrative Assistant III.</p> <p>Discussion</p> <p>It is supported that a return to a shared model of Health Committee responsibility (minute taking and report assembly duties) would benefit efforts to balance workload as well as optimize workflow and more focused departmental and committee support.</p>

Recommendation	<p>THAT the Health Committee recommend that County Council approve of the Administrative Assistant II position for the Long-Term Care Homes and the Administrative Assistant II Emergency Services be reclassified to Administrative Assistant III with the shared responsibility for Health Committee duties effective July 30, 2023; AND FURTHER THAT this position be funded in Group 5, Step 5 of the County of Renfrew Employment By-law #1, Non-Union Staff Salary Grid.</p>	
Financial Considerations	<div>Administrative Assistant II (Group 3, step 5)</div> <div>Administrative Assistant III (Group 5, Step 5)</div> <div>Salary Increase</div> <div>Total cost is \$9,136 x 2 positions + 33% benefits =</div>	<div>\$59,514</div> <div><u>\$68,650</u></div> <div>\$ 9,136</div> <div>\$24,302. Cost to be absorbed within current operating budget.</div>

COUNTY OF RENFREW
EMERGENCY SERVICES REPORT

TO: Health Committee

FROM: Michael Nolan, Director of Emergency Services/Chief, Paramedic Service

DATE: May 17, 2023

SUBJECT: Department Report

INFORMATION

1. Community Paramedicine Program

During the week of May 7th, the Service was pleased to welcome a group of Paramedics from Bavaria Germany. In April 2022, the first Bavaria-wide Community Paramedic response unit in Regensburg was launched, modelled after the County of Renfrew Community Paramedicine Program. Included in the delegation were Andreas Bauer, Chief ACP, Education, Community Paramedic Response Unit Coordinator, Sebastian Gerosch, Chief of EMS Department, Johannes Gottschalk, Chief of Red Cross Paramedic School/Manager, Red Cross Foundation, Felix Premm, and Patrick Schwarz, an ACP Preceptor. The visitors took part in briefings, ride along with crews, meetings with partner agencies, ride outs with commanders and Community Paramedics. The ultimate intention of this visit was to develop an exchange program that would see our Paramedics visit Regensburg at a future time in the interest of collaboration.

The Community Paramedicine Program held an Education Day focused on a Palliative Approach, on April 13, 2023, at Horton Community Centre. The Education Day was open to other health providers and several nursing staff were in attendance. It was an opportunity to learn, share and grow in knowledge and relationships in the Palliative circle of care.

2. Emergency Management

Attached as Appendix ES-I is a letter from Mr. Teepu Khawja, Assistant Deputy Minister and Chief, Emergency Management Treasury Board Secretariat, reporting that the County of Renfrew has met the requirements of the 2022 Emergency Management and Civil Protection Act.

Spring Freshet

This significant precipitation experienced this spring, coupled with unseasonably warm temperatures causing the remaining snow in the northern portion of the Ottawa River basin to melt, has resulted in additional water volume in the Ottawa River, exceeding thresholds in

several locations. The major flood threshold is defined as the level at which one or several streets are beginning to flood, with several houses/buildings or neighbourhoods being affected.

The May 8, 2023, Freshet reported water leveling off and has dropped below major flood threshold level in many areas. The Townships of Horton, Laurentian Valley, Laurentian Hills, and Whitewater Region remain impacted by water levels, but sandbagging has decreased as levels continue to decline.

3. Paramedic Services Week – May 21-27, 2023

The theme for Paramedic Services week 2023 is *“Diversity In Paramedicine – The Patient. The Provider. The Profession “*.

This year’s theme has the longer-term purpose to start a conversation about awareness and diversity in the health system and paramedicine environment.

The Paramedic Chiefs of Canada (PCC) is offering this year’s theme to bring awareness, provoke questions and seek out opportunities to learn more and continue to share information. We are offering a spark to ignite the opportunity to learn more. With some guided focus throughout the week on the patients we encounter, the providers who deliver that care and more broadly the paramedic profession as a whole. There is so much more to talk about!

Be Inclusive. Be Patient. Be Kind. (Paramedic Chiefs of Canada).

4. Defibrillator Program Update

The Knights of Columbus Pembroke Branch hosted a free public CPR and Defibrillator training session on April 25, 2023, attended by 20 people. Following the training, the Knights of Columbus presented the County of Renfrew Defibrillator Program with a cheque for \$2,000 to purchase a defibrillator where it would be needed in Pembroke.

5. Treasurer’s Report for Emergency Services/Paramedic Service

The Treasurer’s Report for the period ending March 31, 2023, for Emergency Services/Paramedic Service is attached as Appendix ES-II.

RESOLUTIONS

6. AMO Delegation for Emergency Services/Paramedic Service

Recommendation: THAT the Health Committee recommend that County Council approve the submission of delegation requests for the 2023 Association of Municipalities Ontario (AMO) Conference with the various Ministers noted below to address County of Renfrew concerns; AND FURTHER THAT the Finance and Administration Committee be so informed.

Background

The 2023 Association of Municipalities of Ontario provides an opportunity to meet with legislators and ensure the County of Renfrew is heard. Emergency Services would put forward the following discussions:

Minister of Health and/or Premier

- Sustainable Funding for RC VTAC
- For the Province to fund all WSIB presumptive claim related costs - move from 50/50 to 100% funding model.

Minister of Long-Term Care

- Sustainable Funding for Community Paramedicine and support for regulatory reform of the Ambulance Act and establishing Paramedics in the Regulated Health Professions Act

Minister of Colleges and Universities

- To address the paramedic shortage in Ontario.

Treasury Board Secretariat

Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence
Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200



May 04, 2023

County of Renfrew

Dear Michael Nolan - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not conducting an annual exercise as prescribed;
 - CEMC did not complete training;
 - Not completing the annual MECG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Hayston Lam

Email: hayston.lam@ontario.ca

Phone: 437-231-5395

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Warden Peter Emon

2023-05-10

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

1

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PARAMEDIC - 911</u>	<u>2,540,975.49</u>	<u>2,674,189.00</u>	<u>(133,213.51)</u>	<u>9,958,889.00</u>
Admin - Salaries	551,328.27	557,218.00	(5,889.73)	2,069,671.00
Admin - Employee Benefits	192,239.08	153,335.00	38,904.08	569,529.00
Paramedic - Salaries	2,795,187.14	2,830,560.00	(35,372.86)	10,520,868.00
Paramedic - Employee Benefits	973,881.82	1,157,933.00	(184,051.18)	4,300,896.00
Admin Charge	48,222.75	48,222.00	0.75	192,891.00
Base Station Expenses	20,342.91	15,999.00	4,343.91	64,000.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Communication & Computer Expense	131,814.90	68,751.00	63,063.90	275,000.00
Conferences & Conventions	603.51	1,374.00	(770.49)	5,500.00
COVID	37,203.60	0.00	37,203.60	0.00
Cross Border - Other Municipalities (Recovery)	(1,440.06)	0.00	(1,440.06)	20,000.00
Depreciation	198,943.11	300,000.00	(101,056.89)	1,200,000.00
HR Charge	64,577.01	64,578.00	(0.99)	258,308.00
Insurance	206,056.73	194,213.00	11,843.73	194,213.00
Insurance Claims Costs	0.00	2,499.00	(2,499.00)	10,000.00
IT Charge	12,614.76	12,615.00	(0.24)	50,459.00
Lease - Base Station - Internal	107,761.17	107,760.00	1.17	431,045.00
Lease - Base Station Lease - External	26,346.46	19,500.00	6,846.46	78,000.00
Lease - Admin Office - Internal	28,325.01	28,326.00	(0.99)	113,300.00
Leased Equipment	0.00	3,000.00	(3,000.00)	12,000.00
Legal	35,260.47	5,001.00	30,259.47	20,000.00
Medication Costs	31,499.55	31,251.00	248.55	125,000.00
Membership Fees	2,256.83	0.00	2,256.83	0.00
Office Expenses	13,164.82	12,501.00	663.82	50,000.00
Professional Development	12,084.00	9,000.00	3,084.00	36,000.00
Purchased Service	35,354.17	49,395.00	(14,040.83)	197,577.00
Recovery - City of Pembroke share	(424,339.74)	(424,341.00)	1.26	(1,697,359.00)
Recovery - County	(7,304.73)	(7,305.00)	0.27	(29,219.00)
Revenue - Donations	0.00	(750.00)	750.00	(3,000.00)
Revenue - Interest	0.00	0.00	0.00	(40,000.00)
Revenue - Other	(130,930.92)	(31,251.00)	(99,679.92)	(125,000.00)
Revenue - Provincial - One Time COVID	(124,419.32)	0.00	(124,419.32)	0.00
Revenue- Provincial Subsidy	(2,329,050.00)	(2,411,937.00)	82,887.00	(9,647,743.00)
Revenue- Special Project	0.00	(12,501.00)	12,501.00	(50,000.00)
Small Equipment & Supplies	77,656.38	97,500.00	(19,843.62)	390,000.00
Special Project	0.00	12,501.00	(12,501.00)	50,000.00
Surplus Adjustment - Capital	0.00	736,251.00	(736,251.00)	2,945,000.00
Surplus Adjustment - Depreciation	(198,943.11)	(300,000.00)	101,056.89	(1,200,000.00)
Surplus Adjustment - TRF from Reserves	0.00	(891,636.00)	891,636.00	(3,566,547.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	1,200,000.00
Travel	4,696.81	12,501.00	(7,804.19)	50,000.00
Uniform Allowances	4,475.00	0.00	4,475.00	0.00
Uniform, Laundry	47,854.97	37,500.00	10,354.97	150,000.00
Vehicle - recovery from other paramedic program	(77,254.00)	0.00	(77,254.00)	0.00
Vehicle Operation & Maintenance	174,906.14	184,626.00	(9,719.86)	738,500.00
<u>PARAMEDIC - OTHER</u>	<u>(79.57)</u>	<u>21,738.00</u>	<u>(21,817.57)</u>	<u>0.00</u>
Comm Paramedic - Salaries & Benefits	2,635.90	0.00	2,635.90	0.00
Comm Paramedic - Expenses	0.00	0.00	0.00	0.00
Comm Paramedic - Provincial Subsidy	(221,666.68)	(98,269.00)	(123,397.68)	(365,000.00)
LTC - Salaries & Benefits	713,859.76	407,960.00	305,899.76	1,515,276.00
LTC - Expenses	163,878.30	212,430.00	(48,551.70)	849,724.00
LTC - Provincial Subsidy	(647,451.55)	(500,001.00)	(147,450.55)	(2,000,000.00)
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - Depreciation	(11,255.73)	0.00	(11,255.73)	0.00
Vaccine - Salaries & Benefits	23,236.64	99,616.00	(76,379.36)	370,000.00
Vaccine - Expenses	0.00	5,001.00	(5,001.00)	20,000.00
Vaccine - Provincial Subsidy	(23,236.64)	(104,617.00)	81,380.36	(390,000.00)
VTAC - Salaries & Benefits	329,247.46	285,946.00	43,301.46	1,062,082.00
VTAC - Expenses	70,315.69	34,479.00	35,836.69	137,918.00
VTAC - Revenue - Other Agency	(396,956.67)	(320,425.00)	(76,531.67)	(1,200,000.00)
VTAC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
VTAC - Surplus Adjustment - Depreciation	(2,685.45)	0.00	(2,685.45)	0.00
VTAC ADMIN - Salaries & Benefits	218,290.29	200,578.00	17,712.29	745,000.00
VTAC ADMIN - Expenses	23,557.44	5,001.00	18,556.44	20,000.00
VTAC ADMIN - Revenue - Other Agency	(241,848.33)	(205,961.00)	(35,887.33)	(765,000.00)
<u>EMERGENCY MANAGEMENT</u>	<u>71,001.39</u>	<u>87,384.00</u>	<u>(16,382.61)</u>	<u>179,532.00</u>
911	49,654.11	60,000.00	(10,345.89)	60,000.00
Admin Charge (Paramedic Service)	7,304.73	7,305.00	(0.27)	44,219.00
Emergency Management	14,042.55	8,250.00	5,792.55	33,000.00
Fire Services Charges	0.00	0.00	0.00	100,000.00
Purchased Service	0.00	11,829.00	(11,829.00)	47,313.00
Recoveries - Other	0.00	0.00	0.00	(105,000.00)

Financial Statements of

**RENFREW COUNTY
AND DISTRICT HEALTH UNIT**

Year ended December 31, 2022



Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"

April 25, 2023

MANAGEMENT REPORT

Management's Responsibility for the Financial Statements:

The accompanying financial statements for the Renfrew County and District Health Unit are the responsibility of management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Renfrew County and District Health Unit's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board of Health meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Scott Rosien Black & Locke, independent external auditors appointed by the Board of Health. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Renfrew County and District Health Unit financial statements.

Heather G. Daly, CPA, CMA
Chief Executive Officer

INDEPENDENT AUDITORS' REPORT

To the Chair and Members of the Board of Health of the
Renfrew County and District Health Unit

Opinion

We have audited the financial statements of the Renfrew County and District Health Unit, which comprise the statement of financial position as at December 31, 2022, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Renfrew County and District Health Unit as at December 31, 2022, and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Renfrew County and District Health Unit in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Renfrew County and District Health Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Renfrew County and District Health Unit or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Renfrew County and District Health Unit's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Renfrew County and District Health Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Renfrew County and District Health Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Renfrew County and District Health Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Scott Rosier Black & Locke

Chartered Professional Accountants
Licensed Public Accountants

Pembroke, Ontario
April 25, 2023

RENFREW COUNTY AND DISTRICT HEALTH UNIT


Statement of Financial Position

December 31, 2022, with comparative figures for 2021


	2022	2021
Financial Assets		
Cash	\$ 2,470,158	\$ 3,550,333
Receivable from Government of Canada	179,977	256,019
Other receivables	1,682	5,824
Total financial assets	2,651,817	3,812,176
Financial Liabilities		
Accounts payable and accrued liabilities	1,164,342	1,266,478
Payable to Province of Ontario (note 2)	422,029	1,522,228
Deferred revenue (note 3)	22,145	21,730
Total financial liabilities	1,608,516	2,810,436
Net Financial Assets	1,043,301	1,001,740
Non-Financial Assets		
Tangible capital assets-net (note 4)	2,815,175	3,113,520
Prepaid expenses	93,153	99,287
	2,908,328	3,212,807
Accumulated Surplus (note 6)	\$ 3,951,629	\$ 4,214,547

Related party transactions (note 8)
Commitments and contingencies (note 9)

On behalf of the Board:



Member



Member

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Statement of Operations

Year ended December 31, 2022, with comparative figures for 2021

	2022	2022	2021
	Budget	Actual	Actual
Revenue:			
Grants – Province of Ontario (note 7)	\$10,506,956	\$ 9,716,817	\$10,061,231
Municipalities	2,005,193	2,005,193	2,005,193
	12,512,149	11,722,010	12,066,424
Interest	-	52,943	6,449
Interest on reserve funds	-	23,176	7,657
User fees	-	6,600	1,440
Program recoveries	-	-	60,383
Contributed Vaccine Refrigerators	-	39,662	-
	12,512,149	11,844,391	12,142,353
Expenditure:			
Mandatory Programs	8,263,715	6,296,096	3,953,933
Mandatory Programs – COVID-19	-	1,922,811	3,878,683
Ontario Seniors Dental Care Program	772,867	825,175	602,400
Ontario Seniors Dental Care Program – New Dental Clinic Pembroke	-	-	410
Unorganized Territories	53,200	30,038	22,754
Unorganized Territories – COVID-19	-	23,162	30,446
Public Health Inspector Practicum Program	20,000	20,000	10,000
Public Health Case and Contact Management	-	-	1,773
Smoke-Free Ontario Enforcement Tablet Upgrade	7,000	563	750
School-Focused Nurses Initiative	562,672	491,301	671,609
Healthy Babies Healthy Children	812,872	930,409	583,371
COVID-19 General Program	742,262	328,109	689,328
COVID-19 Vaccine Program	564,868	560,401	1,023,818
Needle Exchange Program	-	17,591	-
Pandemic Recovery	690,245	-	-
Temporary Retention Incentive for Nurses	-	216,070	-
New Purpose-Built Vaccine Refrigerators	22,448	-	-
Amortization of tangible capital assets	-	453,483	181,758
Loss on disposal of tangible capital assets	-	4,353	270
Non-fundable expenses	-	(12,253)	(22,385)
	12,512,149	12,107,309	11,628,918
Annual surplus (deficit)	-	(262,918)	513,435
Accumulated surplus, beginning of year	4,214,547	4,214,547	3,701,112
Accumulated surplus, end of year	\$ 4,214,547	\$ 3,951,629	\$ 4,214,547

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative figures for 2021

	2022	2022	2021
	Budget	Actual	Actual
Annual surplus (deficit)	\$ -	\$ (262,918)	\$ 513,435
Amortization of tangible capital assets	-	453,483	181,758
Acquisition of tangible capital assets	-	(159,491)	(605,110)
Loss on disposal of capital assets	-	4,353	270
Decrease (increase) in prepaid expenses	-	6,134	(41,606)
Increase in net financial assets	-	41,561	48,747
Net financial assets, beginning of year	-	1,001,740	952,993
Net financial assets, end of year	\$ -	\$ 1,043,301	\$ 1,001,740

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Statement of Cash Flows

Year ended December 31, 2022, with comparative figures for 2021

	2022	2021
Operations:		
Annual surplus (deficit)	\$ (262,918)	\$ 513,435
Non-cash charge to operations:		
Amortization of tangible capital assets	453,483	181,758
Loss on disposal of tangible capital assets	4,353	270
Changes in non-cash operating working capital:		
Decrease in receivable from Government of Canada	76,042	165,540
Decrease in receivable from Province of Ontario	-	1,850,057
Decrease in other receivables	4,142	111,146
Decrease (increase) in prepaid expenses	6,134	(41,606)
Decrease in accounts payable and accrued liabilities	(102,136)	(600,316)
Increase (decrease) in payable to Province of Ontario	(1,100,199)	1,522,228
Increase (decrease) in deferred revenue	415	(1,922)
Increase (decrease) in cash from operations	(920,684)	3,700,590
Capital:		
Acquisition of tangible capital assets	(159,491)	(605,110)
Net investment in tangible capital assets	(159,491)	(605,110)
Decrease in cash	(1,080,175)	(3,095,480)
Cash, beginning of year	3,550,333	454,853
Cash, end of year	\$ 2,470,158	\$ 3,550,333

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements

Year ended December 31, 2022

The Renfrew County and District Health Unit is established under the Health Protection and Promotion Act and provides programs and services in accordance with the legislative mandate for Boards of Health in Ontario.

1. Accounting Policies:

The financial statements of the Renfrew County and District Health Unit are the representation of management prepared in accordance with Canadian Public Sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted are as follows:

(a) Reporting Entity:

- (i) Programs included:

These statements reflect the assets, liabilities, revenues and expenditures of the following programs:

Public Health Programs
Healthy Babies Healthy Children Program

All inter-program assets and liabilities have been eliminated.

(b) Basis of Accounting:

- (i) Accrual Basis of Accounting

Sources of revenue and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

- (ii) Deferred Revenue

Deferred revenue represents amounts which have been received but for which the related expenditure has yet to be incurred. This amount will be recognized as revenue in the fiscal year the expenditure is incurred.

- (iii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the change in net financial assets for the year.

- (iv) Cash

Cash is defined as cash on hand and cash on deposit, net of outstanding cheques at the reporting date.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 2

Year ended December 31, 2022

1. Accounting Policies - continued:

(b) Basis of Accounting - continued:

(v) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Estimated useful life
Office furniture	20 years
Medical and office equipment	5 years
Information technology	5 years
Telecommunications	10 years
Leasehold improvements	term of lease

Tangible capital assets are not amortized in the year of acquisition.

The Renfrew County and District Health Unit has a capitalization threshold so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operational reasons.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(vi) Government Transfers

Government transfers are recognized in the financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

(vii) Financial Instruments

The Renfrew County and District Health Unit has classified its cash as held for trading and is stated at fair value. Receivable from Government of Canada and other receivables are classified as loans and receivables which are measured at amortized cost. Accounts payable and accrued liabilities and payable to the Province of Ontario are classified as other liabilities, each of which is measured on an amortized cost basis.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 3

Year ended December 31, 2022

1. Accounting Policies - continued:

(viii) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts in the financial statements and accompanying notes.

Due to the inherent uncertainty in making estimates, actual results could differ from those estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

2. Receivable from (payable to) the Province of Ontario:

The net amount receivable from (payable to) the Province of Ontario is comprised of the following amounts:

	2022	2021
Ministry of Health:		
Mandatory Programs	\$ -	\$ 1,502
Universal Influenza Immunization Program	11,070	2,690
Needle Exchange Program	3,337	(1,997)
Small Drinking Water Systems Program	-	(66)
Harm Reduction Program Enhancement	-	(360)
Unorganized Territories	-	(123)
Meningococcal C Vaccine Program	8,534	12,223
Human Papilloma Virus Vaccine Program	8,866	14,722
Community Infrastructure Renewal Fund	-	(810)
Ontario Seniors Dental Care Program	89,569	-
Covid-19 Extraordinary Costs (2020)	(35)	(35)
Covid-19 Extraordinary Costs - General	(695,269)	(882,910)
Covid-19 Extraordinary Costs - Vaccine	115,745	(600,637)
School-Focused Nurses Initiative	(65,789)	41,660
Public Health Inspector Practicum Program	5,003	2,494
Smoke-Free Ontario Enforcement Tablet Upgrades	1,498	1,498
New Purpose-Built Vaccine Refrigerators	(15,471)	-
Temporary Retention Incentive for Nurses	63,476	-
Ministry of Children, Community and Social Services		
Healthy Babies Healthy Children Program	47,437	(112,079)
	<u>\$ (422,029)</u>	<u>\$(1,522,228)</u>

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 4

Year ended December 31, 2022

3. Deferred revenue:

	2022	2021
Municipal levy	\$ 21,152	\$ 20,737
You're The Chef grant	993	993
	<hr/>	<hr/>
	\$ 22,145	\$ 21,730

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 5

Year ended December 31, 2022

4. Tangible Capital Assets:

	Office Furniture	Medical and Office Equipment	Information Technology	Tele- Communications	Leasehold Improvements	2022 Total	2021 Total
COST							
Balance, beginning of year	\$ 324,589	\$ 647,002	\$ 563,207	\$ 63,728	\$ 2,196,044	\$ 3,794,570	\$ 3,190,201
Additions during the year	10,014	73,715	57,353	-	18,409	159,491	605,110
Disposals during the year	-	-	(29,514)	(1,545)	-	(31,059)	(741)
Balance, end of year	\$ 334,603	\$ 720,717	\$ 591,046	\$ 62,183	\$ 2,214,453	\$ 3,923,002	\$ 3,794,570
ACCUMULATED AMORTIZATION							
Balance, beginning of year	\$ 73,362	\$ 140,780	\$ 403,180	\$ 63,728	\$ -	\$ 681,050	\$ 499,763
Amortization for the year	16,230	127,661	65,587	-	244,005	453,483	181,758
Disposals during the year	-	-	(25,161)	(1,545)	-	(26,706)	(471)
Balance, end of year	\$ 89,592	\$ 268,441	\$ 443,606	\$ 62,183	\$ 244,005	\$ 1,107,827	\$ 681,050
Net Book Value of Tangible Capital Assets	\$ 245,011	\$ 452,276	\$ 147,440	\$ -	\$ 1,970,448	\$ 2,815,175	\$ 3,113,520

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 6

Year ended December 31, 2022

5. Pension Agreements:

The Renfrew County and District Health Unit, on behalf of its eligible employees, is a participant in the Ontario Municipal Employees Retirement System (OMERS). OMERS is a defined benefit pension plan, fully funded by equal contributions from participating employers and employees, and by the investment earnings of the OMERS Fund. OMERS pensions are calculated using a defined benefit formula, taking into account length of service and average annual wage that is designed to integrate with the pension payable from the Canada Pension Plan. The amount contributed to OMERS for 2022 was \$558,413 (2021 - \$522,792) for current service and is included as an expenditure on the Statement of Operations. At December 31, 2022 there is no liability for past service under this agreement.

Because OMERS is a multi-employee pension plan the Renfrew County and District Health Unit does not recognize any share of the last reported pension plan deficit for 2022 of \$6,100,000,000 based on the fair market value of the Plan's Assets, as this is a joint responsibility of all Ontario municipalities and their employees.

6. Accumulated Surplus:

	2022	2021
Invested in tangible capital assets	\$ 2,815,175	\$ 3,113,520
General revenue	243,791	231,540
Reserve funds	892,663	869,487
	\$ 3,951,629	\$ 4,214,547

(a) Continuity of reserve funds:

Reserve funds comprise funds set aside for specific purposes by the Board of Health.

	Opening Balance January 1 2022	Transfer	Interest	Closing Balance December 31 2022
Payroll	\$ 605,125	\$ -	\$ 16,129	\$ 621,254
Operations	163,393	-	4,355	167,748
Technological upgrades	100,969	-	2,692	103,661
Total Reserve Funds	\$ 869,487	\$ -	\$ 23,176	\$ 892,663

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 7

Year ended December 31, 2022

7. Grants - Province of Ontario:

	2022	2022	2021
	Budget	Actual	Actual
Mandatory Programs	\$ 5,325,122	\$ 5,311,800	\$ 5,272,127
Mitigation	908,400	908,400	908,400
Ontario Seniors Dental Care Program	772,867	818,575	602,400
Unorganized Territories	53,200	53,200	53,200
Pandemic Recovery	690,245	-	-
Covid-19 General Program	742,262	330,619	698,290
Covid-19 Vaccine Program	564,868	560,401	1,037,962
School-Focused Nurses Initiative	562,671	491,301	671,609
Public Health Case and Contact Management	-	-	1,773
Public Health Inspector Practicum Program	20,000	20,000	10,000
SFO Enforcement Tablet Upgrades	7,000	6,000	5,998
Capital Project: OSDCP Rainbow Valley Dental	-	-	15,534
Capital Project: OSDCP Pembroke Dental	-	-	167,981
Universal Influenza Immunization Program	-	11,195	2,690
Meningococcal C Vaccine Program/ Human Papilloma Virus Vaccine Program	25,000	30,107	26,945
Healthy Babies Healthy Children	812,873	940,146	586,322
New Purpose-Built Vaccine Refrigerators	22,448	1,412	-
Temporary Retention Incentive for Nurses	-	216,070	-
Needle Exchange Program	-	17,591	-
	\$10,506,956	\$ 9,716,817	\$10,061,231

8. Related Party Transactions:

The Renfrew County and District Health Unit recorded rent in the amount of \$44,869 (2021 - \$43,990) including non-rebateable Harmonized Sales Tax to the County of Renfrew which are included in the rent and utilities expense.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 8

Year ended December 31, 2022

9. Commitments and Contingencies:

Long-term lease:

The Renfrew County and District Health Unit rents office space under long-term operating leases as disclosed below:

	Barry's Bay	Renfrew	Pembroke	Total
Minimum annual rental payable including Harmonized Sales Taxes:				
December 31, 2023	7,408	25,159	367,127	399,694
December 31, 2024	7,408	-	367,127	374,535
December 31, 2025	1,852	-	367,127	368,979
December 31, 2026	-	-	384,609	384,609
December 31, 2027	-	-	384,609	384,609
December 31, 2028	-	-	384,609	384,609
December 31, 2029	-	-	384,609	384,609
December 31, 2030	-	-	384,609	384,609
	\$ 16,668	\$ 25,159	\$ 3,024,426	\$ 3,066,253

The lease for the Pembroke location is for a ten-year term that expires December 31, 2030.

The lease for the Renfrew location, located in a County owned facility, is for a five-year term that expires June 30, 2023.

The lease for the Barry's Bay dental office location is for a five-year term that expires March 30, 2025.

10. Financial Instruments:

The fair value of cash, receivable from Government of Canada, other receivables, accounts payable and accrued liabilities and payable to Province of Ontario is approximately equal to their carrying value due to their short-term nature.

It is the Health Unit's opinion that the facility is not exposed to significant interest, currency or credit risks arising from its financial instruments.

11. Budget Figures:

The operating budget approved by the Board of Health is reflected on the Statement of Operations. Budget figures have not been audited and are presented for information purposes only.

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 9

Year ended December 31, 2022

12. Segmented Information:

2022	Salaries & Benefits	Fees, Honoraria & Purchased Services	Travel	Materials & Supplies	Rent & Utilities	Office & Tech	Telephone & Internet	Other	Total
Mandatory Programs	\$ 5,176,425	\$ 444,751	\$ 94,365	\$ 113,853	\$ 385,682	\$ (17,348)	\$ 98,368	\$ -	\$ 6,296,096
Mandatory Programs - COVID-19	1,514,855	205,948	43,624	4,682	35,215	117,253	1,234	-	1,922,811
Ontario Seniors Dental Care Program	236,647	398,704	6,458	24,342	7,513	150,888	623	-	825,175
Ontario Seniors Dental Care Program New Dental Clinic Pembroke	-	-	-	-	-	-	-	-	-
Unorganized Territories	19,985	-	1,401	-	-	8,652	-	-	30,038
Unorganized Territories - COVID-19	19,914	3,218	30	-	-	-	-	-	23,162
Public Health Inspector Practicum Program	17,265	-	2,735	-	-	-	-	-	20,000
Public Health Case and Contact Mgmt	-	-	-	-	-	-	-	-	-
Smoke-Free Ontario Enforcement Tablet Upgrades	-	-	-	-	-	563	-	-	563
School-Focused Nurses Initiative	491,301	-	-	-	-	-	-	-	491,301
Healthy Babies Healthy Children	886,387	2,511	25,609	10,764	-	722	4,416	-	930,409
COVID-19 General Program	214,305	89,857	606	3,040	-	15,741	4,560	-	328,109
COVID-19 Vaccine Program	485,032	1,548	27,114	3,828	13,517	24,513	4,849	-	560,401
Needle Exchange Program	-	-	-	17,591	-	-	-	-	17,591
Temporary Retention Incentive for Nurses	216,070	-	-	-	-	-	-	-	216,070
Amortization of tangible capital assets	-	-	-	-	-	-	-	453,483	453,483
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	4,353	4,353
Non-fundable expenses	(12,253)	-	-	-	-	-	-	-	(12,253)
Total expenditures	\$ 9,265,933	\$ 1,146,537	\$ 201,942	\$ 178,100	\$ 441,927	\$ 300,984	\$ 114,050	\$ 457,836	\$ 12,107,309

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Notes to Financial Statements, page 10

Year ended December 31, 2022

12. Segmented Information (continued):

2021	Salaries & Benefits	Fees, Honoraria & Purchased Services	Travel	Materials & Supplies	Rent & Utilities	Office & Tech	Telephone & Internet	Other	Total
Mandatory Programs	\$ 3,030,699	\$ 409,005	\$ 57,815	\$ 83,830	\$ 383,544	\$ (106,833)	\$ 95,873	\$ -	\$ 3,953,933
Mandatory Programs - COVID-19	3,878,683	-	-	-	-	-	-	-	3,878,683
Ontario Seniors Dental Care Program	216,029	255,528	9,289	50,039	7,854	62,407	1,254	-	602,400
Ontario Seniors Dental Care Program New Dental Clinic Pembroke	-	410	-	-	-	-	-	-	410
Unorganized Territories	3,432	-	981	-	-	18,341	-	-	22,754
Unorganized Territories - COVID-19	30,446	-	-	-	-	-	-	-	30,446
Public Health Inspector Practicum Program	8,549	-	1,451	-	-	-	-	-	10,000
Public Health Case and Contact Mgmt	-	-	-	-	-	1,773	-	-	1,773
Smoke-Free Ontario Enforcement Tablet Upgrades	-	-	-	750	-	-	-	-	750
School-Focused Nurses Initiative	671,609	-	-	-	-	-	-	-	671,609
Healthy Babies Healthy Children	555,770	2,239	17,801	3,140	-	656	3,765	-	583,371
COVID-19 General Program	108,008	391,204	9,895	23,454	10,914	134,042	11,811	-	689,328
COVID-19 Vaccine Program	796,751	40,233	44,681	8,651	7,561	124,942	999	-	1,023,818
Amortization of tangible capital assets	-	-	-	-	-	-	-	181,758	181,758
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	270	270
Non-fundable expenses	(22,385)	-	-	-	-	-	-	-	(22,385)
Total expenditures	\$ 9,277,591	\$ 1,098,619	\$ 141,913	\$ 169,864	\$ 409,873	\$ 235,328	\$ 113,702	\$ 182,028	\$ 11,628,918

Renfrew County and District Health Unit
“Optimal Health for All in Renfrew County and District”

Board of Health

Regular Board Meeting

Tuesday, February 28, 2023

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

Members:

Ann Aikens	Chair
James Brose	Member
Peter Emon	Member
Joanne King	Member
Ethel LaValley	Member
Wilmer Matthews	Member
Jennifer Murphy	Member
Neil Nicholson	Member
Troy Purcell	Member
Carolyn Watt	Member

Staff:

Vicki Benoit	Director, Health Protection
Heather Daly	Chief Executive Officer
Dr. Michelle Foote	Public Health Physician
Dr. Ian Gemmill	Acting Medical Officer of Health
Marilyn Halko	Executive Assistant
Patti Smith	Director, Health Promotion

Regrets:

J. Michael du Manoir	Member
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1. Call to Order

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

2. 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.

Mìgwech

3. Agenda Approval

The agenda was approved, as amended. The following items were added to the agenda:

- 8. Correspondence—e. AMO Watchfile
- 10. New Business—a. 2022 Audit Planning Letter and Board Response to the Auditors

Resolution: #1 BoH 2023-Feb-28

Moved by C. Watt; seconded by J. Murphy; be it resolved that the Board approve the agenda, as amended.

Carried

4. Declarations of Conflict of Interest

P. Emon declared a conflict of interest for the closed portion of the meeting, citing "involvement with the other party".

5. Approval of Minutes of Previous Meetings

- a. The Regular Board of Health meeting minutes were approved for Tuesday, January 31, 2023.

Resolution: #2 BoH 2023-Feb-28

Moved by W. Matthews; seconded by J. Brose; be it resolved that the Board approve the meeting minutes from the Regular Board of Health meeting held on Tuesday, January 31, 2023, as presented.

Carried

- b. The Special Board meeting minutes were approved for Tuesday, February 7, 2023.

Resolution: #3 BoH 2023-Feb-28

Moved by W. Matthews; seconded by J. King; be it resolved that the Board approve the meeting minutes from the Special Board of Health meeting held on Tuesday, February 7, 2023, as presented.

Carried

Further to the Special Board meeting minutes, the Chair reported, as per the direction given to the Chair and the CEO at the Special Board meeting on February 7, 2023, she is pleased to announce that we have a signed mutually agreeable MOH Employment Contract with Dr Jason Morgenstern, effective April 3, 2023.

We have submitted this appointment to the Minister of Health, as required by regulation.

Dr. Morgenstern is a well-qualified and committed public health physician who grew up in Renfrew County. He currently works with Halton Region Public Health, where his portfolio includes health protection, disease surveillance, and emergency preparedness. His university training includes a Bachelor of Science from the University of Guelph, an MD from Western University in London, a Master of Public Health from McMaster University, and medical residency training at McMaster University. He is a public health and preventive medicine specialist and a fellow of the Royal College of Physicians and Surgeons of Canada. Additionally, Dr. Morgenstern has published in peer-reviewed scientific journals and presented at conferences, focusing on artificial intelligence in public health practice.

Chair Aikens also informed the Board a media release announcing this appointment will be widely distributed today at 11:30 a.m., [Media Release - Board of Health Announces New Medical Officer of Health](#).

6. Staff Reports

- a. MOH(A) Report to the Board—Dr. Ian Gemmill, Acting Medical Officer of Health

Dr. Gemmill presented the following:

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

The Chair called for questions and comments from the Board.

Chair Aikens, and Board Members, thanked Dr. Gemmill for his report.

Lindsey Cameron-Dermann, Coordinator, Epidemiology and Health Analytics, presented the following:

- [RCDHU COVID-19 Epidemiology Update Report](#).

The Chair called for questions and comments from the Board.

Chair Aikens, Dr. Gemmill, and Board Members, thanked L. Cameron-Dermann for her report.

Resolution: #4 BoH 2023-Feb-28

Moved by C. Watt; seconded by E. LaValley; be it resolved that the Board accept the MOH(A) Report to the Board from Dr. Ian Gemmill.

Carried

At 10:46 a.m., L. Cameron-Dermann left the meeting.

- b. CEO Report to the Board—Heather Daly, Chief Executive Officer
H. Daly, Chief Executive Officer presented the following:

- [CEO Report to the Board](#).

Chair Aikens called for questions and comments.

Chair Aikens, and Board Members, thanked H. Daly for her report.

Resolution: #5 BoH 2023-Feb-28

Moved by J. Murphy; seconded by T. Purcell; be it resolved that the Board accept the CEO Report to the Board from Heather Daly, Chief Executive Officer.

Carried

- i. 2022 Q4 Corporate Operational Plan and Risk Mitigation Strategies
Tom Regan, Coordinator, Foundational Standards, presented the following:

- [2022 Q4 Corporate Operational Plan and Risk Mitigation Strategies.](#)

Chair Aikens called for questions and comments.

Chair Aikens thanked T. Regan for his report.

Resolution: #6 BoH 2023-Feb-28

Moved by W. Matthews; seconded by J. Brose; be it resolved that the Board accept the Q4 Report—2022 Corporate Operational Plan with Risk Mitigation Strategies.

Carried

At 10:55 a.m., T. Regan left the meeting.

7. Board Committee Reports

- a. Resources Committee—2023-Feb-21

Chair Aikens presented the following report—Committee Chair J. M. du Manoir was unable to connect to the meeting due to technical difficulties:

- [Resources Committee Board Report—2023-Feb-21.](#)

The Chair called for questions and comments for each item on the Report.

Resolution: #7 BoH 2023-Feb-28

Moved by J. Brose; seconded by J. King; be it resolved that the Board accept the Resources Committee Board Report—2023-Feb-21, as presented.

Carried

At 10:57 a.m. the Chair recessed the meeting until 11:10 a.m.

8. Correspondence

The Board received the following correspondence:

#	Subject	From	Action
a.	Burden of Health Conditions Attribute to Smoking and Alcohol by Public Health Unit in Ontario —2023-02-07	<ul style="list-style-type: none">Public Health Ontario	<ul style="list-style-type: none">Received as information.
b.	Letter re Alcohol Health Warning Labels —2023-02-08	<ul style="list-style-type: none">Timiskaming Health Unit	<ul style="list-style-type: none">Received as information.
c.	Board of Health—Order in Council Appointments —2023-02-10	<ul style="list-style-type: none">Association of Local Public Health Agencies (aLPHa)	<ul style="list-style-type: none">Referred to the Governance Committee for the April meeting.
d.	February 2023 InfoBreak —2023-02-14	<ul style="list-style-type: none">aLPHa	<ul style="list-style-type: none">Received as information.
e.	AMO Watchfile —2023-02-23	<ul style="list-style-type: none">Association of Municipalities Ontario	<ul style="list-style-type: none">Received as information.

At 11:16 a.m., Dr. Gemmill and Dr. Foote left the meeting.

9. By-Laws

Chair Aikens presented:

- [By-Law Number 2023-01 By-Law to Appoint Auditors.](#)

Resolution: #8 BoH 2023-Feb-28

Moved by J. Murphy; seconded by W. Matthews; be it resolved that the Board approve By-Law 2023-01—By-Law to Appoint Auditors;
And further, that the Chair and Vice-Chair be authorized to sign By-Law 2023-01.

Carried

10. New Business

- a. 2022 Audit Planning Letter and Board Response to the Auditor
As a follow-up to the [2022 Audit Planning Letter](#), Chair Aikens presented the following:
- [Board Response to the Auditor](#).

Resolution: #9 BoH 2023-Feb-28

Moved by E. LaValley; seconded by J. King; be it resolved that the Board direct the Chair to sign the 2022 Audit Planning Letter—Board Response to the Auditor.

Carried

11. Action List Review

- a. Board reviewed the Regular BoH [Action List](#)—2023-Jan-31.

At 11:23 a.m., P. Emon left the meeting.

12. Closed

Resolution: #10 BoH 2023-Feb-28

Moved by W. Matthews; seconded by C. Watt; be it resolved that the Board move into a closed meeting at 11:24 a.m. to discuss: xi. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

Chair Aikens verified that all Members were alone and in a secure location before the meeting moved into the closed session.

Chair Aikens rose to report at 11:37 a.m. that the Board met in a closed meeting to discuss: xi. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Resolution: #11 BoH 2023-Feb-28

Moved by W. Matthews; seconded by J. Brose; be it resolved that the Board direct the CEO to enter into negotiations for a ten-year lease agreement, for 1614 sq. ft., with the Town of Renfrew, in a Downtown Renfrew location;
And further that the lease be signed by the Chair and CEO.

Carried

13. Date of Next Meeting

The next Regular BoH meeting is scheduled for Tuesday, March 28, 2023, at 10:00 a.m., on Zoom.

14. Adjournment

Resolution: #12 BoH 2023-Feb-28

Moved by J. Murphy; seconded by J. Brose; be it resolved that the meeting be adjourned at 11:44 a.m.

Carried

The Regular Board meeting adjourned at 11:44 a.m.

Chair

These meeting minutes were approved by the Board at the Regular Board Meeting held on Tuesday, April 25, 2023.