



HEALTH COMMITTEE

Wednesday, August 16, 2023 – 9:30 a.m.
County of Renfrew Administration Building

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 meetings held on June 14 and June 28, 2023.
6. Delegations – None at time of mailing.

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7. Administration Department Report	2
8. Emergency Services Department Report	6
9. Long-Term Care Department Report	11
10. Board of Health Minutes:	
a) May 30, 2023	47
b) June 27, 2023	55
11. New Business.	
12. Closed Meeting - Pursuant to Section 239 of the Municipal Act, 2001, as amended, for the purpose of:	
a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.	
13. Date of next meeting (Wednesday, September 13, 2023) and adjournment.	

NOTE: a) County Council: Wednesday, August 30, 2023.

- a) Submissions received from the public, either orally or in writing may become part of the public record.

COUNTY OF RENFREW

ADMINISTRATION DEPARTMENT REPORT

TO: Health Committee

FROM: Craig Kelley, Chief Administrative Officer/Clerk

DATE: August 16, 2023

SUBJECT: Department Report

INFORMATION

1. Inequities in Paramedic Service Billing

Attached as Appendix I is a letter dated July 7, 2023 addressed to the City of Ottawa Mayor Mark Sutcliffe, requesting a joint meeting with the City of Ottawa and the Counties of Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry and Renfrew.

The intent of the meeting is to discuss the modernization of Paramedic Services in Ontario and the pressing issue of inequities in paramedic service billing that our respective jurisdictions are facing.

2. Association of Municipalities of Ontario (AMO) Conference

At the May 31, 2023 session of County Council, a resolution was adopted, which approved delegation requests at the August 20 to 23, 2023 Association of Municipalities of Ontario (AMO) Annual Conference in London, Ontario for items that had significance to Committees' strategic focus.

Staff received confirmation that a delegation was approved for the Health Committee with Parliamentary Assistant Dawn Gallagher Murphy on Monday, August 21, 2023. The County of Renfrew is a partner in the funding of the Renfrew County and District Health Unit along with the City of Pembroke and Township of South Algonquin. For the past few years, mitigation funding has allowed the funding partners to achieve budgets that are proportionate to local growth. A reduction, or elimination, of mitigation funding would severely impact our budget and force a significant levy increase. The County will be asking for a continuation of mitigation funding for all health units across Ontario. Attendees at this delegation will be Warden Peter Emon, Chair of Health Committee Councillor Michael Donohue and Chief Administrative Officer/Clerk Craig Kelley.

July 7, 2023

Mayor Mark Sutcliffe
City of Ottawa
110 Laurier Avenue West
Ottawa, ON K1P 1J1
BY EMAIL: Mark.Sutcliffe@ottawa.ca

Subject: Request for Meeting to Discuss Inequities in Paramedic Service Billing

Dear Mayor Sutcliffe,

We trust this letter finds you well and in good health and spirits.

We are writing to you in our capacity as Wardens of upper-tier municipalities which surround your beautiful city. The intention of our correspondence is to request a meeting with you to discuss the modernization of Paramedic Services in Ontario and the pressing issue of inequities in paramedic service billing that our respective jurisdictions are facing.

First and foremost, I want to acknowledge the significant efforts that your Council and administration have made in ensuring the safety and well-being of the residents of the City of Ottawa, including the efforts towards service enhancements. Our paramedics, no matter where they serve, are unsung heroes who provide critical care and support during emergencies, and it is essential that their services are available when they are required to respond and save lives.

We also applaud your recent appeal to the Government of Ontario to add more Paramedics to your service and would like to offer our vocal support to ensuring all Paramedic Services, including yours, are well-funded and well-staffed. We all benefit when Paramedic Services throughout Ontario have necessary resources but can appreciate that the volume and complexity of calls in your jurisdiction of Ottawa are quite significant.

At the same time, it has come to our collective attention that there are considerable disparities in Paramedic Service billing between our municipalities and yours. These discrepancies raise concerns about the fairness and transparency of the current approach which have a direct impact on the financial well-being of our respective Counties, not to mention our capacity to respond to our residents in a timely fashion.

This inequity was highlighted upon a careful review of call response data which revealed that Paramedic Service providers outside of the City of Ottawa are responding to a substantial number of 911 paramedic calls within the Ottawa Region Service Area. Further, upon closer analysis of the data, it has become obvious that the financial impacts experienced by the various Counties' Paramedic Services that respond to a high volume of calls within the City of Ottawa are quite significant.

We recognize that the 2016 changes to provincial legislation have resulted in no requirement for municipalities to compensate each other for services provided outside of their respective jurisdictions. At the same time, we understand that the Government of Ontario is seeking to modernize the call response system across the province so that it is more nuanced and will better define what truly constitutes a medical emergency.

We are optimistic this change will bring relief to Paramedic Services within and outside of the City of Ottawa once Ottawa, Renfrew and Kingston Central Ambulance Communication Centres are all working under the same modernized system. To this end, however, the postponement of Kingston's inclusion in the imminent roll-out of the Medical Priority Dispatch System (MPDS) is of serious concern to the cohesive changes we all hope to see.

We have also learned that throughout other parts of Ontario, including among the more than 100 municipalities in the eastern region, many municipalities have continued the practice of annual financial reconciliation for paramedic responses provided outside of their own jurisdiction. We believe that it is reasonable to contemplate that a similar agreement with the City of Ottawa could be enacted in this region and wish to have this discussion with you.

With this in mind, and in the spirit of collaboration and the goodwill that prevails across our jurisdictions, we are requesting that we come together for a focused dialogue. As you are well aware, there has been some notable media scrutiny this past spring in regards to this issue and we would prefer to address our concerns face-to-face through constructive dialogue, not news reports.

By sharing our experiences and insights, it is our hope that we can work towards establishing a system that: 1.) joins us together to effectively advocate for more resources to reduce the burden on all Paramedic Services, including those within and outside of the City of Ottawa; and 2.) compensates each other for Paramedic Service time expended in neighbouring jurisdictions.

We kindly request your consideration in scheduling a meeting before August 2nd in order to discuss this matter. Should your schedule permit a meeting the week of July 24th, we will work to accommodate your availability. Please include Sheena Earl, County Clerk with the United Counties of Leeds and Grenville Sheena.Earl@uclg.on.ca on correspondence regarding your availability.

We, the undersigned, have all given these issues much consideration, and would be very appreciative of a timely response to this request. We are optimistic about the opportunity to engage in productive discussions.

Yours sincerely,



Warden Nancy Peckford
United Counties of Leeds and Grenville

Warden Peter Emon
County of Renfrew



Warden Tony Fraser
United Counties of Stormont, Dundas and Glengarry



Warden Peter McLaren
Lanark County



Warden Normand Riopel
United Counties of Prescott and Russell

COUNTY OF RENFREW
EMERGENCY SERVICES REPORT

TO: Health Committee

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

DATE: August 16, 2023

SUBJECT: Department Report

INFORMATION

1. Renfrew County Virtual Triage and Assessment Centre

Renfrew County Virtual Triage and Assessment Centre held its last on-site clinic at the 'old' Grove site in Arnprior on July 18. On July 25, RCVTAC opened its doors at 80 McGonigal Street West in Arnprior. The new location serves patients who are in need of an assessment and treatment by a paramedic, physician and or a hybrid appointment with a paramedic in person and a physician via video. The central location features two exam rooms, a waiting room, and a staff workspace.

2. Diversity and Inclusivity

Paramedic Joonil Kim provided a presentation on the role of a Paramedic in the community, to the Ottawa Community Korean School. "Kids (and teachers as well) were amazed by the scope of our practice and various services we provide to our local communities."



“As a member of the Korean immigrant community, I was also very happy to have this wonderful experience to represent the County of Renfrew. I believe it was a great opportunity for them to realize the importance of paramedic service and see that it is possible for them to become a future Paramedic.

Thank all of you very much, once again, for allowing me to have this opportunity.”



Paramedic Qasim Nasim submitted the following summary for Health Committee:

“Today was the annual BBQ event at my local mosque in Ottawa. This is an event where people from the community come together and eat food and many organizations are present. This year Ottawa Fire and Ottawa Police were present. My Father is a recruitment officer with Ottawa Police, and had a tent set up to talk about recruitment. This year I brought an ambulance so children attending could see inside. They loved it, asked questions, and took photos. The teenage kids asked questions about how to become a Paramedic, and the adults asked what it was like to be a Paramedic. During the BBQ, I had the opportunity to speak with the Mayor of Ottawa Mark Sutcliffe. We had very engaging conversations about some of the issues he is trying to tackle with Ottawa’s offload issue and how he is in talks with the provincial government trying to get increased funding. Mayor Sutcliffe said that he wanted to write an article about today’s event and wanted to highlight how Mohammad Nasim (my grandfather) is one of the original members of the

mosque and how his lineage is involved with the mosque and with the community through our career choices, (policing and paramedicine). This made my grandfather very proud of the Nasim family. Mayor Sutcliffe asked me when I was going to come work for the City of Ottawa as a Paramedic. I told him I am content and happily employed in the County of Renfrew. I am appreciative of the opportunity to take an ambulance and give back to my community.”

3. Associations of Municipalities of Ontario (AMO)

At the May 31, 2023, session of County Council, a resolution was adopted which approved delegation requests at the August 20 to 23, 2023 Association of Municipalities of Ontario (AMO) Annual Conference in London, Ontario for items that had significance to Committees’ Strategic focus.

Staff received confirmation that a delegation was approved for the Health Committee with Jill Dunlop, Minister of Colleges and Universities on Monday, August 21, 2023 to address the County of Renfrew concerns regarding the shortage of paramedics in Ontario.

We are seeking a delegation with the Ministry to relay these ongoing recruitment challenges and to address the recent Stay and Learn announcement that did not include Primary and Advanced Care Paramedic Programs in Eastern Ontario. Graduates who receive these educational incentives should be eligible to work in the County of Renfrew. Attendees at this delegation will be Warden Peter Emon, Chair of Health Committee Councillor Michael Donohue; Chief Administrative Officer/Clerk Craig Kelley and Director of Emergency Services Chief Michael Nolan.

4. June 2023 Treasurer’s Report

The June 2023 Treasurer’s Report for the Emergency Services Department and Paramedic Service is attached as Appendix ES-I.

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PARAMEDIC - 911</u>	<u>4,439,525.36</u>	<u>4,486,555.00</u>	<u>(47,029.64)</u>	<u>9,958,889.00</u>
Admin - Salaries	1,039,293.83	1,034,833.00	4,460.83	2,069,671.00
Admin - Employee Benefits	358,188.95	284,765.00	73,423.95	569,529.00
Paramedic - Salaries	5,339,351.50	5,260,437.00	78,914.50	10,520,868.00
Paramedic - Employee Benefits	1,983,699.61	2,150,447.00	(166,747.39)	4,300,896.00
Admin Charge	96,445.50	96,444.00	1.50	192,891.00
Base Station Expenses	48,213.87	31,998.00	16,215.87	64,000.00
Capital Under Threshold	2,544.00	0.00	2,544.00	0.00
Communication & Computer Expense	212,987.54	137,502.00	75,485.54	275,000.00
Conferences & Conventions	1,705.73	2,748.00	(1,042.27)	5,500.00
COVID	37,905.13	0.00	37,905.13	0.00
Cross Border - Other Municipalities (Recovery)	8,733.88	0.00	8,733.88	20,000.00
Depreciation	398,047.98	600,000.00	(201,952.02)	1,200,000.00
HR Charge	129,154.02	129,156.00	(1.98)	258,308.00
Insurance	206,056.73	194,213.00	11,843.73	194,213.00
Insurance Claims Costs	0.00	4,998.00	(4,998.00)	10,000.00
IT Charge	25,229.52	25,230.00	(0.48)	50,459.00
Lease - Base Station - Internal	215,522.34	215,520.00	2.34	431,045.00
Lease - Base Station Lease - External	45,844.33	39,000.00	6,844.33	78,000.00
Lease - Admin Office - Internal	56,650.02	56,652.00	(1.98)	113,300.00
Leased Equipment	0.00	6,000.00	(6,000.00)	12,000.00
Legal	54,785.58	10,002.00	44,783.58	20,000.00
Medication Costs	57,695.18	62,502.00	(4,806.82)	125,000.00
Membership Fees	6,724.98	0.00	6,724.98	0.00
Office Expenses	30,524.50	25,002.00	5,522.50	50,000.00
Professional Development	35,397.78	18,000.00	17,397.78	36,000.00
Purchased Service	80,566.04	98,790.00	(18,223.96)	197,577.00
Recovery - City of Pembroke share	(848,679.48)	(848,682.00)	2.52	(1,697,359.00)
Recovery - County	(14,609.46)	(14,610.00)	0.54	(29,219.00)
Revenue - Donations	(2,000.00)	(1,500.00)	(500.00)	(3,000.00)
Revenue - Interest	0.00	0.00	0.00	(40,000.00)
Revenue - Other	(227,327.01)	(62,502.00)	(164,825.01)	(125,000.00)
Revenue - Provincial - One Time COVID	(124,419.32)	0.00	(124,419.32)	0.00
Revenue- Provincial Subsidy	(4,658,116.00)	(4,823,874.00)	165,758.00	(9,647,743.00)
Revenue- Special Project	(378,033.54)	(25,002.00)	(353,031.54)	(50,000.00)
Small Equipment & Supplies	197,128.64	195,000.00	2,128.64	390,000.00
Special Project	378,033.54	25,002.00	353,031.54	50,000.00
Surplus Adjustment - Capital	175,144.22	1,472,502.00	(1,297,357.78)	2,945,000.00
Surplus Adjustment - Depreciation	(398,047.98)	(600,000.00)	201,952.02	(1,200,000.00)
Surplus Adjustment - TRF from Reserves	(485,917.72)	(1,783,272.00)	1,297,354.28	(3,566,547.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	1,200,000.00
Travel	17,745.71	25,002.00	(7,256.29)	50,000.00
Uniform Allowances	4,475.00	0.00	4,475.00	0.00
Uniform, Laundry	109,591.02	75,000.00	34,591.02	150,000.00
Vehicle - recovery from other paramedic program	(141,799.60)	0.00	(141,799.60)	0.00
Vehicle Operation & Maintenance	365,088.80	369,252.00	(4,163.20)	738,500.00
<u>PARAMEDIC - OTHER</u>	<u>0.00</u>	<u>3.00</u>	<u>(3.00)</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	(279,590.68)	(182,500.00)	(97,090.68)	(365,000.00)
LTC - Salaries & Benefits	1,168,911.32	757,640.00	411,271.32	1,515,276.00
LTC - Expenses	351,670.12	424,860.00	(73,189.88)	849,724.00
LTC - Provincial Subsidy	(1,221,115.20)	(1,000,002.00)	(221,113.20)	(2,000,000.00)
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
LTC Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - Depreciation	(22,511.46)	0.00	(22,511.46)	0.00
Vaccine - Salaries & Benefits	23,236.64	185,002.00	(161,765.36)	370,000.00
Vaccine - Expenses	0.00	10,002.00	(10,002.00)	20,000.00
Vaccine - Provincial Subsidy	(23,236.64)	(195,004.00)	171,767.36	(390,000.00)
VTAC - Salaries & Benefits	1,094,854.17	903,545.00	191,309.17	1,807,082.00
VTAC - Expenses	187,270.29	78,960.00	108,310.29	157,918.00
VTAC - Revenue	(1,295,640.97)	(982,500.00)	(313,140.97)	(1,965,000.00)
VTAC - Surplus Adjustment - Capital	19,208.83	0.00	19,208.83	9.00

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

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
VTAC - Surplus Adjustment - Depreciation	(5,692.32)	0.00	(5,692.32)	0.00
<u>EMERGENCY MANAGEMENT</u>	<u>72,165.07</u>	<u>114,768.00</u>	<u>(42,602.93)</u>	<u>179,532.00</u>
911	49,654.11	60,000.00	(10,345.89)	60,000.00
Admin Charge (Paramedic Service)	14,609.46	14,610.00	(0.54)	44,219.00
Emergency Management	14,356.53	16,500.00	(2,143.47)	33,000.00
Fire Services Charges	0.00	0.00	0.00	100,000.00
Purchased Service	0.00	23,658.00	(23,658.00)	47,313.00
Recoveries - Other	(6,455.03)	0.00	(6,455.03)	(105,000.00)

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

TO: Health Committee

FROM: Mike Blackmore, Director of Long-Term Care

DATE: August 16, 2023

SUBJECT: Department Report

INFORMATION

1. Bonnechere Manor Resident Statistics

Statistics	May 2023	June 2023	July 2023
Population at end of Month	176	176	174
# of Female Residents	101	100	98
# of Male Residents	75	76	76
Vacant Beds at End of Month	2 LTC / 2 Respite	2 LTC / 2 Respite	4 LTC / 2 Respite
YTD Occupancy Rate: LTC	99.18%	99.49%	99.13%
Respite	0.00%	0.00%	0.00%
Resident Deaths	3	3	6
Resident Discharges	1	0	0
Resident Admissions	3	3	4

2. Miramichi Lodge Resident Statistics

Statistics	May 2023	June 2023	July 2023
Population at end of Month	163	163	164
# of Female Residents	104	105	105
# of Male Residents	59	58	59
Vacant Beds at End of Month	2 LTC / 1 Respite	2 LTC / 1 Respite	1 LTC / 1 Respite
YTD Occupancy Rate: LTC	97.55%	97.68%	97.82%
Respite	34.11%	43.09%	47.17%
Resident Deaths	5	7	4
Resident Discharges	0 LTC / 4 Respite	0 LTC / 3 Respite	1 LTC / 4 Respite
Resident Admissions	9 LTC / 4 Respite	7 LTC / 3 Respite	6 LTC / 4 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	112	39	151
Caressant Care Cobden	43	19	62
Deep River & District Hospital – The Four Seasons Lodge	12	8	20
Grove (The) Nursing Home	108	35	143
Groves Park Lodge	37	22	59
Marianhill Inc.	42	24	66
Miramichi Lodge	207	57	264
North Renfrew LTC Services	46	23	69
Valley Manor Inc.	26	13	39
Totals	633	240	873

4. **Association of Municipalities of Ontario (AMO) Annual Conference**

At the May 31, 2023 session of County Council, a resolution was adopted which approved delegation requests at the August 20 to 23, 2023 Association of Municipalities of Ontario (AMO) Annual Conference in London, Ontario for items that had significance to Committees' strategic focus.

Staff received confirmation that a delegation was approved for the Health Committee with Parliamentary Assistant John Jordan, Ministry of Long-Term Care on Tuesday, August 22, 2023, to address the County of Renfrew concerns with the Minimum Data Set-Case Mix Index Funding Model. Ontario long-term care homes continue to gather data at significant health human resource expense toward determining a case mix index value to determine percentage of per diem funding. Attendees at this delegation will be Warden Peter Emon; Chair of Health Committee Councillor Michael Donohue; Chief Administrative Officer/Clerk Craig Kelley and Director of Long-Term Care Mike Blackmore.

5. **Community Support Services Funding Increase 2023/24**

Ontario Health East advised the Bonnechere Manor Senior Adult Day Program on July 17, 2023 that they would receive one-time funding in the amount of \$14,617 in the fiscal year 2023/24 to support community services. This is a 3% one-time increase, replacing the 2% planning assumption that has been incorporated into the initially issued Multi-Sector Accountability Agreement (MSAA). This is a one-time increase and is not currently official base funding. The Ministry has confirmed, that subject to the necessary approvals, it anticipates this one-time funding will become ongoing funding.

6. **Government Requiring Licences for Temporary Agencies and Recruiters**

Effective January 1, 2024, a temporary help agency (“THA”) or recruiter operating in Ontario must have a licence, or have submitted a license application, to operate. Long-term care home operators who knowingly engage the services of an unlicensed THA or recruiter will be in violation of the Ontario Employment Standards Act, 2000 (“ESA”).

To be licensed, a recruiter or THA must complete the necessary application form, pay a \$750 fee and provide a \$25,000 security payment. The form includes information such as the applicant name, directors and officers, as well as details regarding locations where the applicant conducts business globally.

A licence will expire one year after the date of issue, unless it is renewed before the expiry date. During the application renewal process the license remains valid unless notice has been issued by the Director revoking the license. License status for all THA providers, whether in good standing, suspended or revoked, will be made available for public access.

7. **June 2023 Treasurer’s Report**

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

RESOLUTIONS

8. **Bonnechere Manor Staffing – Enhanced Recruitment Strategy**

Recommendation: THAT the Health Committee recommend to the Finance and Administration Committee that County Council approve the new Corporate Policy J-06 Return of Service Incentive Program as a pilot project from September 1, 2023 until December 31, 2023 for Bonnechere Manor Long-Term Care Home.

Background

Health human resources continues to be a recruitment challenge for long-term care homes, particularly for Bonnechere Manor, in what appears to be a longstanding geographical challenge. Bonnechere Manor continues to utilize agency staff and as approved by Committee and Council in May 2023, Bonnechere Manor has signed an agreement to employ up to twenty (20) international personal support workers with an anticipated start in September.

As we continue to align with the County of Renfrew Strategic Plan Goal #2 Workforce Development, implementing impactful strategies to achieve desired home-based staffing, staff is seeking Committee’s approval for the new Corporate Policy J-06 Return of Service Incentive Program policy designed as a recruitment initiative for Bonnechere Manor Long-Term Care Home as a pilot project from September 1, 2023 until December

31, 2023 and is attached as Appendix LTC-II. It is the intent to utilize funds remaining in the Safe Restart Agreement (SRA) envelope to cover associated costs.

BY-LAWS

9. Employment Agencies – Bonnechere Manor

Recommendation: THAT Health Committee recommend County Council adopt a By-law to authorize the Warden and the Chief Administrative Officer/Clerk to engage in an agreement with Mapletree Employment Solution Services for the provision of agency staff services at Bonnechere Manor.

Recommendation: THAT Health Committee recommend County Council adopt a By-law to authorize the Warden and the Chief Administrative Officer/Clerk to engage in an agreement with Valiant Hearts Healthcare Services Inc. for the provision of agency staff services at Bonnechere Manor.

Background

Bonnechere Manor with the support of Committee and Council continues to engage in varied strategies to support the recruitment and retention of staff. Initiatives currently underway include new Corporate policies J-04 Employee Referral Bonus Program as well as the recently approved initiative to hire a maximum of twenty international personal support workers. Until such time as these programs come to full fruition we continue to rely upon contracting agency staff in order to provide frontline care services.

We are seeking Committee's approval to request County Council to adopt two by-laws authorizing the Warden and Chief Administrative Officer/Clerk to engage in agreements with Mapletree Employment Solution Services and Valiant Hearts Healthcare Services Inc. for the provision of agency staff services to support the required staffing complement at Bonnechere Manor.

With the ongoing staffing challenges, Mapletree Employment Solution Services has been providing agency staff since July 2022 at which time the agreement was vetted through our legal counsel, and agreed to by the Canadian Union of Public Employees (CUPE) Local 1508 through a Letter of Understanding.

Due to staffing challenges experienced over the summer period, July 2023, Valiant Hearts Healthcare Services Inc. commenced the provision of agency staff services at Bonnechere Manor under an agreement vetted by legal counsel and accepted by CUPE Local 1508 via Letter of Understanding dated July 2022. We are seeking Committee's approval to request County Council to adopt by-laws authorizing these contractual agreements.

2023-08-08

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COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
June 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>467,525.92</u>	<u>506,916.00</u>	<u>(39,390.08)</u>	<u>1,013,827.00</u>
Salaries	349,877.04	400,166.00	(50,288.96)	800,334.00
Salary Allocations	17,604.73	17,095.00	509.73	34,191.00
Employee Benefits	82,802.02	85,371.00	(2,568.98)	170,742.00
Computers Operation and Maintenance	750.98	3,720.00	(2,969.02)	7,440.00
COVID	5.97	0.00	5.97	0.00
Depreciation	1,145.34	1,200.00	(54.66)	2,400.00
Equipment - Replacements	304.14	0.00	304.14	0.00
Equipment Operation/Maint.	0.00	336.00	(336.00)	670.00
Hobby Crafts	81.25	0.00	81.25	0.00
Office Supplies / Other	0.00	0.00	0.00	0.00
Purchased Services	12,208.04	2,700.00	9,508.04	5,400.00
Recoveries	(4,180.26)	(4,974.00)	793.74	(9,950.00)
Recreation & Entertainment	4,205.48	2,502.00	1,703.48	5,000.00
Special Events	3,866.53	0.00	3,866.53	0.00
Staff Education	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,145.34)	(1,200.00)	54.66	(2,400.00)
<u>NURSING SERVICES</u>	<u>5,590,185.48</u>	<u>5,997,600.00</u>	<u>(407,414.52)</u>	<u>11,991,180.00</u>
Salaries - Admin	243,212.98	260,221.00	(17,008.02)	520,441.00
Benefits - Admin	71,903.06	68,959.00	2,944.06	137,923.00
Salaries - Direct	2,940,758.56	4,503,974.00	(1,563,215.44)	9,007,952.00
Benefits - Direct	696,795.42	938,112.00	(241,316.58)	1,876,223.00
Clinical Decision Support	0.00	0.00	0.00	0.00
Computer Operation & Maintenance	9,868.36	16,854.00	(6,985.64)	33,704.00
COVID	426,557.74	0.00	426,557.74	0.00
Depreciation	22,882.68	20,700.00	2,182.68	41,400.00
Equipment- Replacement	5,261.40	3,852.00	1,409.40	7,700.00
Equipment-Repairs & Maintenance	2,802.05	3,192.00	(389.95)	6,388.00
Fall Prevention	2,450.71	9,000.00	(6,549.29)	18,000.00
Fall Prevention - Provincial Subsidy	(9,992.31)	(9,000.00)	(992.31)	(18,000.00)
Furniture Replacements	0.00	0.00	0.00	0.00
High Intensity Needs	78,594.84	40,002.00	38,592.84	80,000.00
High Intensity Needs - Prov Subsidy	(29,525.00)	(37,998.00)	8,473.00	(76,000.00)
High Intensity Needs-Non Claims Based	10,755.15	21,684.00	(10,928.85)	43,362.00
Incontinent Supplies - (Funded at \$1.20 per diem)	63,012.14	56,250.00	6,762.14	112,500.00
IPAC Expenses	14,935.46	0.00	14,935.46	0.00
IPAC minor capital	22,549.01	0.00	22,549.01	0.00
Lab Fees	3,565.00	4,002.00	(437.00)	8,000.00
Lab Fees - Provincial Subsidy	0.00	(2,000.00)	2,000.00	(8,000.00)
Medical Director - Funded (0.30 / day)	9,774.00	9,858.00	(84.00)	19,710.00
Medical Supplies & Medication	36,802.90	46,074.00	(9,271.10)	92,143.00
Medication Safety Technology	0.00	0.00	0.00	0.00
Memberships	274.75	0.00	274.75	0.00
Miscellaneous	3,346.65	798.00	2,548.65	1,600.00
Nurse Practitioner Expenses	67,249.54	76,030.00	(8,780.46)	152,056.00
Nurse Practitioner Prov Subsidy	(60,434.00)	(61,422.00)	988.00	(122,844.00)
Phys-On-Call - Funded Expenses (\$100 / bed)	9,695.03	9,522.00	173.03	19,044.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(9,695.03)	(9,522.00)	(173.03)	(19,044.00)
Phys-On-Call - Un-Funded Expenses	0.00	0.00	0.00	0.00
Purchased Services	872,445.75	1,200.00	871,245.75	2,400.00
Purchased Services - Accommodation	116,107.86	0.00	116,107.86	0.00
RAI / MDS - Expenses	2,391.90	47,958.00	(45,566.10)	95,922.00
RAI / MDS - Prov Subsidy	0.00	0.00	0.00	0.00
Recoveries - Other	(11,588.44)	0.00	(11,588.44)	0.00
Staff Education	310.00	0.00	310.00	0.00
Surplus Adjustment - Depreciation	(22,882.68)	(20,700.00)	(2,182.68)	(41,400.00)

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

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>377,129.34</u>	<u>361,350.00</u>	<u>15,779.34</u>	<u>722,700.00</u>
Bread	11,810.42	8,502.00	3,308.42	17,000.00
Dairy	52,275.80	44,058.00	8,217.80	88,120.00
Groceries & Vegetables	219,395.26	221,496.00	(2,100.74)	442,990.00
Meat	92,307.09	87,996.00	4,311.09	175,990.00
Nutrition Supplements	9,132.29	13,074.00	(3,941.71)	26,150.00
Raw Food Recoveries	(7,791.52)	(13,776.00)	5,984.48	(27,550.00)
<u>FOOD SERVICES</u>	<u>823,493.42</u>	<u>822,876.00</u>	<u>617.42</u>	<u>1,645,751.00</u>
Salaries	667,906.78	654,953.00	12,953.78	1,309,909.00
Salary Allocations	(34,076.90)	(17,095.00)	(16,981.90)	(34,191.00)
Employee Benefits	160,593.88	163,962.00	(3,368.12)	327,919.00
Computers - Operation & Maintenance	1,036.38	1,500.00	(463.62)	3,000.00
COVID	936.27	0.00	936.27	0.00
Depreciation	8,305.14	7,680.00	625.14	15,360.00
Dietary Supplies	31,386.37	37,482.00	(6,095.63)	74,967.00
Equipment - Operation/Maint.	1,775.32	3,438.00	(1,662.68)	6,880.00
Equipment - Replacements	359.31	0.00	359.31	0.00
Other Expenses	657.10	678.00	(20.90)	1,350.00
Purchased Services	249.33	300.00	(50.67)	600.00
Recoveries	(12,227.03)	(23,662.00)	11,434.97	(47,316.00)
Replacement - Dishes/Cutlery	2,905.78	2,568.00	337.78	5,133.00
Surplus Adjustment - Depreciation	(8,305.14)	(7,680.00)	(625.14)	(15,360.00)
Vending – Net Proceeds	1,990.83	(1,248.00)	3,238.83	(2,500.00)
<u>HOUSEKEEPING SERVICES</u>	<u>458,553.97</u>	<u>488,874.00</u>	<u>(30,320.03)</u>	<u>977,754.00</u>
Salaries	352,612.23	372,782.00	(20,169.77)	745,563.00
Employee Benefits	79,494.21	81,628.00	(2,133.79)	163,260.00
COVID	0.00	0.00	0.00	0.00
Depreciation	875.34	1,110.00	(234.66)	2,220.00
Equipment - Operation/Maint.	0.00	1,248.00	(1,248.00)	2,500.00
Equipment - Replacements	1,700.74	1,050.00	650.74	2,100.00
Housekeeping Supplies	30,297.59	36,834.00	(6,536.41)	73,670.00
Recoveries	(5,550.80)	(4,668.00)	(882.80)	(9,339.00)
Surplus Adjustment - Depreciation	(875.34)	(1,110.00)	234.66	(2,220.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>208,267.10</u>	<u>220,094.00</u>	<u>(11,826.90)</u>	<u>440,198.00</u>
Salaries	147,460.28	154,648.00	(7,187.72)	309,300.00
Employee Benefits	39,294.68	42,640.00	(3,345.32)	85,280.00
COVID	0.00	0.00	0.00	0.00
Depreciation	3,713.14	3,714.00	(0.86)	7,428.00
Equipment Operation/Maint.	3,633.32	6,900.00	(3,266.68)	13,800.00
Laundry Supplies	12,121.32	11,292.00	829.32	22,581.00
Recoveries	(1,777.26)	(1,812.00)	34.74	(3,623.00)
Replacements	7,534.76	6,426.00	1,108.76	12,860.00
Surplus Adjustment - Depreciation	(3,713.14)	(3,714.00)	0.86	(7,428.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
June 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>538,303.93</u>	<u>542,018.00</u>	<u>(3,714.07)</u>	<u>1,152,545.00</u>
Salaries	153,061.66	173,602.00	(20,540.34)	347,206.00
Employee Benefits	41,684.71	45,649.00	(3,964.29)	91,297.00
Computers - Operation & Maintenance	0.00	1,452.00	(1,452.00)	2,900.00
Depreciation	301,401.90	288,150.00	13,251.90	576,300.00
Capital Below Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	8,294.31	16,302.00	(8,007.69)	32,600.00
Furniture - Replacements	0.00	0.00	0.00	20,064.00
Natural Gas	47,519.96	58,000.00	(10,480.04)	107,625.00
Hydro	62,307.02	52,000.00	10,307.02	189,625.00
Insurance	79,293.20	76,625.00	2,668.20	76,625.00
Cell/Pager	0.00	0.00	0.00	0.00
Purchased Services	108,658.40	93,228.00	15,430.40	186,450.00
Resident - Telephone System	14,737.43	16,002.00	(1,264.57)	32,000.00
Resident - Telephone System Recovery	(35,953.68)	(51,900.00)	15,946.32	(103,800.00)
Recoveries	(14,747.73)	(13,824.00)	(923.73)	(27,646.00)
IPAC Minor Capital	0.00	0.00	0.00	0.00
Repairs/Maint./Bldgs./Grounds	32,668.09	33,882.00	(1,213.91)	67,760.00
Surplus Adjustment - Depreciation	(301,401.90)	(288,150.00)	(13,251.90)	(576,300.00)
Travel	90.73	0.00	90.73	0.00
Water / Wastewater	40,689.83	41,000.00	(310.17)	129,839.00
<u>GENERAL AND ADMINISTRATIVE</u>	<u>721,441.66</u>	<u>618,660.00</u>	<u>102,781.66</u>	<u>1,146,479.00</u>
Salaries	289,520.20	234,280.00	55,240.20	468,565.00
Salary Allocations	(14,597.44)	(14,598.00)	0.56	(29,195.00)
Employee Benefits	86,267.82	71,735.00	14,532.82	143,473.00
Accreditation	9,575.00	6,000.00	3,575.00	6,000.00
Admin Charges	61,652.46	61,650.00	2.46	123,305.00
Advertising/Awards Dinner	3,426.23	498.00	2,928.23	5,000.00
Audit	7,632.00	5,000.00	2,632.00	10,350.00
Computer/Internet Expenses	46,197.87	37,752.00	8,445.87	75,504.00
Conventions	1,021.94	0.00	1,021.94	0.00
COVID	1,770.62	0.00	1,770.62	0.00
Depreciation	5,694.53	7,800.00	(2,105.47)	15,600.00
Equipment - Operation/Maint.	9,151.42	5,946.00	3,205.42	11,886.00
Equipment - Replacements	0.00	0.00	0.00	0.00
Gain / Loss from the Sale of an Asset	0.00	0.00	0.00	0.00
Health & Safety Program	0.00	0.00	0.00	0.00
HR Charges	53,725.50	53,724.00	1.50	107,451.00
Insurance	86,474.75	69,190.00	17,284.75	69,190.00
IT Charges	35,065.50	35,064.00	1.50	70,131.00
Legal & Labour Contract Costs	7,880.18	10,002.00	(2,121.82)	20,000.00
Memberships	14,973.73	8,940.00	6,033.73	17,885.00
Postage / Courier	1,848.00	2,688.00	(840.00)	5,374.00
Printing & Stationery	12,352.13	9,402.00	2,950.13	18,800.00
Purchased Services	23,051.35	21,359.00	1,692.35	42,715.00
Recoveries	(31,851.52)	(21,320.00)	(10,531.52)	(82,641.00)
Staff Training	4,506.27	12,018.00	(7,511.73)	24,036.00
Surplus Adjustment - Depreciation	(5,694.53)	(7,800.00)	2,105.47	(15,600.00)
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
Telephone	7,207.32	8,328.00	(1,120.68)	16,650.00
Travel	4,590.33	1,002.00	3,588.33	2,000.00
Uniform Allowance	0.00	0.00	0.00	20,000.00
BONNECHERE MANOR TOTALS	<u>9,184,900.82</u>	<u>9,558,388.00</u>	<u>(373,487.18)</u>	<u>19,090,434.00</u>

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

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	31,824.00	32,580.00	(756.00)	65,700.00
NON-SUBSIDIZABLE EXPENSE	0.00	0.00	0.00	49,024.00
Temporary Loan and Interest- Solar Project	0.00	0.00	0.00	0.00
Surplus Adjustment - Transfer to Reserve	0.00	0.00	0.00	49,024.00
SURPLUS ADJUSTMENT	165,764.94	313,248.00	(147,483.06)	626,500.00
Surplus Adjustment - Capital Purchases	165,764.94	313,248.00	(147,483.06)	626,500.00
TOTAL EXPENDITURE	9,350,665.76	9,871,636.00	(520,970.24)	19,765,958.00

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

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
MUNICIPAL SUBSIDY	1,128,491.46	1,128,492.00	(0.54)	2,256,983.00
City of Pembroke -30.63%	372,402.48	372,402.00	0.48	744,805.00
County of Renfrew - 69.37%	756,088.98	756,090.00	(1.02)	1,512,178.00
 RESIDENTS REVENUE	 2,177,773.53	 2,028,408.00	 149,365.53	 4,056,813.00
Bad Debts	0.00	0.00	0.00	0.00
Basic Accommodation	1,852,596.73	1,785,000.00	67,596.73	3,570,000.00
Bed retention	0.00	0.00	0.00	0.00
Estate Recoveries - Municipal	0.00	0.00	0.00	0.00
Estate Recoveries - Provincial	0.00	0.00	0.00	0.00
Preferred Accommodation	246,581.96	243,408.00	3,173.96	486,813.00
Preferred Accommodation - HIN Claims	78,594.84	0.00	78,594.84	0.00
Preferred Accommodation - Prov COVID Reimbursement	0.00	0.00	0.00	0.00
Respite Care	0.00	0.00	0.00	0.00
 OTHER REVENUE	 226,897.12	 84,500.00	 142,397.12	 201,000.00
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	187,034.73	37,500.00	149,534.73	75,000.00
Internal Transfer - From ML	0.00	0.00	0.00	0.00
Other Revenue - FIT	39,862.39	47,000.00	(7,137.61)	126,000.00
 GRANTS & SUBSIDIES	 5,642,375.52	 6,638,956.00	 (996,580.48)	 12,553,390.00
Federal - ICIP	0.00	0.00	0.00	0.00
Prov Revenue - 4hrs care per day - Allied Health Professional	183,456.30	146,680.00	36,776.30	284,920.00
Prov Revenue - 4hrs care per day - Nursing Staff Supplement	(0.14)	1,425,908.00	(1,425,908.14)	2,159,606.00
Prov Revenue - Clinical Decision Support	20,000.00	0.00	20,000.00	0.00
Prov Revenue - Operating - Global LOC Subsidy	244,893.00	248,496.00	(3,603.00)	496,988.00
Prov Revenue - Operating - HIN NPC	21,842.00	21,684.00	158.00	43,362.00
Prov Revenue - Operating - Nursing & Personal Care	3,339,767.00	3,330,663.00	9,104.00	6,702,786.00
Prov Revenue - Operating - Other Accommodation	29,231.00	60,006.00	(30,775.00)	120,008.00
Prov Revenue - Operating - Pay Equity	11,430.00	11,430.00	0.00	22,860.00
Prov Revenue - Operating - Program & Support Services	406,015.00	407,130.00	(1,115.00)	819,315.00
Prov Revenue - Operating - RAI/MDS	48,452.00	47,964.00	488.00	95,922.00
Prov Revenue - Operating - Raw Food	378,918.00	361,350.00	17,568.00	722,700.00
Prov Revenue - Operating - RN	53,004.00	52,998.00	6.00	106,000.00
Prov Revenue - Operating - Structural Compliance	24,639.00	24,639.00	0.00	24,639.00
Prov Revenue - Operating -Accreditation	11,990.00	11,826.00	164.00	23,652.00
Prov Revenue - Operating -RHWB	19,569.00	0.00	19,569.00	0.00
Prov Revenue - COVID - Incremental cost funding	(188,849.00)	0.00	(188,849.00)	0.00
Prov Revenue - COVID - PSW Return of Service	0.00	0.00	0.00	0.00
Prov Revenue - COVID - PSW Wage Enhancement	555,324.00	305,808.00	249,516.00	611,614.00
Prov Revenue - IPAC Lead	20,361.00	0.00	20,361.00	0.00
Prov Revenue - Equalization	95,262.00	95,268.00	(6.00)	190,530.00
Prov Revenue - IPAC	161,928.13	45,724.00	116,204.13	45,724.00
Prov Revenue - Medication Safety Training	105,459.74	0.00	105,459.74	0.00
Prov Revenue - PSW / Behavioural Support Subsidy	29,364.00	29,364.00	0.00	58,728.00
Prov Revenue -Comp Minor Capital	51,248.00	0.00	51,248.00	0.00
Prov Revenue - Support Professional Growth	19,071.49	12,018.00	7,053.49	24,036.00
 SURPLUS ADJUSTMENT	 0.00	 0.00	 0.00	 697,772.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	697,772.00
 GRAND TOTAL REVENUES	 9,175,537.63	 9,880,356.00	 (704,818.37)	 19,765,958.00
 Municipal Surplus / (Deficit)	 (175,128.13)	 8,720.00	 (183,848.13)	 0.00

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

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
less: Depreciation - BM	(344,018.07)	(330,354.00)	(13,664.07)	(660,708.00)
add: Transfer to Reserve	0.00	0.00	0.00	49,024.00
less: Transfer from Reserve	0.00	0.00	0.00	(697,772.00)
add: Capital Purchases	165,764.94	313,248.00	(147,483.06)	626,500.00
Accounting Surplus / (Deficit)	(353,381.26)	(8,386.00)	(344,995.26)	(682,956.00)

2023-08-08

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

WARNING - ACTUAL DAYS ARE LESS THAN 97% OF BUDGET

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>431,694.27</u>	<u>437,123.00</u>	<u>(5,428.73)</u>	<u>874,247.00</u>
Salaries	299,102.02	300,040.00	(937.98)	600,083.00
Salary Allocations	31,221.58	31,225.00	(3.42)	62,443.00
Employee Benefits	73,091.21	70,362.00	2,729.21	140,723.00
Computer Operation and Maint	117.67	822.00	(704.33)	1,645.00
COVID	0.00	0.00	0.00	0.00
Depreciation	1,890.96	1,896.00	(5.04)	3,792.00
Equipment - Replacements	399.52	1,536.00	(1,136.48)	3,075.00
Equipment Operation/Maint.	382.03	1,230.00	(847.97)	2,460.00
Hobby Crafts	2,966.41	2,562.00	404.41	5,125.00
Purchased Services-Physio	21,796.80	26,844.00	(5,047.20)	53,693.00
Recoveries	(1,004.81)	0.00	(1,004.81)	0.00
Recreation & Entertainment	3,621.84	2,502.00	1,119.84	5,000.00
Revenue - Federal	0.00	0.00	0.00	0.00
Special Events	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,890.96)	(1,896.00)	5.04	(3,792.00)
<u>NURSING SERVICES</u>	<u>5,028,704.61</u>	<u>5,642,800.00</u>	<u>(614,095.39)</u>	<u>11,299,762.00</u>
Salaries - Administration	215,846.86	225,095.00	(9,248.14)	450,186.00
Salaries - Direct	3,791,510.40	4,313,752.00	(522,241.60)	8,627,507.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits - Administration	71,459.51	67,269.00	4,190.51	134,543.00
Employee Benefits - Direct	728,450.56	745,505.00	(17,054.44)	1,491,014.00
Computer Operation and Maint	18,767.87	11,130.00	7,637.87	22,264.00
COVID	23,125.15	0.00	23,125.15	0.00
Depreciation	26,347.02	20,502.00	5,845.02	41,000.00
Equipment - Repairs & Maintenance	0.00	1,968.00	(1,968.00)	3,940.00
Equipment - Replacements	0.00	3,498.00	(3,498.00)	7,000.00
Fall Prevention	19,677.41	8,298.00	11,379.41	16,600.00
Fall Prevention - Prov Subsidy	(8,587.44)	(8,298.00)	(289.44)	(16,600.00)
High Intensity Needs	1,464.03	15,000.00	(13,535.97)	30,000.00
High Intensity Needs - Non Claims Based	4,712.64	19,692.00	(14,979.36)	39,383.00
High Intensity Needs - Prov Subsidy	(5,689.00)	(14,250.00)	8,561.00	(28,500.00)
Incontinent Supplies - (Funded at \$1.20 per diem)	53,410.45	50,490.00	2,920.45	100,985.00
IPAC	28,813.00	58,830.00	(30,017.00)	117,657.00
IPAC MINOR CAPITAL	0.00	0.00	0.00	0.00
Lab Fees	2,760.00	3,252.00	(492.00)	6,500.00
Lab Fees - Prov Subsidy	(1,615.00)	(1,625.00)	10.00	(6,500.00)
Medical Director - (0.30 / day)	6,059.00	4,544.00	1,515.00	18,177.00
Medical Nursing Supplies	33,847.38	52,578.00	(18,730.62)	105,154.00
Medication Safety Technology	0.00	0.00	0.00	0.00
Memberships	0.00	498.00	(498.00)	1,000.00
Nurse Practitioner BM Support	0.00	0.00	0.00	0.00
Nurse Practitioner Expenses	89,002.55	92,319.00	(3,316.45)	184,639.00
Nurse Practitioner Provincial Subsidy	(61,422.00)	(61,422.00)	0.00	(122,844.00)
Phys-On-Call - Funded Exp (\$100 / bed)	4,425.98	4,150.00	275.98	16,600.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(8,939.77)	(8,298.00)	(641.77)	(16,600.00)
RAI / MDS Expenses	35,607.41	58,825.00	(23,217.59)	117,657.00
RAI / MDS Prov Subsidy	0.00	0.00	0.00	0.00
Recoveries	(8,037.96)	0.00	(8,037.96)	0.00
Recoveries - Wages	(5,944.42)	0.00	(5,944.42)	0.00
Surplus Adjustment - Depreciation	(26,347.02)	(20,502.00)	(5,845.02)	(41,000.00)

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

WARNING - ACTUAL DAYS ARE LESS THAN 97% OF BUDGET

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>316,250.47</u>	<u>333,252.00</u>	<u>(17,001.53)</u>	<u>666,490.00</u>
Dairy	36,315.58	40,002.00	(3,686.42)	80,000.00
Groceries and Vegetables	171,627.96	183,996.00	(12,368.04)	367,990.00
Meat	97,993.38	100,002.00	(2,008.62)	200,000.00
Nutrition Supplements	10,946.70	10,002.00	944.70	20,000.00
Recoveries	(633.15)	(750.00)	116.85	(1,500.00)
<u>FOOD SERVICES</u>	<u>718,100.79</u>	<u>743,598.00</u>	<u>(25,497.21)</u>	<u>1,487,194.00</u>
Salaries	596,051.46	609,395.00	(13,343.54)	1,218,791.00
Salary Allocations	(31,221.58)	(31,225.00)	3.42	(62,443.00)
Employee Benefits	128,658.38	130,000.00	(1,341.62)	260,000.00
Café M	0.00	0.00	0.00	0.00
Computer Operation and Maint	0.00	0.00	0.00	0.00
COVID	840.23	0.00	840.23	0.00
Depreciation	8,548.08	6,498.00	2,050.08	13,000.00
Dietary Supplies	7,940.05	11,274.00	(3,333.95)	22,545.00
Equipment - Operation and Replacement	2,437.33	5,484.00	(3,046.67)	10,960.00
Food Wrap & Disposable Items	4,924.58	5,718.00	(793.42)	11,432.00
Purchased Services - BM Staff Support	10,356.85	9,952.00	404.85	19,909.00
Recoveries	(2,356.19)	0.00	(2,356.19)	0.00
Replacement - Dishes/Cutlery	3,935.93	4,998.00	(1,062.07)	10,000.00
Surplus Adjustment - Depreciation	(8,548.08)	(6,498.00)	(2,050.08)	(13,000.00)
Vending - Net Proceeds	(3,466.25)	(1,998.00)	(1,468.25)	(4,000.00)
<u>HOUSEKEEPING SERVICES</u>	<u>483,274.48</u>	<u>448,533.00</u>	<u>34,741.48</u>	<u>897,064.00</u>
Salaries	369,336.83	354,920.00	14,416.83	709,842.00
Employee Benefits	76,446.86	62,113.00	14,333.86	124,222.00
COVID	0.00	0.00	0.00	0.00
Depreciation	1,793.40	1,500.00	293.40	3,000.00
Equipment - Operation/Maint.	3,860.39	876.00	2,984.39	1,750.00
Equipment - Replacements	0.00	2,502.00	(2,502.00)	5,000.00
Furniture - Replacements	0.00	0.00	0.00	0.00
Housekeeping Supplies	33,630.40	27,498.00	6,132.40	55,000.00
Other	0.00	624.00	(624.00)	1,250.00
Recoveries	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,793.40)	(1,500.00)	(293.40)	(3,000.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>142,461.64</u>	<u>144,549.00</u>	<u>(2,087.36)</u>	<u>289,102.00</u>
Salaries	108,336.29	104,481.00	3,855.29	208,962.00
Employee Benefits	21,485.05	18,180.00	3,305.05	36,360.00
COVID	0.00	0.00	0.00	0.00
Depreciation	3,995.34	750.00	3,245.34	1,500.00
Education	0.00	0.00	0.00	0.00
Equipment - Replacements	328.32	1,248.00	(919.68)	2,500.00
Equipment Operation/Maint.	1,577.28	1,248.00	329.28	2,500.00
Laundry Supplies	9,565.82	11,844.00	(2,278.18)	23,690.00
Recoveries	(1,839.81)	0.00	(1,839.81)	0.00
Replacements	3,008.69	7,548.00	(4,539.31)	15,090.00
Surplus Adjustment - Depreciation	(3,995.34)	(750.00)	(3,245.34)	(1,500.00)

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

WARNING - ACTUAL DAYS ARE LESS THAN 97% OF BUDGET

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>515,442.71</u>	<u>556,809.00</u>	<u>(41,366.29)</u>	<u>1,184,736.00</u>
Salaries	133,781.17	133,419.00	362.17	266,836.00
Employee Benefits	28,728.14	37,017.00	(8,288.86)	74,032.00
Computer Operation and Maint	0.00	3,282.00	(3,282.00)	6,562.00
COVID	6,242.97	0.00	6,242.97	0.00
Depreciation	407,336.90	397,500.00	9,836.90	795,000.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	23,823.18	30,000.00	(6,176.82)	60,000.00
Furniture - Replacements	0.00	0.00	0.00	40,380.00
Hydro	50,597.01	52,000.00	(1,402.99)	200,000.00
Insurance	97,916.88	83,273.00	14,643.88	83,273.00
IPAC minor capital	0.00	0.00	0.00	0.00
Natural Gas	42,279.28	42,000.00	279.28	75,000.00
Purchased Services	87,723.73	141,498.00	(53,774.27)	283,000.00
Recoveries	(7,341.01)	0.00	(7,341.01)	0.00
Repairs/Maint./Bldgs./Grounds	56,968.98	49,422.00	7,546.98	98,853.00
Replacements/Capital	0.00	0.00	0.00	0.00
Resident - Cable System	11,537.34	11,748.00	(210.66)	23,500.00
Resident - Cable/Phone Recoveries	(31,414.96)	(41,850.00)	10,435.04	(83,700.00)
Surplus Adjustment - Depreciation	(407,336.90)	(397,500.00)	(9,836.90)	(795,000.00)
Water / Wastewater	14,600.00	15,000.00	(400.00)	57,000.00
 <u>GENERAL AND ADMINISTRATIVE</u>	 <u>763,249.22</u>	 <u>630,167.00</u>	 <u>133,082.22</u>	 <u>1,170,446.00</u>
Salaries	270,673.73	211,867.00	58,806.73	423,732.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits	80,024.73	71,285.00	8,739.73	142,566.00
Accreditation	0.00	5,971.00	(5,971.00)	5,971.00
Admin Charges	61,564.02	61,566.00	(1.98)	123,128.00
Advertising/Awards	2,173.10	498.00	1,675.10	5,000.00
Audit	7,632.00	4,350.00	3,282.00	10,350.00
Computer Operation and Maint	38,658.60	35,202.00	3,456.60	70,400.00
Conventions	1,246.79	0.00	1,246.79	0.00
COVID	4,310.53	0.00	4,310.53	0.00
Depreciation	14,977.80	12,000.00	2,977.80	24,000.00
Equipment - Maintenance	3,692.05	5,196.00	(1,503.95)	10,392.00
Health & Safety Program	172.58	498.00	(325.42)	1,000.00
HR Charges	53,121.48	53,124.00	(2.52)	106,243.00
Insurance	80,171.37	71,046.00	9,125.37	71,046.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
IT Charges	35,065.50	35,064.00	1.50	70,131.00
Legal & Labour Contract Costs	56,820.30	25,002.00	31,818.30	50,000.00
Loss (gain) of disposal of assets	10,397.31	0.00	10,397.31	0.00
Memberships / Subscriptions	14,903.87	8,388.00	6,515.87	16,770.00
Postage	2,278.96	3,252.00	(973.04)	6,500.00
Printing & Stationery	14,867.71	8,454.00	6,413.71	16,908.00
Purchased Services - From BM	33,481.62	27,320.00	6,161.62	54,641.00
Recoveries - Other	(22,122.21)	(20,500.00)	(1,622.21)	(75,996.00)
Recruiting	0.00	0.00	0.00	0.00
Staff Training	5,465.69	11,082.00	(5,616.31)	22,164.00
Minor Capital	(372.95)	0.00	(372.95)	0.00
Surplus Adjustment - Depreciation	(14,977.80)	(12,000.00)	(2,977.80)	(24,000.00)
Surplus Adjustment - Disposal of Assets	0.00	0.00	0.00	0.00
Telephone	6,999.29	7,500.00	(500.71)	15,000.00
Travel	2,023.15	4,002.00	(1,978.85)	8,000.00
Uniform Allowance	0.00	0.00	0.00	16,500.00
 MIRAMICHI LODGE TOTALS	 <u>8,399,178.19</u>	 <u>8,936,831.00</u>	 <u>(537,652.81)</u>	 <u>17,869,041.00</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
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	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	28,994.00	30,046.00	(1,052.00)	60,590.00
<u>NON-SUBSIDIZABLE EXPENSE</u>	<u>313,404.85</u>	<u>313,405.00</u>	<u>(0.15)</u>	<u>627,096.00</u>
Debenture Payment - Interest Only	33,080.93	33,081.00	(0.07)	58,234.00
Surplus Adjustment - Debenture Principal	280,323.92	280,324.00	(0.08)	568,862.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
Transfer to Bonnechere Manor	0.00	0.00	0.00	0.00
<u>SURPLUS ADJUSTMENT</u>	<u>203,545.69</u>	<u>351,798.00</u>	<u>(148,252.31)</u>	<u>703,600.00</u>
Surplus Adjustment - Capital Purchases	203,545.69	351,798.00	(148,252.31)	703,600.00
GRAND TOTAL EXPENDITURE	8,916,128.73	9,602,034.00	(685,905.27)	19,199,737.00

**COUNTY OF RENFREW
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	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>MUNICIPAL SUBSIDY</u>	<u>944,646.48</u>	<u>944,652.00</u>	<u>(5.52)</u>	<u>1,889,293.00</u>
City of Pembroke -30.63%	311,733.48	311,736.00	(2.52)	623,467.00
County of Renfrew - 69.37%	632,913.00	632,916.00	(3.00)	1,265,826.00
 <u>RESIDENTS REVENUE</u>	 <u>2,034,511.39</u>	 <u>2,032,110.00</u>	 <u>2,401.39</u>	 <u>4,064,219.00</u>
Bad Debt (Expense) / Recovery	0.00	0.00	0.00	0.00
Basic Accommodation	1,662,329.76	1,634,502.00	27,827.76	3,269,000.00
Bed retention	0.00	0.00	0.00	0.00
Estate Recoveries - Municipal	0.00	0.00	0.00	0.00
Estate Recoveries - Provincial	0.00	0.00	0.00	0.00
Preferred Accommodation	365,746.63	395,610.00	(29,863.37)	791,219.00
Preferred Accommodation - HIN Claims	0.00	0.00	0.00	0.00
Preferred Accommodation - Prov COVID Reimbursement	0.00	0.00	0.00	0.00
Respite Care	6,435.00	1,998.00	4,437.00	4,000.00
 <u>OTHER REVENUE</u>	 <u>102,968.55</u>	 <u>24,900.00</u>	 <u>78,068.55</u>	 <u>49,800.00</u>
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	102,968.55	24,900.00	78,068.55	49,800.00
 <u>GRANTS & SUBSIDIES</u>	 <u>5,734,621.67</u>	 <u>6,564,284.00</u>	 <u>(829,662.33)</u>	 <u>12,492,825.00</u>
Prov Revenue - 4hrs care - Nursing Staff Suppliment	36,000.00	1,315,004.00	(1,279,004.00)	1,991,636.00
Prov Revenue - 4hrs care - Staff Supp Allied Health	137,223.00	131,382.00	5,841.00	262,760.00
Prov Revenue - Clinical Decision Making	20,000.00	0.00	20,000.00	0.00
Prov Revenue - COVID - Incremental costs	(42,724.57)	0.00	(42,724.57)	0.00
Prov Revenue - COVID - Lost Rev Advance	13,951.00	0.00	13,951.00	0.00
Prov Revenue - COVID - PSW Wage Enhancement	471,152.00	260,712.00	210,440.00	521,429.00
Prov Revenue - RHWB	18,048.00	0.00	18,048.00	0.00
Prov Revenue - Debenture Subsidy	313,548.00	313,548.00	0.00	627,096.00
Prov Revenue - ICIP	24,730.20	0.00	24,730.20	0.00
Prov Revenue - Medication Safety	94,743.64	0.00	94,743.64	0.00
Prov Revenue - Operating Subsidy - Accreditation	(8,940.00)	10,908.00	(19,848.00)	21,816.00
Prov Revenue - Operating Subsidy - Equalization	87,246.00	87,246.00	0.00	174,492.00
Prov Revenue - Operating Subsidy - Global LOC	225,843.00	229,164.00	(3,321.00)	458,333.00
Prov Revenue - Operating Subsidy - HIN NPC	20,144.00	19,992.00	152.00	39,984.00
Prov Revenue - Operating Subsidy - Nursing & Personal Care	3,179,710.00	3,238,917.00	(59,207.00)	6,517,967.00
Prov Revenue - Operating Subsidy - Other Accomodation	120,874.00	64,920.00	55,954.00	129,837.00
Prov Revenue - Operating Subsidy - Pay Equity	11,280.00	11,280.00	0.00	22,560.00
Prov Revenue - Operating Subsidy - Program & Support Services	374,435.00	375,465.00	(1,030.00)	755,591.00
Prov Revenue - Operating Subsidy - PSW / Behavioural Support	22,020.00	22,020.00	0.00	44,040.00
Prov Revenue - Operating Subsidy - PSW return of service	5,000.00	0.00	5,000.00	0.00
Prov Revenue - Operating Subsidy - RAI/MDS	44,685.00	44,232.00	453.00	88,464.00
Prov Revenue - Operating Subsidy - Raw Food	349,446.00	333,240.00	16,206.00	666,480.00
Prov Revenue - Operating Subsidy - RN	53,004.00	53,004.00	0.00	106,008.00
Prov Revenue - Support Prof Growth	27,247.40	11,082.00	16,165.40	22,164.00
Prov Revenue - Comp Minor Capital	25,573.00	0.00	25,573.00	
Prov Revenue - IPAC Lead	20,361.00	0.00	20,361.00	
Provincial Revenue - IPAC	90,022.00	42,168.00	47,854.00	42,168.00
 <u>SURPLUS ADJUSTMENT</u>	 <u>0.00</u>	 <u>0.00</u>	 <u>0.00</u>	 <u>703,600.00</u>
Surplus Adjustment - Trf from Reserves	0.00	0.00	0.00	703,600.00
 GRAND TOTAL REVENUES	 8,816,748.09	 9,565,946.00	 (749,197.91)	 19,199,737.00
 Municipal Surplus / (Deficit)	 (99,380.64)	 (36,088.00)	 (63,292.64)	 0.00
 less: Depreciation	 (464,889.50)	 (440,646.00)	 (24,243.50)	 (881,292.00)

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add: Transfer to Reserves	0.00	0.00	0.00	0.00
less: Transfer from Reserves	0.00	0.00	0.00	(703,600.00)
less: Disposal of Assets	0.00	0.00	0.00	0.00
add: Capital Purchases	203,545.69	351,798.00	(148,252.31)	703,600.00
add: Debenture Principal	280,323.92	313,405.00	(33,081.08)	627,096.00
ADJ Surplus / (Deficit)	(80,400.53)	188,469.00	(268,869.53)	(254,196.00)

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: J-06
POLICY: Return of Service Incentive Program				
DATE CREATED: AUG 30/2023	REVIEW DATE:	REVISION DATE:	COVERAGE: Bonnechere Manor Long- Term Care Home	PAGE #: 1 of 3

POLICY STATEMENT

Long-Term Care (LTC) facilities are facing a significant staffing shortage across many regions. This shortage is a result of a combination of factors, including the aging population, an increase in the number of individuals requiring long-term care, increased workloads, the COVID-19 pandemic, and unavailability of workers. Addressing the staffing shortage at Bonnechere Manor is crucial to ensuring residents receive the care and support they need and deserve.

The purpose of the Return of Service Incentive Program (the “**Program**”) is to outline the requirements and implementation of the Return of Service Incentive (the “**Incentive**”). This Policy will be a pilot project from September 1, 2023 until December 31, 2023. The Incentive is a one-time payment, which is paid to a New Recruit prior to commencing employment with the County of Renfrew with the sole objective of incentivizing them to accept employment with the County. The Incentive is subject to all applicable taxes, deductions and withholdings as required by law.

POLICY SCOPE

The Program applies to the following positions: Personal Support Workers (“**PSW**”), Registered Practical Nurses (“**RPN**”) and Registered Nurses (“**RN**”) at Bonnechere Manor.

DEFINITIONS

For the purpose of this Policy, the following definitions apply:

Incentive Period means the period for which the Program is in effect, from September 1, 2023, to December 31, 2023.

Commitment Window means the period of time a New Recruit is required to remain employed with the County of Renfrew at the Bonnechere Manor for Incentive eligibility.

New Recruit means individuals who are not currently employed by the County of Renfrew or who were previously employed by the County of Renfrew and have left the workplace for at least twelve (12) months.

Start Date means the first day of work with the County of Renfrew of the New Recruit who is receiving the Incentive.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: J-06
POLICY: Return of Service Incentive Program				
DATE CREATED: AUG 30/2023	REVIEW DATE:	REVISION DATE:	COVERAGE: Bonnechere Manor Long- Term Care Home	PAGE #: 2 of 3

POLICY CONTENT

1. Program Overview

- a) The County of Renfrew will pay the Incentive to every New Recruit who is successfully hired at Bonnechere Manor during the Incentive Period, subject to the conditions outlined herein.
- b) All New Recruits on/after September 1, 2023, and on/before December 31, 2023, will be eligible for the Incentive.
- c) The Program is in addition to any provincial hiring incentive programs.

2. Incentives

The following Incentives are available to PSWs, RPNs, and RNs hired at Bonnechere Manor, subject to the conditions below:

- a) For New Recruits who accept permanent full-time employment with Bonnechere Manor:
 - i. They will receive five thousand dollars (\$5,000), subject to satisfying the conditions below.
 - ii. The Commitment Window for the New Recruit is two (2) years.
 - iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.
- b) For New Recruits who accept permanent part-time employment with Bonnechere Manor:
 - i. They will receive two thousand five hundred dollars (\$2,500), subject to satisfying the conditions below.
 - ii. The Commitment Window for the New Recruit is two (2) years.
 - iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.
- c) For New Recruits who accept permanent casual/relief employment with Bonnechere Manor:
 - i. They will receive five hundred dollars (\$500), subject to satisfying the conditions below.
 - ii. The Commitment Window for the New Recruit is one (1) year.
 - iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: J-06
POLICY: Return of Service Incentive Program				
DATE CREATED: AUG 30/2023	REVIEW DATE:	REVISION DATE:	COVERAGE: Bonnechere Manor Long- Term Care Home	PAGE #: 3 of 3

3. Conditions for Receiving Incentive

- a. New Recruits must hold the appropriate credentials for the position and be a member in good standing with any regulatory bodies (if applicable).
- b. New Recruits must commit to their Commitment Window at a work schedule offered by the County.
- c. New Recruits must acknowledge by way of signature that they have read, understood and agreed to their offer of employment and the terms and conditions contained therein as well as accept employment with Bonnechere Manor Long-Term Care Home on the terms stated therein. The New Recruit must do this prior to receiving the Incentive and prior to the New Recruit's Start Date as an employee.
- d. New Recruits who receive the Incentive and subsequently resign or retire during their Commitment Window will be required to repay a prorated amount of the Incentive. The prorated amount will be calculated based on the remaining duration in days to complete their Commitment Window and will be deducted from their last pay.
- e. Existing County of Renfrew employees are not eligible for the Incentive; however, former County of Renfrew employees who have left the workplace for at least twelve (12) months will be considered a New Recruit under this Program.
- f. New Recruits hired under the Program who subsequently change employment status (full-time, part-time, casual and relief) will not receive any additional Incentive payment(s) following their change in employment status.

4. REVIEW

The County of Renfrew reserves the right to modify, suspend, or cancel this Program at any time for any reason, with or without notice. The County of Renfrew may also adjust the criteria for eligibility, reward amounts, and other aspects of the Program at any time, with or without notice. The County of Renfrew's decision to modify suspend, or cancel the Program will be final and binding.

COUNTY OF RENFREW

BY-LAW NUMBER __-23

**A BY-LAW AUTHORIZING AN AGREEMENT WITH MAPLETREE EMPLOYMENT
SOLUTION SERVICES FOR STAFFING SERVICES FOR BONNECHERE MANOR LONG-
TERM CARE HOME**

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001 as amended, authorizes Council to enter into agreements;

WHEREAS the County of Renfrew deems it desirable to engage in agreement with Mapletree Employment Solution Services for staffing services at Bonnechere Manor Long-Term Care Home, 470 Albert Street, Renfrew, ON K7V 4L5;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. The agreement marked as Schedule “A” attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Mapletree Employment Solution Services.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to execute the agreement.
3. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 30th day of August, 2023.

READ a second time this 30th day of August, 2023.

READ a third time and finally passed this 30th day of August, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK



MAPLETREE EMPLOYMENT SOLUTION SERVICES

CARE CONTRACT (AGREEMENT)

This Contract is entered between Bonnechere Manor (Clients)
470 Albert Street, Renfrew, ON, K7V 4L5 (address) and **MAPLETREE EMPLOYMENT SOLUTION
 SERVICES INC.** (the Service Provider) 18 Sewells Ln, Brampton, ON, L7A 3A1
 (address). The Client and the Service Provider shall be collectively known hearing as the Parties.

WHEREAS the purpose of this Contract is to set out the terms of services to be provided to
Bonnechere Manor by Service Provider, generally known as "Home
 Healthcare Services".

IN Consideration of the mutual promises and other valuable consideration exchanged, the
 Parties hereby agree, and contract as follows.

1. AUTHORIZATION. The Client hereby grant the authority to the Service Provider to provide
 Home Healthcare Services to Bonnechere Manor (facility) located
 at 470 Albert Street, Renfrew, ON, K7V 4L5.

2. TERMS. This grant of authorization to provide Home Healthcare Services shall begin on
June 30th, 2022 ("Effective Date") and shall remain effective for a period of **one year**.
 This Contract may be terminated prior to this term by either party on giving a written notice
 of **30 days**.

3. LICENSING. The Service Provider warrants that, Service
 Provider is licensed in region of
Ontario to provide the services mentioned in this Contract. Further, any
 employee or representative of the Service Provider performing services under this Contract
 is licensed and certified (either as a RN, RPN, PSW, HCA, HK) and is current on all training
 and certification.

4. **DESCRIPTION OF SERVICES.** The Service Provider or its representative will provide the Client with Registered Nurse (RN), Registered Practical Nurse (RPN), Personal Support Workers (PSW), Health Care Aid (HCA), Housekeeper (HK) or other staffing needs who shall execute the Care Plan of each resident or as may be instructed by the facility.

5. RESPONSIBILITIES:

Employee

The Service Provider

- Will provide staff that have the required certification; are bonded and with up-to-date immunization to Client/facility.
- Employees will adhere to health and safety laws and other set policies by employer. • Employees will be available for any additional paid training/workshops Client requires them to undertake.
- Employees will adhere to the residents' bill of rights.

Employer

- Client will ensure that the place of employment and working conditions are in compliance with all laws governing Employer-Employee relationships.
- Client will provide Personal Protective Equipment (PPE) to all **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.** staff while they are working for Client.

6. **CONTACT PERSONS.** The Client's contact information is as follows.

Name Dean Quade

Address 470 Albert Street, Renfrew, ON, K7V 4L5

Phone Number 613-433-8307

If the person is not available, please contact the following alternative.

Name: Trisha Michaelis

Address 470 Albert Street, Renfrew, ON, K7V 4L5

Phone number 613-432-4873 ext. 1000

7. **PAYMENTS.** The Client agrees to pay **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.**

A). RN: \$80 per hour (plus HST)

Page |

B). RPN / LPN: \$60 .00 per hour (plus HST)

C). PSW: \$45.00 per hour (plus HST)

D) HCA: \$45.00 per hour (plus HST)

E) HK: \$45.00 per hour (plus HST)

F) D/AID/ Cook: \$45.00 per hour (plus HST)

The Client will be invoiced on a weekly basis by **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.**

If any additional service is done outside the working hour (including overtime hours) or statutory holidays, the Client agrees to pay a-time-and-half per hour to the Service Provider as additional payment.

MAPLETREE EMPLOYMENT SOLUTION SERVICES INC. will

- Cover vacation pay for employees.
- Cover WSIB for employees.
- Fill any shifts required by Client/Facility.
- Provide staff to fill any requested shifts from Client.
- Cover all its employee's insurance.

8. SHIFT CANCELLATION: If a prescheduled shift has been cancelled by the Facility and **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.** was not duly contacted and informed, thereby **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.** employee shows up for that prescheduled shift, **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.** will invoice the facility for four (4) hours.

Same applies for a shift that is cancelled by the facility within 24 hours to the commencement of the prescheduled shift.

9. DETAILS OF INSURANCE COVERAGE. The details of the plan which covers the home healthcare in whole or in parts are as described in the Canadian Labour law of Ontario, and WSIB.

Page | 3

Indemnity and Insurance:

a. The Provider will maintain a policy of indemnifying the Provider and the Client against all sums that they or either of them may become obliged to pay by reason of liability imposed by law upon the Provider and the Client or either of them for:

i. Loss or damage for bodily injury including damages for care and loss of services resulting from such bodily injury, sickness, or disease, (including death at any time resulting there from), sustained by any person by reason of the provision of Services under this Agreement or arising out of the consumption, handling, or use of goods or products manufactured, sold, handled or distributed by the Provider at the Premises; and

ii. damage to or destruction of property resulting from the provision of the Services under this Agreement and the actions or omissions of the Provider's personnel, subject however to the conditions, limitations and exclusions forming part of the policy, which shall not be inconsistent with this Agreement.

b. The aggregate limits of such policy shall be \$2,000,000 inclusive for loss or damage resulting from bodily injury, sickness, and disease (including death of one or more persons) and for damage to or destruction of property from any one accident. In the case of product liability such limits shall be for all occurrences in any one-policy year. This clause shall not be construed as imposing any liability upon the Provider other than its obligation to maintain a policy of insurance containing agreements to the same or like effect as aforesaid. The Provider shall provide proof of insurance upon request by the Client.

10. CONFIDENTIALITY. Service Provider understands that any and all private information obtained about the Client, Clients family or relatives during employment, including but not limited to medical, financial, legal, career and assets are strictly confidential and may not be disclosed to any third party for any reason. The obligation of the Service Provider under this clause survives termination of this Contract.

- 11. FORCE MAJEURE.** If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligation of the party invoking this provision shall be suspended to the extent necessary by such events. An occurrence of Force Majeure shall mean an occurrence beyond the control and without the fault or negligence of the party affected and which by exercise or reasonable diligence, the said party is unable to prevent or provide against. Without limiting the generality of the foregoing, Force Majeure occurrences shall include acts of foreign combatants, terrorists' acts, military or other usurped political power or confiscation, nationalization, government sanctions or embargo, labour dispute of third parties to this contract or bankruptcy. Any party asserting Force Majeure as an excuse to performance shall have the burden of proving proximate cause, that reasonable steps were taken to minimize the delays and damages caused by event when known, and that the other party was timely notified of the likelihood or actual occurrence which is claimed as grounds for a defense under this clause.
- 12. SEVERABILITY.** In the event that any provision of this Contract is deemed to be void, invalid or unenforceable, that provision should be served from the remainder of the Contracts so as not to cause the invalidity or unenforceability of the remainder of this Contract. All remaining provisions of the Contract shall then continue in full force and effect. If any provision shall be deemed invalid due to its scope or breath, such provision shall be deemed valid to the extent of the scope and breadth permitted by law.
- 13. EMPLOYEE POACHING:** The Client is not to engage directly or by proxies, any employee or representative of the Service Provider with the intention of hiring such employee directly. All employee or representatives of the Service Provider cannot be in the employment of the Client until after 12 months of their disengagement from the Service Provider..
- 14. AMENDMENTS.** This Contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
- 15. NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail/email, return receipt

requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

16. ATTORNEY'S FEES. In the event of any breach of this Contract, the party responsible for the breach agrees to pay reasonable attorney's fee and costs incurred by the other party in the enforcement of this Contract or suits for recovery of damages. The prevailing party in any suit instituted arising out of this Contract will be entitled to receive reasonable attorney's fees and costs incurred in such suits.

17. APPLICABLE LAW. This contract shall be governed by the law of Ontario.

18. Signatures. This Contract is signed by
Dean Quade (Client) and by the

Representative of **MAPLETREE EMPLOYMENT SOLUTION SERVICES INC.** THIS IS A LEGALLY BINDING CONTRACT; EACH PARTY HAS READ THE ABOVE AGREEMENT BEFORE SIGNING IT. EACH PARTY UNDERSTANDS THIS AGREEMENT. HOWEVER, THE RATE STATED IN THIS CONTRACT IS NOT AN OUTBREAK (COVID) RATE.

IN THE CASE OF OUTBREAK (COVID), RATE WILL BE E XTRA \$15 (plus HST) PER STAFF.

Client:

Signature: 

Date: July 8/22

Service Provider:

MAPLETREE EMPLOYMENT SOLUTION SERVICES

Signature: 

06/30/2022

Date:

Craig Kelley, Chief Administrative Officer/Clerk

Date: _____

Peter Emon, Warden

Date: _____

CONTACT

647-948-9404 • 647-540-2790
contacts@mapletreeemployment.com
www.mapletreeemployment.com

COUNTY OF RENFREW

BY-LAW NUMBER __-23

A BY-LAW AUTHORIZING AN AGREEMENT WITH VALIANT HEARTS HEALTHCARE SERVICES INC. FOR STAFFING SERVICES FOR BONNECHERE MANOR LONG-TERM CARE HOME

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001 as amended, authorizes Council to enter into agreements;

WHEREAS the County of Renfrew deems it desirable to engage in agreement with Valiant Hearts Healthcare Services Inc. for staffing services at Bonnechere Manor Long-Term Care Home, 470 Albert Street, Renfrew, ON K7V 4L5;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. The agreement marked as Schedule “A” attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Valiant Hearts Healthcare Services Inc.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to execute the agreement.
3. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 30th day of August, 2023.

READ a second time this 30th day of August, 2023.

READ a third time and finally passed this 30th day of August, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

FACILITY CONTRACT AGREEMENT

This agreement is made and entered into this the 7th day of July, 2023, by and between **VALIANT HEARTS HEALTHCARE SERVICES INC.** and **Bonnechere Manor** and/or it assigns ("the facility"), and;

Whereas, **VALIANT HEARTS HEALTHCARE SERVICES INC.** and the facility wishes to enter into an agreement wherein **VALIANT HEARTS HEALTHCARE SERVICES INC.** will provide temporary staffing services ("contractors"), to the facility at the rates for its services shown on Exhibit "A" an agreed upon rate, and;

Whereas, the parties desire to enter this agreement this date setting forth the rights, duties and obligations and expectations of the parties in reference to the contractors;

Now, therefore, for and in consideration of the promises, the parties hereby covenant and agree as follows:

TERM:

This agreement shall begin on the date first written above and shall continue in effect indefinitely. Either party can terminate this agreement, with or without cause, upon thirty days written notice to the other party. If the facility terminates the agreement, it may provide pay in lieu of the thirty days' notice, in its sole discretion. If the facility chooses to provide pay in lieu of notice, the facility shall use an average of the fees paid to **VALIANT HEARTS HEALTHCARE SERVICES INC.** in the last three (3) full calendar months preceding the termination. The agreement may be amended at any time and from time to time by a written agreement of the parties.

VALIANT HEARTS HEALTHCARE SERVICES INC. responsibilities:

Upon request by the facility, VALIANT HEARTS HEALTHCARE SERVICES INC. shall assign such contractors as are available for such assignment (the "assigned contractors"). At no time does VALIANT HEARTS HEALTHCARE SERVICES INC. guarantee that all requests will be filled.

VALIANT HEARTS HEALTHCARE SERVICES INC. shall maintain a worker file on each of its contractors, containing the following: VALIANT HEARTS HEALTHCARE SERVICES INC. will provide copies of the following except "a)" to the facility in respect of assigned contractors.

- a) Completed application, which includes education, training, skills, specialties, and preferences.
- b) Documentation of education and training (including proof of certification/diploma for Personal Support Workers, and proof of current College of Nurses of Ontario license for Registered Nurses and Registered Practical Nurses).
- c) Proof of completion of SURGE learning education modules.
- d) Skills inventory checklist.
- e) Two recent work references.
- f) Proof of influenza vaccine in the last 12 months, or a signed Influenza Vaccine Waiver/Declination form.
- g) Proof of vaccination for COVID-19 (two doses), Hepatitis B, and MMR.
- h) TB screening test
- i) Mask Fit Test (if available; to be performed by the facility if not available).
- j) Current CPR.
- k) Copy of current license, registration, or certification.
- l) Current Vulnerable Sector Check
- m) Criminal background checks.

VALIANT HEARTS HEALTHCARE SERVICES INC. will use its best efforts to match the skills and experience levels of its contractors to the specific needs of the facility.

VALIANT HEARTS HEALTHCARE SERVICES INC. shall deliver a current WSIB Clearance Certificate and a valid Certificate of Insurance, evidencing that all necessary



insurance and required limits has been put into place prior to assigning any contractors to the facility.

Contractors will be requested to report to the designated supervisor before he/she begins working.

If VALIANT HEARTS HEALTHCARE SERVICES INC. cannot assign Contractors to the facility, it shall give the facility notice as outlined in Bonnechere Manor's call in policy:

1.5hrs notice for DAY shifts

3hrs notice for EVENING shifts

4hrs notice for NIGHT shifts.

VALIANT HEARTS HEALTHCARE SERVICES INC. shall not actively solicit the facility employees as contractors. In the event VALIANT HEARTS HEALTHCARE SERVICES INC. breaches this provision of the agreement, it shall be responsible to reimburse the facility an amount equal to the average of the fees paid by the facility in the last three (3) full calendar months preceding the breach of this provision.

Contractors assigned to the facility pursuant to this agreement shall, for the purpose of this agreement, be considered contractors for VALIANT HEARTS HEALTHCARE SERVICES INC. VALIANT HEARTS HEALTHCARE SERVICES INC. shall assume sole and exclusive responsibility for the payment of wages to such contractors for services performed by them.

The facility shall provide and pay for adequate accommodations (in hotels or motels) for the assigned contractors within 50 km of the area of assignment. In the event that the assigned contractor chooses to commute from their home to the facility, the facility shall pay a travel allowance equivalent to two hours' pay per shift worked (the "travel allowance"). VALIANT HEARTS HEALTHCARE SERVICES INC. shall invoice the facility for the travel allowance.

VALIANT HEARTS HEALTHCARE SERVICES INC. is in compliance with all provincial employment laws applicable to the contracting of the contractors assigned to the facility.



VALIANT HEARTS HEALTHCARE SERVICES INC. will comply with the facility standards for the use of supplemental temporary staffing services.

VALIANT HEARTS HEALTHCARE SERVICES INC. agrees not to discriminate in the assignment of its contractors on the basis of race, creed, color, place of origin, ethnic origin, sex/pregnancy, age, disability, citizenship, family status, marital status, sexual orientation, gender identity, gender expression or record of offences.

The facility responsibilities:

The facility understands all contractors provided by VALIANT HEARTS HEALTHCARE SERVICES INC. for the term of this agreement are contracted through VALIANT HEARTS HEALTHCARE SERVICES INC.

The facility will take no steps to recruit as its own employees those contractors provided by VALIANT HEARTS HEALTHCARE SERVICES INC. during the term of this agreement. The facility understands VALIANT HEARTS HEALTHCARE SERVICES INC. is not an employment agency and that its contractors are assigned to the facility to render temporary service and are not assigned to become employed by the facility. The facility may not hire VALIANT HEARTS HEALTHCARE SERVICES INC. contractors unless it first arranged with VALIANT HEARTS HEALTHCARE SERVICES INC. the manner by which VALIANT HEARTS HEALTHCARE SERVICES INC. is to be compensated for its expense in recruiting said contractors.

The facility shall provide sufficient information about its specific needs to VALIANT HEARTS HEALTHCARE SERVICES INC. so that VALIANT HEARTS HEALTHCARE SERVICES INC. can match the skills and experience of its contractors to those needs.

The facility shall utilize assigned contractors only for the specific need requested, unless the facility, VALIANT HEARTS HEALTHCARE SERVICES INC. and contractor agree to a change in duties.

The facility agrees that VALIANT HEARTS HEALTHCARE SERVICES INC. duty to fill assignments is subject to availability of qualified contractors.



The facility will orient contractors to the facility and its rules and regulations, including the physical layout, hazards, and equipment on any unit to which such contractors are assigned.

The facility staffing supervisors will assist VALIANT HEARTS HEALTHCARE SERVICES INC., on a continuing basis, with evaluation of VALIANT HEARTS HEALTHCARE SERVICES INC. contractors by providing performance reviews.

The facility will immediately notify VALIANT HEARTS HEALTHCARE SERVICES INC. of any problems regarding VALIANT HEARTS HEALTHCARE SERVICES INC. contractors. The facility may require such contractor to leave its premises and shall inform VALIANT HEARTS HEALTHCARE SERVICES INC. of this action immediately. The facility and VALIANT HEARTS HEALTHCARE SERVICES INC. shall meet the contractor and, within 30 days of said meeting, the facility will, in its sole discretion, decide whether the contractor can complete their assignment at the facility. If the facility decides that the contractor cannot complete their assignment, the facility's obligation to compensate VALIANT HEARTS HEALTHCARE SERVICES INC. for said services shall be limited to the hours actually worked by such person and the facility shall have no further obligation with respect to such assignment. VALIANT HEARTS HEALTHCARE SERVICES INC. shall have no obligation to replace the contractor.

The facility will make available to VALIANT HEARTS HEALTHCARE SERVICES INC. copies of all documentation concerning problems or incidents in which VALIANT HEARTS HEALTHCARE SERVICES INC. contractors are involved.

If, in the sole discretion of the facility, any person assigned by VALIANT HEARTS HEALTHCARE SERVICES INC. is willfully negligent or has engaged in willful misconduct that is not trivial and that has not been condoned by the facility, the facility may require such person to leave its premises and shall inform VALIANT HEARTS HEALTHCARE SERVICES INC. of this action immediately. The facility's obligation to compensate VALIANT HEARTS HEALTHCARE SERVICES INC. for said services shall be limited to the hours actually worked by such person and the facility shall have no further obligation with respect to such assignment.

If the facility changes or cancels an order less than TWO (2) HOURS before reporting time, the facility shall be billed for TWO (2) HOURS at the hourly rate for the personnel involved.

The facility agrees not to discriminate in the assignment of VALIANT HEARTS HEALTHCARE SERVICES INC. contractors on the basis of race, creed, color, place of origin, ethnic origin, sex/pregnancy, age, disability, citizenship, family status, marital status, sexual orientation, gender identity, gender expression or record of offences.

Billing Procedures:

VALIANT HEARTS HEALTHCARE SERVICES INC. will invoice the facility BI-WEEKLY for its services. The rates for its services are shown on Exhibit "A." The rates for services established in Exhibit "A." can be amended prospectively by VALIANT HEARTS HEALTHCARE SERVICES INC. at any time upon THIRTY (30) DAYS written notice to the facility.

The facility shall pay VALIANT HEARTS HEALTHCARE SERVICES INC. invoices within (15) BUSINESS DAYS from date of invoice. Invoices not paid within (15) days are considered past-due and will be charged a finance charge of one and half (1.5%) percent per month on the unpaid balance (annual percentage of 18%) or the maximum interest rate allowed by law, whichever is lower. The facility agrees to pay the finance charge together with reasonable attorney's fees for the cost of collection.

Insurance:

VALIANT HEARTS HEALTHCARE SERVICES INC. maintains, during the term of this agreement and any subsequent renewals, general liability, and professional liability insurance coverage for all of its acts and omission and the acts and omissions of its contractors in the provision of the designated services with limits of not less than \$1,000,000 per occurrence and \$5,000,000 aggregate. VALIANT HEARTS HEALTHCARE SERVICES INC. will provide, upon request, certificates of insurance or



other evidence of coverage, and it will notify the facility of any cancellation or modification of its liability insurance.

Indemnification:

Each party agrees to indemnify and hold the other, including directors, officers, agents, and workers, harmless from all claims, suits, judgments and demands arising from the indemnifying party's negligent and/or intentional acts and omissions in the performance of the duties prescribed by this agreement. Each party shall give the other immediate written notice of any claim, suit or demand which may be subject to this provision. This provision shall survive the termination of the agreement.

Notices:

All notices shall be in writing and shall be addressed to the parties as set forth below. Notices shall be effective upon receipt when delivered personally or upon mailing when properly addressed with postage prepaid.

The facility: _____

Address: _____

Tel. Number: _____

EXECUTED on the date first written above.



VALIANT HEARTS HEALTHCARE SERVICES INC.:

By: YVONNE MACABINGUIL
Title: OWNER/DIRECTOR
Date: JULY 7, 2023

By: JUDE JOEL PISUENA
Title: OWNER/DIRECTOR
Date: JULY 7 2023

THE FACILITY:

By: Dean Quade -
Title: Administrator
Date: July 7, 2023 -

Exhibit "A"

Rates:

RN's: CAD 90 per hour any shift. (No differential)

RPN's: CAD 70 per hour any shift. (No differential)

PSW's: CAD 50 per hour any shift. (No differential)



VALIANT HEARTS
HEALTHCARE SERVICES INC.

316-2700 Saratoga Place Gloucester, ON K1T1W4
+1 (343) 598 4500
VALIANTHEARTSHEALTHCARE.CA

HOLIDAYS:

Holiday rates are paid for the day, evening, and night shifts statutory holidays. The Holiday billing rate is one and one-half times the regular billing rate for each hour worked.

Craig Kelley, Chief Administrative Officer/Clerk

Date: _____

Peter Emon, Warden

Date: _____

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

Board of Health

Regular Board Meeting

Tuesday, May 30, 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
Joanne King	Member
J. Michael du Manoir	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
Janet Jones	Director, Corporate Services
Dr. Jason Morgenstern	Medical Officer of Health
Patti Smith	Director, Health Promotion
Melissa Ziebarth	Executive Assistant (Secretary)

Regrets:

Peter Emon	Member
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Guest(s):

1. Call to Order

Chair Aikens called the meeting to order at 10:03 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.

Migwech

3. Agenda Approval

The agenda was approved as presented.

Resolution: #1 BoH 2023-May-30

Moved by W. Matthews;

Seconded by M. du Manoir;

Be it resolved that the Board approve the agenda as presented.

Carried

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

5. Delegations

There were no delegations.

6. Approval of Minutes of Previous Meetings
The Regular Board of Health meeting minutes were approved for Tuesday, April 25, 2023.

Carried

Resolution: #2 BoH 2023-May-30
Moved by M. du Manoir;
Seconded by C. Watt;

Be it resolved that the Board approve the meeting minutes from the Regular Board of Health meeting held on Tuesday, April 25, 2023, as presented.

Carried

N. Nicolson joined the meeting at 10:12 a.m.

Dr. Foote joined the meeting at 10:14 a.m.

7. Staff Reports
- a. Medical Officer of Health Report to the Board—Dr. Jason Morgenstern, Medical Officer of Health.
Dr. Morgenstern presented the following:
 - [MOH\(A\) Report to the Board.](#)
 - I. [HSO Fee Guide Recommendations](#)

No action is required. This item will continue to be monitored by SMT.

The Chair called for questions and comments from the Board.

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

Resolution: #3 BoH 2023-May-30
Moved by W. Matthews;
Seconded by T. Purcell;

Be it resolved that the Board accept the MOH(A) Report to the Board from Dr. J. Morgenstern.

Carried

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

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

- i. [2023 Appointment of Signing Officers](#)

The Chair called for questions and comments from the Board.

Resolution: #4 BoH 2023-May-30

Moved by J. Brose;

Seconded by C. Watt;

Be it resolved that the Board approve the Appointment of Signing officers for 2023.

M. du Manoir to be invited to the meeting with the obligated municipalities.

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

Resolution: #5 BoH 2023-May-30

Moved by E. LaValley;

Seconded by W. Matthews;

Be it resolved that the Board accept the CEO Report to the Board from H. Daly, Chief Executive Officer.

Carried

Board Committee Reports

- c. Governance Committee—2023-May-9
Committee Chair T. Purcell presented the following:

- [Governance Committee Board Report](#)—2023-May-9

Resolution: #6 BoH 2023-May-30
Moved by J. Murphy;
Seconded by M. du Manoir;

Be it resolved that Resolution: #4 GC-2023-May-09 be severed from the Governance Committee Report – 2023-May-09 and considered separately.

Carried

Resolution: #7 BoH 2023-May-30
Moved by J. Murphy;
Seconded by J. King;

Be it resolved that the Board of Health accept the Governance Committee Board Report.

Carried

After discussion around severed item #4, the board directed the Governance Committee to further review the current board **committee structure, including consideration of 'committee as a whole'**. M. du Manoir to be invited to the next Governance Committee meeting.

Governance committee will bring a recommendation forward at a special board meeting, to be called in July or August.

8. Correspondence

A. Aikens indicated that going forward all board correspondence will be reviewed by H. Daly.

The Board received the following correspondence:

#	Subject	Action
a.	Minister's Ltr Renfrew MOH Appointment Dr. Morgenstern	Received as information
b.	MLHU-Monitoring Food Affordability and Implications for Public Policy and Action	Referred to SMT for information.

c.	<u>Peterborough PH-Bill S-254, An Act to amend the Food and Drugs Act (warning label on alcoholic beverages)</u>	Referred to SMT for information.
d.	<u>Timiskaming - Addressing Household Food Insecurity in Ontario</u>	Referred to SMT for information.
e.	<u>Chatham-Kent - Income-based Policy Solutions to Reduce Household Food Insecurity</u>	Referred to SMT for information.
f.	<u>Chatham-Kent - Universal, No-cost Coverage for all Prescription Contraceptive Options to all People living in Ontario</u>	Referred to SMT for information.
g.	<u>OVOHT Member Update – May 2023</u>	OVOHT representative Jama Watt, Strategic Implementation Lead has tentative been booked to attend the BoH meeting in September to make a presentation.
h.	<u>Timiskaming 2022 Annual Report-Recovery and Beyond</u>	Referred to SMT for information.
i.	<u>Public Health Sudbury & Districts – Bill 93, Joshua's Law (Life jackets for Life), 2023</u>	Referred to SMT for information.
j.	<u>City of Hamilton – office of the Mayor – Declarations of Emergency in the Areas of Homelessness, Mental Health and Opioid Overdoses Poisoning</u>	Referred to SMT for information.
k.	<u>PH Sudbury & Districts-Support for the 2022 Annual Report of the Chief Medical Officer of Health for Ontario</u>	Referred to SMT for information.

L.	Peterborough Public Health 2024 Budget	Referred to SMT for information.
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9. By-Laws
None.

10. New Business

a. [2023 alPHa Resolutions for Consideration](#)

Chair Aikens verified that RCDHU has four votes at the 2023 alPHa Conference and Annual General Meeting on June 13, 2023. Each of the 2023 alPHa Resolutions for Consideration were reviewed and discussed. J. King and Dr. J. Morgenstern will attend in person as a voting delegate. Members attending the conference should vote in support of each of the resolutions.

11. Action List Review

a. Board reviewed the Regular Board of Health [Action List—2023-May-30](#)
All items from the Action List were completed and list was updated.

12. Closed

The was no closed meeting.

13. Date of Next Meeting

The next Regular meeting is scheduled for Tuesday, June 27, 2023, at 10:00 a.m. in person or via Zoom.

14. Adjournment

Resolution: #8 BoH 2023-May-30

Moved by J. Murphy;

Seconded by J. Brose;

Be it resolved that the meeting be adjourned at 11:39 a.m.

Carried

The Regular Board meeting adjourned at 11:39 a.m.

Chair

These minutes were approved by the Board at the Regular Board Meeting held
on Tuesday, June 27, 2023

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

Board of Health

Regular Board Meeting

Tuesday, June 27, 2023

The Regular meeting of Renfrew County and District Health Unit's Board of Health was a hybrid meeting, either on Zoom or in person

Members:

Ann Aikens	Chair
Joanne King	Vice-Chair
J. Michael du Manoir	Member
Peter Emon	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
Janet Jones	Director, Corporate Services
Dr. Jason Morgenstern	Medical Officer of Health
Tom Regan	Coordinator, Foundational Standards
Patti Smith	Director, Health Promotion
Melissa Ziebarth	Executive Assistant (Secretary)

Regrets:

Guest(s):

Anne Giardini, Mayor of Laurentian Hills
Laura LePine, Director Community Services, County of Renfrew

1. Call to Order

Chair Aikens called the meeting to order at 10:05 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.

Migwech

3. Agenda Approval

The agenda was approved as presented.

Resolution: #1 BoH 2023-Jun-27

Moved by T. Purcell;

Seconded by M. du Manoir;

Be it resolved that the Board approve the agenda as presented.

Carried

4. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

5. Delegations

There was one delegation.

A. Aikens welcomed Anne Giardini, Mayor of Laurentian Hills, who then gave a brief outline of the Committee Structure at the County of Renfrew. Anne Giardini then introduced Laura LePine, who provided the Board with a presentation detailing the highlights of the Community Service Programs in the County of Renfrew and area.

Chair Ann Aikens thanked both for attending the meeting.

P. Emon joined the meeting at 10:46 a.m.

6. Approval of Minutes from Previous Meetings

The Regular Board of Health meeting minutes were presented for Tuesday, May 30, 2023.

A board member asked for clarification about the wording on page 5 regarding the direction given to the Governance Committee.

Resolution: #2 BoH 2023-Jun-27

Moved by C. Watt;

Seconded by T. Purcell;

Be it resolved that the Board approve the meeting minutes from the Regular Board of Health meeting held on Tuesday, May 30, 2023, as presented.

Carried

7. Staff Reports

- a. Medical Officer of Health Report to the Board—Dr. Jason Morgenstern, Medical Officer of Health.

Dr. Morgenstern presented the following:

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

The Chair called for questions and comments from the Board.

Resolution: #3 BoH 2023-Jun-27

Moved by C. Watt;

Seconded by J. King;

Be it resolved that the Board accept the MOH(A) Report to the Board from Dr. J. Morgenstern.

Carried

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

- b. CEO Report to the Board—Heather Daly, Chief Executive Officer presented the following:
- [CEO Report to the Board](#)

The Chair called for questions and comments from the Board.

Resolution: #4 BoH 2023-Jun-27

Moved by J. King;

Seconded by W. Matthews;

Be it resolved that the Board accept the CEO Report to the Board from H. Daly, Chief Executive Officer.

Carried

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

2022 Annual Reconciliation Report and 2022-23 Audited Schedule of Operations—Janet Jones, Director Corporate Services presented the following:

- [2022 Annual Reconciliation Report](#) (Certificate of Settlement)
- [2022-23 Audited Schedule](#) of Operations-Healthy Babies Healthy Children (HBHC)

The Chair called for questions and comments from the Board.

Resolution: #5 BoH 2023-Jun-27

Moved by N. Nicholson;

Seconded by J. Brose;

Be it resolved that the Board accept the 2022 Annual Reconciliation Report (Certificate of Settlement) and further that the Chair be directed to sign the Report.

Carried

Resolution: #6 BoH 2023-Jun-27

Moved by C. Watt;

Seconded by J. King;

Be it resolved that the Board accept the 2022-23 Audited Schedule of Operations – Healthy Babies Healthy Children (HBHC).

Carried

Chair Aikens, and Board Members, thanked J. Jones for her report.

- c. 2023 Q1 Corporate Operational Plan with Risk Mitigation Strategies Update. Tom Regan, Coordinator, Foundational Standards presented the following:

- [2023 Q1 Corporate Operational Plan with Risk Mitigation Strategies](#)

The Chair called for questions and comments from the Board.

Resolution: #7 BoH 2023-Jun-27

Moved by J. King;

Seconded by W. Matthews;

Be it resolved that the Board accept the 2023 Q1 Corporate Operational Plan with Risk Mitigation Strategies update.

Carried

Chair Aikens thanked T. Regan for his report.

8. Board Committee Reports

- a. Resources Committee—2023-Jun-19

Committee Chair M. du Manoir presented the following:

- [Resources Board Report—2023-June-19](#)

Resolution: #8 BoH 2023-Jun-27

Moved by M. du Manoir;

Seconded by J. Brose;

Be it resolved that the Board of Health accept the Resources Committee Board Report, as amended.

9. Correspondence

The Board received the following correspondence:

#	Subject	Action
a.	HPH- Funding for Students Nutrition Programs and to Increase Funding for Future School Years	Letter of support (see Resolution: #9 BoH 2023-Jun-27 below)
b.	Heron Perth PH - Support for BILL S-254 An Act to Amend the Food and Drugs Act	Referred to SMT for information.
c.	PH Sudbury & Districts Support for Improved Indoor Air Quality in Public Settings	Referred to SMT for information.
d.	Letter of Support – Health Canada's Policy Update on Restricting Advertising of Food and Beverages to Children	Referred to SMT for information.
e.	Public Health Sudbury & Districts – BILL S-254 An Act to Amend the Food and Drugs Act (warning label on alcoholic beverages)	Letter of support (see Resolution: #10 BoH 2023-Jun-27)

Resolution: #9 BoH 2023-Jun-27

Moved by J. Brose;

Seconded by N. Nicholson;

Be it resolved that the Board direct staff to prepare a letter of support for [HPH- Funding for Students Nutrition Programs and to Increase Funding for Future School Years](#) for the Chair's signature.

Carried

Resolution: #10 BoH 2023-Jun-27
Moved by T. Prucell;
Seconded by N. Nicholson;

Be it resolved that the Board direct staff to prepare a letter of support for [Public Health Sudbury & Districts – BILL S-254 An Act to Amend the Food and Drugs Act \(warning label on alcoholic beverages\)](#) for the Chair's signature.

Carried

10. By-Laws
There were no By-Laws reviewed.
11. New Business
 - a. Board member recruitment
Chair A. Aikens indicated that six applications have been received. An email was sent to potential candidates thanking them for their interest in serving as a Provincial Appointee on the Renfrew County and District Health Unit (RCDHU) Board of Health. She directed them to the Public Appointment website to create an account and complete profile information required to be considered for appointment.
12. Action List Review
 - c. Board reviewed the Regular Board of Health [Action List](#)—2023-May-30
All items from the Action List were completed and list was updated.
13. Closed
The was no closed meeting.
14. Date of Next Meeting
The chair will call a Special Meeting in July to discuss updates to By-Law 2022-01 and a discussion of a Committee of the Whole structure. Date TBD.

The next Regular meeting is scheduled for Tuesday, September 26, 2023, at 10:00 a.m. in person or via Zoom.

A. Aikens indicated that J. King, Vice-Chair will be fulfilling her duties as

Chair effective August 16, 2023, until the next Inaugural meeting in January 2024.

15. Adjournment

Resolution: #11 BoH 2023-Jun-27

Moved by J. Brose;

Seconded by E. LaValley;

Be it resolved that the meeting be adjourned at 12:20 p.m.

Carried

The Regular Board meeting adjourned at 12:20 p.m.

Chair

These minutes were approved by the Board at a Special Board Meeting held on Tuesday, July 25, 2023.