



Minutes of the Board of Health Regular Meeting  
 Thursday, January 25, 2024  
 Zoom  
 4:00 p.m. – 4:50 pm

Present:

Peter McKenna, Chair (2023)	Anne-Marie Koiner
Toni Surko, 1 <sup>st</sup> Vice Chair (2023)	Ruth Lockett
Robin Jones, 2 <sup>nd</sup> Vice Chair (2023)	Regrets: Tory Deschamps
Jane Fullarton	Linna Li, Medical Officer of Health
Richard Kidd	Heather Bruce, Executive Assistant

Ginette Denford, Director, Finance and Administration	Susan Yates, Chief Nursing Officer and Director, Clinical Services
Shani Gates, Director, Quality, Information, and People Services	Staff: Christine Karasiuk
Rebecca Kavanagh, Director, Population Health	

**1. Call to Order**

Peter McKenna called the meeting to order at 4:00 pm and welcomed Public Appointee Stephen Bird. He has served on the Board in the past and we are delighted to have him back.

**2. Traditional Land Acknowledgement Statement**

Peter McKenna read the land acknowledgement statement.

**3. Approval of the Agenda**

The agenda Items were reviewed.

*Motion: That the agenda of the January 25, 2024 Regular Meeting be approved as circulated.*

*Motion Carried.*

**4. Conflict of Interest Declaration**

None declared.

**4.1. Conflict of Interest Form**

No discussion.

**5. Consent Agenda**

*Motion: That the following items on the consent agenda be approved as circulated:*

*5.1. Approval of the Minutes from the Board of Health Regular Meeting held on December 14, 2023*

5.2. *General Correspondence*

5.3. *Duty of Care Report Summary*

5.4. *Report from the Governance and Quality Assurance Committee*  
*Motion Carried.*

## **6. Annual Meeting Requirements:**

### **6.1. Chair's Report**

Peter McKenna referred to the cover letter of the 2024-2026 Strategic Plan in which he reflects on the past year and he looks forward to working with our partners.

He encouraged members to register for the upcoming alpha Conference taking place February 14-16 which is being held virtually. He also attended the ROMA conference which was chaired by Robin Jones and several municipal representatives from this Board also attended. There was a very good workshop on the merger discussion with excellent questions. The ministry has been very forthcoming and their frankness is appreciated. It has been a good year working with everyone on the Board.

### **6.2. Election of Officers**

Robin Jones advised that members were asked to submit their intentions to sit on the Executive as Officers of the Board and we are very fortunate to receive responses for all three positions and she will present the slate.

#### **6.2.1. Nomination Report from the Governance Committee**

The slate of nominees for the positions of Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair are:

Chair: Peter McKenna

1<sup>st</sup> Vice Chair: Toni Surko

2<sup>nd</sup> Vice Chair: Robin Jones

#### **6.2.2. Nominations from the floor**

Robin Jones asked if there are any nominations from the floor for Chair. No nominations were received.

Robin Jones asked if there are any nominations from the floor for 1<sup>st</sup> Vice Chair. No nominations were received.

Peter McKenna asked if there are any nominations from the floor for 2<sup>nd</sup> Vice Chair. No nominations were received.

#### **6.2.3. Vote (if needed)**

*Motion:*

*Board Chair:*

*Peter McKenna is proclaimed, Chair, Board of Directors.*

*1<sup>st</sup> Vice Chair:*

*Toni Surko is proclaimed, 1<sup>st</sup> Vice Chair, Board of Directors.*

*2<sup>nd</sup> Vice Chair:*

*Robin Jones is proclaimed, 2<sup>nd</sup> Vice Chair, Board of Directors.*

*This ends the election of officers.*

*Motion Carried.*

Peter McKenna, Toni Surko, and Robin Jones thanked everyone for their support.

### **6.3. Appointment of Signing Officers**

*Motion: That the signing officers for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2024 are as follows:*

*Medical Officer of Health – Dr. Linna Li*

*Director of Finance and Administration – Ginette Denford*

*Chair – Peter McKenna*

*Director – Shani Gates*

*Motion Carried.*

*I certify this to be a true copy of the Resolution passed by the Board of Health of the Leeds, Grenville and Lanark District Health Unit at a meeting duly called and regularly held on the 25th day of January, 2024.*

*Dated this 25th day of January, 2024*

*Heather Bruce, Executive Assistant of the Board of Health*

### **6.4. Borrowing Limit**

Peter McKenna advised that the borrowing limit is approved annually. There has been some discussion in the past about the \$1,000,000 amount. Members felt it was unusual to have an overdraft instead of a line of credit and suggested that an overdraft could be quite expensive if accessed. Staff confirmed that the overdraft has not been accessed to date.

Ginette Denford offered to look into turning the overdraft into a line of credit. She advised that the bank will be asking us what the risk is, have we ever been close to using it, and because we have not in the past they would be looking at the reasonability for establishing a line of credit. A line of credit would be shown as a potential liability when we do our financial statement, an overdraft does not have that necessity as it relates to an audit. If we are never going to use it, setting it up means additional liability. We do a cash flow analysis and are in a healthy position at this time.

*Motion: That the Medical Officer of Health or Director of Finance and Administration together with the Chair are hereby authorized and empowered to borrow from RBC Royal Bank on behalf of the Corporation of the Leeds, Grenville and Lanark District Health Unit from time to time as may be required by way of the overdraft not exceeding in all at any one time the sum of one million dollars (\$1,000,000).*

*Motion Carried.*

### **6.5. Appointment of Auditor**

*Motion: That KPMG be appointed auditor for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2024.*

*Motion Carried.*

## **7. New Business:**

### **7.1. Update from the Merger Committee**

The last Southeast Tri-Board meeting was held on January 12, 2024 in Kingston. Whoever hosts this meeting chairs it and the next meeting will be held on February 1, 2024 at LGLDHU in

Brockville and he will chair it. Everything that happens in this meeting is confidential and a communications strategy is being drafted. Some speaking notes can be shared outside the meeting which he will speak to today.

At the February 1, 2024 Southeast Tri-Board meeting the consulting firm Sense and Nous will be attending and their focus is on supporting the Tri-Board Merger Committee to complete the business case by April 2, 2024. These consultants were hired three years ago by LGL to do our organizational review and they did an excellent job. The funding for the consultants will be paid by the Ministry of Health. The consultants will attend our March 28 Board of Health meeting to go through the business case and the Board will decide whether to support the merger or not.

A Tri-Board Merger Committee terms of reference has also been approved and it has been agreed that no matter what the size of each of the three health units, each of the three health units will get one vote. KFL&A is the largest of the three, but on principle it is one vote per health unit. A consensus model is being followed. Toni Surko, Robin Jones, Peter McKenna and Linna Li make up the delegation from the LGL Health Unit.

Regarding the merger, one of the questions raised at ROMA was are there different unions per health unit? Peter McKenna advised yes there are and one of the people in the consulting group has expertise in this area and as part of the business case will cost out what a regionalization of all of the different union contracts might look like. Linna Li advised that there is structure and Ontario laws around what happens when several organizations have different unions and they need to be combined. This will be followed if the merger goes forward.

Peter McKenna advised board members that the Ministry has given us the template for the business case to complete.

*ACTION: Linna Li will circulate a copy of the template to board members.*

Peter McKenna will be providing further updates to board members as things progress.

## **7.2. Municipal Levy Update**

Linna Li gave an update on the municipal levy apportionment and advised that there was a miscalculation on the portion of the municipal levy for each municipality which was corrected and a letter recently sent to municipalities.

During the budget conversation at the November Board of Health meeting, updating the municipal portion according to the 2021 census data was discussed. Previously the 2016 census population numbers had been used. When the 2021 census data was used there was an oversight in the calculations for separated municipalities and they were double counted. As a result of that, percentages for all municipalities were not correct. The total municipal levy that the health unit discussed in November has not changed, nor has the overall 2024 budget. What has changed is the apportionment for each municipality.

In previous years, proportions from the 2016 census were carried forward and the move to the 2021 census is where the situation happened. The municipalities have been provided with an updated levy and Linna Li apologized for the oversight.

The importance of corporate history was discussed and a suggestion made that this information be placed in a tickler file in order to avoid similar mistakes in the future. Municipal or County representatives were encouraged to reach out to Dr. Li if they have any questions concerning the municipalities or upper tier.

### **7.3. Governance and Quality Assurance Committee Report**

#### **7.3.1. BOH Self-Evaluation Survey Results**

The results were reviewed by Dr. Li and Peter McKenna in detail. They were comfortable with the majority of remarks and took note of some comments around orientation for future Board meetings. This is a complicated committee to be on, even to the acronyms used by staff and Dr. Li will circulate a list of acronyms in the Board package for members.

*Motion: That the BOH self-evaluation results be approved as circulated.  
Motion Carried.*

#### **7.3.2. BOH Policy for Online Posting of Regular Board Meetings**

This is a new policy and intended to document online postings of regular board meetings.

A question was raised if other health units were surveyed and what the common approach is to recording and posting board meetings? Linna Li advised that there was a review of past practice for this Board of Health as well as the practice of some of our surrounding health units, as well as the practice of municipalities in our region. A combination of those things were used in both the discussion previously about recording board meetings and the element of the policy on posting Board of Health meetings on line. One of the source documents used was a document from Lanark County outlining the approach to posting of information and some of those elements were applicable and used here.

Robin Jones advised that since COVID things have changed and the next document talks about the official record being the minutes. Municipalities have been posting a video of their meetings. Peter McKenna advised that our meetings are open to the public if they choose to attend. We will update the website and the information will go in the BOH section – links for each meeting – a link for the recording and a link for the meeting package.

A preface will be added to the website advising that the minutes are the official record and how long items will be posted. Members of the public will continue to be welcome to attend and have access to the meetings.

*Motion: That the BOH Policy for Online Posting of Regular Board Meetings be approved as circulated.  
Motion Carried.*

#### **7.3.3. BOH Policy for Minutes – Board, Committees**

This policy has been updated to reflect that the minutes are the official record.

*Motion: That the BOH Policy for Minutes-Board, Committees be approved as circulated.  
Motion Carried.*

**7.4 Upcoming aPHa Conference**

Peter McKenna encouraged members to attend the upcoming virtual aPHa Conference advising that topics will be discussed relevant to modernization of health units.

He also encouraged members to read the aPHa newsletter and the research paper on health units and the municipal role in public health.

**8. Time, Date and Location of Next Meeting**

The next meeting will be held on Thursday, February 15, 2024 at 4:00 pm.

**9. Adjournment**

*Motion: That the meeting adjourn at 4:50 pm.*

*Motion Carried.*

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Peter McKenna, Chair

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Date

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Heather Bruce, Executive Assistant

\_\_\_\_\_  
Date

c: Board members