

# Minutes

## CRCHC BOARD OF DIRECTORS

**Regular scheduled meeting**  
**Wednesday, March 20, 2024 at 4:30 PM**  
**CRCHC Community Kitchen**

### Attendance

**Present:** Pamela Cairncross, Crystal Cannon, Kerri Choffe, R. Gary Dickson, Eva Latourell, Bob Lavoie, Shane Renwick, Cheryl Russell-Julien, Sharen Symondson, Mary Ellen Truelove, Joanne van Dreumel

**Regrets:** Diana Kemp

### Minutes

## 1. Call to Order

---

### 1.1. Welcome, Regrets and Absences

Chair Dickson mentioned the recent accomplishments by Board member Shane Renwick regarding obtaining the World Veterinary Association (WVA) Global Veterinary Awards for his work in antimicrobial stewardship.

Chair Dickson thanked member Crystal Cannon for her 7 years on the Board recognizing this was her last Board meeting.

**Status:** Completed

---

### 1.2. Approval of Agenda

Motion: That the agenda be approved as presented.

**Resolution #:** 1

**Moved:** Shane Renwick

**seconded:** Sharen Symondson

**Status:** Carried

**Vote:**

---

### 1.3. Conflict of Interest: None declared

**Status:** Completed

---

### 1.4. Approval of Last Meeting's Minutes

Motion: That the minutes of the meeting of February 21, 2024 be approved as presented.

**Resolution #:** 2

**Moved:** Crystal Cannon

**seconded:** Pamela Cairncross

**Status:** Carried

**Vote:**

Documents

- Minutes - February 21, 2024.docx
- 

### 1.4.1. Business Arising from Previous Minutes

**Status:** Completed

---

#### 1.4.1.1. Guthrie House Capital Plan

Bruce Easterbrook (architect) from Eastern Engineering was in attendance to review his report and address questions from the Board.

[CRCHC-Report-24-3-14.pdf](#) - Report (March 14, 2024)

[CRCHC-PlimAReport-24.pdf](#) - Preliminary Report (January 16, 2024); Bruce stated there are "some details in there that applies"

[GuthrieHouseChart.pdf](#) - Summary of Recommendations; Bruce will provide job scope (costing)

Chair Dickson thanks Mr. Easterbrook for his attendance and advised that follow-up will be provided once next steps are approved by the Board.

**Status:** Completed

Documents

- [GuthrieHouseChart.pdf](#)
  - [CRCHC-Report-24-3-14.pdf](#)
  - [CRCHC-PlimAReport-24.pdf](#)
- 

### 1.4.2. Accreditation

ORG-05 Board Advocacy - Updated to include accreditation requirements of having criteria to select advocacy issues and roles/responsibilities for managing, carrying out and evaluating advocacy issues (Advocacy Tracking Form).

Motion: That the ORG-05 Board Advocacy policy be approved as presented.

**Resolution #:** 3

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

Documents

- [ORG-05 Board Advocacy.docx](#)
  - [2023-2024 Advocacy Tracking.xlsx](#)
- 

### 1.4.3. Harm Reduction & Safer Supply Presentation

Next Steps:

- Discussion at Leadership Team about Smart Works Program

[Needle Syringe & Safer Inhalation - Leeds, Grenville and Lanark District Health Unit](#)

- Installation of Sharps Container (need to determine location)

**Status:** Completed

---

## 2. Treasurer's Report

---

### 2.1. Report

Motion: That the CRCHC Financials as of January 31,2024 be approved as presented.

**Resolution #:** 4

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

Documents

- JANUARY 2024 BOARD FINANCIALS.xlsx
  - CRCHC Balance Sheet and Cash Flows JANUARY 2024.xlsx
- 

### 2.2. Monthly Fiduciary Statement

Motion: That the monthly fiduciary statements for January 2024 be approved as presented.

**Resolution #:** 5

**Moved:** Pamela Cairncross

**seconded:** Sharen Symondson

**Status:** Carried

**Vote:**

Documents

- Management Fiduciary - January 2024.pdf
- 

### 2.3. Finance Policies

**Status:** Completed

Documents

- FIN-19 Accounts Receivable.docx
  - FIN-09 Purchasing.docx
  - FIN-06 Budget.docx
- 

#### 2.3.1. FIN-19 Accounts Receivable - New Policy

Motion: That the FIN-19 Accounts Receivable Policy be approved as presented.

**Resolution #:** 6

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

---

#### 2.3.2. FIN-09 Purchasing

The updated Community Financial Policy was released in February 2024. The previous policy required Ontario Health approval for capital items over \$5,000. The new policy requires Ontario Health approval for equipment over \$50,000 and leasehold improvements over \$25,000.

Motion: That the FIN-09 Purchasing Policy be approved as presented.

**Resolution #:** 7

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

---

### 2.3.3. FIN-06 Budget

Updated to include a Health & Education stipend. This will be provided through unexpected surplus.

Motion: That the FIN-08 Budget Policy be approved as presented.

**Resolution #:** 8

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

---

## 3. Executive Directors Report

---

### 3.1. ED Report

Kerri noted that the Review-Mirror republished the Good Food Box article with the correct information and the ORG-07 (Equity, Diversity, Inclusion & Anti-Racism new Policy does not require Board approval.

Motion: That the Executive Director's report be approved as presented.

**Resolution #:** 9

**Moved:** Mary Ellen Truelove

**seconded:** Pamela Cairncross

**Status:** Carried

**Vote:**

Documents

- Review-Mirror March 14, 2024 (Good Food Box).pdf
  - ORG-07 Equity, Diversity, Inclusion & Anti-Racism.docx
  - ED Report (March 2024).docx
- 

#### 3.1.1. Advocacy Update

For Information:

The Ontario government is proposing a new regulation to be made under the *Connecting Care Act, 2019* that outlines additional requirements that would need to be met before the Minister of Health (Minister) may designate an Ontario Health Team. These proposed requirements have been developed to ensure that

designated OHTs have the necessary structures and capacity in place to receive funding for integrated and coordinated services.

The Ministry has posted a draft regulation of proposed designation requirements on the Ontario Regulatory Registry for public comment. All health system stakeholders and partners are encouraged to review the proposed requirements and provide written feedback at the following link:

<https://www.ontariocanada.com/registry/view.do?postingId=46673&language=en>

As part of the advocacy work around privacy/personal health information, CRCHC will submit written feedback on draft regulation.

Motion: That the Board approve the feedback submission to the Ontario Health Team as provided at the meeting.

**Resolution #:** 10

**Moved:** Shane Renwick

**seconded:** Bob Lavoie

**Status:** Carried

**Vote:**

Documents

- Draft letter to Ontario Health (002).docx
- 

## 4. New Business: None

---

## 5. Committee Reports

---

### 5.1. Continuous Quality Improvement Committee

Motion: That the Quality Improvement Committee quarterly report be received as presented.

**Resolution #:** 11

**Moved:** Crystal Cannon

**seconded:** Bob Lavoie

**Status:** Carried

**Vote:**

Documents

- Q3 Quality Report.pptx
- 

#### 5.1.1. Quality Improvement Plan

Background - What is a Quality Improvement Plan (QIP)?

A QIP is a set of commitments to improve specific quality issues made by a health care organization to its community. A QIP is developed, and documented, and made available to the public annually by health care organizations in Ontario. The goal of the QIP program is to drive improvements across multiple sectors of the health care system that address province-wide priority issues – advancing equity, inclusion, and diversity and addressing racism – to achieve better outcomes for all people in Ontario through the cumulative efforts of every individual organization.

[Quality Improvement Plan Program Guidance Document 2024-25 \(hqontario.ca\)](https://www.hqontario.ca/quality-improvement-plan-program-guidance-document-2024-25)

Motion: That the Board approves the 2024-2025 Quality Improvement Plan that was supported by the Continuous Quality Improvement Committee.

**Resolution #:** 12

**Moved:** Crystal Cannon

**seconded:** Sharen Symondson

**Status:** Carried

**Vote:**

Documents

- progressreport\_export.pdf
  - narrative\_export (1).pdf
  - workplan\_export (1).pdf
- 

### 5.1.2. Recruitment

Membership to include 2 board members. With Crystal's retirement, there is a vacant position on CQI Committee.

**Status:** Completed

Documents

- CQI Terms of Reference - June 2023.docx
- 

### 5.2. Client Community Experience Committee:

Next Report: May 2024

**Status:** Completed

---

### 5.3. Alliance Liaison

No report.

Annual Conference: June 5/6

Accreditation due: June 11/12

**Status:** Completed

---

## 6. Adjournment

---

### 6.1. Adjournment

Motion: The Board adjourns the meeting at 6:00 p.m.

**Resolution #:** 13

**Moved:** Sharen Symondson

**seconded:** Crystal Cannon

**Status:** Carried

**Vote:**

---

Note: "Vote" is embedded in the minutes template. The "vote" functionality is not utilized at the CRCHC Board Meetings.

