

Brock Community Health Centre
Board of Directors Meeting

Thursday, February 21, 2019

7:00 p.m.

720 Simcoe Street, Beaverton

Agenda

1. Welcome and Call to Order
2. **Presentation:** Diabetes Education Program
3. Declarations of Conflict of Interest
4. Approval of Agenda/Additions to Agenda
5. Approval of Board Minutes: January 17, 2019 (attached)
6. Business Arising
7. Correspondence
8. Reports
 - 8.1 Executive Director (attached)
 - 8.2 Executive Committee (verbal report)
 - 8.3 Finance and Audit Committee / Treasurer's Report
 - 8.3.1 Draft Comparative Balance Sheet Ending January 31, 2019 (attached)
 - 8.3.2 Draft Comparative Statement of Operations Ending January 31, 2019 (attached)
 - 8.4 Board Development Committee (no report)
 - 8.5 Facilities Committee (attached)
 - 8.5.1 Proposed Revisions to Facilities Committee Terms of Reference (attached)
 - 8.6 Quality Committee (no report)
 - 8.7 Fundraising Committee (attached)
 - 8.7.1 Proposed Revisions to Fundraising Committee Terms of Reference (attached)
 - 8.8 Alliance for Healthier Communities

9. New Business
 - 9.1 CD-HP Client Satisfaction Survey Results (attached)
 - 9.2 Staff Retreat Evaluation Survey Results (attached)
 - 9.3 Feedback on Board Governance Training
 - 9.4 Health System Transformation
10. Any Other Business
11. For Information
 - 11.1 Brock CHC Program/Activity Calendar February 2019 (attached)
12. In Camera Session
13. Adjournment
14. Date of Next Meeting:
Thursday, March 21, 2019 at 7:00 pm
720 Simcoe Street, Beaverton

Brock CHC Bd Mtg.
Feb. 21, 2019
Item 5.

Brock Community Health Centre
Board of Directors Meeting

January 17, 2019
7:00 p.m.
720 Simcoe Street, Beaverton

Board Members:

W. Baszyk
P. Elliott
N. Khorasani
G. Laundrie
C. Metcalfe

P. Shaw
T. Smith (Chair)
B. Stewart
N. Wilson

Regrets:

T. Donovan
J. Grant
B. St-Denis

Staff:

J. McPherson
A. Canavan (Recorder)

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1. **Welcome and Call to Order**
T. Smith welcomed everyone. The meeting was called to order at 7:05 p.m.
 2. **Presentation: Kim Ryall, Data Management Coordinator**
Kim Ryall gave a presentation on her role and responsibilities as Data Management Coordinator, including the transition to electronic medical records and improved reporting of data. The Board thanked Ms. Ryall for an informative presentation.
 3. **Declarations of Conflict of Interest**
None.
 4. **Approval of Agenda/Additions to Agenda**
Motion: To approve the Board of Directors meeting agenda for January 17, 2019.
Moved by: N. Khorasani
Seconded by: P. Shaw
Carried.
 5. **Approval of Board Minutes**
Motion: To approve the pre-circulated minutes of the Brock CHC Board of Directors meeting held on December 13, 2018.
Moved by: N. Wilson
Seconded by: C. Metcalfe
Carried.
 6. **Business Arising**
There was no business arising from the last meeting.
 7. **Correspondence**
There was no correspondence.

8. Reports

8.1 Executive Director:

The Executive Director's Report was pre-circulated to Board members and highlighted by J. McPherson. She added:

- There are no relief dollars built into the budget for clinician coverage.
- The Client Satisfaction Survey results will go to the staff Quality Committee to make recommendations, which will then be brought back to the Board. We will also report back to the community, i.e. display a report in our lobbies. Surveys will be conducted in May and November. W. Basztyk suggested that the Board review the comments that were included as part of the survey responses; they are very favourable.
- Brock CHC asked to be included in the planning for the Behaviour Support Ontario pilot project. We are advocating for those dollars and have the resources to support it.
- There are big changes anticipated in the health care system. Lakeridge Health held a strategic planning meeting with partners. They are positioning themselves as wanting to be leaders in the change.
- The AOHC webinar on January 23rd at 5:30 pm re Changes in Health Care System that N. Khorasani will be participating in could be projected here if anyone else is interested. Please advise J. McPherson.
- The Durham North East Sub-region Planning Table discussed the possibility of accessing RAAM clinics (Rapid Access to Addictions Medicine) through Ontario Telemedicine. This is a great walk-in service that is currently offered at Lakeridge Health and Pinewood.
- The LHIN funding available for 2018-19 that was discussed at the DNE Sub-region Planning Table is not available for CHCs. J. McPherson expressed her frustration with the lack of process around recommending distribution.
- J. McPherson clarified that Thomas Appleyard is a private consultant who helps CHCs and other agencies plan their pandemic plan. We are required to have one and it is part of our occupational health and safety and emergency planning. Thomas Appleyard created the first Brock CHC pandemic plan.

8.2 Executive Committee:

Draft minutes of the Executive Committee meeting held on December 13, 2018 were pre-circulated. A verbal report was provided at the December Board meeting.

8.3 Finance and Audit Committee / Treasurer's Report:

8.3.1 Draft Comparative Balance Sheet Ending December 31, 2018 was pre-circulated.

8.3.2 Draft Comparative Statement of Operations Ending December 31, 2018 was pre-circulated.

W. Basztyk reported that the prepaid insurance (HIROC) has been paid since the December report was completed. Furniture and medical equipment are in-year purchases that are capitalized as explained in Note 2.

P. Elliott asked if the Cash-Capital (interest earned) is returned, to which W. Basztyk responded yes, as well as the HST receivable. J. McPherson will clarify if the HST receivable becomes part of the operating budget. P. Elliott enquired about the increase in CD-HP program costs; we are still waiting for invoices for rental fees to come in. P. Elliott asked why there was no medical waste expense last year but there is this year. J. McPherson clarified that this is our Stericycle service and she didn't think it was a budget line last year but will clarify. P. Elliott further enquired about the property tax. J. McPherson clarified that we are taxed as vacant land at 39 Cameron and pay the property tax at 64 Cameron. She added that the Alliance for Healthier Communities has been working towards charitable CHCs eventually not having to pay property tax.

8.4 Board Development Committee:

8.4.1 Board Governance Training

Our board governance training has been scheduled for Thursday, January 31st, 2019 at 5:00 pm. Dinner will be provided. Jonathan Bennet is available to do the training on behalf of Laridae. They will be sending the Board a survey next week to complete to gather information to help facilitate the training. J. McPherson has a telephone meeting with J. Bennett tomorrow.

8.5 Facilities Committee:

No report. The next meeting was scheduled for Thursday, February 7, 2019 at 7:00 pm.

8.6 Quality Committee:

Minutes of the Quality Committee meeting held on January 10, 2019 were circulated and highlighted by J. McPherson. The committee updated their Terms of Reference, also circulated, to include collaboration with the staff quality committee. P. Shaw questioned the Board Quality Committee's involvement in operations and recommended that the wording be specific. J. McPherson clarified that the staff will look after operationalizing the initiatives and the Board will provide oversight.

Motion: To refer the Quality Committee Terms of Reference back to the committee for further revision as per recommendations.

Moved by: P. Elliott

Seconded by: P. Shaw

Carried.

8.7 Fundraising Committee:

T. Smith reported on the Fundraising Committee meeting held earlier this evening. The committee reviewed the draft logo and campaign materials, discussed potential members of the campaign cabinet, and set potential dates for cabinet training with Marissa Soumalias. The committee's priority is to set up a cabinet of Board and community members who will act as liaisons to seek donations from potential community contributors. Potential donors, recognition guidelines/naming opportunities and proposed timeline will be discussed at the next meeting, scheduled for February 7, 2019 at 8 pm. T. Smith noted that P.

Elliott was identified as a potential cabinet member. P. Elliott responded that he would consider the request. J. McPherson added her excitement around the campaign and noted there are about 20 similar capital projects that the Alliance is watching very closely. The Board pondered a possible disconnect to Brock CHC's medical services/capital project with Sunderland residents. Many travel south for these services.

8.8 AOHC:
Nothing further.

8.9 CE LHIN Governance Advisory Council:
Nothing to report. The Council is currently not meeting. It was agreed that this item can be removed from future agendas.

Motion: To accept reports from the Executive Director, the Executive Committee, the Treasurer, the Board Development Committee, the Quality Committee and the Fundraising Committee.

Moved by: P. Elliott
Seconded by: W. Basztyk
Carried.

9. New Business

9.1 Client Satisfaction Survey Results

Results of the Client Satisfaction Survey from PHCP, DEP and BGAP were pre-circulated and discussed in the Executive Director's Report. CD-HP surveys are underway.

9.2 CAPS

The Community Accountability Planning Submission (CAPS) was pre-circulated to Board members. J. McPherson reported that this is the process of planning for our M-SAA. It has been to the Board once and to the LHIN for negotiation. This is the final copy and needs to be approved by the Board this evening prior to submitting it before the January 31st deadline.

P. Shaw enquired if there were any observations on what happens with the data of where our clients are coming from. J. McPherson speculated that it may become part of future sub-region funding distribution. P. Shaw added that he would be curious to see how many Brock Township residents seek service outside of Brock and where. N. Wilson enquired about the clients served from other sub-regions. J. McPherson responded that we have a lot of clients from Woodville as it is close to our Cannington office and they recently lost the physician there. Brechin is also close to our Beaverton office. We are not sure if it is just a matter of geography or access.

P. Elliott noted that, in the past, we have not been satisfied with some of the targets set in the M-SAA and the Board has been rushed to review and approve. He suggested we request it be sent to us in a timely manner to ensure the Board has adequate time for consideration. J. McPherson added that the LHIN

provided a timeline schedule. The service change requests have been made and approved, and we have until January 31st to approve the CAPS. The LHIN will then have the final M-SAA sent to us between February 1-28. We have from March 1-15 to sign and return. The Board meets on February 21st. If the M-SAA is not received by then, we will have to reschedule our March meeting accordingly. J. McPherson will send an email to the LHIN expressing the Board's concern about the timing.

Motion: To approve the CAPS.

Moved by: P. Elliott

Seconded by: N. Khorasani

Carried.

10. Any Other Business

T. Smith advised that he would be attending the Rural Ontario Municipal Association (ROMA) Conference on January 27th. He has heard presentations there on CHCs in the past. Cabinet ministers and municipal leaders will be in attendance to discuss priorities in rural municipalities. He asked if there was anything the Board wanted him to bring forward at the convention around healthcare or CHCs. P. Shaw added that he also would at the conference. Board members were asked to send any suggestions to T. Smith and/or P. Shaw. J. McPherson suggested sub-divisions or sub-regions for this community in particular as we lose out on funding. Rural broadband was also suggested. J. McPherson will put together some speaking points for T. Smith and P. Shaw.

J. McPherson noted that the Ontario Oral Health Alliance is meeting with MPP Laurie Scott next Friday to discuss the government's promise to fund a dental program for low-income seniors.

W. Baszyk asked if a post-evaluation of the staff retreat had been completed. J. McPherson responded that she will summarize the survey responses and report to the Board at its next meeting.

11. For Information

11.1 Brock CHC Program/Activity Calendar January 2019 was pre-circulated.

12. In Camera Session

An in camera session was not required.

13. Adjournment

Motion: To adjourn. [9:02 p.m.]

Moved by: N. Wilson

Carried.

14. Date of Next Meeting
Thursday, February 21, 2019 at 7:00 pm
720 Simcoe Street, Beaverton

T. Smith, Chair

A. Canavan, Recorder

DRAFT

Brock CHC Bd mtg.
Feb. 21, 2019
Item 8.1

Brock Community Health Centre - Executive Director Report

February 2019

HR Update:

- Julie Carthew, NP (BGAP) is resigning to take a position closer to her home in Gravenhurst. Her final day will be February 15, 2019. A posting has gone out for the position. Interim plans are in place to ensure the program continues.
- Tzippy Bernstein, RD, is filling in for Silvia Chu's parental leave, with the DEP program.

Facilities:

- AEDs have arrived for both Beaverton sites. (AEDs are for both adult and children)
- No resolution has been achieved for better internet service for 720 Simcoe Street. Bell has been contacted. The OTN line at 720 will no longer be supported by OTN and we need to find a solution.
- New office chairs have been ordered for both Cannington and Beaverton sites as well as bariatric chairs for clients.
- JOHS inspections for each site were performed without issue.

Capital:

- Response to latest 3.2 submission was received along with a draft Cost Sharing Agreement. The cost sharing amount was larger than our originally predicted amount. JM met with Ailan McKenzie, Architect with Lett Architects Inc., regarding the response and a meeting was requested with MOH. Meeting is Thursday, February 21, 2019.

Operations:

- Update received from Ontario Shores regarding pilot project for CBT. Donna Sherman is housed full time at 64 Cameron St., Cannington. She has 28 active clients (expected case load is 25) and 15 people waiting for the program. Ontario Shores reports that the Brock program has exceeded expectations to date. They will keep us updated.
- The BSO program for North Durham, housed one day per week at our office and working closely with BGAP team, has been prepped for Julie's departure. Her caseload is full and ½ of the clients are new from Brock CHC and ½ are existing from Carea's GAIN program.
- All programs and services remain busy with a minor interruption and early closure due to winter storm.
- All exercise and falls prevention classes are cancelled when area school buses are cancelled.

Finance:

- Q3 Performance and Financial Data submitted to the CELHIN. Strategies in place to address performance in Q4 to attempt to reach all targets across the board.
- In year recovery verification of surplus funds and an MSAA refresh were completed for the CELHIN.

Alliance for Healthier Communities:

- ED meeting for Ontario via teleconference is in February.
- Debi M. attended Alliance membership meeting and voted per the board proxy in support to the new board slate.
- Eastern meeting regarding the changes in the health care system.

CELHIN:

- The Durham North East Sub Region Planning Table recommended to the CELHIN how the 18-19 new funds could be allocated based on the funding letter and agencies that applied. Process will be created for the 2019-2020 base funding allocations.
- JM is providing a presentation to the DNE Sub Region planning table regarding the area and CHC's involvement in dental programming.
- Brock CHC's final MSAA has not yet been received.

Respectfully Submitted by:

Janet McPherson

Brock CHC Bal Mtg.
Feb. 21, 2019
Item 8.3.1

**Brock Community Health Centre
Comparative Balance Sheet DRAFT
For the 10 Months Ending January 31, 2019**

	FY 2018/19	FY 2017/18	Variance	Notes
ASSETS				
Current Assets				
Petty Cash	\$200.00	\$200.00	\$0.00	
Cash - Operating	854,989.53	1,278,364.29	(\$423,374.76)	prior year/in year recoveries not done yet 2017
Cash - Capital	2,589,168.37	2,561,366.25	\$27,802.12	interest earned
Cash - Unrestricted	8,687.00	17,887.00	(\$9,000.00)	\$10,000 to Fundraising consultant
HST Receivable	29,352.08	83,558.75	(\$54,206.67)	HST filed in-year
Prepaid Insurance	8,179.38	7,678.80	\$500.58	
Prepaid Rent	5,000.00	5,000.00	\$0.00	
Prepaid Deposits	650.00	650.00	\$0.00	
Prepaid Other	124.37	19,837.69	(\$19,513.32)	
Total Current Assets	3,496,350.73	3,974,142.78		
Fixed Assets				
Land ¹	892,792.19	888,999.15	\$3,793.04	
Medical Equipment ²	74,165.18	43,309.77	\$30,855.41	
Medical Equipment - Accumulated Amortization	(28,777.72)	(25,081.30)	(\$3,696.42)	
Furniture and Equip ²	63,718.90	63,718.90	\$0.00	
Furniture and Equip - Accum Amortization	(45,394.76)	(40,813.72)	(\$4,581.04)	
Computer Equipment ²	69,444.42	69,444.42	\$0.00	
Computer Equipment- Accum Amortization	(48,395.33)	(43,133.80)	(\$5,261.53)	
Total Fixed Assets	977,552.88	956,443.42		
Total Assets	4,473,903.61	4,930,586.20		
LIABILITIES & EQUITY				
Liabilities				
Accounts Payable	235,499.81	34,597.26	\$200,902.55	These lines fluctuate depending on when invoices are posted versus payments made
Employee RRSP & HOOPP contributions	513.41	10,880.61	(\$10,367.20)	
Emp LTD Collected	662.61	586.75	\$75.86	
Accrued Liabilities	9,000.00	9,000.00	\$0.00	
Deferred Revenue - Capital	2,761,013.61	2,748,940.57	\$12,073.04	Not as many expenses for Capital in 2017/18 so added interest meant more deferred revenue at year end
Deferred Revenue - Donations	2,550.00	0.00	\$2,550.00	
Due to MOH	164,893.00	0.00	\$164,893.00	Amount depends on when LHIN/MOH takes back surplus during fiscal year
Total Current Liabilities	3,174,132.44	2,804,005.19		
Equity				
Invested In Capital Assets	956,444.00	909,758.14	\$46,685.86	
Retained Earnings	36,448.88	288,282.86	(\$251,833.98)	
Net Income	306,878.29	928,540.01	(\$621,661.72)	
Total Equity	1,299,771.17	2,126,581.01		
Total Liabilities and Net Assets	4,473,903.61	4,930,586.20		

1) Land includes purchase price of \$143,550.00 and Capital project costs of \$749,242.19 = \$892,792.19

2) Purchases are capitalized as part of the year end processes by the auditor. These numbers do not reflect in-year purchases for the current year (see Statement of Operations for in-year purchases to date). For example the Nov 2017 Balance Sheet would not show any 2017-18 purchases as capitalized until after Year End Adjustments are done. The 2018/19 numbers reflect what was capitalized to March 31, 2018 and carried forward to April 1, 2018.

**Brock Community Health Centre
Comparative Statement of Operations - DRAFT
For the 10 Months Ending January 31, 2019**

*Brockette Balhaly
Feb. 21, 2019
8.3.2*

	FY 2018/19	FY 2017/18	Variance	Notes
Revenue				
LHIN/MOHLTC Op Funding	2,997,794.00	3,167,610.00	(169,816.00)	In year recovery done in 18/19
Capital Funding	-	-	-	
Interest on Investments	23,660.16	11,724.12	11,936.04	rates increased starting Jun/17
PG General Clinic	1,717.60	2,911.10	(1,193.50)	
Donations - General	-	200.00	(200.00)	
Donations - Capital	1,000.00	2,550.00	(1,550.00)	
Donations - Seniors Programs	-	-	-	
Other Revenue	-	-	-	
Total Revenue	3,024,171.76	3,184,995.22	(160,823.46)	
Expenses				
Salaries	1,909,621.29	1,542,766.55	366,854.74	more staff hired end of Aug/17, Dec/17 and Apr/18
Benefits	413,288.40	338,099.74	75,188.66	
Advertising	1,873.11	1,090.03	783.08	recruitment ads this year
Bank Charges	54.00	171.11	(117.11)	
Board Expenses	4,176.11	1,249.27	2,926.84	AGM costs higher for 2018 + Governance training
CD-HP Program Costs	25,727.98	27,844.26	(2,116.28)	not all rental invoices for programs in to date
Client Assistance	365.76	220.00	145.76	
Computer Expenses	60,197.61	55,807.43	4,390.18	Interware support including server crash/power outage
Consulting Fees	10,205.44	350.00	9,855.44	\$10,000 fundraising consultant
Diabetes Program Expenses	56.13	70.09	(13.96)	
Equipment Maintenance/Repairs	813.08	2,198.88	(1,385.80)	Pharma fridge maintenance 2017/18 to replace data logger
Furniture & Equipment	9,845.62	-	9,845.62	
Insurance	11,540.81	10,189.71	1,351.10	
Legal and Audit Fees	10,932.82	9,985.24	947.58	
Maintenance and Repairs	33,065.18	33,413.43	(348.25)	
Medical Equipment Lease	4,360.93	3,260.52	1,100.41	additional ECG unit at 2nd site
Medical Supplies	15,699.70	15,811.00	(111.30)	
Medical Waste	3,955.95	413.96	3,541.99	17/18 had to reallocate part as per OHRs change. 18/19 kept for tracking/nw rolls up to other account for OHRs.
Meeting Expense	2,659.47	1,123.52	1,535.95	staff retreat
Memberships	15,119.23	15,035.33	83.90	
Office Supplies	16,790.72	24,079.53	(7,288.81)	establishing new office last year
Payroll Processing Expenses	3,719.28	2,884.04	835.24	Dayforce (HR program) added/monthly fees per person
Postage and Courier	935.93	1,207.20	(271.27)	
Printing and Copying	11,935.00	17,322.65	(5,387.65)	haven't printed newsletters/new copier lower costs
Promotional Items	-	-	-	
Property Taxes	6,128.94	9,264.26	(3,135.32)	Rec'd 2017 rebate in April 2018
Rent and Accommodation	71,153.82	71,069.38	84.44	
Resources & Materials	5,358.26	6,026.66	(668.40)	
Social Work Program Expenses	81.42	104.50	(23.08)	
Staff Development/Education	12,896.89	11,035.70	1,861.19	additional days being granted
Staff Recognition	797.76	2,008.30	(1,210.54)	
Telephone	13,682.11	12,909.58	772.53	
Travel and Transportation	22,951.90	18,445.33	4,506.57	additional education days = more travel/hotel costs
Utilities	6,735.38	13,625.60	(6,890.22)	running toilets replaced/hydro lower at 64 Cameron
Website & Internet	10,567.44	7,372.41	3,195.03	Outlook Exchange added Mar/18 approx. \$350/month
Total Expenses	2,717,293.47	2,256,455.21	460,838.26	
Surplus/(Deficit)	306,878.29	928,540.01	(621,661.72)	

Brock CHC BLM
Feb. 21, 2019
Hem 8.5

Brock Community Health Centre
Facilities Committee Minutes

Thursday, February 7, 2019
7:00 p.m.
720 Simcoe St., Beaverton

Present: W. Baszyk, P. Elliott, N. Khorasani, C. Metcalfe, T. Smith, J. McPherson (Staff),
A. Canavan (Recorder)
Regrets: J. Grant

1. **Welcome and Call to Order:**
T. Smith assumed the role of Chair. The meeting was called to order at 7:02 p.m.
2. **Approval of Agenda/Additions to Agenda:**
P. Elliott asked to add Purpose of Meeting to the agenda.
Motion: To approve the Facilities Committee Agenda for February 7, 2019.
Moved by: P. Elliott
Seconded by: W. Baszyk
Carried.
3. **Declarations of Conflict of Interest:**
There were no declarations of conflict of interest.
4. **Approval of Minutes of Last Meeting:**
Motion: To approve the Minutes of the Facilities Committee meeting held on May 10, 2018.
Moved by: W. Baszyk
Seconded by: N. Khorasani
Carried.
5. **Purpose of Meeting/Committee:**
P. Elliott questioned the purpose of tonight's meeting, asking if it was more about meeting the minimum number of required meetings as mandated by the Terms of Reference or if there was new compelling information to reason a meeting. He stated that it was suggested at the Board Governance Training that there are too many board committees. Historically, the Facilities Committee was put in place when the Board was more involved in operations and leased sites at 123 Laidlaw St. S., Cannington (PHCP) and 20 Cameron St. W., Cannington (DEP). This is no longer the case. He felt that the committee has become redundant and didn't think there were any responsibilities listed in the Terms of Reference that couldn't be reported by the Executive Director and that anything compelling could be brought to the Executive.

W. Baszyk responded that he did not agree. He stated that the Board's responsibility for operational oversight was noted at the training and that the key responsibility of the Facilities Committee is just that. There is useful insight from members on the committee with outside skills. As the new building becomes closer to fruition, the committee will be needed to meet more frequently and report to the Board.

T. Smith stated that W. Baszyk made a good point, but that the responsibilities are carried out by staff. P. Elliott added that the oversight is still there, it is just exercised in a different way. He expressed concern that the committee meetings are not a productive use of board members' time. As Jonathan Bennett suggested, the way of sub-committees is passé.

A discussion among committee members ensued. J. McPherson added that it is important for the Board to figure out what oversight is. A lot of things are operational. We have paid a lot of money for an architect and project manager. They bring issues, change orders, etc. to the attention of the Executive Director. At the end of the capital project, there is reconciliation. The Health Capital process is not as clean as an independent contract process.

Motion: That the Facilities Committee be disbanded, with responsibilities passed on to the Executive Director and oversight of those responsibilities given to the Board.

Moved by: P. Elliott

Seconded by: N. Khorasani

Carried.

W. Baszyk requested his nay vote be recorded.

6. Election of Chair:
Deferred.

7. Review of Terms of Reference:

The Facilities Committee Terms of Reference were pre-circulated. The committee agreed to review the TOR, should the Board decide to maintain the committee.

W. Baszyk made the following suggestions:

- #5 - add ... strategic "and operational" plan.
- #11 - replace HVAC with "environmental systems and controls" and add ... telecommunications, "electrical" and security systems, "and water and waste disposal systems" in place ...

J. McPherson suggested to delete #2 as the Executive Director looks after the negotiations. W. Baszyk further suggested to change #2 to read "To review terms for the premises ..."

C. Metcalfe enquired about AODA requirements. J. McPherson stated that the health capital process is very prescriptive. We don't have a lot of control and have to meet their requirements. We have consultants through the process.

J. McPherson clarified that the requirements for the dental suite are also set out through the health capital process.

P. Elliott suggested we add “In the event of conflict between the Terms of Reference and the Ministry of Health Capital Investment Branch requirements, requirements of the Ministry shall prevail.”

Motion: To carry forward these recommendations to the Board if the Board sees fit to maintain the Facilities Committee.

Moved by: C. Metcalfe

Seconded by: P. Elliott

Carried.

8. Capital Project Updates:

J. McPherson reported that the Ministry has sent the cost share agreement. It has gone from \$408,000 to \$542,000. J. McPherson has met with our architect, Ailan McKenzie, to go over the discrepancies and has scheduled a teleconference next week with Mary Mahoney at the Health Capital Investment Branch to walk through the document line by line and determine where the increase is coming from. The Ministry is still asking about parking and are wanting to separate that cost out because it is offsite. Our architect wants to keep it as part of the construction budget so that it cannot be cut. Once we have the agreement sorted out and are confident the amounts are correct, we will have a good idea of our cost share amount and will have to show where those funds are coming from.

9. Site Updates:

9.1 64 Cameron St. E., Cannington

The parking lot has not been great over the winter, despite snow removal being done twice a day. Paper files are being sorted and stored offsite through Iron Mountain (secure medical file storage) to gain more space. We have ordered new chairs and bariatric chairs.

9.2 468 Main St. E., Beaverton

BTHC has a new cleaning contract there that we are hoping to also use at 64 Cameron. The door has not yet been replaced in the waiting room, but other jobs have been completed. T. Smith noted that Diabetes Education sign is still up at 20 Cameron. J. McPherson will call the owner of the building.

9.3 720 Simcoe St., Beaverton

We will be storing files from this site as well through Iron Mountain to clean out the old Board room and make space for physio. An exterior door bell has been ordered.

10. Any Other Business:

P. Elliott noted that we need to appoint a member of the committee to present to the Board. He nominated T. Smith as interim Chair. T. Smith accepted the nomination. If the committee is maintained, we will put election of chair back on the agenda.

11. **Adjournment:**
Motion: To adjourn the meeting. [7:52 p.m.)
Moved by: C. Metcalfe
Carried.
12. **Date of Next Meeting:** To be determined.

DRAFT

Facilities Committee Terms of Reference

Proposed Revisions February 7, 2019 ~~Approved October 7, 2015~~

Purpose:

To provide leadership, advice and direction on the facilities used by Brock CHC to provide programs and services and to oversee the planning and implementation of the Brock CHC capital project.

Responsibilities:

1. To oversee the arrangements for interim sites used by Brock CHC ensuring they are healthy, conducive to quality service and safe for clients, staff, volunteers and the general public.
2. To ~~review negotiate, as appropriate, reasonable and affordable~~ terms for the premises leased by Brock CHC for use by Brock CHC for the delivery of programs and services.
3. To review, report and make recommendations to the Board of Directors and/or the Finance and Audit Committee on any financial implications associated with leased facilities.
4. To ensure there are appropriate processes in place to manage current leased facilities, the new building and any Brock CHC owned property together with related assets.
5. To make recommendations to the Board regarding the planning needed for the new Brock CHC site ensuring they are aligned with the organization's strategic and operational plans.
6. To review and advise on financial assumptions to be included in the organization's capital plan and budget for the new Brock CHC site.
7. To liaise with, oversee and direct, as required, consultants involved in the planning, development and construction of the new Brock CHC site.
8. To ensure there is an effective government/funder relations protocol in place with the MOHLTC and other funders of the new Brock CHC site.
9. To ensure there is a Board approved communications plan associated with the development of the new Brock CHC site.
10. To ensure the new site is adequately equipped for the services provided.
11. To ensure there are state-of-the-art HVAC environmental systems and controls, telecommunications, electrical and security systems, and water and waste disposal systems in place in the new building.

12. To develop a plan for occupancy of the new building once construction is completed and the building is ready for occupancy.

13. To advise the Board and/or the Finance and Audit Committee, if required, on appropriate financing for the new Brock CHC site or other property acquisitions.

~~13.~~ In the event of conflict between the Terms of Reference and the Ministry of Health Capital Investment Branch requirements, requirements of the Ministry shall prevail.

Membership:

The Facilities Committee shall have a minimum of three members consisting of current members of the Brock CHC Board of Directors and/or community members. All members of the Committee must be members of Brock Community Health Centre.

Frequency of Meeting:

The Facilities Committee will meet a minimum of three times per year.

Quorum:

Quorum is 50% of the committee membership.

Term of Office:

A maximum of six years.

Chair:

The committee will elect its own Chair who must be a member of the Brock CHC Board of Directors.

Brock CHC Board
Feb 21, 2019
Item 8.7

Brock Community Health Centre
Fundraising Committee Minutes

Thursday, February 7, 2019
8:00 p.m.
720 Simcoe St., Beaverton

Present: T. Donovan (Chair), C. Metcalfe, T. Smith, P. Nelson (Guest), J. McPherson (Staff),
A. Canavan (Recorder)
Regrets: J. Grant, P. Shaw

T. Smith stated that he received notice from Brenda Stewart that she is stepping down from the Fundraising Committee.

1. Welcome and Call to Order:

T. Donovan welcomed everyone. The meeting was called to order at 8:06 p.m.

2. Approval of Agenda/Additions to Agenda:

Motion: To approve the Agenda of the Fundraising Committee for February 7, 2019.

Moved by: T. Smith

Seconded by: C. Metcalfe

Carried.

3. Declarations of Conflict of Interest:

There were no declarations of conflict of interest.

4. Approval of Minutes of Last Meeting:

Motion: To approve the minutes of the Fundraising Committee meeting held on January 17, 2019.

Moved by: C. Metcalfe

Seconded by: T. Smith

Carried.

5. Business Arising:

5.1 Donations Policy – deferred.

5.2 Donations in Kind Policy – deferred.

5.3 Capital Campaign Logo - Revised

A second draft logo for the capital campaign was presented for review. The committee supported the design of the logo and suggested replacing "Together we are building a healthier community" with "Building Our New Home" (in green). The logo will be presented to the Board at its meeting.

5.4 Update on Potential Campaign Cabinet Members

Updates were provided on potential campaign cabinet members. A registration form for Cabinet members will be created and sent to the committee to give to prospective members. T. Smith expressed concerned about asking people to help if the project is not moving. He reported that our letter of funding support came up at Council budget talks. A motion had been made to forgo the Brock Township portion of development charges; that motion was tabled. J. McPherson noted that those fees are currently included in our budget. T. Smith emphasized that when we ask the Township for a donation, we need to stress the fact that the property at 39 Cameron was an eyesore in downtown Cannington, we spent \$600,000 for remediation that the Township would have had to spend, a state-of-the-art health centre will be replacing a non-existent health centre, and down the street the portables will be gone.

P. Nelson asked for an update on the capital project to date which J. McPherson provided.

5.5 Cabinet Training

The committee agreed on March 14, 2019 at 6pm as the date/time for cabinet training with Marissa Soumalias. C. Metcalfe gave her regrets as she will be out of town.

5.6 Feedback on Cabinet Materials

Draft materials for cabinet members were circulated at the last meeting for review and feedback. P. Nelson suggested on the "Campaign Cabinet" sheet, 2nd sentence, we add Brock CHC Board of Directors to the Cabinet composition. J. McPherson noted additional suggestions. A. Canavan will update and send to all with a short turnaround.

P. Nelson enquired what will happen to our services at the BTHC when the new building is constructed. J. McPherson responded that 2 nurse practitioners will remain in Beaverton as they are funded to stay in that area. P. Nelson asked if we will be able to offer a blood lab and walk-in services to which J. McPherson responded we are hoping to one day.

6. New Business:

6.1 Donor Pipeline

An annotated chart of standards and donor pipeline assessment and qualifications chart prepared by M. Soumalias were pre-circulated at the last meeting as part of the Cabinet materials. It was agreed that donor prospect information be sent to A. Canavan to track. The committee discussed how we could share the updates in a secure manner and will ask M. Soumalias for suggestions.

6.2 Review of Prospect Packages

Prospect packages are underway. A draft campaign brochure was circulated for review and feedback. T. Smith suggested that the third floor elevation be to scale with the other floor drawings as it appears larger.

6.3 Recognition Guidelines / Naming Opportunities

J. McPherson will look into health capital guidelines before the committee discusses.

6.4 Overall Timeline and Communications Plan

This is underway. We will tie in community events, campaign events, capital announcements and communications.

6.5 Proposed Revision to Terms of Reference

A proposed revision to the Fundraising Committee's Terms of Reference was pre-circulated. The change pertains to the membership composition which no longer consists of the Board as a whole.

Motion: To recommend to the Board approval of the revised Terms of Reference.

Moved by: T. Smith

Seconded by: C. Metcalfe

Carried.

7. Any Other Business:

There was no further business.

8. Adjournment:

Motion: To adjourn. (9:30 p.m.)

Moved by: C. Metcalfe

Seconded by: T. Smith

Carried.

9. Date of Next Meeting:

Thursday, March 14, 2019 at 6:00 pm (Cabinet Training)

Fundraising Committee Terms of Reference

~~Approved April 20, 2017~~
Proposed Revision February 4, 2019

Purpose:

To oversee, set policy for, support and participate in fund development (fundraising campaigns) activities.

Responsibilities:

1. To set an ethically acceptable fundraising strategy (long-term) and to create an annual fundraising plan.
2. To implement, monitor and evaluate the strategy once adopted.
3. To actively support Brock CHC in fulfilling fundraising objectives and tasks identified in the annual operational plan.
4. To assume leadership for the development of project proposals to submit to potential sponsors and funders.
5. To develop a capital fundraising campaign to support the new building development and ongoing operating costs.
6. To participate in the solicitation and cultivation of potential corporate partnerships (local, provincial and national) for sponsorship and private (individual) donors for contributions at fundraising events and with fundraising activities.
7. To identify and recognize new ways to promote Brock CHC in our community and surrounding areas.
8. To assist with the development and production of certain marketing and promotional materials related to Brock CHC fundraising activities.
9. As required, to recruit and organize volunteers to assist in the development and implementation of fundraising related initiatives and projects.

Membership:

The Fundraising Committee will have a minimum of three ~~consist of all~~ members from the current Board of Directors, one of whom will be elected by the Committee to serve as Chair. The Board may increase its Committee membership as necessary to include other stakeholders (i.e., community members).

Frequency of Meeting:

The Fundraising Committee will meet a minimum of three times per year.

Quorum:

Quorum will be 50% of the members of the committee.

Term of Office:

A maximum of six years, or as determined by the By-Laws.

Chair:

The Chair of the Committee will be selected by the members of the committee.

Brock Community Health Centre
RESPONSES to CD-HP Client Survey
2019

Number of Respondents = 62

Programs Surveyed: Tai Chi (15), Drumming for Health (9), Line Dancing (2), Yoga (15), Community-Based Exercise (21)

Please answer the questions below so that we can continue to improve our services. Your responses will be treated anonymously.

Age	
0-17	<input type="radio"/>
18-65	<input checked="" type="radio"/> 20
Over 65	<input checked="" type="radio"/> 42

General Health					
How do you rate your general health?					
Good	<input checked="" type="radio"/> 53	Fair	<input type="radio"/> 9	Poor	<input type="radio"/>
		N/A <input type="radio"/>			

Length of Involvement			
How long have you been participating in programs offered by Community Development-Health Promotion (CD-HP)?			
Less than 1 year	<input type="radio"/> 14	1-2 years	<input type="radio"/> 8
		2+ years	<input checked="" type="radio"/> 40

Satisfaction With Services							
How satisfied are you with our CD-HP services? (5 = Highly Satisfied, 1 = Not Satisfied; N/R = No Response)							
	5	4	3	2	1	N/A	N/R
1. Was it easy to obtain information about our services?	41	12	5	2	1	1	0
2. Was it easy to register for our services?	53	4	2	0	1	2	0
3. Did staff understand your interests/needs?	53	6	2	0	1	0	0

4. Were you greeted in a friendly manner?	59	1	1	0	1	0	0
5. Were the goals of the services clearly explained to you?	54	5	1	0	1	1	0
6. Did you have an opportunity to receive information about other Brock CHC services?	42	7	4	1	1	2	5
7. Has your participation helped improve your overall health and wellbeing?	48	7	1	0	1	0	5
8. How would you rate the cleanliness and appropriateness of the facility used?	31	15	7	1	2	0	6
9. How would you rate your overall experience?	48	6	1	0	1	1	5
10. Do you intend to continue to use our services?	Yes <input type="radio"/> 57		No <input type="radio"/>		No Response 5		
11. Would you refer a friend to our services?	Yes <input type="radio"/> 57		No <input type="radio"/>		No Response 5		

Is there any feedback you would like to provide?

- Would refer friends to your services except it is already full - need more of this program for others.
- Great Program!! Love coming!!
- These classes are just excellent. We love them and Colleen is just super!
- Instructor is excellent.
- Fabulous instructor. Love all the team in class.
- Because of the success and the popularity of Colleen Ireland's class it is becoming overcrowded.
- We need to be able to control the heat. Some weeks it is just too hot.
- Enjoy the class, thanks.
- Colleen is excellent and the range of exercises. Very good program.
- Feel so good after my workout!
- Great program.
- Excellent instructor, fabulous teammates!
- I am new to the community so I am just learning what is available for me.

- The bus service in Brock Township is not very good. GO bus is for heading to the city. I always miss community events because I don't know how to get there, I don't know who to call.
- I wish I'd known about these services years ago.
- Programs are excellent, the price is excellent. I like the variety and the availability. Legion not always cleaned after weekend events.
- We are so lucky to have these classes, more would be a wonderful addition.
- Think there should be more information on services, medical and mental health. More meetings to inform community members of available services that are offered.
- Wonderful service provided to our community. Excellent experience for exercise and social interaction. Keep up the good work.
- Great!! Both yoga and Tai Chi that I have attended have been well structured and very friendly - important to me.
- I am very grateful that there are programs such as this. Get me out 2 a friendly creative place. Great 4 my energy level and attitude. Continue the good work, thank you!
- Excellent job, thank you keep it going!
- I am so very grateful to have met Lorraine. She has been amazingly helpful.
- Found out about it at Jamie Schmale MP's lunch. Could not participate in it before because I was not retired and no knowledge about it.
- Just feel wonderful to be a part of this Community. So friendly and so much to offer to the seniors.
- The community programs have changed my life. I retired from work and had no idea what to do with my time. Now I have things to do, places to go and people to meet everyday. Thank you. Special thanks to Loretta for helping me along my path.
- Would like more yoga classes in Beaverton. I do attend Cannington, Sunderland too for great turnout in Beaverton good return on investment.
- More yoga in Beaverton, also aging actively in Beaverton.

Brock CHC Staff
 Feb. 21, 2019.
 Item 9.2

Brock CHC Staff Retreat – Evaluation Survey Summary November 2, 2018

Total Number of Respondents: 20

Q1. Overall, how would you rate the Brock CHC Staff Retreat 2018?

Answer Choices	Responses	
Excellent	0%	0
Very good	45%	9
Good	55%	11
Fair	0%	0
Poor	0%	0

Q2. Please rate the following:

	Poor	Fair	Good	Very Good	Excellent
Model of Health and Wellbeing	5% (1)	15% (3)	50% (10)	30% (6)	0% (0)
Health Equity	0% (0)	10% (2)	55% (11)	30% (6)	5% (1)
Ties that Bind (handcuff exercise)	0% (0)	20% (4)	40% (8)	20% (4)	20% (4)
Mission Vision Values Exercise	0% (0)	10% (2)	65% (13)	20% (4)	5% (1)
Team Work - Stacking Cups	0% (0)	10% (2)	40% (8)	30% (6)	20% (4)
Team Work - Communication - Blind Drawing	0% (0)	5% (1)	50% (10)	20% (4)	25% (5)
Security Presentation - Simeon Kanev	0% (0)	5% (1)	35% (7)	25% (5)	35% (7)
Guided Meditation	0% (0)	15% (3)	40% (8)	30% (6)	15% (3)
Loretta's Trivia	0% (0)	10% (2)	55% (11)	30% (6)	5% (1)

Q3. What did you like about the Brock CHC Staff Retreat 2018?

- The location was great.
- The food and venue were great.
- I liked getting together with the group outside of work!
- Opportunity to "regroup" as an organization; venue, lunch.
- It is a very nice location, with calming atmosphere.
- Opportunity to connect in an informal and engaging way with the members of the organization at large.
- Opportunity to come together as a collective team to begin to act as one CHC.
- Venue.
- Location, food, games, and for sure the security presentation.
- Having everyone present and working in different groups, with different people each time.
- Location, lunch.
- Having all staff together in a venue separate from work sites; teambuilding exercises; opportunities for interaction with staff that you don't normally deal with on a regular basis; venue and food were excellent.
- Offsite location was very good. All staff participated in some way. Nice to have lunch with colleagues.
- It was nice to be with co workers from other offices.
- Being together with all staff for the day; the food; team building.
- Short, multiple activities/sessions rather than long power points.
- I like the activities that we had as they really show how important team work and communication are in order to provide the best client/patient care we can.

Q4. What did you dislike about the Brock CHC Staff Retreat 2018?

- At times, felt like an all day staff meeting.
- I disliked that the retreat was on a Friday.
- Didn't have an Agenda for the day before the day.
- Long day due to number of items needed to cover.
- There wasn't anything that I disliked.
- No agenda.
- More time looking at our mission statement.
- I feel like it was just getting started and there's more work to do and address.
- Would like better group distribution, seemed to be with a lot of same people over and over.
- The security information was a repeat of training already done by all staff. Although Simeon was very engaging, this time could have been added to the time spent on the model of health and wellbeing, health equity and missions/visions/values. These components were rushed and scattered. I think staff got lost in them and I feel there was not enough time to gain a full understanding and commitment to these.
- Room set up was not conducive to conversation - maybe café style table chair set up would create a more relaxed atmosphere. Little opportunity for staff to provide facilitation or leadership of the retreat rather than have ED lead the entire day.

- The security presentation was entertaining but wondering why we had it when we'd already heard most of the training at staff meeting.
- Games - 1 or 2 would have been fine.

Q5. Is there anything else you'd like to share about the Brock CHC Staff Retreat 2018?

- Looking forward to the next one - opportunity to work through the untapped opportunities to work effectively interprofessionally and with community partners.
- Should be less packed agenda and occur at least twice yearly.
- I don't think so.
- It was a wonderful opportunity to spend time with the whole group.
- I felt it was well organized.
- Prizes and blanket were appreciated.
- Although Janet did a good job, I think retreat-type meetings should be conducted by an outside facilitator with more purpose and end results. All staff should be equal participants.
- Opportunity to address obvious differences between site may have been lost i.e. elephant in the room about how staff at two sites practice very differently and can create tension or lack of continuity; and there are staff that truly support CHC model and those that are struggling with it.
- Overall, my knowledge was not increased at the end of the day.

Q6. How would you rate the venue/location?

Answer Choices	Responses	
Excellent	40%	8
Very good	35%	7
Good	15%	3
Fair	10%	2
Poor	0%	0

Q7. How would you rate the food and beverages?

Answer Choices	Responses	
Excellent	45%	9
Very good	20%	4
Good	30%	6
Fair	5%	1
Poor	0%	0

Comments:

- Great variety.

Q8. Do you feel that the goal of re-visiting the values of a Community Health Centre were achieved?

Answer Choices	Responses	
Yes	81.25%	13
No	18.75%	3
Skipped		4

Comments:

- I'm not sure all staff have a full understanding of a CHC.
- Not sure if the exercise will go beyond words.
- This needed more time.
- Not sure.
- To a point - this is ongoing.
- Don't remember this . . . do remember discussing Brock CHC specific values but not how it compares to overall CHC values.

Q9. Do you feel better prepared to attend the next session where we will look at the community needs and our programs and services?

Answer Choices	Responses	
Yes	88.24%	15
No	11.76%	2
Skipped		3

Comments:

- I think so.
- Not sure.

Q10. Any ideas that you have for future staff training or activities etc. that you would like to share?

Answer Choices	Responses	
Yes	20.00%	3
No	80.00%	12
Skipped		5

Comments:

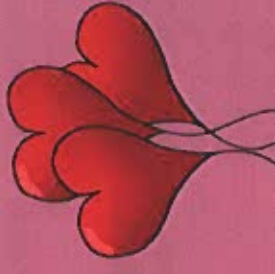
- Use of case studies that we are facing/have faced with success/little success.
- How to work better as groups, make sure both PHCP locations are set up the same.
- I think it will be important to have an opportunity to explore the different messages and ways of doing things in the silos.
- Work on achieving consistency between sites.
- Not at this time. Thank you!

Brock Community Health Centre Program/Activity Schedule

720 Simcoe Street, Beaverton L0K 1A0
705.432.3322 | www.brockchc.ca | info@brockchc.ca

February 2019

Jan-28-19



Program/Activity	Date/Duration	Time	Location	Registration
Community Based Exercise	Tuesdays and Fridays February 1, 5, 8, 12, 15, 19, 22, 26	10:00 am – 11:00 am	Cannington Legion 72 Peace Street	705.432.3322
Community Based Exercise – High Intensity	Tuesdays and Fridays February 1, 5, 8, 12, 15, 19, 22, 26	11:15 am – 12:15 pm	Cannington Legion 72 Peace Street	705.432.3322
Country Line Dancing	Mondays, February 4, 11, 25 (No class February 18)	10:00 am – 12:00 noon	Cannington Legion 72 Peace Street	705.432.3322
Drumming for Health Beaverton	Tuesdays, February 5, 12, 19, 26	11:00 am – 12:00 noon	St. Paul's Anglican Church 383 Osborne Street, Beaverton	705.432.3322
Falls Prevention Maintenance Beaverton	Mondays and Thursdays February 4, 7, 11, 14, 21, 25, 28	1:00 pm – 2:00 pm	Beaverton Legion 517 Mara Road	705.432.3322
Falls Prevention Maintenance Cannington	Mondays and Thursdays February 4, 7, 11, 14, 21, 25, 28	11:15 am – 12:15 pm	Cannington Baptist Church 60 Cameron St. W.	705.432.3322
Falls Prevention Maintenance Sunderland	Mondays and Thursdays February 4, 7, 11, 14, 21, 25, 28	9:45 am – 10:45 am	Sunderland Legion 104 River Street	705.432.3322
Guided Meditation Beaverton	Fridays, February 1, 8, 15, 22 (Program runs Nov. 30 – Feb. 22)	10:00 am – 11:00 am	Beaverton Town Hall 397 Simcoe Street, Beaverton	705.432.3322
Guided Meditation Cannington	Fridays, March 1, 8, 15, 22, 29 (Program runs March 1 – May 10)	10:00 am – 11:00 am	Trinity United Church 50 Laidlaw Street N., Cannington	705.432.3322
Indoor Walking Program	Mondays, Wednesdays, Fridays	9:00 am	Fisher's Independent, Beaverton	705.432.3322
Move, Groove & Improve	Wednesdays, February 6, 13, 20, 27 (Program runs Nov. 28 – March 13)	10:00 am – 12:00 noon	St. Paul's Anglican Church 383 Osborne Street, Beaverton (back)	705.432.3322
Rejuvenating Yoga Beaverton	Wednesdays, February 6, 13, 20, 27 (Program runs Nov. 28 – Feb. 27)	10:00 am – 11:00 am	Beaverton Legion 517 Mara Road	705.432.3322
Rejuvenating Yoga Manilla	Wednesdays, March 6, 13, 20, 27 (Program runs March 6 – May 8)	10:00 am – 11:00 am	Manilla Hall Simcoe Street, south of Hwy. 7	705.432.3322

Tai Chi Practice Sessions (Community-led)	Tuesdays and Fridays February 1, 5, 8, 12, 15, 19, 22, 26 Instructor Visit: Tuesday, February 5	1:30 pm – 2:30 pm	St. Paul's Anglican Church 383 Osborne Street, Beaverton (back)	705.432.3322
YOUTH Program/Activity	Date/Duration	Time	Location	Registration
Kids in the Kitchen* (Ages 8-18)				
+ Beaverton	Tues.: Feb. 5 Thurs.: Feb. 7	3:30 pm – 5:00 pm	BEACAN Presbyterian Church	705.432.3322
+ Sunderland	Tues.: Feb. 12	3:30 pm – 5:00 pm	Sunderland Arena	
+ Cannington	Tues.: Feb. 19 Thurs.: Feb. 21	3:30 pm – 5:00 pm	Nourish Community Hub	

* High school students (ages 14-18) are welcome to volunteer to earn community hours.

Additional Offerings through Partnered Organizations:

Alzheimer Society Durham Region

An open support group for care partners of individuals living with Alzheimer's disease or a related dementia. Kindly contact the Alzheimer's Society at 1.888.301.1106 if you are attending for the first time. **Next Group: Wednesday, February 20th from 9:30 – 11:30 am at Cannington Baptist Church (60 Cameron Street W., Cannington). Satellite offices now available in Brock Township where you can arrange to meet family support staff. Sunderland Community Health Centre (26 Church St. S., Sunderland) – 1st Friday of every month from 8:30 am - 4:30 pm. Brock Community Health Centre (720 Simcoe St., Beaverton) – 3rd Wednesday of every month from 1-4:30 pm. Call 1.888.301.1106 for more information.**

DRIVEN

Local support is available for women experiencing abuse and all forms of gender-based violence, including sexual violence. Transportation support is available. Please call 1.877.SAFE.905 (1.877.723.3905).

East Lake Simcoe Quilters

Meet at St. Andrew's United Church, Beaverton on the last Monday of the month from 1:30 p.m. – 3:30 p.m. Make new quilting friends, learn something new and use your skills as a way to reach out into your community. Please contact Donna at 705.437.1561 for more information.

Multiple Sclerosis (MS) Society of Canada – Durham Northumberland Chapter

Connect with others living with MS to share experiences and ideas. Local monthly meetings in Cannington. For more information, please call Debbie at debbie.hunter@mssociety.ca or 1-800.268-7582, ext. 3343.

Powerful Tools for Caregivers

A free six-week workshop for caregivers coordinated by the Central East LHIN Self-Management Program. Tuesday afternoons. March 19 – April 23, 2019 from 2:00 – 3:30 pm at the Brock Township Public Library – Cannington Branch, 38 Laidlaw Street S., Cannington. Pre-registration is required. For more information call 1-866-971-5545. Register online at www.ceselfmanagement.ca.

Substance Use, Mental Health Counselling and Case Management

Canadian Mental Health Association Durham (CMHA) & Pinewood Centre of Lakeridge Health together with community partners will provide a range of services to individuals and families who are experiencing mental health, alcohol, drug use and gambling concerns. To schedule a local appointment with CMHA, call 905.436.8760. To schedule a local appointment with Pinewood, call our Port Perry office at 905.985.4721 (collect calls will be accepted). To access Pinewood's 24/7 crisis/telephone support line, please call 1.888.881.8878 to speak to a counsellor.

Free Tax Clinic (by appointment only) – North House

March 27, 2019 and April 24, 2019 from 9 am – 4 pm. Brock Community Health Centre, 720 Simcoe St., Beaverton. Eligibility: maximum income levels: Single – up to \$30,000; Family – up to \$40,000. Other restrictions may apply. Call 705.432.8654 ext. 104 to make an appointment.