

**Northern Neighbours NPLC  
Board Meeting  
Wednesday, March 08, 2023  
Northern Neighbours NPLC Board Room**

**PRESENT:**

Shawn Dookie	Chair <i>via Video conference</i>
Lynne Thibeault	Secretary <i>via video conference</i>
Crystal Pirie	Director <i>via video conference</i>
Patricia Anglehart	Treasurer <i>via video conference</i>
Tina Forsyth	Director <i>via video conference</i>
Charles Alderson	Director <i>NNNPLC Board Room</i>
Carolyn Burton	Clinic Administrator <i>NNNPLC Board Room</i>
Arlene McCorry	Lead Nurse Practitioner <i>via video conference</i>

**Regrets:** Shelly Livingston

**RECORDER:** Carolyn Burton

Meeting called to order at 6:30 pm EST

**1. Housekeeping**

**1.1. Approval of agenda:**

Motion to approve agenda.

Moved by: Lynne  
Seconded by: Charles  
Carried

**1.2. Declaration of Conflict of Interest:**

No conflict of Interest declared.

**1.3. Review and Approval of Minutes of previous meeting:**

Motion to accept the February 08, 2023 Minutes.

Moved by: Patricia  
Seconded by: Tina  
Carried

**1.4. Consent Agenda Items:**

1.4.1. PSA Funding Agreement, Governance Terms of Reference, Governance Minutes, Emergency Board Meeting and Mental Health and Addictions Funding.

Motion to accept the Consent Agenda Items be as presented.

Moved by: Shawn  
Seconded by: Lynne

**1.5. Executive Reports:**

**1.5.1. Clinical Report**

Arlene reported that the E.T. and Mandy attended the Health Fair at Netmizaaggamig Nishnaabeg in recognition of International Women's Day. This

## *Northern Neighbours Nurse Practitioner-Led Clinic*

gave opportunity to promote and register patients for Pap-A-Palooza and Screen for Life Coach.

The NNNPLC organized the Snow Sculpture Contest again this year. This event is meant to promote physical and mental health well-being. The winners will be announced next week.

Mandy is currently working on policies related to Medical Abortions. She has completed her training on Medical Abortions and is hoping to deliver this service soon. Wawa has been very busy with providing this procedure to patients and providing it in White River may help to alleviate the volume of requests received in Wawa.

The NNNPLC newly hired SSW, Chrishanna, has been engaging seniors in the community and doing home visits. She is currently developing an exercise program for older people.

The newly hired RPN is currently off on leave in order to take her RN exam in Toronto. We are optimistic that she will be registered as a RN in the near future.

Arlene told the board that she is potentially retiring sometime this summer 2023. The announcement is “unofficial” and she expressed that she is hoping the recruiter is successful in recruiting another NP. Otherwise, she may continue to provide some telephone appointments to assist with the patient load until we recruit another NP.

### **1.5.2. Administrator Report**

As a result of the recent board approved decision to submit quarterly reports, there is no financial report for this meeting. The third (3<sup>rd</sup>) quarter report has been uploaded to the shared drive for board perusal. The fourth (4<sup>th</sup>) quarter report will be available sometime around mid-April 2023.

Carolyn reported that the Ministry rep., approved an in-year reallocation request, in the amount of \$36,500.00 to procure the services of People First HR. The E.T. has met with the recruiter and the process to recruit a NP has begun.

### **1.5.3. Board Mandatory Item Check List**

The Board Mandatory Item Check List is a tool designed to make the board meetings more efficient. The information listed consists of the mandatory items that the board of directors is responsible to ensure are complete.

This document will be available on the shared drive and in advance of the relevant board meeting. The check list will also be included with the Consent Agenda Items. However, if there is an item that needs to be discussed directors need only to send Shawn a message. The Board Mandatory Check List will not be included in the

## *Northern Neighbours Nurse Practitioner-Led Clinic*

Consent Agenda Items and will be discussed as a separate agenda item. Alternatively, if there is an item on the list that has been checked as “no”, that indicates the item as not completed and therefore up for discussion as a separate agenda item.

Carolyn reviewed the current checklist all items, with the exception of item 15 were in compliance. There was one incident that posed as potential risk Item 15 “Threatened or Pending Membership Complaints”. The incident was a result of a board member holding a meeting with the Band Manager which resulted in a donation request in the amount of \$15,000.00.

The Clinic Administrator, with the guidance of some board members, called the Band Manager and explained that the NNNPLC does not donate, there is no budget line item for donations. Although the conversation began very awkward, the situation was resolved with conversation. Carolyn reiterated the statement that Shawn made earlier “no board member should be discussing NNNPLC business outside our board meetings, unless that board member has the full support of the Board of Directors”. In future situations arise that have a potential risk, the ET is encouraged to reach out to the Board or the Board Chair to seek advice and guidance.

The Board Chair informed the directors that Carolyn has since requested a leadership meeting with Netmizaaggamig Nishnaabeg senior management team and the NNNPLC management team (the ET, Board Chair, and Mandy). This will present an opportunity to strengthen our partnership through communication and collaboration.

There will be some upgrades to our IT. All staff will be upgraded to Microsoft 365 subscription before end of fiscal. There was an in-year reallocation request submitted and approved by the Ministry Rep., in the amount of \$4,830.00 for this project. Once complete, the cost of Google Workspace will be removed and the cost of Zoom will be removed. The Board Chair inquired whether or not we should provide NNNPLC emails for all board members. No decision was made.

### **1.6. Governance**

Shawn shared the results of responses received from other NPLCs in the province regarding ONCA by-law compliance and what methods/resources they were utilizing. These responses will be reviewed and discussed at the next Governance Committee meeting. The deadline for compliance is October 2024, so the Governance Committee has time to ensure we are in compliance. Shawn will reach out to the other members of the Governance Committee and plan to meet early April 2024.

## **2. Business**

## Northern Neighbours Nurse Practitioner-Led Clinic

Shawn asked the ET if there were any updates on the progress of the remaining Mental Health and Addictions Support proposed projects:

- **Community Garden.** Tiina, Abora Management Services has offered to provide contacts for the landscape architecture. This will be a tremendous help in pricing the project. The ET will continue to obtain a quote to submit to the board before the deadline and approval could be attained via electronic vote.
- **Fire House.** Shelly provided the board with a full description of a Fire House via email. Included were pictures of the current structure. To date there is no estimate of cost(s) or build date. The NNNPLC could contribute to such an important project. If details are not determined by March 31, 2023, this project could be considered for future Mental Health and Addictions Support Funding.
- **Wake the Giant or 15 Missing Pieces education.** Shawn suggested we compare both training line by line to determine which would be more effective. The ideal would be a session that included NNNPLC staff and the broader community of White River.
- **Traditional Healer.** This project was approved at the Emergency Board Meeting of Wednesday, March 01, 2023.
- **Abora Management Services.** This project was approved at the Emergency Board Meeting of Wednesday, March 01, 2023.

### 3. New Business/New Tasks.

Task	Owner(s)	Deadline	Status
Inquiry sent to other NPLCs regarding ONCA by-law compliance by Oct 2024	Carolyn	Before March Board Meeting	Complete
Review Canadian Patient Safety Tool Kit	Carolyn and Shawn	TBD	
Group email to Governance Committee to arrange meeting in April 2024.	Shawn	ASAP	
Reach out to Wake the Giant for program details	Carolyn	ASAP	

### 4. Next Board Meeting.

Wednesday, April 12, 2023

### 7. Adjournment. 7:20 pm

## Board Mandatory Item Check List

Date: March 08, 2023

Checklist Item Description	Check One			As of Date	Comments
	Yes	No	N/A		
<b>To be Reported Annually:</b>					
1. All Taxes required to be deducted, withheld and remitted by the Corporation (NNNPLC) to the proper tax authorities with respect to salaries, wages, fees, commissions, retiring allowances, and other remunerations paid to employees of the NNNPLC have been so deducted, withheld, and remitted as they fall due.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. The required Employment Insurance and Canada Pension Plan premiums and contributions (both employer and employee) have been remitted by the NNNPLC as they fall due and are up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. T2 Corporate Tax Return (CRA) - to be filed within 6 months of the end of each tax year. Tax year being a the NNNPLC fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Financial Audit by Certified Accountant (Yearly Financial Statement).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5. CRA - T4 Information Return - remitted electronically and filed on or before the last day of <b>February</b> (for prior year salaries and wages paid)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6. HOOPP Member Data Collection (MDC) - prepared and remitted on or before the last day of January (for prior year reporting)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. Directors and Officers liability Premiums Paid. (Paid by March for upcoming fiscal)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

## Board Mandatory Item Check List


Date: March 08, 2023

Checklist Item Description	Check One			As of Date	Comments
	Yes	No	N/A		
<b>To be Reported Quarterly:</b>					
8. All wages, salaries, commissions, vacation pay have been paid in the normal course and are up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>To be Reported Monthly</b>					
9. All wages, salaries, commissions, vacation pay have been paid in the normal course and are up-to-date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. The NNNPCLC has repaid all funds owing and is in good standing with all accounts payable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. The NNNPCLC has demonstrated sound financial practices including: transparent financial reporting of revenues and expenditures, reasonable forecasting, securing MOHLTC approval prior to reallocating funds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. The NNNPCLC is not operating in a deficit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Pension payments have been remitted on time. HOOPP Remittances – remitted before the 15 <sup>th</sup> of each month for prior month deductions (Employee & Employer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

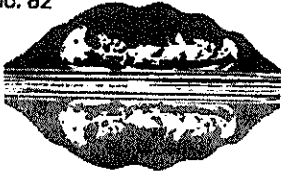
*Consent a agenda going forward.*

Checklist Item Description	Check One	Yes	No	N/A	As of Date	Comments
<p>14. The NNNPLC has remitted the required employer health tax amounts as they fall due and are up-to-date. Monthly remittance – due before 15<sup>th</sup> of each month</p>	<input checked="" type="checkbox"/>					
<p>15. Describe an Environmental matters of issues identified with the NNNPLC (The following list <u>MUST BE</u> reported at monthly Board Meetings):</p> <ul style="list-style-type: none"> <li>• Anticipated adverse media coverage;</li> <li>• Threatened or Pending Lawsuits;</li> <li>• Threatened or Pending Membership Complaints;</li> <li>• Financial Risks:                             <ul style="list-style-type: none"> <li>○ Outstanding Debt (all amounts)</li> <li>○ Payroll Remittances</li> <li>○ Any such financial risks that put the Board or the NNNPLC at risk</li> </ul> </li> <li>• External Changes:                             <ul style="list-style-type: none"> <li>○ Project Up</li> <li>○ Stakeholder/Agency updates</li> <li>○ MOHLTC/funding updates</li> </ul> </li> <li>• Internal Changes:                             <ul style="list-style-type: none"> <li>○ Staff meetings, direction, strategy, priorities</li> <li>○ IT Update (including website, document safety/storage, emails)</li> <li>○ Communications Update</li> <li>○ Education Update</li> <li>○ Staffing Workload</li> <li>○ Policy review</li> </ul> </li> <li>• Board signatures / Approval Required                             <ul style="list-style-type: none"> <li>○ Expenses beyond 10,000.00</li> <li>○ Contracts</li> </ul> </li> </ul>	X		X			<p>One instance where we received a request for donations in the amount of \$15,000.00. This request had potential to distance our relationship with Netmizaaggamig Nishaabeg. The NNNPLC is a not-for-profit and do not have an expense item for donations. There are no financial risks to be reported.</p> <p>Recruitment Contract signed.</p>

Signed:

  
Carolyn Burton, Clinic Administrator

Date March 06, 2023



## NETMIZAAGGAMIG NISHNAABEG

P.O. Box 717 Mobert, Ontario P0M 2J0

Phone : (807) 822-2134  
Toll Free: 1-888-797-1123  
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February 24, 2023

Carolyn Burton  
Administrator  
Northern Neighbours Nurse Practitioner Led Clinic  
102 Winnipeg Street  
White River ON P0M 3G0

via email [c\\_burton@nnnplc.ca](mailto:c_burton@nnnplc.ca)

Dear Ms. Burton,

It has recently been brought to my attention that the Northern Neighbours Nurse Practitioner Led Clinic (NNNPLC) has provided donations to a number of entities within White River. I am writing to request three (3) separate donations to three (3) entities of Netmizaaggamig Nishnaabeg.

We are requesting a \$4,000 donation to support the development of a covering/roof to our outdoor rink. We recently constructed a new outdoor rink and many of our residents participate skating at this rink on a daily basis and it has a cement base which will allow us to use the facility all seasons. This donation will be a great boost to our efforts to construct the roof which will increase the accessibility to the rink by our residents. I believe this donation request aligns nicely with the NNNPLC as the rink provides a platform for outdoor activity, fresh air and physical activity, improving individual health.

My second request is for our traditional cultural gathering, the Netmizaaggamig Nishnaabeg Annual Pow Wow. Like all gatherings there are costs associated to support the many activities required to host such a gathering. I am asking the NNNPLC to contribute \$5,000 towards our annual pow wow. The money will be used to provide nutritional food for our participants and provide healthy clean water which is delivered to each camp site.

My last request is for a \$3,000 donation to our local foodbank. Our annual costs are approximately \$12,000 and we have \$4,000 to operate the foodbank. The donation of \$3,000 would be greatly appreciated and provide essential food for residents of our community.

I look forward to hearing from you in the very near future. If you have any questions, please do not hesitate to contact me directly via email or by calling 249-622-2768

Respectfully,

Donna Sutherland  
Band General Manager  
Netmizaaggamig Nishnaabeg