

**District of Parry Sound West
(Belvedere Heights)
Notice of Meeting
Board of Management
Wednesday, April 24, 2024 – 9:00 a.m.
Via Zoom**

Join Zoom Meeting <https://wpsbc.zoom.us/j/86216206246?pwd=OWhld2tUazQ2aUpXSIRqOHZad3E5QT09>

Meeting ID: 862 1620 6246
Passcode: 388336

AGENDA

Board of Management (voting): Joe Beleskey (representing the Town of Parry Sound)
Paul Borneman, Vice Chair (representing the Town of Parry Sound)
Don Carmichael, Secretary/Treasurer (Order in Council Appointment)
Gail Finnsen (representing Seguin Township)
Cheryl Ward (Order in Council Appointment)
Pamela Wing, Chair (representing McDougall, The Archipelago, Carling Townships)
Debbie Zulak (representing Whitestone, McKellar, McMurrich/Montieth Townships)

Quorum – for a meeting of the Board shall be a simple majority of the Directors. By-law 8.9

Staff Attending (non-voting): Kami Johnson, Administrator

Specially Invited (non-voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre

As a result of the COVID 19 pandemic and Provincial requirements for physical distancing, this Committee/Board meeting will be held electronically in accordance with section 238 of the Municipal Act 2001.

1.0 Call to Order

2.0 Confirmation of Quorum

3.0 Declaration of Conflicts of Interest

4.0 Approval of Agenda:

MOTION:

That the Board of Management accepts the agenda, as presented. (attached pages #1-3)

5.0 Voice of the Resident – K. Johnson

6.0 Approval of Minutes:

MOTION:

That the minutes of the Belvedere Heights Board of Management meetings held March 27, 2024, be approved.
(attached pages #4-7)

7.0 Matters Arising:

8.0 New Business:

9.0 Committee Reports:

Finance

9.1 Finance Committee – April 22, 2024 (will be circulated late in the day on Tuesday, April 23rd)

9.2 2023 Financial Statements (will be circulated late in the day on Tuesday, April 23rd)

MOTION:

That the minutes of the Finance Committee meeting held April 22, 2024, be received.

Governance and Partnerships

9.3 no meeting held

Long Term Care Ad-hoc Advisory

9.4 no meeting held

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021- K. Johnson - **Deferred**
- Quality Improvement Plan

10.2 Equity Diversity Inclusion (EDI) – update - **Deferred**
- Land Acknowledgements – pending April 22, 2024, education

10.3 West Parry Sound Health Centre Ontario Health Team (WPS OHT) – J. Hanna - **Deferred**

11.0 Other Reports:

11.1 Board Chair Report – P. Wing (*verbal*)

11.2 Administrator’s Report – K. Johnson (*verbal*) - **Deferred**

- 12.0 Correspondence:
12.1 Ministry of Long-Term Care dated April 5, 2024, re allocation of 24-beds (attached pages #8,9)

13.0 In-Camera

MOTION:

That the meeting move in-camera.

- 13.1 24-beds discussion

MOTION:

That the meeting move ex-camera.

14.0 Adjournment:

MOTION:

That there being no further business to conduct, the meeting terminated at ____ a.m.

Next meeting - Wednesday, May 22, 2024 at 9:00 a.m.

Annual Information Meeting – Thursday, June 20, 2024 at 3:00 p.m.

District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, March 27, 2024
via Zoom

Directors Present (voting): Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair
Debbie Zulak

Director Regrets: Joe Beleskey

Advisory Member Attending (non voting):

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 9:01 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

*A land acknowledgement will be provided at the next meeting.

4.0 Approval of Agenda:

#BH-17/24

Moved by C. Ward, seconded by D. Zulak that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

5.0 Voice of the Resident: K. Johnson presented information on the 2024 Resident and Family Satisfaction Survey. The Board was very pleased with the 2024 results. K. Johnson and her team were congratulated. The Board was also advised that RNAO pathways went live yesterday.

6.0 Approval of Minutes:

#BH-18/24

Moved by G. Finnsen, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held February 28, 2024, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held yesterday. The Finance Committee minutes and attachments were circulated to Board members yesterday (March 26th) via email.

Highlights were as follows:

- The February statements showed an operating deficit of \$110K. This deficit was influenced by the outbreak in January and funding not increasing until April 2024.
- Agency usage was as \$28K. This was directly related to the outbreak in January.
- A balanced budget was presented to members.
- In February 2024, CSS purchased a 2024 GMC Terrain vehicle in the amount of \$43,896.22.

#BH-19/24

Moved by D. Carmichael, seconded by G. Finnsen, that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Long-Term Care Home Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-20/24

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement (“Extending Letter”) be approved.

Carried.

#BH-21/24

Moved by G. Finnsen, seconded by C. Ward that on the recommendation of the Finance Committee, the CUPE Agreement from April 1, 2023 – March 31, 2025, be ratified.

Carried.

#BH-22/24

Moved by D. Carmichael, seconded by G. Finnsen that the Board of Management approves the purchase of the Community Support Services 2024 GMC Terrain vehicle in the amount of \$43,896.22.

Carried.

#BH-23/24

Moved by D. Carmichael, seconded by C. Ward that on the recommendation of the Finance Committee, the Board of Management approves the Community Support Services (CSS) 2024-25 proposed budget.

Carried.

#BH-24/24

Moved by D. Carmichael, seconded by C. Ward that the Board of Management approves the January and February 2024 expenditures.

Carried.

#BH-25/24

Moved by D. Carmichael, seconded by D. Zulak that the minutes of the Finance Committee meeting held March 26, 2024, be received.

Carried.

9.2 Governance and Partnerships Committee – March 13, 2024

The WPSHC Community Engagement Committee, which includes a number of external health system partners who gather monthly, invited Chair of the Governance and Partnerships Committee C. Ward, to sit on their committee. The Board of Management agreed with sending C. Ward to sit on their committee.

The Board of Management meeting chart was briefly reviewed. The Chair requested Board members advise her if they would like to join or exit a committee. These annual appointments will be made following the Annual Information Meeting in April.

#BH-26/24

Moved by C. Ward, seconded by G. Finnsen that on the recommendation of the Governance and Partnerships Committee, the Board Management Policy be approved.

Carried.

#BH-27/24

Moved by C. Ward, seconded by D. Zulak that the minutes of the Governance and Partnerships meeting held March 13, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee – no meeting was held. A doodle poll regarding a meeting schedule will be sent out in the near future.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021

The Administrator presented information about how EDI planning fits into the Quality Improvement Plan. Two goals for 2024 were as follows:

1. Develop and implement a process by which requests for new or adjusted psychotropic orders are referred to internal BSO team for review with physician prior to implementation.
2. Integration of clinical pathway for management of depression, delirium and dementia.

10.2 Equity Diversity Inclusion (EDI)

Two members from the Belvedere Heights Board of Management will be invited to participate in Land Acknowledgement training on April 22, 2024.

10.3 WPS OHT

C. Ward is attending the West Parry Sound Ontario Health Team Collaboration Council meetings on behalf of the Belvedere Heights Board of Management as a governor. It was hoped that the Terms of Reference will be approved at their next meeting on March 28th which can then be circulated to the Belvedere Heights Board. Two other operation governance groups will have to be established in the future: 1) a Primary Care Council and 2) a Citizen Advisory Panel.

The job posting for the West Parry Sound Ontario Health Team (WPSOHT) Executive Director and the OHT draft structure based on Ministry's proposed regulation will be forwarded to the Board for information.

Referred to N. Murphy

11.0 **Reports:**

11.1 Board Chair Report

The Chair noted that Carling Township passed a motion in principle accepting the TD banking line of credit proposal. The Chair sent this motion to all municipalities for information. The Chair will set up another meeting with all CAOs.

Referred to P. Wing

11.2 Administrator's Report

- The Administrator updated the Board on the February critical incidents. There were a total of five incidents.
- There were no Ministry inspections or grievances in the month of February.
- The PSW living classroom was approved in the amount of \$29,000.
- The Administrator has requested a quote to expand the Chapel doors for accessibility.

12.0 **Pending:** none

13.0 **Correspondence:**

Correspondence from C. Peters dated February 29, 2024, was sent to J. Hanna and H. Stephenson thanking them both for their participation in the recently held Belvedere Family Council meeting.

14.0 **In-Camera:** no in-camera meeting was required.

15.0 **Conclusion of Meeting:**

#BH-28/24

Moved by D. Carmichael, seconded by C. Ward that there being no further business to conduct, the meeting concluded at 10:47 a.m.

Carried.

Ministry of Long-Term Care

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Long-Term Care Capital Development

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Via email only:
pwing@carling.ca

April 5, 2024

Ms. Pam Wing
Board Chair
Board of Management for Parry Sound West
21 Belvedere Avenue
Parry Sound ON P2A 2A2

Dear Ms. Wing:

Further to continued conversations between your organization and the ministry on alternative options to maintain capacity in Parry Sound we are writing to confirm the current status and necessary next steps for the Board of Management for the District of Parry Sound West ("BoM").

Conversations were initiated in response to the August 30, 2021 letter to the Minister of Long-Term Care from the BoM regarding the surrender of the Approval for 101 beds at Belvedere Heights (the "Home") subject to West Parry Sound Health Centre ("WPSHC") receiving an allocation to develop beds at the Health Centre site.

The existing 101 Belvedere Heights beds are not eligible for Ministry funding should they be redeveloped elsewhere. As such, the ministry is unable to accept the surrender of the Approval that is contingent on the existing 101 beds being redeveloped.

As a next step, the ministry is requesting that the BoM identify their intentions regarding the continued operation of Belvedere Manor and the allocation of 24 additional beds.

Should the BoM decide to pursue the 24-bed expansion of Belvedere Heights at its current location, the Ministry requests the Board of Management to proceed with the following steps in addition to the previously stated licensing requirements:

- A written confirmation from Board of Management for the District of Parry Sound West to proceed as described; and
- Advance work related to design development and confirm sources of project financing.

Should the BoM decide to close Belvedere Heights and return the Approval for the 101-beds please note the following:

- The BoM is subject to the Notice and closure requirements outlined in Ontario Regulation 246/22 s. 359 to s.365.
- In particular, please notice the requirement for a 5-year notice period under s.359(4)(b) which would be provided to the Director, Capital Planning Branch.

Ms. Pam Wing

- Also s.365 should be reviewed as the notice must be accompanied with certified copies of the by-laws agreeing to the closure passed by a majority of municipalities in the territorial district.

The submission of such a closure notice and ministry approval for the same would result in the withdrawal of the allocation of 24 additional beds to Belvedere Heights.

Should you have any questions please contact Margaret Allore, Manager, Licensing Unit via email at Margaret.Allore@ontario.ca. We look forward to receiving correspondence regarding your intentions.

Sincerely,



Hindy Ross
Director, Capital Planning Branch



Andrea Barton
Director, Capital Program Management Branch

- c:
- James Stewart, Interim Assistant Deputy Minister, Long-Term Care Capital Development, Ministry of Long-Term Care (MLTC)
 - Margaret Allore, Manager, Capital Planning Branch (CPB), MLTC
 - Rashmi Sharma, Manager, Capital Program Management Branch (CPMB), MLTC
 - Weifang Dong, Team Lead, CPMB, MLTC
 - Navleen Madan, Team Lead, CPB, MLTC
 - Edlyn Gonsalves, Project Manager, CPMB, MLTC
 - Kyle Daya, Licensing Program, Coordinator, CPB, MLTC