

**District of Parry Sound West  
(Belvedere Heights)  
Notice of Meeting  
Board of Management  
Wednesday, February 28, 2024 – 9:00 a.m.  
Via Zoom**

Join Zoom Meeting

<https://wpsbc.zoom.us/j/84459991793?pwd=aUpvNWlCbkEzSitKMVR0Z2ZncHBRZz09>

Meeting ID: 844 5999 1793

Passcode: 905501

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## AGENDA

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**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 January 24, 2024, be approved.  
(attached pages #4-7)

7.0 Matters Arising:

7.1 Life Lease Open Session – P. Borneman

8.0 New Business:

8.1 L. Gregory – Resignation (attached page #8)

9.0 Committee Reports:

Finance

9.1 Finance Committee – February 26, 2024 (will be circulated on Tuesday, February 27)

**MOTION:**

That the minutes of the Finance Committee meeting held February 26, 2024, be received.

Governance and Partnerships

9.2 Governance and Partnerships Committee – February 14, 2024 (attached pages #9,10) –  
C. Ward

**MOTION:**

That the minutes of the Governance and Partnerships meeting held February 14, 2024, be received.

Long Term Care Ad-hoc Advisory Committee

9.3 Long Term Care Ad-hoc Advisory Committee – no meeting

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021- K. Johnson

10.2 Equity Diversity Inclusion (EDI)  
- Land Acknowledgements  
- EDI Training in the home

11.0 Other Reports:

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

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

11.3 Proposed Provincial Regulation of OHTs – J. Hanna

12.0 Pending:

13.0 Correspondence: none

14.0 In-Camera

15.0 Adjournment:

**MOTION:**

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

*Next meeting - Wednesday, March 27, 2024*

**District of Parry Sound West (Belvedere Heights)  
Board of Management Meeting  
Wednesday, January 24, 2024  
via Zoom**

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**Directors Present (voting):** Joe Beleskey  
Don Carmichael, Secretary/Treasurer  
Gail Finnson  
Pamela Wing, Chair  
Cheryl Ward  
Debbie Zulak

**Director Regrets:** Paul Borneman, Vice Chair

**Advisory Member Attending (non voting):**

**Advisory Member Regrets:** Lynne Gregory

**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.

**4.0 Approval of Agenda:**

**#BH-1/24**

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 work staff member S. Stedy is doing to improve accessibility for all residents.

The Board requested that it be noted in the minutes that they are appreciative of the hard work and care that K. Johnson and her team are providing to the residents of Belvedere Heights.

J. Beleskey joined the meeting at 9:07 a.m.

## **6.0 Approval of Minutes:**

### **#BH-2/24**

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meeting held December 20, 2023, be received.

Carried.

## **7.0 Matters Arising:**

### **7.1 Life Lease Open Session**

P. Borneman was not in attendance to report but members that were in attendance thought that the session was well received.

## **8.0 New Business:**

### **8.1 Committee Structure**

The last revised committee structure was included in the agenda package. It was determined that members will give further thought to the structure and advise if any changes are desired. This will be discussed again at the next meeting.

## **9.0 Committee Reports:**

### **9.1 Finance Committee**

H. Stephenson provided highlights from the meeting held this past Monday. The Finance Committee minutes and attachments were circulated to Board members yesterday (January 23<sup>rd</sup>) via email.

Highlights were as follows:

- No December statements were presented. Only the final audit will be presented in the future. It was noted that preliminary results are not materially different from the November results.
- Agency staffing for December 2023 decreased.
- Agency staffing is expected to increase for January 2024 due to the COVID-19 outbreaks and the one-on-one care required.
- The CSS annual budget that was presented at the Finance Committee meeting showed an 8K deficit. It was recommended that the CSS budget be sent to the Board of Management for review and final approval next year.
- H. Stephenson was directed to work with CSS to ensure that the above is in place for next year.

Referred to H. Stephenson

**#BH-3/24**

Moved by J. Beleskey, seconded by G. Finnson that the minutes of the Finance Committee meeting held January 22, 2024, be received.

Carried.

**#BH-4/24**

Moved by C. Ward, seconded by D. Carmichael that the 2024 Life Lease Budget be approved.

Carried.

9.2 Governance and Partnerships Committee -- January 10, 2024

The Chair noted that she attended a Lakeland Long Term Care Board meeting on December 21, 2023. Much was learned and it was hoped that the LLTC Chair would reciprocate and attend a Belvedere Heights Board meeting in the future.

It was questioned whether the Board of Management should be opening their Board meetings with a Land Acknowledgement. P. Wing will work this through with the Administrator.

Referred to P. Wing

**#BH-5/24**

Moved by C. Ward, seconded by G. Finnson that the Role of the Chair and the Role of Board Members policies be approved.

Carried.

**#BH-6/24**

Moved by G. Finnson, seconded by D. Carmichael that the minutes of the Governance and Partnerships meeting held January 10, 2024, be received, as amended – P. Wing was in attendance.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee

**#BH-7/24**

Moved by D. Carmichael, seconded by G. Finnson that the notes of the Long Term Care Ad-hoc Advisory Committee meeting held January 15, 2024, be approved.

Carried.

**10.0 Standing Items:**

10.1 Fixing Long-Term Care Act, 2021

The Administrator shared information regarding the announcement of a new 10-person LTC investigations unit. The unit is investigating offences under the FLTCA. It was noted that while inspectors identify and address non-compliance under the Act, investigators determine if there are grounds that an offence under the Act has been committed, which if prosecuted could result in fines and/or imprisonment.

10.2 Equity Diversity Inclusion (EDI)

The Administrator presented information on EDI planning at Belvedere Heights. Highlights were as follows:

- 100% of staff will have completed the Cultural Competency and Indigenous Cultural Safety – 4 Part series by the end of 2024.
- Belvedere Heights is working in collaboration with LLTC to develop an equity plan consistent with OHT and OH priorities and best practices.

- Georgian Bay Biosphere will be providing Land Acknowledgement training in the near future.

## 11.0 **Reports:**

### 11.1 Board Chair Report

The Chair noted that the Carling presentation went well and that the line of credit situation was well understood by Councillors.

### 11.2 Administrator's Report

K. Johnston updated the Board on critical incidents. Belvedere Heights sits at a 97% census. They are working on filling the open beds which they were unable to fill during the outbreak. No deaths were associated with the outbreak. Another highlight for the Belvedere Heights team was that no grievances were filed in 2023!

The Board noted that they were proud of Kami and her team.

## 12.0 **Pending:** none

## 13.0 **Correspondence:** none

## 14.0 **In-Camera:**

Staff and the specially invited remained in the meeting. D. Moore exited the meeting.

### #BH-8/24

Moved by J. Beleskey, seconded by D. Carmichael that the meeting move in-camera – 10:06 a.m.  
Carried.

Discussion surrounding the Ontario Health Team in West Parry Sound took place.

### #BH-9/24

Moved by D. Carmichael, seconded by C. Ward that the meeting move ex-camera – 10:24 a.m.  
Carried.

## 15.0 **Conclusion of Meeting:**

### #BH-10/24

Moved by G. Finnsen, seconded by C. Ward that there being no further business to conduct, the meeting concluded at 10:25 a.m.  
Carried.

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P. Wing, Chair

308 – 11B Salt Dock Rd.,  
Parry Sound, ON P2A 3B6  
[Lynnegregory45@gmail.com](mailto:Lynnegregory45@gmail.com)

February 16, 2024

Board of Management for the District of Parry Sound West  
Belvedere Heights Long Term Care  
21 Belvedere Ave.,  
Parry Sound, ON P2A 2A2

Kami Johnson, Administrator LTC

Dear Kami;

It is with regret that I tender my resignation as an advisory member of this Board of Management as of February 29<sup>th</sup>, 2024.

My association with Belvedere Heights began in 2004 and proceeded during Municipal elections to being a Board member from 2014 to 2023. I have seen many changes to Long Term Care here in Parry Sound during that time. Always embracing an active part in supporting the health and education of this community. It has taken great effort by many to achieve the high standards and co operation enjoyed by the Parry Sound Health Community and Municipal Members. Provincial acknowledgement of our Ontario Health Team is a sample of the many great partnerships working together in this District

I encourage and support all of you to forge ahead into the future, unknown as it may be, fostering this community's progress.

Sincerely,

Lynne Gregory



Belvedere Heights  
 Governance and Partnerships Committee  
 February 14, 2024  
 Via Zoom

Present (voting members): Paul Borneman  
 Gail Finnson  
 Lynne Gregory  
 Cheryl Ward, Chair  
 Debbie Zulak

Regrets/Absent: Don Carmichael

Specially Invited: Linda Taylor, Community Support Services

Attending (non-voting members): Kami Johnson, Administrator  
 Jim Hanna, WPSHC, Director of Transformation and Strategic Partnerships  
 Nicole Murphy, WPSHC, Board Governance Liaison and Executive Assistant  
 Donald Sanderson, WPSHC & LLTC Chief Executive Officer

Issue	Discussion	Action/Outcome
Call to Order		10:02 a.m.
Quorum		A quorum was met.
Approval of Agenda		Moved by G. Finnson, seconded by D. Zulak that the agenda be approved as circulated. Carried. #G&P-4/24
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – January 10, 2024		Moved by D. Zulak, seconded by P. Borneman that the minutes of the meeting held January 10, 2024, be approved. Carried. #G&P-5/24
Community Support Services (CSS)	L. Taylor’s report was included in the previously circulated agenda package for the Board to review.  CSS’s year-end was December 31, 2023. L. Taylor has requested that the Ministry reallocate \$40,000.  CSS has purchased a new accessible van through Senior Connect funding and is also purchasing an additional non-	

	accessible vehicle.	
Consideration of Strategies to Realign Governance Accountabilities and Non-LTC Related Activities	<p>This is always on the top of minds of Board members.</p> <p>It was thought that the Ministry should be pressed to provide an answer to municipalities.</p> <p>It was anticipated that the Dalla Lana School of Public Health, through the newly established WPS Ontario Health Team, will provide information surrounding population health in West Parry Sound. The government is incenting communities and hospitals to work together.</p>	<p>This will remain as a standing item on every agenda.</p> <p>The Governance and Partnerships Committee directed the Belvedere Heights Board of Management to designate a member to sit on WPS OHT Chair's Council. <u>Referred to the Board of Directors</u></p> <p>The Chair of the Governance and Partnerships Committee volunteered to be this designate.</p>
Governance Orientation Manual	A newly drafted Belvedere Heights Board of Management Committee principles, rules and regulations, which would replace Committees of the Board of Management policy number Adm-1302, was briefly reviewed.	<p>Members were asked to peruse the document and provide comments to J. Hanna. <u>Referred to Members</u></p> <p>This document will be reviewed at the next meeting.</p>
Next Meeting		March 13, 2024 at 10:00 a.m.
Conclusion of Meeting		There being no further business to conduct, the meeting concluded - 10:37 a.m.
Chair		Cheryl Ward

Cheryl Ward, Chair

/nm