

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

Join Zoom Meeting

<https://wpsbc.zoom.us/j/84537396739?pwd=WXRRIINFejA5Qm5uVjRseUEzOXF1Zz09>

Meeting ID: 845 3739 6739

Passcode: 917703

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 Finsson (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

Advisory Member (non-voting): Lynne Gregory

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 December 20, 2023, be approved. (*attached pages #4-7*)

7.0 Matters Arising:

7.1 Life Lease Open Session – P. Borneman

8.0 New Business:

8.1 Committee Structure

MOTION:

That the current committee structure remain status quo until the Annual Information Meeting in April or May of 2024. (*attached pages #8*)

9.0 Committee Reports:

Finance

9.1 Finance Committee – January 22, 2024 (will be circulated on Tuesday, January 23rd)

MOTION:

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

Governance and Partnerships

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

MOTION:

That on the recommendation of the Governance and Partnerships Committee, the Role of the Chair policy and the Role of Board Members policies be approved. (*attached pages #11-14*)

MOTION:

That the minutes of the Governance and Partnerships meeting held January 10, 2024, be received.

Long Term Care Ad-hoc Advisory Committee

9.3 Long Term Care Ad-hoc Advisory Committee – January 15, 2024 (attached page #15)

MOTION:

That the minutes of the Long Term Care Ad-hoc Advisory Committee meeting held January 15, 2024, be received.

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*)

12.0 Pending:

13.0 Correspondence: none

14.0 In-Camera

14.1 OHT Report – J. Hanna

15.0 Adjournment:

MOTION:

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

Next meeting - Wednesday, February 28, 2024

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, December 20, 2023
via Zoom**

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

Director Regrets:

Advisory Member Attending (non voting): Lynne Gregory

Advisory Member Regrets:

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 9:00 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-103/23

Moved by G. Finnon, seconded by C. Ward 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 regarding the annual Christmas campaign to raise funds for Belvedere Heights. To date, \$3200 has been raised. Items such as dining room tables, chairs and other decorative items will be purchased.

6.0 Approval of Minutes:

#BH-104/23

Moved by P. Borneman, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meeting held November 22, 2023, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business:

8.1 Accessibility Report

The Accessibility for Ontarians with Disabilities Compliance Report has been completed and submitted for 2023. Highlights from 2022-2023 were as follows:

- Automatic doors installed to the main office to improve independent access by residents and visitors.
- Translation app installed on all staff iPhone for improved communication at point of service/care.
- Accessibility survey initiated at hire and annually for staff with self disclosed disabilities to assist with emergency planning.
- Enhanced AODA education offered to all team members at orientation and annually through Surge Learning.

Information surrounding Equity, Diversity and Inclusivity planning, along with Ontario Health's Equity, Inclusion, Diversity and Anti-racism framework was shared.

It was hoped that Georgian Bay Biosphere will provide Land Acknowledgment training in the near future.

8.2 2024 Schedule of Meetings – a schedule of meetings in 2024 was included in the agenda package for information.

9.0 Committee Reports:

9.1 Finance Committee – there was no Finance Committee meeting held in December. It was reported that Belvedere Heights is in good shape heading into the December 31, 2023, year-end.

9.2 Governance and Partnerships Committee – December 13, 2023

It was noted that the meeting held on December 13th was inquorate. Two policies will be coming to the Board for review at the January meeting.

#BH-105/23

Moved by G. Finnsion, seconded by D. Carmichael that the minutes of the Governance and Partnerships meeting held December 13, 2023, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee

The next Long Term Care Advisory Committee meeting is scheduled January 15 at 11:00 a.m. via Zoom.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – The Administrator presented information regarding important changes to the Act regarding enhanced emergency planning requirements and air conditioning in all residents’ rooms.

11.0 Reports:

11.1 Board Chair Report

Highlights were as follows:

- Board representatives met with the Township of McKellar last evening. Presentations for the townships of Seguin, Parry Sound and McDougall are scheduled in January 2024.

11.2 Administrator’s Report

K. Johnston updated the Board on critical incidents. Belvedere Heights is at 99.6% census. In November, 11 residents passed away and 7 residents were admitted.

12.0 **Pending:** none

13.0 **Correspondence:** none

14.0 **In-Camera:**

Staff and the specially invited remained in the meeting.

#BH-106/23

Moved by P. Borneman, seconded by D. Carmichael that the meeting move in-camera – 10:17 a.m.
Carried.

Discussions surrounding level-setting for new Board members, Life Lease rent control, and Life Lease snow removal took place.

#BH-107/23

Moved by J. Beleskey, seconded by G. Finnsen that the meeting move ex-camera – 10:44 a.m.
Carried.

#BH-108/23

Moved by C. Ward, seconded by G. Finnsen that the Belvedere Heights Board of Management endorses a rent increase in the amount of 2.5% to the five Life Lease rental units, subject to the Board of Management reviewing a draft budget for 2024 prior to January 1, 2024.
Carried.

Staff were directed to meet with Life Lease residents to develop a potential alternate plan for snow removal and report back to the Board.

15.0 Conclusion of Meeting:

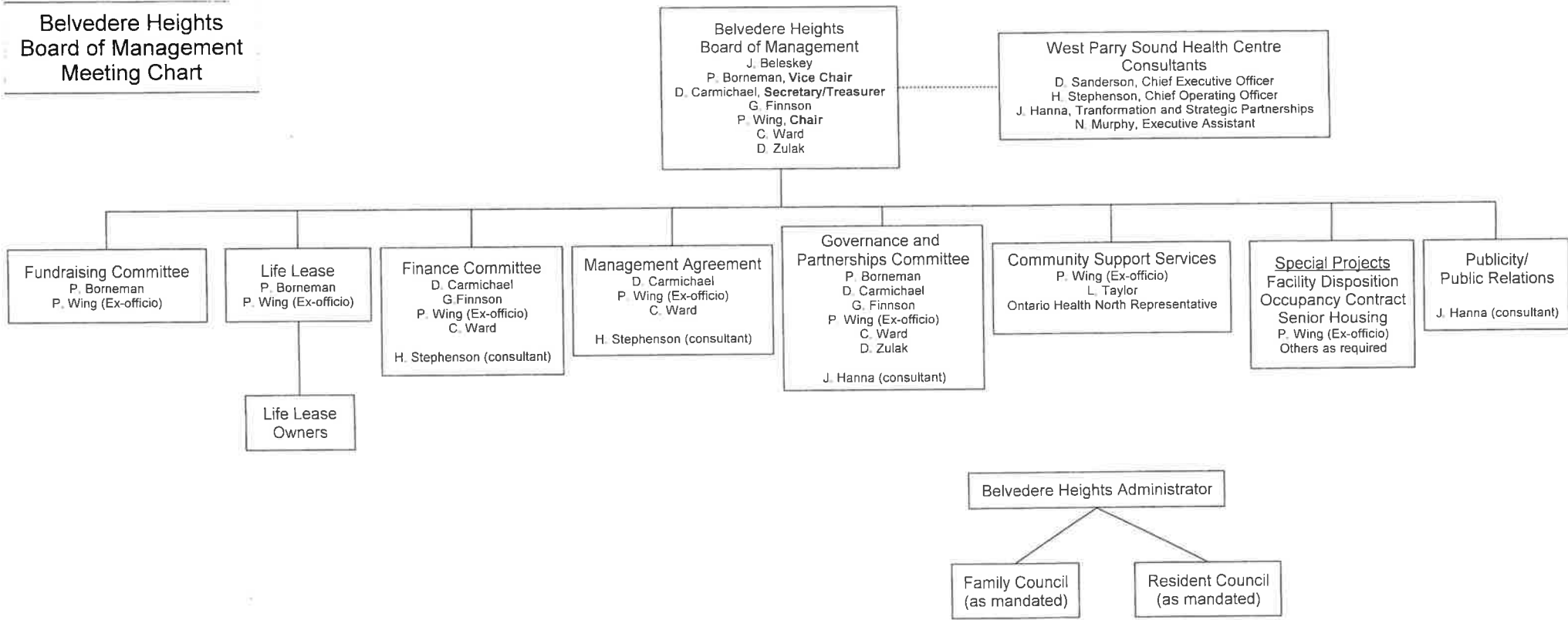
#BH-109/23

Moved by D. Zulak, seconded by G. Finnson that there being no further business to conduct, the meeting concluded at 11:23 a.m.

Carried.

P. Wing, Chair

**Belvedere Heights
Board of Management
Meeting Chart**



Belvedere Heights
 Governance and Partnerships Committee
 January 10, 2024
 Via Zoom

Present (voting members): Paul Borneman
 Don Carmichael
 Gail Finnson
 Lynne Gregory
 Cheryl Ward

Regrets/Absent: Debbie Zulak

Absent 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

Issue	Discussion	Action/Outcome
Call to Order		10:02 a.m.
Quorum		A quorum was met.
Approval of Agenda		Moved by D. Carmichael, seconded by L. Gregory that the agenda be approved as circulated. Carried. #G&P-1/24
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – November 8, 2023 & December 13, 2023		Moved by D. Carmichael, seconded by G. Finnson that the minutes of the meeting held November 8, 2023, and December 13, 2023 be approved. Carried. #G&P-2/24
Community Support Services (CSS)	L. Taylor stated that there has not yet been a formal announcement regarding the recent funding received. A new website is being built for Community Support Services. Discussion took place regarding how CSS fits into the Belvedere Heights structure.	Belvedere Heights is a Transfer Payment flow-through for CSS. This will be discussed further at a future meeting.

Consideration of Strategies to Realign Governance Accountabilities and Non-LTC Related Activities	This is always on the top of minds of Board members.	Members will continue to give it thought.
Governance Orientation Manual	The Role of the Chair of the Board of Management Policy and the Role of the Board Members Policy were discussed.	Moved by G. Finnson, seconded by L. Gregory that subject to amendments directed by the committee, the Governance and Partnership Committee recommends Board of Management approval of the following governance policies: Role of the Chair, and Role of Board Members. Carried. G&P-3/24 <u>Referred to the Board of Management</u> These policies will be included in the updated Belvedere Heights Governance Manual.
Next Policy for Review		The committee agreed to undertake revision of the Committees of the Board of Management policy at their meeting in February.
Next Meeting		February 14, 2024 at 10:00 a.m.
Conclusion of Meeting		There being no further business to conduct, the meeting concluded - 10:45 a.m.
Chair		Cheryl Ward

Cheryl Ward, Chair

/nm

Section: Governance	Subsection:	Policy Number: Gov 2
Subject: Role of Board Members		Effective Date:
	Authority: Board of Management	Supercedes: New
		Page 1 of 2

Policy:

To recognize that the Board of Management is responsible for the overall governance of the affairs of the Corporation and to ensure that all Board members have a shared, common understanding of their governance role. Each director is responsible to act honestly, in good faith and in the best interests of the Corporation and, in so doing, to support the Corporation in fulfilling its duties and discharging its accountabilities.

Procedure:

In addition to adhering to the Board of Management for the District of Parry Sound West (Belvedere Heights) By-Laws, Board members are expected to:

1. Regularly attend Board and other scheduled meetings. Where a municipal appointee fails to attend 75% of the meetings of the Board or of a committee in a 12-month period, or is absent for three consecutive meetings, the Chair shall discuss the reasons for the absences with the member and may request, through written correspondence, that a new municipal representative be appointed. When the Board or committee member is Provincial appointee, the Board may send a letter of notice to appropriate contacts within the Ministry/government. The Chair shall, in the Chair's sole discretion, determine if a Board or committee member's absences are excusable and may grant a Board or committee member a limited period to rearrange their schedule so that there are no conflicts with regularly scheduled Board or committee meetings.
2. Demonstrate a commitment to participate actively in committee work.
3. Stay informed about committee matters, prepare for meetings, and comment on reviews and reports.
4. Be familiar with legislation applicable to the delivery of long term care.
5. Know and support the Mission, Vision, Values, and goals of the organization.
6. Make decisions based on evidence and research.
7. Actively contribute personal expertise as needed by the Board.
8. Support the decisions and policies of the Board in discussions outside the Board meetings.
9. Respect the confidentiality of the Board's deliberations and decisions.
10. Take advantage of opportunities to be educated and informed about Belvedere Heights and long term care.
11. Engage in individual governance and Board evaluations.
12. Fulfill the duty of care to Belvedere Heights by performing the governance role in a manner that an ordinarily prudent person would exercise in a like position and under similar circumstance.

13. Stand in a fiduciary relationship to the Corporation. As fiduciaries, members must act honestly, in good faith, and in the best interests of the Corporation. Members are held to strict standards of honesty, integrity, and loyalty. A director shall not put personal or other interests ahead of the best interests of the Corporation.

14. Provide reporting as deemed appropriate by the appointing municipal council(s).

Authorized Signing Authority

Date

Section: Governance	Subsection:	Policy Number: Gov 1
Subject: Role of the Chair of the Board of Management		Effective Date:
	Authority: Board of Management	Supercedes: New
		Page 1 of 1

Policy:

The Board of Management entrusts to its Chair primary responsibility for safeguarding the integrity of the Board’s processes and representing the Board to the broader community.

Procedure:

In addition to adhering to the Board of Management for the District of Parry Sound West (Belvedere Heights) By-Laws with respect to the Board of Management composition, presiding over meetings, and ensuring that the Board carries out its duties as stated in the By-laws, the Chair is responsible for the following:

- Providing leadership and guidance to the Board of Management.
- Establishing an effective working relationship with the Administrator, Chief Executive Officer (CEO*), and Management of the Home.
- Acting as a spokesperson and representing Belvedere Heights in conjunction with the Administrator and the CEO.
- Ensuring all issues before the Board of Management are well stated and clearly expressed.
- Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a decision made.
- Bring to the Board of Management all matters requiring a decision of the Board.
- Convey to the Administrator and/or the CEO such concerns as are related to him/her by residents/families, staff members or the community, and board members/municipalities represented on the Board, which may affect the operation of the Home.
- Represent the Board at official meetings or arrange alternative representation.
- Ensure that the Board of Management engages in regular assessments of its effectiveness.
- Ensure scheduled review of the By-laws and Governance policies.

Authorized Signing Authority _____ Date _____

*CEO, as at the effective date is reference to the role of the CEO of West Parry Sound Health Centre as described in the MLTC-approved Management Services Contract.

Long Term Care Ad-hoc Advisory Committee

January 15, 2024

[via Zoom]

Present: Roger Alexander
Don Carmichael
Dave Garagan
Judy Rallis
Pamela Wing

Regrets:

Specially Invited: 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

Commencement: 11:02 a.m.

- Introductions were made.
- It was determined after a quick review of the Terms of Reference, that P. Wing Chair the Long Term Care Ad-hoc Advisory Committee.
- The Administrators of Belvedere Heights and LLTC will be invited to attend the next meeting.
- The lack of acknowledgement by the Ministry regarding the transfer authority of Belvedere Heights was noted.
- The municipal levy needs to be addressed.
- If the merging of Belvedere Heights and LLTC were to take place, the Public Sector Labour Relations Act, 1997 would have to be followed with regard to benefits. PSLRTA is an Act that facilitates collective bargaining between employers and trade unions following restructuring.
- H. Stephenson will ask Oscar from KPMG if he could provide an estimate of costs if the corporations were to merge.
- H. Stephenson advised the group that she did not believe WPSHC was going to hear anything back from the Ministry regarding their 160-bed application.
- Belvedere Heights does not want to lose their award of 24 beds, but it was not known how they are going to proceed.

Moved by J. Rallis, seconded by R. Alexander that P. Wing chair the Long Term Care Ad-hoc Advisory Committee.

Carried.

- Adjourn 12:06 a.m.
- Next meeting: At the Call of the Chair