

**District of Parry Sound West
(Belvedere Heights)
Notice of Meeting
Board of Management
Wednesday, March 27, 2024 – 9:00 a.m.
Via Zoom**

Join Zoom Meeting

<https://wpsbc.zoom.us/j/87085113209?pwd=S0tMenlvdzY3bWVHUGoxMSs0R0liZz09>

Meeting ID: 870 8511 3209

Passcode: 984235

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 February 28, 2024, be approved. (attached pages #4-7)

7.0 Matters Arising:

8.0 New Business:

9.0 Committee Reports:

Finance

9.1 Finance Committee – March 26, 2024 (will be circulated late in the day on Tuesday, March 26)

MOTION:

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. (attached page #8-10)

MOTION:

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. (attached page #11-13)

MOTION:

That on the recommendation of the Finance Committee, the CUPE Agreement from April 1 2023 – March 31 2025 be ratified.

MOTION:

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

Governance and Partnerships

9.2 Governance and Partnerships Committee – March 13, 2024 (attached pages #14-20) –
C. Ward

- a. Invitation from the WPSHC Community Engagement Committee (attached page #17)
- b. Board of Management Meeting Chart (attached page #18)

MOTION:

That on the recommendation of the Governance and Partnerships Committee, the Committee of the Board Management Policy be approved. (attached pages #19,20)

MOTION:

That the minutes of the Governance and Partnerships meeting held March 13, 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
- Quality Improvement Plan

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

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

11.0 Other Reports:

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

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

12.0 Standing Items

13.0 Correspondence:

13.1 Correspondence from C. Peters dated February 29, 2024 (attached page #21)

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, April 24, 2024

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, February 28, 2024
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):

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
Heidi Stephenson, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 9:02 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-11/24

Moved by C. Ward, seconded by J. Beleskey 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 implementation of RNAO clinical guidelines. The go-live date is set for March 26, 2024. These guidelines will increase residents and families satisfaction with their involvement in care and treatment plans.

6.0 Approval of Minutes:

#BH-12/24

Moved by D. Zulak, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held January 24, 2024, be received, as amended: delete D. Moore exited the meeting from the in-camera section.

Carried.

7.0 Matters Arising:

7.1 Life Lease Open Session

P. Borneman reported that the parking issues are being addressed. Parking space lines are being repainted in the spring to clearly identify spaces for units. And signage will also be posted in the lot. The Administrator and G. Dekker were thanked for their work on this project.

8.0 New Business:

8.1 Resignation

L. Gregory, Advisory Member of the Belvedere Heights Board of Management, submitted her resignation effective February 29, 2024. The Board accepted the resignation. A celebration will be held for Lynn in the spring.

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 (February 27th) via email.

Highlights were as follows:

- One Life Lease unit is for sale on the public market.
- Presentations regarding the TD bank proposal have now been made to all municipalities.
- The January statements were reviewed. It is only one month into the fiscal so early days...
- The forecast is the same as the budget.
- Belvedere Heights was in outbreak for most of January 2024. Therefore, there was nursing upstaffing charges.
- Carling Township passed a motion agreeing in principle to the TD banking line of credit proposal. The Chair will send this resolution to all municipalities for information.

G. Finnson joined the meeting at 9:36 a.m.

#BH-13/24

Moved by D. Carmichael, seconded by P. Borneman that the Board of Management accepts the reports as recommended by the Finance Committee.

Carried.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021

The Administrator shared information surrounding palliative care. The FLTCA (Fixing Long Term Care Act) expanded palliative care requirements from the previous Act. Changes to the Act include a new right to the Residents Bill of Rights that states it is the right of every resident to be provided with care and services based on a palliative care philosophy. This requires an interdisciplinary approach and assessment of residents' physical, emotional, psychological, social, cultural and spiritual needs. Services and options must include quality of life improvements, symptom management, psychosocial supports and end of life care. In-person training for staff will take place on April 12th.

10.2 Equity Diversity Inclusion (EDI)

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

- Belvedere Heights and Lakland Long Term Care in collaboration will be utilizing the Embracing Diversity: A Toolkit for Supporting Inclusion in Long-Term Care Homes by the Ontario Centres for Learning, Research & Innovation in Long-Term Care.
- Georgian Bay Biosphere will be providing Land Acknowledgement training for Governors in April.

The Administrator exited the meeting – 9:53 a.m.

9.2 Governance and Partnerships Committee – February 14, 2024

#BH-14/24

Moved by C. Ward, seconded by D. Zulak that the minutes of the Governance and Partnerships meeting held February 14, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee – no meeting was held. P. Wing will work with H. Stephenson to develop a schedule of meetings moving forward.

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 will forward the motion to all municipalities for information.

Referred to P. Wing

11.2 Proposed Provincial Regulation of OHTs

J. Hanna provided a report on the newly approved WPS OHT. In the future, a skills-based board will be implemented. Three committees are also required 1) Audit/Finance, 2) Quality and Performance, and 3) Nominating. There is no urgency to start forming a Corporation at this time.

#BH-15/24

Moved by P. Borneman, seconded by G. Finnson that C. Ward be appointed to be an observer on the WPS OHT Core Partner group. Carried.

12.0 **Pending:** none

13.0 **Correspondence:** none

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

15.0 **Conclusion of Meeting:**

#BH-16/24

Moved by D. Carmichael, seconded by C. Ward that there being no further business to conduct, the meeting concluded at 10:17 a.m.

Carried.

P. Wing, Chair



March 13, 2024

Kami Johnson
Administrator
Board of Management of the District of Parry Sound West
21 Belvedere Avenue
Parry Sound, ON P2A 2A2

DELIVERED ELECTRONICALLY

Dear Kami Johnson,

Re: CCA s. 22 Notice and Extension of Long-Term Care Home Service Accountability Agreement (“Extending Letter”)

The *Connecting Care Act, 2019* (“CCA”) requires Ontario Health (“OH”) to notify a health service provider when OH proposes to enter into, or amend, a service accountability agreement with that health service provider.

OH hereby gives notice and advises Board of Management of the District of Parry Sound West (the “HSP”) of OH’s proposal to amend each long-term care home service accountability agreement (as described in the CCA) currently in effect between OH and the HSP (each “SAA”).

Subject to the HSP’s acceptance of this Extending Letter, each SAA will be amended with effect on March 31, 2024 as set out below. All other terms and conditions of each SAA will remain in full force and effect.

The terms and conditions in each SAA are amended as follows:

- 1) **Term** – In section 2.1, “March 31, 2024” is deleted and replaced by “March 31, 2025”.
- 2) **Schedules** – The Schedules in effect on March 31, 2024 shall remain in effect until March 31, 2025, or until such other time as may be agreed to in writing by OH and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in each SAA.

Please indicate the HSP’s acceptance and agreement to the amendments described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on March 28, 2024 to: oh-ne-finance@ontariohealth.ca.

The HSP and OH agree that the Extending Letter may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature.

March 13, 2024

Should you have any questions regarding the information provided in this Extending Letter, please contact Chris Wcislo, Director, Performance, Accountability and Funding Allocation at chris.wcislo@ontariohealth.ca.

Sincerely,



Brian Ktytor
Chief Regional Officer

cc: Pamela Wing, Board Chair

Signature page follows

AGREED TO AND ACCEPTED BY

Board of Management of the District of Parry Sound West

By:

Kami Johnson
Administrator
I have authority to bind the health service provider.

Date: _____
mm/dd/yyyy

And By:

Pamela Wing
Board Chair
I have authority to bind the health service provider.

Date: _____
mm/dd/yyyy



March 13, 2024

Kami Johnson
Administrator
Board of Management of the District of Parry Sound West
21 Belvedere Avenue
Parry Sound, ON P2A 2A2

DELIVERED ELECTRONICALLY

Dear Kami Johnson,

**Re: CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement
("Extending Letter")**

The *Connecting Care Act, 2019* ("CCA") requires Ontario Health ("OH") to notify a health service provider when OH proposes to enter into, or amend, a service accountability agreement with that health service provider.

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March 13, 2024

Should you have any questions regarding the information provided in this Extending Letter, please contact Chris Wcislo, Director, Performance, Accountability and Funding Allocation at chris.wcislo@ontariohealth.ca.

Sincerely,


for Brian Ktytor
Chief Regional Officer

cc: Pamela Wing, Board Chair

Signature page follows

AGREED TO AND ACCEPTED BY

Board of Management of the District of Parry Sound West

By:

Kami Johnson
Administrator
I have authority to bind the health service provider.

Date: _____
mm/dd/yyyy

And By:

Pamela Wing
Board Chair
I have authority to bind the health service provider.

Date: _____
mm/dd/yyyy

Belvedere Heights
 Governance and Partnerships Committee
 March 13, 2024
 Via Zoom

Present (voting members): Don Carmichael
 Cheryl Ward, Chair
 Debbie Zulak

Regrets/Absent: Paul Borneman
 Gail Finsson

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		10:00 a.m.
Quorum		A quorum was met.
Approval of Agenda		Moved by D. Zulak, seconded by D. Carmichael that the agenda be approved as circulated. Carried. #G&P-6/24
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – February 14, 2024		Moved by D. Carmichael, seconded by D. Zulak that the minutes of the meeting held February 14, 2024, be approved. Carried. #G&P-7/24
Community Support Services (CSS)	L. Taylor’s report was included in the previously circulated agenda package for the Board to review. Highlights were as follows: <ul style="list-style-type: none"> - An engagement event was recently held in Rosseau and was well received. - Two more events will be held in the near future in Nobel and Carling. - It was hoped that B.J. Henry, the patient and family navigator at 	

	<p>WPSHC, will make presentations at both of these events.</p> <ul style="list-style-type: none"> - In the 2023 fiscal year, 499 individuals utilized CSS. Thus far into the 2024 fiscal, there have been 606 individuals. It was thought that perhaps the increase was due to moving out of COVID restrictions. - It was hoped that there would be an engagement event held in Whitestone/Dunchurch in the future. Logistics surrounding food have to be worked out. - Karen Mullen, coordinator of the Senior Active Living Centre, has been recently retained by CSS. 	
WPSHC Community Engagement Committee Member	The Chair of the Governance and Partnerships Committee was recently sent an email from the Chair of the WPSHC Community Engagement Committee asking for a member of the Belvedere Heights Board of Management to join their committee. This committee has recently expanded its membership to include a number of external health system partners.	Moved by D. Zulak, seconded by D. Carmichael that the Governance and Partnerships Committee refer this correspondence to the Board of Management to determine a volunteer. Carried. #G&P-8/24 <u>Referred to the Board of Management</u>
Belvedere Heights Board of Management Meeting Chart	The meeting chart was reviewed. This chart was developed by a previous Chair a few years ago.	It was requested that the chart be referred to the Board of Management for updating. It was hoped that this chart could be updated on a yearly basis in conjunction with the Annual Information Meeting. <u>Referred to the Board of Management</u>
Committees of the Board of Management Policy	The policy was reviewed once again.	Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Governance and Partnership Committee, the Committee of the Board of Management Policy be approved by the Board of Management. Carried. #G&P-9/24 <u>Referred to the Board of Management</u>

Consideration of Strategies to Realign Governance Accountabilities and Non-LTC Related Activities		This will remain as a standing item on every agenda. For a future discussion – divestment of Life Lease.
Next Meeting		April 10, 2024, at 10:00 a.m.
Conclusion of Meeting		There being no further business to conduct, the meeting concluded - 10:51 a.m.
Chair		Cheryl Ward

Cheryl Ward, Chair

/nm

Nicole Murphy

From: Jim Hanna
Sent: March 13, 2024 8:39 AM
To: Cheryl Ward
Cc: Nicole Murphy
Subject: invitation from WPSHC Community Engagement Committee

Cheryl,

I am sending this invitation on behalf of WPSHC Board member Debbie McMurray, Chair of the health centre's Community Engagement Committee, to you in your role as a Belvedere Heights Board member and Chair of the Governance and Partnerships Committee.

The WPSHC Community Engagement Committee has expanded its membership to include a number of external health system partners. Currently this includes full voting participation by representatives from Hospice West Parry Sound and Lakeland LTC. Through Belvedere's Governance and Partnership Committee we are hopeful that you will consider sending a delegate to join our monthly meetings (with a summer recess for July and August).

Please let us know if you have any questions.

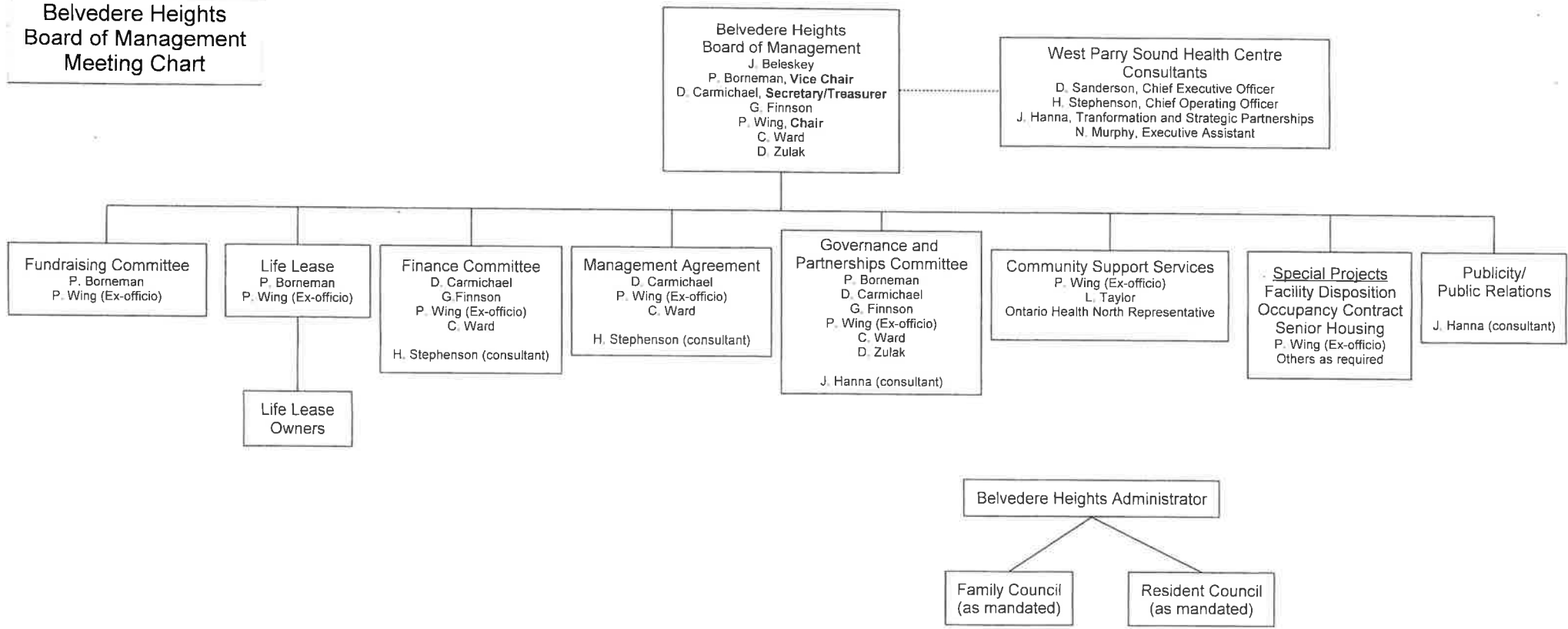
Much appreciation, Jim



Jim Hanna
Dir of Transformation and Strategic Partnerships, Comm. Officer
West Parry Sound Health Centre
6 Albert Street, Parry Sound P2A 3A4
Phone: (705) 746-4540 ext 4144
email: jhanna@wpshc.com
www.wpshc.com

*Private and confidential. Intended only for named recipient.
If otherwise received, please delete immediately.*

**Belvedere Heights
Board of Management
Meeting Chart**



DRAFT for consideration by Governance and Partnerships Committee

9 February 2024

Belvedere Heights Board of Management Committee principles, rules and regulations

Policy statement

To set out the guiding principles the Belvedere Heights Board of Management will apply when establishing committees. To establish rules and regulations applicable to the operation and function of all Board committees.

Definitions

These rules and regulations apply to all Board committees unless the Board otherwise provides by resolution or in the Committee Terms of Reference adopted by the Board for a committee. These rules and regulations are in addition to the provisions that may be included in the by-laws. In the event of a conflict between the by-laws, a resolution of the Board, the Committee Terms of Reference, and these rules and regulations, the order of precedence shall be:

1. The by-laws;
2. A resolution of the Board;
3. These rules and regulations; and
4. The Committee ~~Charter~~ *Terms of Reference*

The Board will establish standing committees, which will be aligned with the Board's role and function and annual work plan and reflect the priorities of the Board. Ad hoc committees can be established for specific tasks and timelines when required to do the work of the Board in circumstances where a standing committee is not able.

Committees will have a Terms of Reference approved by the Board. The Committee Terms of Reference will establish clear areas of responsibility among the various standing committees and special committees. Committees will be empowered to consider and debate issues within their Terms of Reference or additional issues requested by the Board.

Committees will have an established mechanism for reporting to the Board their progress on their Terms of Reference and work plans. Recommendations from a committee that require a decision of the Board will be presented to the Board.

Committee chairs

All Board standing committees must be chaired by a Board member. Committee Chairs will be appointed by the Board on the recommendation of either the Board Chair or a committee established by the Board for this purpose.

The Chair of the committee shall:

- Call all meetings of the committee;
- Chair all meetings of the committee;
- Designate another director who is a member of the committee to chair the committee in the Chair's absence; and
- Report to the Board on the work of the committee.

Composition

The composition of each committee will be determined by the Board and will be described in the Terms of Reference.

Committee members will be appointed by the Board on recommendation of the committee Chair or a committee established by the Board for that purpose. Committee appointments will be confirmed by the Board annually at the first meeting of the Board following the Annual Meeting of the Corporation.

The Board will annually approve the appointment of non-director members where the non-director members are specified in the committee composition. Non-director members will be voting and included in quorum.

The Board Chair, or a nominee designated by the Chair, will be an ex officio member of all Board standing committees. When the Board Chair appoints a nominee as a member of a committee in place of the Board Chair, this nominee must be an elected member of the Board.

The Administrator shall be an ex officio non-voting member of all Board standing committees. Staff can be assigned to a committee by the Administrator to serve as a resources to the committee.

Term

Committee members are appointed for a term of one year.

Notice of meetings

Notice for a meeting of a committee shall be given in the same manner and with the same amount of notice as applies to a meeting of the Board.

Participation in meetings

Teleconference and video-conference participation is permitted. Committee members may not send a delegate.

Quorum

Fifty percent plus one of voting members. At the discretion of the committee Chair, committee meetings may proceed inquorate. Inquorate meetings must be noted on committee minutes and be reported as inquorate on the Board agenda.

Voting

Voting Board members and voting non-director members appointed to the committee shall be entitled to one vote per motion. Only a member of a committee entitled to vote on the motion may move or second a motion at a committee meeting. There shall be no proxy voting. A member of a committee participating in a meeting of the committee by teleconference or video-conference may vote.

Staff assigned to the committee will not be voting members of the committee or be included in quorum.

Guests

Committee Chairs may invite guests to attend meetings as a resource or observer.

Advisors

Any request for expert advice (such as legal or financial advice) to be made available to a committee must be approved by the Board.

Thurs. Feb. 29, 2024.

Dear Jim & Heidi,

A quick note from me to express my thanks for taking the time to come to speak to the Belvedere Family Council.

The update was informative as well helpful in my view for future planning of Belvedere Long Term Care. Your presentation helps to look at long and short term ideas and possibilities for the future in our community.

Thank You. - Sincerely, Chris Peters