

**District of Parry Sound West  
(Belvedere Heights)  
Notice of Meeting  
Board of Management  
Wednesday, October 25, 2023 – 9:00 a.m.**

**Via Zoom**

Join Zoom Meeting

<https://wpsbc.zoom.us/j/87827366523?pwd=cGZxNFNLSi8zeE1qNGQ1T1prbGt6UT09>

Meeting ID: 878 2736 6523

Passcode: 995586

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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)  
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\**

**Guests** (non-voting): Gail Finsson

**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 September 27, 2023, be approved. (attached pages #4-9)

7.0 Matters Arising:

- a. Seguin Township Resolution (attached page #10)

**MOTION:** That Gail Finnon be the Township of Seguin voting representative on the Belvedere Heights Board of Management.

8.0 New Business:

- a. Annual Information Meeting Resolutions

Motion: That on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) dated December 31, 2022, be approved and referred to the Corporation for receipt. (enclosed separately)

Motion: That on the recommendation of the Board of Management, the Audited Financial Statements for The District of Parry Sound West (Belvedere Heights) – Community Support Services dated March 31, 2023, be approved and referred to the Corporation for receipt. (enclosed separately)

Motion: That on the recommendation of the Board of Management, the Corporation approves the Corporate By-Law with no changes. (enclosed separately)

Motion: That on the recommendation of the Board of Management, the firm of KPMG be retained as The District of Parry Sound West (Belvedere Heights) external auditor for the ensuing year with annual one-year appointments.

9.0 Committee Reports:

Finance

- 9.1 Finance Committee – September 26, 2023 (attached pages #11-13) & October 23, 2023 - D. Carmichael (Oct. 23<sup>rd</sup> minutes will be circulated via email on October 24<sup>th</sup>)

**MOTION:**

That the minutes of the Finance Committee meeting held September 26, 2023, and October 2023 be received.

Governance and Partnerships

9.2 Governance and Partnerships Committee – October 11, 2023 (attached pages #14-16) –  
C. Ward

- a. Quarterly Report – for discussion
- b. By-laws

**MOTION:**

That on the recommendation of the Governance and Partnership Committee, the by-law be amended so that the Annual Information Meeting take place on the first Thursday of November.

- c. Review of By-laws – discussion

**MOTION:**

That the minutes of the Governance and Partnerships meeting held October 11, 2023, be received.

Long Term Care Ad-hoc Advisory Committee

9.3 No meeting held

10.0 Standing Items:

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

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 Allocation of 24 Beds – Next Steps

15.0 Adjournment:

**MOTION:**

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

***Next meeting - Wednesday, November 22, 2023***

**District of Parry Sound West (Belvedere Heights)  
Board of Management Meeting  
Wednesday, September 27, 2023  
via Zoom**

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

**Director Regrets:**

**Guests Attending (non voting):** Gail Finnsen

**Guest Regrets:**

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

**Advisory Member Regrets:**

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

**Staff Regrets:**

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

**Municipal Representatives Attending:** D. Robinson, Municipal of McDougall  
D. Moore, Township of McKellar

1.0 **Call to Order:** The Board Chair called the meeting to order at 9:04 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-73/23**

Moved by J. Beleskey, seconded by D. Carmichael that be it resolved that the Board of Management accepts the agenda, as amended: interim Chair and Vice Chair will be moved to 13b.  
Carried.

## 5.0 Voice of the Resident:

B.J. Peltamacki was not able to attend the meeting to present.

K. Johnson presented information regarding the summer activities that took place for residents at Belvedere Heights. These activities were able to be scheduled due to the enhanced hours that were funded.

## 6.0 Approval of Minutes:

#BH-74/23

Moved by C. Ward, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meeting held June 28, 2023, and August 28, 2023, be approved.

Carried.

## 7.0 Matters Arising:

a) AdvantAge Ontario Program Membership

Board members reported that they are impressed with the education offerings by AdvantAge and are learning a lot.

## 8.0 New Business:

### 8.1 Investing in Canada's Infrastructure Grant

J. Vanderhorst reported that Belvedere Heights was successful in their \$360,000 funding application that will allow for improvements in the building. Enhancements are currently being made to the air system. This is providing a major upgrade in control for staff and comfort for the residents. J. Vanderhorst was commended for his efforts.

### 8.2 Annual Information Meeting

In accordance with Article 14 in the by-laws, the Annual Information Meeting of the Corporation shall be held at the head office of the Corporation between the first day of April and the first day of October. It was recognized that it was not possible for a meeting to take place prior to October 1<sup>st</sup>.

It was determined that the meeting will be held on November 2, 2023, at 7:00 p.m. It was hoped that the meeting could be a hybrid style in which residents could attend at Belvedere Heights and others via Zoom. H. Stephenson and K. Johnston will investigate the technology to see if this is feasible.

Referred to K. Johnsons and H. Stephenson

A notice of meeting will be sent to municipalities for them to post on their websites. K. Johnson and D. Sanderson will discuss further off-line. J. Fargher Lee of WPSHC will assist with posting information on social media.

Referred to K. Johnson and D. Sanderson

At the meeting on November 2<sup>nd</sup>, next years AIM date will be determined to ensure that the Board in in compliance with their by-laws.

The Board requested that the Governance and Partnership Committee review article 14.0 of the by-laws to determine whether it requires updating.

Referred to the Governance and Partnership Committee

Moving forward, Belvedere Heights Board minutes will be sent to all municipalities.

Referred to N. Murphy

## **9.0 Committee Reports:**

### **9.1 Finance Committee – September 26, 2023**

It was noted that the Finance Committee meeting held on September 26<sup>th</sup> was inquorate. H. Stephenson provided highlights of the financials. There are four months remaining in the fiscal year.

D. Sanderson, H. Stephenson and D. Carmichael attended a CAO meeting on September 21<sup>st</sup> which was an important information sharing meeting.

#### **#BH-75/23**

Moved by D. Carmichael, seconded by C. Ward that J. Beleskey will sit on the Finance Committee for the ensuing year.

Carried.

Referred to M. Martin

### **9.2 Governance and Partnerships Committee – September 13, 2023**

#### **#BH-76/23**

Moved by D. Zulak, seconded by C. Ward that the minutes of the Governance and Partnerships meeting held September 13, 2023, be received.

Carried.

D. Carmichael will contact the Municipality of McMurrich/Monteith to schedule a deputation.

Referred to D. Carmichael

G. Finson joined the meeting – 9:52 a.m.

### **9.3 Long Term Care Ad-hoc Advisory Committee**

The Long Term Ad-Hoc Advisory Committee has not met since June 6, 2023. A new Chair will be appointed at the next scheduled meeting.

It was reported that the Ministry hired HK Strategies to investigate facts surrounding organizations that have not moved forward with the development of awarded beds. Belvedere Heights received approval for the development of 24 beds on their site in 2021. A call took place with the 3<sup>rd</sup> party and the acting Board Chair and WPSHC representatives on September 18<sup>th</sup>. It was an opportunity to explain the circumstances surrounding development and long term care in the Parry Sound area.

It was suggested that another letter be sent to the Ministry of Long Term Care in the near future that includes municipal support. This will be discussed further at the next Board meeting. In the meantime, D. Sanderson, J.

Hanna and J. Fargher Lee will meet with P. Wing and G. Finnson to discuss a plan to advocate with the appropriate parties to advance the long term care development.

## **10.0 Standing Items:**

10.1 Fixing Long-Term Care Act, 2021 – this item was deferred to the next meeting.

## **11.0 Reports:**

### **11.1 Board Chair Report**

The Board congratulated the Administrator and staff on their on-going efforts and events that took place with residents over the summer. It was confirmed that Belvedere Heights is exuding a positive vibe and has many happy residents.

### **11.2 Administrator's Report**

The Administrator reported that the 3<sup>rd</sup> annual Spirit Awards took place on September 8<sup>th</sup>. P. Winger was in attendance.

A Continuous Quality Improvement (CQI) meeting took place on September 18, 2023. Significant feedback was collected from residents. Much of the feedback was surrounding pleasurable dining experiences which is being addressed by staff.

A mock evacuation is being planned for October 12<sup>th</sup>. An update will be provided at the October Board meeting.

The Ministry of Long Term Care was at Belvedere Heights in-person on September 5<sup>th</sup>. There were no unmet needs found. Two written notifications were given for 1) late reporting and 2) plan of care. These are being addressed.

Funding for 'Local Priorities' was approved in the amount of \$150,000.

**12.0 Pending:** none

## **13.0 Correspondence:**

A. Coles resignation letter as of August 31, 2023, was received.

**#BH-77/23**

Moved by C. Ward, seconded by D. Zulak that A. Coles resignation be accepted.

Carried.

A thank you note will be sent to A. Coles.

Referred to J. Hanna

D. Moore exited the meeting – 10:24 a.m.

#### **14.0 In-Camera:**

##### **#BH-78/23**

Moved by D. Carmichael, seconded by P. Wing that the meeting move in-camera – 10:24 a.m.  
Carried.

##### **#BH-79/23**

Moved by C. Ward, seconded by P. Wing that the meeting move ex-camera – 10:53 a.m.  
Carried.

##### **#BH-80/23**

Moved by C. Ward, seconded by D. Carmichael that the meeting move in-camera – 10:55 a.m.  
Carried.

##### **#BH-81/23**

Moved by C. Ward, seconded by J. Beleskey that the meeting move ex-camera – 11:07 a.m.  
Carried.

##### **#BH-82/23**

Moved by C. Ward, seconded by D. Carmichael that the Administrator is directed to proceed and appropriately handle the Life Lease rental complaint.

Carried.

Referred to K. Johnson

#### **15.0 Election of Chair**

Due to the fact that A. Coles resigned from the Board of Belvedere Heights prior to his term ending, it was required that a new Board Chair be elected.

K. Johnson took over as Chair of the meeting – 11:09 a.m.

##### **#BH-83/23**

Moved by P. Borneman, seconded by D. Zulak nominating P. Wing.

P. Wing agreed to let her name stand.

Any other nominations were requested x 3.

Moved by J. Beleskey, seconded by C. Ward that nominations be closed.

A recorded vote was requested.

P. Borneman – yea

C. Ward – yea

D. Carmichael – yea

D. Zulak – yea



J. Beleskey – yea.

Carried.

P. Wing was congratulated on her appointment for the ensuing year.

P. Borneman will remain as Vice Chair

**16.0 Conclusion of Meeting:**

**#BH-84/23**

Moved by P. Wing, seconded by D. Carmichael that there being no further business to conduct, the meeting concluded at 11:12 a.m.

Carried.

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P. Borneman, Chair



Resolution No. 2023-284

**The Corporation of  
the Township of Seguin**

Moved by TF Terry Fellner

Seconded by TC Ted Collins Date September 18<sup>th</sup>, 2023

**THAT** the Council of The Corporation of the Township of Seguin does hereby accept the resignation of Art Coles as the Township of Seguin representative on the Belvedere Heights Home For the Aged Board of Management.

**AND THAT** Council does hereby reaffirm the appointment of Councillor Gail Finson as a Township of Seguin representative on the Belvedere Heights Home For the Aged Board of Management.

<u>DIVISION LIST</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>	
Adams	—	—	—	—	CARRIED <u>CR/NO</u>
Buszynski	—	—	—	—	DEFEATED —
Collins	—	—	—	—	
Fellner	—	—	—	—	
Finson	—	—	—	—	
Getty	—	—	—	—	
MacDiarmid	—	—	—	—	

**Board of Management for the District of Parry Sound West (Belvedere Heights)  
Financial Meeting  
September 26, 2023 at 0900hrs  
Via Zoom**

**MINUTES**

**Voting Directors Present:** Don Carmichael, Chair Cheryl Ward  
**Staff Attending:** Kami Johnson, Administrator Glen Dekker, Life Lease  
**Specially Invited:** Heidi Stephenson – Chief Operating Officer, WPSHC  
**Recorder:** Melissa Martin, WPSHC  
**Regrets:** Pam Wing Gail Finsson

- 1.0 **CALL TO ORDER:** The meeting was called to order at 0903hrs.
- 2.0 **CONFIRMATION OF QUORUM:** Quorum was not confirmed. Meeting proceeded with discussions.
- 3.0 **CONFLICT OF INTEREST:** No conflicts of interest were declared.
- 4.0 **LIFE LEASE REPORT: Attached** – G. Dekker shared they continue to support services for everyday needs (groceries, etc). The maintenance report notes that Unit 110 received a faucet replacement, Unit 113 had HVAC issues with heating that is now resolved, and the chiller spray pump was causing air conditioning units to malfunction and has been resolved. ‘Way to Grow’ has been prepared the sprinklers for winter. Unit 113 also received carpet replacements. Legal has been consulted for Unit 103 due to late/or no payment on rent – currently only one month late, next week will be two months.

The Chair, CEO and COO attended a CAO meeting last Thursday. The building repairs assessment was requested. Life Lease amounted to about \$246K not including appliances and water heaters (only rental units owned by Belvedere Heights include water heaters).

*G. Dekker disconnected from the meeting at 0916hrs.*

**LIST OF DISBURSEMENTS:** Attached. Nothing major to note.

- 5.0 **APPROVAL OF AGENDA:** Quorum not obtained to motion approval of agenda.
- 6.0 **ADOPTION OF MINUTES:** Quorum not obtained to motion adoption of minutes.

## 7.0 MATTERS ARISING:

### a) Update on Toronto Dominion (TD) Bank:

- Attended a CAO meeting last Thursday and discussed the TD term sheet for Life Lease financing. Those in attendance will be taking the information to their councils for delegation and/or production of a staff report. It was noted as a positive meeting with the right audience that was engaged and had great questions.

## 8.0 REPORTS: Quorum not obtained to motion the reports be received.

### LIFE LEASE:

- As discussed in 4.0.

### BELVEDERE HEIGHTS:

- Report with Forecast: **Attached.**
  - Agency staffing August this year \$24K and last year \$198K. K. Johnson was commended for her extraordinary work on recruitment.
  - It was noted agency usage can fluctuate at any time depending on staffing.
  - The Ministry of Health income forecast is much larger than forecasted.
  - The direct care funding surplus may provide opportunities. There is a requirement to demonstrate that we are meeting the numbers for level of care.
  - The allocation of the PSW premium is located under wage in the budget, but located in the COVID expenses in the actual. There are no concerns as funding is covering off the expenses. The first quarter of COVID incremental will be covered, which is great news as there was more staffing needs within the first quarter.
- Report By Funding Envelope: **Attached.**
  - Comparing to last year, food expenses is at 8.5%, which is exactly in line with what the consumer price index indicates.
  - Nursing doing better on bottom line primarily due to the staffing supplement.
  - In the month of August, the Accommodation envelope shows the revenues are meeting the target; \$5,300 difference from the revenues.
  - Accommodation and expenses are keeping within budget.
  - Municipal homes not subject to Bill 124. With Bill 124 reopeners we are seeing very large arbitration awards. A comfort level was letter received to expect funding for retroactive payments, however Municipal homes are not eligible. Municipal homes will likely feel the pressures of the large arbitration awards.
- Statement of Financial Position: **Attached.**
  - Total accumulated surplus increased by \$100K.
  - Cash in bank is improved by over \$300K from the previous month.
  - Agency staffing has greatly improved from the previous year.
- List of Disbursements: **Attached.**
  - Agency and KPMG for the annual audit. Legal fee expense for negotiations.

**Board of Management for the District of Parry Sound West (Belvedere Heights) - Financial Meeting  
September 26, 2023 at 0900hrs via Zoom**

- COVID-19 Analysis: **Attached.**
  - PSW revenue is covering off expenses. Almost \$86K of the \$92K expenses occurred in the first quarter which again is great that the funding is covering the first quarter.
  - There have been timing issues on the minor capital funding and expenses, but there are no concerns on how it will appear on year end.
  - Supplies and containment expenses are doing well.
  - IPAC funding is received, but not covering the entire costs.

**COMMUNITY SUPPORT SERVICES (CSS):**

- Income and Expense Statement: **Attached.**
  - There is an excess of revenue over expenses. Due to timing issues for invoicing, it shows as underspent on Meals on Wheels.
  - Reminder there was a general increase in CSS funding from 2% to 3%, but have yet to received funding.
  - List of Disbursements: **Attached.** Agency and KPMG for the annual audit noted.

**9.0 NEW BUSINESS:** None at this time.

**10.0 CORRESPONDENCE:** Quorum not obtained to motion the correspondence be received.

a) Funding Correspondence:

- i) Final COVID-19 Prevention and Containment Payment 2022-23 totalling \$100,400 **(attached)**
  - As discussed previously covering the costs accrued in the first quarter.
- ii) 2019 Long-Term Care Home Overall Reconciliation – Belvedere Heights - \$126,248 **(attached)**
  - This reconciliation was budgeted and anticipated.

b) Correspondence for Information: None at this time.

**11.0 PENDING ITEMS:**

Issue	Pending Since	To be Scheduled as Matter Arising
a. Multiyear Plan to Reduce Municipal Levy	Nov 2020	Pending further developments

**12.0 IN-CAMERA DISCUSSION:** None at this time.

**13.0 NEXT MEETING DATE:** Monday, October 23, 2023 at 0900hrs.

**15.0 ADJOURNMENT:** The meeting adjourned at 0946hrs.

\_\_\_\_\_  
Chair, Don Carmichael

Belvedere Heights  
 Governance and Partnerships Committee  
 October 11, 2023  
 Via Zoom

Present (voting members): Don Carmichael  
 Lynne Gregory  
 Cheryl Ward  
 Debbie Zulak

Regrets/Absent: Paul Borneman  
 Gail Finnson

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  
 Donald Sanderson, WPSHC Chief Executive Officer

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. Carried. #G/P-15/23
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – September 13, 2023		Moved by D. Zulak, seconded by D. Carmichael that the minutes from the meeting held September 13, 2023, be approved. Carried. #G/P-16/23
Community Support Services (CSS)	L. Taylor was not in attendance.	This item was deferred to the next meeting.
Consideration of Strategies to Realign Governance Accountabilities and Non-LTC Related Activities		Members were asked to give thought to the operation of the Life Lease units should the Corporation dissolve in the future.
Governance Orientation Manual		This item was deferred to the next meeting.
Closed Meetings	The topic of Belvedere Heights Board of Management releasing confidential closed/in-camera information to their respective Councils was discussed.  J. Hanna put forth an offer to members in that WPSHC on behalf of Belvedere Heights provide a quarterly report to all eight	It was confirmed that Belvedere Heights Board members may disclose closed/in-camera information with their respective Councils while in a closed/in-camera session.  It was believed that this could be a good way to share stories and consistent messaging to the eight municipalities. It was referred to the Board to decide if this

	Municipal Councils.	is warranted. <u>Referred to the Board</u>
LLTC Board Meeting	It was determined that the Chair of the Governance and Partnerships Committee would like to attend a future LLTC Board meeting.	D. Sanderson was asked to speak to the LLTC Board Chair to arrange. <u>Referred to D. Sanderson</u>  The Belvedere Heights Board of Management would be pleased to have a LLTC Board member attend one of their Board meetings in the future.
By-Laws and Annual Information Meeting	The by-law states that the Annual Information Meeting will take place between April 1 and October 1.  It was suggested that since the Belvedere Heights By-law has not been reviewed since its inception in 2021, a review of the entire document take place.	Discussion took place as to whether to amend the by-laws so that the AIM is scheduled on the first Thursday in November.  Moved by D. Carmichael, seconded by D. Zulak that the by-law be amended so that the AIM takes place annually on the first Thursday of November. Carried. #G/P-17/23 <u>Referred to the Board</u>  The Annual Information Meeting is scheduled on November 2, 2023, at 7:00 p.m. It will be a hybrid meeting. Notices have been sent to the eight municipalities.  It was suggested that a special meeting with all Board members be scheduled to accomplish this task in the near future. <u>Referred to the Board</u>
Bill 21	D. Sanderson advised the members that he recently received a request for information from the CAO of Parry Sound surrounding Private Members Bill 21, Fixing the Long-Term Care Amendment Act (Till Death Do Us Part) 2022.  Bill 21 amends the Residents' Bill of Rights set out in the Fixing the Long Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission but to have accommodation made available for both spouses so they may continue to live together.	More information will be shared as it becomes known.
Next Meeting		November 8, 2023
Conclusion of Meeting		There being no further business to conduct, the meeting concluded at 10:49 a.m.
Chair		Cheryl Ward

