

**District of Parry Sound West
(Belvedere Heights)
Notice of Meeting
Board of Management
Wednesday, December 20, 2023 – 9:00 a.m.
Via Zoom**

Join Zoom Meeting

<https://wpsbc.zoom.us/j/81853808855?pwd=ZnQrenA5Ti90QjlmTRJWTFRXNEUT09>

Meeting ID: 818 5380 8855

Passcode: 362631

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 Finnon (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 November 22, 2023, be approved. *(attached pages #4-7)*

7.0 Matters Arising:

8.0 New Business:

8.1 Accessibility Report

8.2 2024 Schedule of Meetings (attached page #8)

9.0 Committee Reports:

Finance

9.1 Finance Committee – no meeting
Financials will be circulated at a later date

Governance and Partnerships

9.2 Governance and Partnerships Committee – December 13, 2023 (attached pages #9,10) –
C. Ward

MOTION:

That the minutes of the Governance and Partnerships meeting held December 13, 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

11.0 Other Reports:

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

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

12.0 Pending:

12.1 Level-setting presentation for new Board members – Planning for the Future of Long Term Care in West Parry Sound

13.0 Correspondence: none

14.0 In-Camera

14.1 Life Lease Municipal Deputation Reports – D. Carmichael

14.2 Increase of Life Lease Rent

14.3 Addressing Life Lease Owner/Renter Concerns

14.4 Development of Strategic Plan

- 24 beds

- Ownership

15.0 Adjournment:

MOTION:

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

Next meeting - Wednesday, January 24, 2024

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, November 22, 2023
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
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-94/23

Moved by D. Zulak, 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, program goals, and next steps surrounding pleasurable dining for the residents at Belvedere Heights.

6.0 Approval of Minutes:

#BH-95/23

Moved by D. Carmichael, seconded by J. Beleskey that be it resolved that the minutes of the Board of Management meeting held October 25, 2023, be received.

Carried.

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee – November 20, 2023

Highlights were as follows:

- There is an operating surplus of 103K. The is a forecasted surplus of \$67K.
- Agency staffing usage has decreased.
- In the 2024 budget presented the municipal levy is down \$1M, \$517K over 5 years.
- There is increased hours of care for residents imbedded in the budget making uses of Staffing Supplement funding.
- A concern was expressed regarding the lack of additional information on the 2024 budget.

#BH-96/23

Moved by G. Finnon, seconded by J. Beleskey that on the recommendation of the Finance Committee, Board approves the 2024 Internal Operating Budget.

Carried.

#BH-97/23

Moved by D. Carmichael, seconded by C. Ward that the minutes of the Finance meetings held November 20, 2023, be received.

Carried.

9.2 Governance and Partnerships Committee – November 8, 2023

#BH-98/23

Moved by C. Ward, seconded by D. Zulak that on the recommendation of the Governance and Partnership Committee meeting, the Planning, Policy Development, Evaluation and Oversight document be approved, as amended, by the Board of Management for inclusion in the governance handbook.

Carried.

#BH-99/23

Moved by D. Zulak, seconded by D. Carmichael that the minutes of the Governance and Partnerships meeting held November 8, 2023, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee

The Terms of Reference were briefly reviewed. They will be reviewed by the Long Term Care Ad-hoc Advisory Committee at their next meeting. The Board was advised that D. Garagan is now the Board Chair of both LLTC and WPSHC. M. Sholdice resigned as Board Chair of the WPSHC.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – The Administrator presented information on whistle-blowing protections in the Act which are intended to give anyone the confidence to bring forward anything about a LTC home, including the care of a resident, without fear and retaliation. The full report will be emailed to the Board.
Referred to N. Murphy

11.0 Reports:

11.1 Board Chair Report

Highlights were as follows:

- Life Lease owners submitted their questions and concerns to the Board.
- P. Borneman will circulate his notes from the Life Lease meeting to Board members.
Referred to P. Borneman
- It was suggested that a Life Lease Sub-Committee be formed to address Life Lease issues. P. Borneman agreed to spearhead the development of a Sub-Committee.
Referred to the P. Borneman
- Deputations regarding the line of credit have been provided to McDougall, Whitestone, and The Archipelago. G. Finnsen will inquire if Sequin would like one.
Referred to G. Finnsen
- Carling has requested both the open and closed presentation and councillor Zulak indicated that McKellar also wished to have presentations.
- P. Borneman and J. Belesky will confirm if Parry Sound wishes to have a presentation.

11.2 Administrator's Report

K. Johnston presented information on Quality (critical incidences), Care/Community Risks (type of risks), Occupancy, People (staff), and Emergency Management at Belvedere Heights.

12.0 **Pending:** none

13.0 **Correspondence:** none

14.0 **In-Camera:**

Staff and the specially invited remained in the meeting.

#BH-100/23

Moved by C. Ward, seconded by D. Carmichael that the meeting move in-camera – 10:20 a.m.
Carried.

H. Stephenson declared a conflict of interest and exited the meeting at 10:23 a.m.

Discussion surrounding Life Lease deputations took place.

#BH-101/23

Moved by P. Borneman, seconded by D. Carmichael that the meeting move ex-camera – 10:44 a.m.
Carried.

15.0 Conclusion of Meeting:

#BH-102/23

Moved by D. Zulak, seconded by G. Finnson that there being no further business to conduct, the meeting concluded at 10:45 a.m.

Carried.

P. Wing, Chair

Belvedere Heights

Board and Committee Meetings 2024

Board of Management Meetings	Financial Committee Meetings	Governance and Partnerships Committee Meetings
January 24, 2024	January 22, 2024	January 10, 2024
February 28, 2024	February 26, 2024	February 14, 2024
March 27, 2024	*Tuesday* March 26, 2024	March 13, 2024
April 24, 2024	April 22, 2024	April 10, 2024
May 22, 2024	*Tuesday* May 21, 2024	May 8, 2024
June 26, 2024	June 24, 2024	June 12, 2024
July 2024 – at the call of the Chair	July 2024 – at the call of the Chair	July 10, 2024 – at the call of the Chair
August 28, 2024	August 26, 2024	August 14, 2024
September 25, 2024	September 23, 2024	September 11, 2024
October 23, 2024	October 21, 2024	October 9, 2024
November 27, 2024	*Tuesday* November 26, 2024	November 13, 2024
December 18, 2024	December 16, 2024	December 11, 2024

Belvedere Heights
 Governance and Partnerships Committee
 December 13, 2023
 Via Zoom

Present (voting members): Don Carmichael
 Cheryl Ward

Regrets/Absent: Paul Borneman
 Lynne Gregory
 Gail Finnson
 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		10:05 a.m.
Quorum		A quorum was not met.
Approval of Agenda		Deferred.
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – November 8, 2023		Deferred to the next meeting.
Community Support Services (CSS)	<p>L. Taylor reported:</p> <ul style="list-style-type: none"> - The new Dodge Caravan has arrived and the Dodge RAM will be arriving in January/February 2024. -The Community Engagement Session held in Pointe au Baril was a success! -The CSS website has been revamped but has not yet launched. -CSS has not yet heard re the SALC grant. 	
Consideration of Strategies to Realign Governance Accountabilities and Non-LTC Related Activities		Deferred to the next meeting.
Governance Orientation Manual	The Role of the Chair of the Board of Management Policy and the Role of the Board Members Policy were reviewed.	Revisions were made. The revised policies will be reviewed at the meeting in January and then referred to the Board for approval. <u>Referred to J. Hanna and N. Murphy</u>
Next Meeting		January 10, 2024 at 10:00 a.m.

Conclusion of Meeting		There being no further business to conduct, the meeting concluded.
Chair		Cheryl Ward

Cheryl Ward, Chair

/nm