

**Board of Management for the District of Parry Sound West  
Regular Meeting  
Wednesday February 27, 2019**

**MINUTES**

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**Present:** Ms. Lynne Gregory  
Mr. Paul Borneman  
Mr. Doug McCann  
Mr. Don Carmichael  
Mr. Ted Knight *via teleconference*  
Ms. Karen Insley Stewart  
Ms. Marsha Rivers, Chief Executive Officer (CEO)  
Ms. Billie Torbett, Recording Secretary

**Regrets:** Mr. Art Coles

**1.0 CALL TO ORDER:** The Board Chair called the meeting to order at 9:00 a.m.

**2.0 ITEMS TO BE ADDED TO THE AGENDA:**  
Added (6.1) Review of Committee Membership  
Moved (6.1 to 6.2) Finance Committee: 2019 Budget and Municipal Levy

**3.0 CONFLICT OF INTEREST:** None

**4.0 APPROVAL OF MINUTES:**

**15/19 "That the minutes of the Regular Meeting held January 9, 2019 be accepted as presented."**

Moved by: Karen Insley Stewart                      Seconded by: Doug McCann                      Carried

**5.0 CONFIRMATION OF AREA 4 SHARED APPOINTMENT**  
Letters from the Municipality of Whitestone and the Townships of McKellar and McMurrich/Monteith nominating or supporting the nomination of McKellar Councillor Don Carmichael to the Board of Management as the joint appointment for Area 4 were received. All municipal council appointments for the term of January 1, 2019 to December 31, 2022 have now been confirmed.

**6.0 COMMITTEES:**

6.1 Review of Committee Membership:

**16/19 "That Motion # 5/19 passed at the January 9, 2019 regular Board meeting be amended;**

**AND FURTHER**

**That the following Board members be appointed to sit on the Finance Committee of the Board for the period of January 1, 2019 to December 31, 2019:**

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**Don Carmichael, Karen Insley Stewart, Lynne Gregory, Doug McCann and that Doug McCann, Secretary-Treasurer be appointed Chair of that Committee.”**

Moved by: Don Carmichael

Seconded by Paul Borneman:

Carried

**17/19 “That Motion # 6/19 passed at the January 9, 2019 regular Board meeting be amended;**

**AND FURTHER**

**That the following Board members be appointed to sit on the Human Resources Committee of the Board for the period of January 1, 2019 to December 31, 2019:**

**Ted Knight, Doug McCann, Karen Insley Stewart, Lynne Gregory and that Ted Knight be appointed Chair of that Committee.”**

Moved by: Don Carmichael

Seconded by: Paul Borneman

Carried

**18/19 “That Motion # 7/19 passed at the January 9, 2019 regular Board meeting be amended;**

**AND FURTHER**

**That the Strategic Planning Committee is made up of the complete Board of Management;**

**AND FURTHER**

**That the following Board members be appointed to sit on the Strategic Planning – Sustainable Core Business Analysis subcommittee of the Board for the period commencing January 1 2019:**

**Lynne Gregory, Doug McCann, Ted Knight, Paul Borneman, Don Carmichael, Art Coles, Karen Insley Stewart and that Karen Insley Stewart, Vice Chair be appointed Chair of that Committee.”**

Moved by: Karen Insley Stewart

Seconded by: Paul Borneman

Carried

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6.2 Finance Committee: 2019 Budget and Municipal Levy: The 2019 draft operating budgets for the long-term care home and life lease were presented by the CEO and Finance Committee.

**19/19 “Whereas the Management Team has prepared a budget including foreseeable expenses for the Long-Term Care operations in 2019;**

**And Whereas the Board of Management has reviewed the proposed budget;**

**Therefore be it resolved that the Board of Management hereby approves the Long-Term Care Operating Budget for the existing Building in the amount of \$9,218,550;**

**And further that the levy be set at \$1,517,189.”**

Moved by: Karen Insley Stewart                      Seconded by: Doug McCann                      Carried

**20/19 “Whereas the Management Team has prepared a budget including foreseeable expenses for the Life Lease operations in 2019;**

**Therefore be it resolved that the Board of Management hereby approves the Life Lease Budget as per attached in the amount of \$241,188.77.”**

Moved by: Karen Insley Stewart                      Seconded by: Doug McCann                      Carried

**7.0 PRESENTATIONS:**

7.1 Lakeland CEO, Administrator, Board Chair – “Supporting the Health of our Communities”. A deputation was made to the Board by a group representing Lakeland LTC. It was proposed and accepted that the Board Chairs meet to discuss the creation of a committee that would review long-term care home bed capacity in the District of Parry Sound West relative to current and future demand.

**8.0 BUSINESS ARISING:**

8.1 Historical Energy Audits – A historical energy audit completed by SIEMENS was discussed. The CEO will further investigate opportunities for energy savings.

**9.0 CORRESPONDENCE: Reviewed.**

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**10.0 REPORTS:**

10.1 Chair: The Chair provided a verbal report.

10.2 CEO: The CEO's written report was reviewed. It was raised that the Board would like more information with respect to the membership benefits with AdvantAge Ontario. The CEO of AdvantAge Ontario will be invited to make a presentation to the Board at the March 27, 2019 regular meeting.

**11.0 OTHER BUSINESS:**

11.1 LSAA Compliance Declaration 2018:

**21/19 "That the Board authorize the Board Chair to sign the attached Schedule E of the Long-Term Care Home Service Accountability Agreement (S-SAA) for the period January 1, 2018 to December 31, 2018."**

Moved by: Doug McCann                      Seconded by: Paul Borneman                      Carried

11.2 Non-Arm's length Transactions 2018: The Board attested that it is not aware of any non-arm's length transactions that occurred during the period of January 1, 2018 to December 31, 2018.

11.3 2018 Financial Auditors: The process for appointing the 2019 financial auditors was discussed and will be tabled for further discussion at the March, 2019 regular meeting.

**#22/19 "That the Board of Management appoint KPMG to complete the audit for 2018 for Belvedere Heights and the 2018/19 audit for Community Support Services."**

Moved by: Doug McCann                      Seconded by: Karen Insley Stewart                      Carried

**12.0 ACCOUNTS PAYABLE:**

**23/19 "That the Board hereby approves the Operating Expenses in the amount of \$855,236.86; Life Lease Expenses in the amount of \$23,151.68; and Community Support Services Expenses in the amount of \$72,400.79 for the month of January, 2019 as per the attached lists."**

Moved by: Karen Insley Stewart                      Seconded by: Don Carmichael                      Carried

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**13.0 IN-CAMERA MEETING:**

**24/19 "That the Board of Management move into Closed "In-Camera" meeting at 11:17 am"**

Moved by: Don Carmichael

Seconded by: Paul Borneman

Carried

**27/19 "That the reports and directions of the Board of Management Closed "In-Camera" meeting be accepted as presented:**

- 1. That the revised RFQ prepared by the Sustainable Core Business Analysis subcommittee be resent to recommended consulting firms;**
- 2. That the Sustainable Core Business Analysis subcommittee meet to review the quotes;**
- 3. That the Sustainable Core Business Analysis subcommittee make a recommendation to the Board at the March, 2019 meeting with respect to selection of a consulting firm or firms to complete the business analysis;**
- 4. That the CEO and a representative from the Finance Committee proceed with communications with the MOHLTC regarding funding inequities; and**
- 5. That the CEO proceed with communications with community organizations and the NELHIN regarding voluntary integration opportunities.**

**14.0 ADJOURNMENT:**

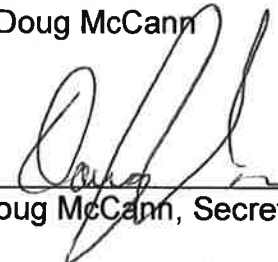
**28/19 "That the Board adjourn at 12:53 p.m."**

Moved by: Paul Borneman

Seconded by: Doug McCann

Carried

  
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Lynne Gregory, Board Chair

  
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Doug McCann, Secretary-Treasurer

**The next Regular Board meeting will be held on Wednesday, March 27 2019 at 9:00 a.m. in the Administration Room.**