

**Board of Management for the District of Parry Sound West (Belvedere Heights)**  
**Regular “Public” Meeting**  
**Wednesday, April 28, 2021**  
**Via Zoom**

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**Voting Directors Present:** Lynne Gregory, **Chair**  
Art Coles, **Vice Chair**  
Cheryl Ward, **Secretary/Treasurer**  
Paul Borneman  
Don Carmichael  
Ted Knight  
Doug McCann

**Voting Director Regrets:**

**Staff Attending:** Kami Johnson, Administrator

**Specially Invited:** Don Garrioch, KPMG  
Jim Hanna, West Parry Sound Health Centre  
Nicole Murphy, West Parry Sound Health Centre  
Oscar Poloni, KPMG  
Donald Sanderson, West Parry Sound Health Centre  
Heidi Stephenson, West Parry Sound Health Centre  
Linda Taylor, Community Support Services

**1.0 Call to Order:** The Board Chair called the meeting to order at 9:03 am.

**2.0 Confirmation of Quorum:** A quorum was achieved.

**3.0 Conflict of Interest:** no conflicts were noted.

**4.0 Approval of Agenda:**

**#BH-39/21**

Moved by T. Knight, seconded by A. Coles that be it resolved that the Board of Management accepted the agenda as presented, as amended: section 8.1.a will be moved to the beginning of the agenda.  
Carried.

**5.0 Approval of Minutes:**

**#BH-40/21**

Moved by C. Ward, seconded by P. Borneman that be it resolved that the minutes of the Board of Management Regular Public Meeting held March 24, 2021, be approved.  
Carried.

## **8.0 Committee Reports**

### **8.1.a Audited Financial Statements**

D. Garrioch reviewed highlights of the District of Parry Sound (West) Belvedere Heights Home for the Aged year ended December 31, 2020, financial statement with the Board. It was noted that management and auditor's responsibilities were consistent with prior years. The auditor provided a clean audit opinion with no control deficiencies in accordance with Canadian Public Sector Accounting Standards.

The District of Parry Sound (West) Belvedere Heights Home for the Aged Life Lease year ended December 31, 2020, and the District of Parry Sound (West) Belvedere Heights Home for the Aged Residents' Trust Fund year ended December 31, 2020, were included in the agenda package for the Board's perusal.

### **8.1.b Finance Committee Meeting held April 26, 2021**

#### **#BH-41/21**

Moved by A. Coles, seconded by P. Borneman that on the recommendation of the Finance Committee, the following audited statements be approved by the Belvedere Heights Board of Management:

- District of Parry Sound (West) Belvedere Heights Home for the Aged year ended December 31, 2020.
- District of Parry Sound (West) Belvedere Heights Home for the Aged Life Lease year ended December 31, 2020.
- District of Parry Sound (West) Belvedere Heights Home for the Aged Residents' Trust Fund year ended December 31, 2020.

Carried.

## **7.0 Ancillary Reports**

### **7.1 Community Support Services**

A Community Support Services report by L. Taylor was included in the agenda package. L. Taylor noted that the new van is in service.

L. Taylor exited the meeting.

**8.2 Governance Committee** – T. Knight reported that the Governance Committee has not met recently.

### **8.3 Special Project Ad-Hoc Committee**

Minutes from the meetings held March 30, 2021 and April 14, 2021 were included in the agenda package for perusal.

A. Coles highlighted the following:

- The newly drafted Terms of Reference were reviewed at the meeting held April 14, 2021.
- Letters of endorsement have been received from WPSHC and LLTC.
- J. Hanna is assisting with consistent messaging surrounding the Campus of Care.

- Confirmation of L. Gregory’s sign-back acceptance for the 24 beds has been received from the Ministry. L. Gregory will send D. Carmichael the name of the Ministry representative.  

Referred to L. Gregory
- It was brought to the Board’s attention that there are only two people from the Belvedere Heights Board of Management that are not in attendance at Special Project Ad-Hoc Committee meetings – T. Knight and D. McCann. A. Cole will inquire with members of the Special Project Ad-Hoc Committee and ask for approval for both of them to attend as observers in accordance with the Terms of Reference.
- The Board agreed to hire a 3<sup>rd</sup> party to access capital repairs at Belvedere Heights. H. Stephenson confirmed that this expense is not included in the budget but Belvedere Heights does have the cash flow. C. Ward will spearhead this process.

## 9.0 Reports

### 9.1 Board Chair Report

No report was given.

### 9.2 Administrator’s Report

K. Johnson provided a report on the happenings at Belvedere Heights. Highlights were as follows:

- New Ministry Directives have been received which allows for more flexibility with regard to admissions.
- If a potential resident has received both vaccinations, a 14-day isolation period is not required.
- Only a 10-day isolation period is required if potential residents have received only one vaccine.
- Staff who have been fully vaccinated can work in multiple homes.
- S. Crocker will take on the role of the DOC starting in early June.
- The Ministry was in-house from April 12-15 performing a critical incident inspection. Three written notifications were received and are being, or have already been, addressed.
- IPAC minor capital funds for enhancing cooling in long-term care homes has been received.
- No further information has been received regarding the budget highlight of four hours of direct resident care per day.
- The implementation of the Point of Click Care system has been put on hold due to COVID-19.

## 10.0 Correspondence: none

## 11.0 In-Camera

### #BH-42/21

Moved by D. McCann seconded by A. Coles that the meeting move in-camera –10:07 a.m.  
Carried.

1. D. Sanderson updated the Board on a LLTC media issue.

D. Sanderson, H. Stephenson, J. Hanna, and N. Murphy exited the in-camera session – 10:17 a.m.

2. The Board continued with a discussion regarding a legal matter.

**#BH-43/21**

Moved by T. Knight seconded by C. Ward that the meeting move ex-camera – 10:18 a.m.  
Carried.

**12.0 Conclusion of Meeting:**

**#BH-44/21**

Moved by P. Borneman seconded by D. McCann that there being no further business to conduct, the meeting concluded at 10:18 a.m.

Carried.

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Lynne Gregory, Chair  
/nm