**District of Parry Sound West (Belvedere Heights)**

**Board of Management Meeting**

**Wednesday, December 20, 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 Pary Sound Heath 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-103/23**

Moved by G. Finnson, 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 regarding the annual Christmas campaign to raise funds for Belvedere Heights. To date, $3200 has been raised. Items such as dining room tables, chairs and other decorative items will be purchased.

**6.0 Approval of Minutes:**

**#BH-104/23**

Moved by P. Borneman, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meeting held November 22, 2023, be received.

Carried.

**7.0 Matters Arising:** none

**8.0 New Business:**

8.1 Accessibility Report

The Accessibility for Ontarians with Disabilities Compliance Report has been completed and submitted for 2023. Highlights from 2022-2023 were as follows:

* Automatic doors installed to the main office to improve independent access by residents and visitors.
* Translation app installed on all staff iPhone for improved communication at point of service/care.
* Accessibility survey initiated at hire and annually for staff with self disclosed disabilities to assist with emergency planning.
* Enhanced AODA education offered to all team members at orientation and annually through Surge Learning.

Information surrounding Equity, Diversity and Inclusivity planning, along with Ontario Health’s Equity, Inclusion, Diversity and Anti-racism framework was shared.

It was hoped that Georgian Bay Biosphere will provide Land Acknowledgment training in the near future.

8.2 2024 Schedule of Meetings – a schedule of meetings in 2024 was included in the agenda package for information.

**9.0 Committee Reports:**

9.1 Finance Committee – there was no Finance Committee meeting held in December. It was reported that Belvedere Heights is in good shape heading into the December 31, 2023, year-end.

9.2 Governance and Partnerships Committee – December 13, 2023

It was noted that the meeting held on December 13th was inquorate. Two policies will be coming to the Board for review at the January meeting.

**#BH-105/23**

Moved by G. Finnson, seconded by D. Carmichael that the minutes of the Governance and Partnerships meeting held December 13, 2023, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory Committee

The next Long Term Care Advisory Committee meeting is scheduled January 15 at 11:00 a.m. via Zoom.

**10.0 Standing Items:**

10.1 Fixing Long-Term Care Act, 2021 – The Administrator presented information regarding important changes to the Act regarding enhanced emergency planning requirements and air conditioning in all residents’ rooms.

**11.0 Reports:**

11.1 Board Chair Report

Highlights were as follows:

- Board representatives met with the Township of McKellar last evening. Presentations for the townships of Seguin, Parry Sound and McDougall are scheduled in January 2024.

11.2 Administrator’s Report

K. Johnston updated the Board on critical incidents. Belvedere Heights is at 99.6% census. In November, 11 residents passed away and 7 residents were admitted.

**12.0 Pending:** none

**13.0 Correspondence:** none

**14.0 In-Camera:**

Staff and the specially invited remained in the meeting.

**#BH-106/23**

Moved by P. Borneman, seconded by D. Carmichael that the meeting move in-camera – 10:17 a.m.

Carried.

Discussions surrounding level-setting for new Board members, Life Lease rent control, and Life Lease snow removal took place.

**#BH-107/23**

Moved by J. Beleskey, seconded by G. Finnson that the meeting move ex-camera – 10:44 a.m.

Carried.

**#BH-108/23**

Moved by C. Ward, seconded by G. Finnson that the Belvedere Heights Board of Management endorses a rent increase in the amount of 2.5% to the five Life Lease rental units, subject to the Board of Management reviewing a draft budget for 2024 prior to January 1, 2024.

Carried.

Staff were directed to meet with Life Lease residents to develop a potential alternate plan for snow removal and report back to the Board.

**15.0 Conclusion of Meeting:**

**#BH-109/23**

Moved by D. Zulak, seconded by G. Finnson that there being no further business to conduct, the meeting concluded at 11:23 a.m.

Carried.

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P. Wing, Chair