

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

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

**Director Regrets:**

**Guests Attending** (non voting):

**Guest Regrets:** Gail Finnson

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

**Specially Invited** (non voting): Jim Hanna, West Parry Sound Health Centre  
Donald Sanderson, West Parry Sound Health Centre  
Heidi Stephenson, West Parry Sound Health Centre  
Linda Taylor, Community Support Services  
Janie Wallace, West Parry Sound Health Centre

**1.0 Call to Order:** The Board Chair called the meeting to order at 9:01 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-17/23**

The agenda was amended to include the matter of the boiler repair discussed at the Finance Committee meeting on February 21, 2023 (10.1).

Moved by C. Ward, seconded by P. Borneman that be it resolved that the Board of Management accepts the agenda, as amended.

Carried.

**5.0 Voice of the Resident** – K. Johnson provided the Voice of the Resident and presented on current fundraising efforts to purchase an Obie Magic Table for the residents of Belvedere Heights.

## **6.0 Approval of Minutes:**

### **#BH-18/23**

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meetings held January 25, 2023 be approved.

Carried.

## **7.0 Matters Arising:**

### **7.1 Order in Council Appointment for D. Carmichael**

It was reported that the Minister of Long-Term Care has signed D. Carmichael's reappointment, although the official document has not yet been received. It is not known whether the reappointment is for a one-year or a three-year period.

## **8.0 New Business:**

## **9.0 Ancillary Reports:**

### **9.1 Community Support Services**

A Community Support Services report by L. Taylor was included in the agenda package for perusal. CSS is in the process of recruiting one FTE for transportation and one PTE for Meals on Wheels. There is no update on the new vehicle at this time.

## **10.0 Committee Reports:**

### **10.1 Finance Committee – February 21, 2023**

H. Stephenson provided a financial update. There is a current deficit of \$79K, though it was noted that this is not significant considering Belvedere's \$10M total budget. The use of agency staff continues to be a challenge. During January, another Life Lease unit was purchased, and the mortgage was also paid off. Both a boiler and a compressor are in need of repairs/replacement (quotes attached). The approximate \$62K cost of the repairs would be funded out of the existing budget.

### **#BH-19/23**

Moved by C. Ward, seconded by J. Beleskey that the Board of Management approves the estimated cost to replace and repair the boiler and compressor units as per the quotes provided by the Environmental Services Manager.

Carried.

### **10.2 Governance Committee – February 15, 2023**

The first meeting of the Governance and Partnerships Committee was a great success. The Terms of Reference are in the process of being finalized for Board approval.

### **#BH-20/23**

Moved by C. Ward, seconded by P. Borneman that, on the recommendation of the Governance and Partnerships Committee, Lynne Gregory be appointed a non-voting, advisory individual to the Board of Directors for the ensuing year.

Carried.

It was noted that non-voting Board of Management members now have the right to vote at Committee meetings.

10.3 Long Term Care Ad-hoc Advisory Committee - No meetings have been held of late.

A meeting was held with the municipal CAOs in regard to the purchase of Life Lease units. There are meetings scheduled with several municipalities in the near future for briefings.

## 11.0 **Standing Items:**

### 11.1 Fixing Long-Term Care Act, 2021

K. Johnson reported on the proposals within Phase 2, which would come into effect in April 2023. Amendments to staff roles were discussed. This would include hiring individuals with appropriate experience in place of identified training requirements and increasing the scope of work in certain positions.

There are clear requirements on air conditioning in resident rooms which can result in up to \$25K if not met; Belvedere currently meets these requirements.

D. Sanderson will send a reminder to those Board who members have not yet completed the declaration and police record check that is necessary for compliance with legislation.

## 12.0 **Reports:**

### 12.1 Board Chair Report

- A. Coles attended a Chamber of Commerce meeting on February 2 with Graydon Smith, M.P.P.

### 12.2 Administrator's Report

K. Johnson reported the following:

- There were five Critical Incidents in January. These included the RSV Outbreak of January 4–16, a controlled substance measuring concern, two resident falls, and an abuse allegation (found not substantiated).

- There was an enteric outbreak from February 12-21, affecting 7 residents.

- There are 15 students enrolled in the PSW program with the NNDSB. This program will also be taking place in the Fall.

- The initial meetings with CUPE are scheduled for May 2023.

- There are a number of new programs being implemented with the goal of quality improvement for residents.

- There will be a cat coming to the Oak home next month.

## 13.0 **Pending:** None

## 14.0 **Correspondence:** The following correspondence was received for information purposes.

14.1 Township of McKellar

14.2 McMurrich/Monteith

## 15.0 **New Board Member**

J. Beleskey and P. Wing were welcomed to the Board of Management.

**16.0 In-Camera:**

**#BH-21/23**

Moved by D. Carmichael, seconded by C. Ward that the meeting move in-camera at 9:55 a.m.  
Carried.

**#BH-22/23**

Moved by A. Coles, seconded by C. Ward that the meeting move ex-camera at 10:26 a.m.  
Carried.

Direction resulting from the in-camera session:

- 1) The Board of Management is to direct Leadership to request clarification from the MOLTC on the required components of an MOU. This will then be referred to the Ad Hoc Committee.

**17.0 Conclusion of Meeting:**

**#BH-23/23**

Moved by D. Zulak, seconded by D. Carmichael that there being no further business to conduct, the meeting concluded at 10:30 a.m.

Carried.

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Art Coles, Chair /jw