

**District of Parry Sound West (Belvedere Heights)**  
**Board of Management Meeting**  
**Wednesday, June 23, 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  
Doug McCann

**Voting Director Regrets:**

**Staff Attending:** Kami Johnson, Administrator

**Specially Invited:** 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  
Linda Taylor, Community Support Services

**1.0 Call to Order:** The Board Chair called the meeting to order at 9:00 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-56/21**

Moved by D. McCann, seconded by D. Carmichael that be it resolved that the Board of Management accepted the agenda.

Carried.

**5.0 Approval of Minutes:**

**#BH-57/21**

Moved by P. Borneman, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held May 26, 2021, be approved.

Carried.

## **6.0 Matters Arising:**

### 6.1 Committee Structure

#### **#BH-58/21**

Moved by D. McCann, seconded by C. Ward, that the Board of Management accepts the Committee Structure as presented.

Carried.

### 6.2 Annual Information Meeting Update

K. Johnson was directed by the Board to arrange an Annual Information Meeting via Zoom.

Referred to K. Johnson

It was noted that in accordance with the Belvedere Heights by-law article 14.1, an Annual Information Meeting (AIM) is to be held annually between the first day of April and the first day of October.

## **7.0 Ancillary Reports**

### 7.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package. The financial statements for Community Support Services were reviewed. It was noted that it was a 'clean' audit.

## **8.0 Committee Reports**

### 8.1. Finance Committee Meeting – June 21, 2021

The Finance minutes and information package were circulated to the Board on Tuesday, June 22, 2021.

#### **#BH-59/21**

Moved by D. McCann seconded by P. Borneman that on the recommendation of the Finance Committee, the following reports be received, and the May expenditures be approved:

May expenditures:

- Life Lease – May 31, 2021
  - Board Report
  - Cheque List - \$16,972.69
- Belvedere Heights – May 31, 2021
  - Report with Forecast
  - Report by Funding Envelope
  - List of Disbursements - \$1,020,018.00
  - COVID-19 Analysis
- Community Support Services (CSS) – May 31, 2021
  - Board Report
  - Income and Expense Statement APR21-MAY21
  - Cheque List - \$50,675.53

The Community Support Services Draft Audited Financial Statements for the year ending March 31, 2021.

Carried.

L. Taylor exited the meeting.

**#BH-60/21**

Moved by D. McCann, seconded by C. Ward that the Belvedere Heights Board of Management requests WPSHC complete a benchmarking study between Belvedere Heights and Lakeland Long Term Care.  
Carried.

**#BH-61/21**

Moved by D. Carmichael, seconded by P. Borneman that the minutes of the Finance Committee meeting held June 21, 2021, be received.

Carried.

8.2 Governance Committee

It was reported that T. Knight's Order in Council term ceased on June 17, 2021. He will not be requesting reappointment.

The Committee agreed that C. Ward spearhead the Governance Committee. The Committee Structure will be revised to reflect this change.

Referred to N. Murphy

8.3 Special Project Ad-Hoc Committee

Minutes from the meetings held:

May 26, 2021;

June 2, 2021; and

June 16, 2021

were included in the agenda package for the Boards' perusal.

**#BH-62/21**

Moved by D. Carmichael, seconded by D. McCann that the minutes of the Special Project Ad-Hoc Committee meetings held May 26, June 2, and June 16, 2021, be received.

Carried.

It was noted that a meeting with the Minister of Health will be scheduled for the 2<sup>nd</sup> week in July.

The draft letter and draft resolution from the Belvedere Heights Board of Management to each municipality was reviewed for information purposes.

**In-Camera**

**#BH-63/21**

Moved by D. McCann, seconded by D. Carmichael that the meeting move in-camera – 9:47 a.m.  
Carried.

**#BH-64/21**

Moved by D. McCann, seconded by D. Carmichael that the meeting move ex-camera – 10:00 a.m.  
Carried.

**#BH-65/21**

Moved by C. Ward, seconded by D. McCann that the draft resolution on page 27 of the agenda package be tabled until July 2021, pending legal advice on life lease and investigation surrounding the risk of surrendering beds.

Carried.

**9.0 New Business:**

**9.1 Friends of Belvedere Heights**

Friends of Belvedere Heights is not a registered charity. The question was raised as to whether to create a Belvedere Heights Foundation or Auxiliary, which both of would be registered charities.

This matter was referred to the Governance Committee to investigate and make recommendations.

Referred to the Governance  
Committee

**10.0 Reports:**

**10.1 Board Chair Report**

The Board Chair had nothing to report.

**10.2 Administrator's Report**

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

- Two critical incidents recently occurred. 1) improper care and 2) resident to resident abuse. Both of these incidences have been investigated and there were no further concerns.
- The immunization status threshold has been met. 85% of staff and 85% of staff have been vaccinated.

**11.0 Correspondence:**

The following correspondence was briefly reviewed.

- a) The Municipality of McDougall Resolution #2021-75
- b) Township of McKellar Resolution #21-226
- c) Municipality of Whitestone Resolution #2021-199

West Parry Sound Health Centre staff exited the meeting.

**12.0 In-Camera**

**#BH-66/21**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ that the meeting move in-camera.

Carried.

**#BH-67/21**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ that the meeting move ex-camera.

Carried.

**13.0 Conclusion of Meeting:**

**#BH-68/21**

Moved by \_\_\_\_\_ seconded by \_\_\_\_\_ that there being no further business to conduct, the meeting concluded at \_\_\_\_\_ a.m.

Carried.

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Art Coles, Acting Chair  
/nm