

**District of Parry Sound West (Belvedere Heights)  
Board of Management Meeting  
Wednesday, October 27, 2021  
via Zoom**

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**Directors Present** (voting): Art Coles, **Vice Chair**  
Lynne Gregory, **Chair**  
Doug McCann  
Cheryl Ward, **Secretary/Treasurer**

**Director Regrets:** Paul Borneman

**Guest Regrets** (non voting): Don Carmichael

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

**Specially Invited** (non voting): Jim Hanna, West Parry Sound Health Centre  
Nicole Murphy, 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 9:01 am.
- 2.0 **Confirmation of Quorum:** A quorum was achieved.
- 3.0 **Introduction of new Board Member** – G. Comrie was introduced and welcomed.
- 4.0 **Conflict of Interest:** no conflicts were noted.

5.0 **Approval of Agenda:**

**#BH-87/21**

Moved by D. McCann, seconded by C. Ward that be it resolved that the Board of Management accepts the agenda, as presented.

Carried.

- 6.0 **Voice of the Resident** – K. Johnson provided the Voice of the Resident.

7.0 **Approval of Minutes:**

**#BH-88/21**

Moved by A. Coles, seconded by D. McCann that be it resolved that the minutes of the Board of Management meeting held September 22, 2021, be approved.

Carried.

## **8.0 Matters Arising:**

### 8.1 Friends of Belvedere Heights

K. Johnson has not been able to connect with any representatives of the Friends of Belvedere. She will continue to attempt to make contact.

### 8.2 Campus of Care Business Plan

The Campus of Care Business Plan is on hold for the time being.

## **9.0 Ancillary Reports**

### 9.1 Community Support Services

A Community Support Services report by L. Taylor was included in the agenda package.

Highlights were:

- CSS is organizing the 10<sup>th</sup> Annual “Be a Santa to a Senior” campaign.
- CSS is providing a dinner service in the Dunchurch community soon.
- Exercises classes are resuming.

L. Taylor exited the meeting.

## **10.0 Committee Reports**

### 10.1 Finance Committee

#### **#BH-89/21**

Moved by D. McCann, seconded by A. Coles that on the recommendation of the Finance Committee, Cheryl Ward be appointed Chair of the Finance Committee.

Carried.

#### **#BH-90/21**

Moved by A. Coles, seconded by C. Ward that on the recommendation of the Finance Committee, the following reports be received, and the August and September expenditures be approved:

- Life Lease:
  - August 31, 2021
    - September Board Report
    - Cheque List - \$27,996.05
  - September 30, 2021
    - October Board Report
    - List of Disbursements - \$12,145.24
- Belvedere Heights:
  - August 31, 2021
    - Report with Forecast
    - Report by Funding Envelope
    - Statement of Financial Position
    - List of Disbursements - \$865,710.04

- COVID-19 Analysis
  - September 30, 2021
    - Report with Forecast
    - Report by Funding Envelope
    - Statement of Financial Position
    - List of Disbursements - \$835,706.85
    - COVID-19 Analysis
- Community Support Services (CSS):
  - August 31, 2021
    - September Board Report
    - Cheque List - \$43,612.36
    - Income and Expense Statement
    - CSS’s Autumn Service Overview and Strategic Plan
  - September 30, 2021
    - October Board Report
    - Income and Expense Statement
    - Cheque List - \$44,840.69
    - Annual Campaign
    - LHIN Reporting.

Carried.

**#BH-91/21**

Moved by D. McCann, seconded by C. Ward that on the recommendation of the Finance Committee, the following funding correspondence be received, and the Board of Management authorizes the Administrator to work within the approved funding as follows:

<u>Correspondence Date 2021</u>	<u>Funding Initiative / Revenue Agency</u>	<u>Funding Recipient / Expense</u>	<u>Fiscal / Calendar Year</u>	<u>Funding \$</u>	
				<u>Base</u>	<u>Other / One-Time</u>
<u>Oct 12</u>	<u>LTC Infection Prevention and Control Personnel (IPAC) and Training Funding/ Ontario Health North</u>	<u>Board of Management for the District of Parry Sound West/ IPAC Capacity</u>	<u>2021-22</u>		<u>\$39,694</u>

Carried.

H. Stephenson presented highlights from the Finance Committee meeting as follows:

- Statement of financial position indicates 2.7M in the operating account.
- Year-to-Date there is a deficit of 41K but if the Campus of Care expense of 128K was removed, it would be a 87K surplus.
- Belvedere Heights is forecasting a 86K deficit but if the Campus of Care was removed, it would be a 42K surplus.
- Nursing is feeling the pressure of HHR as Belvedere Heights has been relying on agency staff. It was hoped that the Administrators recruitments efforts will limit the reliance on agencies in the new year.

- It was hoped that the budget can be presented to the Board at the November meeting.
- Advantage reported that insurance in the industry has increased by 15-20%.

**#BH-92/21**

Moved by A. Coles, seconded by D. McCann that the minutes of the Finance Committee meeting held October 25, 2021, be received.

Carried.

10.2 Governance Committee

a. Status of OIC Appointment for D. Carmichael

The Belvedere Heights Board of Management recommended to the Ministry that the Status of Order In Council appointment be given to Don Carmichael. Nothing has been heard back from the Ministry at this time.

10.3 Long Term Care Ad-hoc Advisory Committee

**#BH-93/21**

Moved by D. McCann, seconded by G. Comrie that the minutes of the Long Term Care Ad-hoc Committee meetings held September 29, 2021, and October 13, 2021, be received.

A meeting with the Assistant Deputy Minister of Long-Term Care, staff, and volunteers from WPSHC, LLTC and Belvedere Heights took place on October 19, 2021. It was thought that the meeting was well received, and B. Pollard will be in touch with H. Stephenson in the near future.

**11.0 New Business - none**

**12.0 Reports:**

12.1 Board Chair Report

The Chair reported the following:

- D. Carmichael is investigating acquiring funding through AMO for the new build.
- The Annual Information Meeting took place on October 7, 2021. The meeting was not well attended by municipal representatives.

12.2 Administrator's Report

K. Johnson provided a report on the activities taking place at Belvedere Heights.

Highlights were as follows:

- A long term care EMR called Point, Click, Care is being implemented on March 1 and 8, 2021.
- The Ministry mandated that residents will now receive 4 hours of direct care in the near future.
- Yesterday it was announced that a new LTC inspection program will be implemented November 4, 2021.

D. Carmichael joined the meeting – 9:46 a.m. – Quorum remained.

- A mock outbreak was recently held as part of Fall preparedness.
- No critical incidences took place in the month of September.
- Many students enrolled at Canadore College have expressed interest in working Belvedere Heights in the future. Great news!

**13.0 Correspondence:** none

**14.0 In-Camera**

An in-camera session was not required.

**15.0 Conclusion of Meeting:**

There being no further business to conduct, the meeting concluded at 9:52 a.m.

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L. Gregory, Chair  
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