

**District of Parry Sound West (Belvedere Heights)**  
**Board of Management Meeting**  
**Wednesday, April 24, 2024**  
**via Zoom**

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

**Director Regrets:** Paul Borneman, Vice Chair  
Gail Finnson

**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 Parry Sound Health Centre  
Heidi Stephenson, 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-29/24**

Moved by C. Ward, seconded by J. Beleskey 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 and provided pictures of the new flooring that was recently installed in the Pine Home area. The Pine residents and Leonardo DeCatrio love it!

**6.0 Approval of Minutes:**

**#BH-30/24**

Moved by D. Carmichael, seconded by D. Zulak that be it resolved that the minutes of the Board of Management meeting held March 27, 2024, be received.

Carried.

**7.0 Matters Arising: none**

**8.0 New Business: none**

**9.0 Committee Reports:**

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held April 22<sup>nd</sup>. The Finance Committee minutes and attachments were circulated to Board members yesterday (April 23<sup>rd</sup>) via email.

Highlights were as follows:

- The March statements showed an operating surplus of \$104K.
- The Ministry of Long-Term Care clawed back a surplus from 2019 at year-end.
- Agency usage was down to 8K. The Administrator was commended for the limited use of agency staff.
- The 2023 audited financial statements were presented. It was a clean audit. The year ended in a \$510K surplus.

**#BH-31/24**

Moved by C. Ward, seconded by D. Zulak, that on the recommendation of the Finance Committee, the audited financial statements of District of Parry Sound (West) Belvedere Heights Home for the Aged year ended December 31, 2023, be approved and referred to the Annual Information Meeting for receipt.

Carried.

Referred to the Annual Information Meeting

**#BH-32/24**

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the following reports of the February and March expenditures be approved:

*Life Lease:*

- April 2024 Board Report
- March 2024 List of Disbursements - \$28,266.71

*Belvedere Heights:*

- Draft Year End Audited Financial Statements for December 31, 2023

*March 2024:*

- Report with Forecast
- Report by Funding Envelope
- Statement of Financial Position
- List of Disbursements - \$837,193.58

*Community Support Services (CSS):*

*February 2024:*

- Income and Expense Statement
- List of Disbursements - \$134,931.89.

Carried.

**#BH-33/24**

Moved by D. Carmichael, seconded by C. Ward that the minutes of the Finance Committee meeting held April 22, 2024, be received.

Carried.

9.2 Governance and Partnerships - no meeting held

9.3 Long Term Care Ad-hoc Advisory - no meeting held

**10.0 Standing Items:**

10.1 Fixing Long-Term Care Act, 2021 – deferred to the next meeting.

10.2 Equity Diversity Inclusion (EDI) – deferred to the next meeting.

10.3 WPS OHT – deferred to the next meeting.

**11.0 Reports:**

11.1 Board Chair Report – deferred to the in-camera section.

11.2 Administrator’s Report - deferred to the next meeting.

**12.0 Pending:** none

**13.0 Correspondence:**

Correspondence from the Ministry of Long-Term Care dated April 5, 2024, re allocation of 24-beds.

**14.0 In-Camera:**

**#B-34/24**

Moved by C. Ward, seconded by D. Carmichael that the meeting move in-camera at 9:19 a.m.

Carried.

Direction:

- The Chair will advise P. Borneman and G. Finnsen of the decisions made surrounding the 24-beds.
- Two or three Zoom meetings will be scheduled for municipal representatives to attend to ask any questions about the 24 beds.
- A revised letter will be sent as soon as possible to the eight municipalities, outlining the support required, by the Chair.

**#B-35/24**

Moved by D. Carmichael, seconded by D. Zulak that the meeting move ex-camera at 10:22 a.m.

Carried.

**#B-36/24**

Moved by C. Ward, seconded by J. Beleskey that the following steps take place:

1. Belanger Salach Architecture be immediately retained. It was noted that there is a time constraint and no time to go to an RFP at this point in the process. There is an April 30<sup>th</sup> deadline as noted in the Ministry Memorandum dated March 27, 2024, regarding supplemental construction funding subsidy for 2024.
2. In accordance with the Ministry of Long-Term Care's request in their letter dated April 5<sup>th</sup>, the Belvedere Heights Board of Management will proceed with the following steps toward construction approval for 24 additional beds:
  - A written confirmation to the MLTC from the Board of Management for the District of Parry Sound West to proceed; and
  - All work related to fulfilling the project milestones as required by the Ministry.
3. The eight municipalities will be advised that the Belvedere Heights Board of Management is moving forward with the process to develop 24 new beds. It was noted that the Ministry will be looking for eight municipal resolutions for support of the project by June 30, 2024.

Carried.

**15.0 Conclusion of Meeting:**

**#BH-37/24**

Moved by C. Ward, seconded by D. Carmichael, that there being no further business to conduct, the meeting concluded at 10:23 a.m.

Carried.

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P. Wing, Chair