

**District of Parry Sound West
(Belvedere Heights)
Notice of Meeting
Board of Management
Wednesday, August 28, 2024 – 9:00 a.m.
Via Zoom**

Join Zoom Meeting

<https://wpshc.zoom.us/j/84352538071?pwd=dvqW363rpJ6SrxIBbTaxkinlyV96Na.1>

Meeting ID: 843 5253 8071

Passcode: 796506

AGENDA

Board of Management (voting): Joe Beleskey (representing the Town of Parry Sound)
Paul Borneman, Vice Chair (representing the Town of Parry Sound)
Don Carmichael, Secretary/Treasurer (Order in Council Appointment)
Gail Finnsen (representing Seguin Township)
Cheryl Ward (Order in Council Appointment)
Pamela Wing, Chair (representing McDougall, The Archipelago, Carling Townships)
Debbie Zulak (representing Whitestone, McKellar, McMurrich/Montieth Townships)

Quorum – for a meeting of the Board shall be a simple majority of the Directors. By-law 8.9

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
Donald Sanderson, West Parry Sound Health Centre - Regrets
Heidi Stephenson, West Parry Sound Health Centre

As a result of the COVID 19 pandemic and Provincial requirements for physical distancing, this Committee/Board meeting will be held electronically in accordance with section 238 of the Municipal Act 2001.

1.0 Call to Order

2.0 Confirmation of Quorum

3.0 Declaration of Conflicts of Interest

4.0 Approval of Agenda:

MOTION:

That the Board of Management accepts the agenda, as presented. (attached pages #1-3)

5.0 Voice of the Resident: Resident Rights Education – K. Johnson

6.0 Approval of Minutes:

MOTION:

That the minutes of the Belvedere Heights Board of Management meetings held June 6, July 9 and August 15, 2024, be approved. (*attached pages #4-11*)

7.0 Matters Arising: none

8.0 New Business: none

9.0 Committee Reports:

Finance

9.1 Finance Committee – August 26, 2024 (will be circulated on Tuesday, August 27th)

MOTION:

That the minutes of the Finance Committee meeting held August 26, 2024, be received.

Governance and Partnerships

9.2 Governance and Partnerships Committee – no meeting

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021- No Report

10.2 Equity Diversity Inclusion (EDI) – Deferred

10.3 West Parry Sound Health Centre Ontario Health Team (WPS OHT) – J. Hanna

11.0 Other Reports:

11.1 Board Chair Report – P. Wing (*verbal*) *No Report*

11.2 Administrator’s Report – K. Johnson (*verbal*)

12.0 Correspondence: Support for Community Radio (will be circulated in the near future)

13.0 In-Camera

MOTION:

That the meeting move in-camera.

MOTION:

That the meeting move ex-camera.

14.0 Adjournment:

MOTION:

That there being no further business to conduct, the meeting terminated at _____ a.m.

Next meeting – September 25, 2024

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, June 26, 2024
via Zoom**

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

Director Regrets: Paul Borneman, Vice Chair

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Dr. David Clarke, Belvedere Heights Medical Director
Jim Hanna, West Parry Sound Health Centre
Nicole Murphy, West Parry Sound Health Centre
Tristan O’Gorman, Belanger Salach Architecture
Tracy Rochon, Belanger Salach Architecture
Amber Salach, Belanger Salach Architecture
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 9:00 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-52/24

Moved by D. Zulak, 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:** deferred.

6.0 Approval of Minutes:

#BH-53/24

Moved by C. Ward, seconded by D. Carmichael that be it resolved that the minutes of the Board of Management meeting held May 3, 2024, and May 22, 2024, be received.

Carried.

7.0 Matters Arising:

7.1 The Chair confirmed that Board representatives recently met with CAO's and Mayors regarding the construction of the 22 new beds.

8.0 New Business:

8.1 Medical Services Program Overview – June 2024

Dr. Clarke's medical services program overview was included in the agenda package for perusal. Highlights were as follows:

- Long Term Care Medical Director Training (a 3-day course) is required. Dr. Clarke completed this course in November 2023. The Medical Director reporting annually to the Board no longer mandatory.
- A medical services overview is mandatory.
- A chart audit took place in May 2024. It was identified that paper charts were very disorganized. It was wished that a Ward Clerk could be retained to assist with organizing.
- The implementation of Point, Click, Care has improved charting immensely.
- There is a physician assigned to each resident floor. Dr. Clarke on Oak, Dr. Knight on Pine, and Dr. Hollingsworth on Willow.
- There is a part time Nurse Practitioner on the team.
- The Administrator was praised by the Medical Director regarding the improvements made at the Home since she started as Administrator.

9.0 Committee Reports:

9.1 Finance

Finance highlights as of May 2024 were as follows:

- Operating surplus of \$9K
- Forecasting a balanced position at year-end
- Agency usage has decreased to \$11K at the end of May
- The expenses for the new 22 beds has been moved to the balance sheet
- One-Time funding with flexible usage in the amount of \$256K has been received
- CSS noted a surplus of \$375.00 as of the end of April
- It was anticipated that the TD Bank line of credit will be received next week
- A new contract for the purchase of Life Lease units is being drafted.

#BH-54/24

Moved by J. Beleskey, seconded by D. Carmichael that the Finance minutes dated June 24, 2024, be received.

Carried.

9.2 Governance and Partnerships

#BH-55/24

Moved by C. Ward, seconded by Gail Finnson that on the recommendation of the Governance Committee, the Conflict of Interest and Disclosure Policy be approved.

Carried.

#BH-56/24

Moved by D. Carmichael, seconded by C. Ward that the minutes of the Governance and Partnership meeting held June 12, 2024, be received.

Carried.

9.3 Long Term Care Ad-hoc Advisory – The Long Term Care Advisory Ad-hoc Committee met on May 27, 2024. They will continue to meet on an as needed basis.

10.0 Standing Items:

10.1 Fixing Long-Term Care Act, 2021 – deferred.

10.2 Equity Diversity Inclusion (EDI) – deferred.

10.3 WPS OHT – deferred.

11.0 Reports:

11.1 Board Chair Report – deferred.

11.2 Administrator's Report – deferred.

12.0 **Pending:** none

13.0 Correspondence:

13.1 Township of Carling dated June 12, 2024

13.2 Town of Parry Sound dated June 4, 2024

13.3 Township of McKellar dated June 4, 2024

13.4 Township of McMurrich/Monteith dated May 21, 2024

13.5 The Township of the Archipelago dated May 24, 2024

13.6 The Municipality of McDougall dated June 19, 2024

14.0 In-Camera:

#BH-57/24

Moved by G. Finnson, seconded by D. Zulak that the meeting move in-camera.
Carried.

A. Salach and her team made a presentation which included drawings, information on change order processes, Ministry specific requirements, contractor selection, and a construction manager vs a general contractor.

#BH-58/24

Moved by D. Carmichael, seconded by J. Beleskey that the meeting move ex-camera.
Carried.

#BH-59/24

Moved by J. Beleskey, seconded by D. Carmichael that the Belvedere Heights Board of Management approves going to tender for a construction management firm to continue with the development of the 22 new beds.
Carried.

15.0 Conclusion of Meeting:

The meeting concluded at 10:22 a.m.

P. Wing, Chair

**District of Parry Sound West (Belvedere Heights)
Special Board of Management Meeting
Wednesday, July 9, 2024
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair

Director Regrets: Debbie Zulak

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 9:00 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-60/24

Moved by J. Beleskey, seconded by G. Finnson that be it resolved that the Board of Management accepts the agenda as presented as amended: addition of Local Priorities Fund.
Carried.

5.0 New Business:

5.1 Summary of Costs

A confidential briefing note dated July 4, 2024, regarding a summary of current estimate of BSA (Belanger Salach Architecture) and CM (Construction Management) costs was reviewed.

5.2 22 Beds

A confidential briefing note dated July 3, 2024, titled “Add Up to 24 Beds to Belvedere Heights” was reviewed.

5.3 Revised Belanger Salach Architecture Costs – information surrounding revised costs were included in the above noted briefing note.

6.0 In-Camera:

#BH-61/24

Moved by G. Finnsen, seconded by C. Ward that the meeting move in-camera at 9:21 a.m.
Carried.

#BH-62/24

Moved by P. Borneman, seconded by D. Carmichael that the meeting move ex-camera at 9:41 a.m.
Carried.

5.2 22 Beds

#BH-63/24

Moved by G. Finnsen, seconded by D. Carmichael that the Belvedere Heights Board of Management approves the plan to move forward with 22 beds.
Carried.

5.3 Revised Costs

#BH-64/24

Moved by D. Carmichael, seconded by J. Beleskey that the Belvedere Heights Board of Management approves the revised Belanger Salach Architecture costs.
Carried.

7.0 Local Priorities Funding

K. Johnson shared with the Board that Belvedere Heights recently received \$506,717 in one-time funding for 2024/25 for Long Term Care Local Priorities Funding.

8.0 Conclusion of Meeting:

The meeting concluded at 9:46 a.m.

P. Wing, Chair

**District of Parry Sound West (Belvedere Heights)
Special Board of Management Meeting
Wednesday, August 15, 2024
via Zoom**

- Directors Present (voting):** Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnson
Cheryl Ward
Pamela Wing, Chair
- Director Regrets:** Debbie Zulak
- 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
Tristan O’Gorman, Belanger Salach Architects
Tracy Rochon, Belanger Salach Architects
Amber Salach, Belanger Salach Architects
Donald Sanderson, West Parry Sound Health Centre
Grace, Belanger Salach Architects

1.0 Call to Order: The Board Chair called the meeting to order at 9:08 a.m.

2.0 Confirmation of Quorum: A quorum was achieved.

3.0 Conflict of Interest: No conflicts were declared.

4.0 In-Camera:

#B-65/24

Moved by D. Carmichael, seconded by C. Ward that the meeting move in-camera at 9:09 a.m.
Carried.

#B-66/24

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

#B-67/24

Moved by G. Finnson, seconded by C. Ward that the Belvedere Heights Board of Management approves Quinan Construction as the contract management firm for the Belvedere Heights construction project subject to 1) a telephone meeting between the Quinan Construction site superintendent and K. Johnson to confirm compatibility and 2) BSA to request confirmation of fees in writing and is contingent on

Quinan's confirmation that the \$15,000 fee for pre-construction services is an all-inclusive fee for all services to the completion of development of the Final Estimate of Cost.

Carried.

5.0 Conclusion of Meeting:

The meeting concluded at 9:58 a.m.

Carried.

P. Wing, Chair