

**District of Parry Sound West
(Belvedere Heights)
Notice of Meeting
Board of Management
Wednesday, October 23, 2024 – 9:00 a.m.
Via Zoom**

Join Zoom Meeting:

Meeting ID:

Passcode:

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 Finnson (representing Seguin Township)
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
Heidi Stephenson, West Parry Sound Health Centre
Cheryl Ward (Past Order in Council Appointment)

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 – K. Johnson

6.0 Approval of Minutes:

MOTION:

That the minutes of the Belvedere Heights Board of Management meetings held September 25, 2024, be approved. (*attached pages #4-7*)

7.0 Matters Arising:

8.0 New Business:

9.0 Committee Reports:

Finance

9.1 Finance Committee – October 21, 2024 (will be circulated late in the day on Tuesday, October 22nd)

MOTION:

That the minutes of the Finance Committee meeting held October 21, 2024, be received.

Governance and Partnerships

9.3 Governance and Partnerships Committee – October 9, 2023 (attached pages #8-10)

MOTION: That the minutes of the Governance and Partnerships Committee meeting held October 9, 2024 be received.

10.0 Standing Items:

10.1 Redevelopment Update

10.2 Equity Diversity Inclusion (EDI) – update

10.3 West Parry Sound Health Centre Ontario Health Team (WPS OHT) – J. Hanna (attached page #11,12)

11.0 Other Reports:

11.1 Board Chair Report – P. Wing (*verbal*)

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

12.0 Correspondence:

- 12.1 Town Hall Meeting on October 9, 2024 (attached pages #13-37)
- 12.2 Discussion with Municipal Partners (attached pages #38-53)
- 12.3 Notice of Public Consultation (attached pages #54-58)

13.0 In-Camera

MOTION:

That the meeting move in-camera.

- 13.1 Life Lease Update
- 13.2 CSS Update

14.0 Adjournment:

MOTION:

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

Next meeting - Wednesday, November 27, 2024 at 9:00 a.m.

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, September 25, 2024
via Zoom**

Directors Present (voting): Joe Beleskey
Paul Borneman, Vice Chair
Don Carmichael, Secretary/Treasurer
Gail Finnsen
Pamela Wing, Chair
Debbie Zulak

Director Regrets:

Staff Attending (non voting): Kami Johnson, Administrator

Staff Regrets:

Specially Invited (non voting): Nicole Murphy, West Parry Sound Health Centre
Donald Sanderson, West Parry Sound Health Centre
Heidi Stephenson, West Parry Sound Health Centre
Cheryl Ward, past Board member

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-73/24

Moved by G. Finnsen, seconded by D. Zulak that be it resolved that the Board of Management accepts the agenda as presented.

Carried.

It was noted that C. Ward's Order in Council appointment expired September 16, 2024. Therefore, she is specially invited at this meeting, without voting rights. It was hoped that a new Order in Council appointment will be received soon.

5.0 Voice of the Resident: K. Johnson presented information on Belvedere Heights Home for the Aged history and shared how it came fruition. It was hoped that a 60th anniversary celebration in 2025 will take place.

6.0 Approval of Minutes:

#BH-74/24

Moved by D. Carmichael, seconded by J. Beleskey that be it resolved that the minutes of the Board of Management meeting held August 28, 2024, be received.

Carried.

7.0 Matters Arising:

7.1 Community Radio Support

The Board determined that they will copy WPSHC's letter of support and Chair Wing will sign it.

8.0 New Business: none

9.0 Committee Reports:

9.1 Finance Committee

H. Stephenson provided highlights from the meeting held September 23th. The Finance Committee minutes were emailed to Board members on September 24th.

Highlights were as follows:

- There is an operating surplus of \$300K
- The management agreement between WPSHC and Belvedere Heights expires in December 2025.
- The Belvedere Heights Board will be asking municipalities for \$700K that was returned to municipalities in 2021.
- There is no update on Life Lease unit #203.
- Life Lease has a wait list consisting of 3 renters and 1 buyer.
- Lawyer Ben Prichard has been retained to assist with the TD bank agreements.

#BH-75/24

Moved by D. Carmichael, seconded by G. Finsson that on the recommendation of the Finance Committee, the Board of Management issue a one-time capital levy to reimburse \$700K in funds that were returned to the 8 municipalities in June 2021.

Carried.

#BH-76/24

Moved by D. Carmichael, seconded by D. Zulak that on the recommendation of the Finance Committee, the Board of Management proceed under section 8.2 of the Management Services Agreement and provide the required six months' notice to West Parry Sound Health Centre that the current management services agreement will expire on March 25, 2025.

Carried.

D. Carmichael stated that Belvedere Heights will still need support from WPSHC and will need to continue to purchase many of the services they do today.

With regard to resolution #BH-76/24, Chair Wing will discuss with CEO Donald Sanderson the establishment of an ad-hoc committee to address the change management piece.

#BH-77/24

Moved by D. Carmichael, seconded by P. Borneman that the minutes of the Finance Committee meeting held September 23, 2024, be received.

Carried.

9.2 Governance and Partnerships – September 11, 2024

#BH-78/24

Moved by J. Beleskey, seconded by G. Finnson, that on the recommendation of the Governance and Partnerships Committee, Belvedere Heights current by-law is exempt from ONCA and no future action is required prior to October 31, 2024.

Carried.

#BH-79/24

Moved by D. Zulak seconded by G. Finnson that the minutes of the Governance and Partnerships Committee meeting held September 11, 2024, be received.

Carried.

10.0 Standing Items:

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

10.2 Equity Diversity Inclusion (EDI)

It was requested that the Administrator find out more information about the upcoming service taking place at Children’s Aid and disseminate it to the Board.

Referred to K. Johnson

10.3 WPS OHT – deferred to the next meeting.

11.0 Reports:

11.1 Board Chair Report – Highlights were as follows:

- The Board Chair reported that Carling Township passed a motion to back the temporary construction funding.
- A town hall will be held in October to discuss construction. J. Hanna and J. Fargher Lee will be asked to assist in the advertising. This will be held virtually and in-person. Information will be posted on the website.
- William Castlehome’s report will be attached to the October agenda package.

Referred to N. Murphy

- The architects are close to having a final design.
- A licensing review took place on September 11, 2024. The Administrator will follow up and share the correspondence received with the Board.

Referred to K. Johnson

- The Chair and D, Carmichael are scheduled to visit Whitestone and McDougall municipalities in October.

11.2 Administrator's Report – K. Johnson provided information on quality and planning, care and community risks, occupancy, people, and emergency management. The report will be appended to the minutes.

13.0 Correspondence: none

#BH-80/24

Moved by D. Carmichael, seconded by P. Borneman that the meeting move in-camera at 10:18 a.m.

#BH-81/24

Moved by D. Carmichael, seconded by J. Beleskey that the meeting move ex-camera at 10:38 a.m.

The Administrator was directed to move forward with the matters discussed in-camera.

Referred to K. Johnson

The meeting adjourned at 10:39 a.m.

P. Wing, Chair

Belvedere Heights
 Governance and Partnerships Committee
 October 9, 2024
 Via Zoom

Present (voting members): Don Carmichael
 Gail Finnson
 Debbie Zulak

Regrets/Absent: Paul Borneman

Specially Invited: Linda Taylor, Community Support Services
 Cheryl Ward, Chair (until OIC appointment)
 Pam Wing, Board Chair

Attending (non-voting members): Kami Johnson, Administrator
 Jim Hanna, WPSHC, Director of Transformation and Strategic Partnerships
 Nicole Murphy, WPSHC, Board Governance Liaison and Executive Assistant
 Donald Sanderson, WPSHC & LLTC Chief Executive Officer

Issue	Discussion	Action/Outcome
Call to Order		10:02 a.m.
Quorum		A quorum was met.
Approval of Agenda		Moved by D. Carmichael, seconded by G. Finnson that the agenda be approved as presented. Carried. #G&P-18/24
Conflicts of Interest		No conflicts of interest were declared.
Approval of Minutes – September 11, 2024		Moved by D. Zulak, seconded by D. Carmichael that the minutes of the meeting held June 12, 2024, be approved, as amended – “District” be added to by-laws regarding municipal homes. Carried. #G&P-19/24
	K. Johnson joined the meeting at 10:04 a.m.	
Belvedere Heights Orientation/Governance Manual	The CSS Planning Structure document, which is not dated, was briefly reviewed. It came out of the outdated Belvedere Heights manual.	Members were asked to review and send suggested changes to J. Hanna or N. Murphy. <u>Referred to the Governance and Partnership Committee Members</u> J. Hanna will update the obvious errors such as NE LHIN (to Ontario

	<p>It was suggested that either Castlehome or Easthome be invited to a future meeting to discuss their relationship with CSS.</p>	<p>Health), Ministry of Health and Long Term Care etc.. K. Johnson will arrange. <u>Referred to K. Johnson</u></p> <p>It was hoped that in the end, the revised document will include a description of Belvedere Heights' oversight, and how it is operationalized.</p>
	<p>L. Taylor joined the meeting at 10: 07 a.m.</p>	
<p>CSS Report</p>	<p>Highlights:</p> <ul style="list-style-type: none"> - A lunch and learn was recently held in Dunchurch. There were 80 participants. A paramedic was the special speaker. - CSS policies were recently updated with funding received from the Red Cross. - It was reported that the proposal was approved in concept from the Ministry to fund a 3000 sq foot space for CSS to be housed in the old Shoppers Drug Mart on James Street. - It was hoped that there would be no disruption in service with regards to Meals on Wheels with the location move. 	<p>The Chair of the Board stated that CSS will move regardless of the outcome of the construction project at Belvedere Heights. <u>Referred to the Board</u></p>
	<p>L. Taylor exited the meeting at 10:33 a.m.</p>	
<p>Next Meeting</p>		<p>November 13, 2024, at 10:00 a.m.</p>
<p>Conclusion of Meeting</p>		<p>There being no further business to conduct, the meeting concluded - 10:41 a.m.</p>

Chair		Cheryl Ward
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Cheryl Ward, Chair

/nm

West Parry Sound Ontario Health Team

FOR IMMEDIATE RELEASE

West Parry Sound Ontario Health Team Appoints First Executive Director

PARRY SOUND, ON — The West Parry Sound Ontario Health Team is excited to announce the appointment of Ellen Walker as its first Executive Director. This significant milestone marks a pivotal step in advancing regional participation in this provincial health system transformation.

Ontario Health Teams are regional collaborative networks, approved by the Provincial government, that are designed to coordinate comprehensive health care services for everyone in the team's catchment communities. OHTs aim to bring together a diverse range of health system organizations, including hospitals, primary care providers, mental health services, long-term care facilities, and community organizations to create a seamless patient/client/resident experience. Overseeing the work of the Executive Director is a responsibility of the OHT's collaboration council. The council is comprised of executive, operational-level, leaders representing the OHT's constituent members: Canadian Mental Health Association Muskoka Parry Sound, Parry Sound Family Health Team, Belvedere Heights LTC, Hospice West Parry Sound, Lakeland LTC, and West Parry Sound Health Centre

Walker has over a decade of experience in health care administration and community engagement. Previously, she served as Manager of Operations for the West Parry Sound Health Centre's Rural Nurse Practitioner Led Clinic, where she successfully managed an expansion of services across six rural sites spanning over 6000 km². Walker also led the development of a successful and innovative program that proactively identifies seniors in need of health supports before their health starts to decline. Her studies of Epidemiology at the University of Guelph had a strong focus on Population Health, and her experience in our country's far north shaped her desire to find ways to amplify diverse voices in a continued effort to work towards an equitable landscape. With a deep commitment to improving access to high-quality, equitable, and sustainable health care, paired with a vision for integrated services, Walker is poised to lead the team in addressing the unique health needs of West Parry Sound communities.

As Executive Director, Walker will work closely with a diverse range of health care providers, community organizations, and stakeholders to ensure a seamless and coordinated approach to health service delivery in the region. She will focus on enhancing access to services, promoting health equity, and addressing social determinants of health.

"I am honored to take on this role and contribute to the health and well-being of our community," said Walker. "We know that factors such as housing, income, and employment all play a vital role in an individual's long-term health outcomes, and I am passionate about approaching health from a system lens. Together, I believe we can optimize the great work being done in our region to create a health care system that prioritizes collaboration and places a person's experience at the center of all we do."

With a leader at the helm the West Parry Sound Ontario Health Team is excited to begin its work. Their first order of business will be to complete a comprehensive needs assessment to fully understand the scope of our community needs and to develop a robust framework to give citizens and stakeholders a voice. Under Walker's leadership, the team looks forward to advancing its mission and improving health outcomes for all.

For more information about the West Parry Sound Ontario Health Team and its initiatives, please contact info@wpsobt.ca

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About the West Parry Sound Ontario Health Team:

The West Parry Sound Ontario Health Team is a collaborative network of health care, and social service, providers dedicated to delivering coordinated and comprehensive services to the region. By working together, and viewing health through a system-wide lens, we aim to enhance access to care, improve patient outcomes, and promote overall health and wellness in West Parry Sound.

Constituent Members of the WPS OHT include; Canadian Mental Health Association Muskoka Parry Sound, Parry Sound Family Health Team, Belvedere Heights LTC, Hospice West Parry Sound, Lakeland LTC, and West Parry Sound Health Centre

-30-

INTERIM MEDIA CONTACT

Jess Fargher Lee
705-746-4540 ext. 4119
info@wpsobt.ca

Belvedere Heights Board of Management
Meeting our Friends and Neighbours



Our Journey to Add 22 New Private Rooms at Belvedere Heights

Town Hall Meeting
October 9, 2024



PAST FIVE YEARS AND BEYOND

PROJECT TIMELINE

2019	2020	2021	2021 - 2024	2024	2025-2026
<p>Preliminary plan to build 24 new beds in lower level.</p>	<p>Plan submitted in spring, not included in July approvals.</p>	<p>Campus of Care:160 bed proposal</p> <p>Approval of 24 bed request, June 2021.</p>		<p>April 2024: Campus of care deferred.</p> <p>Revised 22 private room addition only near-term option to expand LTC.</p>	<p>Renovate basement and expand and renovate on main floor.</p>

INITIAL 24 BED ADDITION

PROJECT TIMELINE

- The original submission for the 24-bed addition (22 private + 2 semi-private rooms) to the basement level was submitted in **April 2020**
- We launched the **campus of care design project later in 2020** and received the architect's rendering in spring 2021.
- **Also in spring 2021, Minister Fullerton advised us of our approval for the 24-bed addition, which we asked (and they agreed) to hold these beds while the campus of care discussions continued.**
- As of April 2024, the firm that **prepared the drawings and cost estimates in 2019** is no longer in business, so we only have the PDF drawings and will be required to start over.
- Belanger Salach (our campus of care architects) stepped up to provide the necessary drawings and documentation to meet the stringent ministry deadlines.

\$35 PER DIEM CONSTRUCTION FUNDING TOP-UP MILESTONES

KEY DATES

PROJECT MILESTONES

DUE DATE

- | | |
|---|--------------------|
| 1. Preliminary Plans submitted with sources of funding | APRIL 30, 2024 |
| 2. Signed Development Agreement Submitted | MAY 31, 2024 |
| 3. All licensing documentation and financial requirements submitted | MAY 31, 2024 |
| 4. Final Working Drawings submitted and municipal approval on track | JUNE 14, 2024 |
| SUPPORTING RESOLUTIONS FROM OUR EIGHT MUNICIPALITIES | JUNE 30, 2024 |
| 5. Tendering and Evaluation of Bids Completed (suggested date) | SEPTEMBER 30, 2024 |
| 6. Approval to Construct package submitted | NOVEMBER 8, 2024 |

PROJECT MILESTONES UPDATE AS OF OCTOBER 4TH, 2024

KEY DATES

PROJECT MILESTONE	SUBMISSION DATE	PROPOSED SUBMISSION DATE
Preliminary Plans submitted and sources of financing confirmed	April 30, 2024	
Revised Preliminary Plans submitted	May 24, 2024	
Development Plan Submission	May 31, 2024	
Working Drawing Submission (not reviewed due to PP not approved at this time), signed development agreement, all licensing documentation submitted	June 14, 2024	
Preliminary Plan Comments Received	June 26, 2024	
Preliminary Plan Resubmission	June 28, 2024	
Preliminary Comments Received	June 30, 2024	
Preliminary Plan Resubmission	July 31, 2024	
Preliminary Plan Resubmission	August 2, 2024	
PRELIMINARY PLANS APPROVED	AUGUST 6, 2024	

PROJECT MILESTONES UPDATE AS OF OCTOBER 4TH, 2024 (CONTINUED)

WE ARE HERE



PROJECT MILESTONE	SUBMISSION DATE	PROPOSED SUBMISSION DATE
Working Drawings Submission	August 23, 2024	
Working Drawings Comments Received	August 30, 2024	
Working Drawings Resubmission	September 9, 2024	
Working Drawings Ministry Approval	October 4, 2024 (Orig. September 20, 2024)	
BSA and Team to update drawings and resubmit (1 week)		October 11, 2024
Working Drawing Approval (1 week)		October 18, 2024
Construction Manager to Tender (5 weeks)		November 25, 2024
Final Estimate of Cost (1 week)		November 29, 2024
Approval to construct package submitted	November 8, 2024	December 6, 2024
Construction Commencement	November 30, 2024	Upon Ministry Approval
First Resident Date	December 1, 2026	

NEXT STEPS

KEEPING THE MOMENTUM

- Site plan and building **permit review** by Town of Parry Sound
- **Construction funding loan agreement** between Carling and Infrastructure Ontario
- Quinan, our construction management firm, to **issue tenders**
- **Prepare approval to construct package** and send items to ministry when completed:
 - Land valuation, licensing review, insurance (general, property, injury, replacement, environment), bonding, site plan, building permit, construction schedule, procurement attestation, tender results, financing, final cost estimate, signed development agreement
- **New parking lot: 23 spaces, northwest corner at 21 Belvedere**

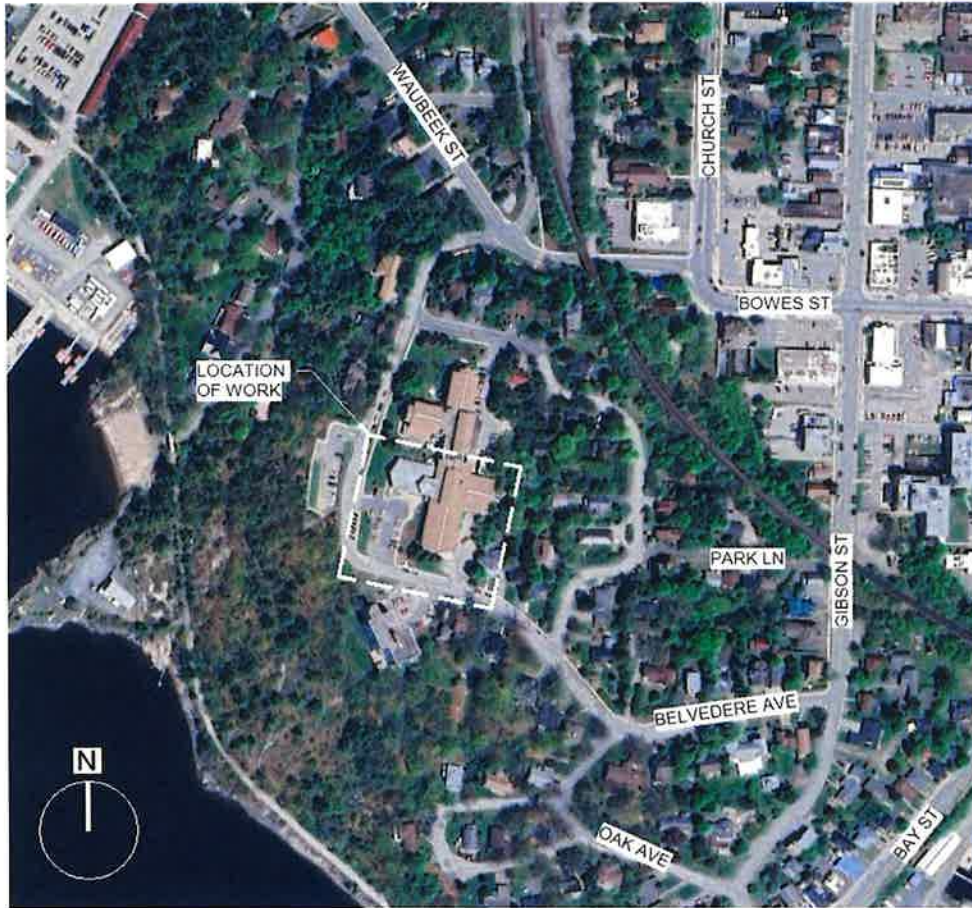
Belvedere Heights Board of Management
Meeting our Friends and Neighbours



Our Design Journey

Town Hall Meeting
October 9, 2024





 Overall Existing Site Plan

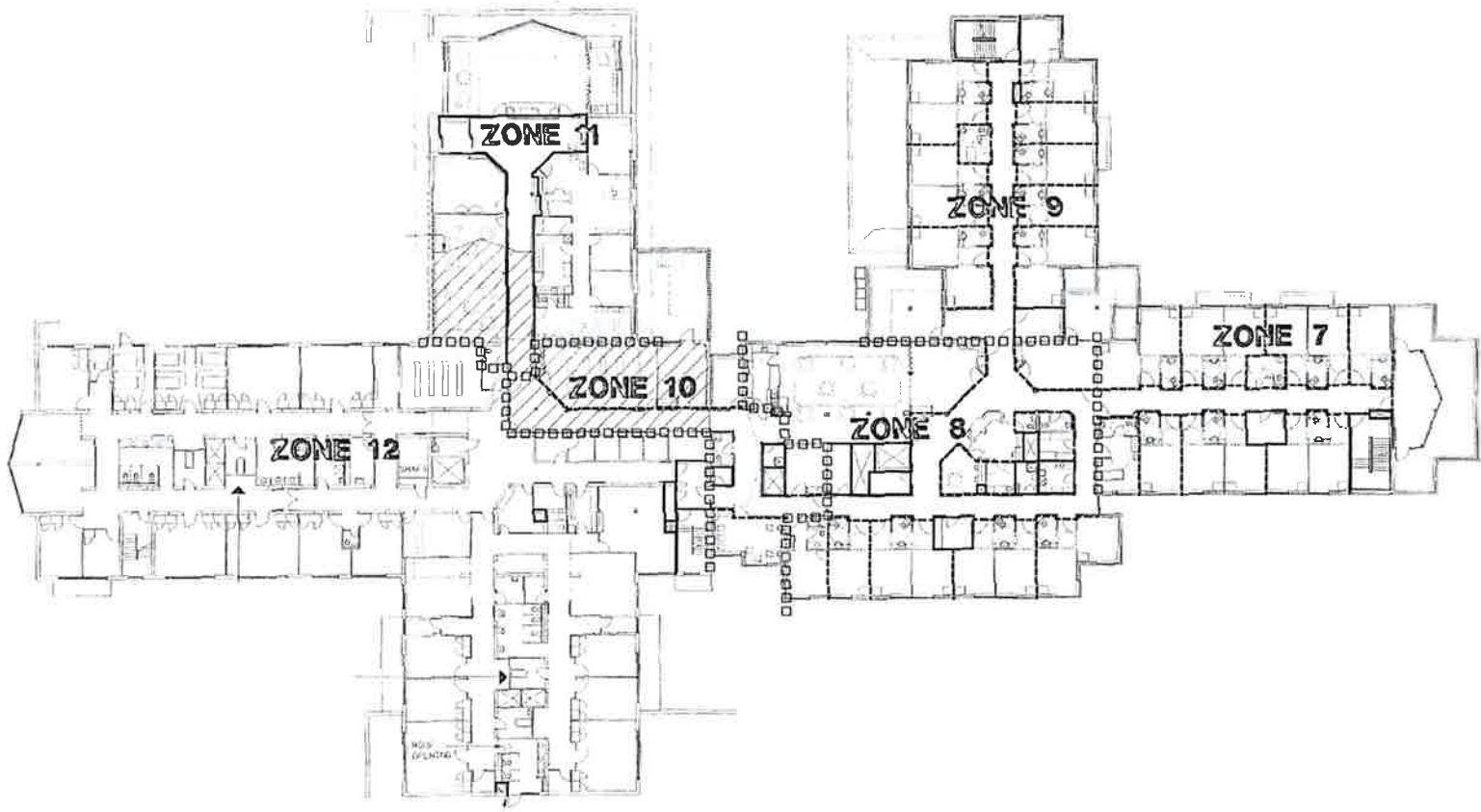
ARCHITECTURAL GOALS



Exterior 3D View of New Addition

- **101 Residents:** Three Home Areas, 19 Private Rooms, 42 Semi-Private Rooms, 40 Basic Rooms
- **First Floor:** addition of 22 new LTC resident rooms and resident support space
- **Ground Floor:** renovation for the relocation of the administration, chapel and activity rooms
- A positive resident experience
- Meets or exceeds Long Term Care Design Standards
- Ensure operational, staff, and servicing capabilities, while securing resident home access
- Integration with existing exterior spaces, maintaining the beautiful view!
- Increasing accommodation for visitor and staff parking





 Existing First Floor Plan

Belvedere Heights Long Term Care 22 Bed Addition and Renovation
Town Hall Meeting October 9, 2024

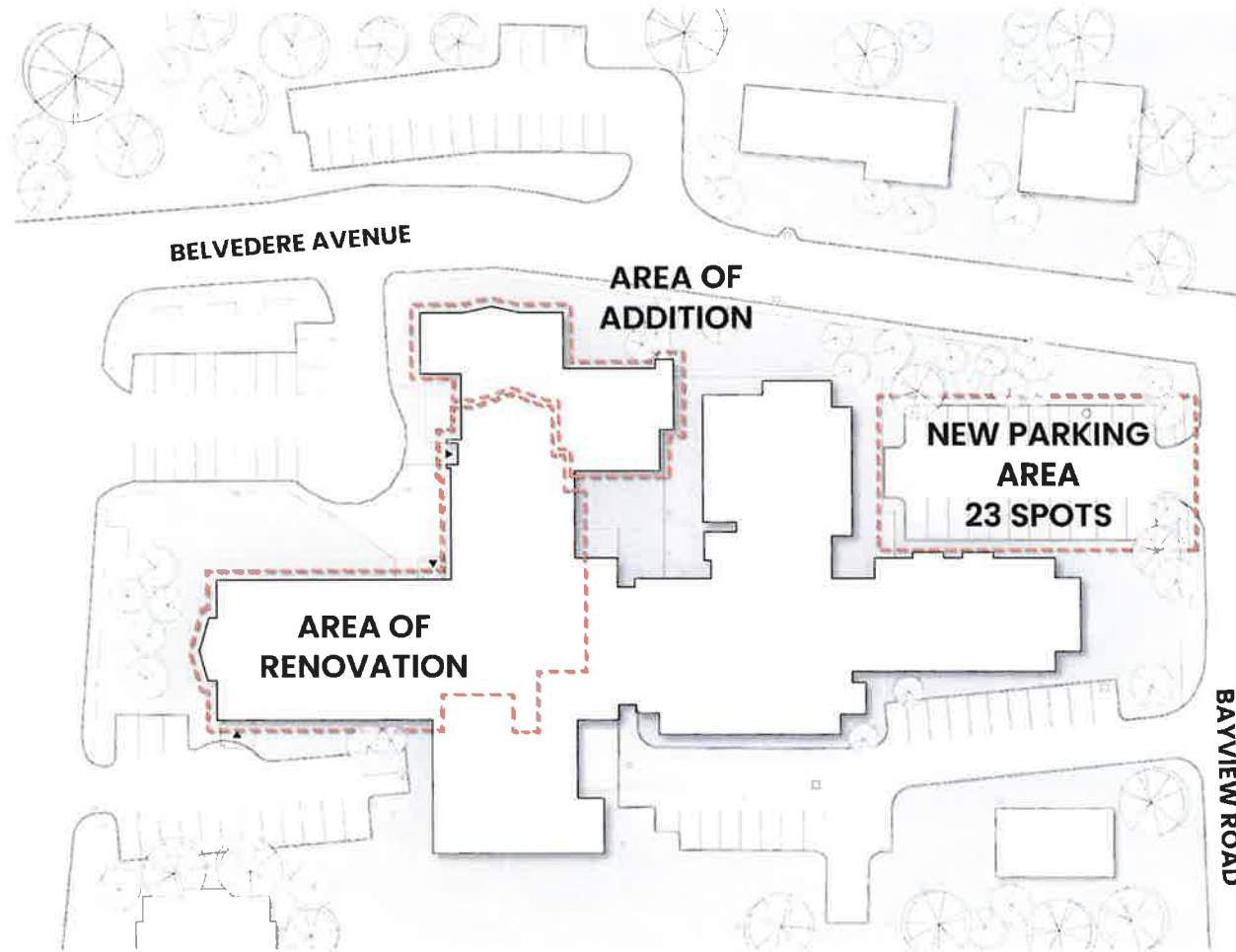
WHY BUILD ON THE FIRST FLOOR?

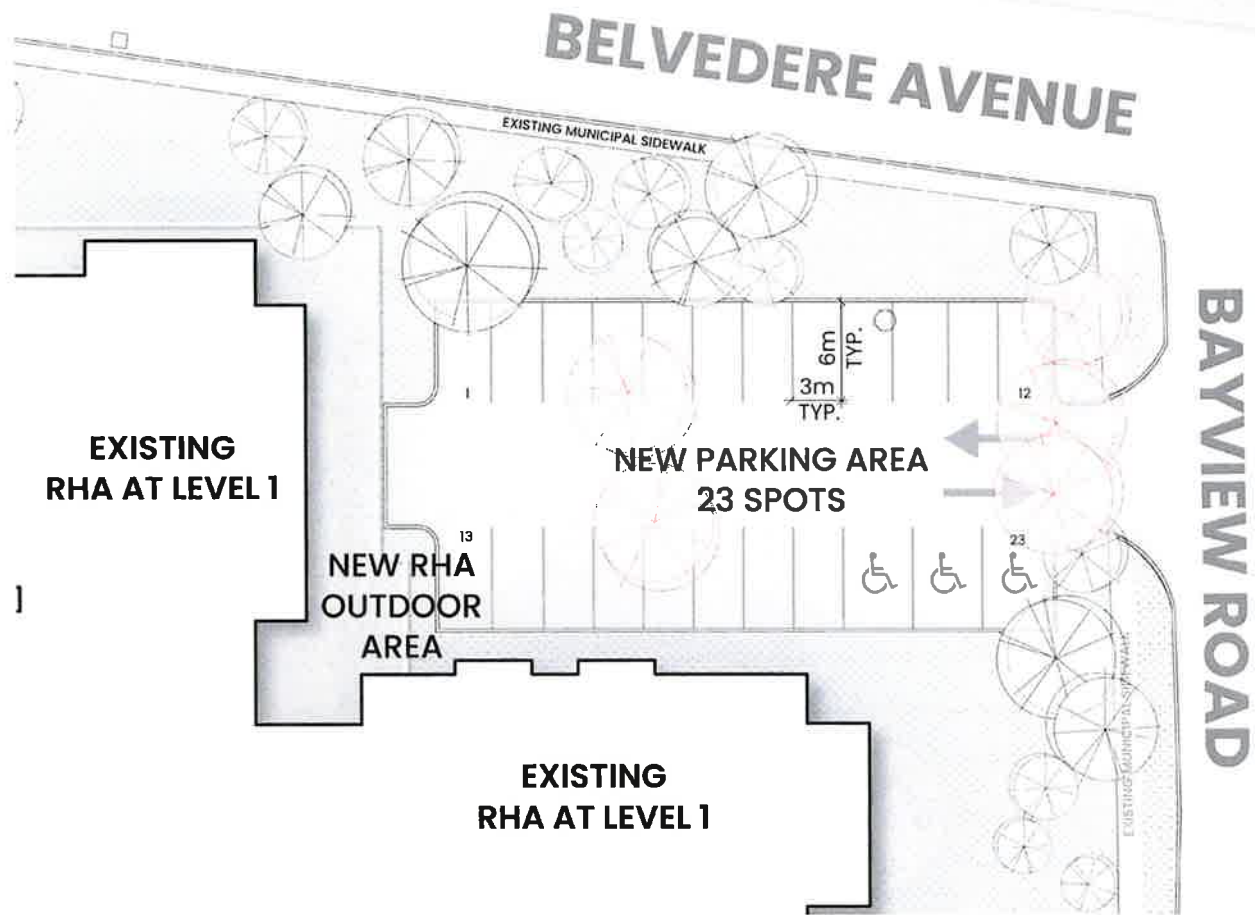


Exterior 3D View of New Addition

- Creates more dignified and homelike private rooms and common areas for residents
- Improved natural light in resident rooms and common spaces
- Beautiful views to the water
- Reduces construction complexity
- Reduces construction disturbances to existing residents, throughout construction
- Reduces impact on daily operations and project phasing complexity, throughout construction
- Better ability to meet and exceed Ministry of Long-Term Care Design Requirements







 **Enlarged View of New Parking Lot**



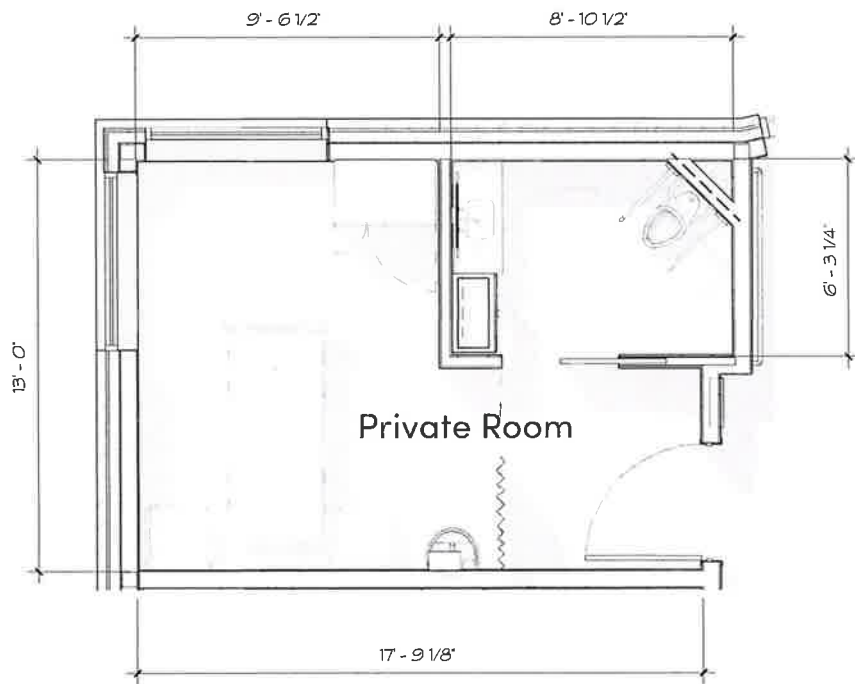
Staff/ Administrative Space

Support Space

Private Rooms

— New Addition

 **Ground and First Floor Plan**

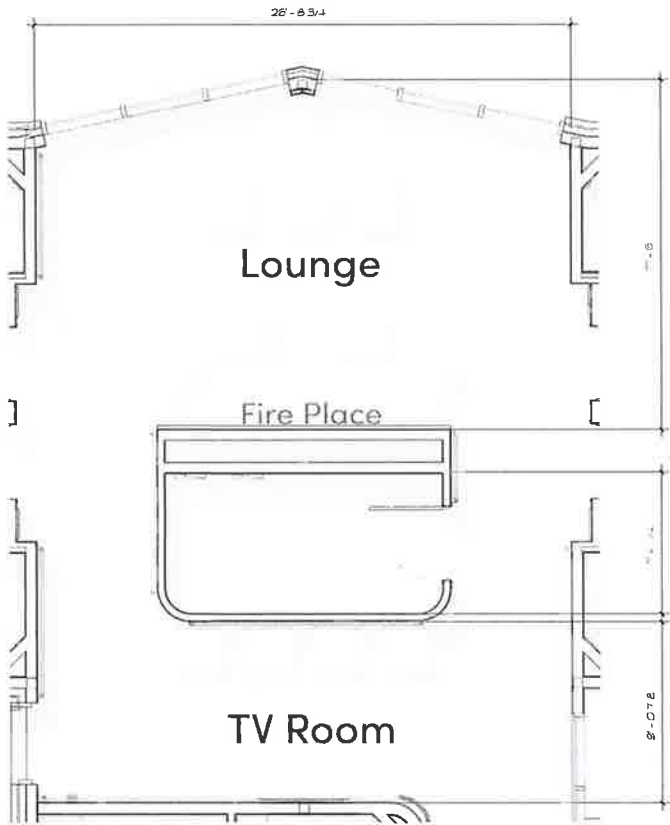


Colour Palette:



Finishes:





Colour Palette:

Field Paint Colours

Accent Colours

Hygienic Wall Cover

Protective Wall Cover

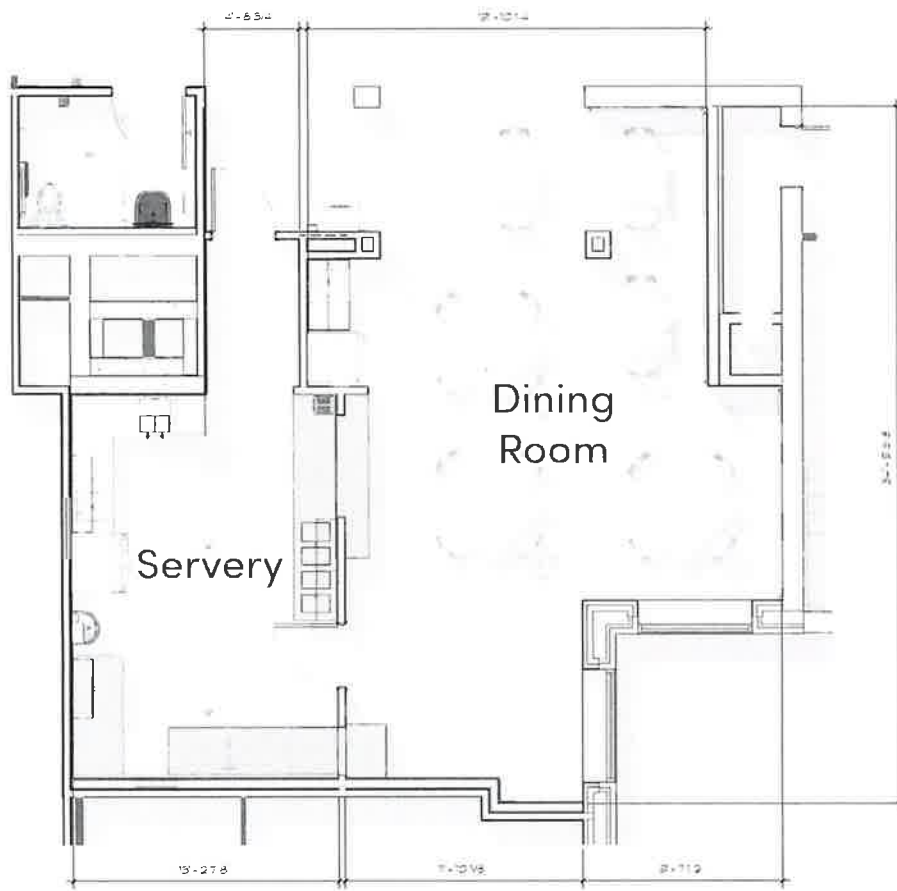
Millwork

Counter top

Sheet Vinyl Border

Sheet Vinyl Bedrooms

Stone veneer



Colour Palette:

Field Paint Colours
Finishes:

Accent Colours

Hygienic Wall Cover

Millwork Counter

Protective Wall Cover

Sheet Vinyl Bedrooms

Stone veneer

Protective Wall Covering

 **Enlarged Plan of Dining Room**



 Exterior 3D View of New Addition

Belvedere Heights Long Term Care 22 Bed Addition and Renovation
Town Hall Meeting October 9, 2024

Design Mood Board -Lounge & Dining Room

Energy, Warmth, and Joy

Colour Palette:



Field Paint Colours

Accent Colours



Protective Wall Covering



Stone Veneer

Finishes:



Millwork

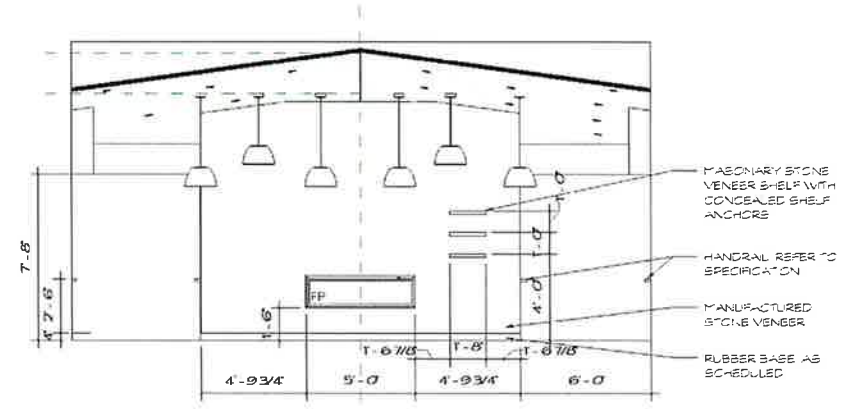
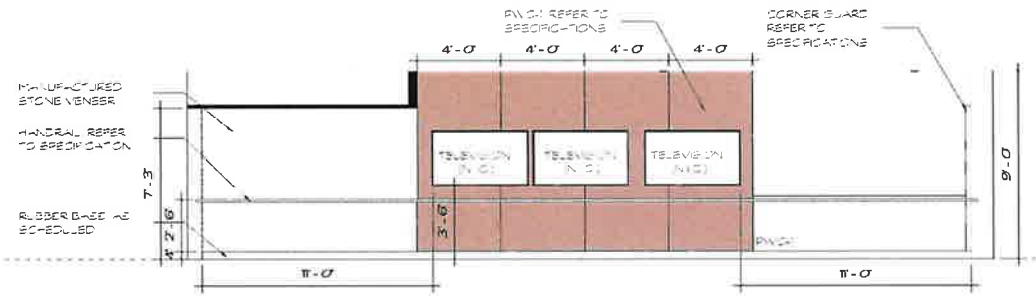


Sheet Vinyl



Hygienic Wall Cover

Hygienic Wall Cover



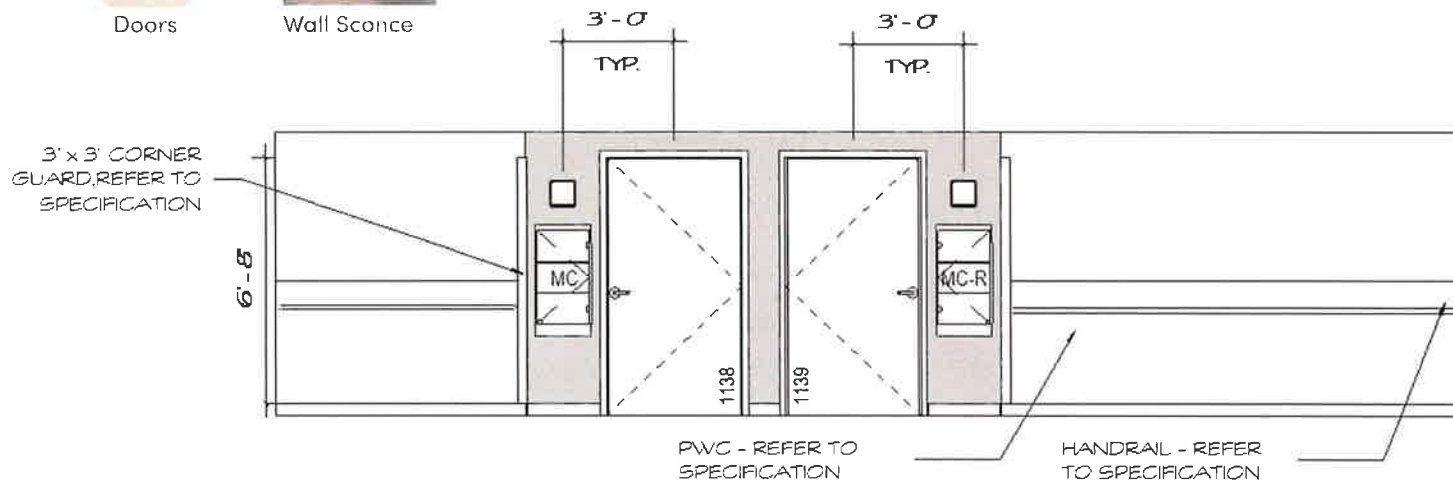
Design Mood Board - Lounge & Dining Room

Approachable, Warm, Soothing

Colour Palette:



Finishes:



Design Mood Board - Resident Spa

Soothing, Calming

Colour Palette:



Accent Colours

Field Paint Colours



Mural



Handrail

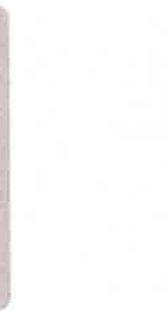


Doors

Finishes:



Hygienic Wall Cover



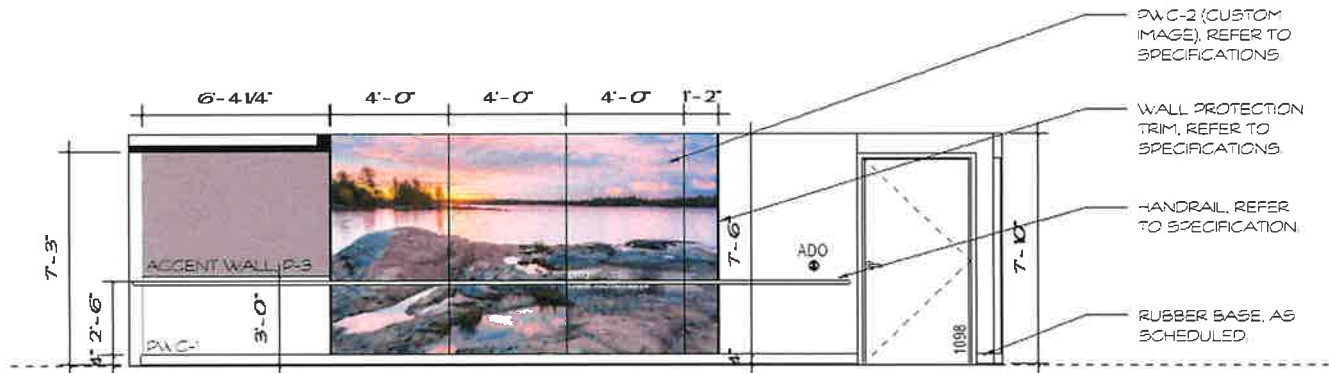
Hygienic Wall Cover



Millwork



Safety Flooring



Thank you!



Our Journey to Add 22 New Private Rooms at Belvedere Heights

Town Hall Meeting
October 9, 2024



BELVEDERE HEIGHTS BOARD OF MANAGEMENT

DISCUSSION WITH MUNICIPAL PARTNERS

22 new beds at Belvedere Heights, Funding and Cost Estimates

October 2024

Belvedere Heights. 3D-View of Proposed New Addition

SOUTHERN VIEW OF NEW ADDITION



NEW MAIN ENTRANCE



INTERIOR COLOURS AND STONEWORK

Altro - Wood Heterogeneous Sheet (SV)
Field use Circulation and Resident rooms in wood grain pattern

Acrovyn Handrails - 372 Classic Maple

BM Pink Damask OC-72

Altro - Sphera Element Heterogeneous Sheet (SV)
Accent use at communal and ADL areas

Cultured Stone - Alpine Ledge Stone Manufactured Stone Veneer
Fireplace wall and Stone Wall at Dining Room

Altro Aquarius Safety Flooring Heterogeneous Sheet (SV)
Resident and Staff Washrooms as well as Tub and Shower Rooms

Altro Walkway Safety Flooring Heterogeneous Sheet (SV)
Servery/Food Prep area and Housekeeping

Altro - Whitelock Protective Wall Covering (HWC)
Wall covering in resident rooms and washrooms

Spring Maple
LRY 372

Iguana AQ2021
Driftwood PX2004

Altoe YMI2020P

LRY 375, Blush

LRY 415, Altro Whitelock - Fern 206

LRY 125, Accent
LRY 325, Accent
LRY 275, Accent



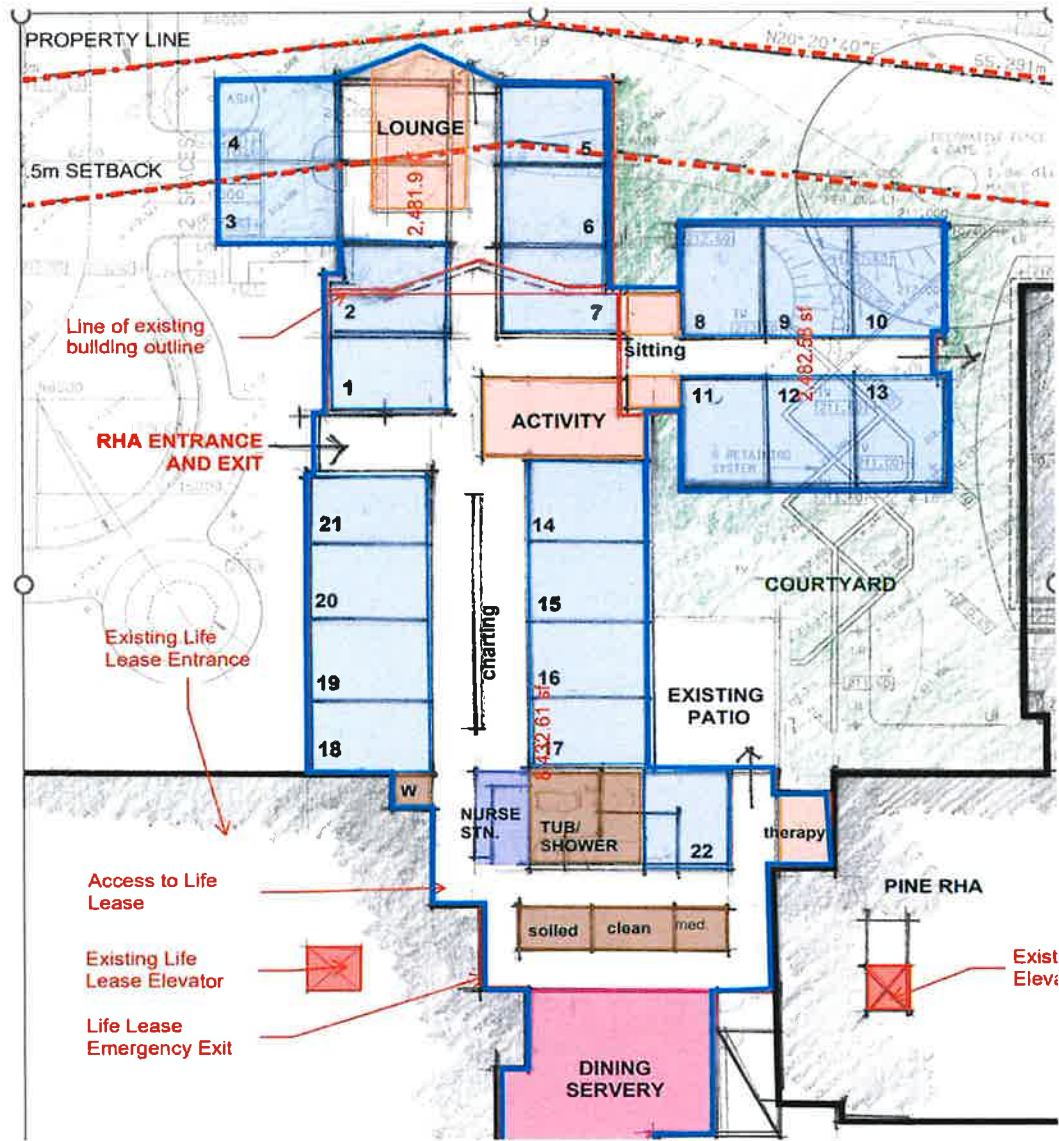
Belvedere Heights 22 LTC Bed Renovation

Inspiration and Material Palette

Ground Floor
22 Bed Option

Initial Schematic

(Not Final Design)



Ground Floor
22 Bed Option



BELVEDERE BUILDING COST SUMMARY

- New construction for 12 private rooms on ground level, renovate existing space for 10 private rooms
- Lower-level renovation to move services from ground floor to lower level (prior to new build)
- Hard cost for new construction, renovation, retaining walls, landscaping, parking, nurse call, management fee and contingency is **\$10.7** million
- Architect, engineering, permit fees, tender and construction oversight (soft costs): **\$1.03** million
- Furniture, fixtures, equipment (ff&e): \$915,000
- New and refurbish parking: \$388,000 (in hard costs)
- **TOTAL ESTIMATED COST: \$13.4** million

Construction Cost

04-Oct-24	
Hard cost	10,200,000
contingency 5%	510,000
soft costs	1,001,251
contingency 3%	30,038
hst?	206,118
ff&e + contingency	915,000
interest 5%	535,500
total cost	13,397,906

	sq ft
new construction	3,820
renovation: ground	8,630
renovation: lower	6,512
	<u>18,962</u>

PROJECT REVENUE

One-time grants, funds

INITIAL CASH	
Planning grant	\$250,000
Development grant	\$393,412
CFS \$15/diem top-up	\$1,782,000
sub-total	\$2,425,412
municipal funds	\$700,000
TOTAL	\$3,125,412

Annual construction funding subsidy (cfs)

MLTC construction subsidy	cfs/diem	
small home base	20.78	
supplement	0.75	
top-up	20.00	
total per diem	41.53	
25 yr	22	\$333,486 < annual

- Ministry provides \$250,000 planning grant and \$393,412 development grant for 22 bed project
- Maximum \$15 of \$35 CFS top-up can be converted to up-front grant (4.5% discount rate): \$1.78M
- Total one-time \$3.125M: \$2.4M grants + \$0.7M return of municipal funds allocated to Belvedere
- Residual \$20 cfs top-up contributes to annual **\$333,486** cfs over 25 years
- Net increase in 22 room private differential contributes up to \$185,600 annually

NEW BUILD FINANCING SUMMARY

- Net cost to be financed over 25 years: **\$10.27** million
- Infrastructure Ontario (IO) loan payments of \$674,721 annually at 4.35 per cent fixed interest rate over 25 years
- Annual construction funding subsidy of \$333,486 over 25 years (applied to IO loan)
- Residual annual \$341,236 funded by Belvedere economy of scale operating savings estimated at \$439,273.
- No net impact on annual municipal operating levy.

22 beds, Ground Floor	
October 4, 2024	
	budget\$
Toal project cost	\$13,397,906
Total grants	-\$2,425,412
Return of funds from municipalities	-\$700,000
NET AMOUNT TO BE FINANCED	\$10,272,494
ANNUAL ESTIMATED COST/REVENUE	
	Annual \$
IO loan payments (@ 4.35% interest)	-\$674,721
MLTC construction funding subsidy	\$ 333,486
net funded by BH	-\$341,236
<hr/>	
annual 123-bed economy of scale	\$ 439,273
Net annual surplus(deficit)	\$ 98,037
<hr/>	
total cost per bed	\$608,996
total cost per square foot	\$707

INFRASTRUCTURE ONTARIO FUNDING

- INFRASTRUCTURE ONTARIO (IO) incentivizes direct lending to municipalities (option 2)
- Impossible for Belvedere to complete IO requirements by Nov. 2024 ministry deadlines
- Option 1: Belvedere is IO client: all 8 municipalities required to guarantee IO financing by Nov. 2024, in addition to completing 15 item checklist (e.g. environmental assessment)
- Option 2: **CARLING Council** has agreed to support construction loan and subsequent conversion to 25-year debenture
- FOR 2026: request that all remaining 7 municipalities enable IO debenture
- Borrowing for district municipal home excluded from municipal annual borrowing limit capacity calculation (O. Reg. 403/02, s(5)8.)

	Municipal	Belvedere
Interest rate	4.35%	4.65%
debt service coverage	1.0	1.2
additional revenue/levy	0	\$1.2M

\$700,000 BELVEDERE FUNDS IN MUNICIPAL RESERVES

- In June 2021, Belvedere returned \$700,000 excess operating reserve funds
- Because total reserves of \$2.3M exceeded the maximum allowable 15 per cent of budget by \$700,000
- Most municipalities have retained these funds in a reserve available to return to Belvedere.
- These funds are now required for the 22 private room addition design costs
- Board of Management passed resolution on Sep. 25, 2024, to request return of these funds:

	2021 share	
Parry Sound	8.81%	\$61,684
Carling	10.68%	\$74,760
Whitestone	6.12%	\$42,850
McDougall	7.76%	\$54,307
McKellar	6.77%	\$47,397
McMurrich Monteith	2.30%	\$16,129
Archipelago	21.78%	\$152,467
Seguin	35.77%	\$250,406
		\$700,000

\$35 PER DIEM CONSTRUCTION FUNDING TOP-UP INITIAL MILESTONES

PROJECT MILESTONES	DUE DATE
1. Preliminary Plans submitted with sources of funding	April 30, 2024
2. Signed Development Agreement submitted	May 31, 2024
3. All licensing documentation and financial requirements submitted	May 31, 2024
4. Final Working Drawings submitted and municipal approvals on track	June 14, 2024
Supporting resolutions from our eight municipalities	June 30, 2024
5. Tendering and Evaluation of Bids completed (suggested date)	September 30, 2024
6. Approval to Construct package submitted	November 8, 2024

Project Milestone Update: April to September 2024

Project Milestone	Submission Date
Preliminary Plans Submitted and Sources of financing confirmed	April 30 th , 2024
Revised Preliminary Plans Submitted	May 24 th , 2024
Development Plan Submission	May 31 st , 2024
Working Drawing Submission (not reviewed due to PP not approved at this time), signed development <u>agreement</u> , all licensing documentation submitted	June 14 th , 2024
Preliminary Plan Comments Received	June 26 th , 2024
Preliminary Plan Resubmission	June 28 th , 2024
Preliminary Plan Comments Received	July 30 th , 2024
Preliminary Plan Resubmission	July 1 st , <u>2024</u>
Preliminary Plan Resubmission	August 2 nd , 2024
PRELIMINARY PLANS APPROVED	AUGUST 6TH 2024
Working Drawings Submission	August 23 rd , 2024
Working Drawing Comments Received	August 30 th , 2024
Working Drawings Resubmission	September 9 th , <u>2024</u>

Project Milestone Update: Oct. 4th, 2024 to Nov. 30th, 2024

Project Milestone	Initial Submission Date	Proposed Submission Date
Working Drawing Ministry Approval	October 4 th , 2024 (Orig. Sept 20 th , 2024)	
BSA and Team to update drawings and resubmit (1 week)		October 11 th , 2024
Working Drawing Approval (1 week)		October 18 th , 2024
Construction Manager to Tender (5 weeks)		November 25 th , 2024
Final Estimate of Cost (1 week)		November 29 th , 2024
Approval to construct package submitted	November 8 th , 2024	December 6 th , <u>2024</u>
Construction Commencement	November 30 th , 2024	Upon Ministry Approval
First Resident Date	December 1 st , 2026	

NEXT STEPS

- Site plan and building permit review by Town of Parry Sound
- Construction funding loan agreement between Carling and Infrastructure Ontario
- Quinan, our construction management firm, to issue tenders
- Prepare approval to construct package and send items to ministry when completed:
 - Land valuation, licensing review, insurance (general, property, injury, replacement, environment), bonding, site plan, building permit, construction schedule, procurement attestation, tender results, financing, final cost estimate, signed development agreement
- New parking lot: 23 spaces, northwest corner at 21 Belvedere
- MUNICIPAL SUPPORT for IO construction funding loan followed by 25-year debenture

DRAFT RESOLUTION

WHEREAS in June 2024 all eight municipal owners of Belvedere Heights long term care home endorsed the proposal to add up to 24 new long- term care beds

AND WHEREAS the opportunity to receive a \$35 per diem construction funding subsidy needed to fund the new build is predicated, in part, on securing financing by the November 8th, 2024, deadline

AND WHEREAS Infrastructure Ontario provides an option to secure construction funding in October 2024 prior to the November deadline without an upfront guarantee from all eight municipalities

AND WHEREAS The Township of Carling has agreed to enter into agreement with Infrastructure Ontario to secure the construction loan on behalf of Belvedere Heights

AND WHEREAS Belvedere Heights will enter into a loan agreement with the Township of Carling guaranteeing payment of all financial obligations to Infrastructure Ontario for the borrowing costs

THEREFORE, BE IT RESOLVED THAT:

The Township of _____ endorses the Belvedere Heights proposal to enter into a loan agreement with the Township of Carling to support a two-year construction funding loan with the guarantee that Belvedere Heights will provide funds from operating reserves as required in advance of all Infrastructure Ontario payment terms.

Hill & Knowlton

TO: Pam Wing, pwing@carling.ca
Kami Johnson, Itcadministrator@belvedereheights.com
Family Council and Residents' Council, Belvedere Heights

FROM: Melina Kokkinos, Hill & Knowlton

CC: Gary Thompson, Ministry of Long-Term Care

DATE: October 1, 2024

RE: **Licensing Review – Notice of Public Consultation (Project #24-055) on the Proposed Issuance of a New Licence for Belvedere Heights**

I am writing to provide you with the details of the public consultation related to the licence transfer of Belvedere Heights (the Home), a 101-bed long term care (LTC) home located at 21 Belvedere Ave in Parry Sound, Ontario.

Hill & Knowlton has been delegated to manage this public consultation by the Director, Capital Planning Branch, Ministry of Long-Term Care (MLTC).

Please find enclosed copies of the Public Consultation Notice (in English and in French) related to the consultation.

The details of the consultation will be posted on the Long-Term Care Licensing Public Consultation Registry at ontario.ca/page/ontarios-long-term-care-licensing-public-consultation-registry on **October 8, 2024** until **October 22, 2024**, the deadline for submitting public comments to the ministry.

The Licensee is required to notify the residents and staff of Belvedere Heights of the proposed licensing activity before the public consultation notice is published. Please ensure that the notice is printed out on 11"x17" paper and is posted immediately in a **prominent place** in the Home until **October 21, 2024**, the deadline for submitting public comments to the ministry.

Also attached is a Public Consultation Frequently Asked Questions (FAQ) sheet (in English and French) for your reference, which provides information on the ministry's public consultation process. Please ensure that this document is posted in the Home with the notice.

If you have any questions or concerns regarding the process, please do not hesitate to contact me directly at Melina.Kokkinos@hillandknowlton.com or 1-613-295-5859.

Please confirm receipt by October 3, 2024.

Thank you for your co-operation.



Melina Kokkinos
Senior Consultant, Public Participation
Hill & Knowlton

Cc: Julie Senatore, Program Analyst, Capital Planning Branch (CPB), MLTC
Xaine Lobo, Xaine.Lobo@ontario.ca

Notice of Public Consultation on the Issuance of a New Long-Term Care Home Licence for Belvedere Heights located in Parry Sound, Ontario

The Ministry of Long-Term Care (MLTC) is reviewing a proposal from the Board of Management for the District of Parry Sound West (the Licensee) for issuing a long-term care (LTC) home licence for Belvedere Heights (the Home), a 101-bed long term care home located at 21 Belvedere Ave, in Parry Sound, Ontario.

The proposal involves:

- the development of 22 additional LTC beds allocated by the Ministry of Long-Term Care (the “ministry”) to be included in the proposed 123-bed development project, subject to meeting all licensing requirements under the Fixing Long-Term Care Act, 2021 (the “Act”); and,
- the issuance of a LTC Home Approval (the “Approval”) for the operation of 123 “New” beds at the Home, following the redevelopment.

In accordance with section 109 of the Act, public opinion is being sought prior to the Director, Capital Planning Branch making a final decision related to the proposal. The management of this consultation has been delegated by the Director, Capital Planning Branch, to an independent third-party, Hill and Knowlton.

If you have comments or opinions and would like to bring them to the attention of the MLTC, you may submit them in writing on or before **October 22, 2024** by:

- a) sending an email at LTC Homes.Licensing@hillandknowlton.com; or
- b) sending by mail to:
Long-Term Care Licence Consultations
c/o Hill & Knowlton
50 O'Connor Street, Suite 1115
Ottawa, Ontario K1P 6L2

Details regarding the consultation will be posted on the Long-Term Care Consultation Registry located at ontario.ca/page/ontarios-long-term-care-licensing-public-consultation-registry on **October 8, 2024**.

Please include the name of the LTC Home and quote **Project #24-055** on all written submissions. As part of the MLTC's review, the Director will consider all written submissions before making a final decision relating to the proposal.

Public Consultation Frequently Asked Questions (FAQ)

Q1. Why does the Ministry of Long-Term Care (the ministry) hold a public consultation?

A1. In order to inform the decision-making process, the ministry holds a public consultation to gather opinions on a proposed request. The consultation allows the ministry to consider the opinions of those potentially impacted by the request, and to gain a better understanding of the unique circumstances in each community.

Q2. Who can participate in the public consultation?

A2. The public consultation is for anyone who wishes to provide their opinions on a licensing request for a long-term care (LTC) home. This includes the LTC home's residents, families, staff and other community members.

Q3. What is a licensing request?

A3. Licensing requests include a variety of changes to a long-term care home's license. For example, transferring a licence to a new owner or location, or issuing a new licence post-redevelopment.

Q4: How can the public find out about the consultation?

A4. Details related to the public consultation will be posted in the affected LTC home and details will also be posted on the Long-Term Care Licensing Public Consultation Registry at <https://www.ontario.ca/page/ontarios-long-term-care-licensing-public-consultation-registry>.

Q5. What is Hill & Knowlton's role in the public consultation?

A5. Hill & Knowlton is an experienced public consultation firm that has been delegated by the Director, Capital Planning Branch, Ministry of Long-Term Care (ministry) to manage the public consultation process on long-term care home licensing requests. This includes collecting input and writing a summary report. The ministry remains the final decision-maker for all licensing requests.

Q6. How can the public provide their comments on the proposed request?

A6. The ministry accepts written comments from the public. The public may submit their comments to:

Long-Term Care Licence Consultations
c/o Hill & Knowlton
50 O'Connor Street, Suite 1115
Ottawa, Ontario K1P 6L2
E-mail: LTC Homes.Licensing@hillandknowlton.com

Please include the name of the LTC home and quote the Project Number on all written submissions.

If a public meeting is conducted as part of the consultation, members of the public are invited to voice their opinions on a licensing request. The meeting will be chaired by Hill+Knowlton Strategies and begins by providing the attendees information about the ministry's public consultation process and the proposed licence request. The Licensee of the home(s) is also present and provides information on the proposed licence request.

After all the information has been provided, consultation participants are provided with an opportunity to share their opinions and thoughts on the respective request. Comments shared during the consultation will be recorded anonymously and included in a report to the ministry.

Q7. What happens after the public consultation period?

A7. Hill & Knowlton will develop a report for the ministry which includes what was heard during the consultation period. In turn, the Director of Capital Planning Branch will take all components of the licence review, including results from the public consultation, into consideration when making the final decision on the proposed licence request.

Q8. How can I be sure my information is secured?

A8. Hill & Knowlton will undertake every effort to ensure that any personal or identifying information is secured utilizing secured email protocols. Following the public consultation period, Hill+Knowlton Strategies will prepare a report for the ministry that summarizes the input.

Q9. What if I want to speak with someone from the ministry?

A9. If you have any questions or concerns about the consultation process, you may contact the ministry by email at LTCHomes.Licensing@ontario.ca, or in writing to:

Director under the Fixing Long-Term Care Act, 2021
Ministry of Long-Term Care
Capital Planning Branch
438 University Ave, 8th Floor
Toronto, ON M5G 2K8
E-mail: LTCHomes.Licensing@ontario.ca

Q10. What happens when a LTC home operator requests ministry approval for a licence transaction?

A10. Prior to making a decision, the ministry completes a licence transaction review that includes (but is not limited to) the following:

1. Consultations on:
 - a. the public's opinion;

- b. the consideration of Ontario Health; and
 - c. the consideration of the Home's Compliance Summary.
2. Minister's Public Interest Tests for:
- a. the need for beds; and
 - b. who may be issued a licence for the beds (concentration of ownership, for-profit/non-profit ratio and any other consideration).
3. Director's decision on a licensee's eligibility