

**District of Parry Sound West (Belvedere Heights)
Board of Management Meeting
Wednesday, August 28, 2024
via Zoom**

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

Director Regrets:

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
Heidi Stephenson, West Parry Sound Health Centre

1.0 Call to Order: The Board Chair called the meeting to order at 9:02 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-68/24

Moved by J. Beleskey, seconded by D. Carmichael 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 on Residents' Bill of Rights. In Ontario, long-term care homes must follow a law called the Fixing Long-Term Care Act, 2021, which includes a Residents' Bill of Rights. This resource explains these rights in language that's easy to understand. It lets residents know what they can do if their rights are not being followed and includes a list of places that give legal help and information.

Residents' Bill of Rights

- Right to be treated with respect.
- Right to freedom from abuse and neglect.
- Right to an optimal quality of life.
- Right to quality care and self-determination.
- Right to be informed, participate, and make a complaint.

6.0 Approval of Minutes:

#BH-69/24

Moved by J. Beleskey, seconded by C. Ward that be it resolved that the minutes of the Board of Management meeting held June 6, July 9 and August 15, 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 August 26th. The Finance Committee minutes and attachments were circulated to Board members yesterday (August 27th) via email.

Highlights were as follows:

- The Operating surplus was at 152K.
- Agency staffing usage was at nil for August. K. Johnston was commended for her efforts.
- One time funding with flexible usage in the amount of \$256K was received.
- CSS was in a 26K surplus with a 33K grant surplus.

TD Demand Operating Facility Agreement

- Belvedere Heights received the letter from TD Bank for a line of credit in the amount of \$4.275M that has the option to be converted into a term loan if required. Once signed by K. Johnson and P. Wing, TD then will prepare the covenants for the municipalities to sign.
- Of note in the negative covenant section you cannot take on any other debt without TD's approval. The Board has been transparent, and it is in writing that TD is aware of the potential debt in regard to the 22 bed expansion.

#BH-70/24

Moved by P. Borneman, seconded by C. Ward that on the recommendation of the Finance Committee, the Board of Management approves signing the TD Demand Operating Facility Agreement.
Carried.

G. Finsson joined the meeting at 9:22 a.m. Quorum remained.

Life Lease

Unit 203 has become available for purchase. It was hoped that the renter that is currently in a unit that will be lost due to the upcoming construction, will move into unit #203. It was confirmed that Belvedere Heights has the funds to purchase this unit without utilizing the line of credit.

#BH-71/24

Moved by D. Carmichael, seconded by G. Finnsen that on the recommendation of the Finance Committee, the Board of Management proceed with an offer to buy-back unit 203 in accordance with option 2 of the Life Lease Board Buy-Back Policy.

Carried.

#BH-72/24

Moved by D. Zulak, seconded by J. Beleskey that the minutes of the Finance Committee meeting held August 26, 2024, be received.

Carried.

9.2 Governance and Partnerships - 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

J. Hanna provided an update on the WPS OHT. Highlights were as follows:

- WPSH OHT was approved in January 2024.
- It was anticipated that the Executive Director will be hired soon.
- OHT's usually retain 3-5 staff members depending on size.
- K. Johnson attends the Collaborating Council meetings as a voting member.
- C. Ward attends the Collaborating Council meetings as a governance member.
- the Province has not yet provided clear direction on whether OHTs should incorporate and form a Board.

11.0 Reports:

11.1 Board Chair Report

The Board Chair reported that K. Johnson and T. Baker verbally met the Quinan Construction site superintendent and compatibility was confirmed in accordance with the August 15th Board minutes.

BSA also confirmed in writing the \$15,000 fee for pre-construction is all inclusive.

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

12.0 Pending: none

13.0 Correspondence: Support for Community Radio correspondence was not circulated. This item was deferred to the next meeting.

J. Hanna will forward WPSHC's letter of support to the Chair for information.
Referred to J. Hanna

WPSHC staff and K. Johnson exited the meeting at 10:10 a.m.

An in-camera session was held with Board members only.

P. Wing, Chair