



Committee of Management for the Elliott Meeting Agenda

**Monday, September 10, 2018 – 1:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street**

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Call to Order – Chair Downer

Disclosure of Pecuniary Interest and General Nature Thereof

Confirmation of Minutes – June 5, 2018 open meeting minutes

Consent Agenda

CME-2018.3 The Elliott Long-Term Care Residence Quarterly Report 2018-Q2

Recommendation:

That the 2018-Q2 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.

Chair and The Elliott Community Staff Announcements

Adjournment

**Minutes of Committee of Management for the Elliott
Held in the Council Chambers, Guelph City Hall on
Tuesday, June 5, 2018 at 1:45 p.m.**

Attendance

Committee: Chair C. Downer
Mayor C. Guthrie
Councillor C. Billings
Councillor J. Gordon
Councillor A. Van Hellemond

Also
Present: Councillor B. Bell

Staff: Mr. T. Lee, Deputy CAO, Corporate Services
Ms. C. Clack, Deputy CAO, Public Services
Mr. S. Stewart, Deputy CAO, Infrastructure, Development and
Enterprise Services
Mr. S. O'Brien, City Clerk
Ms. D. Black, Council Committee Coordinator

Others
Present: Ms. M. Karker, Chief Executive Officer, The Elliott Community
Mr. M. Coburn, Director of Finance, The Elliott Community

Call to Order (1:48 p.m.)

Chair Downer called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Chair Downer introduced and welcomed Michelle Karker, the new CEO of The Elliott Community, and Mark Coburn, the Director of Finance of The Elliott Community.

Confirmation of Minutes

1. Moved by Councillor Van Hellemond
Seconded by Mayor Guthrie

That the open meeting minutes of the Committee of Management for the Elliott held on March 5, 2018 be confirmed as amended.

Voting in Favour: Mayor Guthrie, Councillors Billings, Downer, Gordon, and Van Hellemond
(5)

Voting Against: (0)

Carried

Items for Discussion

CME-2018.2 The Elliott Long-Term Care Residence Quarterly Report 2018-Q1

Michelle Karker, Chief Executive Officer, The Elliott Community, presented the Elliott Long-Term Care Residence Quarterly Report 2018-Q1. She also advised their reporting is now live online and The Elliott Community is in good standing.

2. Moved by Mayor Guthrie
 Seconded by Councillor Billings

That the 2018-Q1 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.

Voting in Favour: Mayor Guthrie, Councillors Billings, Downer, Gordon and Van Hellemond (5)
Voting Against: (0)

Carried

Chair and The Elliott Community Staff Announcements

The CEO of The Elliott Community announced they are in the middle of their accreditation process and they will report back on the results.

Adjournment (1:57 p.m.)

3. Moved by Mayor Guthrie
 Seconded by Councillor Gordon

That the meeting be adjourned.

Carried

Stephen O'Brien
City Clerk



The Elliott Long-Term Care Residence Report

TO: Committee of Management
DATE: August 28, 2018
SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2018-Q2

RECOMMENDATION

That the 2018-Q2 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.

BACKGROUND

The Ontario Long-Term Care Homes Act requires that every municipality within Ontario is required to support a municipal long-term care home. The City of Guelph is meeting this responsibility through a Delegation of Authority Bylaw, assigning the responsibility to operate the City's approved 85-bed long-term care home to The Elliott's Board of Trustees. In addition to the Delegation of Authority By-law, The City and The Elliott have also entered into a Long-Term Care Services Agreement (Services Agreement) that identifies the specific nature of the relationship and sets out the responsibilities of both parties to the Agreement. There is a requirement within the Services Agreement for The Elliott to report quarterly on the operations of the Elliott Long-Term Care Residence (ELTCR).

The Elliott Community operates a campus of care offering retirement and life-lease care and services beyond the ELTCR. As the relationship set out in the Services Agreement pertains strictly to the operations of the ELTCR, this report is only reflective of long-term care operations and does not reflect the retirement and life-lease suites.

REPORT

In accordance with the provisions within the Services Agreement:

Attestation of the Responsibilities of The Elliott

The Elliott confirms that to the best of its knowledge, it is,

- (a) Complying with all provisions of the *Municipal Act* relating to local boards;
- (b) Complying with all provisions of the *Elliott Act*;
- (c) Complying with all provisions of the Long-Term Care Homes Act, including, fulfilling the obligations under section 69;
- (d) Complying with all laws, regulations, policies and orders made by any level of government which relate to the operation of The Elliott Long-Term Care Residence;
- (e) Complying with all provisions in the Elliott Delegation of Authority By-law; and,
- (f) Managing a Business Plan and Strategic Plan for The Elliott Long-Term Care Residence.

Overview of the Operations

For the period April to June 2018, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- The Elliott Community has once again received CARF Accreditation for all four areas of the organization for the next three years.
- A Property Condition Assessment is currently was completed by Pretium Anderson and presented to the Board of Trustees on June 28, 2018. A ten year capital plan is being completed.
- The Elliott has received its funding letter from the WWLHIN regarding the new provincial RN funding for LTC. Funds will start to flow in July 2018.

As an ongoing effort to improve the transparency of public information related to the Long-Term Care Homes Quality Inspection Program the ministry has developed a comprehensive **Long Term Care Homes Quality Inspection Program Performance Assessment Framework—the LPA**.

The LPA performance information is published on the ministry's public website and consists of four levels:

- In good standing
- Improvement required
- Significant improvement required
- Licence revoked Sincerely

The LPA combines data from the following sources to arrive at performance levels.

- Compliance Data
- RAI MDS
- LSAA Indicators
- Qualitative Data

The LPA performance information is now live and I am pleased to report that The Elliott, Long-Term Care's performance level is "In good standing".

There have been no conflicts of interest of any Board of Trustee member or employee of The Elliott who is providing services.

There have been no requests for information under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.58.

There are no identified litigations, potential litigations, or claims (insured or uninsured) of any kind at the time of preparing this report.

There are no other issues or matters, in the opinion of the Chair of the Board of Trustees, that require direction from or a decision of the Committee of Management or which the Committee of Management has requested that the Board of Trustees provide a report.

The following represents specific sections of the responsibilities of the Services Agreement.

Complaints / Concerns

There are no complaints / concerns to report for the second quarter by The Elliott.

Critical Incident Reports

There are no critical incident reports / inspections been reported to the MOHLTC during the second quarter by The Elliott Community.

#	Details of Critical Incident Report submitted to MOHLTC	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
1.				
2.				

Inspections from Ministry of Health and Long-Term Care

There were no inspections conducted during the 2018 – Q2

Financial Report

The operating and capital budgets for The Elliott were presented on November 15, 2017 to City Council. The 2018 operating budget of \$1,302,996 and capital budget of \$212,000 were approved as presented. All operating and capital funding reports reflect the allocation of direct and indirect costs reflected in the Services Agreement.

For the six months ending June 30, 2018, the following observations were noted:

- Total revenue of \$4,070,350, which is higher than budget by 2% due to the receipt of unbudgeted funding for bariatric equipment, and annual funding increases received from the Ministry of Health and Long-Term Care were higher than budgeted.
- Employee costs of \$2,574,711 are higher than budget by 3% due to the costs associated with additional Housekeeping and Laundry staffing to assist during outbreaks, and timing of vacations for Administrative staff.
- Operating Costs of \$1,089,510 are on budget. There were unbudgeted purchases of equipment for bariatric residents and also for a property assessment report for the three buildings and grounds. This report helps to identify the timing and estimated cost for future repairs, which will help with capital budget planning. These unbudgeted expenses have been offset by cost savings in other departments. In addition, a review of current capital assets and their useful lives took place at the last year-end, which has resulted in a higher expense than budgeted. This negative variance for amortization is expected to continue for the remainder of the year and it is a non-cash transaction.
- Overall, the operations of The Elliott Community have a positive variance of \$329,393.



The Elliott Long-Term Care Residence Report

- The calculation of funding from The City of Guelph, as it relates to the funding of the Other Accommodation Envelope, has a \$34,192 negative variance. This variance is due to the aforementioned reasons for negative variances. This will be monitored in the coming months and it is the responsibility of management to mitigate this from other operations if the negative variance continues.

The Statement of Revenue and Expenses for the Operating Budget and the City funding formula are enclosed for reference.

Prepared By:

Michelle Karker
CEO

Approved By:

E.J. Stross
Chair, Board of Trustees

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Six Months Ending June 30, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	873,000	870,942	(2,058)	(0%)
Long Term Care - Preferred	221,146	226,804	5,658	3%
	<u>1,094,146</u>	<u>1,097,746</u>	<u>3,600</u>	<u>0%</u>
Government Subsidy - LTC:				
Provincial - LTC Subsidy	2,134,806	2,176,597	41,791	2%
Provincial - BSO / Physio / Other	67,925	70,713	2,788	4%
City of Guelph - LTC Operations	651,498	651,498	0	0%
	<u>2,854,229</u>	<u>2,898,808</u>	<u>44,579</u>	<u>2%</u>
Other Revenue:				
Fees and Recoveries	20,262	30,723	10,461	52%
Amort. of Def'd Contributions	30,676	33,468	2,792	9%
Other Revenue	1,896	9,605	7,709	407%
	<u>52,834</u>	<u>73,795</u>	<u>20,961</u>	<u>40%</u>
Total Revenue	<u>4,001,209</u>	<u>4,070,350</u>	<u>69,141</u>	<u>2%</u>
 <u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	2,023,744	2,092,661	(68,917)	(3%)
Employee Benefits	472,980	482,050	(9,070)	(2%)
	<u>2,496,723</u>	<u>2,574,711</u>	<u>(77,987)</u>	<u>(3%)</u>
Operating Costs:				
Supplies	271,727	264,330	7,397	3%
Facility Costs	194,826	190,549	4,277	2%
Interest & Financing Fees	183,867	182,413	1,454	1%
Equipment	122,580	125,554	(2,974)	(2%)
Purchased Services	101,475	102,686	(1,211)	(1%)
Administrative & Other	19,116	17,550	1,566	8%
Amortization of Capital Assets	192,019	205,380	(13,361)	(7%)
Accretion of Def'd Financing Costs	1,050	1,049	1	0%
	<u>1,086,660</u>	<u>1,089,510</u>	<u>(2,850)</u>	<u>(0%)</u>
Total Expenses	<u>3,583,383</u>	<u>3,664,220</u>	<u>(80,837)</u>	<u>(2%)</u>
 SURPLUS / (DEFICIT)	 <u>417,826</u>	 <u>406,129</u>	 <u>(11,696)</u>	

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope
For the Six Months Ending June 30, 2018

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	873,000	870,942	(2,058)	(0%)
Preferred	221,146	226,804	5,658	3%
Provincial Subsidy - MOHLTC	153,684	151,044	(2,640)	(2%)
Municipal Subsidy - City of Guelph	664,998	665,015	17	0%
	<u>1,912,828</u>	<u>1,913,805</u>	<u>977</u>	<u>0%</u>
Other Revenue:				
Fees & Recoveries	462	12,048	11,586	2,508%
Cable Television Fees	14,100	13,509	(591)	(4%)
Telephone Fees	6,000	5,732	(268)	(4%)
Amortiz. of Def'd Contributions	30,676	33,468	2,792	9%
Donations / Grants	1,200	0	(1,200)	(100%)
Other Revenue	396	5,230	4,834	1,221%
	<u>52,834</u>	<u>69,987</u>	<u>17,153</u>	<u>32%</u>
Total Revenue	<u>1,965,662</u>	<u>1,983,792</u>	<u>18,130</u>	<u>1%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	653,197	696,498	(43,301)	(7%)
Employee Benefits	165,496	171,298	(5,802)	(4%)
	<u>818,693</u>	<u>867,796</u>	<u>(49,103)</u>	<u>(6%)</u>
Operating Costs:				
Amortization of Assets & Fees	193,069	206,429	(13,360)	(7%)
Supplies	63,360	64,265	(905)	(1%)
Facility Costs	194,826	190,548	4,278	2%
Financing & Service Fees	183,867	182,413	1,454	1%
Equipment	75,402	78,286	(2,884)	(4%)
Purchased Services	50,193	41,548	8,645	17%
Administrative & Other	15,041	15,488	(447)	(3%)
	<u>775,758</u>	<u>778,977</u>	<u>(3,219)</u>	<u>(0%)</u>
Total Expenses	<u>1,594,451</u>	<u>1,646,773</u>	<u>(52,322)</u>	<u>(3%)</u>
SURPLUS / (DEFICIT)	<u>371,211</u>	<u>337,019</u>	<u>(34,192)</u>	