



Committee of Management for the Elliott Meeting Agenda

**Monday, December 4, 2017 – 1:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street**

Please turn off or place on non-audible all electronic devices during the meeting.

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Call to Order – Chair Downer

Disclosure of Pecuniary Interest and General Nature Thereof

Confirmation of Minutes – September 5, 2017 open meeting minutes

Consent Agenda

**CME-2017.4 The Elliott Long-Term Care Residence Quarterly Report
2017-Q3**

Recommendation:

That the 2017-Q3 quarterly report on the operations of The Elliott Long-Term Care Residence, be received.

Adjournment



**Minutes of Committee of Management for the Elliott
Held in the Council Chambers, Guelph City Hall on
September 5, 2017 at 1:31 p.m.**

Attendance

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

Staff: Mr. S. O'Brien, City Clerk
Mr. D. McMahon, Council Committee Coordinator

Others Present: Sherri Enns, Acting Chief Executive Officer, The Elliott Community
Bill Koornstra, Secretary/Treasurer, Board of Trustees, The Elliott Community

Call to Order

Chair Downer called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

Confirmation of Minutes

1. Moved by Councillor Billings
Seconded by Councillor Gordon

That the open meeting minutes of the Committee of Management for the Elliott held on June 6, 2017, be confirmed as recorded.

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

Voting Against: (0)

Carried

Items for Discussion

CME-2017.3 The Elliott Long-Term Care Residence Quarterly Report 2017-Q2

Sherri Enns, Acting Chief Executive Officer, The Elliott Community, responded to questions regarding the Elliott Long-Term Care Residence Quarterly Report 2017-Q2.

2. Moved by Councillor Van Hellemond
Seconded by Mayor Guthrie

That the 2017-Q2 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

Adjournment (1:34 p.m.)

3. Moved by Councillor Billings
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: November 21, 2017
SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2017-Q3

RECOMMENDATION

That the 2017-Q3 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 July to September 2017, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- Effective July 1, 2017 the decision was made to move to a new carrier for our benefits program. The benefit plan was taken to market and after a detailed review the decision was made to change our group benefit insurer, effective July 1, 2017.
- An outbreak was declared in Long-Term Care on August 15th with 4 residents and 2 staff members affected. The outbreak was declared over on August 23rd. The organism identified was Rhinovirus (common cold). With continued diligence in our infection control practices we were able to contain the outbreak to a minimal number of residents and staff as well as containing it to one resident home area.
- All resident council meetings have proceeded as scheduled. All concerns raised have been addressed in a timely manner.
- Significant capital improvements continue to be made in all areas of the facility.

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

The following complaints / concerns have been received during the third quarter by The Elliott and have been addressed as follows:

#	Details of Complaint / Concern	Response from Management	Resolved within The Elliott	Reported to the MOHLTC

There were no complaints for the period of July to September, 2017.

Critical Incident Report

The following critical incident reports / inspections been reported to the MOHLTC during the third quarter by The Elliott and have been addressed as follows:

#	Details of Critical Incident Report submitted to MOHLTC	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
1.	Disease Outbreak	Respiratory Outbreak Report	✓	
2.	Incident that causes an injury to a resident for which the resident is hospitalized	A resident sustained a fracture as a result of a fall.	✓	

Inspections from Ministry of Health and Long-Term Care

There were no Ministry of Health Compliance Inspections for the period of July to September, 2017.

Financial Report

The operating and capital budgets for The Elliott Community were presented on November 16, 2016 to City Council. The 2017 operating budget of \$1,277,448 and capital budget of \$211,561 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 nine months ended September 30, 2017, the following observations were noted:

- Total revenue of \$5,997,977, with a year-to-date positive variance of 3%, due to unbudgeted Other Revenue received to offset the cost of the dhp Technology project (University of Guelph study) and funding increases from the Ministry of Health and Long-Term Care being higher than budgeted
- Employee costs of \$3,813,601 are higher than budget by 1% due to the costs associated with vacation coverage
- Operating Costs of \$2,289,077, with a 2% negative variance against budget due to the unbudgeted costs relating to the aforementioned dhp Technology project, the rising costs of medical supplies and incontinence products, and recruitment costs for the vacant CEO position
- Overall, the operations of The Elliott Community are a positive variance of \$286,118



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 \$51,055 positive variance. It is the responsibility of management to mitigate this from other operations if there becomes a negative variance
- Several capital expenditures have been made in the third quarter and these will continue throughout the remainder of the year

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

Prepared By:

Approved By:

Sherri Enns
Acting Chief Executive Officer

E.J. Stross
Chair Board of Trustees

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Nine Months Ending September 30, 2017

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	1,292,647	1,313,188	20,542	2%
Long Term Care - Preferred	301,298	323,096	21,798	7%
	<u>1,593,944</u>	<u>1,636,284</u>	<u>42,340</u>	<u>3%</u>
Government Subsidy - LTC:				
Provincial - LTC Subsidy	3,096,249	3,138,923	42,674	1%
Provincial - BSO / Physio / Other	93,915	96,944	3,029	3%
City of Guelph - LTC Operations	958,086	958,086	0	0%
	<u>4,148,250</u>	<u>4,193,953</u>	<u>45,703</u>	<u>1%</u>
Other Revenue:				
Fees and Recoveries	30,913	30,591	(322)	(1%)
Amort. of Def'd Contributions	31,763	59,666	27,903	88%
Other Revenue	4,770	77,483	72,713	1,524%
	<u>67,446</u>	<u>167,740</u>	<u>100,294</u>	<u>149%</u>
Total Revenue	<u>5,809,640</u>	<u>5,997,977</u>	<u>188,337</u>	<u>3%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	3,067,562	3,114,351	(46,789)	(2%)
Employee Benefits	698,229	699,250	(1,020)	(0%)
	<u>3,765,792</u>	<u>3,813,601</u>	<u>(47,809)</u>	<u>(1%)</u>
Operating Costs:				
Supplies	376,551	382,995	(6,444)	(2%)
Facility Costs	307,426	300,210	7,216	2%
Interest & Financing Fees	290,985	287,073	3,912	1%
Equipment	329,398	366,485	(37,088)	(11%)
Purchased Services	144,620	161,323	(16,703)	(12%)
Administrative & Other	25,841	22,802	3,039	12%
Amortization of Capital Assets	775,803	766,615	9,188	1%
Accretion of Def'd Financing Costs	1,573	1,574	(2)	(0%)
	<u>2,252,197</u>	<u>2,289,077</u>	<u>(36,881)</u>	<u>(2%)</u>
Total Expenses	<u>6,017,989</u>	<u>6,102,678</u>	<u>(84,690)</u>	<u>(1%)</u>
SURPLUS / (DEFICIT)	<u>(208,348)</u>	<u>(104,701)</u>	<u>103,647</u>	

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope
For the Nine Months Ending September 30, 2017

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	1,292,647	1,313,188	20,541	2%
Preferred	301,298	323,096	21,798	7%
Provincial Subsidy - MOHLTC	231,099	229,746	(1,353)	(1%)
Municipal Subsidy - City of Guelph	1,155,956	1,155,956	0	0%
	<u>2,981,000</u>	<u>3,021,986</u>	<u>40,986</u>	<u>1%</u>
Other Revenue:				
Fees & Recoveries	2,975	8,162	5,187	174%
Cable Television Fees	20,739	21,413	674	3%
Telephone Fees	9,650	8,702	(948)	(10%)
Amortiz. of Def'd Contributions	31,763	59,666	27,903	88%
Donations / Grants	3,645	2,865	(780)	(21%)
Other Revenue	675	1,393	718	106%
	<u>69,447</u>	<u>102,201</u>	<u>32,754</u>	<u>47%</u>
Total Revenue	<u>3,050,447</u>	<u>3,124,187</u>	<u>73,740</u>	<u>2%</u>
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	1,008,794	1,026,226	(17,432)	(2%)
Employee Benefits	256,498	251,218	5,280	2%
	<u>1,265,292</u>	<u>1,277,444</u>	<u>(12,152)</u>	<u>(1%)</u>
Operating Costs:				
Amortization of Assets & Fees	777,376	768,189	9,187	1%
Supplies	94,305	90,601	3,704	4%
Facility Costs	307,425	300,210	7,215	2%
Financing & Service Fees	290,985	287,073	3,912	1%
Equipment	240,382	260,041	(19,659)	(8%)
Purchased Services	71,603	86,670	(15,067)	(21%)
Administrative & Other	19,441	19,266	175	1%
	<u>1,801,517</u>	<u>1,812,050</u>	<u>(10,533)</u>	<u>(1%)</u>
Total Expenses	<u>3,066,809</u>	<u>3,089,494</u>	<u>(22,685)</u>	<u>(1%)</u>
SURPLUS / (DEFICIT)	<u>(16,362)</u>	<u>34,693</u>	<u>51,055</u>	<u>312%</u>