

COMMITTEE AGENDA



TO **Committee of Management for the Elliott**

DATE Thursday, March 3, 2016

LOCATION Council Chambers, Guelph City Hall, 1 Carden Street

TIME Immediately following the Public Services Committee Meeting

DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

CONFIRMATION OF MINUTES – November 2, 2015 Open Meeting Minutes

OPEN MEETING

AGENDA

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
CME-2016.1 The Elliot Long-Term Care Residence Quarterly Report 2015-Q4	Trevor Lee, Chief Executive Officer, The Elliot Community		✓

ADJOURNMENT



**Public Services Committee as the
Committee of Management for the Elliott
City Hall Council Chambers
Monday, November 2, 2015 at 6:26 p.m.**

Attendance

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

Staff: Mr. D. Thomson, Deputy CAO, Public Services and Acting Deputy
CAO, Infrastructure, Development and Enterprise
Ms. C. Clack, General Manager, Culture, Tourism and Community
Investments
Mr. D. McMahon, Council Committee Coordinator

Others Present: Mr. T. Lee, CEO of the Elliot

Call to Order (6:26 p.m.)

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 Gordon
Seconded by Councillor Billings

That the open meeting minutes of the Public Services Committee as the Committee of Management for the Elliott held on June 1, 2015 be confirmed as recorded.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Downer, Gordon and Van Hellemond (5)

VOTING AGAINST: (0)

CARRIED

Consent Agenda

The following items were extracted:

CME-2015.4 Quarterly Update on the Elliot Long Term Care Residence
CME-2015.5 2016 – 2019 Long Term Care Home Accountability Submission (LAPS)

Extracted Items

CME-2015.4 Quarterly Update on the Elliot Long Term Care Residence

Trevor Lee presented the Q2, 2015 Quarterly Update on the Elliot Long Term Care Residence.

2. Moved by Councillor Billings
 Seconded by Councillor Gordon

That the second quarter report for 2015 on the operations of the City of Guelph's approved 85-bed long-term care home, The Elliott Long-Term Care Residence, as required under the Long-Term Care Services Agreement, between The Elliott and The Corporation of the City of Guelph, be received.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Downer, Gordon and Van Hellemond (5)

VOTING AGAINST: (0)

CARRIED

**CME-2015.5 2016 – 2019 LONG TERM CARE HOME ACCOUNTABILITY
 SUBMISSION (LAPS)**

Trevor Lee presented the 2016 – 2019 Long Term Care Home Accountability Submission (LAPS).

3. Moved by Mayor Guthrie
 Seconded by Councillor Billings

That the 2016-2019 Long-Term Care Home Accountability Submission (LAPS) be approved on behalf of the Elliot Long-Term Care Residence.

VOTING IN FAVOUR: Mayor Guthrie, Councillors Billings, Downer, Gordon and Van Hellemond (5)

VOTING AGAINST: (0)

CARRIED

Adjournment (7:05 p.m.)

4. Moved by Councillor Billings
 Seconded by Mayor Guthrie

That the meeting be adjourned.

CARRIED

Dylan McMahon
Council Committee Coordinator

**COMMITTEE OF MANAGEMENT FOR THE ELLIOTT
AGENDA**

March 3, 2016

Members of Public Service Committee as Committee of Management for the Elliott.

SUMMARY OF REPORTS:

REPORTS FROM ADMINISTRATIVE STAFF

REPORT	DIRECTION
<p>CME-2016.1 THE ELLIOT LONG-TERM CARE RESIDENCE QUARTERLY REPORT 2015-Q4</p> <p>That the 2015-Q4 Quarterly Report on the operations of the Elliott Long-Term Care Residence, be received.</p>	<p>Receive</p>

attach.



The Elliott Long-Term Care Residence Report

TO: Committee of Management

DATE: March 3, 2016

SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2015-Q4

RECOMMENDATION

That the 2015-Q4 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 October to December 2015, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- The organization completed a \$600,000 LED Lighting Retrofit Project which qualified for a significant saveONenergy™ grant received on November 17, 2015; for more information, see [Press Release](#).
- The Board of Trustees welcomed its newest Trustee, Mr. Bill McLay; Mr. McLay brings a wealth of corporate and industry leadership in strategic planning and marketing.
- The Commission on Accreditation of Rehabilitative Facilities (CARF) Survey that was completed in June, 2015 has identified The Elliott Community as Canada's only fully accredited Continuum of Care; for more information, see [Press Release](#).
- The Elliott Community welcomed its new Director of Finance, Mr. Mark Coburn; Mr. Coburn has an extensive background in healthcare most recently serving in a similar capacity at St. Joseph's Health Centre (Guelph).
- The Elliott Community also welcomed Rebecca McKinlay to her new role as Fundraising Coordinator.

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 fourth 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
1	Resident's Power of Attorney (POA) raised concern as to the details of his mother's morning care on a particular day; felt a significant delay of care occurred.	Upon investigation, the Resident's POA agreed that his mother had incorrectly relayed her experience and that there was no delay of care.	✓	
2	Resident complained as to the length of time required to transfer from bed to wheelchair in advance of evening meal.	As documented in resident care progress notes, the Resident requested several re-positioning for comfort eventually requesting a return to bed and repeated transfer to wheelchair; no undue delay occurred. Family contacted regarding complaint and satisfied with response.	✓	
3	Resident concerned as to the presence of another uninvited resident in her room touching her belongings.	A deterrent band was in place to dissuade other residents from entering her room. A call bell pendant was installed to offer the resident comfort that she could conveniently alert staff should the incident reoccur.	✓	

Critical Incident Report / Inspections from Ministry of Health and Long-Term Care

The following critical incident reports / inspections been reported to the MOHLTC during the fourth 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
	No Critical Incidents identified.			

Financial Report

The operating and capital budgets for The Elliott were presented on February 5, 2015 to the Committee of Management for approval; confirmed by City Council at its meeting on March 26, 2015. The approved operating budget of \$1,136,000 and capital budget of \$194,300 reflect the period of February 1, 2015 to December 31, 2015. All operating and

capital financial reports reflect the allocation of direct and indirect costs reflected in the Services Agreement.

For the Fourth Quarter ending December 31, 2015, the following observations are noted:

- With total revenue representing \$7,279,978 year-to-date the variance from budget is 1.00%; due primarily from unanticipated additional Ministry of Health and Long-Term Care funding.
- Employee Costs of \$4,919,380 were slightly higher than budget reflecting the requirement to expend the additional funding received above on staffing and supplies.
- Operating Costs are \$2,887,476; 1% over budget, again as a result of the requirement to expend the additional MOHLTC funding.
- Overall, the operations of The Elliott reflect a slight negative variance of \$5,919.
- The calculation of funding from the City of Guelph as it relates to the funding of the Other Accommodation Envelope finished the year with a negative variance of \$86,818; funded from other operations of The Elliott Community.
- The plan for capital expenditures completed as anticipated and the net reserve for City of Guelph capital funding expenditures completed with a positive balance of \$2,949.

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

Prepared By:

Trevor Lee

Chief Executive Officer

Approved By:

Randall Wilson

Chair, Board of Trustees

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care**

For the Twelve Months Ending December 31, 2015

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	1,695,568	1,700,507	4,939	0%
Long Term Care - Preferred	374,756	386,584	11,828	3%
	2,070,324	2,087,092	16,768	1%
Government Subsidy - LTC:				
Provincial - LTC Subsidy	3,766,716	3,847,595	80,879	2%
Provincial - BSO / Physio / Other	114,969	104,173	(10,796)	(9%)
City of Guelph - LTC Operations	1,136,667	1,136,663	(4)	(0%)
	5,018,352	5,088,431	70,079	1%
Other Revenue:				
Fees and Recoveries	39,367	39,178	(188)	(0%)
Amort. of Def'd Contributions	72,600	38,097	(34,503)	(48%)
Other Revenue	2,735	27,179	24,444	894%
	114,701	104,455	(10,246)	(9%)
Total Revenue	7,203,377	7,279,978	76,601	1%
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	3,993,854	4,015,907	(22,053)	(1%)
Employee Benefits	882,184	903,473	(21,288)	(2%)
	4,876,039	4,919,380	(43,341)	(1%)
Operating Costs:				
Supplies	474,421	488,302	(13,881)	(3%)
Facility Costs	359,884	382,001	(22,117)	(6%)
Interest & Financing Fees	434,548	426,861	7,686	2%
Equipment	362,483	418,316	(55,833)	(15%)
Purchased Services	199,695	188,662	11,033	6%
Administrative & Other	53,999	42,568	11,431	21%
Amortization of Capital Assets	961,170	938,667	22,502	2%
Accretion of Def'd Financing Costs	2,097	2,097	0	0%
	2,848,298	2,887,476	(39,179)	(1%)
Total Expenses	7,724,336	7,806,856	(82,520)	(1%)
SURPLUS / (DEFICIT)	(329,608)	(335,527)	(5,919)	(2%)

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope**

For the Twelve Months Ending December 31, 2015

	Year To Date			
	Budget \$	Actual \$	Variance	
REVENUE				
Accommodation:				
Basic	1,695,568	1,700,507	4,939	0%
Preferred	374,756	386,584	11,828	3%
Provincial Subsidy - MOHLTC	304,466	293,169	(11,297)	(4%)
Municipal Subsidy - City of Guelph	1,136,667	1,136,663	(4)	(0%)
	3,511,457	3,516,923	5,466	0%
Other Revenue:				
Fees & Recoveries	2,882	1,057	(1,825)	(63%)
Cable Television Fees	24,843	26,282	1,439	6%
Telephone Fees	11,641	11,839	198	2%
Amortiz. of Def'd Contributions	72,600	38,097	(34,503)	(48%)
Donations / Grants	2,400	3,868	1,468	61%
Other Revenue	335	711	376	112%
	114,701	81,854	(32,847)	(29%)
TOTAL REVENUE	3,626,158	3,598,777	(27,381)	(1%)
EXPENSES				
Employee Costs:				
Wages and Salaries	1,321,328	1,320,668	660	0%
Employee Benefits	304,112	324,060	(19,948)	(7%)
	1,625,440	1,644,728	(19,288)	(1%)
Operating Costs:				
Amortization of Assets & Fees	963,267	940,764	22,503	2%
Supplies	118,540	127,683	(9,143)	(8%)
Facility Costs	359,885	382,001	(22,116)	(6%)
Equipment	317,079	369,084	(52,005)	(16%)
Purchased Services	96,373	90,530	5,843	6%
Administrative & Other	46,965	39,883	7,082	15%
	2,336,657	2,376,806	(40,149)	(2%)
TOTAL NET EXPENDITURES	3,962,097	4,021,534	(59,437)	(2%)
SURPLUS / (DEFICIT)	(335,939)	(422,757)	(86,818)	26%