



Committee of Management for the Elliott Meeting Agenda

Tuesday, September 3, 2019 – 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

Open Meeting

Confirmation of Minutes – June 4, 2019 open meeting minutes

Consent Agenda

**CME-2019-3 The Elliott Long-Term Care Residence Quarterly Report
2019-Q2**

Recommendation:

That the 2019-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
Monday, June 4, 2018 at 1:43 p.m.**

Attendance

Committee: Chair C. Downer

Mayor Guthrie	Councillor Hofland
Councillor Alt.	Councillor MacKinnon
Councillor B. Bell	Councillor O'Rourke
Councillor C. Billings	Councillor Piper
Councillor Gibson	Councillor Salisbury
Councillor Gordon	
Councillor Goller	

Staff: Mr. T. Lee, Acting Chief Administrative Officer
Ms. C. Clack, Acting Chief Administrative Officer
Michelle Karker, Chief Executive Officer, The Elliott Community
Mark Coburn, Director of Finance, The Elliott Community
Mr. S. O'Brien, General Manager, City Clerk's Office/City Clerk
Ms. D. Tremblay, Council and Committee Coordinator

Call to Order (1:43 p.m.)

Chair Downer called the meeting to order.

Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Goller declared an interest with respect to item CME-2019-2 The Elliott Long-Term Care Residence Quarterly Report 2019-Q1 as his father is a resident of the Elliott.

Confirmation of Minutes

1. Moved by Councillor Piper
Seconded by Mayor Guthrie

That the open meeting minutes of the Committee of Management for the Elliott held on March 4, 2019 be confirmed as amended.

Voting in Favour: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Goller, Hofland, O'Rourke, Piper and Salisbury (11)

Voting Against: (0)

Carried

Presentation:

Colleen Clack, Acting Chief Administrative Officer/Deputy CAO Public Services provided an overview of the relationship and agreement between the City and the Elliott Community.

Mayor Guthrie left the meeting at 1:49 p.m.

Mayor Guthrie returned at 2:05 p.m.

Councillor MacKinnon arrived at 2:05 p.m.

Items for Discussion

CME-2019-2 The Elliott Long-Term Care Residence Quarterly Report 2019-Q1

Councillor Goller did not discuss or vote on the item.

2. Moved by Councillor Billings
 Seconded by Councillor Hofland

That the 2019-Q1 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.

Voting in Favour: Mayor Guthrie, Councillors Allt, Bell, Billings, Downer, Gibson, Gordon, Hofland, MacKinnon, O'Rourke, Piper and Salisbury (12)

Voting Against: (0)

Carried

Chair and The Elliott Community Staff Announcements

Ms. Karker, Chief Executive Officer, The Elliott Community, advised of a planned October 9, 2019 grand opening of an accessible patio at the Elliott Community that was funded through an Enabling Accessibility Grant. She invited members of Council to attend and advised that formal invitations would be forthcoming.

Adjournment (2:10 p.m.)

4. Moved by Councillor Piper
 Seconded by Councillor Guthrie

That the meeting be adjourned.

Carried

Cathy Downer, Chair

Stephen O'Brien, City Clerk



The Elliott Long-Term Care Residence Report

TO: Committee of Management
DATE: September 3, 2019
SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2019-Q2

RECOMMENDATION

That the 2019-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 - June 2019, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- The Elliott Community held a D-Day remembrance service for the residents and their families on June 6th. We have a number of veterans who reside at The Elliott.
- Guelph and Area Ontario Health Team (OHT) is one of 30 teams across the province who have been selected to move forward with a full application to become one of the first OHT's in the province. The Ministry was impressed by the evidence of our collaboration and our inclusive submission. The application is due on October 9th, 2019.
- The province announced a 1.7 per cent increase in long term care home funding in the 2019-20 provincial budget. However, as a result of a 5% reduction in our needs based (CMI) funding, The Elliott, and hundreds of other homes across the province, will actually experience an overall reduction to their total funding. This is a serious and significant change.
- The Elliott Community has been working with City Staff to review the Capital projects needed over the next 10 years.

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 second 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	Family member was upset with the service from a Third party provider.	Family dealt with issue with provider however, staff at the Elliott intervened on their behalf. Family was satisfied with outcome and support from The Elliott.	YES	

Critical Incident Reports

There were three critical incident reports that have 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.	Disease Outbreak LTC (Respiratory)	Reported to Public Health, protocols initiated, duration from April 15 - 25, 2019, 4 residents affected.	Yes	
2.	Resident Fall	The resident fell getting out of bed on June 9th, 2019, right hip was fractured requiring surgery. Additional precautions have been put in place.	Yes	
3.	Resident Fall	The resident fell out of wheel chair due to improper foot wear on June 23 rd , 2019. Resident uses foot to propel wheel chair. Family advised of need for proper foot wear.	Yes	

Inspections from Ministry of Health and Long-Term Care

There were no inspections conducted during Q2 2019.

Financial Report City of Guelph - For the Six Months Ending June 30th, 2019

The operating and capital funding requests for The Elliott Community were presented on February 13, 2019 to City Council. The 2019 operating funding of \$1,341,634, capital funding of \$212,000, and Long-Term Care loss of (\$63,888) 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, 2019, the following observations were noted:

- Total revenue of \$4,242,867 was higher than budget due to the receipt of unbudgeted one-time funding relating to reconciliations of previous years performed by the Ministry of Health and Long-Term Care.
- Employee costs of \$2,688,968 were lower than budget. WSIB rates for 2019 were lower than budgeted, leading to a reduction in expenses.
- Operating Costs of \$1,074,385 are lower than budget. These savings relate to lower electricity costs, better pricing on the costs of medical supplies, and a reduction in administration costs.
- The calculation of funding from The City of Guelph, as it relates to the funding of the Other Accommodation Envelope, had a \$195,342 positive variance as at June 30. This variance was due to the aforementioned reasons.



The Elliott Long-Term Care Residence Report

- Overall, the consolidated operations of The Elliott Community, which include the results of Long-Term Care, Retirement, and Life Lease, had a positive variance of \$209,965.

The expected provincial funding reductions are not reflected in this report. They will be included starting with the Q3 Committee of Management report, when they become effective. An extra line has been added to reflect what the results would have been if the Elliott building had been amortized over 40 years from inception. The amortization period was adjusted in 2017 from 20 years to 40 years, but has no cash flow impact. In addition, sections have been added to exclude non-cash items and include cash payments to show the cash flow.

The Statement of Operations for Long-Term Care and Other Accommodation are enclosed for reference.

Prepared By:

Approved By:

Michelle Karker
CEO

Bill Koornstra
Chair, Board of Trustees

Attachments:

Attachment 1 – Statement of Operations for LTC

Attachment 2 – Statement of Operations for OA

Attachment 3 - Confidential - "The Elliott Long-Term Care Residence" (Section 239(2)(d) of the Municipal Act, 2001, Labour Relations or Employee Negotiations)

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Six Months Ending June 30, 2019

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	885,000	897,708	12,708	1%
Long Term Care - Preferred	230,400	239,092	8,692	4%
	1,115,400	1,136,800	21,400	2%
Government Subsidy - LTC:				
Provincial - LTC Subsidy	2,279,927	2,277,441	(2,486)	(0%)
Provincial - BSO / Physio / Other	68,961	68,610	(351)	(1%)
City of Guelph - LTC Operations	670,817	670,818	1	0%
	3,019,705	3,016,869	(2,836)	(0%)
Other Revenue:				
Fees and Recoveries	27,100	30,774	3,674	14%
Amort. of Def'd Contributions	33,468	33,468	0	0%
Other Revenue	7,830	24,957	17,127	219%
	68,398	89,198	20,800	30%
Total Revenue	4,203,502	4,242,867	39,365	1%
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	2,261,438	2,170,617	90,821	4%
Employee Benefits	557,065	518,351	38,713	7%
	2,818,502	2,688,968	129,534	5%
Operating Costs:				
Supplies	294,663	281,989	12,674	4%
Facility Costs	225,212	179,099	46,113	20%
Interest & Financing Fees	182,860	169,302	13,559	7%
Equipment	118,368	114,999	3,369	3%
Purchased Services	102,881	102,152	729	1%
Administrative & Other	26,067	14,446	11,621	45%
Amortization of Capital Assets	207,492	211,350	(3,858)	(2%)
Accretion of Def'd Financing Costs	1,050	1,049	1	0%
	1,158,594	1,074,385	84,209	7%
Total Expenses	3,977,096	3,763,353	213,743	5%
SURPLUS / (DEFICIT)	226,406	479,513	253,107	
Amortization Adjustment to 40 Years	(113,002)	(113,002)	0	0%
RESTATED SURPLUS / (DEFICIT)	113,404	366,511	253,107	
<u>Exclude Amortization & Future Benefits:</u>				
Amortiz. of Def'd Contributions	(33,468)	(33,468)	0	0%
Amortization of Assets & Fees	208,542	212,399	(3,857)	(2%)
Future Benefits	0	13,610	(13,610)	0%
Amortization Adjustment to 40 Years	113,002	113,002	0	0%
<u>(Deduct) / Add Cash Payments:</u>				
City Mortgage - Principal / Def'd Pmts	(193,448)	(193,448)	0	0%
SWAP Loan - Principal Payments	(61,404)	(61,404)	0	0%
Capital Lease - LED Lighting	(31,098)	(31,098)	0	0%
CASH FLOW	115,530	386,104	270,574	

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope
For the Six Months Ending June 30, 2019**

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	885,000	897,708	12,708	1%
Preferred	230,400	239,092	8,692	4%
Provincial Subsidy - MOHLTC	156,846	175,257	18,411	12%
Municipal Subsidy - City of Guelph	670,817	670,818	1	0%
	1,943,063	1,982,875	39,812	2%
Other Revenue:				
Fees & Recoveries	6,700	13,456	6,756	101%
Cable Television Fees	15,000	16,249	1,249	8%
Telephone Fees	5,700	5,901	201	4%
Amortiz. of Def'd Contributions	33,468	33,468	0	0%
Other Revenue	930	1,516	586	63%
	61,798	70,590	8,792	14%
Total Revenue	2,004,861	2,053,465	48,604	2%
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	781,035	703,254	77,781	10%
Employee Benefits	210,812	193,484	17,328	8%
	991,847	896,738	95,109	10%
Operating Costs:				
Amortization of Assets & Fees	208,542	212,399	(3,857)	(2%)
Supplies	67,087	68,485	(1,398)	(2%)
Facility Costs	225,213	177,673	47,540	21%
Financing & Service Fees	182,860	169,302	13,558	7%
Equipment	72,984	86,074	(13,090)	(18%)
Purchased Services	50,470	51,538	(1,068)	(2%)
Administrative & Other	22,396	12,452	9,944	44%
	829,552	777,923	51,629	6%
Total Expenses	1,821,399	1,674,661	146,738	8%
SURPLUS / (DEFICIT)	183,462	378,804	195,342	
Amortization Adjustment to 40 Years	(113,002)	(113,002)	0	0%
RESTATED SURPLUS / (DEFICIT)	70,460	265,802	195,342	
<u>Exclude Amortization & Future Benefits:</u>				
Amortiz. of Def'd Contributions	(33,468)	(33,468)	0	0%
Amortization of Assets & Fees	208,542	212,399	(3,857)	(2%)
Future Benefits	0	13,610	(13,610)	0%
Amortization Adjustment to 40 Years	113,002	113,002	0	0%
<u>(Deduct) / Add Cash Payments:</u>				
City Mortgage - Principal / Def'd Pmts	(193,448)	(193,448)	0	0%
SWAP Loan - Principal Payments	(61,404)	(61,404)	0	0%
Capital Lease - LED Lighting	(31,098)	(31,098)	0	0%
CASH FLOW	72,586	285,395	212,809	