



MINUTES OF BOARD OF TRUSTEES MEETING

THURSDAY, MARCH 9, 2023

ZOOM

Board:	Bill Koornstra (Chair), Joanne Hohenadel, Kathy Wilkie, Kim Cusimano, Ravi Sathasivam, Dominique O'Rourke, Lisa Woolley, Peter Barrow
Staff:	Michelle Karker (CEO), Norman Wolff (Chief of Finance and Operational Services), Lilibeth Medina (Chief of Resident Care Services), Julie Spindler (Executive Assistant)
Regrets:	David Kennedy
Guests:	Colleen Clack-Bush (Deputy CAO Public Services)

1. WELCOME AND CALL TO ORDER

1.1 Opening Remarks and Disclosure of Pecuniary Interest

B. Koornstra called the meeting to order at 6:00 pm. There were no disclosures.

1.2 Approval of the Agenda

Moved by D. O'Rourke, seconded by R. Sathasivam that the March 9, 2023 agenda be accepted. CARRIED.

1.3 Approval of the Previous Minutes

Moved by P. Barrow, seconded by J. Hohenadel that the Board Minutes of February 2 and 3, 2023 be approved. CARRIED

2. CEO'S STATEMENT OF COMPLIANCE

The CEO confirmed that all government statutory deductions have been calculated and remitted and that all payroll-related statements of account are in good standing.

LAND USE ACKNOWLEDGEMENT

The CEO shared a Statement of Land Acknowledgment.

I would like to begin by acknowledging the Indigenous Peoples of all the lands that we are on today. While we meet today on a virtual platform, I would like to take a moment to acknowledge the importance of the lands, which we each call home and that The Elliott Community is situated on. We acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people that call this land home. As a community, we have a responsibility for the stewardship of the land on which we live, work and volunteer and how we can each, in our own way, try to move forward in the spirit of reconciliation and collaboration.

3. THE ELLIOTT LTC RESIDENCE REPORT

L. Medina presented the Q4 2022 report to the Board. The 2023/24 LTC QIP is due for approval by the Board; plan to present to the Risk Management and Quality Committee next Wednesday, then it will require Board approval via email to submit to OH by April 1st.

Moved by K. Wilkie, seconded by K. Cusimano that the Q4 Elliott LTC Residence Report be received for information. CARRIED.

4. CEO'S REPORT – March 2023

M. Karker highlighted items from the report included with the agenda. The Certified Project Manager requirement was discussed further. M. Karker noted staff are working through the details with the City now, with a number of options to consider. C. Clack-Bush noted the City's request was not a surprise for Elliott staff, conversations were held prior. It is normal to have a PMP for a project of this scope, reporting to the CEO. The cost will be absorbed in the overall cost of the project. The City will be making finance arrangements through reserves. A debenture will be issued. Reporting will be from the CEO to the Committee of Management.

L. Woolley joined the meeting at this point.

Moved by P. Barrow, seconded by R. Sathasivam that the CEO's Report for March 2023 be received for information. CARRIED.

5. COMMITTEE REPORTS

5.1 Finance and Audit Committee

Resolutions highlighted by N. Wolff (for D. Kennedy) noting KMPG was the highlight of the Committee meeting.

Moved by R. Sathasivam, seconded by P. Barrow that the February 15, 2023 Finance and Audit Committee meeting motions be received for information. CARRIED.

CARRIED.

6. NEW BUSINESS – OPEN MEETING

6.1 Long-Term Care Bed Expansion Project Update

Reports included with the Agenda were reviewed by N. Wolff. Mitigation to existing residents in the area to be renovated was discussed. M. Karker advised residents have been placed in other areas of our Home, two are currently left to relocate. Suggestion to include overall risks as a line item. Workplan is much more detailed than is presented here. Communications on this project are evolving as we move forward. We do have financial contingencies within the numbers. We have some buffers, however, all red squares are the milestones put in place by the Ministry. Our architect has already reached out to City staff who have indicated they can stay within our timelines (including securing building permits). Meetings continue on a weekly basis and, as necessary. Everyone has been very responsive.

7. CORRESPONDENCE FOR INFORMATION / EDUCATION

7.1 The Elliott LTC Residence Quarterly Report 2022-Q4

Received for information.

7.2 Report to the City re LTC Bed Expansion February 28, 2023

Received for information.

8. UPCOMING MEETINGS

As noted on the agenda.

9. ADJOURNMENT – OPEN MEETING

Having no other business raised, it was moved by B. Koornstra that the Board of Trustees open meeting adjourn at 6:26 pm. CARRIED.

10. AUTHORITY TO MOVE INTO CLOSED MEETING

Moved by R. Sathasivam, seconded by L. Woolley that the Elliott Board of Trustees now hold a meeting that is closed to the public, pursuant to The Municipal Act, Section 239 (a) and (i). CARRIED.

11. MOTIONS FROM CLOSED MEETING

Moved by R. Sathasivam, seconded by K. Wilkie that the closed meeting Board Minutes of February 2 and 3, 2023 be approved. CARRIED.

Moved by D. O'Rourke, seconded by R. Sathasivam that the HR Year At A Glance Report presented by the Chief of HR and Community Services on March 9, 2023 be received for information. CARRIED.

Moved by K. Cusimano, seconded by L. Woolley that the Executive Team Strategic Report for the March 2023 Closed Board meeting be received for information. CARRIED.

Moved by K. Cusimano, seconded by R. Sathasivam that the Finance and Audit Committee Report for the March 2023 Closed Board meeting be received for information.

12. CHAIR'S ANNOUNCEMENTS & ADJOURNMENT

Having no other business raised, it was moved by B. Koornstra that the Board of Trustees open meeting adjourn at 7:39 pm. CARRIED.

Respectfully Submitted,

Approved by Motion of the Board of Trustees,

Julie Spindler
Executive Assistant
March 10, 2023

Bill Koornstra
Chair, Board of Trustees
April 6, 2023

13. CLOSED MEETING – BOARD MEMBERS & CEO
Minutes recorded by Board Chair Bill Koornstra.

14. CLOSED MEETING – BOARD MEMBERS ONLY
Minutes recorded by Board Chair Bill Koornstra.