

Committee of Management for the Elliott Meeting Agenda



Monday, December 7, 2020, 1:30 p.m.

Remote meeting live streamed
on guelph.ca/live

Changes to the original agenda are noted with an asterisk "*".

To contain the spread of COVID-19. Committee of the Management for the Elliott meetings are being held electronically and can be live streamed at guelph.ca/live.

For alternate meeting formats, please contact the City Clerk's Office at clerks@guelph.ca or 519-822-1260 extension 5603.

	Pages
1. Notice - Electronic Participation	
1.1. Committee of Management for the Elliott	
This meeting will be held by Electronic Participation in accordance with the City of Guelph Procedural By-law (2020)-20515.	
2. Call to Order - Chair Downer	
2.1. Disclosure of Pecuniary Interest and General Nature Thereof	
3. Confirmation of Minutes	1
Recommendation: That the open meeting minutes of the Committee of Management for the Elliott held on September 8, 2020 be confirmed as recorded and without being read.	
4. Consent Agenda	
4.1. CME-2020-4 The Elliott Long-Term Care Residence Quarterly Report 2020-Q3	4
Recommendation: That the 2020-Q3 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.	

5. Chair and the Elliott Community Staff Announcements
6. Adjournment



Minutes of the Committee of Management for the Elliott

**September 8, 2020, 1:30 p.m.
Remote meeting live streamed
on guelph.ca/live**

Council:	Mayor C. Guthrie Councillor P. Allt Councillor B. Bell Councillor C. Billings Councillor L. Caron Councillor C. Downer Councillor D. Gibson Councillor R. Goller Councillor J. Gordon Councillor J. Hofland Councillor M. MacKinnon Councillor D. O'Rourke Councillor M. Salisbury
Staff:	S. Stewart, Chief Administrative Officer C. Clack-Bush, Deputy Chief Administrative Officer, Public Services S. O'Brien, General Manager, City Clerk's Office/City Clerk T. Di Lullo, Council and Committee Coordinator D. Tremblay, Council and Committee Coordinator
Others Present:	M. Karker, Chief Executive Officer, The Elliott Community M. Coburn, Director of Finance

2. Call to Order - Chair Downer

Chair Downer called the meeting to order. (1:30 p.m.)

2.1 Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures.

3. Confirmation of Minutes

Moved By Councillor Goller

Seconded By Mayor Guthrie

That the open meeting minutes of the Committee of Management for the Elliott held on June 15, 2020 be confirmed as recorded and without being read.

Voting in Favour: (10): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, and Councillor MacKinnon

Carried (10 to 0)

4. Consent Agenda

4.1 CME-2020-3 The Elliott Long Term Care Residence Quarterly Report 2020-Q2

Michelle Karker, Chief Executive Officer, provided a summary of the Long Term Care Residence Quarterly Report 2020-Q2.

Moved By Councillor Hofland

Seconded By Councillor Goller

That the 2020-Q2 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.

Voting in Favour: (13): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron , Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, Councillor O'Rourke, and Councillor Salisbury

Carried (13 to 0)

5. Chair and the Elliott Community Staff Announcements

Michelle Karker, Chief Executive Officer advised that the 2020 Great Escape annual fundraiser will be an online auction commencing September 11, 2020. Money raised will go towards the purchase of virtual bicycles for the residents.

6. Adjournment

Moved By Councillor Billings
Seconded By Councillor Gordon

That meeting be adjourned. (1:44 p.m.)

Voting in Favour: (12): Mayor Guthrie, Councillor Allt, Councillor Bell, Councillor Billings, Councillor Caron , Councillor Downer, Councillor Gibson, Councillor Goller, Councillor Gordon, Councillor Hofland, Councillor MacKinnon, and Councillor O'Rourke

Carried (12 to 0)

Chair Downer

Stephen O'Brien City Clerk

TO: Committee of Management

DATE: December 7th, 2020

SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2020 – Q3

RECOMMENDATION

That the 2020-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 1st – September 30th, 2020, the following activities / actions were reported to the Board of Trustees as they relate to the ELTCR:

- The Elliott Community continues to follow all Directives and mandates received from the Ontario Government regarding COVID-19 for LTC and Retirement homes. The Elliott Community has to date been able to keep the facility COVID free however, we did have one staff test positive at the beginning November due to community transmission. No further transmission amongst staff or residents occurred.
- New colour coded COVID advisory system has been launched. Based on what colour Guelph is at testing of staffing either occurs every two weeks (green & yellow) or weekly (orange, red and grey).
- PPE supplies remain steady.
- Our home continues to be closed to the public including the Café, Tuck Shop and Salon. This continues to reduce revenue from these key areas of our operations.
- The Elliott Community continues to be an active partner working closely with the members of the Guelph and Area Ontario Health Team during this pandemic.
- Our team continues to adapt to “working and operating” with COVID and sustaining these changes and developing new processes will be our focus moving into the winter.

There have been no conflicts of interest of any Board of Trustee member or employee of The Elliott Community 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 were no complaints / concerns received during the third quarter by The Elliott Community.

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

Critical Incident Reports

There were 3 critical incident reports that have been reported to the MOHLTC during the third quarter by The Elliott Community (M633-000004-20 and 5-20 were reported last quarter in error):

No.	Details of Critical Incident	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
M633-000006-20 Aug 8, 2020	Incident that causes injury to a resident – taken to hospital	All protocols followed by staff for this unwitnessed fall prior to hospitalization and after.	Yes	No

City of Guelph - For the Nine Months Ending September 30, 2020 Financial Report

The operating and capital funding requests for The Elliott Community were presented on November 20, 2019 to City Council. The 2020 operating funding of \$1,368,467, capital funding of \$212,000, and balanced Long-Term Care operations were approved as presented. All operating and capital funding reports reflect the allocation of direct and indirect costs reflected in the Services Agreement. In addition, a one-time payment of \$100,000 was approved for safety improvements in Long-Term Care.

For the nine months ending September 30, 2020, the following observations were noted:

- Total revenue of \$7,528,435 was higher than budget due to the aforementioned receipt of the unbudgeted one-time funding from the City for safety improvements. This work has been recently completed therefore, the full funding payment will be recognized as revenue in Q4. In addition, funding has been received from the Ministry of Long-Term Care to cover expenses related to COVID-19 and temporary pandemic funding.
- Employee costs of \$5,263,365 were higher than budgeted due to extra expenses related to COVID-19, temporary pandemic funding and overtime costs. Also, WSIB rates for 2020 were lower than budgeted, leading to lower employee benefits expenses.
- Operating Costs of \$1,891,143 were higher than budgeted. There were extra COVID-19 expenses related to personal protective equipment, but most of these expenses were funded. In addition, there have been extra IPAC, infectious control, equipment expenses related to Long-Term Care. These were partially offset by lower than expected natural gas and electricity costs, due to the warmer winter weather.

- The calculation of funding from The City of Guelph, as it relates to the funding of the Other Accommodation Envelope, had a \$48,330 positive variance as at September 30.
- 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 \$540,663.

The funding from the City of Guelph for 2020 is expected to be fully spent at year end. Cash flow for Long-Term Care was \$173,110 higher than budgeted as at September 30. Most of the planned capital projects are currently on hold due to COVID-19 however, a number of equipment items have been purchased in Q4 and will offset this surplus. If the funds remain unspent at year-end, these funds will be retained to assist with Long-Term Care capital projects in future years.

A line is included 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 to better reflect its expected life, but has no cash flow impact.

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

Prepared By:

Michelle Karker
Chief Executive Officer

Approved By:

William Koornstra
Chair, Board of Trustees

Attachments:

Attachment 1 – Statement of Operations for LTC
Attachment 2 – Statement of Operations for OA

THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Nine Months Ending September 30, 2020

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Long Term Care - Basic	1,377,750	1,357,800	(19,950)	(1%)
Long Term Care - Preferred	370,500	362,634	(7,866)	(2%)
	1,748,250	1,720,433	(27,817)	(2%)
Government Subsidy - LTC:				
Provincial - LTC Subsidy	3,277,072	3,923,808	646,736	20%
Provincial - BSO / Physio / Other	50,130	50,130	0	0%
COVID-19 Funding	0	169,780	169,780	0%
Pandemic Funding	0	378,740	378,740	0%
City of Guelph - LTC Operations	1,026,350	1,103,296	76,946	7%
	4,353,552	5,625,754	1,272,202	29%
Other Revenue:				
Fees and Recoveries	56,430	62,718	6,288	11%
Amort. of Def'd Contributions	101,712	105,315	3,603	4%
Other Revenue	16,800	14,213	(2,587)	(15%)
	174,942	182,247	7,304	4%
Total Revenue	6,276,745	7,528,435	1,251,690	20%

EXPENSES

Employee Costs:				
Wages and Salaries	3,472,225	3,970,002	(497,777)	(14%)
Employee Benefits	856,863	833,940	22,923	3%
COVID-19 Wages	0	73,068	(73,068)	0%
COVID-19 Employee Benefits	0	11,289	(11,289)	0%
Pandemic Subsidy Wages	0	337,469	(337,469)	0%
Pandemic Subsidy Employee Benefits	0	37,596	(37,596)	0%
	4,329,089	5,263,365	(934,277)	(22%)
Operating Costs:				
Supplies	453,038	501,314	(48,276)	(11%)
COVID-19 Supplies	0	81,539	(81,539)	0%
Facility Costs	314,651	295,420	19,232	6%
Interest & Financing Fees	248,286	250,274	(1,988)	(1%)
Equipment	154,451	212,770	(58,320)	(38%)
Purchased Services	167,409	151,544	15,865	9%
Administrative & Other	64,795	44,321	20,473	32%
Amortization of Capital Assets	351,028	352,389	(1,361)	(0%)
Accretion of Def'd Financing Costs	1,573	1,573	0	0%
	1,755,230	1,891,143	(135,913)	(8%)
Total Expenses	6,084,318	7,154,509	(1,070,190)	(18%)

SURPLUS / (DEFICIT)	192,426	373,926	181,500	
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Amortization Adjustment to 40 Years	(113,002)	(113,002)	0	0%
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RESTATED SURPLUS / (DEFICIT)	79,424	260,924	181,500	
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Exclude Non-Cash Items (Amortization & Future Benefits):

Amortiz. of Def'd Contributions	(101,712)	(105,315)	3,603	(4%)
Amortization of Assets & Fees	352,600	353,962	(1,361)	(0%)
Amortization Adjustment to 40 Years	113,002	113,002	0	0%
Future Benefits	23,393	17,244	6,148	26%

(Deduct) / Add Cash Payments:

City Mortgage - Principal / Def'd Pmts	(199,568)	(199,568)	0	0%
SWAP Loan - Principal Payments	(62,608)	(62,608)	0	0%
Capital Lease - LED Lighting	(32,095)	(32,095)	0	0%

CASH FLOW	172,436	345,546	173,110	
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THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care - OA Envelope
For the Nine Months Ending September 30, 2020

	Year To Date			
	Budget \$	Actual \$	Variance	
<u>REVENUE</u>				
Accommodation:				
Basic	1,377,750	1,357,800	(19,950)	(1%)
Preferred	370,500	362,634	(7,866)	(2%)
Provincial Subsidy - MOHLTC	202,944	210,181	7,237	4%
Municipal Subsidy - City of Guelph	1,026,350	1,103,296	76,946	7%
	2,977,544	3,033,911	56,367	2%
Other Revenue:				
Fees & Recoveries	13,230	18,253	5,023	38%
Cable Television Fees	23,400	24,875	1,475	6%
Telephone Fees	9,000	8,933	(67)	(1%)
Amortiz. of Def'd Contributions	101,712	105,315	3,603	4%
Other Revenue	1,800	3,033	1,233	69%
	149,142	160,409	11,267	8%
Total Revenue	3,126,686	3,194,320	67,634	2%
<u>EXPENSES</u>				
Employee Costs:				
Wages and Salaries	1,129,136	1,164,926	(35,790)	(3%)
Employee Benefits	320,314	287,091	33,223	10%
	1,449,450	1,452,017	(2,567)	(0%)
Operating Costs:				
Amortization of Assets & Fees	352,601	353,962	(1,361)	(0%)
Supplies	111,788	93,994	17,794	16%
Facility Costs	313,410	289,028	24,382	8%
Financing & Service Fees	248,286	250,274	(1,988)	(1%)
Equipment	109,804	184,619	(74,815)	(68%)
Purchased Services	70,094	59,306	10,788	15%
Administrative & Other	22,833	14,370	8,463	37%
	1,228,816	1,245,553	(16,737)	(1%)
Total Expenses	2,678,266	2,697,570	(19,304)	(1%)
SURPLUS / (DEFICIT)	448,420	496,750	48,330	
Amortization Adjustment to 40 Years	(56,501)	(56,501)	0	0%
RESTATED SURPLUS / (DEFICIT)	391,919	440,249	48,330	
<u>Exclude Non-Cash Items (Amortization & Future Benefits):</u>				
Amortiz. of Def'd Contributions	(101,712)	(105,315)	3,603	(4%)
Amortization of Assets & Fees	352,601	353,962	(1,361)	(0%)
Amortization Adjustment to 40 Years	56,501	56,501	0	0%
Future Benefits	23,393	17,244	6,149	26%
<u>(Deduct) / Add Cash Payments:</u>				
City Mortgage - Principal / Def'd Pmts	(99,396)	(99,396)	0	0%
SWAP Loan - Principal Payments	(31,304)	(31,304)	0	0%
Capital Lease - LED Lighting	(15,984)	(15,984)	0	0%
CASH FLOW	576,018	615,957	39,939	