

# Committee of Management for the Elliott Meeting Agenda



Monday, January 25, 2021, 4:30 p.m.

Remote meeting live streamed  
on [guelph.ca/live](https://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](https://guelph.ca/live).

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Pages

## 1. Notice of Electronic Participation

### 1.1. City Council

This meeting will be held by Electronic Participation in accordance with City of Guelph Procedural By-Law (2020)-20515.

## 2. Call to Order - 4:30 p.m.

Chair Downer

### 2.1. Disclosure of Pecuniary Interest and General Nature Thereof

## 3. Authority to Move into closed meeting

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to the Municipal Act, to consider:

### 3.1. Disclosure of Pecuniary Interest and General Nature Thereof

**3.2. The Elliott Long Term-Care Agreement - Committee of Management Obligations**

Section 239 (2)(f) of the Municipal Act relating to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**4. Open Meeting - 5:00 p.m.**

**4.1. Closed Meeting Summary**

**5. Confirmation of Minutes**

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**Recommendation:**

That the open meeting minutes of the Committee of Management for the Elliott held on December 7, 2020 be confirmed as recorded and without being read.

**6. Consent Agenda**

**6.1. Compliance Audit - The Elliott Long-Term Care - 2021-25**

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**Recommendation:**

1. That the Committee of Management requests the engagement of the external auditor to review and issue an opinion to the City on the compliance by The Elliott with the Indirect Cost Allocation Schedule.

**7. Chair and the Elliott Community Staff Announcements**

**8. Adjournment**



## **Minutes of the Committee of Management for the Elliott**

**December 7, 2020, 1:30 p.m.  
Remote meeting live streamed  
on [guelph.ca/live](https://guelph.ca/live)**

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

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### **1. Call to Order - Chair Downer**

Chair Downer called the meeting to order (1:33 p.m.).

**1.1 Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures.

**2. Confirmation of Minutes**

Moved By Councillor Billings

Seconded By Councillor Gordon

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.

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

Carried (12 to 0)

**3. Consent Agenda**

**3.1 CME-2020-4 The Elliott Long-Term Care Residence Quarterly Report 2020-Q3**

Moved By Councillor Hofland

Seconded By Councillor O'Rourke

That the 2020-Q3 quarterly report on the operations of the Elliott Long-Term Care Residence, be received.

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

Carried (12 to 0)

**4. Chair and the Elliott Community Staff Announcements**

Michelle Karker, Chief Executive Officer, The Elliott Community, expressed thanks to Council for their budget support.

**5. Adjournment**

Moved By Councillor Billings  
Seconded By Councillor Gibson

That the meeting be adjourned (1:47 p.m.).

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

Carried (12 to 0)

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Chair Downer

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Stephen O'Brien - City Clerk

# Staff Report

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To	<b>Committee of Management for the Elliott Community</b>
Service Area	Public Services
Date	Monday, January 25, 2021
Subject	<b>Compliance Audit – The Elliott Long-Term Care</b>

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## Recommendation

1. That the Committee of Management requests the engagement of the external auditor to review and issue an opinion to the City on the compliance by The Elliott with the Indirect Cost Allocation Schedule
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## Executive Summary

### Purpose of Report

To seek the approval of the Committee of Management to engage the external auditor to review and issue an opinion to the City on the compliance by The Elliott with the Indirect Cost Allocation Schedule, pursuant to section 21 of our current agreement.

### Key Findings

The Elliott Long-Term Care Residence (The Elliott) has identified an emerging budget pressure relating to compensation parity with other competing long-term care facilities in the local area and compression concerns as a result of provincially legislated increases for Personal Support Workers. The Elliott's final Board-approved 2021 budget request of the City was \$502,800, or a year-over-year 36.7% increase.

As part of the 2021 budget deliberations, Council directed that \$465,300 of that budget increase be funded as a one-time operating expense restricted for the purpose of compensation parity. This one-time funding allowed staff the necessary time to further analyze the long-term financial implications of the request.

Given the extraordinary increase in The Elliott's budget request for 2021, staff are recommending that we exercise Section 21 of our current agreement and request an external audit of the compliance with the Indirect Cost Allocation Schedule. Since the agreement was signed in 2015, we have not done a compliance audit of this type, and it is the opinion of staff that we should undertake such an audit periodically throughout the life of the agreement, and that this year is appropriate due to the significant budget increase.

## **Financial Implications**

The cost for the audit will be paid for by the City, with the expected cost to be in the range of \$10 thousand to \$15 thousand depending upon how readily accessible the data is to the auditors. In order to mitigate the cost, the audit work will be performed at the same time as the auditor performs The Elliott's year-end audit fieldwork to create staff time efficiency.

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## **Report**

The Elliott operates as the City's designated long-term care facility. The Elliott is a charitable corporation which operates retirement living suites and life-lease suites, in addition to the long-term care residence, collectively known as The Elliott Community. The Elliott is a local board of the City as established by the Elliott Act, 2002. All areas of operation are overseen by a Board of Trustees appointed by City Council. The Long-Term Care Homes Act, 2007, S.O. 2007, requires that a municipality, approved to operate a long-term care home, form a Committee of Management composed of members of Council to oversee the responsibilities of the home. On August 25, 2014, Council passed the Delegation of Authority By-law number (2014)-19796, which establishes the Community and Social Services (now Public Services) Committee as the Committee of Management.

The Elliott identified an emerging budget pressure relating to compensation parity with other competing long-term care facilities in the local area and compression concerns as a result of provincially-legislated increases for Personal Support Workers. The original proposed budget by City staff included an increase of \$37,500, or a year-over-year 2.4% increase. The Elliott's final Board-approved budget request of the City was \$502,800, or a year-over-year 36.7% increase.

To address the additional extraordinary budget request, Council approved a one-time transfer of \$465,300 to The Elliott, restricted for the purpose of compensation parity increases for nursing and personal support positions. Approving this as one-time funding then provided the City with the necessary time to more fully review the request and how it complies with the current funding agreement that is in place with The Elliott.

Section 21 of the agreement, dated February 26, 2015, between the City and The Elliott regarding Long-Term Care Services says that, at the discretion of the Committee of Management, the external auditor may be engaged to review and issue an opinion to the City on the compliance by The Elliott with the Indirect Cost Allocation Schedule, the cost of which shall be incurred by the City.

Requesting an external audit of the compliance with the Indirect Cost Allocation Schedule will provide the Committee of Management with the necessary information to consider the ongoing compensation parity issues, and make decisions about base funding for the 2022 operating budget.

## **Financial Implications**

The cost of the external audit will be paid by the City, and is expected to be in the range of \$10 thousand to \$15 thousand depending upon how readily accessible the data is to the auditors.

Any findings from the audit that have bearing on future operating budgets will be brought back to the Committee of Management for review, and in advance of the 2022 budget deliberations.

### **Consultations**

City staff continue to work with The Elliott senior management team, and will rely on their continued support as we undertake this audit.

### **Strategic Plan Alignment**

Supporting The Elliott as the City's legislative responsibility to have a municipally-designated Long-Term Care Facility aligns with the Building Our Future Strategic Plan pillar. By ensuring compliance with the current agreement, we can provide the Committee of Management with the information needed to consider the long-term operating budget needs of our long-term care facility.

### **Attachments**

None

### **Departmental Approval**

Tara Baker, City Treasurer

Christopher Cooper, City Solicitor

Karl Hutchinson, General Manager, Internal Audit

### **Report Author**

Colleen Clack-Bush

### **This report was approved by:**

Colleen Clack-Bush

Deputy Chief Administrative Officer

Public Services

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### **This report was recommended by:**

Scott Stewart

Chief Administrative Officer

Office of the Chief Administrative Officer

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