

The Elliott Long-Term Care Residence Report

TO: Committee of Management

DATE: June 7th, 2022

SUBJECT: The Elliott Long-Term Care Residence Quarterly Report 2022 – Q1

RECOMMENDATION

That the 2022-Q1 quarterly report on the operations of The Elliott Long-Term Care Residence (the ELTCR), be received.

BACKGROUND

The Fixing Long-Term Care Act, 2021 requires every municipality within Ontario 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 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 Fixing Long-Term Care Act, 2021 including, fulfilling the obligations under section 69;
- (d) Complying with all laws, regulations, policies, and orders made by any level of government that relate to the operation of the ELTCR;
- (e) Complying with all provisions in the Elliott Delegation of Authority By-law; and,
- (f) Managing a Business Plan and Strategic Plan for the ELTCR.

Overview of the Operations

For the period January 1st - March 31st, 2022, 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 Public Health and the Ontario Government regarding COVID-19 for LTC and Retirement homes.

- Per Ministry and Public Health Directives our home continues to be closed to the public which continues to have an impact on other operational revenue.
- The Elliott Community staff continues to partner on the Guelph Wellington Ontario Health Team (GWOHT) working groups and Steering committees
- The Elliott Community continues to partner with Guelph General Hospital re: Transitional Beds in our Retirement home area. COVID protocols and Directives are strictly adhered to ensuring our Home remains safe.
- While recruitment continues to be a challenge due to limited health human resources we have partnered with a staffing agency to help support any staffing vacancies in order to maintain compliance.
- The Ministry of LTC has announced that ELTCR has in partnership with the City of Guelph received approval for 29 new beds per the application submitted in December 2021. No further information regarding next steps is available at this time.
- Our Annual Report for 2021 is attached for your information.

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 represent specific sections of the responsibilities of the Services Agreement:

Complaints / Concerns

There was 1 complaint/concern received during Q1 by the ELTCR.

Date	Details of Complaint / Concern	Response from Management	Resolved within The Elliott	Reported to the MOHLTC
January 30, 2022	Housekeeping	Request to clean room when resident is present will be accommodated by staff, when possible.	Yes	No

Critical Incident Reports

There were 2 critical incident reports that have been reported to the MOHLTC during Q1 by the ELTCR:

No.	Details of Critical Incident	Response from Management	Resolved within The Elliott	MOHLTC Completed Inspection
M633-000001-22 February 11, 2022	Resident to resident abuse	DOC reported the incident, and physician and family members were notified. Transferred to hospital via ambulance for assessment will continue with BSO support and other Physician support.	Yes	No
M633-000002-22 March 15, 2022	Disease Outbreak	Public Health was notified and COVID outbreak was declared with 4 confirmed cases. Declared over on March 27 th , 2022.	Yes	No

City of Guelph – Statements for the Year Ended March 31, 2022 Financial Report

The operating and capital funding requests were presented to Guelph City Council for approval on December 2, 2021. The funding request totaled \$2,727,144 and consisted of:

1. Base operational funding of \$1,939,138; and,
2. Annual capital expenditure of \$788,006.

City Council approved all amounts requested.

For the three months ended March 31, 2022, the following observations were noted within the LTC financial results (please refer to page 5 for further details):

- Total revenue was \$2,781,686 and exceeded budget by \$483,764. The excess revenue is driven by the COVID-19 funding combined with the four hours of care funding received from the Provincial Government. The Covid-19 funding was utilized for The Elliott Community's ongoing program to prevent the spread of the virus and the four hours of care funding is directed toward additional front-line staff.
- Accommodation revenue continues to track lower than budget due to COVID-19 related requirements for residents waiting for their care home of choice, which are not required to pay the accommodation fees. The Provincial Government is expected to reimburse The Elliott Community for these fees in the future. The average LTC occupancy for the January through March period was 98.4%, exceeding the budget assumption of 97.0%.
- Provincial government funding levels are above budget due to the Covid-19 and four hours of care funding previously mentioned.

- Other revenue exceeded budget due to higher than expected recoveries and higher deferred contributions, mainly a result of assets purchased utilizing Covid funding.
- Overall employee costs are over budget by \$128,896, driven by COVID-19 requirements combined with higher wages relating to the four hours of care program.
- Total operating costs are \$187,040 over budget, driven by COVID-19 expenditures. Excluding Covid related expenditures, supplies were over budget due to increases in food costs and purchased services exceeded budget due to catch up maintenance activities deferred from the prior year. Excluding Covid-19 expenses, total operating expenses are \$37,803 below budget.
- For the first quarter of 2022, total expenses were \$2,368,684 and \$315,936 over budget. When Covid expenses are excluded, total expenses are \$20,268 below budget for the same period.
- The surplus for Q1 2022 was \$413,001 and \$167,828 above budget. After considering the building depreciation adjustment, the restated surplus is \$356,500.
- Cash flow for the first quarter is \$531,206 and above budget due to the net surplus combined with the timing of capital expenditures, the majority of which are incurred in the non-winter months and some supply challenges.

A line has been included at the bottom of the LTC Statement of Operations to demonstrate the impact of a revision in the amortization period of The Elliott building from 20 years to 40 years. A 40-year amortization period for this building is more appropriate than a 20-year amortization period. The aggressive 20-year amortization period utilized until 2017 has created a negative surplus on the balance sheet. This change, however, does not impact the reported cash flows.

The Statement of Operations for Long-term Care for Other Accommodation is included 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 – LTC
Attachment 3 - Annual Report 2021

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
Long Term Care
For the Three Months Ending March 31, 2022**

	Year To Date		
	Budget \$	Actual \$	Variance
<u>REVENUE</u>			
Accommodation:			
Long Term Care - Basic	461,592	395,677	(65,915)
Long Term Care - Preferred	106,484	90,145	(16,339)
	<u>568,076</u>	<u>485,822</u>	<u>(82,254)</u>
Government Subsidy - LTC:			
Provincial - LTC Subsidy	1,165,726	1,379,425	213,699
Provincial - BSO / Physio / Other	16,710	16,710	0
COVID-19 Funding	0	274,072	274,072
Pandemic Funding	0	62,132	62,132
City of Guelph - LTC Operations	484,785	484,784	0
	<u>1,667,221</u>	<u>2,217,123</u>	<u>549,902</u>
Other Revenue:			
Fees and Recoveries	17,500	22,822	5,322
Amort. of Defd Contributions	41,524	51,605	10,082
Other Revenue	3,600	4,313	713
	<u>62,624</u>	<u>78,740</u>	<u>16,116</u>
Total Revenue	2,297,921	2,781,686	483,764
<u>EXPENSES</u>			
Employee Costs:			
Wages and Salaries	1,173,070	1,200,360	(27,290)
Employee Benefits	279,679	269,924	9,755
COVID-19 Wages	0	47,631	(47,631)
COVID-19 Employee Benefits	0	5,804	(5,804)
Pandemic Subsidy Wages	0	57,926	(57,926)
	<u>1,452,749</u>	<u>1,581,644</u>	<u>(128,896)</u>
Operating Costs:			
Supplies	157,563	164,529	(6,966)
COVID-19 Supplies	0	224,843	(224,843)
Facility Costs	111,123	104,647	6,476
Interest & Financing Fees	75,917	75,699	218
Equipment	59,739	26,263	33,476
Purchased Services	49,591	55,684	(6,093)
Administrative & Other	19,216	18,274	942
Amortization of Capital Assets	126,326	116,578	9,748
Accretion of Defd Financing Costs	525	524	1
	<u>600,000</u>	<u>787,040</u>	<u>(187,040)</u>
Total Expenses	2,052,749	2,368,684	(315,936)
SURPLUS / (DEFICIT)	245,173	413,001	167,828
Amortization Adjustment to 40 Years	(56,501)	(56,501)	0
RESTATED SURPLUS / (DEFICIT)	188,672	356,500	167,828
<u>SUMMARIZED CASH FLOW:</u>			
<u>Exclude Non-Cash Items (Amortiz. & Future Benefits):</u>			
Amortiz. of Defd Contributions	(41,524)	(51,605)	(10,081)
Amortization of Assets & Fees	126,851	117,102	(9,749)
Amortization Adjustment to 40 Years	56,501	56,501	0
Future Benefits	5,863	5,748	(115)
<u>(Deduct) / Add Cash Payments:</u>			
City Mortgage - Principal / Defd Pmts	(105,433)	(105,433)	0
SWAP Loan - Principal Payments	(32,400)	(32,400)	0
Capital Expenditures	(197,002)	(12,208)	184,794
Capital Contributions	197,002	197,002	0
CASH FLOW	198,530	531,206	332,677

**THE ELLIOTT COMMUNITY
STATEMENT OF OPERATIONS
OA Envelope - Long Term Care
For The Year Ended For the Three Months Ending**

	Year To Date		
	Budget \$	Actual \$	Variance
<u>REVENUE</u>			
Accommodation:			
Basic	461,592	395,677	(65,915)
Preferred	106,484	90,145	(16,339)
Provincial Subsidy - MOHLTC	78,734	100,088	21,354
Municipal Subsidy - City of Guelph	484,785	484,784	(1)
	<u>1,131,595</u>	<u>1,070,694</u>	<u>(60,901)</u>
Other Revenue:			
Fees & Recoveries	4,210	10,168	5,958
Cable Television Fees	7,110	8,017	907
Telephone Fees	3,180	3,082	(98)
Amortiz. of Def'd Contributions	41,524	51,605	10,081
Other Revenue	600	1,253	653
	<u>56,624</u>	<u>74,125</u>	<u>17,501</u>
Total Revenue	1,188,219	1,144,819	(43,400)
<u>EXPENSES</u>			
Employee Costs:			
Wages and Salaries	333,149	370,852	(37,703)
Employee Benefits	95,579	87,785	7,794
	<u>428,728</u>	<u>458,637</u>	<u>(29,909)</u>
Operating Costs:			
Amortization of Assets & Fees	126,851	117,102	9,749
Supplies	39,175	37,308	1,867
Facility Costs	110,673	104,278	6,395
Financing & Service Fees	75,917	75,699	218
Equipment	43,164	25,974	17,190
Purchased Services	16,474	25,746	(9,272)
Administrative & Other	6,426	9,985	(3,559)
	<u>418,680</u>	<u>396,092</u>	<u>22,588</u>
Total Expenses	847,408	854,729	(7,321)
SURPLUS / (DEFICIT)	340,811	290,090	(50,721)
Amortization Adjustment to 40 Years	(56,501)	(56,501)	0
RESTATED SURPLUS / (DEFICIT)	284,310	233,589	(50,721)
<u>SUMMARIZED CASH FLOW:</u>			
<i>Exclude Non-Cash Items (Amortiz. & Future Benefits):</i>			
Amortiz. of Def'd Contributions	(41,524)	(51,605)	(10,081)
Amortization of Assets & Fees	126,851	117,102	(9,749)
Amortization Adjustment to 40 Years	56,501	56,501	0
Future Benefits	5,863	5,748	(115)
<i>(Deduct) / Add Cash Payments:</i>			
City Mortgage - Principal / Def'd Pmts	(105,433)	(105,433)	0
SWAP Loan - Principal Payments	(32,400)	(32,400)	0
Capital Expenditures	(197,002)	(12,208)	184,794
Capital Contributions	197,002	197,002	0
CASH FLOW	294,168	408,295	114,128