

**The Corporation of the City of Kawartha Lakes
Agenda
Victoria Manor Committee of Management Meeting**

VMC2024-005

Thursday, September 19, 2024

9:30 A.M.

Electronic Participation Meeting

Members:

Deputy Mayor Charlie McDonald

Councillor Mike Perry

Councillor Emmett Yeo

This is an electronic participation meeting. If you wish to view the proceedings electronically, please contact Andrew Wright, Executive Assistant, Human Services, at awright@kawarthalakes.ca to request a copy of the Zoom Link for the meeting.

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. **Call to Order**
2. **Adoption of Agenda**

That the agenda for the Victoria Manor Committee of Management meeting of September 19, 2024, be adopted as circulated.
3. **Disclosures of Pecuniary Interest**
4. **Deputations and Presentations**
5. **Approval of the Minutes of the Previous Meeting** 4 - 7

Victoria Manor Committee of Management Meeting, June 17, 2024

That the minutes of the Victoria Manor Committee of Management meeting held on June 17, 2024, be adopted as circulated.
6. **Correspondence**
7. **Presentations**
- 7.1 VMC2024-005.7.1

Overview of the Draft 2025 Operating Budget for Victoria Manor
Cheryl Faber, Director of Human Services
Philippa Welch, VP Regional Operations, Sienna

That the presentation by Cheryl Faber, Director of Human Services, regarding an **Overview of the Draft 2025 Operating Budget for Victoria Manor**, be received.
- 7.1.1 Report VMC2024-09 8 - 11

Draft 2025 Victoria Manor Operating Budget Report
Phillipa Welch, VP Regional Operations, Sienna
Pam Kulas, Executive Director, Victoria Manor
Michael Spray, Senior Manager Operations Finance

That Report VMC2024-09, **2025 Victoria Manor Operating Budget Report**, be received.
- 7.2 VMC2024-005.7.2

Overview of the Draft 2025 Capital Budget for Victoria Manor
Cheryl Faber, Director of Human Services

That the presentation by Cheryl Faber, Director of Human Services, regarding an **Overview of the Draft 2025 Capital Budget for Victoria Manor**, be received.

8. Reports

9. Closed Session

That the Victoria Manor Committee of Management convene into closed session in order to consider matters on the Thursday, September 19, 2024 Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Sections 239(2)(b)(d)(e)(g) of the Municipal Act, S.O. 2001. S.25

9.1 VMC2024-005.9.1

Confidential Closed Session Minutes, Victoria Manor Committee of Management Meeting, June 17, 2024

Municipal Act, 2001 s.239(2)(b) personal matters about identifiable individuals, including municipal or local board employees

Municipal Act, 2001 s.239(2)(d) labour relations or employee negotiations

Municipal Act, 2001 s.239(2)(g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act

9.2 VMC2024-005.9.2

Victoria Manor Operations Report, August 22, 2024

Municipal Act, 2001 s.239(2)(b) personal matters about identifiable individuals

Municipal Act, 2001 s.239(2)(d) labour relations or employee negotiations

Pam Kulas, Executive Director, Victoria Manor

10. Matters from Closed Session

11. Other New Business

12. Next Meeting

October 21, 2024 commencing at 1:00 p.m.

13. Adjournment

The Corporation of the City of Kawartha Lakes
Minutes
Victoria Manor Committee of Management Meeting

VMC2024-004
Monday, June 17, 2024
1:00 P.M.
Electronic Participation Meeting

Members:
Deputy Mayor Charlie McDonald
Councillor Mike Perry
Councillor Emmett Yeo

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. Call to Order

Chair McDonald called the meeting to order at 1:10 p.m. Councillor Perry was in attendance.

Director Cheryl Faber, Treasurer Carolyn Daynes, Executive Assistant Holly Russett, Executive Director Pamela Kulas, Vice President Regional Operations LTC Sienna Senior Living Philippa Welch and Senior Manager Operations Finance Michael Spray were also in attendance.

Absent: Councillor Yeo

2. Adoption of Agenda

Resolved That the June 17, 2024 agenda be adopted as circulated.

VMCM2024-028

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

Resolved That the June 17, 2024 agenda be adopted as circulated.

Carried

3. Disclosures of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

4. Deputations and Presentations

There was no deputations and presentations.

5. Approval of the Minutes of the Previous Meeting

Resolved That the minutes of the Victoria Manor Committee of Management meetings held April 15, 2024, be adopted as circulated.

VMCM2024-029

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

Resolved That the minutes of the Victoria Manor Committee of Management meetings held April 15, 2024, be adopted as circulated.

Carried

6. Business Arising from Previous Meetings

No business arising

7. Correspondence

No correspondence

8. Reports

8.1 Victoria Manor Operations Report to Committee of Management, May 2024

VMCM2024-030

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

Resolved That the Victoria Manor Operations Report to Committee of Management, May 2024, provided by Sienna Senior Living, be received for information.

Carried

8.2 VMC2024-07 Notice of Level of Care Funding Increases

VMCM2024-031

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

Resolved That Report VMC2024-07, "Notice of Level of Care Funding Increases" including Appendices A, B and C be received; and

That the Mayor and Clerk receive endorsement to sign the 2024 Level of Care Funding Increases to Long Term Care Homes.

Carried

All Sienna staff left the meeting before the Committee went into closed session.

9. Closed Session

VMCM2024-032

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

Resolved That the Victoria Manor Committee of Management convene into closed session in order to consider matters on the Monday, June 17, 2024

Closed Session Agenda and that are permitted to be discussed in a session closed to the public pursuant to Section 239(2)(b)(d)(g) of the Municipal Act, S.O. 2001. S.25

Carried

10. Matters from Closed Session

None

11. Other New Business

None

12. Next Meeting

August 19, 2024, Human Services Boardroom or Electronic Video Meeting, commencing at 1:00 p.m.

13. Adjournment

VMCM2024-036

Moved By Councillor Perry

Seconded By Deputy Mayor McDonald

That the Victoria Manor Committee of Management Meeting adjourn at 2:07 p.m.

Carried

Victoria Manor Committee of Management

Report VMC2024-09

Meeting Date: September 19, 2024

Meeting Time: 9:30 a.m.

Meeting Place: Victoria Manor Boardroom, 220 Angeline St., Lindsay

OR Electronic Video Meeting

Subject: 2025 Victoria Manor Operating Budget Report

**Author Name and Title: Philippa Welch, VP Regional Operations Sienna
Pamela Kulas, Executive Director
Michael Spray, Senior Manager Operations
Finance**

Recommendation(s):

That Report VMC2024-09, **2025 Victoria Manor Operating Budget Report**, be received.

Director

Other

Background:

In the development and approval of the annual operating budget, the Terms of Reference of the Victoria Manor Committee of Management describe the Committee’s role as follows:

Advice to Council

The Committee may make recommendations to Council on the following matters, for which Council retains the decision-making role:

1. The annual operating budget;

Budgeted revenues are based on the assumed Case Mix Index (CMI) for the home by either the Ministry of Long Term Care or Ontario Health; expected funding increases, and expected supernumerary funding adjustments including direct care funding, and funding for additional needs of some residents has been included. Actual revenues will vary with a lower or higher CMI and/or the provincial indexing of the global Ministry of Long Term Care (MLTC) funding allocation.

Budgeted revenues are based on the global funding mechanism and governed by the financial policies for long term care of the Ministry of Long Term Care (MLTC). This funding includes:

- Case Mix Index (CMI) assessed annually by MLTC;
- Additional funding initiatives in alignment with system strategies of Ontario Health;
- Direct Care Staffing Funding
 - o Funding to increase RN, RPN, and PSW hours to 4.0 hours per resident by March 2025 and;
 - o Allied Health funding for increases in therapy and recreation staffing and;
- any other supernumerary funding initiatives

Actual revenues will vary with a lower or higher CMI and/or the provincial indexing of the global Ministry of Long Term Care (MLTC) funding allocation.

Rationale:

The recommended 2025 operating budget includes a total net municipal contribution of \$2,598,882 as described in Table 1. This is an increase of \$75,696 from the 2024 approved operating budget, an increase of 3%.

	Budget	2025
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	2024	Budget	Variance (\$)	Variance (%)
Nursing				
Revenue	(10,256,624)	(11,657,886)	(1,401,262)	14%
Expenses	11,506,620	13,051,291	1,544,671	13%
Net Nursing	1,199,996	1,393,405	193,409	11%
Programs				
Revenue	(771,602)	(801,245)	(29,643)	4%
Expenses	1,480,096	1,517,404	37,308	3%
Net Programs	708,494	716,159	7,665	1%
Food				
Revenue	(744,345)	(809,811)	(65,466)	9%
Expenses	744,345	809,811	65,466	9%
Net Food	0	0	0	0%
Other Accommodation				
Revenue	(4,599,528)	(4,989,429)	(389,902)	8%
Expenses				
Dietary	1,330,069	1,431,305	101,236	8%
Housekeeping	726,697	755,928	29,231	4%
Laundry	276,725	288,764	12,038	4%
Maintenance	898,559	920,717	22,158	2%
Administration	749,220	767,969	18,749	3%
Facility	1,232,954	1,314,066	81,111	7%
Net OA	614,696	489,318	(125,379)	-20%
Cumulative Net	2,523,186	2,598,882	75,696	3%

The development of this operating budget includes recognition of known and anticipated labour agreement rates; and increased in direct care staff hours to 3.33 and allied health staffing hours to 1.24 hours, an increase of approximately 3 hours weekly.

The 2025 operating budget acknowledges that planned adjustments in 2024 were not implemented given the higher than anticipated direct care funding that was issued in May 2024 and further enhances hours of care by 3 hours weekly.

Other budget assumptions include:

Tax Levy Revenue

\$2,598,882 (2024B - \$2.52M, increased by 3%)

Ministry of Health Long Term Care Funding Assumptions

- Case Mix Index – 1.0152 based on current 2024/25 CMI
- Nursing – 3.0% increase, historically index to inflation
- Food – 3.0%, increase
- Other Accommodation – 3.0% increase
- Supplementary Staffing Funding (Direct Care & Allied Health)
- Funding through to March 2025 – DCH \$1,822.02 + AHP \$161.35 per bed, per month
- Assumed April 2025 to March 2026 – DCH \$1,673.55 + AHP \$148.20 per bed, per month

The baseline in which to build this budget is working towards a standard of care that aligns with the provincial target of achieving 4.0 hours of direct resident care per day. The 2025 operating budget has increased the number of direct care hours in nursing and provides for continuing positive resident outcomes. The target of 4.0 direct resident care hours per day is not able to be achieved, with the anticipated funding support available.

It would be recommended that if funded support is higher than anticipated in the budget plan, that additional direct care hours be added to continue to enhance resident care and pursue the target of 4.0 direct resident care hours per day.

Financial Considerations:

The recommended 2025 Operating Budget includes a net municipal tax support contribution of \$2,598,882

Consultations:

Victoria Manor, Leadership Team
Philippa Welch, Sienna Senior Living

Cheryl Faber, Director Human Services
Sara Beukeboom, Director Corporate Services
Carolyn Daynes, Treasurer

Director: Cheryl Faber
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