

Advisory Committee on Homes for the Aged

Meeting No. 13 **Contact** Betty Bushe
Meeting Date Friday, February 29, 2008 **Phone** 416-396-7088
Start Time 9:30 AM **E-mail** bushe@toronto.ca
Location Meeting Room 310, Metro Hall

Attendance

Members of the Advisory Committee on Homes for the Aged were present for some or all of the time periods indicated under the section headed “Meeting Sessions”, which appears at the end of the Minutes.

Dr. Paul Gamble, Chair	X
Barbara Buckspan	R
Moshe Greengarten	R
Jack Harmer	X
Sandra Kerr	R
Councillor Raymond Cho	R
Linda Legault	X
Beth Morum	R
Patricia Prentice, Acting Chair	X
Brigitte Robertson	X
Willis Rudy	X
Donna Ryder	X
Margaret Smuk	X

Confirmation of Minutes

On motion by Patricia Prentice, the Minutes of the meeting of the Advisory Committee on Homes for the Aged held on January 25, 2008, were confirmed.

HA13.1	Information	Received		
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Appointment to Fill Vacancy on the Advisory Committee on Homes for the Aged

(February 1, 2008) Letter from City Clerk

Summary

City Council on January 29 and 30, 2008 approved the appointment of Ms. Linda Legault to the Advisory Committee on Homes for the Aged, for a period of three years, with the provision for an extension of an additional term, as outlined in the terms of reference.

Decision Advice and Other Information

Homes for the Aged Advisory Committee:

- a. Received the letter (February 1, 2008) from the City Clerk.
- b. Welcomed Ms. Linda Legault to the Homes for the Aged Advisory Committee.

Motions

Motion to Receive Item moved by Patricia Prentice (Carried)

HA13.2	Presentation	Received		Ward: All
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Overview of the Homes for the Aged Division's Recommended 2008 Operating Budget

(February 14, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

The Homes for the Aged Division's recommended 2008 operating budget is \$206.6 million gross and \$40.7 million net, which is an increase over the 2007 approved operating budget of 7.1 percent (gross) and 22.5 percent (net).

The recommended 2008 operating budget includes additional resources to respond to increasing care and service needs of residents. Registered and non-registered staffing levels will be increased through a provincial Registered Practical Nurse (RPN) funding initiative and the normal annual acuity adjustment. The 2007 provincial increase in raw food funding from \$5.46 to \$7.00 per resident day has been added to the 2008 budget. In addition, year-over-year wage and benefit increases, the extra day due to leap year, and two years of budget adjustments

as a result of the part-time wage harmonization arbitration award totalling \$4.3 million have increased the Division's operating budget.

Included in the recommended budget are two service enhancements totalling \$1.2 million, \$0 net. Subject to Council's approval, implementation of these initiatives will be contingent upon the City receiving additional provincial subsidy. Five new Infection Prevention and Control (IPAC) practitioners are proposed to meet the safety requirements of staff and residents and to respond to increasing provincial demands around infection control. Enhanced Nutritional and Support Services resources are added to ensure the homes meet compliance with new requirements arising out of the Long-Term Care Homes Act specific to the maintenance of physical plants and food service operations.

Decision Advice and Other Information

Homes for the Aged Advisory Committee:

- a. Received the report (February 14, 2008) from the General Manager, Homes for the Aged.
- b. Thanked staff for the presentation.

Motions

Motion to Receive Item moved by Margaret Smuk (Carried)

Report - Overview of Recommended 2008 Operating Budget
<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11275.pdf>

HA13.3	Information	Received		Ward: All
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Achievement of 2007 Operating Objectives Established by Each Home for the Aged and Community Programs

(February 11, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

Toronto Homes for the Aged develops long term goals and annual operating objectives that are consistent with the strategic direction and vision of the Division and the mission and values of the City. In addition to the division-wide annual operating objectives, each home and the community services program establishes annual operating objectives to assist and guide the achievement of these goals. Each objective is monitored throughout the year, and a final report is prepared at year end. This report provides copies of the 2007 achievement reports for each of the ten homes and community programs.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 11, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Jack Harmer (Carried)

Report - Achievement of 2007 Operating Obj - Each Home and Community Programs

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11299.pdf>)

Attachment - Achievement - Bendale

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11300.pdf>)

Attachment - Achievement - Carefree

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11301.pdf>)

Attachment - Achievement - Castleview

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11302.pdf>)

Attachment - Achievement - Cummer

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11303.pdf>)

Attachment - Achievement - Fudger

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11304.pdf>)

Attachment - Achievement - Kipling

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11305.pdf>)

Attachment - Achievement - Lakeshore

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11306.pdf>)

Attachment - Achievement - Seven Oaks

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11307.pdf>)

Attachment - Achievement - True Davidson

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11308.pdf>)

Attachment - Achievement - Wesburn

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11309.pdf>)

Attachment - Achievement - Community Programs

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11310.pdf>)

HA13.4	Information	Received		Ward: All
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Achievement of 2007 Operating Objectives Established by the Homes for the Aged Division

(February 11, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

The strategic planning process in the Homes for the Aged Division includes the development of long range goals and a process to establish annual operating objectives to guide the achievement of the goals. The goals focus on a number of elements that support the division's strategic plan, and include: Care and Services, Human Resources, Information Management, Environment and Leadership/Partnerships. The annual objectives address specific priorities related to each of these elements.

This report provides a summary of the achievement of each of the annual objectives established by the Homes for the Aged Division's management team for 2007.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 11, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Patricia Prentice (Carried)

Links to Background Information

Report - Achievement of 2007 Operating Obj - Division

<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11297.pdf>

Attachment - Achievement of 2007 Operating Obj - Division

<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11298.pdf>

HA13.5	ACTION	Adopted		Ward: 3
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HFA Division – Request for Expenditure from Education Donations Account for Educational Pilot Project – Preventing Bullying in the Workplace

(February 6, 2008) Report from General Manager, Homes for the Aged

Recommendations

The General Manager, Homes for the Aged recommends that:

1. The Advisory Committee on Homes for the Aged endorse the requested expenditure for \$3,600.00 plus GST and expenses from the Staff Education Donations Account.

Financial Impact

There is no impact on the 2008 operating budget.

Summary

Many employers are recognizing that workplace bullying is a significant workplace issue that negatively affects staff morale. Some organizations have expanded their definition of workplace violence to include bullying. Currently, the City of Toronto's Occupational Health and Safety Coordinating Committee (OHSCC) is analyzing the results of a recent 'Preventing Workplace Violence' staff survey. Based on the results of this survey, the OHSCC will develop a work plan, including the roll-out of education on the prevention of workplace violence throughout 2008. However, it is not yet common in Canada to include workplace bullying in formal violence in the workplace programs. In addition, harassment and bullying do not fall within the Ministry of Labour's scope, unless a worker has been injured or has reasonable grounds to believe that she/he is at risk of injury.

Notwithstanding, Toronto Homes for the Aged is aware that bullying does exist in Ontario's workplaces and we are anxious to proactively address it through a pilot project, develop a prevention strategy and implement education program that will be used in all of our other work locations in the future.

When Wesburn Manor opened in 2004, staff from a number of other Toronto Homes for the Aged transferred to the new home, for a variety of reasons. There is significant evidence that when re-organization occurs, newly formed teams move through several phases of development including norming and storming, before they become high performing teams. Wesburn Manor continues to experience workplace stress related to lack of respect, lack of team synergy and symptoms of workplace bullying. As a result, Wesburn Manor management team embraced the idea of developing and piloting the 'Prevent Workplace Bullying' strategy and educational program, as a pilot project.

Committee Recommendations

Homes for the Aged Advisory Committee:

1. Endorsed the requested expenditure for \$3,600.00 plus GST and expenses from the Staff Education Donations Account for an Educational Pilot Project – Preventing Bullying in the Workplace.

Motions

Adopt Item motion moved by Birgitte Robertson (Carried)

Links to Background Information

Report - Preventing Bullying in the Workplace

<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11279.pdf>

HA13.6	ACTION	Adopted		Ward: All
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2008 Toronto Challenge Presenting Sponsor and Budget

(February 11, 2008) Report from General Manager, Homes for the Aged

Recommendations

The General Manager, Homes for the Aged recommends that:

1. The Advisory Committee on Homes for the Aged endorse the 2008 Toronto Challenge event budget.

Financial Impact

There are no financial implications to the Homes for the Aged operating budget arising from the 2008 Toronto Challenge.

Summary

The 17th annual Toronto Challenge will be held on Sunday, June 8, 2008 with the presenting sponsorship support of MonsterMortgage.ca and the returning sponsorship of dozens of corporate partners. Funds contributed by the presenting sponsor of the Toronto Challenge pay for promotional materials, race day logistical costs, printed materials, and for recognition prizes awarded to the race winners and event participants in various categories.

MonsterMortgage.ca is an excellent sponsor, providing support throughout the planning process, access to hockey icon Doug Gilmour (a partner in the ownership team of MonsterMortgage.ca) at the media launch, and a multitude of current and potential participants for the 5k run, 5k walk and 1k walk.

The theme for this year's event "Join the Team ... Take the Challenge" will maintain the existing participation base and will be used to specifically target increased involvement of young people, through campaigns with the Toronto District School Board (TDSB) and Toronto Catholic District School Board (TCDSB). As well, additional appeals will be made to the running club community with the assistance of The Running Room.

With strong sponsorship support and a controlled event budget, the Toronto Challenge is a significant fund and awareness raising event for Toronto Homes for the Aged and area organizations serving seniors.

Committee Recommendations

Homes for the Aged Advisory Committee:

1. Endorsed the 2008 Toronto Challenge event budget.

Motions

Adopt Item motion moved by Willis Rudy (Carried)

Links to Background Information

Report - 2008 Toronto Challenge Presenting Sponsor and Budget
<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11276.pdf>

HA13.7	Information	Received		Ward: 21
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Registered Practical Nurse Upgrading Program Offered On Site at Castleview Wychwood Towers

(February 6, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

Continuing education is an expectation of all registered nursing staff. An exciting project is taking place at Castleview Wychwood Towers (CWT) and this report describes the program and its objectives.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 6, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Patricia Prentice (Carried)

Links to Background Information

Report - Registered Practical Nurse Upgrading - Castleview

<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11280.pdf>

HA13.8	Information	Received		Ward: All
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Volunteer Youth Summit

(February 11, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

Youth are an important part of the volunteer team within Toronto Homes for the Aged. At present, one in five of our active volunteers are under the age of 18 years. Community involvement is a high school requirement and volunteering with Toronto Homes for the Aged is a rewarding way to earn community service hours. We encourage young people to give their time and talents.

On Saturday, February 2, 2008, a Youth Summit was held at Metro Hall with fourteen (14) youth in attendance. Six (6) Coordinators of Volunteer Services and the Manager of Fundraising and Volunteer Programs also attended.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 11, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Donna Ryder (Carried)

Links to Background Information

Report - Volunteer Youth Summit

<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11322.pdf>

HA13.9	Information	Received		Ward: All
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Residents' Interest Reserve Fund – 2008 Budget

(February 6, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

The Residents' Interest Reserve Fund is used for the general benefit of the residents of the Homes for the Aged to enhance their quality of life through social and recreational activities. Annual expenditures are based on 90 percent of all interest recorded in the fund in the previous year. Due to higher rates of return on investments in 2007, funds available for distribution in 2008 are \$85,963.00 and represent an increase of \$13,500.00 over the 2007 allocation. The fund balance as at December 31, 2007 is \$1,911,784.73.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 6, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Brigitte Robertson (Carried)

Links to Background Information

Report - Residents' Interest Reserve Fund - 2008 Budget

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11282.pdf>)

Attachment - Residents' Interest Reserve Fund - 2008 Budget

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11320.pdf>)

HA13.10	Information	Received		Ward: All
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Residents' Interest Reserve Fund – 2007 Fourth Quarter Report

(February 6, 2008) Report from General Manager, Homes for the Aged

Financial Impact

There are no financial implications arising from this report.

Summary

The Residents' Interest Reserve Fund is used for the general benefit of the residents of the Homes for the Aged to enhance their quality of life through social and recreational activities. Annual expenditures are based on 90 percent of all interest recorded in the fund in the previous year. The fund balance as at December 31, 2007 is \$1,911,784.73.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 6, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Jack Harmer (Carried)

Links to Background Information

Report - Residents' Interest Reserve Fund - 2007 Fourth Quarter

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11283.pdf>)

Attachment - Residents' Interest Reserve - 4 Quarter

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11321.pdf>)

HA13.11	Information	Received		Ward: 2, 6, 24, 28, 31, 38
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Minutes of Home Advisory Committees

(February 1, 2008) Report from General Manager, homes for the Aged Division

Summary

The purpose of the following reports are to provide members of the Homes for the Aged Advisory Committee with copies of minutes of the following meetings for information:

1. (February 11, 2008) Minutes of Bendale Acres Home Advisory Committee (November 28, 2007).
2. (February 6, 2008) Minutes of Carefree Lodge Home Advisory Committee (January 22, 2008).
3. (February 12, 2008) Minutes of Cummer Lodge Home Advisory Committee (December 3, 2007).
4. (February 12, 2008) Minutes of Cummer Lodge Home Advisory Committee (January 7, 2008).
5. (February 15, 2008) Minutes of Fudger House Home Advisory Committee (January 9, 2008).
6. (February 13, 2008) Minutes of Kipling Acres Home Advisory Committee (November 27, 2007).
7. (February 14, 2008) Minutes of Lakeshore Lodge Home Advisory Committee (January 17, 2008).
8. (February 7, 2008) Minutes of True Davidson Acres Home Advisory Committee (January 31, 2008).

Decision Advice and Other Information

Homes for the Aged Advisory Committee received the report (February 1, 2008) from the General Manager, Homes for the Aged.

Motions

Motion to Receive Item moved by Donna Ryder (Carried)

Links to Background Information

Bendale Acres - November 28, 2007

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11311.pdf>)

Carefree Lodge - January 22, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11312.pdf>)

Cummer Lodge - December 3, 2007

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11313.pdf>)

Cummer Lodge - January 7, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11314.pdf>)

Fudger House - January 9, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11315.pdf>)

Kipling Acres - November 27, 2007

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11316.pdf>)

Lakeshore Lodge - January 17, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11317.pdf>)

True Davidson Acres - January 31, 2008

(<http://www.toronto.ca/legdocs/mmis/2008/ha/bgrd/backgroundfile-11318.pdf>)

HA13.12	Presentation	Received		Ward: All
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Canadian Council on Health Services Accreditation (CCHSA)

Summary

A presentation on the Canadian Council on Health Services Accreditation (CCHSA) will be provided.

Decision Advice and Other Information

Homes for the Aged Advisory Committee:

- a. Received the presentation on the Canadian Council on Health Services Accreditation.
- b. Requested a copy of the presentation be sent to the Members by e-mail.

Motions

Motion to Receive Item moved by Brigitte Robertson (Carried)

HA13.13	Presentation	Received		
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Lakeshore Lodge - Valentine Day's Congratulations from Breakfast Television to staff

Summary

The Administrator of Lakeshore Lodge presented a video to the Advisory Committee on Homes for the Aged wherein Breakfast Television presented flowers on Valentine's Day, February 14, 2008, to one of the Nurses at Lakeshore Lodge as nominated by a patient and his family for exceptional service above and beyond.

Decision Advice and Other Information

Homes for the Aged Advisory Committee received this presentation and video and sent congratulations to Lakeshore Lodge and the staff.

Motions

Motion to Receive Item moved by Brigitte Robertson (Carried)

Meeting Sessions

Session Date	Session Type	Start Time	End Time	Public or Closed Session
2008-02-29	Morning	9:30 AM	12:00 PM	Public

Chair.