



## **Administrative Report**

### **Office of the Administrator, Sun Parlor Home**

**To:** Warden MacDonald and Members of Essex County Council

**From:** Jayne Brooks-Keller  
Administrator, Sun Parlor Home

**Date:** Wednesday, February 15, 2023

**Subject:** Sun Parlor Home – Declaration of Compliance for 2022

**Report #:** 2023-0215-SPH-001-JBK

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#### **Purpose**

To provide County Council information and recommendation to authorize the execution of the Declaration of Compliance under the Services Accountability Agreement (SAA) for the period January 1, 2022 to December 31, 2022.

#### **Background**

In March 2022, the Essex County Council accepted the terms of the Extending Letter from Ontario Health West to amend the Long-Term Care Service Accountability Agreement (SAA) for Sun Parlor Home, for the period of March 31, 2022 – March 31, 2023.

One of the terms of the SAA is the annual Declaration of Compliance indicating that, to the best of their knowledge and belief, Sun Parlor Home has fulfilled its obligation under the Service Accountability Agreement.

#### **Discussion**

Ontario Health West has provided notification (Appendix 1) that the SAA Schedule E – Declaration of Compliance for the 2022 fiscal year is due on March 1, 2023.

#### **Financial Implications**

There are no financial implications with this declaration of compliance.

## Consultations

Sun Parlor Home Senior Leadership Team

## Recommendation

That Essex County Council authorizes the execution of the Declaration of Compliance indicating that, to the best of their knowledge and belief, Sun Parlor Home, has fulfilled its obligations under the Service Accountability Agreement in effect during the period of January 1, 2022 to December 31, 2022.

## Approvals

Respectfully Submitted,

*Jayne Brooks Keller*

Jayne Brooks-Keller, Administrator, Sun Parlor Home

Concurred With,

*Mary Birch*

Mary Birch, Interim Chief Administrative Officer

Appendix Number	Title
1	Schedule E – Form of Compliance Declaration