

**Tuesday, September 8, 2020**

**SPECIAL MEETING MINUTES**

**Date:** September 8, 2020

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
 Mark King  
 Taya Vrebosch  
 Dean Backer  
 Sherry Culling

**Staff:** Jamie Lowery, CEO  
 Billy Brooks, Finance Manager  
 Angie Punnett, Director of Operations  
 Shani Giroux, Director of HR  
 Julie Pilkey, Recording Secretary

**Regrets:** Terry Kelly

**Guests:** Dave Smits, Project Manager  
 Dean Decaire, BDO  
 Margaret Karpenko, City of North Bay

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><i>“Moved by Dean Backer and seconded by Sherry Culling that the meeting be called to order at 5:00 p.m.”</i></p> <p><b>Res. #32-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the agenda for this meeting be approved presented.”</i></p> <p><b>Res. #33-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Sherry Culling and seconded by Dean Backer that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #34-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Redevelopment</b>	
	<p><b>3.1 Progress Update and Questions</b></p> <p><b>3.2 Sub-Committee Recommendations to the Board</b> <i>(from Finance &amp; Procurement Sub-Committee Meeting – September 2/20)</i></p> <ul style="list-style-type: none"> <li>• <b>Procurement Process, Schedule and Evaluation Team</b></li> <li>• <b>Infrastructure Ontario</b></li> <li>• <b>DA Letter Approval</b> <i>(draft attached)</i></li> </ul> <p>Dave updated the work completed over the summer. Satisfied the Ministry with revised drawings and requirements. Worked with design team to confirm details. Reviewed all drawings and resolved details (cameras, door sizes, etc.).</p> <p>RFP – Dave noted the protocols for the site visit, due to COVID-19. Working close with the Health Unit and Infection Control. Contractors will need to be tested 2 weeks prior to entry, small groups. Visits to be done later in the evening for minimal disruption to residents, neighbourhood, campus and parking. How to serve the Campus is an ongoing exercise.</p> <p>Dave worked with Paul Emanuelli on the RFP to reflect the 2 stage process.</p> <p>Architect design is approved. 90% of work completed.</p>	

	<p>Approval should be back from the Ministry early next week (week of Sept. 14/20), then start tender process. Discussed the comprehensive business plan for the north wing to include shared services to offset operating costs.</p> <p>Tanya requesting a report/letter from Jamie &amp; Dean Decaire to present to City Council. Jamie and Dean to put a communication piece together with capital levies for Municipality CAOs for their councils. Dean Decaire noted each Municipality will have the option to borrow on their own or pay upfront. They do not all have to agree on the same option.</p> <p><b>Recommendation #1 – Procurement Process, Schedule and Evaluation Team</b></p> <p><i>“Moved by Mark King and seconded by Tanya Vrebosch that the Board approve the recommendation to endorse the Procurement Process, Schedule and Evaluation Team Members, as reported at the Finance &amp; Procurement Sub-Committee meeting, held on September 2, 2020.”</i></p> <p><b>Res. #35-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><b>Recommendation #2 – Infrastructure Ontario</b></p> <p><i>“Moved by Dean Backer and seconded by Sherry Culling that the Board approve the recommendation to endorse moving forward with the work necessary to proceed with Infrastructure Ontario (I.O.) as reported at the Finance &amp; Procurement Sub-Committee meeting, held on September 2, 2020.”</i></p> <p><b>Res. #36-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><b>Recommendation #3 – DA Cover Letter Approval</b></p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the Board approve the recommendation to approve the DA Cover Letter for the Agreement to Develop Long-Term Care Homes Beds for Cassellholme (Project 479), as presented.”</i></p> <p><b>Res. #37-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	<p>Jamie &amp; Dean Decaire</p>
<b>4. IN-CAMERA</b>		
	<p><b>4.1</b> Community Support Services <b>4.2</b> Cassellholme – Personnel Issue</p> <p><i>“Moved by Dean Backer and seconded by Sherry Culling that Board proceed to an In-Camera Session at 5:53 p.m.”</i></p> <p><b>Res. #38-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the In-Camera Session be adjourned at 6:40 p.m.”</i></p> <p><b>Res. #39-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<b>D. DATE OF NEXT MEETING</b>		
	<p>Thursday September 24, 2020 @ 5:00 p.m. – or at the call of the Chair.</p>	
<b>E. ADJOURNMENT</b>		
	<p><i>“Moved by Sherry Culling and seconded by Dean Backer that the meeting be adjourned at 6:41 p.m.”</i></p> <p><b>Res. #40-20</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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Secretary

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Chairman