

**THURSDAY, DECEMBER 17, 2020**

**MINUTES**

**Date:** Thursday December 17, 2020

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
 Mark King  
 Terry Kelly  
 Sherry Culling  
 Tanya Vrebosch  
 Dean Backer

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

**Regrets:**

**Guests:** Dave Smits, Project Manager  
 Greg Lloyd (BDO)  
 Dean Decaire (BDO)  
 Ryan Farkas (BDO)  
 Jason Trottier  
 Michael Lee  
 Monique Peters (Family Council)  
 Wendy Abdallah  
 Bill Vrebosch  
 Mayor Al McDonald  
 Margaret Karpenko  
 Your TV North Bay

|           | ITEM  | ACTION |
|-----------|---|--------|
| <b>A.</b> | <b>CALL TO ORDER</b>  |        |
|           | <p><i>“Moved by Tanya Vrebosch and seconded by Terry Kelly that the meeting be called to order at 5:21 p.m.”</i></p> <p>Res. #71-20</p> <p style="text-align: right;"><u>Carried</u></p>  |        |
|           | <b>1. Approval of Agenda</b>  |        |
|           | <p><i>“Moved by Dean Backer and seconded by Mark King that the Board approve the agenda for this meeting, as presented.”</i></p> <p>Res. #72-20</p> <p style="text-align: right;"><u>Carried</u></p>  |        |
|           | <b>2. Conflict of Interest</b>  |        |
|           | <p><i>“Moved by Sherry Culling and seconded by Mark King that Tanya Vrebosch declared a conflict of interest for discussions relating to Point Click Care. Tanya’s brother is an employee.”</i></p> <p>Res. #73-20</p> <p style="text-align: right;"><u>Carried</u></p> |        |

### 3. Approval of Minutes

#### 3.1 Approval of Minutes of the Regular Meeting held on November 26, 2020

*“Moved by Dean Backer and seconded by Terry Kelly that the minutes of the Regular Meeting held on November 26, 2020 be adopted as presented.”*

Res. #74-20

Carried

#### 3.2 Approval of Minutes of the Regular Meeting held on November 30, 2020

*“Moved by Tanya Vrebosch and seconded by Sherry Culling that the minutes of the Regular Meeting held on November 30, 2020 be adopted as presented.”*

Res. #75-20

Carried

### 4. Business Arising

#### 4.1 COVID-19 Update

Ministry of Health guidelines are rapidly changing. Concerns with the holiday season approaching and having people from other zones visiting. Plans are to have visitors declare what zone they are from at the door screening.

Testing continues every 2 weeks.

Creating a policy for vaccinations. Tentative to have vaccines arriving in early January.

Requesting that we also vaccinate family members here.

Directive #3 states residents can be admitted directly from the hospital without quarantine. Senior Management concerned and alerted hospital for process. Residents will be in isolation, swabbed, monitored for 3-5 days, then moved to room. Education provided to families. Precautions to protect staff.

Tanya questioned how we will protect from other zones? Angie noted when residents leave, they have a tracing sheet to fill out identifying where they've been and who they were with.

Jamie to get further instructions from Jim Chirico regarding restrictions/guidelines through the holidays.

Staff received a special turkey meal this week from Cecils.

### 5. Cassellholme Operations

#### 5.1 Insurance Renewal

Billy discussed the renewal quote from Knox Insurance, noting a typical price increase of approximately 20%.

*“Moved by Mark King and seconded by Dean Backer that the Board approve Cassellholme to continue with the insurance coverage for 2021 with Knox Insurance.”*

Res. #76-20

Carried

#### 5.2 Budget to Actuals Update – Year to Date

Billy provided a PowerPoint budget update (report available upon request). Forecasting to be under budget. COVID funded expenses are forecasted to March 2021 with a surplus of \$304,707.

PSWs received a retro pay of \$3.00 an hour back to October 2020 for pandemic pay.

## 6. Redevelopment

### 6.1 Redevelopment Update

Billy provided a 2020 Timeline up to December 17/20. Jamie discussed that each Municipality received a letter to give a choice of how they want to finance their share of the redevelopment.

Ryan Farkas confirmed that Infrastructure Ontario has everything to submit to the credit department for the term sheet (should be ready mid-January). Discussed terms for loan, interest rate, etc.

Terry Kelly – concern – thought monthly charge over 25 years not signing a loan. That they would only pay levy and Cassellholme would borrow on their own.

Will there be changes to the term sheet? BDO working to get best possible rate and terms. Every municipality will be different.

Jamie discussed guarantees with loan, letter of credit.

Municipality of East Ferris doesn't want to guarantee a loan. Cassellholme will not be able to borrow on their own without security backing.

Other lender options would have higher interest rates.

Jamie noted Vic Fidelli will speak with I.O.

Brian Pollard had a conference call today with contacts. Looking into the need for guarantees.

Cassellholme will continue to explore other avenues with BDO and private investors.

Mark King agrees to move forward with project. Long overdue. Concerned if the City of North Bay and East Ferris are prepared to commit to the project.

Dean Decaire – will get the best price for this project. Noted there is no difference buying upfront or over 25 years. Guarantee needed during construction then reduced after.

Tanya noted the rebuild is the #1 priority.

Municipalities need to know their risks. Municipalities can write or email Board Chair with concerns.

### 6.2 RFP – Setting an Upset Limit

Discussion – Tanya concerned there is no budget – suggested 100,000,000. Billy noted 6.6 million in grants. Dave commented on changes to design and what can be taken away.

Identified a take-away pricing list with tender in RFP. Jamie noted other options if upset is too high – can go to the province and MOH due to COVID, etc. Suggested to play it out until more information. Proposals will be clear. Subject to final pricing, then the Board will revisit for approval. Dean Backer noted it is everyone's responsibility to help Cassellholme proceed with the rebuild.

## 7. Community Support Services

Jamie noted there is growth in the homemaker course. Receiving approximately 4 requests a day.

Currently 325 people waiting for services.

OHT is looking at providing services for seniors to remain in their homes longer. Working with VON for training.

## 8. New Business

The RFP deadline was extended to January 23, 2021, so that no vendor can come back and say it wasn't fair for everyone.

A team for the risk analysis & log consists of Induspec, BDO, Procurement Lawyer and the Architects.

## B. CORRESPONDENCE

1. City of North Bay Letter from Mayor Al McDonald. Cassellholme Board to respond to letter. Response to be shared with Board, prior to sending.
2. East Ferris Resolution – 2020-313

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|---|--|--|
| <b>C. REQUEST FOR FUTURE AGENDA ITEMS</b> |  |  |
|   | No items noted   |  |
| <b>D. DATE OF NEXT MEETING</b>            |  |  |
|   | Thursday January 28, 2021 @ 5:00 p.m. – or at the call of the Chair.   |  |
| <b>E. ADJOURNMENT</b>                     |  |  |
|   | <p><i>“Moved by Mark King and seconded by Dean Backer that the meeting be adjourned at 7:10 p.m.”</i></p> <p>Res. #77-20 <span style="float: right;"><u>Carried</u></span></p> |  |

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**Secretary**

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**Chairman**