

Thursday, September 26, 2019

MINUTES

Date: September 26, 2019

Location: Cassellholme Garden Room

Present: Chris Mayne
 Dean Backer
 Tanya Vrebosch
 Terry Kelly

Staff: Jamie Lowery, CFO
 Ric Campbell, CEO
 Billy Brooks, Finance Manager
 Julie Pilkey, Recording Secretary

Regrets: Mark King (LOA)

Guests: Nathan Jensen, Mitchell Jensen Architects
 Shani Giroux, Director of Human Resources

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>"Moved by Terry Kelly and seconded by Dean Backer that the meeting be called to order at 5:38 p.m."</i></p> <p>Res. #44-19 <u>Carried</u></p>	
1. Approval of Agenda		
	<p><i>"Moved by Dean Backer and seconded by Tanya Vrebosch that the agenda for this meeting be approved as revised."</i></p> <p>Res. #45-19 <u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>"Moved by Terry Kelly and seconded by Tanya Vrebosch that no member present has declared a conflict of interest."</i></p> <p>Res. #46-19 <u>Carried</u></p>	
3. Approval of Minutes		
	<p>4.1 Approval of Minutes of the Regular Meeting held on June 6, 2019</p> <p><i>"Moved by Dean Backer and seconded by Terry Kelly that the minutes of the Regular Meeting held on June 6, 2019, be adopted as presented."</i></p> <p>Res. #47-19 <u>Carried</u></p>	

4. Business Arising		
	<p>4.1 Motion – Mark King requesting a leave of absence during the election</p> <p><i>WHEREAS the Federal Election has been called by the Government of Canada;</i> <i>WHEREAS Mark King has been accepted as a candidate for the Peoples Party of Canada;</i> <i>WHEREAS Mark King is seeking the Federal Riding of Nipissing–Temiskaming and focusing on the election;</i> <i>"BE IT RESOLVED that the Board approve Mark King's absences on committees and boards where applicable, during the election. "Moved by Dean Backer and seconded by Terry Kelly"</i></p> <p>Res. #48-19 <u>Carried</u></p>	

4.2 Redevelopment

4.2.1 Architect update – Nathan Jensen

Jamie discussed Vic Fideli's announcement, approving the Cassellholme rebuild.

HVAC changes – LED's, call bells, etc, building codes

Nathan presented an updated schedule/overview. Discussed what has to happen to get to tender.

Discussed the 16 bed redesign, 5th floor, laundry, penthouse to 6th floor. Approval for changes to

Indigenous unit. Consultants working on schedule. Remodel for energy consumption.

Decision to be made if using prequalification for tender process by mid-October. Tender process will take 2 months. Mid-February 2020 - close tender, then approximately 2 weeks to review. Approval for March 2020. Construction April 2020. First occupancy 2022 – final 2025.

4.2.2 North Bay Hydro

Meeting will be held to discuss Hydro's offer for the Co-gen.

4.2.3 Ministry Request

Jamie noted for 2 months emails were going to an email for him at the City that didn't exist.

Finally received the document. Response will be sent with dates of Municipalities resolutions.

Then receive the redevelopment agreement.

4.2.4 Procurement & Finance – Sub Committee (letter)

The draft letter will be completed and sent out on Monday to the Municipalities/Clerks/Mayors asking for at least one representative from each area to sit on the committee.

4.3 Cyber-Attack *(Ric Campbell)*

Ric spoke to Joan Knox at Knox Insurance. Insurance is for if a cyber-attack occurs, it does not prevent it. Ric requested a quote for this insurance and will also talk to the City IT to get a "letter of comfort" for our security.

5. Cassellholme Operations

5.1 Operational Update

5.1.1 Roof

The repairs to the Apple & Maple roofs have been completed

5.1.2 Air Conditioner

The new air conditioner unit is scheduled for installation in October 2019

5.1.3 Water Mixer

It was identified that the mixing valve needs to be replaced. Estimated cost is \$10,000

5.2 Photos – Repair to Main Water Supply Pipe

Discussed the pictures of the main water supply pipe that was recently replaced.

5.3 Budget to Actuals Review at August 31, 2019

Ric noted a correction with "other accommodations" should be 58, not 57. Discussed the CMI and Cost of Living.

"Moved by Tanya Vrebosch and seconded by Dean Backer that the Board approve the Cassellholme Budget to Actuals Review at August 31, 2019, as presented."

Res. #49-19

Carried

6. Community Support Services

No items noted.

7. IN-CAMERA

7.1 Financing Discussion

7.2 Project Management

“Moved by Terry Kelly and seconded by Dean Backer that the Board proceed to an In-Camera session at 6:49 p.m.”

Res. 50-19

Carried

“Moved by Terry Kelly and seconded by Dean Backer that the In-Camera session be adjourned at 7:15 p.m.”

Res. #51-19

Carried

“Moved by Dean Backer and seconded by Terry Kelly that following the in-camera discussion that the Board gives authorization to the CEO to engage BDO Financial Toronto, to organize and develop a financial strategy for the redevelopment of Cassellholme. The plan will ensure the deadlines are reasonably set out to ensure that the financing recommendations are delivered prior to November 15, 2019.”

Res. #52-19

Carried

“Moved by Tanya Vrebosch and seconded by Terry Kelly that following the in-camera discussion that the Board provide authorization to procure Project Management Services for the Redevelopment of Cassellholme.”

Res. #53-19

Carried

8. New Business

8.1 Ontario Health Team (OHT)

8.1.1 General Update *(Verbal)*

Jamie gave an overview. Near North Health & Wellness group – application approved to move forward. Filling out the agreement. 3 things to ensure *(see first 3 items below, included in package)*

8.1.2 Confirmation of Participation

Included in package

8.1.3 Due Diligence Attestation

Included in package

8.1.4 Interim Leadership Agreement

Included in package

“Moved by Dean Backer and seconded by Tanya Vrebosch that the Board approve the CEO and Board Chair, Castle Arms, Cassellholme and CSS authority and consent to sign the Confirmation of Participation, Due Diligence Attestation, Interim Leadership Agreement, associated with the Near North Health & Wellness application.”

Res. #54-19

Carried

8.1.5 Webex Dates

Included in package. Jamie explained the purpose and invited Board members to attend.

B. CORRESPONDENCE

- B.1. Thank You Letter – Frank Armstrong’s Family
- B.2. Letter – Billing Request for Ms. Kathie Coutu
- B.3. Mental Health & Addiction Round Table (letter)

C. REQUEST FOR FUTURE AGENDA ITEMS

Request to add a Vote for a Charitable Foundation Board Member Representative

D. DATE OF NEXT MEETING

The next Board meeting will be held - Wednesday October 30, 2019 @ 5:00 p.m. – Cassellholme Garden Room

E. ADJOURNMENT

“Moved by Terry Kelly and seconded by Tanya Vrebosch that the meeting be adjourned at 7:39 p.m.”

Res. #55-19

Carried

Secretary

Chairman