

**MINUTES OF THE
CASSELLHOLME
EAST NIPISSING DISTRICT HOME FOR THE AGED
BOARD OF MANAGEMENT MEETING**

Date: January 14, 2016

Location: Castle Arms Board Room

Present: Chris Mayne
Tanya Vrebosch
Walter Ross
Mark King
Dean Backer

Staff: Jamie Lowery, Chief Executive Officer
Richard Campbell, Chief Financial Officer/Recorder

Guest: Oscar Poloni, KPMG

	ITEM	ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Mark King and seconded by Walter Ross that the meeting be called to order at 6:05 p.m.</i></p> <p>Res.#-01-16 <u>Carried</u></p>	
B.	APPROVAL OF AGENDA	
	<p>Added Item No. 4 under Business Arising – Operating Levy</p> <p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the agenda for this meeting be approved as amended.”</i></p> <p>Res.#02-16 <u>Carried</u></p>	
C.	CONFLICT OF INTEREST	
	<p><i>“Moved by Walter Ross and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p>Res.03-15 <u>Carried</u></p>	
D.	BUSINESS ARISING	
	<p>1. Redevelopment Update</p> <p>CEO, Jamie Lowery provided the following update with respect to the redevelopment:</p> <ul style="list-style-type: none"> - To date, we have received five signed Letters of Intent, namely, North Bay, Bonfield, Chisholm, South Algonquin and East Ferris. - The AW Hooker estimate has not yet been received but it expected within the next two weeks. 	

- An RFP for a Financial Advisor is being prepared and will be circulated with the intention of securing a company or individual to assist in finding the best mortgage and financing rates.
- Fundraising options will require a full review in an effort to raise funds to offset the cost of redevelopment. Further discussion on this topic is required.

2. Meeting with Chief of Staff, Associate Minister of Long-Term Care

Board Chair, Chris Mayne, CEO, Jamie Lowery, together with Don Gracey, Government Relations met with the Chief of Staff of the Associate Minister of Long-Term Care, Cathy Gapp, on Wednesday, January 6, 2016. The main topic of discussion was Cassellholme’s redevelopment. Ms. Gapp outlined the need to deliver a business plan in order to move forward.

3. Collection Process Related to the 2015 Unpaid Levy

Jamie Lowery advised that Cassellholme has retained legal services to assist with the collection of the 2015 unpaid levy in the amount of \$156,390.00.

4. Operating Levy

Chair, Chris Mayne advised that there will be a zero increase to the 2016 Operating Levy. As such, the following motion was passed:

“Moved by Tanya Vrebosch and seconded by Mark King that the Board of Management approve the municipal operating levy for 2016 at the amount of \$3,168,362, subject to ratio changes related to the FIR information for 2014.”

Res.04-15

Carried

E. IN-CAMERA SESSION

“Moved by Walter Ross and seconded by Dean Backer that the meeting proceed to an In-Camera session at 6:22 p.m.”

Res.05-15

Carried

“Moved by Tanya Vrebosch and seconded by Mark King that the In-Camera session be adjourned at 7:17 p.m.”

Res.06-15

Carried

Further to discussion carried out during the In-Camera session, the following motion was passed:

“Moved by Tanya Vrebosch and seconded by Walter Ross that a sub-committee be struck, with participation from each municipality that has returned the signed Letter of Interest, to perform a peer review. The mandate for this sub-committee shall include the following:

- *To examine or review the results associated with the KPMG study*
- *The sub-committee will deliver recommendations related to the financial aspect of concerting Cassellholme into a not-for-profit organization*

	<ul style="list-style-type: none"> - <i>The sub-committee will also deliver recommendations related to financial apportions and implications to each municipality from a capital and operational transition perspective</i> - <i>The recommendations, if adopted, will form the financial component of the Business Plan</i> - <i>The recommendations will be forwarded to the CEO of Cassellholme no later April 3, 2016 and will be presented to the Board at its April meeting.”</i> <p>Res.07-15 <u>Carried</u></p>	
F.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Walter Ross that that the meeting be adjourned at 6:27 p.m.”</i></p> <p>Res.# 08-15 <u>Carried</u></p>	

Secretary

Chairman