

**THURSDAY, MARCH 3, 2022**

**MINUTES**

**Date:** Thursday, March 3, 2022

**Location:** ZOOM Meeting

**Present:** Chris Mayne  
 Mark King  
 Sherry Culling  
 Claire Campbell  
 Dave Mendicino  
 Gail Degagne  
 Robert Corriveau

**Staff:** Jamie Lowery, CEO  
 Billy Brooks, Director of Finance & IT  
 Angie Punnett, Associate Administrator  
 Dave Smits, Project Manager  
 Shani Giroux, Director of Human Resources

**Regrets:**

**Guests:** Ryan Farkas, BDO  
 Bonnie Bolger, Family Council  
 Monique Peters, Family Council  
 Jennifer Hamilton-McCharles – Nugget

	ITEM	ACTION
<b>A. CALL TO ORDER</b>		
	<p><b>RECORDED MEETING</b></p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be called to order at 5:06 p.m.”</i></p> <p>Res. #22-22 <span style="float: right;"><u>Carried</u></span></p>	
<b>1. Approval of Agenda</b>		
	<p><i>“Moved by Dave Mendicino and seconded by Claire Campbell that the Board approved the agenda for this meeting, as amended prior to the meeting.”</i></p> <p>Res. #23-22 <span style="float: right;"><u>Carried</u></span></p>	
<b>2. Conflict of Interest</b>		
	<p><i>“Moved by Bob Corriveau and seconded by Claire Campbell that no Board Members present, have declared a conflict of interest.</i></p> <p>Res. #24-22 <span style="float: right;"><u>Carried</u></span></p>	

### 3. Approval of Minutes

#### 3.1 Approval of Minutes of the Regular Meeting held on January 27, 2021

*“Moved by Sherry Culling and seconded by Mark King that the minutes of the Regular Board Meeting, held on January 27, 2021, be adopted as presented.”*

Res. #25-22

Carried

### 4. Business Arising

#### 4.1 COVID-19 Update

Angie provided a Covid update. Cassellholme is out of outbreak a couple of weeks now. Visitors are allowed back in the building with proof of vaccination. Last Saturday, February 26/22, through surveillance testing, a resident tested positive. Resident received a PCR test to confirm. Roommates and tablemates were tested as well as the residents on the unit. Results confirmed 30 residents tested positive with asymptomatic or minimal symptoms. Outbreak reported and confirmed facility-wide. Residents were set up to isolate in their rooms. Caregivers were called to assist with meal times if available. Non-clinical staff asked to assist at meal times and requested to change shifts to 10-6pm and select 1 or 2 days to change for weekends. Testing is ongoing on a regular basis. Visitors are tested and asked to wait outside or in their cars until they receive a negative result to enter. All eligible residents have had their 4 vaccine/booster. Staff are tested 2 times per week and more frequently if they wish.

### 5. New Business

#### 5.1 Finance Policy – 2.01 – Expense Authorization\* (Motion)

*“Moved by Mark King and seconded by Sherry Culling that the Board approved the 2.01 Expense Authorization Policy, as presented.”*

Res. #26-22

Carried

#### 5.2 Finance Policy – 2.08 – Purchase Contracts\* (Motion)

*“Moved by Mark King and seconded by Sherry Culling that the Board approved the 2.08 Purchase Contracts Policy, as presented.”*

Res. #27-22

Carried

#### 5.3 Finance Policy – 5.4 – Cheque Issuance\* (Motion)

*“Moved by Mark King and seconded by Sherry Culling that the Board approved the 5.4 Cheque Issuance Policy, as presented.”*

Res. #28-22

Carried

## 6. Redevelopment Update

### 6.1 Cassellholme Financing – Cost of Capital – BDO\*

Ryan Farkas, BDO, explained the Cost of Capital letter to the Board including the financing agreement during construction, term loan, opportunity for entering into a forward rate lock in, potential to explore future rate. No option to lock in right now. Look again at the end of Phase 1.

### 6.2 I.O. Financing, Schedule A – CEO Authorization\* (Motion)

*“Moved by Mark King and seconded by Sherry Culling that the Board approved the following motion:*

#### **WHEREAS:**

- (A) *Ontario Infrastructure and Lands Corporation (“IO”) has offered the Board of Management for the District of Nipissing East (the “Board”) certain credit facilities as more particularly set out in the agreement attached hereto as Schedule “A” to this Resolution (the “Financing Agreement”); and*
- (B) *the Board finds it expedient to authorize a member of the Cassellholme management team to execute the Financing Agreement and all documents ancillary thereto on its behalf.*

#### **NOW THEREFORE BE IT RESOLVED THAT:**

- (1) *the entering into and execution of the Financing Agreement and all documents ancillary thereto is authorized by the Board.*
- (2) *the Board hereby authorizes and instructs the Cassellholme Chief Executive Officer, Jamie Lowery, to execute the Financing Agreement and all documents ancillary thereto.*

Res. #29-22

Carried

### 6.3 Redevelopment Project Update\* (Dave Smits) (Motion)

*“Moved by Gail Degagne and seconded by Bob Corriveau that the Board accept the updated Capital Cost Summary, dated March 1, 2022, as provided by Turner and Townsend.”*

Res. #30-22

Carried

## 7. Operations

### 7.1 Cassellholme Operations Update

Dave Smits has been providing information sessions to staff to update on the progress and design for the redevelopment.  
NNDSB is starting a PSW Training Program at Cassellholme. Applicants were interviewed prior to being accepted to the Program. Approximately 3 weeks into the program, students will be training on the floors and various departments as a living classroom (ie: kitchen, laundry, etc.).

## 8. IN-CAMERA

Guests were put in the waiting room. Jamie Lowery left the meeting.

*“Moved by Sherry Culling and seconded by Bob Corriveau that the Board proceed to an In-Camera Session at 6:35 p.m.”*

Res. #31-22

Carried

	<p><b>8.1 North Wing (North Tower)</b></p> <p><b>8.2 Notice of Motion</b> The notice of motion, as discussed in-camera, was approved to be added as a motion at the next meeting.</p> <p><b>8.3 Personnel Matter</b></p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the motion presented and discussed in-camera.”</i></p> <p><b>Res. #32-22</b> <span style="float: right;"><u>Carried</u></span></p> <p><i>“Moved by Gail Degagne and seconded by Bob Corriveau that the In-Camera Session be adjourned at 6:59 p.m.”</i></p> <p><b>Res. #33-22</b> <span style="float: right;"><u>Carried</u></span></p> <p>Claire Campbell announced her resignation from the Cassellholme Board of Management.</p>	
--	---	--

**B. CORRESPONDENCE**

	No correspondence noted	
--	-------------------------	--

**C. REQUEST FOR FUTURE AGENDA ITEMS**

	No items noted	
--	----------------	--

**D. DATE OF NEXT MEETING**

	Thursday March 24, 2022 – or at the call of the Chair	
--	---	--

**E. ADJOURNMENT**

	<p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the meeting be adjourned at 7:08 p.m.”</i></p> <p><b>Res. #34-22</b> <span style="float: right;"><u>Carried</u></span></p>	
--	--	--

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman