

**Cassellholme Family Council Meeting**  
Cassellholme Armstrong Room/Zoom, North Bay, ON  
Tuesday January 14<sup>th</sup>, 2025

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| <b>Welcome<br/>(2:05 p.m.)</b>         | The Family Council held this in-person meeting in the Armstrong Room at Cassellholme with several people attending using <i>Zoom</i> . We will continue providing a <i>Zoom</i> link for future meetings for those who cannot attend in person. Chair Monique Peters welcomed everyone.  |
| <b>Attendance (8)</b>                  | Lorraine Aspinall, Mary-Lynne Bondetti, Rosanne Brear-Pelland, Lise Cousineau, Karen Gooch (Recorder), Elizabeth Henderson, Lorraine Ouellette, Monique Peters (Chair)   |
| <b>Guests</b>                          | Tracy Davis (Staff Assistant), Dave Smits (Director of Facilities and Capital Projects)  |
| <b>Territorial<br/>Acknowledgement</b> | Monique Peters acknowledged with gratitude that we meet on the territory of the Nipissing First Nation and that we honour the teachings of our Indigenous neighbours and thank them for their care of the land.  |
| <b>Redevelopment</b>                   | <p>Monique Peters welcomed Dave Smits, Director of Facilities and Capital Projects) who provided the following update about the redevelopment project:</p> <ul style="list-style-type: none"> <li>• Planning is continuing for a May 4<sup>th</sup>, 2025 move-in to the new building. The date may shift slightly but things seem to be on track for the first residents to move in before the summer.</li> <li>• The link between the buildings is now in place and paint, flooring, lighting and cabinetry is in place on the second and third floors. The ground floor will be finished last. Finishing touches can take some time to complete. The new building's technology will need to be tested, and the building will need to be inspected by the Ministry of Long-term Care, the City of North Bay and the architect.</li> <li>• Delays affect many people including staff, residents and family members. A meeting is planned with the president of the general contracting firm to discuss how to avoid delays as construction moves into the next phase. What will be different? There will be an estimated 10 more months of construction.</li> <li>• There was a question about the effects of possible tariffs from the US on the cost of the project. There could be some effect however, some of the supplies needed for the next phase have already been purchased and sometimes it takes time for price increases to trickle down the supply chain.</li> <li>• Dave will be posting new pictures on the website soon. As well, all Dave's reports to the Board of Management are attached to the Board minutes which are also posted on the website.</li> <li>• The finished building will have 26 more beds and double the floor space. Sometimes delays happen while making sure that everything is being done properly throughout the building.</li> </ul> <p>Monique thanked Dave for his report.</p> |

## Cassellholme Update

Tracy Davis, Resident and Family Navigator offered the following information about what is happening at Cassellholme. This day was very busy and parking was at a premium since there were new students and Ministry inspectors in the building.

- Parking – Monique Peters offered thanks for the parking signs to clarify where the accessible spots are located.
- Trishaw – The new trishaw for Cassellholme has been ordered.
- End-of-Life – The Nurse Practitioners have been working on updating the end-of-life policies at Cassellholme.
- Microwaves – There was a request to clarify the rules around the use of the microwaves in the dining rooms. Tracy returned later in the meeting to report that family members are allowed to use the microwaves outside of mealtimes to heat up food that is brought into the building. The staff is not allowed to heat up outside food.
- Video Chats – At our last meeting several people inquired about the possibility of video chats with residents being more readily available during the winter months for regular visitors. Bad weather may make travelling to Cassellholme difficult for some people and some regular visitors travel south for an extended time during the winter. Tracy spoke with the Activities Department and unfortunately staffing levels do not allow this to happen at this time. There may be exceptions made for extraordinary circumstances.
- Trespass Policy – Monique requested that Tracy look into the trespass policy for Cassellholme. The issue of long-term care facilitators banning family members of residents using the Ontario Trespass Act has been in the news recently.

Monique Peters thanked Tracy for her report and reminded people that any concerns or questions can be brought forward to her, Tracy or Derek Callahan.

## Agenda

### Motion 003/25

Lorraine Aspinall/ Lorraine Ouellette moved that the agenda be approved as circulated.

**Carried**

## Minutes of Previous Meeting

### Motion 004/25

Karen Gooch/ Lorraine Ouellette moved that the minutes from the December 10<sup>th</sup>, 2024 meeting be accepted as circulated.

**Carried**

## Business Arising

None

## New Business

### Research and Advocacy

Monique Peters presented the following information about an upcoming webinar presentation.

- The Ontario Association of Resident's Council (OARC) will host a webinar on January 15<sup>th</sup>, 2025 with a guest from the inspection branch of the Ministry of Long-term Care. Monique will circulate a link to register for the event.

### Chair Report

Monique Peters offered the following:

- Behavior Support Unit (BSU) – Monique brought forward a request from Cassellholme Administrator Angie Punnet. She has asked Family Council for a letter supporting the application for the funding of 12 BSU beds in the new building. Currently, residents with disruptive behavioral issues are sent to the hospital when they could be sent to a dedicated BSU. These beds are part of the total bed count and the funding would be used for specialized staff. It was agreed that Monique would write a letter of support on behalf of Family Council.
- ONFCN Meeting – Monique reminded members of the Ontario North Family Council Network general meeting on Saturday February 1<sup>st</sup>, 2025.

**Board of Management** The next Board of Management meeting is January 16<sup>th</sup>, 2025. All are welcome to attend, but non-board members cannot speak without prior permission. Meetings can be attended in person or a *Zoom* link can be found at [Board of Management | Cassellholme](#)

**Inspection Reports** There have been no new reports posted since our last meeting. [Home Report](#)  
Tracy Davis stated earlier in the meeting that there were inspectors in the building today, but it is not known why they are at Cassellholme.

**Discussion/ Sharing** There was a brief time of discussion for people to share anything about their experiences at Cassellholme.

- Bracelets – It appears that there may be some issues with the implementation of the use of the ID bracelets. Some reported that RN's may not be checking the bracelet when dispensing drugs. Also, the names on some bracelets appear to be fading. If people see a problem, it is recommended that it be reported to the Unit Manager to help ensure resident safety.
- There have been some problems with the heating in some rooms recently. In some cases, space heaters have been put in place temporarily. There was some concern expressed that the placement of these may be an issue as the heaters could present a tripping hazard if positioned in the line of traffic through the room.
- Is it possible to put a nightlight in the rooms?

**Other Business** None

**Next Meeting** The next meeting will be on Tuesday, February 11<sup>th</sup>, 2025 at 2:00 p.m. It will be a hybrid meeting with the in-person portion taking place in the Armstrong Room.

**Adjournment** The meeting was adjourned at 3:30 p.m.

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Chair, Monique Peters

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Recorder, Karen Gooch