



# **MINUTES**

**JOHN NOBLE HOME  
COMMITTEE OF MANAGEMENT  
WEDNESDAY, SEPTEMBER 13, 2023**

1:00 P.M.

VIRTUAL MEETING

JOHN NOBLE HOME

**Jessica Tanchak**  
*Executive Assistant*

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT  
MINUTES**

WEDNESDAY, SEPTEMBER 13, 2023

1:00 P.M.

VIRTUAL MEETING

Chair Carpenter called meeting to order at 1:01 p.m.

**1. ROLL CALL**

Present: City of Brantford  
Councillor Carpenter  
Councillor Samwell

County of Brant  
Councillor MacAlpine  
Councillor Coleman  
Mayor Bailey  
Councillor Bell

Regrets: City of Brantford  
Councillor Sullivan

Also Present: J. Tanchak, M. Bastian, S. Holmes, R. Diez, A. Gora

**2. DECLARATIONS OF CONFLICTS OF INTEREST**

No pecuniary interests were declared.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor MacAlpine  
Seconded by Councillor Samwell

THAT the Agenda BE APPROVED

CARRIED

**4. MINUTES**

**4.0 Minutes**

Moved by Councillor Bell  
Seconded by Councillor MacAlpine

THAT the following Minutes (4.1 & 4.2) BE ADOPTED

**4.1 John Noble Home Committee of Management – June 14, 2023**

**4.2 John Noble Home Committee of Management, In-Camera Minutes  
– June 14, 2023**

CARRIED

<b>5. BUSINESS ARISING FROM THE MINUTES</b>
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No business arising from the minutes.

<b>6. PRESENTATIONS/DELEGATIONS</b> (list, if any, available at meeting)
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There are no presentations for today's meeting.

<b>7. ITEMS FOR CONSENT</b>
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Moved by Councillor Coleman  
Seconded by Councillor Bell

THAT Item for Consent (7.1-7.3) BE APPROVED

**7.1 John Noble Home Administrator's Report [Financial Impact – None] (JNH2023-33)**

THAT the John Noble Home Administrator's Report JNH2023-33 BE RECEIVED.

**7.2 John Noble Home Monthly Budget Summary for June 30 2023 [Financial Impact – None – Overall On Track at this Time] (JNH2023-34)**

THAT the Monthly Budget Summary JNH2023-34 for June 30, 2023 for the John Noble Home BE RECEIVED.

**7.3 The Quality Improvement Report for priority and elective indicators for Quarter 4, 2023 [Financial Impact- None] (JNH2023-35)**

THAT the John Noble Home Quality Improvement Report JNH2023-35 for priority and elective indicators for Quarter 4, 2023 BE RECEIVED.

Items 7.1-7.3 was voted on and approved.

CARRIED

<b>8. ITEMS FOR CONSIDERATION</b>
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Moved by Councillor Coleman  
Seconded by Councillor Samwell

THAT Item for Consideration (8.1) BE APPROVED.

**8.1 Bell Court Redevelopment and Tender Results September 4, 2023  
(JNH2023-36)**

- A. THAT the Bell Court Redevelopment of 40 Long Term Care beds and expansion of the Day and Stay report JNH2023-36 BE RECEIVED; AND
- B. THAT THE Committee of Management give advice to the John Noble Home related to an increase in construction costs after the Construction Manager released the full tender results on September 5, 2023.

M. Bastian shared an update on the construction costs. There was a notable difference to the budget after the finalized tender results were received, indicating an increase of \$891, 522 compared to the original estimate given in May 2023. M. Bastian noted if the \$891,522 is applied to the contingency, approximately \$1.2 million will remain. The project team recommends moving forward. M. Bastian shared he has connected with other Homes to compare project costs and they are also experiencing increases to their budgets at this stage.

Councillor MacAlpine questioned why the lowest bid submitted by a local company was not chosen? M. Bastian clarified that the bid did not cover the scope of the tender and the team automatically went to the second lowest bidder. The construction team will be meeting with the local company to get clarity on the bid.

Councillor Bell questioned what types of contracts are being awarded and will they be fixed price if the scope remains the same? M. Bastian confirmed this and clarified that the construction management model could be changed to a stipulated sum to lock in costs that continue to increase.

Councillor Bell questioned the state of the design? M. Bastian noted all drawings have been reviewed by the project team.

Councillor Bell asked what process is in place for change management? M. Bastian stated that any change orders will flow through the project team, including G. Architects and BDA Inc. If there is a financial impact, it would be brought to the Committee of Management.

Councillor Bell asked if demolition has started? Michael confirmed that tree removal , hoarding and fencing has begun on the development site.

Councillor Bell questioned when the project is to be completed? M. Bastian noted a deadline of Dec 27, 2024 for the project.

Councillor Carpenter questioned if there is a penalty for an unmet deadline? M. Bastian noted he is unaware of a penalty. He will be reporting to the Ministry monthly and sharing pictures of the progression of the project.

Item 8.1 was voted on and approved.

CARRIED

<b>9. ELECTION</b>
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<b>10. PRIVATE AND CONFIDENTIAL ITEMS</b>
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Moved by Councillor MacAlpine  
Seconded by Councillor Coleman

THAT the Committee MOVE IN-CAMERA to discuss the following items (1:27 p.m.)

MOTION TO MOVE IN-CAMERA

CARRIED

M. Bastian, J. Tanchak, S. Holmes, R.Diez remained.

**10.1 John Noble Home Non-Unionized Employees Wage Increase ( JNH2023-36)**

Labour relations or employee negotiations

The Committee met In-Camera, discussed item 10.1, provided direction to Staff and returned to Open Session at (1:35 p.m.)

<b>11. CORRESPONDENCE</b>
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<b>12. RESOLUTIONS</b>
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<b>13. NOTICES OF MOTION</b>
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<b>14. QUESTIONS</b>
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Councillor Carpenter asked the leadership team to review the communications policy and consider how it could be improved amongst the frontline staff. Councillor Carpenter also directed the Home to look further into upgrading IT services, and suggests connecting with the City and County.

Councillor Carpenter requested the Family Council Minutes and an employee update be added to the monthly Board Package. Councillor Carpenter also directed J. Tanchak to amend the agenda format and move the In-Camera items to after the Question period.

Councillor Coleman questioned if the Committee is able to begin meeting in person again? The Home will be working towards implementing a hybrid model for future meetings. The Committee approved the next meeting on October 11 to be held at the County of Brant Council Chambers.


<b>15. NEXT MEETING</b>
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The next meeting of the John Noble Home Committee of Management will be held on Wednesday, October 11, 2023 at the County of Brant Council Chambers, or at the Call of the Chair

<b>16. ADJOURNMENT</b>
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The meeting was adjourned at 1:40 p.m.

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Councillor Carpenter  
Chair

  
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J. Tanchak  
Executive Assistant