



# MINUTES

**JOHN NOBLE HOME  
COMMITTEE OF MANAGEMENT  
WEDNESDAY, OCTOBER 11, 2023**

1:00 P.M.

COUNTY OF BRANT COUNCIL CHAMBERS,  
7 Broadway St. W,  
PARIS, ONTARIO

JOHN NOBLE HOME

**Jessica Tanchak**  
*Executive Assistant*

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT  
MINUTES**

WEDNESDAY, OCTOBER 11, 2023

1:00 P.M.

COUNTY OF BRANT COUNCIL CHAMBERS

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: M. Bastian (1:07 p.m.), J.Tanchak, B.Follis, G.Young

**2. DECLARATIONS OF CONFLICTS OF INTEREST**

No pecuniary interests were declared.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor Coleman  
Seconded by Councillor MacAlpine

THAT the Agenda BE APPROVED

CARRIED

**4. MINUTES**

**4.0 Minutes**

Moved by Mayor Bailey  
Seconded by Councilor Bell

THAT the following Minutes (4.1 & 4.2) BE ADOPTED

**4.1 John Noble Home Committee of Management – September 13, 2023**

**4.2 John Noble Home Committee of Management, In-Camera Minutes  
– September 13, 2023**

Councillor Coleman requested follow up on the local bidder who was not chosen, noted in the September, 13, 2023 minutes? Councillor MacAlpine shared the local bid was clarified by the construction team and was chosen for the project.

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

**6. PRESENTATIONS/DELEGATIONS (list, if any, available at meeting)**

There are no presentations for today's meeting.

**7. ITEMS FOR CONSENT**

Moved by Councillor Bell  
Seconded by Councillor Coleman

THAT Items for Consent (7.1-7.2) BE APPROVED

Items for Consent 7.1 & 7.2 were separated for discussion.

Moved by Councillor Bell  
Seconded by Councillor Coleman

**7.1 John Noble Home Administrator's Report [Financial Impact – None]  
(JNH2023-38)**

THAT the John Noble Home Administrator's Report JNH2023-38 BE RECEIVED.

Councillor Bell questioned Section 5.5 of the report which identified a deficiency with the fire alarm system. Councillor Bell requested more information related to the deficiency and if the system needs to be inspected more often. J. Tanchak to inform M. Bastian of this enquiry.

Councillor Bell questioned if a formal statement has been made by the Ministry regarding the bed development? Councillor Carpenter shared that the Administrator and Chair have received correspondence from the Ministry indicating their approval of the bed development. Councillor Carpenter would like this shared with the Committee. It was added that in future bed development updates, the Committee would like to see more details on progress and photographs.

M. Bastian shared an update on the bed development project. The team recently discovered a storm drain on the development site that will require an interceptor which could take a minimum 60 days to receive. M. Bastian noted that in consultation with G. Architects, this will not have an impact on design or budget, but could potentially extend the project deadline from December 27, 2024 to January 23, 2025. G. Architects have not recommended a change order be submitted. M. Bastian added that the project will be entering into the demolition phase within the next 2 weeks. The Administrator will be sending the Monthly Progress Report submission to the Ministry.

Councillor Carpenter asked if demolition has started yet? M. Bastian shared that the construction team is currently in the planning phase of demolition with the goal of starting by the end of October, as per BDA Inc. Councillor Carpenter questioned if the vacant building has been emptied? M. Bastian reported to the Committee that all items have been removed, some of which were shared with community partners.

Councillor Carpenter requested if the Committee could receive the Monthly Progress Reports? M. Bastian will share reports with the Committee members.

Councillor Carpenter asked if all tenders have been locked in? M. Bastian noted all tenders are closed and have been signed off.

Councillor Bell questioned if the Home should insist on a change order due to the issue with the storm drain interceptor? Councillor Bell suggests when there is a shift in the project, that a change order be submitted. M. Bastian shared that he has spoken in detail to P. Goodfellow from G. Architects who suggested the project does not require a change order for this matter. The Committee has directed the Home to submit a change order based on a variation to the project.

Item 7.1 was voted on and approved.

Moved by Councillor Bell  
Seconded by Councillor Coleman

## **7.2 Human Resources Update [Financial Impact- None] (JNH2023-39)**

THAT the Human Resources Update Report JNH2023-39 BE RECEIVED.

Councillor Carpenter noted that in the report Nursing staff resigned for various reasons, one of which was that they were looking for full-time opportunities at a time when the Home had none available. Councillor Carpenter wanted to ensure that as the Home receives additional funding for direct care hours, that the Home invests in full time positions for retention.

S. Holmes was unable to attend today's meeting due to a commitment to attend a local Job Fair. S. Holmes to attend future meetings if he prepares a report.

Item 7.2 was voted on and approved.

CARRIED

<b>8. ITEMS FOR CONSIDERATION</b>
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Moved by Councillor Bell  
Seconded by Councillor MacAlpine

THAT Item for Consideration (8.1) BE APPROVED.

**8.1 John Noble Home 2024 Capital Budget and 10-year Capital Plan.  
[Financial Impact – Approximately \$270,000 of 10 year allotment of  
\$620,849 re: IT Equipment upgrade and Infrastructure, Core Business  
Functions and software (JNH2023-40)]**

1. THAT the John Noble Home 2024 Capital Budget Report (JNH2023-40) BE RECEIVED; AND
2. THAT the John Noble Home 2024 10-year Capital Proposal for Office IT and upgrades to IT networks, Microsoft Exchange Network, Outlook, WIFI, computer Systems and infrastructure be considered for January 2024; AND
3. THAT the John Noble Home be APPROVED to implement an RFP for a licensed IT network services provider to maintain and monitor John Noble Home's IT systems, applications, infrastructure, security and end-user systems regularly as well as provide tech support on a as needed basis; AND
4. THAT the John Noble Home be APPROVED to implement an RFP for the Office IT and network upgrades capital project estimated to begin in January 2024.

M. Bastian shared the Home is due for an IT upgrade to improve services and communication. The Home is requesting to use capital funds assigned for upcoming years to complete these needed upgrades. The goal is to be able to operate and communicate more efficiently. The Home plans to issue an RFP for an IT provider. The Administrator shared three options for IT providers.

Councillor Carpenter asked if there is a possibility to connect with City and County IT teams? M. Bastian to connect with City and County IT teams as a first priority.

Councillor Carpenter asked that when the RFP process is ready to commence, that the Home reach out to the City for assistance with the procurement procedure? M. Bastian stated he would reach out for a potential partnership.

Item 8.1 was voted on and approved.

**CARRIED**

**9. ELECTION**

**10. CORRESPONDENCE**

**11. RESOLUTIONS**

**12. NOTICES OF MOTION**

**13. QUESTIONS**

B. Follis, Family Council, asked if the IT upgrades will include training for staff? Will the upgrades create efficiencies for communicating with POAs? M. Bastian noted that there will be training involved for staff, including front line Nursing staff. There will be an upgrade to PointClickCare included which will assist in improving communication with families.

G. Young, Family Council, asked if improvement of cellphone service for RN/RPNs is going to be included in the IT upgrade? M. Bastian shared that the RN/RPN cell phones will be upgraded as part of the IT project. He added that wall to wall wireless will be top priority which will allow devices to have full coverage.

Councillor Carpenter and M. Bastian have an upcoming collaboration meeting with St. Joseph's Lifecare Centre and will include IT as a topic of discussion.

**14. PRIVATE AND CONFIDENTIAL ITEMS**

**15. NEXT MEETING**

The next meeting of the John Noble Home Committee of Management will be held on Wednesday, November 8, 2023 at City Council Chambers, or at the Call of the Chair

**16. ADJOURNMENT**

The meeting was adjourned at 1:39 p.m.

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Councillor Carpenter  
Chair



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J. Tanchak  
Executive Assistant