



# MINUTES

**JOHN NOBLE HOME  
COMMITTEE OF MANAGEMENT  
WEDNESDAY, FEBRUARY 12, 2025**

1:00 P.M.

SHERMAN BOARDROOM,  
97 Mount Pleasant St.  
BRANTFORD, ONTARIO

**Jessica Tanchak**  
*Executive Assistant*

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT  
MINUTES**

WEDNESDAY, FEBRUARY 12, 2025

1:00 P.M.

SHERMAN BOARDROOM

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

**1. ROLL CALL**

Present: City of Brantford  
Councillor Carpenter  
Councillor Hunt

County of Brant  
Councillor MacAlpine  
Councillor Bell  
Mayor Bailey  
Councillor Coleman

Regrets: City of Brantford  
Councillor Sullivan  
Councillor Samwell

Also Present: E. Owen, J. Salmon (HDR Inc.), K. Mauracher (HDR Inc.), S. Yilmaz (HDR Inc.), R. Diez, J. Tanchak, A. Gora, U. Gunasekaran, M. Gilbrook, K. Hickman, N. Kaur

**2. ELECTION**

**3. DECLARATIONS OF CONFLICTS OF INTEREST**

No pecuniary interests were declared.

**4. APPROVAL OF THE AGENDA**

Moved by Councillor Coleman  
Seconded by Councillor Carpenter

THAT the Agenda BE APPROVED

CARRIED

**5. MINUTES**

**5.0 Minutes**

Moved by Mayor Bailey  
Seconded by Councillor Hunt

THAT the following Minutes (5.1-5.2) BE ADOPTED

**5.1 John Noble Home Committee of Management –January 8, 2025**

**5.2 John Noble Home Committee of Management In-Camera Minutes-  
January 15, 2025**

CARRIED

**6. BUSINESS ARISING FROM THE MINUTES**

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

**7.1 Bell Court Redevelopment Project**

K. Mauracher and J.Salmon provided a project update to the Committee of Management. Discussed contract conversion timeline which will secure financial elements of scope of work. A revised substantial completion date of November 28, 2025 was also shared. It was noted that U.S tariffs may have an impact on the project but the risk is unknown at this time.

HDR answered Committee questions. Confirmed that all pending change orders and notice of delay claims have been included in the new substantial completion date. K. Mauracher highlighted that the potential for future changes will still remain despite this

Moved by Councillor Carpenter  
Seconded by Mayor Bailey

THAT the Committee of Management AUTHORIZE Chair MacAlpine and Councillor Bell to review JNH-Bell Court-Change Order 076 and;

THAT upon review of JNH-Bell Court-Change Order 076 AUTHORIZE the Chair and Acting Administrator to sign the conversion of contract to a stipulated price option.

Item 7.1 was voted on and approved

CARRIED

K. Mauracher, J. Salmon and S. Yilmaz left the meeting at 2:00 p.m.

### **7.2 Resident Satisfaction Survey Presentation**

U. Gunasekaran, Quality Improvement Coordinator, presented the results of the 2024 Resident Satisfaction survey to the Committee. Councillor Hunt, Councillor Carpenter, Mayor Bailey and K. Hickman, Family Council member, shared their positive feedback.

<b>8. ITEMS FOR CONSENT</b>
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Moved by Councillor Hunt  
Seconded by Mayor Bailey

THAT Items for Consent (8.1-8.5) BE APPROVED

Items for Consent 8.1 & 8.3 were separated for discussion.

Items for Consent 8.2, 8.4, & 8.5 were voted on and approved.

#### **8.2 Recruitment Update [Financial Impact- None] (JNH2025-07)**

THAT the Recruitment Update Report JNH2025-40 BE RECEIVED.

#### **8.4 Resident Satisfaction Survey 2024 [Financial Impact- None](JNH2025-09)**

THAT the John Noble Home Resident Satisfaction Survey Report JNH2025-09 BE RECEIVED.

#### **8.5 Integrated interRAI Reporting System, 2023 – 2024 CMI Review and 2024 Falls Review [ Financial Impact- None at this time] (JNH2025-10)**

THAT the Integrated interRAI Reporting System, 2023-2024 CMI Review and 2024 Falls Review (JNH2025-10) BE RECEIVED

Moved by Councillor Carpenter  
Seconded by Councillor Hunt

#### **8.1 John Noble Home Administrator's Report [Financial Impact – N/A] (JNH2025-06)**

THAT the John Noble Home Administrator's Report JNH2025-06 BE RECEIVED.

A.Gora shared that the Home is working on improving the Human Resources department through the hiring of a consultant. The consultant will be working on projects within the department and will have a specific scope of work. A.Gora has drafted a Request for Proposal for Human Resource Consulting Services that is now ready to be circulated. In the interim, the Home has contracted a previous HR employee to begin assisting.

Moved by Councillor Hunt  
Seconded by Mayor Bailey

THAT that the Request for Proposal for Human Resource Consulting Services be circulated on platforms recommended by the board.

A.Gora provided an update on the new InterRAI Reporting System which will be launching on July 1. A.Gora shared strategies and interventions that have been implemented in the Home to increase the Case Mix Index (CMI).

Item for Consent 8.1 was voted on and approved.

Moved by Councillor Carpenter  
Seconded by Councillor Coleman

**8.3 John Noble Home Monthly Budget Summary for December, 2024 and preliminary year end [Financial Impact – None – Overall on Track at this Time] (JNH2025-08)**

THAT the John Noble Home Monthly Budget Summary JNH2025-08 for December 2024 BE RECEIVED.

R. Diez identified a surplus but shared that it is preliminary as negotiations are still in progress. R. Diez will be sending trial balance to auditors and when numbers have been finalized, surplus will be given back to the City and County as per policy.

Item for Consent 8.3 was voted on and approved.

CARRIED

<b>9. ITEMS FOR CONSIDERATION</b>
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Moved by Councillor Hunt  
Seconded by Councillor Bell

THAT Items for Consideration (9.1 to 9.2) BE APPROVED

**9.1 Purchasing of Fixtures, Furnishings, and Equipment for the Bell Court Bed Development [ Financial Impact- None at this time] (JNH2025-11)**

- A. THAT the Committee of Management AUTHORIZE the use of a Request for Quotation (RFQ) system in lieu of public tender; AND
- B. THAT the Committee of Management AUTHORIZE the increase to the public tender threshold to \$200,000.

E. Owen described proposed changes to the Home’s current Purchasing and Tendering policy.

The Committee has directed E.Owen to connect with the Procurement departments at the City and County and ask for recommendations on updates the Home’s policy for alignment with the municipalities.

The goal is to have all FF&E quotes received by April for guaranteed delivery by the end of the year.

Item 9.1 was voted on and approved.

Moved by Councillor Carpenter  
Seconded by Councillor Hunt

**9.2 John Noble Home request to update the Director of the John Noble Home that will have access to the Business Account 107544751 RT 0001 for Canada Revenue Agency [ Financial Impact- None at this time ] (JNH2025-12).**

THAT Raquel Diez Salinas, Director of Finance, be added to the Canada Revenue Agency (CRA) Business Account 107544751 RT 0001 for The John Noble Home to have online, phone, and written access to the CRA Business Account for The John Noble Home, BE APPROVED.

Item 9.2 was voted on and approved.

CARRIED

<b>10. CORRESPONDENCE</b>
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<b>11. RESOLUTIONS</b>
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<b>12. NOTICES OF MOTION</b>
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**13. QUESTIONS**

**14. PRIVATE AND CONFIDENTIAL ITEMS**

Moved by Mayor Bailey  
Seconded by Councillor Hunt

THAT the Committee MOVE IN-CAMERA to discuss the following items (2:51p.m.)

MOTION TO MOVE IN-CAMERA

CARRIED

E.Owen, U. Gunasekaran, K.Hickman, M.Gilbrook left the meeting at 2:51 p.m.

A.Gora, R.Diez and J.Tanchak remained.

**14.1 SEIU Verbal Update**

Labour relations and employee negotiations

**14.2 Plan of Action Update**

Labour relations and employee negotiations

Personal matters about an identifiable individual, including municipal or local board employees

**14.3 Administrator's Verbal Update**

Litigation or potential litigation, including matters before administrative tribunals.

The Committee met In-Camera, discussed item 14.1,14.2 & 14.3 and returned to Open Session at (3:12) p.m.

**15. NEXT MEETING**

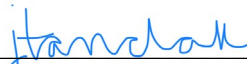
The next meeting of the John Noble Home Committee of Management will be held on Wednesday, March 12, 2025 at the John Noble Home, or at the Call of the Chair

**16. ADJOURNMENT**

The meeting was adjourned at 3:12 p.m.

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Councillor MacAlpine  
Chair

  
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J. Tanchak  
Executive Assistant