

THURSDAY, MARCH 28, 2024

MINUTES

Date: Thursday, March 28, 2024

Location: Cassellholme Garden Room

Present: Mark King, Chair
 Chris Mayne, Vice Chair
 Peter Chirico
 Sherry Culling
 Robert Corriveau
 Michelle Lahay

Staff: Angie Punnett, Administrator
 Billy Brooks, Chief Financial Officer
 Dave Smits, Director, Capital Facilities
 Julie Pilkey, Secretary

Regrets: **Guests:** Monique Peters, Family Council
 Johanne Brousseau (zoom)

| | ITEM | ACTION |
|-----------|--|--------|
| A. | CALL TO ORDER | |
| | <p>RECORDED MEETING</p> <p><i>“Moved by Michelle Lahay and seconded by Peter Chirico that the meeting be called to order at 5:06 p.m.”</i></p> <p>Res. #27-24 <u>Carried</u></p> | |
| | 1. Approval of Agenda | |
| | <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #28-24 <u>Carried</u></p> | |
| | 2. Conflict of Interest | |
| | <p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that no other Board Members present have declared a conflict of interest.”</i></p> <p>Res. #29-24 <u>Carried</u></p> | |

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Board Meeting held on February 22, 2024

“Moved by Sherry Culling and seconded by Michelle Lahay that the minutes of the Regular Board Meeting, held on February 22, 2024, be adopted as presented.”

Res. #30-24

Carried

4. Business Arising

4.1 Quality Improvement Plan Submission 2024 (Jillian Marchand)

Jillian Marchand provided a presentation to the Board of the completed submission to be submitted to Health Quality Ontario. Also reviewed the mandatory indicators and additional voluntary indicators. Document will be posted on the Cassellholme Website and made public on the health Quality Ontario site.

5. New Business

5.1 Charitable Foundation (Motion)

Derek Callahan is the new Enrichment Lead for the Cassellholme Charitable Foundation. Derek provided a brief report to summarize the program. The Foundation is requesting the Board’s approval for a Lottery and Gaming Licence.

“Moved by Chris Mayne and seconded by Peter Chirico that the Cassellholme Board of Management approve the Director of Support Services, through the Enrichment Lead, to proceed with the application of an Alcohol and Gaming Commission of Ontario Lottery Licence. This Licence will allow the Cassellholme Charitable Foundation the ability to fundraise, as well as raise funds through various forms of gaming including but not limited to online electronic raffles, as well as raffle lotteries and break open tickets.”

Res. #31-24

Carried

6. Redevelopment

6.1 Construction Update (Dave Smits)

Report in package. Dave provided a verbal update. Discussed the Infection Control measures in place to ensure construction meets CSA Standards. Dave noted the MLTC checklist is to be completed 30 days prior to move-in. Scheduled move-in date is the 3rd week in October 2024. Dave to receive pricing for the Auditorium courtyard in the next month. This will replace the Oval Garden.

6.2 IT Redevelopment Network/Camera (Motion)

Billy provided a 3 quote comparison for the redevelopment networking noting NNC has the best price and will allow us to have one system for everything.

“Moved by Sherry Culling and seconded by Chris Mayne that the Board approve the procurement of Cisco networking for the Redevelopment through Nickel City Communications, as provided for in the furniture, fixtures and equipment budget for the project.”

Res. #32-24

Carried

| | |
|---|--|
| 7. Operations | |
| 7.1 Operations Update | Included in package. Angie noted Cassellholme was awarded medical funding dollars for equipment and training for staff. These new services will decrease hospital transfers. The MLTC completed a Pro-Active Inspection at the end of February. No major issues. |
| 8. IN - CAMERA | |
| Guests left the meeting | |
| | <i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 6:07 p.m.”</i> |
| Res. #33-24 | <u>Carried</u> |
| 8.1 Legal Matter – Confidential Contract Negotiation | |
| | In-Camera Motion – Res. #34-24 |
| 8.2 Confidential Matter | |
| | <i>“Moved by Robert Corriveau and seconded by Sherry Culling that the Board approve the In-Camera session to be adjourned at 6:45 p.m.”</i> |
| Res. #35-24 | <u>Carried</u> |
| B. CORRESPONDENCE | |
| | No Correspondence noted |
| C. REQUEST FOR FUTURE AGENDA ITEMS | |
| | 1. Exit Strategy for Municipalities |
| D. DATE OF NEXT MEETING | |
| | AGM & Regular Meetings - Thursday April 25, 2024 @ 5:00 p.m. – or at the call of the Chair. |
| E. ADJOURNMENT | |
| | <i>“Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be adjourned at 6:47 p.m.”</i> |
| Res. #36-24 | <u>Carried</u> |

Secretary

Chairman

Mar 21, 2024

Subject: Cassellholme Redevelopment Update – Mar 28, 2024

Construction Activity

Please see the February monthly report from Percon.

Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B sequencing remains unchanged from the previous report. New east parking lot has been handed over to Cassellholme for use, and as of the date of this report, landscape work is largely complete; landscape deficiencies will be addressed in Spring of 2024, and sod is being maintained by Cassellholme.

- Metal studs at perimeter walls are complete. Small infill areas remain. Exterior sheathing and window installation is largely complete, including curtain wall in Block A. Block C curtain wall framing complete; glass is pending.
- Mechanical and electrical above ceiling rough-ins are ongoing, as well as wall rough-in.
- Interior framing is well advanced on Levels 2 to 5 and the ground floor is approximately 75% complete. Drywall boarding is progressing on Level 2 and at mechanical shafts.
- Link foundation work is complete. The link is not a critical item, and the main building has been prioritized. Refer to updated schedule.
- Vapour barrier, insulation and brick is in progress along the east, north and west elevations of Block A. Penthouse exterior cladding work is also ongoing.
- All roofing work is complete, with the exception of the balconies and low roof along the west elevation.
- Roof top mechanical equipment and emergency generator are in place.

Schedule:

Percon maintains that the Substantial Completion will be achieved by September 19, 2024 as per the December 15, 2023 schedule.

Transition Planning

An updated summary is attached.

Highlights:

NFN Partnership/Indigenous Unit Operation and Licensing – No further update.

Way-finding – Translations have been received from the NFN.

Staffing Plan - No further update this month.

Laundry Plan - No further update this month.

Storage Plan – Work with Cardinal continuing, proposal for Clean Utility Room shelving received and reviewed with staff. Proposal for Just in Time delivery proposal expected in early April.

Move Plan – Work continues and current tasks being updated on the summary. Next meeting with HCR scheduled for April 5, 2024.

Training Plan – Meetings with various new equipment suppliers continuing so training plans can be confirmed.

IT – Pricing received for CCTV systems, networking equipment and telephone system upgrades. Final recommendations coming to the Board at March meeting.

Waste Handling – No further updates at this time.

Outdoor space – No further update at this time.

FF&E Budget – Budget validation ongoing with a final check back to departments in terms of the items they will require.

Nursing Transition Planning – Work underway.

Occupancy Planning – First draft of the Occupancy Plan was submitted to MLTC in January. Feedback expected the last week of March.

MLTC Check Lists – Work continuing. Meeting with the MLTC has occurred to ensure process around Preoccupancy inspections is understood.

Change Order Log

Please see the attached March 20, 2024 log.

Budget Update

Feb 2024 actuals attached.

| Action | Sub Actions | Responsible | Due Date |
|---|---|---------------------|----------------------|
| FF&E Review | review by departments to finalize numbers; Furniture to be finalized; NFN additional funding to be confirmed end of March | Billy/Dave/Anita | ongoing |
| Nursing Equipment | | Dave/Lindsay | March |
| Transition Planning Weekly | Continue to review Ministry LTC occupancy checklists - final submission required by August but plan to complete by June 30 internally | Mgmt and Transition | ongoing until August |
| Furniture Contract | Final count of needed pieces and colours; order to be placed this month | Dave/Anita | March |
| Art Fundraising | To set up meeting to understand design needs - with Nathan for contacts; create fundraising plan Need to shortlist the current state of art inventory present to designer of some historical pieces and reach out to the community for pieces; engaged interior designer for ideas on heritage art pieces for lobby | Anita | April / ongoing |
| Wood at mill for purpose | same as Art Fundraising | Anita | April / ongoing |
| HealthCare Relocators (HCR) - Move | | | |
| HCR - Movers | Meeting set for April 5 to review fall move and confirm items on the ministry LTC occupancy checklist | Dave/Anita | 05-Apr |
| Resident Communication | Communication planning underway for move into P1 to articulate costs and timeframes; plan will be finalized once final move date is made | Billy/Angie/Jillian | May |
| Storage Area list | Vendor to provide inventory recommendations, storage options (racks/shelves) and software solution reviewed in March; preliminary review of storage areas and items for each room to understand placement and rack needs; | Dave/Anita | April |
| IT | | | |
| Cameras | | | |
| ID Access Card | | | |
| Phone | all priced and is under internal review with SLT | | |
| Network Design | printer for ID Access Card still to be priced | Dave | End of March |
| Digital Menus/Boards | Review boards price and data drops with Percon; aiming for end of March for decision | | |
| Nurse Call | continue to finalize nurse call system; references to Clinical for review | Dave/Lindsay | End of March |
| NFN | | | |
| Bed Application - Licencing | NFN Chief letter signed; to follow up with OH and Ministry on next steps | NFN/Angie | TBD |
| NFN Collaboration Document | Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again and should have a decision end of March | Anita/Angie/NFN | ongoing |
| | flow of care -Review current NFN demand & cultural designation | | TBD |
| | Governance structure - board member and committee | | TBD |
| | Policy inclusion - part of collaboration document | | TBD |
| | Programming & ceremony - further discussion needed | | TBD |
| Quality of Care Committee | | Anita/Angie/NFN | TBD |
| Wayfinding | | | |
| Wayfinding | NFN Translations have been finalized | Anita/Dave | March |
| Art Work - RHA and P1 | Artwork underway and will provide updates as artist submits | Anita/Dave | ongoing |
| Support Services | | | |
| Emergency Response | | | |
| Medleds | order placed and expect delivery April | Anita/Julie | April |
| Remar strips | order placed and expect delivery April | Anita/Julie | April |
| Fire plan | Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form training plan to be created | Anita/Julie/Ron | ongoing & on track |
| P2 Parking | Need to begin discussions and planning for start of P2 parking (winter 2024/25) | Dave/Anita | April |
| Staff Training Plan | | | |
| Indigenous cultural health and safety | | | |
| Equity | Combined to sensitivity training; OH NE has provided 4 modules for equity training and SLT to review | SLT | ongoing |
| IT | phones, emails | | Sept |
| Emergency Response | update training sessions and roll out | Julie/Ron | Sept |
| Maintenance Mgmt System | | | |
| Capital Asset List | Brightly Support | Dave | May |

| Change Order Log - Mar 21, 2024 | | | | | | | | | | | | | | | | | |
|---------------------------------|-------|------|----|------|-----|------|---|----------------------|--------------|-------------|------------|---------------|---------------|---------------|--|--|-------------------------|
| Percon | | | | | | | | | | | | | | | | | Contract Time (days) |
| RFE | RFE | PC | CD | SI | RFI | CO | Work Description | Reason | Status | Date Issued | Quote Sent | Approval Date | Quoted | Approved | | | |
| 1 | 1 | | | 1 | | 1 | Millwork revisions/clarifications | Coordination | Approved | 18-Feb-22 | 17-Mar-22 | 28-Mar-22 | \$34,553.53 | \$34,553.53 | | | |
| 2 | 2 | 1 | | | | 2 | Emergency Switchboard revisions | Coordination | Approved | 17-Feb-22 | 17-Mar-22 | 28-Mar-22 | \$4,919.20 | \$4,919.20 | | | |
| 3 | 3 | | | | | 3 | Increase Builders Risk Insurance to Include Soft Costs | Lender Requirement | Approved | 30-Mar-22 | 30-Mar-22 | 05-Apr-22 | \$29,846.88 | \$29,846.88 | | | |
| 4 | 4 | | | | | 3 | Cost associated to add Wrap Up Insurance Policy | Lender Requirement | Approved | 30-Mar-22 | 30-Mar-22 | 05-Apr-22 | \$282,579.86 | \$282,579.86 | | | |
| 5 | 5R1 | 2 | | | | 5 | Door revisions | Coordination | Approved | 15-Mar-22 | 07-Apr-22 | 06-May-22 | \$4,677.20 | \$4,677.20 | | | |
| 6 | 6 | 3 | | | | 4 | Washroom Accessories Revisions | Coordination | Approved | 28-Mar-22 | 22-Apr-22 | 25-Apr-22 | \$863.50 | \$863.50 | | | |
| 7 | 7 | 9 | | | | | Removal existing foundations (Unit rate only - see RFE 16) | | Cancelled | 21-Apr-22 | 25-Apr-22 | | | | | | |
| 8 | 8 | 16 | | | | 6 | Provide new water valve at property line | AHJ | Approved | 05-May-22 | 06-May-22 | 06-May-22 | \$8,607.50 | \$8,607.50 | | | |
| 9 | 9 | 4 | | | | 41 | North wing door revisions | Coordination | Approved | 28-Mar-22 | 16-Jan-23 | 19-Jan-23 | \$3,756.50 | \$3,756.50 | | | |
| 10 | 10 | 5 | | | | 7 | Elevator pit lightling revisions | AHJ | Approved | 29-Mar-22 | 09-May-22 | 16-May-22 | (\$1,361.00) | (\$1,361.00) | | | |
| 11 | 11 | 6 | | | | 8 | Transformer modifications | Cost Saving | Approved | 07-Apr-22 | 09-May-22 | 27-May-22 | (\$6,000.00) | (\$6,000.00) | | | |
| 12 | 12 R1 | | | | | 9 | Millwork edging revisions & Drawer modifications (per email April 25, 2022) | Cost Saving | Approved | N/A | 19-May-22 | 01-Jun-22 | (\$11,906.00) | (\$11,906.00) | | | |
| 13 | 13 | | | | | | CANCELLED: Drawer modifications (SEE RFE 12R1) | | Cancelled | N/A | | 09-May-22 | | | | | |
| 14 | 14 | 17 | | | | 12 | Temporary Hydrant at North Wing | AHJ | Approved | 12-Apr-22 | 16-May-22 | 01-Jun-22 | \$5,585.25 | \$5,585.25 | | | |
| 15 | 15R2 | 7R1 | | | | 36 | Phase 1 temporary door revisions and hardware coordination | Coordination | Approved | 02-Dec-22 | 06-Dec-22 | 10-Jan-22 | \$4,539.70 | \$4,539.70 | | | |
| 16 | 16R2 | 9 | | | | 15 | Removal of existitng foundations | Site Condition | Approved | 21-Apr-22 | 20-May-22 | 27-Jun-22 | \$70,326.38 | \$70,326.38 | | | |
| 17 | 17 | 11 | | | | 11 | Hardware revisions to Door V101 | Coordination | Approved | 27-Apr-22 | 19-May-22 | 01-Jun-22 | \$6,046.70 | \$6,046.70 | | | |
| 18 | 18R2 | 18 | | | | 14 | Revise pipe material storm main tee at Olive St. | Site Condition | Approved | 13-May-22 | 20-May-22 | 29-Jun-22 | \$7,885.44 | \$7,885.44 | | | |
| 19 | 19 | 12 | | | | 10 | Temporary lighting in courtyard parking | Health & Safety | Approved | 27-Apr-22 | 25-May-22 | 01-Jun-22 | \$15,888.40 | \$15,888.40 | | | |
| 20 | 20R1 | 8 | | | | 13 | Add card reader control for rear doors on elevators 1024 & 1025 | Design Improvement | Approved | 25-Apr-22 | 30-May-22 | 10-Jun-22 | \$1,512.50 | \$1,512.50 | | | |
| 21 | 21R1 | | | | | 16 | Temporary Door Hardware supplied by Owner's Security Provider | Schedule Change | Approved | 22-Jun-22 | 08-Jul-22 | 22-Jul-22 | (\$6,650.00) | (\$6,650.00) | | | |
| 22 | 22 | 23 | | | | | Investigate/repair storm line blockage near property line at Olive St. | Site Condition | Cancelled | 23-Jun-22 | 06-Jul-22 | | | | | | |
| 23 | 23R2 | | | 19R1 | | 17 R | Corrections and revisions to parking lot line in temporary and east parking areas | Owner Requested | Approved | 16-Aug-22 | 15-Sep-22 | 22-Sep-22 | \$3,454.00 | \$3,454.00 | | | |
| 24 | 24R4 | 22R1 | | | | 27 | Provide temporary power feed to east parking lot lighting | Coordination | Approved | 19-Aug-22 | 24-Oct-22 | 27-Oct-22 | (\$8,416.88) | (\$8,416.88) | | | |
| 25 | 25R1 | 25R1 | | | | 18 | Revision to waterline connections to existing building - Revised | Site Condition | Approved | 03-Aug-22 | 05-Aug-22 | 11-Aug-22 | \$42,426.23 | \$42,426.23 | | | |
| 26 | 26 | 20 | | | | 19 | Revision to electrical panel E-1-C | Coordination | Approved | 02-Jun-22 | 09-Aug-22 | 11-Aug-22 | \$6,702.30 | \$6,702.30 | | | |
| 27 | 27R1 | 19R1 | | | | 23 | Revise acoustic ceiling tile materials | Cost Saving | Approved | 15-Sep-22 | 28-Sep-22 | 05-Oct-22 | (\$66,054.48) | (\$66,054.48) | | | |
| 28 | 28 | | | 23 | | 20 | Pile Rock Points | Contractor Requested | Approved | 03-Aug-22 | 12-Aug-22 | 12-Aug-22 | \$98,826.40 | \$98,826.40 | | | |
| 29 | 29R3 | 28 | | | | 33 | Revision to Phase 1 & 2 sanitary and storm connections at grade beams | Coordination | Approved | 03-Aug-22 | 09-Nov-22 | 22-Nov-22 | \$21,724.63 | \$21,724.63 | | | |
| 30 | 30 | 26 | | | | 21 | Revision to under-slab plumbing and inverts | Coordination | Approved | 26-Jul-22 | 18-Aug-22 | 22-Sep-22 | \$15,196.50 | \$15,196.50 | | | |
| 31 | 31 | 10 | | | | 40 | Revision to the fire and combination fire/smoke dampers | AHJ | Approved | 26-Apr-22 | 15-Sep-22 | 26-Jan-23 | \$134,858.85 | \$134,858.85 | | | |
| 32 | 32R1 | 14 | | | | | Door frame material revisions along corridor 1165 | Design Improvement | Not Accepted | 31-Aug-22 | 31-Aug-22 | | | | | | |
| 33 | 33 | | | | | 24 | Revised wood frame design for Jams | Cost Saving | Approved | 09-Sep-22 | 28-Sep-22 | 05-Oct-22 | (\$12,750.00) | (\$12,750.00) | | | |
| 34 | 34R4 | 21R3 | | | | 29 | Provide new grounding loop for new building service | AHJ | Approved | 22-Aug-22 | 28-Oct-22 | 08-Nov-22 | \$77,892.15 | \$77,892.15 | | | |
| 35 | 35R3 | 27R2 | | | | 35 | Delete deck mounted soap dispensers | Owner Requested | Approved | 21-Nov-22 | 05-Dec-22 | 10-Jan-22 | (\$4,081.00) | (\$4,081.00) | | | |
| 36 | 36 | 15R | | | | | Door hardware revisions to door 1147a | Coordination | Pending | 12-Oct-22 | | | \$17,028.00 | | | | |
| 37 | 37 | 13R | | | | 31 | Janitor room door revisions | Coordination | Approved | 19-Sep-22 | 19-Sep-22 | 10-Nov-22 | \$4,785.00 | \$4,785.00 | | | |
| 38 | 38 | 29 | | | | 22 | Existing Service Plug Requirement | AHJ | Approved | 31-Aug-22 | 23-Sep-22 | 10-Oct-22 | \$2,414.10 | \$2,414.10 | | | |
| 41 | 41 | 24R1 | | | | 32 | Provide grilles on type 'O' fin radiation in trench in Auditorium 1005 | Coordination | Approved | 22-Sep-22 | 17-Oct-22 | 15-Nov-22 | \$23,009.80 | \$23,009.80 | | | |
| | | 30 | | | | | After hours paving of East Parking Lot | Owner Requested | Cancelled | 16-Sep-22 | | | | | | | |
| 39 | 39 | 31 | | | | | Additional curb at edge of existing parking area | Owner Requested | Cancelled | 16-Sep-22 | 28-Sep-22 | | | | | | |
| 40 | 40R1 | 32R1 | | | | 25 | Revision to existing sanitary line | Site Condition | Approved | 21-Sep-22 | 29-Sep-22 | 06-Oct-22 | \$61,577.36 | \$61,577.36 | | | TBD |
| 47 | 47R1 | 33 | | | | 43 | Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles | Coordination | Approved | 23-Sep-22 | 11-Jan-23 | 22-Jan-23 | \$37,038.71 | \$37,038.71 | | | 4 |
| 42 | 42R1 | 34 | | | | 26 | Water storage tank layout and structural revisions | Coordination | Approved | 26-Sep-22 | 14-Oct-22 | 27-Oct-22 | \$3,597.83 | \$3,597.83 | | | |
| 43 | 43 | 35R | | | | 61 | Revision to North Wing elevator brackets for rail attachments | Coordination | Approved | 07-Oct-22 | 20-Jun-23 | 27-Jun-23 | \$11,964.96 | \$11,964.96 | | | |
| 53 | 53 | 36R2 | | | | 44 | Revision to brace frame VB105 | Coordination | Approved | 09-Nov-22 | 13-Dec-22 | 26-Jan-23 | \$9,497.44 | \$9,497.44 | | | |
| 45 | 45 | 37 | | | | 30 | Revision to light fixtures P5 and P6 | Coordination | Approved | 11-Oct-22 | 31-Oct-22 | 08-Nov-22 | \$2,369.33 | \$2,369.33 | | | |
| 48 | 48 | 38 | | | | 37 | Structural beam revisions at Block B roof terraces balconies | Coordination | Approved | 20-Oct-22 | 13-Dec-22 | 10-Jan-23 | \$969.52 | \$969.52 | | | |
| 49 | 49R2 | | | 36R1 | | 60 | Structural clarifications - structural steel and rebar shop drawings | Coordination | Approved | 20-Jan-23 | 10-Mar-23 | 28-Jun-23 | \$2,768.37 | \$2,768.37 | | | |
| 46 | | | | 7R1 | | 28 | Provide slab Mounting brackets for smoke shelter | Site Condition | Approved | 17-Oct-22 | 25-Oct-22 | 01-Nov-22 | \$1,050.68 | \$1,050.68 | | | |
| 51 | 51R1 | 39 | | | | 38 | Add smoke detectors in corridors of RHA areas | Coordination | Approved | 08-Nov-22 | 13-Dec-22 | 10-Jan-23 | \$5,258.00 | \$5,258.00 | | | |
| 44R1 | | | | 22 | | 34 | Provide additional steel modifications outlined in SI#22 | Coordination | Approved | 27-Jul-22 | 16-Nov-22 | 22-Nov-22 | \$3,300.11 | \$3,300.11 | | | |
| | | 40 | | | | | Additional elevator controls | Coordination | Pending | 07-Dec-22 | | | | | | | |

| | | | | | | | | | | | | | |
|------|-------|------|-----|--|-----|---|----------------------|-----------|-----------|-----------|-----------|--------------|--------------|
| 56 | 56 | 41 | | | 45 | Revision to sliding door frame details | Coordination | Approved | 21-Dec-22 | 08-Feb-23 | 28-Feb-23 | \$8,783.50 | \$8,783.50 |
| 54 | 54 | 42 | | | 46 | Provide fixed mirrors in Staff washrooms | Coordination | Approved | 10-Jan-23 | 03-Feb-23 | 28-Feb-23 | \$7,507.50 | \$7,507.50 |
| 54R1 | 54R1 | 42 | | | 48 | Correct the cost of fixed mirrors from CO#46 | Coordination | Approved | 10-Jan-23 | 03-Mar-23 | 21-Mar-23 | (\$2,035.00) | -\$2,035.00 |
| 52 | 52 | | 39 | | 39 | Provide relay bases on smoke detectors related to door hold opens for SI#39 | AHJ | Approved | 08-Nov-22 | 13-Dec-22 | 10-Jan-23 | \$3,014.00 | \$3,014.00 |
| 55 | 55 | 43 | | | | Revise range hood colour | Owner Requested | Cancelled | 18-Jan-23 | | | | |
| 57 | 57 | 44 | | | 47 | Revision to L#2 & L#2-1 lavatory fixtures | Coordination | Approved | 18-Jan-23 | 17-Jan-23 | 21-Feb-23 | \$5,193.10 | \$5,193.10 |
| 54 | 54R1 | | 41 | | 42 | Remedial modifications to pile caps and grade beams - Phase 1 | Site Condition | Approved | 28-Nov-22 | 10-Jan-23 | 20-Jan-23 | \$14,145.87 | \$14,145.87 |
| 58 | 58 | 45 | | | | Revisions to operable window vent type | Coordination | Cancelled | 06-Feb-23 | | | | |
| 60 | 60 | 46 | | | 52 | Modifications to generator ESB breakers | Coordination | Approved | 07-Feb-23 | 24-Mar-23 | 03-May-23 | \$19,405.10 | \$19,405.10 |
| 95 | 95 | 47 | | | 79 | Revise office door locaitons, typical millwork & related power & data locations | Owner Requested | Approved | 23-Mar-23 | 08-Sep-23 | 09-Sep-25 | \$10,312.50 | \$10,312.50 |
| 59 | 59 | 48R | | | 49 | Revisions to electrical to accommodate Kitchen Equipment Phase 1 | Coordination | Approved | 14-Feb-23 | 17-Mar-23 | 22-Mar-23 | \$501.60 | \$501.60 |
| 62 | 62R2 | 49 | | | 54 | Typical Bedroom Mockup | Owner Requested | Approved | 09-Mar-23 | 03-May-23 | 06-Jun-23 | \$75,577.95 | \$75,577.95 |
| | | 50 | | | | Revise rated floor assembly ULC Listed Design No. | Cost Saving | Cancelled | 22-Mar-23 | | | | |
| | | 51 | | | 50 | Revision to select light fixtures to alternate product | Design Improvement | Approved | 22-Mar-23 | 20-Apr-23 | 26-Apr-23 | \$0.00 | \$0.00 |
| 65 | 65 | 52 | | | 57 | Delete select cubical curtains and provide track breaks in patient lift tracks | Coordination | Approved | 29-Mar-23 | 12-May-23 | 01-Jun-23 | (\$5,382.50) | (\$5,382.50) |
| 75 | 75R1 | 53 | | | 69 | Electrical revisions for elevator connections | Coordination | Approved | 30-Mar-23 | 29-Jun-23 | 03-Aug-23 | \$18,212.70 | \$18,212.70 |
| | | 54 | | | | Revisions to interior expansion joints types | Coordination | Cancelled | 30-Mar-23 | | | | |
| 68 | 68 | 55 | | | 56 | Exisiting Water Room pull station | Coordination | Approved | 05-Apr-23 | 17-May-23 | 23-May-23 | \$1,142.90 | \$1,142.90 |
| 67 | 67 | 56 | | | 55 | Revision to brace frame VB205 | Coordination | Approved | 17-Apr-23 | 12-May-23 | 18-May-23 | \$1,164.02 | \$1,164.02 |
| 82 | 82R2 | 57R | | | 78 | Revision to biometric readers | Owner Requested | Approved | 18-Apr-23 | 01-Sep-23 | 25-Sep-23 | -\$21,023.00 | -\$21,023.00 |
| 64 | 64 | | 49 | | 51 | Tree Removal at End of Block B | Site Condition | Approved | 03-Nov-22 | 20-Apr-23 | 26-Apr-23 | \$2,117.50 | \$2,117.50 |
| 66 | 66R1 | 58 | | | 68 | Clarification to area drains | Coordination | Approved | 20-Apr-23 | 19-Jul-23 | 27-Jul-23 | \$25,942.40 | \$25,942.40 |
| 77 | 77R1 | 59 | | | 85 | Fiber optic connection to exisiting building | Coordination | Approved | 02-May-23 | 25-Jul-23 | 12-Oct-23 | \$10,118.90 | \$10,118.90 |
| 78 | 78 | 60 | | | 63 | Additional pot light in Bedroom Type "D" | Coordination | Approved | 02-May-23 | 26-Jun-23 | 04-Jul-23 | \$2,865.50 | \$2,865.50 |
| | | 61 | | | | Revision to clarify clay unit product | Discontinued Product | Pending | 09-May-23 | | | | |
| 71 | 71 | 62R | | | 59R | Modifications to elevator framing for door supports and additional pit ladder | Coordination | Approved | 23-May-23 | 05-Jun-23 | 27-Jun-23 | \$66,131.08 | \$66,131.08 |
| | | 63 | | | | Patching of exisiting asphalt drive-ways | Owner Requested | Cancelled | 23-May-23 | | | | |
| 81 | 81 | 64 | | | 65 | Flooring revisions | Coordination | Approved | 25-May-23 | 07-Jul-23 | 20-Jul-23 | \$7,090.72 | \$7,090.72 |
| 80 | 80R2 | 65 | | | 84 | Owner requested revisions to Kitchen Equipment | Owner Requested | Approved | 25-May-23 | 22-Sep-23 | 03-Oct-23 | \$68,113.10 | \$68,113.10 |
| 73 | 73 | 66 | | | 62 | Delete kitchen equipment soap and towel dispenser accessories | Owner Requested | Approved | 29-May-23 | 20-Jun-23 | 27-Jun-23 | (\$2,670.00) | (\$2,670.00) |
| | | 67R3 | | | | Tie-in to exisitng fire alarm and PA systems | Coordination | Pending | 30-May-23 | | | | |
| 87 | 87 | 68 | | | 70 | Revision to louvres | Coordination | Approved | 30-May-23 | 02-Aug-23 | 08-Aug-23 | \$660.00 | \$660.00 |
| 68 | 68 | 69 | | | 58 | Patient lift system power supply covers | Owner Requested | Approved | 01-Jun-23 | 05-Jun-23 | 22-Jun-23 | \$10,222.30 | \$10,222.30 |
| 83 | 83 | 70 | | | 67 | Revision to stair guard assembly | Coordination | Approved | 06-Jun-23 | 19-Jul-23 | 26-Jul-23 | \$726.00 | \$726.00 |
| 84 | 84 | 71 | | | 66 | Revision to Ceramic tile type CT2.1 in select rooms | Owner Requested | Approved | 15-Jun-23 | 19-Jul-23 | 25-Jul-23 | \$0.00 | \$0.00 |
| 74 | 74R1 | 72R | | | 64 | Temporary support angles for Block C structural frame | Coordination | Approved | 13-Jun-23 | 28-Jun-23 | 04-Jul-23 | \$10,563.30 | \$10,563.30 |
| 69 | 69R1 | | | | 71 | Removal of exisiting foundations at electrical duct bank trench | Site Condition | Approved | 14-Jun-23 | 07-Jul-23 | 09-Aug-23 | \$10,095.80 | \$10,095.80 |
| | | 73 | | | | Revise solid surface finish colour on millwork M30 & M31 | Owner Requested | Cancelled | 12-Jul-23 | | | | |
| | | 74 | | | | Additional structural support at 5th floor trench drain | Coordination | Pending | 12-Jul-23 | | | | |
| 90 | 90 | 75R | | | 74 | Revised detail at expansion joint at gridline 23 between S & T/T.2. | Coordination | Approved | 12-Jul-23 | 14-Aug-23 | 24-Aug-23 | \$8,513.40 | \$8,513.40 |
| 92 | 92 | | | | 75 | Revised rebar stirrups at elevator conduit duct bank | Coordination | Approved | 18-Jul-23 | 23-Aug-23 | 30-Aug-23 | \$1,036.20 | \$1,036.20 |
| 93 | 93 | | 148 | | 76 | Revision to window sill support material detail | Contractor Requested | Approved | 23-Aug-23 | 29-Aug-23 | 05-Sep-23 | \$3,312.89 | \$3,312.89 |
| 102 | | 76 | | | 86 | Coring of Foundation for temporary generator connection | Coordination | Approved | 25-Jul-23 | 03-Oct-23 | 11-Oct-23 | \$3,850.00 | \$3,850.00 |
| 101 | 101R3 | 76R2 | | | 91 | Connection for Portable Genset and Load Bank Testing | Owner Requested | Approved | 06-Feb-24 | 22-Feb-24 | 12-Mar-24 | \$116,723.25 | \$116,723.25 |
| 94 | 94 | 77 | | | 77 | Revision to jockey pump electrical feed | Coordination | Approved | 26-Jul-23 | 01-Sep-23 | 12-Sep-23 | \$5,904.80 | \$5,904.80 |
| 98 | 98 | 78 | | | 82 | Revised wall depth in Laundry Rooms to accommodate 4" drain pipe | Coordination | Approved | 27-Jul-23 | 19-Sep-23 | 03-Oct-23 | \$246.50 | \$246.50 |
| | | 79 | | | | Delete fire damper at return air duct in penthouse level | Coordination | Pending | 31-Jul-23 | | | | |
| 97 | 97R1 | 80R | | | 81 | Revise wall thickness to accommodate pipe size | Coordination | Approved | 03-Aug-23 | 19-Sep-23 | 03-Oct-23 | \$3,090.10 | \$3,090.10 |
| 96 | 96 | 81 | | | 83 | Domestic booster pump power feed | Coordination | Approved | 23-Aug-23 | 13-Sep-23 | 02-Oct-23 | \$6,792.50 | \$6,792.50 |
| | | 82 | | | | Revision to Drew St. entrance samitary & storm pipes for interferences | Coordination | Pending | 28-Aug-23 | | | | |
| 105 | 105 | 83 | | | 88 | Electric heaters for temporary heat in rooms at junction between Phase 1 and 2 | Coordination | Approved | 15-Sep-23 | 10-Sep-23 | 24-Oct-23 | \$5,335.90 | \$5,335.90 |
| | | 84 | | | | Investigation for tie-in to exisiting PA system | Coordination | Cancelled | 15-Sep-23 | | | | |
| 85 | 85 | | 67 | | 80 | Ductwork revisions related to SI#67 | Coordination | Approved | 06-Jun-23 | 02-Aug-23 | 25-Sep-23 | \$1,439.90 | \$1,439.90 |
| 103 | 103R1 | 85 | | | 89 | Additional louvre colour | Coordination | Approved | 02-Oct-23 | 30-Oct-23 | 10-Nov-23 | \$3,300.00 | \$3,300.00 |
| 106 | 106 | 86 | | | 87 | Chiller Support Frames | Coordination | Approved | 02-Oct-23 | 17-Oct-23 | 18-Oct-23 | \$42,145.73 | \$42,145.73 |
| 112 | 112R1 | 87 | | | 96 | Revise light fixture type U & U1 | Coordination | Approved | 17-Oct-23 | 29-Nov-23 | 07-Jan-24 | \$2,753.30 | \$2,753.30 |
| 114 | 114 | 88 | | | 94 | Revise storm drain piping from the roof of Stair Shaft #5 | Coordination | Approved | 26-Oct-23 | 14-Nov-23 | 05-Dec-23 | \$8,269.80 | \$8,269.80 |
| | | 89 | | | | Add digital meni board connections at each dining area | Owner Requested | Pending | 31-Oct-23 | | | | |

| | | | | | | | | | | | | | | |
|---------------------------------|-------|------|--|------|-----|---|---------------------------|-----------|-----------|-----------|-----------|----------------|----------------|--|
| 116 | 116 | 90 | | | 100 | Additional roof anchors at chimney for Boiler #4 | Coordination | Approved | 01-Nov-23 | 20-Nov-23 | 10-Jan-24 | \$35,019.60 | \$35,019.60 | |
| | | 91 | | | 97 | Revision to flooring materials in corridors and resident vestibules | Owner Requested | Approved | 08-Nov-23 | 22-Nov-23 | 07-Jan-23 | \$0.00 | \$0.00 | |
| | | 92 | | | | Provide a permanent load bank for generator testing | Coordination | Pending | 08-Nov-23 | | | | | |
| | | 93 | | | | Revision for door controls | Coordination | Pending | 10-Nov-23 | | | | | |
| 117 | 117 | 94 | | | 93 | Ground connection from pole to transformer | Coordination | Approved | 14-Nov-23 | 24-Nov-23 | 27-Nov-23 | \$3,122.90 | \$3,122.90 | |
| 104 | 104R2 | | | | 90 | Additional track components for lift track in room 5091 - Submittal 135 | Coordination | Approved | 30-May-23 | 31-Oct-23 | 10-Nov-23 | \$2,448.60 | \$2,448.60 | |
| 111 | 111R1 | | | 91R2 | 92 | Revision to ductwork related to ERV#1 and SI#91R2 | Coordination | Approved | 15-Sep-23 | 16-Nov-23 | 20-Nov-23 | \$4,701.40 | \$4,701.40 | |
| | | 95R | | | | Typical resident wardrobe storage hinges | Owner Requested | Cancelled | 20-Nov-23 | | | | | |
| 121 | 121R2 | 96R | | | 102 | Typical resident room and washroom millwork revisions | Owner Requested | Approved | 22-Nov-23 | 09-Jan-24 | 15-Jan-24 | \$28,778.20 | \$28,778.20 | |
| 123 | 123R2 | 97R | | | 101 | Revision to resident room drapes | Owner Requested | Approved | 22-Nov-23 | 08-Jan-24 | 10-Jan-24 | \$4,059.00 | \$4,059.00 | |
| | | 98 | | | | Additional lightning protection | Coordination | Cancelled | 27-Nov-23 | | | | | |
| 125 | 125R2 | 99R | | | 103 | Toggle switch at flusher disinfectant in soiled utility rooms | Coordination | Approved | 29-Nov-23 | 11-Jan-24 | 15-Jan-24 | \$1,651.10 | \$1,651.10 | |
| 135 | 135R1 | 100 | | | 105 | Revise drainage for balcony/roof areas | Coordination | Approved | 29-Nov-23 | 15-Feb-24 | 27-Feb-24 | \$19,183.78 | \$19,183.78 | |
| 110 | 110R1 | | | 80 | 95 | Costs associated with piping clarification in SI#80 | Coordination | Approved | 15-Aug-23 | 30-Nov-23 | 14-Dec-23 | \$22,236.50 | \$22,236.50 | |
| | | 101 | | | | Delete telephone cables between communications cabinets | Owner Requested | Cancelled | 19-Dec-23 | | | | | |
| | | | | | 53 | Phase 2 Piling | Site Condition | Approved | 08-Jan-24 | 08-Jan-24 | 10-Jan-24 | \$0.00 | \$0.00 | |
| 129 | 129R1 | 102 | | | 104 | Revision to Clean Utility Millwork M13 | Owner Requested | Approved | 22-Dec-23 | 24-Jan-24 | 30-Jan-24 | (\$29,960.00) | (\$29,960.00) | |
| | | 103 | | | | Delete resident room lower entertainment boxes | Owner Requested | Pending | 02-Jan-24 | | | | | |
| 133 | 133 | 104 | | | 106 | Revisions to Phase 2 Structural Steel | Coordination | Approved | 04-Jan-24 | 02-Feb-24 | 27-Feb-24 | \$13,369.24 | \$13,369.24 | |
| | | 105 | | | | Wanderguard elevator control tie-in | Coordination | Pending | 08-Jan-24 | | | | | |
| | | | | | 98 | Asphalt deficiency warranty extension | Deficiency Reconciliation | Approved | 06-Dec-23 | 14-Dec-23 | 11-Jan-24 | (\$7,500.00) | (\$7,500.00) | |
| 127 | 127 | | | | 99 | CSA IPAC training course | Contractor Requested | Approved | 10-Nov-23 | 02-Jan-24 | 11-Jan-24 | (\$550.00) | (\$550.00) | |
| 139 | 139R | 106 | | | 109 | Revision to Block D tub rooms | Coordination | Approved | 24-Jan-24 | 26-Feb-24 | 07-Mar-24 | \$7,681.30 | \$7,681.30 | |
| | | 107 | | | | Support posts for med sled system in stairwells | Owner Requested | Pending | 31-Jan-24 | | | | | |
| 141 | 141 | 108 | | | 108 | Revise outlet locations in Type C Bedrooms | Owner Requested | Approved | 08-Feb-24 | 23-Feb-24 | 07-Mar-24 | \$1,907.40 | \$1,907.40 | |
| 140 | 140 | | | | 107 | Delete siding band detail at Penthouse | Cost Saving | Approved | 21-Feb-24 | 21-Feb-24 | 27-Feb-24 | (\$10,600.00) | (\$10,600.00) | |
| 137 | 137 | | | | 110 | Slab edge firestop detail revision | Coordination | Approved | 09-Feb-24 | 04-Mar-24 | 07-Mar-24 | \$39,165.00 | \$39,165.00 | |
| | | 109R | | | | Clarification to temporary soffit and heating | Coordination | Pending | 20-Feb-24 | | | | | |
| | | 110 | | | | Add door 5136 and associated hardware | Coordination | Pending | 04-Mar-24 | | | | | |
| | | 111 | | | | Revisions to communication cabinet racks and distribution | Coordination | Pending | 14-Mar-24 | | | | | |
| | | 112 | | | | Radiant heater piping enclosures | Coordination | Pending | 14-Mar-24 | | | | | |
| | | 113 | | | | Revisions to resident washrooms to accommodate plumbing drain risers | Coordination | Pending | 14-Mar-24 | | | | | |
| | | 114 | | | | Revisions to water room door hardware | Coordination | Pending | 20-Mar-24 | | | | | |
| | | 115 | | | | RCP revision to Corridor 5099 | Coordination | Pending | 21-Mar-24 | | | | | |
| Total - As of Issue Date | | | | | | | | | | | | \$1,648,004.58 | \$1,630,976.58 | |

YTD Project Budget to Actual
Cassellholme Redevelopment
Commencement to date:

Cassellholme

February 29, 2024

Jan 2024

Feb 2024

| Budget Item | Description | Board Approved Budget | Spent Commencement to Previous Month | Current Month | Total Spent to Date | Budget Remaining | % of Budget Spent |
|--------------|--|-----------------------|--------------------------------------|---------------------|---------------------|-------------------|-------------------|
| A1 | Land | - | - | - | - | - | 0.0% |
| A2 | Land Legal Fees and others | - | - | - | - | - | 0.0% |
| A3 | Property Taxes | - | - | - | - | - | 0.0% |
| B1.1 | Construction Cost - Phase 1 | 52,954,402 | 29,958,922 | 2,136,055 | 32,094,977 | 20,859,425 | 60.6% |
| B1.2 | Construction Cost - Phase 2 & 3 | 48,626,198 | 2,807,007 | - | 2,807,007 | 45,819,190 | 5.8% |
| B1.3 | Budget Increases - Change Orders | 1,465,520 | 816,632 | 29,173 | 845,805 | 619,715 | 57.7% |
| B1.4 | Holdback Retained | - | 4,365,733 | 281,480 | 4,647,213 | 4,647,213 | 0.0% |
| B1.4a | Holdback Released | - | 20,043 | - | 20,043 | 20,043 | 0.0% |
| B1.5 | Owner Hard Costs | 7,046 | 7,046 | - | 7,046 | - | 100.0% |
| B2 | Demolition | - | - | - | - | - | 0.0% |
| B3 | Construction Contingency | 3,645,832 | - | - | - | 3,645,832 | 0.0% |
| B3 | Contingency Reductions- Change Orders | - | 1,465,520 | - | - | 1,465,520 | 0.0% |
| C1 | Architect | 3,305,965 | 2,593,285 | 20,664 | 2,613,949 | 692,016 | 79.1% |
| C2 | Structural Engineer | 417,800 | 312,157 | - | 312,157 | 105,643 | 74.7% |
| C3 | Mechanical Electrical Engineer | 1,359,186 | 1,179,024 | - | 1,179,024 | 180,162 | 86.7% |
| C4 | Civil Engineer | 154,927 | 128,011 | - | 128,011 | 26,916 | 82.6% |
| C5 | Landscape Architect | 55,213 | 44,038 | - | 44,038 | 11,175 | 79.8% |
| D1 | Geotechnical / Environmental | 29,751 | 29,751 | - | 29,751 | 0 | 100.0% |
| D2 | Land Surveyor | - | - | - | - | - | 0.0% |
| D3 | Energy Modelling Consultant | 87,145 | 87,145 | - | 87,145 | - | 100.0% |
| D4 | Commissioning Consultant | 78,066 | 47,686 | - | 47,686 | 30,380 | 61.1% |
| D5 | AV and Acoustics Consultant | 62,529 | 50,179 | - | 50,179 | 12,350 | 80.2% |
| D6 | Food Services Consultant | 22,263 | 19,763 | - | 19,763 | 2,500 | 88.8% |
| D7 | Elevator Consultant | 9,713 | 6,213 | - | 6,213 | 3,500 | 64.0% |
| D8 | Cost Consultant | 89,770 | 89,770 | - | 89,770 | - | 100.0% |
| D9 | Hardware Consultant | 4,000 | 4,000 | - | 4,000 | - | 100.0% |
| D11 | Life Safety and Fire Consultant | 3,038 | 3,038 | - | 3,038 | - | 100.0% |
| D10 | Misc. Consultants | 400,655 | 151,533 | 7,118 | 158,651 | 242,005 | 39.6% |
| E1 | Development Charges | - | - | - | - | - | 0.0% |
| E2 | Building Permit | - | - | - | - | - | 0.0% |
| E3 | Miscellaneous Permits | 31,235 | 31,235 | - | 31,235 | 0 | 100.0% |
| F1 | Insurance - Liability & Builder's Risk | - | - | - | - | - | 0.0% |
| F2 | Pre-Opening Expenses | - | - | - | - | - | 0.0% |
| F3 | Project Management Fee | 858,833 | 459,661 | 11,352 | 471,013 | 387,820 | 54.8% |
| F4 | Administrative Costs | - | - | - | - | - | 0.0% |
| F5 | Accounting Services | 300,000 | 273,597 | - | 273,597 | 26,403 | 91.2% |
| F6 | Marketing Fees | 70,000 | 62,463 | - | 62,463 | 7,537 | 89.2% |
| F7 | Disbursements | 60,000 | 54,292 | - | 54,292 | 5,708 | 90.5% |
| F8 | Legal Fees | 510,000 | 482,505 | 1,950 | 484,455 | 25,545 | 95.0% |
| G1 | Construction Loan Interest | 2,680,041 | 1,445,026 | 146,914 | 1,591,940 | 1,088,101 | 59.4% |
| G2 | Commitment Fee | 50,000 | - | - | - | 50,000 | 0.0% |
| G3 | Broker's Fees | - | - | - | - | - | 0.0% |
| G4 | Financing Legal Fees | - | - | - | - | - | 0.0% |
| G5 | Project Monitor | 170,000 | 63,464 | 2,500 | 65,964 | 104,036 | 38.8% |
| G6 | Appraisal | - | - | - | - | - | 0.0% |
| G7 | Draw Fees | 20,000 | - | - | - | 20,000 | 0.0% |
| H1 | HST on Monthly Costs | 15,088,933 | 4,468,785 | 249,077 | 4,717,862 | 10,371,071 | 31.3% |
| H2 | HST Input Tax Credit | - | 3,793,108 | 583,262 | 4,376,370 | 10,712,563 | 29.0% |
| H3 | HST Self-Assessment | 1,914,397 | 301,374 | 341,852 | 643,226 | 1,271,171 | 33.6% |
| I1 | Soft Costs Contingency | 1,005,800 | - | - | - | 1,005,800 | 0.0% |
| J1 | FF&E | 2,965,586 | 24,978 | - | 24,978 | 2,940,608 | 0.8% |
| Total | | 121,949,389 | 37,863,779 | 2,081,912.83 | 39,945,692 | 82,003,697 | 32.8% |

Board of Management Meeting
March 28, 2024

❖ CLINICAL SERVICES - Erin Brophy, RN, MN, Adult-Geriatric Nurse Practitioner

Nurse Practitioner (NP) initiatives at Cassellholme:

Libre Diabetic Management Initiative: myself (NP), our pharmacist, and dietician have collaborated to launch a Libre initiative for diabetic management. This program utilizes continuous glucose monitoring systems to provide real-time data, enabling personalized care plans and timely interventions for diabetic residents.

Weekly Interdisciplinary Meetings: Recognizing the importance of coordinated care, we've instituted weekly interdisciplinary team meetings. These sessions bring together healthcare professionals from various disciplines to discuss resident cases, share insights, and develop comprehensive care plans tailored to individual needs. This proactive approach ensures seamless care transitions and fosters optimal resident outcomes.

New Policies for Wound Care and Immunizations: In response to evolving best practices and regulatory standards, we've introduced updated policies for wound care and immunizations within our facility. These policies reflect evidence-based practices, standardize procedures, and prioritize infection control measures. By adhering to these guidelines, we aim to enhance the quality of care provided to our residents and maintain a safe environment within the facility.

These initiatives demonstrate our commitment to excellence in care delivery and continuous improvement at Cassellholme LTC.

❖ CLINICAL SERVICES - Lindsay Dyrda, Director of Care

Funding:

We are thrilled to announce that Cassellholme was the recipient of one-time funding from the Local Priorities Fund in the amount of \$120,600! The intent for the funding is for diagnostic equipment to avoid hospital admissions for current LTC residents who have new, or increasingly complex medical or specialized equipment needs which cannot currently be accommodated.

The equipment we have purchased are: 2 IV pumps, 3 vitals machines, an ECG machine and a bladder scanner. With this new equipment, comes extensive training to our Registered Staff. To date, 15 staff have participated in two training sessions; one in-class and one off site using the Nipissing University Simulation Lab. Training has been provided by Mel Cross, a clinical nurse educator, who also works full time in the Emergency Department at the NBRHC. Our Medical Director has also been involved in all aspects of this process.

There is a lot of excitement amongst the staff to be able to use nursing skills that are not common in LTC. These changes hold Cassellholme in the spotlight, and lead the way in the sector.

Reports to the Ministry of Long Term Care:

Cassellholme submitted ten critical incidents to the MOLTC during the month of February. Six incidents involved reports of suspected or alleged abuse, three were involving staff to resident, two resident to resident, and one visitor to resident. All incidents were investigated and appropriate measures were applied. Two incidents involved residents who sustained a fall, which resulted in transfer to hospital, which resulted in a significant change. The last incident was the Respiratory Disease Outbreak, from February 9-22, 2024 and involved 9 residents.

For the month of March, eight critical incidents were reported. Four incidents involved reports of suspected or alleged abuse, three were involving staff to resident and one resident to resident. Two incidents involved residents who sustained a fall, which resulted in transfer to hospital, which resulted in a significant change. The last incidents were the Enteric Outbreak from March 4-February 9, which involved 20 residents, and the Respiratory Outbreak from March 14-20th, which involved 2 residents.

❖ RESIDENT & FAMILY NAVIGATOR - Jillian Marchand

February 17 to March 25, 2024

Permanent Admissions 9 (22 - total for 2024)

Short Stay Admissions 2 (total of 10 days)

Resident Passing 6

Resident Discharge 1 (discharged to Castle Arms Apartment)

Quality Improvement Plan

Yearly submission to be made by April 1st to Health Quality Ontario of the Homes Quality Improvement Plan.

The plan includes a summary from the previous years Quality Improvement Plan, a narrative of specified improvement topics from the Province, and the Quality Improvement Workplan.

The Workplan includes mandatory quality indicators from Health Quality Ontario, such as Fall Rate, as well as identified Home indicators derived from Continuous Quality Committee, Satisfaction Survey, and other sources within the Home.

❖ INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Manager

Outbreaks

Enteric Outbreak - 3rd Floor March 4 - 9/24 20 residents / 9 staff

Respiratory Outbreak - Maple Street March 14 - 20/24 2 residents / 2 staff

❖ MEALS ON WHEELS - Trina Milne, Manager

There are approximately 75 active Meals on Wheels clients.

Cassellholme prepares 246 to 308 meals a week. This amount varies each week.

Cassellholme prepares approximately 1241 hot meals monthly and approximately 326 frozen meals monthly. This amount will also vary every month.

Arranged by

Derek Callahan
Enrichment Lead

Prepared for

Cassellholme Board of Directors

CASSELLHOLME

Compassionate care for life's journey.

**ENRICHMENT LEAD
REPORT**

Time Period from 1 January to 28 March 2024

CONTENTS

Part One

Cassellholme Charitable Foundation Update

Part Two

Cassellholme Culture Club Update

cultureclub

Derek Callahan

Enrichment Lead



CASSELLHOLME CHARITABLE FOUNDATION

Cassellholme relies on donations from the community to support and enrich programs for our residents. Government funding just doesn't go far enough for the quality of care we provide. Donations large and small make a meaningful difference. You can give money directly in memory of a loved one, or ask friends and family to donate in lieu of sending flowers or other gifts.

In today's digital era, the utilization of an online fundraising platform is a software or a tool that allows your nonprofit to securely collect and process donations. Or, from a donor-centric point of view, online fundraising platforms allow donors to quickly, easily and securely support causes that are important to them, that is why we have chosen to use Donor Perfect as our online fundraising portal.

January 1 - March 26th , 2024

Donations

| Date of Gift | Gift Amount | Solicitation Descr |
|--------------|-------------|--------------------|
| 01/01/2024 | \$433.00 | Unsolicited |
| 01/08/2024 | \$75.00 | Unsolicited |
| 01/25/2024 | \$75.00 | In Memoriam |
| 02/01/2024 | \$20.00 | Unsolicited |
| 02/02/2024 | \$500.00 | Unsolicited |
| 02/02/2024 | \$200.00 | Unsolicited |
| 02/12/2024 | \$5.15 | Unsolicited |
| 02/20/2024 | \$200.00 | In Honor |
| 02/21/2024 | \$25.75 | Unsolicited |
| 02/21/2024 | \$25.75 | Unsolicited |
| 02/21/2024 | \$25.75 | Unsolicited |
| 02/21/2024 | \$25.75 | Unsolicited |
| 02/22/2024 | \$51.50 | Unsolicited |
| 02/22/2024 | \$25.75 | Unsolicited |
| 02/23/2024 | \$25.75 | Unsolicited |
| 02/23/2024 | \$25.75 | Unsolicited |
| 02/26/2024 | \$51.50 | Unsolicited |
| 02/28/2024 | \$51.50 | Unsolicited |
| 02/29/2024 | \$25.75 | Unsolicited |
| 02/29/2024 | \$25.75 | Unsolicited |
| 03/02/2024 | \$30.00 | Unsolicited |
| 03/03/2024 | \$37.08 | Unsolicited |
| 03/06/2024 | \$1,000.00 | In Honor |
| 03/06/2024 | \$103.00 | Unsolicited |
| 03/15/2024 | \$100.00 | Unsolicited |
| 03/21/2024 | \$165.00 | Unsolicited |
| 03/21/2024 | \$100.00 | In Memoriam |
| 03/21/2024 | \$20.00 | Unsolicited |

TOTAL
JANUARY
TO
MARCH
2024
\$2888.00



We commenced data transfer uploads in early January and went live with the system in mid -January. We have utilized the donation link in our family mail outs and are currently re-tweaking the online donation form to be able to allow for monthly donations on a re-occurring basis.

Additionally - we will be with the assistance of our program, generating a specific QR code and re-doing our donation cards that will be placed at local funeral homes in the area to allow for donations to be made quickly, securely and conveniently.

My next project, which is currently underway, is canvassing local service clubs to see if we can garner assistance in the purchasing of patio furniture for the New Facility. This program is in its infancy, and we will continue to solicit donations for this project.

I am currently investigating various other forms of fundraising avenues including online lotteries such as progressive jackpots and or online 50/50 draws, as well as in town activities and or events such as Auctions/Gala Dinners and items/events of those types

CASSELLHOLME
Compassionate care for life's journey.
Charitable Foundation

How can you help?

- 1 IN PERSON**
Stop by the General Store located inside the main doors on the main concourse. Donations are accepted via Cash, Cheque, VISA, or Mastercard.
- 2 MAIL**
Submit a Cheque payable to Cassellholme Charitable Foundation, 400 Olive Street, North Bay, ON P1B 6J4.
- 3 LEGACY GIFTS OR BEQUESTS**
A bequest is a donation in your will that is distributed by your estate after your death. Your gift is a reflection of your interest in making Cassellholme a stronger and more prosperous place for current residents and future generations.
- 4 VOLUNTEER**
We actively encourage volunteer participation in order to make our home a better place for all to live, work, learn and play. Contact Derek Callahan, Enrichment Lead for more information at (705) 474-4250 ext. 896 for more information.
- 5 CELEBRATION WALL**
Cassellholme's Celebration Wall commemorates the milestones and lives of residents and their loved ones, as well as Cassellholme employees and volunteers. Plaques are 13cm x 6cm and available in a variety of finishes, based on the donation.

For more information contact Derek Callahan, Enrichment Lead at ext. 896
CRA Tax Receipts are issued for any donation over \$10.00



CASSELLHOLME cultureclub

The Cassellholme Culture Club is a new entity replacing the Cassellholme social committee. The Culture Club focuses on helping employees' bond and boosting morale in the workplace. We come up with fun committee at work ideas that do not necessarily involve working. We also plan events for both in and out of the office to try to improve work - life balance and also activities for all members of the employee's family not just the employee.



WE WANT TO HEAR FROM YOU !!!!

HOW CAN WE MAKE YOUR WORKDAYS BETTER??

- Grab a marker
- Make a Suggestion !!
- Make a Recommendations!!
- Do not sign your name!!!

Couple of Rules
Keep it respectful & clean
We cant give you more money or more time off !!!

cultureclub

Cassellholme Culture Club Presents...
Staff Valentine's Day Lunch!

FREE PIZZA LUNCH!

Wednesday February 14, 2024
Garden Room
2 Slices/Per Person
Plus a Pop

Delivery for ALL Shifts
11:00 / 12:00 / 13:00 - Days
18:00 - Evenings (Staff Room)
12:00 Midnight (Staff Room)

cultureclub

THURSDAY MARCH 21ST IS MISMATCHED SOCKS DAY

ROCK YOUR MISMATCHED SOCKS!
WORLD DOWN SYNDROME DAY
MARCH 21ST

cultureclub

FRIDAY MARCH 22ND
Popcorn and Candy Floss Sale

CANDY FLOSS AND POPCORN SOLD HERE

2:00 - 4:00 PM
Outside Garden Room
£2.00 Each

Support your cultureclub

APRIL 2024 WELLNESS CHALLENGE COME AND JOIN IN THE FUN

cultureclub

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|---|---|--|---|---|-----|
| | 01 MAKE SOMEONE LAUGH TODAY | 02 CELEBRATE NATIONAL PEANUT BUTTER & JELLY DAY | 03 Drop a Carb and add a Fruit Snack! | 04 Cook a Healthy Meal | 05 Go to Bed 1 Hour Earlier Tonight | 06 |
| 07 | 08 Practice Mindless Mandays for two weeks | 09 WATCH YOUR FAVOURITE FEEL GOOD MOVIE HE-TIME IS IMPORTANT | 10 Mini Message Day 2:00 - 4:00 PM Ruditearum | 11 PAWS ON PARADE | 12 Take a picture of Sunrise or Sunset | 13 |
| 14 | 15 | 16 Go completely offline today | 17 TEAM UP! We love our Volunteers | 18 Practice Single Tasking TODAY | 19 Game Night | 20 |
| 21 | 22 HAPPY EARTH DAY Try Earthing Today!! | 23 MUSIC Dance like nobody is watching today | 24 Clean up online spaces block, unfollow unsubscribe | 25 TRY OUR SMOOTHIE BINE 2:00 - 3:30 PM MAIN LOBBY | 26 Date Night! | 27 |
| 28 | 29 Focus on the GOOD today | 30 CONGRATS YOU DID IT! | | | | |

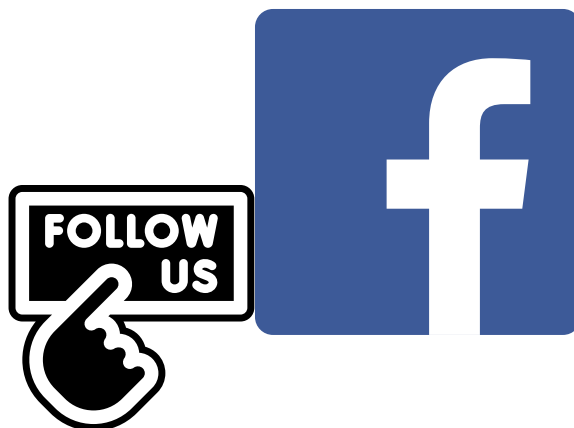
APRIL cultureclub WELLNESS bingo

| | | | | |
|----------------------------------|--|--------------------------------------|-------------------------------------|---|
| SPECIFIC TASK OUTSIDE | DRINK 2 GLASSES OF WATER TODAY | DO BETTER DANCE SEQUENCES FOR 1 WEEK | PLY FOR PERSONALITY FOR 1 WEEK | PICK A RANDOM NUMBER TO ACCEPT |
| GO FOR 1 HR WALK | ACHIEVE 10 MINS EVERYDAY FOR 1 WEEK | SPECIFIC JOY TO YOUR TEAM | DO SKRIBES FOR 1 WEEK | LEAVE IN A HEALTHY SUECK FOR COBRACKERS |
| MAKE A DONATION TO A CHARITY | TRY OUT A FOOD TRUCKING APP FOR 1 WEEK | FINISH A JOB SPECIFIC DAY | WATCH A FRODO BAGGINS MOVIE | WATCH AN ANIMATED MOVIE |
| TRY A FRODO BAGGINS MOVIE | DO JACOBI FOR 1 WEEK | TAKE THE STAIRS FOR 1 WEEK | KEEP A GRATITUDE JOURNAL FOR 1 WEEK | SAY NO TO SOMETHING 1 TIMES THIS MONTH |
| PERFORM A RANDOM ACT OF KINDNESS | MASTER ONE YOGA POSE THIS MONTH | TRY ONE DAY OF DEEP BREATHING | WALK THE DOGS FOR 1 WEEK | CATCH UP WITH A FRIENDLY MEMBER OR FRIEND |

CASSELLHOLMEcultureclub

Currently we have 6 employees on the committee, but we are always trying to recruit to garner more assistance. We currently have a PRIVATE Social Media Group Facebook which we utilize to inform of all activities and ongoings of the Culture Club. Additionally, we have requested to be able to utilize the in-house television at the front door to allow for the promotion of events and activities using power point slides.

Response has been good so far and we hope to continue to build on our small successes to try and rebuild the positive mindset and culture within the work place



How the workplace impacts wellness

70%

of an employee's wellness decisions are influenced by their workplace, including:

-  How much physical activity they get
-  What kinds of food they eat
-  How much they sleep at night
-  How they are doing emotionally

By implementing a workplace wellness program, employers can:

- ✓ Create a positive work environment
- ✓ Improve the health and well-being of their employees

This can help employees be:

- Happier
- Healthier
- More productive

