### CASSELLHOLME BOARD OF MANAGEMENT MEETING

### WEDNESDAY, MAY 1, 2024



Compassionate care for life's journey.

Johanne Brousseau (zoom)

### **MINUTES**

Date: Wednesday, May 1, 2024 Cassellholme Garden Room Location: Present: Mark King, Chair Staff: Angie Punnett, Administrator Chris Mayne, Vice Chair (zoom) Billy Brooks, Chief Financial Officer Shani Giroux, Director of Human Resources Peter Chirico Sherry Culling Julie Pilkey, Secretary Robert Corriveau Michelle Lahay Dave Smits, Director, Capital Facilities Anita Brisson (for Dave Smits) **Regrets:** Guests: Monique Peters, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	RECORDED MEETING	
	<i>"Moved by Robert Corriveau and seconded by Peter Chirico that the meeting be called to order at 4:04 p.m."</i>	
	Res. #37-24 Carried	
	1. Approval of Agenda	
	Move the In-Camera portion of the meeting up to Agenda Item #4	
	<i>"Moved by Michelle Lahay and seconded by Sherry Culling that the Board approved the Agenda for this meeting, as amended."</i>	
	Res. #38-24 Carried	
	2. Conflict of Interest	
	<i>"Moved by Robert Corriveau and seconded by Sherry Culling that no other Board Members present have declared a conflict of interest.</i>	
	Res. #39-24 Carried	
	1 Cassellholme - Board of Management Meeting Minutes - Ma	ny 1, 2024

### 3. Approval of Minutes 3.1 Approval of Minutes of the Regular Board Meeting held on March 28, 2024 "Moved by Robert Corriveau and seconded by Peter Chirico that the minutes of the Regular Board Meeting, held on March 28, 2024, be adopted as presented." Res. #40-24 Carried 4. IN - CAMERA Guests left the meeting "Moved by Robert Corriveau and seconded by Peter Chirico that the Board proceed to an In-Camera session at 4:08 p.m." Res. #41-24 Carried 4.1 Approval of the In-Camera Minutes - dated March 28, 2024 - deferred 4.2 Personal Matter In-Camera Motion - Res. #42-24 4.3 Legal Matter - Confidential Contract Negotiation 4.4 Confidential Matter 4.5 Confidential Matter "Moved by Michelle Lahay and seconded by Sherry Culling that the Board approve the In-Camera session to be adjourned at 4:39 p.m." Res. #43-24 Carried **Business Arising** 5. No Business Arising **New Business** 6. 6.1 Exit Strategy for Municipalities Municipalities would like an exit by the end of 2027, when the project is completed. Municipalities preparing to submit a proposal to the Ministry. 6.2 Air Conditioning Requirement – Exemption Request Received notice that the extension expired May 2024. Cassellholme will need to submit another request to extend the exemption. 7. **PAUSE MEETING** "Moved by Robert Corriveau and seconded by Peter Chirico that the Board approve to Pause the Regular Meeting and Proceed to the Annual General Meeting at 4:56 p.m."

Res. #44-24

**Carried** 

	8. RESUME MEETING	
	"Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve to Resume the Regular Meeting at 5:42 p.m." Res. #51-24 Carried	
	9. Redevelopment	
	<b>9.1 Construction Update</b> <i>(Anita Brisson for Dave Smits)</i> Report in package. Anita provided an update in Dave's absence.	
	9.2 Nipissing First Nation – Update Angie noted they are continuing to meet and will provide more of an update at the next meeting.	
	10. Operations	
	<ul> <li>10.1 Operations Update         Included in package.         The Trishaw Bike Program is pausing their program. Angie has reached out to offer to house the program through Cassellholme.         Working with the Health Unit on new Outbreak Protocols.         New Fire Panel has been ordered.     </li> </ul>	
B.	CORRESPONDENCE	
	B.1. Ministry Inspection Report – included in package. Angie noted Proactive inspections will be completed annually.	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No Items Noted	
D.	DATE OF NEXT MEETING	
	Regular Meeting - Thursday May 23, 2024 @ 5:00 p.m. – or at the call of the Chair.	
E.	ADJOURNMENT	
	<i>"Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 6:02 p.m."</i>	
	Res. #52-24 Carried	

Secretary

Chairman



Apr 25, 2024

www.cassellholme.ca 400 Olive Street, North Bay, ON P1B 6J4 705-474-4250

### Subject: Cassellholme Redevelopment Update – May 2, 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.

### PHASE 1-B

• 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. Levels 2 and 3 are complete. Level 4 is 80% complete and Levels 5 and 1 are in progress.

• Interior framing is well advanced on Levels 2 to 5 and the ground floor is approximately 85% complete.

• Vapour barrier, insulation and brick is in progress along the east, north and west elevations of Block A. Vapour barrier is in progress in Block B. 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. • Elevator has been delivered to site, and elevator shaft work is ongoing.

• Patient lift structures are in progress

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. Last updated HCR meeting held April 5, 2024. Another meeting will be planned to review 5 day move plan in more detailed in June & September.

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 April 25, 2024 log.

### Budget Update

Mar 2024 actuals attached.

	Action	Sub Actions	Responsible	Due Date
	FF&E Review	Final furniture quantities, storage room needs, IT equipment (networking, cameras)	Billy/Dave/Anita	ongoing
		Continue to review Ministry LTC occupancy checklists - final submission required by August but plan to complete by		
	Occupancy Checklist	June 30 internally	Mgmt and Transition	ongoing until August
	Furniture Contract	POs to be issued by end of April	Anita	30-Ap
		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		
	Art Fundraising	for ideas on heritage art pieces for lobby	Anita	ongoing
	Wood at mill for purpose		Anita	ongoing
	HealthCare Relocators (HCR) - Move	same as Art Fundraising		
		Review meeting April 5th to discuss move plan, resident reallocaton to P1 building and other areas within; To meet		
	HCR - Movers	once Percon has verified schedule for fall	Anita	30-Ap
		Communication planning underway for move into P1 to articulate costs and timeframes; plan will be finalized once	/	5070
	Resident Communication	final move date is made	Billy/Angie/Jillian	May
	Resident communication	Vendor to provide inventory recommendations, storage options (racks/shelves) and software solution reviewed in	Dilly/Angic/Jillian	lvidy
		March; preliminary review of storage areas and items for each room to understand placement and rack needs - to be		
	Storage Area list	presented in May	Dave/Anita	May
		presented in May	Dave/Anita	May
	Cameras	_		
	ID Access Card	4		
	Phone	all priced and is under internal review with SLT		
	Network Design	printer for ID Access Card still to be priced	Dave	30-Ap
	Digital Menus/Boards	Review boards price and data drops with Percon		
	Nurse Call	continue to finalize nurse call system; references to Clinical for review	Dave/Lindsay	30-Ap
	NFN			
	Bed Application - Licencing	NFN Chief letter signed; to follow up with OH and Ministry on next steps	NFN/Angie	TBD
		Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again and	Anita/Angie/NFN	ongoing
		should have a decision end of March		
	NEN Callaboration Desument	flow of care -Review current NFN demand & cultural designation		TBD
	NFN Collaboration Document	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			
		NFN Translations have been finalized	Anita/Dave	March
	Wayfinding Art Work - RHA and P1		Anita/Dave	
		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
		Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft		
	Fire plan	form		ongoing & on track
		training plan to be created	Anita/Julie/Ron	
	P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2024/25)	Dave/Anita	May
	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
			Julie/Ron	Sept
	Emergency Response	lupuale training sessions and ron out	Julie/ KUli	
	Emergency Response Maintenance Mgmt System	update training sessions and roll out	Julie/Koli	Sept

RFE	RFE	РС	CD SI	RFI	со	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)
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	Inrease Builders Risk Insurance to Include Soft Costs Cost associated to add Wrap Up Insurance Policy	Lender Requirement Lender Requirement	Approved Approved	30-Mar-22 30-Mar-22	30-Mar-22 30-Mar-22	05-Apr-22 05-Apr-22	\$29,846.88 \$282,579.86	\$29,846.88 \$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 exisiting foundations (Unit rate only - see RFE 16)		Cancelled	21-Apr-22	25-Apr-22				
8	8	16 4			6 41	Provide new water valve at property line North wing door revisions	AHJ Coordination	Approved Approved	05-May-22 28-Mar-22	06-May-22 16-Jan-23	06-May-22 19-Jan-23	\$8,607.50 \$3,756.50	\$8,607.50 \$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 13	12 R1 13				9	Millwork edging revisions & Drawer modifications (per email April 25, 2022) CANCELLED: Drawer modifications (SEE RFE 12R1)	Cost Saving	Approved Cancelled	N/A N/A	19-May-22 09-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
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 16R2	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 17	1082	9 11			15 11	Removal of exisiitng foundations Hardware revisions to Door V101	Site Condition Coordination	Approved Approved	21-Apr-22 27-Apr-22	20-May-22 19-May-22	27-Jun-22 01-Jun-22	\$70,326.38 \$6,046.70	\$70,326.38 \$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	405	_	17.5	Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22	22.6	62 454 62	62.454.20	
23 24	23R2 24R4	22R1	19R:	L	17 R 27	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22 19-Aug-22	15-Sep-22 24-Oct-22	22-Sep-22 27-Oct-22	\$3,454.00 (\$8,416.88)	\$3,454.00 (\$8,416.88)	
24	24R4 25R1	22R1 25R1			18	Provide temporary power feed to east parking lot lighting Revision to waterline connections to exisiting building - Revised	Coordination Site Condition	Approved Approved	19-Aug-22 03-Aug-22	24-Oct-22 05-Aug-22	27-Oct-22 11-Aug-22	\$42,426.23	(\$8,416.88) \$42,426.23	
26	26	20		1	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 AHJ	Approved	26-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50	
31 32	31 32R1	10 14			40	Revision to the fire and combination fire/smoke dampers Door frame material revisions along corridor 1165	Design Improvement	Approved Not Accepted	26-Apr-22 31-Aug-22	15-Sep-22 31-Aug-22	26-Jan-23	\$134,858.85	\$134,858.85	
33	33	14			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			117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24		\$10,606.20		
37	37	13R			31	Janitor room door revisions	Coordination AHJ	Approved	19-Sep-22	19-Sep-22	10-Nov-22	\$4,785.00	\$4,785.00	
38 41	38 41	29 24R1			22 32	Exisiting Service Plug Requirement Provide grilles on type 'O' fin radiation in trench in Auditorium 1005	Coordination	Approved Approved	31-Aug-22 22-Sep-22	23-Sep-22 17-Oct-22	10-Oct-22 15-Nov-22	\$2,414.10 \$23,009.80	\$2,414.10 \$23,009.80	
		30			52	After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22	17 000 22	10 1107 22	\$25,005.00	\$25,005.00	
39	39	31				Additional curb at edge of exisiting parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1			25	Revision to exisiting 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	
42	42R1 43	34 35R			26 61	Water storage tank layout and structural revisions Revision to North Wing elevator brackets for rail attachments	Coordination Coordination	Approved Approved	26-Sep-22 07-Oct-22	14-Oct-22 20-Jun-23	27-Oct-22 27-Jun-23	\$3,597.83 \$11,964.96	\$3,597.83 \$11,964.96	
43	43 53	36R2			44	Revision to brace frame VB105	Coordination	Approved	07-0ct-22 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	F451		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 44R1	51R1	39	22		38 34	Add smoke detectors in corridors of RHA areas	Coordination	Approved	08-Nov-22 27-Jul-22	13-Dec-22 16-Nov-22	10-Jan-23 22-Nov-22	\$5,258.00 \$3,300.11	\$5,258.00 \$3,300.11	
44K1		40	22		54	Provide additional steel modifications outlined in SI#22 Additional elevator controls	Coordination Coordination	Approved Pending	07-Dec-22	TO-INOA-55	22-INOV-22	əs,300.11	\$3,300.11	
56	56	40			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 57	55 57	43 44	$\left  - \right $	-	47	Revise range hood colour Revision to L#2 & L#2-1 lavatory fixtures	Owner Requested Coordination	Cancelled Approved	18-Jan-23 18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
57	57 54R1	44	41			Revision to L#2 & L#2-1 lavatory fixtures Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	18-Jan-23 28-Nov-22	17-Jan-23 10-Jan-23	21-Feb-23 20-Jan-23	\$5,193.10 \$14,145.87	\$5,193.10 \$14,145.87	
58	58	45			72	Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23	10 3011 23	20 3011 23	¥1 ()175.07	÷17,173.07	4
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 51		+	50	Revise rated floor assembly ULC Listed Design No. Revision to select light fixtures to alternate product	Cost Saving Design Improvement	Cancelled Approved	22-Mar-23 22-Mar-23	20-Apr-23	26-Apr-23	\$0.00	\$0.00	
65	65	51			50	Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Approved	22-Iviar-23 29-Mar-23	12-May-23	01-Jun-23	(\$5,382.50)	(\$5,382.50)	
75	75R1	53		1	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		<b>,</b>			
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		1	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	45	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	2
		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)	
126	126R2	67R3	_	115	Tie-in to exisiting fire alarm and PA systems	Coordination	Approved	30-May-23	21-Mar-24	12-Apr-24	\$18,950.80	\$18,950.80	
87	87 68	68 69		70	Revision to louvres	Coordination	Approved	30-May-23	02-Aug-23	08-Aug-23	\$660.00 \$10,222.30	\$660.00 \$10,222.30	
68 83	83	70		58 67	Patient lift system power supply covers Revision to stair guard assembly	Owner Requested Coordination	Approved Approved	01-Jun-23 06-Jun-23	05-Jun-23 19-Jul-23	22-Jun-23 26-Jul-23	\$10,222.30	\$10,222.30	
84	84	70		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 strutural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1	720		71	Removal of exisiitng foundations at electrical duct bank trench	Site Condition	Approved	14-Jun-23	07-Jul-23	09-Aug-23	\$10,095.80	\$10,095.80	
	05111	73			Revise solid surface finish colour on millwork M30 & M31	Owner Requested	Cancelled	12-Jul-23	07 50 20	00 / 10g 20	<i>\</i> 20,055.00	\$10,055.00	
		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	
108	108	79		111	Delete fire damper at return air duct in penthouse level	Coordination	Approved	31-Jul-23	24-Oct-23	21-Mar-24	(\$497.00)	(\$497.00)	
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 temproary 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	
106 112	106 112R1	86 87	_	87 96	Chiller Support Frames	Coordination	Approved	02-Oct-23	17-Oct-23	18-Oct-23	\$42,145.73 \$2,753.30	\$42,145.73	
112	112R1 114	87		96 94	Revise light fixture type U & U1 Revise storm drain piping from the roof of Stair Shaft #5	Coordination	Approved	17-Oct-23 26-Oct-23	29-Nov-23 14-Nov-23	07-Jan-24 05-Dec-23	\$8,269.80	\$2,753.30 \$8,269.80	
114	114 120R4	88		94 114	Add digital meni board connections at each dining area	Coordination	Approved Approved	31-Oct-23	01-Apr-24	12-Apr-24	\$15,745.40	\$8,269.80 \$15,745.40	
116	12084	90		100	Add digital ment board connections at each dining area	Owner Requested Coordination	Approved	01-Nov-23	20-Nov-23	10-Jan-24	\$35,019.60	\$35,019.60	
110	110	91		97	Revision to flooring materials in corridors and resdient vestibules	Owner Requested	Approved	08-Nov-23	22-Nov-23	07-Jan-23	\$35,019.00	\$35,019.00	
		92		57	Provide a permanent load bank for generator testing	Coordination	Pending	08-Nov-23	22 1107 25	07 3411 23	Ş0.00	Ş0.00	
		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		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 disinfector 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					
	10.57	100		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)	
134	134R2	103		112	Delete resident room lower entertainment boxes	Owner Requested	Approved	02-Jan-24	15-Mar-24	03-Apr-24	(\$112,848.00)	(\$112,848.00)	
133	133	104		106	Revisions to Phase 2 Structrual Steel	Coordination	Approved	04-Jan-24	02-Feb-24	27-Feb-24	\$13,369.24	\$13,369.24	
		105		118		Coordination	Pending	08-Jan-24	17-Apr-24	11 Inc. 34	\$32,157.40	(\$7.500.00)	
127	127		+ +	98 99	Asphalt deficiency warranty extension CSA IPAC training course	Deficiency Reconciliation	Approved	06-Dec-23 10-Nov-23	14-Dec-23 02-Jan-24	11-Jan-24 11-Jan-24	(\$7,500.00) (\$550.00)	(\$7,500.00)	
139	127 139R	106	+ +	109		Contractor Requested Coordination	Approved	24-Jan-24	26-Feb-24	07-Mar-24	\$7,681.30	\$7,681.30	
123	1234	106		109	Support posts for med sled system in stairwells	Owner Requested	Approved Pending	31-Jan-24	20-rep-24	07-ividf-24	\$7,001.30	\$7,001.30	
141	141	107		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	
141	141	100	1 1	108		Cost Saving	Approved	21-Feb-24	21-Feb-24	27-Feb-24	(\$10,600.00)	(\$10,600.00)	
137	137			110		Coordination	Approved	09-Feb-24	04-Mar-24	07-Mar-24	\$39,165.00	\$39,165.00	
145	145				Extent of slad edge at curtain wall block C - Phase 1	Coordination	Approved	22-Mar-24	22-Mar-24	04-Apr-24	\$3,637.92	\$3,637.92	
151		113			Revisions to Resident Washrooms to Accommodate Plumbing Drain	Contractor Requested	Pending	22-Apr-24	22-Apr-24		\$5,564.06	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
149					Sub 269 Extra Cubicle Request - LEAVE until May 30 2024	Owner Requested	Pending	17-Apr-24	17-Apr-24		\$10,670.00		
130		82			Civil P3 Canor cost agreement	Coordination	Pending	17-Apr-24	17-Apr-24		\$53,802.65		
				116	Add door 5136 and associated hardware	Owner Requested	Pending	04-Mar-24	17-Apr-24		\$11,698.50		
					Total - As of Issue Date						\$1,680,464.51	\$1,555,965.70	



### Compassionate care for life's journey.

# **OPERATIONS UPDATE**

Board of Management Meeting May 1, 2024

### Sclinical SERVICES - Lindsay Dyrda, Director of Care

### Reports to the Ministry of Long Term Care:

Cassellholme submitted two critical incidents to the MOLTC during the month of April (to date). One incident involved a report of suspected resident to resident abuse. The other incident was the Respiratory Outbreak (COVID-19), from April 12- present, 2024.

### Inspections

Proactive Inspection completed on February 26-29 and March 1, 2024. Public Inspection reported posted on March 28, 2024. See inspection report for details.

Critical Incident Inspection started April 15 - present.

#### **2023 Annual Abuse Evaluation Results**

A total of 95 critical incidents were submitted in 2023 (38 more than 2022, or 66% increase from 2022) – this includes: Abuse, Controlled Substance Missing, Environmental Hazard, Missing Resident, Outbreaks, Incident that Causes Injury, Unexpected Death.

60/95 were reported as abuse/neglect – 24 were staff related (7 not confirmed) and 33 were resident related (4 not confirmed). 11 were reported late due to staff not reporting immediately after incident occurred. Primary staff related abuse was neglect; Primary resident related abuse was physical between residents.

### **2023 Annual Review of Complaints**

In 2023, there were 15 reported complaints. In 2022, there were 27 reported complaints. 12 less reported complaints than 2022. This is a **44 % decrease** in overall reported complaints, **64% decrease** over the last 2 years.

13/15 - family complaints

2/15 - residents' complaints

0/15 - staff complaint

Response time for all complaints was within 24 hours or the 10-day period. No complaints took over 10 days.

The primary complaints were regarding staff conduct (7.5). Issues included, cleanliness of rooms, resident care concerns, staff conduct.

Three complaints were reported to the MOLTC (one fall with injury, written complaint, one abuse). Two written complaints were not submitted via the online reporting portal and should have been.

# CASSELLHOLME

# **OPERATIONS UPDATE**

Compassionate care for life's journey.

### ✤ HUMAN RESOURCES - Tiffany Chapman, HR Coordinator

**RNs (March/April)** 2 New Hires

RPNs (March/April)

4 New Hires

**PSWs (March/April)** 7 New Hires (excluding students indicated below)

### **Summer Student Hires**

Goal - 40 Students (10/unit) Current - 10 from last year Hired - 15 (to date)

### **Clinical Placement/Preceptorship**

PSW Students Placements Jan-Mar: 22 Students Nursing Student Placements Jan-Mar: 66 Canadore Students & 11 Nipissing Students Active PSW Living Classroom (Started Feb 26) – 14 Students (not included above)

### ✤ ACITIVITIES - Mandy Gilchrist, Manager

### **Social Robots**

Group of 8 residents participated in a research project with the RT students from CANADORE. The study is to see if interaction with robots will decrease loneliness and social isolation, and improve life satisfaction with seniors

Started out using IPads then once residents were comfortable "Mork" was brought in to socialize with residents.

The social robots can provide companionship to help reduce seniors' loneliness.

### **Trishaw Bike**

Alzheimer's Cycling Without Age Program will return to Cassellholme again this year on Thursdays

### **Summer Programming**

BBQ season will start in May – Aug (Tuesdays) Garden Party every Wednesday Jun – Aug in the Oval Garden with LIVE music

### **Couples Lunch (monthly)**

A time where spouses can sit and have a nice meal together and socialize with other couples Food is prepared by NFS / served and facilitated by Activities

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

### **Outbreaks**

During the month of March there were 2 short outbreaks. One enteric outbreak on Willow only. This outbreak lasted 8 days and affected 20 residents and 8 staff. The second was a respiratory outbreak on Maple St only. This outbreak lasted 8 days and affected only 2 residents and 2 staff.

# CASSELLHOLME

# **OPERATIONS UPDATE**

Compassionate care for life's journey.

Currently the Home is in a facility-wide Covid-19 outbreak. The outbreak started on Willow Street (3<sup>rd</sup> Floor) on April 12, 2024 and changed to facility-wide on April 19, 2024. As of April 25/24 there have been 12 resident cases and 11 staff cases.

N-95 masks and eye protection are required for both staff and visitors in all resident areas.

### Hand Hygiene

The hand hygiene program is proceeding well and the goal of 200 observations per month has been met so far this year.

### **Immunizations**

### Covid-19

It is now recommended that Covid-19 boosters be offered to residents twice per year, spring and fall. The next booster campaign at Cassellholme is planned for early May.

### RSV

Residents who are eligible and provided consent have now received their RSV immunization.

### Education

The IPAC Frontline training is proceeding well. The subjects covered to date include Routine Practices, Cleaning of Resident Care Equipment, Labeling of Resident items, Disinfection of Equipment and Tub and Shower Cleaning. The next module to be trained is Routine Practice Personal Risk Assessment. The training continues to be provided at huddles on all shifts, along with the corresponding bedside observations and coaching. In particular, staff who work night shift, have expressed appreciation of the training during their shift.

The training that has been done to date applies to staff in the Clinical Services department. The planned Risk Assessment training will be trained to all staff in all departments.