

THURSDAY, JULY 25, 2024

MINUTES

Date: Thursday, July 25, 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
 Camille Bigras, Director, Support Services
 Shani Giroux, Director of Human Resources
 Julie Pilkey, Secretary

Regrets:

Guests: Anita Brisson
 Monique Peters, Family Council (zoom)
 Stu Campaign, Bay Today (zoom)

	ITEM	ACTION
A. CALL TO ORDER		
	<p>RECORDED MEETING</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the meeting be called to order at 5:04 p.m.”</i></p> <p>Res. #81-24</p> <p style="text-align: right;"><u>Carried</u></p>	
1. Approval of Agenda		
	<p>Change the order of the In-Camera Agenda Items. Legal Matter to 7.2, Personnel Matter to 7.5</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #82-24</p> <p style="text-align: right;"><u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>“Moved by Sherry Culling and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #83-24</p> <p style="text-align: right;"><u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on June 27, 2024

“Moved by Chris Mayne and seconded by Michelle Lahay that the minutes of the Regular Board Meeting, held on June 27, 2024, be adopted as presented.”

Res. #84-24

Carried

4. New Business

No New Business Noted

4. Redevelopment

5.1 Construction Update *(Dave Smits)*

Report in package.

Dave noted they found issues when checking the window installation. The window was repaired, and passed an air test and water test. All windows will be repaired followed by random testing.

Ellen Whitaker completed an Infection Control inspection of the exterior walls, prior to insulation and drywall being installed, on the 2nd floor today, July 25/24. The inspection passed and installation will proceed.

6. Operations

6.1 Operations Update

Update in package.

An invitation request has been sent to all Municipalities to attend one of their council meetings in September or October. Julie is waiting for confirmation dates and will send out to the Board if anyone would like to attend with Angie, Billy and Dave.

6.2 Q1 – Budget-to-Actual Results – Period Ending June 30, 2024

Billy reviewed report with the Board.

“Moved by Robert Corriveau and seconded by Sherry Culling that the Board approve the Year-to-Date Operating Budget-to-Actual Results for the period ending June 30, 2024, as presented.”

Res. #85-24

Carried

“Moved by Michelle Lahay and seconded by Sherry Culling that the Board approve the Redevelopment Capital Budget-to-Actual Results from Commencement to June 30, 2024, noting the currently forecasted Capital Levy Estimates, as presented.”

Res. #86-24

Carried

“Moved by Peter Chirico and seconded by Robert Corriveau that the Board approve the 2024/25 Community Support Services Q1 Year-to-Date Budget-to-Actual Results, as presented.”

Res. #87-24

Carried

6.3 Capital Levy Plan – 2025 and Beyond

“Moved by Chris Mayne and seconded by Sherry Culling that the Board approve the Capital Levy Plan, as presented.”

Res. #88-24

Carried

7. IN-CAMERA	
<p>Guests left the meeting</p> <p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:52 p.m.”</i></p> <p>Res. #89-24 <u>Carried</u></p> <p>7.1 Approval of the In-Camera Minutes – dated June 27, 2024</p> <p style="text-align: center;">In-Camera Motion – Res. #90-24</p> <p>7.2 Legal Matters</p> <p>7.3 Personnel Matter</p> <p>7.4 Confidential Matter</p> <p>7.5 Personnel Matter</p> <p style="text-align: center;">In-Camera Motion – Res. #91-24</p> <p><i>“Moved by Sherry Culling and seconded by Chris Mayne that the Board approve the In-Camera session to be adjourned at 6:57 p.m.”</i></p> <p>Res. #92-24 <u>Carried</u></p>	
B. CORRESPONDENCE	
<p>B.1 North Bay Nugget Article – Northern Heights Project</p> <p>The article states this project went from \$50,000,000 to \$80,000,000. Angie and Billy will look into their funding and approval to construct dates, and update the Board.</p> <p>The Board acknowledged Sherry Culling and announced her Public Appointment will be ending. On behalf of the Board and Cassellholme, Sherry was presented with a gift and thanked her for all her support and years as a Board Member.</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS	
<p>No Items Noted</p>	
D. DATE OF NEXT MEETING	
<p>Regular Meeting - Thursday August 22, 2024 @ 5:00 p.m. – or at the call of the Chair.</p>	
E. ADJOURNMENT	
<p><i>“Moved by Sherry Culling and seconded by Chris Mayne that the meeting be adjourned at 7:07 p.m.”</i></p> <p>Res. #93-24 <u>Carried</u></p>	

Secretary

Chairman

July 22, 2024

Subject: Cassellholme Redevelopment Update – July 22, 2024

Construction Activity

Please see the June monthly report from Percon.

Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B

Exterior cladding work is in progress, including masonry and metal cladding.

- Exterior cladding work is in progress, including masonry and metal cladding.
- Interior framing work on all floors is largely complete. Small areas remain to be framed and are being coordinated with other trades.
- Fire rating deficiencies noted have been largely corrected and interior boarding has resumed where possible, while the Air Test is completed. Air test passed on July 18, 2024, and coordination of boarding with other trades is ongoing.
- Mechanical and electrical above ceiling rough-ins are ongoing, as well as wall rough-ins.
- All roofing work is complete, except for the balconies and low roof along the west elevation.
- Floor patching on Levels 2 to 5 is ongoing. Procedure from Structural Engineer is pending regarding the concrete slab floor cracks.

Schedule:

The new resident move date is late January 2024. Please note the latest schedule is still being reviewed and is subject to further change.

Transition Planning

An updated summary will follow under separate cover.

Highlights:

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

Way-finding –Translations complete.

Staffing Plan - No further update this month.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal expected in early August.

Move Plan – Work continues and current tasks being updated on the summary.

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

IT – All network and CCTV equipment supply and installation pricing has now been approved. Work ongoing for the resident entertainment system and facility phone system.

Waste Handling – No further updates at this time.

Outdoor space – Proposals received for the Auditorium Courtyard a recommendation has been made to award this to Digsafe Construction.

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 still pending.

MLTC Check Lists – Work continuing.

Change Order Log

Please see the attached July 22, 2024 log.

Budget Update

June 2024 actuals under separate cover.

RFE	RFE	PC	CD	SI	RFI	CO	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	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 lighting 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 existing 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	36R4	15R				117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24	29-Apr-24	\$10,606.20	\$10,606.20	
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	4
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, electrical from PC47	Owner Requested	Approved	23-Mar-23	08-Sep-23	09-Sep-25	\$10,312.50	\$10,312.50	
72	72R3	47			73	Revise office door locations, typical millwork from PC47	Owner Requested	Approved	15-Aug-23	15-Aug-23	07-May-24	\$11,985.60	\$11,985.60	
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 existing 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 existing 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 existing 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			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 strutural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1				71	Removal of existing 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	
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 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 existing 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	
120	120R4	89			114	Add digital meni board connections at each dining area	Owner Requested	Approved	31-Oct-23	01-Apr-24	12-Apr-24	\$15,745.40	\$15,745.40	
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	

YTD Project Budget to Actual

Cassellholme

Cassellholme Redevelopment
Commencement to date:

June 30, 2024

May 2024

Jun 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	36,936,354	1,244,778	38,181,132	14,773,270	72.1%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	3,946,658	-	3,946,658	44,679,540	8.1%
B1.3	Budget Increases - Change Orders	2,148,078	1,070,175	53,639	1,123,814	1,024,265	52.3%
B1.4	Holdback Retained	-	5,453,914	168,794	5,622,708	5,622,708	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	4,000,832	-	-	-	4,000,832	0.0%
B3	Contingency Reductions- Change Orders	-	2,148,078	-	-	2,148,078	0.0%
C1	Architect	3,305,965	2,683,401	20,664	2,704,065	601,900	81.8%
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	1,200	48,886	29,180	62.6%
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	198,164	8,038	206,202	194,453	51.5%
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	526,275	17,157	543,432	315,401	63.3%
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	496,002	900	496,902	13,098	97.4%
G1	Construction Loan Interest	2,680,041	2,088,014	180,070	2,268,084	411,957	84.6%
G2	Commitment Fee	-	-	-	-	-	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	170,000	75,964	2,500	78,464	91,536	46.2%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	-	-	-	-	-	0.0%
H1	HST on Monthly Costs	15,088,933	5,436,467	151,099	5,587,566	9,501,367	37.0%
H2	HST Input Tax Credit	-	15,088,933	-	5,065,964	10,022,969	33.6%
H3	HST Self-Assessment	1,914,397	643,226	-	643,226	1,271,171	33.6%
I1	Soft Costs Contingency	720,800	-	-	-	720,800	0.0%
J1	FF&E	2,965,586	24,978	51,137	76,115	2,889,471	2.6%
Total		121,949,389	46,055,247	1,562,387.46	47,617,635	74,331,754	39.0%

Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Construction portion 85%, and Interior checklists 75% complete	Anita	3 months prior to occupancy
Furniture Contract	PO ready to be issued with mid December delivery based on latest project schedule	Anita	July
Art Fundraising		Anita	ongoing
Wood at mill for purpose	ideas have been noted and small WG assembled to begin discussions on fundraising	Anita	ongoing
P1 Move			
HCR - Movers	To set up move date week of Jan 20 based on latest project schedule	Anita	August
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	Fall 2024
IT			
Cameras	approved and to review internal processes and access & initial training		
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation	Dave	ongoing
Phone System	to work with Cogeco for resident cable and phone packages		
Network Design	completed		
Digital Menus/Boards	Drawings and infrastructure completed but require the s/w and training to be planned		
Nurse Call	Continue to work with supplier with technology/existing phones		
Bed Allocation - Indigenous and Speciality			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
NFN Collaboration Document	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	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, remaining 8 have been finalized	Anita/Dave	22-Jul
Art Work - RHA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
Support Services			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Vendor to provide inventory recommendations, storage options (racks/shelves) and software solution to be reviewed in the next 3 months; preliminary review of storage areas, clean utility and items for each room to understand placement and rack needs has been drafted and to be finalized for shelves	Dave/Anita	Aug/Sept
Emergency Response			
Fire plan	Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form Drawings have been supplied to the fire department	Anita/Julie/Ron	ongoing & on track
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Dave/Anita	Sept
Staff Training Plan			
Detailed Breakdown	Comprising of various methods: in-person, video, replicated in old building, in new building to ensure move readiness Managers have met and compiled needs and timing required for the different elements of training and action plan is created; to be reviewed and train the trainers to be named	Anita	Fall 2024

❖ **CLINICAL SERVICES** - Lindsay Dyrda, Director of Care

❖ **Reports to the Ministry of Long Term Care:**

Cassellholme submitted six critical incidents to the MOLTC during the month of June. Five were reports of suspected/alleged abuse: three were regarding resident to resident physical and sexual abuse and two incidents of staff to resident neglect. One report of fall with injury resulting in fracture.

❖ **Inspections**

Critical incident inspection April 15 – 26, 2024. Inspection report reviewed with 3 Compliance Orders due by August 9, 2024

July 15, 2024 – Current Inspection in progress

❖ **Q2 Abuse Review**

CI Type	# of CIs	Average CI per 100 beds for the period			
		Home	LHIN	District	Province
Abuse of a resident by anyone or neglect of a resident by the licensee or staff that resulted in harm or a risk of harm to the resident [LTCHA s. 24. (1) 2.] / [FLTCA s. 28. (1) 2.]	14	5.8333	2.2814	2.8364	2.7205

	Apple	Maple	Birch	Willow		Unfounded
Res- Res	10	2			12	
Staff-Res				2	2	1
Visitor- Res					14	1

Types of abuse:
Resident to Resident
6 - Physical
4 - Emotional
1 - Sexual
Staff to Resident
2 - Neglect

❖ **Staffing**

We have on-boarded a dental hygiene student to perform dental screening and assessments on all residents.

❖ **STAFFING - Tiffany Chapman, HR Coordinator**

- ❖ Hired 16 Food Service Workers as a result of our FSW Job Fair -- providing in-home training got position
- ❖ 3 new RPNs hired
- ❖ Hired Dental Hygiene Student
- ❖ PSW Students Active: 28 (all doing Preceptorship)
- ❖ New Temp. RPN 12 hour lines (4-FT & 1-PT)
- ❖ No PSW Vacancies (FT & PT)
- ❖ No RN Vacancies (FT & PT)
- ❖ 4 RPN Vacancies (all PT)

❖ **INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Infection Prevention & Control Manager**

This report includes a summary of IPAC information for the 1st half of 2024 and where possible a comparison to the previous year.

January to June 2024

Hand Hygiene Observations:

1267 observations were done, in 228 sessions with a compliance rate of 86.7%. The goal of 1200 observation and 85% was met.

Outbreaks:

Total of 5 outbreaks; 4 respiratory (2 Covid-19) and 1 enteric. Total days in outbreak was 76. In the same time period of 2023 there were 6 outbreaks with a total of 98 days in outbreak.

January to May 2024

Urinary Tract infections

Total of 24 confirmed UTIs. (Confirmed by specimen and/or McGeer criteria)

In the same time period of 2023 there were 79 UTIs.

This significant decrease can be explained by the changes that have occurred with testing and treatment by the current physicians and nurse practitioner.

Immunizations

All consenting residents received a Covid-19 booster in May 2024. It is expected that the next booster will be in autumn 2024. More information about RSV immunization is also expected then.

Education

The IPAC Frontline training is ongoing and has now covered Routine Practices, Cleaning of Resident Care Equipment, Labeling and Storage of Resident Personal Items and Tub and Shower Cleaning procedure. The training focus is now Risk Assessment related to PPE use. This is being actively trained to all staff in all departments, on all shifts. To date 320 staff have received this training.

IPAC Construction Audits

Audits continue to be done on a weekly basis with a focus on the debris control and removal, dust control and cleaning at the site, as required in CSA Z317.13-17.

❖ **ADMISSIONS/DISCHARGES & EDUCATION UPDATE** - Jillian Marchand, Resident & Family Navigator

June 20 - July 17 - Admissions & Discharges

- 9 Permanent Admissions
- 1 Short Stay Respite Admission
- 7 Passings
- 1 Discharge to Hospice