

THURSDAY, JUNE 27, 2024

MINUTES

Date: Thursday, June 27, 2024

Location: Cassellholme Garden Room

Present: Mark King, Chair
 Chris Mayne, Vice Chair
 Peter Chirico *(arrived at 5:40 pm)*
 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
 Julie Pilkey, Secretary

Regrets:

Guests: Dean Decaire, BDO (zoom)
 Cory Greco, BDO (zoom)
 Anita Brisson
 Monique Peters, Family Council
 Johanne Brousseau (zoom)

	ITEM	ACTION
A. CALL TO ORDER		
	<p>RECORDED MEETING</p> <p><i>“Moved by Chris Mayne and seconded by Sherry Culling that the meeting be called to order at 5:03 p.m.”</i></p> <p>Res. #71-24</p> <p style="text-align: right;"><u>Carried</u></p>	
1. Approval of Agenda		
	<p>Move 6.2 CSS Financial Statements to 4.0</p> <p><i>“Moved by Sherry Culling and seconded by Robert Corriveau that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #72-24</p> <p style="text-align: right;"><u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.</i></p> <p>Res. #73-24</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 May 30, 2024

“Moved by Chris Mayne and seconded by Sherry Culling that the minutes of the Regular Board Meeting, held on May 30, 2024, be adopted as presented.”

Res. #74-24

Carried

4. New Business

Item 6.2 - Moved here to allow BDO to complete their presentation and leave the meeting.

4.0 CSS Financial Statements for Fiscal Year Ending March 31, 2024

Dean Decaire and Cory Greco from BDO presented the CSS Financial Statements.

“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board approve the Community Support Services Financial Statements for the Fiscal Year ending March 31, 2024, as presented.”

Res. #75-24

Carried

Dean and Cory left the meeting.

4.1 Accessibility for Ontarians with Disabilities Act, 2005

See Operations Update

5. Redevelopment

5.1 Construction Update (Dave Smits)

Report in package.

Received full Board approval from all Board Members for the CCTV System for the Cassellholme Redevelopment project by email vote on June 23, 2024

“Be it resolved that the Board of East Nipissing Home for the Aged (Cassellholme) approves the awarding of the contract for the CCTV system for the Cassellholme Redevelopment project at a value of \$155,487 for equipment and installation to Cisco Meraki and Nickel City Communications.”

Res. #70-24 (email motion)

Carried

Peter joined the meeting. Dave left the meeting.

5.2 Specialized Units Update (Camille Bigras)

Working on a proposal. Ontario Health Team are interested in this project. Camille has reached out to NFN to update on the status.

6. Operations

6.1 Operations Update

Update in package.

A Job Fair will be held at Cassellholme on July 8, 2024 for Nutrition & Food Services recruitment.

Nancy Coughlin, CSS Manager, has retired. Position has been filled by Cheryl Hamilton who previously held the position of CSS RAI/CHA Assistant.

	<p>Additional staff have been added to provide fluids and monitoring during extreme heat warnings.</p> <p>6.2 CSS Financial Statements for Fiscal Year ending March 31, 2024 Moved to 4.0</p> <p>6.3 CSS Operating Budget for Fiscal Year starting April 1, 2024 Billy provided a budget presentation.</p> <p><i>“Moved by Chris Mayne and seconded by Peter Chirico that the Board approve the Community Support Services Operating Budget for the Fiscal Year starting April 1, 2024, as presented.”</i></p> <p>Res. #76-24 <u>Carried</u></p>	
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7. IN - CAMERA

	<p>Guests left the meeting</p> <p><i>“Moved by Chris Mayne and seconded by Peter Chirico that the Board proceed to an In-Camera session at 6:13 p.m.”</i></p> <p>Res. #77-24 <u>Carried</u></p> <p>7.1 Approval of the In-Camera Minutes – dated May 30, 2024</p> <p style="text-align: center;">In-Camera Motion – Res. #78-24</p> <p>7.2 Confidential Matter</p> <p>7.3 Personal Matter – deferred to next meeting</p> <p><i>“Moved by Chris Mayne and seconded by Sherry Culling that the Board approve the In-Camera session to be adjourned at 7:10 p.m.”</i></p> <p>Res. #79-24 <u>Carried</u></p>	
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B. CORRESPONDENCE

	<p>MLTC – Time-Limited Exemption for Air Conditioning Requirement Letter *</p>	
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C. REQUEST FOR FUTURE AGENDA ITEMS

	<p>No Items Noted</p>	
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D. DATE OF NEXT MEETING

	<p>Regular Meeting - Thursday July 25, 2024 @ 5:00 p.m. – or at the call of the Chair.</p>	
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E. ADJOURNMENT

	<p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 7:10 p.m.”</i></p> <p>Res. #80-24 <u>Carried</u></p>	
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Secretary

Chairman

June 21, 2024

Subject: Cassellholme Redevelopment Update – June 27, 2024

Construction Activity

Please see the May 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.

- 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 are being corrected and interior boarding has resumed.
- Mechanical and electrical above ceiling rough-ins are ongoing, as well as wall rough-in.
- All roofing work is complete, with the exception of the balconies and low roof along the west elevation.

Schedule:

An updated project schedule has been received and is attached for your reference. 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 is attached.

Highlights:

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

Way-finding – Further Translations requested from the NFN.

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 July.

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 they will be reviewed and the work awarded in early July.

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 June 24, 2024 log.

Budget Update

May 2024 actuals under separate cover.

Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Interior checklists 75% complete and will be reviewing it with the architect over the next couple of months	Anita	3 months prior to occupancy
Furniture Contract	PO ready to be issued but await final occupancy date from Percon; do no what furniture until absolutely necessary	Anita	July/August
Art Fundraising	To set up inital meeting to understand design needs - with Nathan for contacts; still reviewing the type of art and	Anita	ongoing
Wood at mill for purpose	layout; WG to assemble monthly	Anita	ongoing
HealthCare Relocators (HCR) - Move			
HCR - Movers	Next review meeting is set for September to review final move details	Anita	Sept
Resident Communication	Continue to plan the communication for move into P1 to articulate costs and timeframes	Billy/Angie/Jillian	Sept
Storage Area list	Vendor to provide inventory recommendations, storage options (racks/shelves) and software solution to be reviewed in July/August; preliminary review of storage areas and items for each room to understand placement and rack needs	Dave/Anita	ongoing
IT			
Cameras	awaiting approval from the Board	Dave	July
ID Access Card	approved and to be ordered		
Phone			
Network Design			
Digital Menus/Boards			
Nurse Call	finalize nurse call system and awaiting final review with SLT/Clinical		
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	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			
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
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	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	Anita	

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-23	(\$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 locations, 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	Existing 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
		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 structural 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 sanitary & 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
		91			97	Revision to flooring materials in corridors and resident vestibules	Owner Requested	Approved	08-Nov-23	22-Nov-23	07-Jan-24	\$0.00	\$0.00
		92				Provide a permanent load bank for generator testing	Coordination	Pending	08-Nov-23				
132	132R2	93			127	Revision for door controls	Coordination	Approved	10-Nov-23	08-May-24	23-May-24	\$55,073.65	\$55,073.65
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 S091 - 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)
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 Structural Steel	Coordination	Approved	04-Jan-24	02-Feb-24	27-Feb-24	\$13,369.24	\$13,369.24
136	136	105			118	Wanderguard elevator control tie-in	Coordination	Pending	08-Jan-24	17-Apr-24	29-Apr-24	\$32,157.40	\$32,157.40
					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
148	148R1	107			122	Support posts for med sled system in stairwells	Owner Requested	Approved	31-Jan-24	01-May-24	07-May-24	\$53,607.07	\$53,607.07
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
145	145				113	Extent of slab 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
		109R				Clarification to temporary soffit and heating details	Cancelled	Pending	07-Mar-24				
146	146	110			116	Add door 5136 and associated hardware	Coordination	Approved	04-Mar-24	05-Apr-24	26-Apr-24	\$11,698.50	\$11,698.50
		111				Revisions to communication cabinets racks and distribution	Coordination	Pending	14-Mar-24				
150	150	112			123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,624.86	\$9,624.86
151	151	113			119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	22-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06
152	152R1	114			126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80
146	146				116	Add door 5136 and associated hardware	Coordination	Approved	04-Mar-24	17-Apr-24	26-Apr-24	\$11,698.50	\$11,698.50
156	156	116R			121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38
153	153				129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-May-24	\$1,540.57	\$1,540.57

154	154			193		Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)
158	158	117			124	Add temporary heat trace system to pipes at underside of servery 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	15-May-24	\$21,541.30	\$21,541.30
157	157	118			128	Phase 1 - Roof level sun control outrigger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$29,342.14	\$29,342.14
160	160	119R			132	Kill switch for Ground Floor Servery 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10
159	159				125	Revise millwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)
		120				Additional exit signs at double egress doors	Coordination	Pending	29-May-24				
		121R				Add end enclosures to sneeze guards	AHJ	Pending					
		122				Brick support at level 2 balcony/roof	Coordination	Pending					
					130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$317,200.00	\$317,200.00
148	149				131	Additional cubicle curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00
Total - As of Issue Date												\$1,831,887.03	\$1,831,887.03

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

Vacancies

- ❖ PSW – 2 PT
- ❖ RPN – 1 FT/4PT
- ❖ FSW – 2FT/5 PT
- ❖ HSK – 1 FT/1 PT

Position	Full Time	Part time	Casual	Student	Agency
PSW	79	78	12	28	
PSW BSO	2				
Helping Hands			3		
RPN	25	13	9		5
RPN TL	3				
RPN BSO	1				
RN	7	5	2		1
FSW	13	20		9	
HSK	13	12	3		
Maintenance	4				
Activities	1	9	4		
400 Club (Day Program)		4			
CSS - Homemaking		7			
CSS - PSW		19			
NON UNION	40	4			

Students

- CTS- Active - 4 students
- Canadore College – July 2 – 10 Students
- Living Classroom – Active – 13 Students

❖ **OUTBREAK - Ellen Whittaker, Infection Prevention & Control Manager**

A Covid-19 Outbreak began on May 29/24 on Cherry Lane.
The Outbreak became Facility-Wide on June 6/24.
The Outbreak ended on June 20/24. 16 residents tested positive.

❖ **CRITICAL INCIDENTS REPORTING - Kathy MacDonald/Bev VonHassell**

Reporting period - May 20, 2024 to June 20, 2024

During this time period there were a total of 7 CIS's submitted to the Ministry of Long-Term Care.

- 1 - Disease Outbreak
- 1 - Missing Narcotic
- 5 - Resident Abuse
 - 3 - resident to resident abuse
 - 2 - financial abuse
 - 2 - Resident neglect

Of the 5 submitted for Abuse - 3 were valid, 2 were not valid, 1 is currently being investigated.

A further breakdown is listed below:

- Resident to Resident - 3 valid
- Financial - 1 valid, 1 not valid
- Neglect - 1 not valid, and 1 currently being investigated

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

Admissions to Date 2024

39 Permanent Admissions
12 Short Stay Respite

Discharge to Date 2024

1 Discharge to Retirement
2 Discharge to Private Home with supports
1 Discharge to Private Home with End of Life Supports
1 Discharge to NBRHC for Psychiatric care
31 Resident Passed

When the facility is in outbreak, potential admissions are reviewed with IPAC Manager, Resident Family Navigator and Medical Director to ensure the safety to current and incoming residents.

Education:

Currently been reviewing and updating the orientation slides hosted on the platform Safety 24/7. These are required learning covering emergency procedures, IPAC, dementia behaviours, and other information staff and volunteers must review before their first shift. This process has included reviewing the current slides, the FLTCA and RNAO best practices. The aim of this process is to ensure FLTCA compliance, ensure most recent best practices are used, and to ensure uniformity and conciseness across modules. Next steps include having department heads review for accuracy and creating quizzes to ensure knowledge comprehension.

❖ **DIVERSITY, EQUITY & INCLUSION PLAN FOR 2024/25 - Camille Bigras, Director of Support Services & Quality Assurance**

As part of our commitment to Quality Assurance, we are developing a comprehensive Diversity, Equity, and Inclusion (DEI) plan. This plan encompasses both staff and resident populations and aims to create a more inclusive environment. Our reporting deadline to Ontario Health is June 29th, and we will provide details on our current initiatives as well as our updates from our plan for 2023/2024.

In the upcoming fiscal year (2024/2025), our goals include:

1. **Senior Leadership Training:**
 - Ensure that 100% of the Senior Leadership team receives training in Diversity and Inclusion, as well as Indigenous cultural safety. This training is already underway and will be completed by the reporting deadline.
2. **Leadership Development:**
 - Provide training on Indigenous cultural safety and Diversity and Inclusion for all Leadership positions, with support from NFN and Canadore.
3. **Frontline Staff Training:**
 - Train frontline staff, especially those working in the Indigenous Unit, on Indigenous cultural safety. We will collaborate with NFN and Canadore to achieve this goal.
4. **DEI Committee Formation:**
 - Establish a dedicated Diversity, Equity, and Inclusion Committee. This committee will collect data on our current staff and resident demographics, evaluate existing practices, and create a workplan for 2025/2026.
 - We will draw insights from the “Embracing Diversity: A Toolkit for Supporting Inclusion in Long-Term Care Homes” provided by Ontario CLRI.
5. **Care Committee for the Indigenous Unit:**
 - Implement a Care Committee specifically tailored to address the unique care needs of residents in the Indigenous Unit.
6. **Indigenous peoples recruitment and Retention Plan**
 - We will collaborate with organizations that have experience in Indigenous recruitment and retention to seek guidance on the recruitment of indigenous people

By prioritizing DEI initiatives, we aim to foster an inclusive environment where everyone feels valued and respected.

❖ **Accessibility Update - Shani Giroux, Director of Human Resources**

The [*Accessibility for Ontarians with Disabilities Act, 2005*](#) (AODA) is intended to reduce and remove barriers for people with disabilities so that Ontario can become more accessible and inclusive for everyone. Cassellholme’s mandate is to meet our legislative requirements under the Accessibility for Ontarians with Disabilities Act.

The AODA requires that public website content created after 2012 meet the technical requirements of the Web Content Accessibility Guidelines (WCAG) 2.0. Audits are required to ensure an organization is complying with required standards.

During a recent audit, it was discovered that our website was not, in fact, WCAG 2.0 compliant. This was identified in the audit report submitted to the Province and a finding of non-compliance was issued.

A compliance schedule has been submitted to the Province indicating the steps we are taking to meet the legislative requirements for website content. We are working with Blink Blink and the City of North Bay to bring the website into compliance. We are approximately 30% through adjusting the colours, font sizes, image tags, and contrast levels and we anticipate full compliance by the end of August.

The Board will be provided with an update once the website is deemed compliant.

❖ **AIR CONDITIONERS - PROCESS FOR HEAT ALERTS - Dan Cote, Maintenance Manager**

Under the Fixing Long-Term Care Act, 2021, Regulation 246/22, subsection 24 (1), *every licensee of a long-term care home shall ensure that the home is maintained at a minimum temperature of 22 degrees Celsius.*

The Ministry of Long-Term Care has approved an extension for the air conditioning exemption due to the delays in the ongoing redevelopment project. The existing building's electrical system is not able to support the increased power needed for additional air conditioning. This temporary exemption has been extended until January 1, 2025.

Heat monitors have been installed in all resident rooms that do not have air conditioning to ensure the temperature in these areas do not reach 26 degrees Celsius or above.

Anytime the temperature in an area in the home measures 26 degrees Celsius or above an alert is sent to the RN's cell phone. The RN will do a health check on the residents in that area and determine the cause of the rise in temperature. Alerts could be triggered by heaters that are left on, windows that are open, oxygen machines that produce heat. If unable to correct the temperature, maintenance will be called and residents will be moved to a cooling area.

Portable air conditioner units are available in areas that do not have air conditioning. Designated cooling areas/rooms are available, as well as offering additional hydration.

On extreme heat advisory days all staff will provide extra health checks, extra fluids, and activities will be held indoors.