

**THURSDAY, AUGUST 29, 2024**

**MINUTES**

**Date:** Thursday, August 29, 2024

**Location:** Cassellholme Garden Room

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

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

**Regrets:** Sherry Culling  
 (Sherry's term ends Sept 1/24)

**Guests:** Anita Brisson  
 Monique Peters, Family Council

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>RECORDED MEETING</b></p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be called to order at 6:05 p.m.”</i></p> <p>Res. #95-24 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p>Meeting date was changed from August 22, 2024 to August 29, 2024</p> <p><i>“Moved by Michelle Lahay and seconded by Peter Chirico that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #96-24 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #97-24 <span style="float: right;"><u>Carried</u></span></p>	

### 3. Approval of Minutes

#### 3.1 Approval of the Minutes of the Regular Board Meeting held on July 25, 2024

*“Moved by Michelle Lahay and seconded by Peter Chirico that the minutes of the Regular Board Meeting, held on July 25, 2024, be adopted as presented.”*

Res. #98-24

Carried

### 4. New Business

#### 4.1 Ministry of Long-Term Care – Inspection Report

Report in package. Completed compliance issues and submitted August 9, 2024. The Ministry will most-likely return to follow up.

#### 4.2 Municipality Council Meeting Schedule

Cassellholme will be attending Municipality Council Meetings in September and October, 2024. This will be an opportunity to update Council Members on the Redevelopment and the Capital Levy Plan.

Mark will be attending with Angie, Billy and Dave.

### 5. Redevelopment

#### 5.1 Construction Update *(Dave Smits)*

Report in package.

Board Members Mark, Chris and Michelle, participated in a tour of the new building with Dave, Anita, Angie and Julie, prior to the start of this meeting. Toured the main floor and 2<sup>nd</sup> floor.

Dave should receive a new move-in date next week. An engineering meeting will be held on Sept 11/24 to discuss the flooring issue.

#### 5.2 Construction Interest Budget - 2024

Billy provided report on the construction interest rates forecasted to the end of the year.

*“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve an increase to the Redevelopment Construction Interest Budget in the amount of \$750,000 to cover interest needed for August to December 2024.”*

Res. #99-24

Carried

### 6. Operations

#### 6.1 Operations Update

Update in package. Angie added the critical incidents will be presented at the next meeting. Secured funding and hired a 2<sup>nd</sup> Nurse Practitioner to start mid-September. This will allow for one in the current building and one in the new building.

A code Grey was called yesterday, August 28/24 due to smoke in the air, coming from a truck fire down Trout Lake Road at the FreshCo.

A flood occurred in the main kitchen due to a rusted sprinkler head breaking off.

Dialogue continues with Nipissing First Nation.

**6.2 Clinical Review**

FCS International was hired to provide a Clinical Department Overview. The review was held on August 26-28/24 and consisted of interviews with staff, clinical processes, etc. A report will be provided and they will return again for a day in October and November 2024.

**7. IN - CAMERA**

**Guests left the meeting**

*“Moved by Peter Chirico and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 6:42 p.m.”*

**Res. #100-24**

**Carried**

**7.1 Approval of the In-Camera Minutes – dated July 25, 2024**

**In-Camera Motion - Res. #101-24**

**7.2 Redevelopment**

**7.3 SEIU Collective Agreement**

**In-Camera Motion - Res. #102-24**

**7.4 Legal Matter**

**7.5 Confidential Matter**

**7.6 Confidential Matter**

*“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera session to be adjourned at 7:11 p.m.”*

**Res. #103-24**

**Carried**

**B. CORRESPONDENCE**

No Items Noted

**C. REQUEST FOR FUTURE AGENDA ITEMS**

No Items Noted

**D. DATE OF NEXT MEETING**

Regular Meeting - Thursday September 26, 2024 @ 5:00 p.m. - or at the call of the Chair.

**E. ADJOURNMENT**

*“Moved by Michelle Lahay and seconded by Chris Mayne that the meeting be adjourned at 7:12 p.m.”*

**Res. #104-24**

**Carried**

\_\_\_\_\_  
Secretary

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Chairman

Aug 19, 2024

**Subject: Cassellholme Redevelopment Update – Aug 22, 2024**

### **Construction Activity**

Please see the July 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.
- Interior boarding is ongoing on Levels 2 and 3.
- Elevator installation 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.
- Concrete slab floor crack repair work is being coordinated with consultants. Once the scope of work and cost is confirmed, repair work will be scheduled.
- Link construction is in progress.
- Permanent power being finalized.

Schedule:

The new resident move date is late January 2024. As shown in Percon's monthly report they have identified a plan to recover all but 5 days of the delay in the drywall work on their current schedule by Oct 3, 2024. Based on progress in the last couple weeks we are not confident this will be achieved. They are continuing to review the schedule with the balance of their subtrades and we will provide a further update when it is received.

### **Transition Planning**

An updated summary is attached for reference.

## **Highlights:**

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

Bed Application Licensing – Continue to have discussions with OH and Ministry on next steps.

Staffing Plan - No further update this month.

Staff Training Plan – Plan has been developed using a number of different delivery methods. Trainers will be selected in early fall and training will commence.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal expected in early September. Work continuing on detailed planning for storage room configuration on each RHA.

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 – PO has been issued 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 was received on August 15, 2024. Requests for additional information in being prepared.

MLTC Check Lists – Work continuing.

Art/Fundraising – Working group being established.

Emergency Planning – Work progressing well.

## **Change Order Log**

Please see the attached Aug 19, 2024 log.

## **Budget Update**

July 2024 summary attached.

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	Aug 12 - complete
Art Fundraising		Anita	Sept
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries, WKP Gallery to assemble Sept; Anita to set up	Anita	ongoing
<b>P1 Move</b>			
HCR - Movers	To set up move date week of Jan 20 based on latest project schedule; meeting set up for early Sept	Anita	13-Sep
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	Fall 2024
<b>IT</b>			
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		
Phone System	to work with Cogeco for resident cable and phone packages		
Network Design	completed	Dave/Anita	ongoing
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install		
Nurse Call	Continue to work with supplier with technology/existing phones; test criteria to be created then create staff groups and understand process of calls		
<b>Bed Allocation - Indigenous and Speciality</b>			
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
<b>Wayfinding</b>			
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
<b>Support Services</b>			
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	To create visual demo for clinical management on 2nd floor; to do a walk through and finalize layout and storage needs prior to ordering shelving. CH will be purchasing shelving for the larger storage rooms once decisions are made.	Dave/Anita	Aug / Sept
<b>Emergency Response</b>			
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 training plan created - draft; will be creating demo anchor system in only building to assist in the timing needed for training	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	Winter 2026
<b>Staff Training Plan</b>			
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



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
147	147R1	111R			135	Revisions to communication cabinets racks and distribution	Coordination	Approved	14-Mar-24	02-Jul-24	29-Jul-24	\$22,195.00	\$22,195.00
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)	
163	163	120			133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	11-Jun-24	23-Jul-24	\$22,341.00	\$22,341.00	
162	162	121R			134	Add end enclosures to sneeze guards	AHJ	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00	
		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	
		123				Replace damaged trees by winter salt at highway	Site Condition	Cancelled	08-Jul-24	19-Jul-24		\$34,672.55		
		124				Circuiting and clarifications for pumps P6, P7, P20 & P21	Coordination	Pending	18-Jul-24					
167	167				136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	22-Jul-24	29-Jul-24	\$1,056.00	\$1,056.00	
<b>Total - As of Issue Date</b>												\$2,250,394.58	\$2,215,722.03	

	Board Approved Budget	Total Spent to date	Budget Remaining	% Spent
A- Land	0	0	0	0%
B- Hard Costs	101,587,646	37,876,966	63,710,680	37%
C- Architects and Engineers	5,293,090	4,444,259	848,832	84%
D- Other Design Consultants Costs	786,929	547,952	238,977	70%
E- Fees & Permits	31,235	31,235	0	100%
F- Project Management & Other Prof. Services	1,798,833	1,453,813	345,020	81%
G- Financing & Construction Interest	2,850,041	2,539,558	310,483	89%
H- Taxes	1,914,397	1,430,251	484,146	75%
I- Contingency	4,721,632	1,293,335	3,428,297	27%
J- FF&E	2,965,586	516,204	2,449,382	17%
<b>Grand Total</b>	<b>121,949,389</b>	<b>50,133,572</b>	<b>71,815,817</b>	<b>41%</b>

**YTD Project Budget to Actual**

Cassellholme

Cassellholme Redevelopment  
Commencement to date:

July 31, 2024

Jun 2024

Jul 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	38,181,132	1,557,773	39,738,905	13,215,498	75.0%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	3,946,658	13,300	3,959,958	44,666,240	8.1%
B1.3	Budget Increases - Change Orders	2,259,904	1,123,814	169,522	1,293,335	966,569	57.2%
B1.4	Holdback Retained	-	5,622,708	226,277	5,848,986	5,848,986	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	-	2,259,904	-	-	2,259,904	0.0%
C1	Architect	3,305,965	2,704,065	20,664	2,724,729	581,236	82.4%
C2	Structural Engineer	417,800	312,157	31,693	343,850	73,950	82.3%
C3	Mechanical Electrical Engineer	1,359,186	1,179,024	24,515	1,203,539	155,647	88.5%
C4	Civil Engineer	154,927	128,011	92	128,103	26,824	82.7%
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	48,886	440	49,326	28,740	63.2%
D5	AV and Acoustics Consultant	62,529	50,179	-	50,179	12,350	80.2%
D6	Food Services Consultant	22,263	19,763	1,000	20,763	1,500	93.3%
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	206,202	1,566	207,768	192,887	51.9%
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	543,432	18,278	561,710	297,123	65.4%
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	496,902	4,849	501,751	8,249	98.4%
G1	Construction Loan Interest	2,680,041	2,268,084	190,510	2,458,594	221,447	91.7%
G2	Commitment Fee	-	-	-	-	-	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	170,000	78,464	2,500	80,964	89,036	47.6%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	-	-	-	-	-	0.0%
H1	HST on Monthly Costs	15,088,933	5,587,566	265,424	5,852,990	9,235,943	38.8%
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	491,225	516,204	2,449,382	17.4%
<b>Total</b>		<b>121,949,389</b>	<b>47,566,498</b>	<b>2,567,074.39</b>	<b>50,133,572</b>	<b>71,815,817</b>	<b>41.1%</b>

Board of Management Meeting  
August 22, 2024

## ❖ STAFFING - Tiffany Chapman, HR Coordinator

- ❖ 28 PSW Students completed preceptorship in August (actively on-boarding some of these students)
- ❖ PSW Vacancies – 2 full-time temp, 5 part-time temp, and 2 part-time perm. (all lines posted)
- ❖ Actively hiring additional PSWs to prepare for staff that are going to school in September (as per vacancies above)
- ❖ Summer Student PSW staffing numbers starting to drop as they prepare to go back to school
- ❖ New Temp. RPN 12 hour lines (4FT & 1PT) starting September 16 – the 4 FT lines are filled. PT line still vacant
- ❖ RPN Vacancies - 3 full-time temp & 5 part-time permanent
- ❖ No RN Vacancies – No agency staff
- ❖ 2 groups of Canadore RPN students starting clinical placement mid September
- ❖ CTS PSW Students starting clinical placement end of September

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

### Hand Hygiene Observations:

There were 197 hand hygiene observations done in the month of July and 65 observations done during the respiratory outbreak, July 26<sup>th</sup> to August 8<sup>th</sup> 2024.

### Outbreaks:

There was 1 outbreak during the month of July. It was a respiratory outbreak with a causative agent of Rhinovirus. The first cases were on 2<sup>nd</sup> floor, causing the outbreak to be declared. It later spread to 1<sup>st</sup> floor, no cases developed on 3<sup>rd</sup> floor. In total there were 11 resident cases and 15 staff reported respiratory symptoms.

On August 1<sup>st</sup> 2024 the Health Unit came into the Home to do an IPAC inspection to determine if there were any areas contributing the transmission of the outbreak virus. This inspection went very well and only a few areas for improvement were identified:

- Visitors were not consistently wearing masks
- Staff were observed touching the mask on their face without performing hand hygiene
- Surface cleaning was being done without the necessary contact time
- Wall-mount AC unit was dripping water

### Education

The IPAC Frontline training is ongoing and due to recent PSW staff line changes, it has been focused on correct tub cleaning.

### IPAC Construction Audits

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

Due to the recent progression with drywall, the focus has been auditing of cleaning of tracks, ensuring insulation remains clean before the walls are closed and ensuring the air handlers are functioning.

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

### Admissions 2024 - January 1 to August 20

- ❖ Admissions - 55
- ❖ Respite - Short Stays -16
- ❖ Internal Transfers to date – 71

Internal transfers are when a permanent resident would like to change rooms. They are able to make requests such as roommate, room size and private accommodations. There are also instances where residents are moved to accommodate their care needs.

## ❖ **LAUNDRY - Trina Milne, Manager Support Services**

- ❖ Personal laundry and linen run 7 days a week with linen running an extra 16 hours on Wednesday nights.
- ❖ Personal laundry - approximately 495 pounds a day
- ❖ Linen- approximately 1120 pounds a day

### Laundry Quality Improvement 2024

Training with staff on the following:

- ❖ Show pictures and expectations of how carts should look
- ❖ Discuss importance of staff taking the time to read names on items.  
At the beginning of the year we numbered all of the square clothing boxes as well as where all of the hang-ups go to minimize errors. This is helping.
- ❖ Items need to be placed in the proper areas in dressers
- ❖ Distribute laundry routines to staff

## ❖ **ACTIVITIES - Mandy Gilchrist, Manager of Activities & 400 Club**

Busy summer for our Activity department hosting many different events.

- ❖ Two group programs and two 1:1 program each day
- ❖ Evening programming Tues / Wed / Thurs
- ❖ Set a goal to have minimum of 3 contacts per week per resident

### Summer Programming

- ❖ Tuesdays BBQ – changing the menu each month (hamburger/hotdogs, chicken on bun, sausage on a bun)
- ❖ Wednesdays Garden Party – live entertainment in the Oval Garden
- ❖ Thursdays Trishaw Bike – our residents / families / friends are loving this amazing opportunity

We have also been lucky to get out into the community to attend a variety of events

- ❖ NNPC Butterfly release
- ❖ Summer Concert Series at the Waterfront

Our OBIE has arrived and being set up. It is on a mobile cart so can be moved around the home

- ❖ *Obie is a **highly advanced interactive gaming console that projects custom-made games onto any surfaces - tabletops, floors, and walls***

### ❖ **SPIRITUAL & WELLNESS** - Tracy Davis, Coordinator

#### **Palliation Update**

- ❖ A new Palliation Policy is currently being reviewed by Dr Gauthier before it is implemented
- ❖ All checklists for staff around palliation have been updated
- ❖ We have completed the wording for the staff stat that goes out when someone dies so that we have consistent wording and a template
- ❖ A survey was created for all registered staff around what they feel they need to learn around palliation and end of life care and how they would best like to learn and receive information. Surveys went out August 19, 2024.
- ❖ Two slide shows are ready to be uploaded to safety 24/7 for yearly training for our staffing groups
- ❖ We continue to offer the palliation in-service to all new staff at general orientation
- ❖ We will be showing The Last Ecstatic Days – a film on end of life for staff and families on August 29, 2024
- ❖ We are still working on updating the Saying Goodbye to Cassellholme booklet.

#### **Diversity Equity and Inclusion**

- ❖ I have created a survey for our staff that we haven't sent out. It is a few questions to see what there experience and understanding of this important topic is.
- ❖ I have also created a complete Diversity, Equity and Inclusion training plan for all of our staff that we hope to start in the Fall.