

THURSDAY, SEPTEMBER 26, 2024

MINUTES

Date: Thursday, September 26, 2024

Location: Cassellholme Garden Room

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

Staff: Billy Brooks, Chief Financial Officer
 Camille Bigras, Quality Assurance Director
 Julie Pilkey, Secretary

Regrets: Angie Punnett, Administrator **Guests:** Anita Brisson
 Monique Peters, Family Council (Zoom)
 Johanne Brousseau (Zoom)

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING NOT RECORDED</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the meeting be called to order at 5:05 p.m.”</i></p> <p>Res. #105-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<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. #106-24 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #107-24 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on August 29, 2024

“Moved by Chris Mayne and seconded by Peter Chirico that the minutes of the Regular Board Meeting, held on August 29, 2024, be adopted as presented.”

Res. #108-24

Carried

4. New Business

No New Business Noted

5. Redevelopment

5.1 Construction Update *(Anita Brisson for Dave Smits)*

Report in package.

A revised move-in date is tentatively scheduled for the 3rd week in April, 2025.

5.2 Government Relations

Meetings with the Municipality Councils began on September 10th/24, starting with Bonfield and Mattawan. Meetings with the other Municipalities are scheduled until the end of October 2024. Receiving positive feedback. Once the meetings are complete a group strategy meeting will be held with all Municipalities to discuss action plans.

A meeting was held on September 16/24 with the new Assistant Deputy Minister, James Stewart. Discussed concerns with funding and construction costs. Cassellholme will follow-up in the next week or so.

Billy advised the Board that Cassellholme qualifies for an HST Rebate. This will take effect for Phase 2 construction. Construction was already started for Phase 1 and doesn't qualify.

6. Operations

6.1 Operations Update

Update in package.

7. IN - CAMERA

Guests left the meeting

“Moved by Robert Corriveau and seconded by Chris Mayne that the Board proceed to an In-Camera session at 5:37 p.m.”

Res. #109-24

Carried

7.1 Approval of the In-Camera Minutes – dated August 29, 2024

In-Camera Motion - Res. #110-24

7.2 Confidential Matter

“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the In-Camera session to be adjourned at 6:16 p.m.”

Res. #111-24

Carried

B. CORRESPONDENCE		
	B.1. Municipal Councillors – Special Webinar on the Current LTC Environment – Oct 9/24 The Board is invited to register and attend this free webinar. AdvantAge Ontario will provide and overview of LTC in Ontario, and insights in funding, legislation, waitlists, capital development and the history and value of the municipal delivery of seniors’ care. .	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No Items Noted	
D. DATE OF NEXT MEETING		
	Regular Meeting - Thursday October 24, 2024 @ 5:00 p.m. – or at the call of the Chair.	
E. ADJOURNMENT		
	<i>“Moved by Peter Chirico and seconded by Michelle Lahay that the meeting be adjourned at 6:18 p.m.”</i>	
	Res. #1112-24	Carried

Secretary

Chairman

September 19, 2024

Subject: Cassellholme Redevelopment Update – Sept 26, 2024

Construction Activity

Please see the August 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 1, 2, 3, 4, and 5.
- 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. A proposed work process has been submitted and once fully approved, work will be scheduled.
- Link construction is in progress.
- Permanent power has been obtained.
- Painting and millwork installation is in progress

Schedule:

The new resident move date has been discussed for min to late April 2025. The official version will be sent to us by Percon over the next week. Further detailed breakdown is to come with the new schedule.

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 the fall and training will commence.

Nursing Transition Planning – Work underway.

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

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal expected in early Fall. Clinical staff walkthrough and detail discussion regarding storage room configurations on each RHA. Inventory and storage planning for med room, clean utility and dirty utility are key discussions as well.

Move Plan – Work continues, vendor touch point in October to discuss ongoing tasks and plan.

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 –Digsafe Construction commenced work in September and will continue into October.

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

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 is 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

To be provided

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	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	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					
		31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
39	39	31				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
40	40R1	32R1				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 LH2 & LH2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
54	54R1			41		52	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				42	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	Exisiting Water Room pull station	Coordination	Approved	05-Apr-23	17-May-23	23-May-23	\$1,142.90	\$1,142.90	
67	67	56			55	Revision to brace frame VB205	Coordination	Approved	17-Apr-23	12-May-23	18-May-23	\$1,164.02	\$1,164.02	
82	82R2	57R			78	Revision to biometric readers	Owner Requested	Approved	18-Apr-23	01-Sep-23	25-Sep-23	-\$21,023.00	-\$21,023.00	
64	64			49	51	Tree Removal at End of Block B	Site Condition	Approved	03-Nov-22	20-Apr-23	26-Apr-23	\$2,117.50	\$2,117.50	
66	66R1	58			68	Clarification to area drains	Coordination	Approved	20-Apr-23	19-Jul-23	27-Jul-23	\$25,942.40	\$25,942.40	
77	77R1	59			85	Fiber optic connection to exisiting building	Coordination	Approved	02-May-23	25-Jul-23	12-Oct-23	\$10,118.90	\$10,118.90	
78	78	60			63	Additional pot light in Bedroom Type "D"	Coordination	Approved	02-May-23	26-Jun-23	04-Jul-23	\$2,865.50	\$2,865.50	
					61	Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23					
71	71	62R			59R	Modifications to elevator framing for door supports and additional pit ladder	Coordination	Approved	23-May-23	05-Jun-23	27-Jun-23	\$66,131.08	\$66,131.08	2
					63	Patching of exisiting asphalt drive-ways	Owner Requested	Cancelled	23-May-23					
81	81	64			65	Flooring revisions	Coordination	Approved	25-May-23	07-Jul-23	20-Jul-23	\$7,090.72	\$7,090.72	
80	80R2	65			84	Owner requested revisions to Kitchen Equipment	Owner Requested	Approved	25-May-23	22-Sep-23	03-Oct-23	\$68,113.10	\$68,113.10	
73	73	66			62	Delete kitchen equipment soap and towel dispenser accessories	Owner Requested	Approved	29-May-23	20-Jun-23	27-Jun-23	(\$2,670.00)	(\$2,670.00)	
126	126R2	67R3			115	Tie-in to exisiting fire alarm and PA systems	Coordination	Approved	30-May-23	21-Mar-24	12-Apr-24	\$18,950.80	\$18,950.80	
87	87	68			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 strutral frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1				71	Removal of exisiting foundations at electrical duct bank trench	Site Condition	Approved	14-Jun-23	07-Jul-23	09-Aug-23	\$10,095.80	\$10,095.80	
					73	Revise solid surface finish colour on millwork M30 & M31	Owner Requested	Cancelled	12-Jul-23					
					74	Additional structural support at 5th floor trench drain	Coordination	Pending	12-Jul-23					
90	90	75R			74	Revised detail at expansion joint at gridline 23 between S & T/T.2.	Coordination	Approved	12-Jul-23	14-Aug-23	24-Aug-23	\$8,513.40	\$8,513.40	
92	92				75	Revised rebar stirrups at elevator material duct bank	Coordination	Approved	18-Jul-23	23-Aug-23	30-Aug-23	\$1,036.20	\$1,036.20	
93	93			148	76	Revision to window sill support material detail	Contractor Requested	Approved	23-Aug-23	29-Aug-23	05-Sep-23	\$3,312.89	\$3,312.89	
102		76			86	Coring of Foundation for temporary generator connection	Coordination	Approved	25-Jul-23	03-Oct-23	11-Oct-23	\$3,850.00	\$3,850.00	
101	101R3	76R2			91	Connection for Portable Genset and Load Bank Testing	Owner Requested	Approved	06-Feb-24	22-Feb-24	12-Mar-24	\$116,723.25	\$116,723.25	
94	94	77			77	Revision to jockey pump electrical feed	Coordination	Approved	26-Jul-23	01-Sep-23	12-Sep-23	\$5,904.80	\$5,904.80	
98	98	78			82	Revised wall depth in Laundry Rooms to accommodate 4" drain pipe	Coordination	Approved	27-Jul-23	19-Sep-23	03-Oct-23	\$246.50	\$246.50	
108	108	79			111	Delete fire damper at return air duct in penthouse level	Coordination	Approved	31-Jul-23	24-Oct-23	21-Mar-24	(\$497.00)	(\$497.00)	
97	97R1	80R			81	Revise wall thickness to accommodate pipe size	Coordination	Approved	03-Aug-23	19-Sep-23	03-Oct-23	\$3,090.10	\$3,090.10	
96	96	81			83	Domestic booster pump power feed	Coordination	Approved	23-Aug-23	13-Sep-23	02-Oct-23	\$6,792.50	\$6,792.50	
					82	Revision to Drew St. entrance samitary & storm pipes for interferences	Coordination	Pending	28-Aug-23					
105	105	83			88	Electric heaters for temproary heat in rooms at junction between Phase 1 and 2	Coordination	Approved	15-Sep-23	10-Sep-23	24-Oct-23	\$5,335.90	\$5,335.90	
					84	Investigation for tie-in to exisiting PA system	Coordination	Cancelled	15-Sep-23					
85	85			67	80	Ductwork revisions related to SI#67	Coordination	Approved	06-Jun-23	02-Aug-23	25-Sep-23	\$1,439.90	\$1,439.90	
103	103R1	85			89	Additional louvre colour	Coordination	Approved	02-Oct-23	30-Oct-23	10-Nov-23	\$3,300.00	\$3,300.00	
106	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	Revision to flooring materials in corridors and resident vestibules	Owner Requested	Approved	08-Nov-23	22-Nov-23	07-Jan-23	\$0.00	\$0.00	
					92	Provide a permanent load bank for generator testing	Coordination	Pending	08-Nov-23					
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 5091 - Submittal 135	Coordination	Approved	30-May-23	31-Oct-23	10-Nov-23	\$2,448.60	\$2,448.60	
111	111R1			91R2	92	Revision to ductwork related to ERV#1 and SI#91R2	Coordination	Approved	15-Sep-23	16-Nov-23	20-Nov-23	\$4,701.40	\$4,701.40	
					95R	Typical resident wardrobe storage hinges	Owner Requested	Cancelled	20-Nov-23					
121	121R2	96R			102	Typical resident room and washroom millwork revisions	Owner Requested	Approved	22-Nov-23	09-Jan-24	15-Jan-24	\$28,778.20	\$28,778.20	
123	123R2	97R			101	Revision to resident room drapes	Owner Requested	Approved	22-Nov-23	08-Jan-24	10-Jan-24	\$4,059.00	\$4,059.00	
					98	Additional lightning protection	Coordination	Cancelled	27-Nov-23					
125	125R2	99R			103	Toggle switch at flusher disinfecter 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 Strutral 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 slat 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	Pennding	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	

Summary - 2024-09-19

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	ideas have been noted and small WG; including Creative Industries, unable to connect with WKP Gallery to assemble	Anita	ongoing
Wood at mill for purpose	Sept; Anita to set up	Anita	ongoing
P1 Move			
HCR - Movers	Reviewing new schedule with GC Sept 20-30 and will contact HCR early October to secure new dates	Anita	October
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	late Fall 2024
IT			
Cameras	approved and to review internal processes and access & initial training	Dave/Anita	ongoing
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	working with vendor for resident cable and phone packages		
Network Design	completed		
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		
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	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. Anita to purchase shelving for both the smaller larger storage rooms once decisions are made.	Dave/Anita	October
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 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
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

Board of Management Meeting
September 26, 2024

❖ CLINICAL SERVICES - Bev VonHassell, Kathy MacDonald

Critical Incidents Summary Report:

A total of 23 critical incidents were submitted to the Ministry of Health since July 19th, 2024.

- Resident to Resident Actions: 8 incidents, classified as physical abuse
- 3 submitted reports were found unsubstantiated upon further investigation
- Staff to Resident Neglect: 4 incidents

Falls with Injury: 3 incidents involved residents sustaining injury from a fall requiring transfer hospital

Missing Narcotic: 1 incident involving an unaccounted narcotic

Financial Abuse: 2 incidents involving missing money. In one case, money was found on another resident, but the situation remains unresolved. Investigations were completed. Police were contacted for both incidents.

Visitor Abuse: 2 incidents of emotional abuse by a visitor directed at a resident. To mitigate this from happening in the future, supervised visits are now being initiated with this resident.

All incidents were diligently investigated and reviewed, with some cases involving Ministry of Health inspections (phone interviews or on-site reviews). All occurrences were thoroughly investigated, including but not limited to resident assessments, care plan updates, interviews, review of camera footage when applicable, and POA notification.

Regular interdisciplinary meetings with our administrator and other departments were conducted to ensure investigation completeness.

- ❖ We have faced ongoing challenges with RPN coverage, but we've made significant progress in recent weeks. We've successfully hired new RPNs and, to ensure adequate coverage, have introduced two agency RPNs as well. Additionally, we've expanded RPN hours by 24 hours daily, adding two 12-hour shifts per day. This adjustment aims to reduce the workload on our RPNs, allowing them to manage fewer residents when administering medications and treatments. Our expectation is that this change will enhance resident safety and improve the overall quality of care by minimizing the risk of errors in medication administration.
- ❖ In addition, our home has enrolled in a program with the Registered Nurses Association of Ontario (RNAO) called Clinical Pathways. The Clinical Pathways (assessments) are based on best practices and align with ministry requirements which will improve the quality of care for our residents.
- ❖ The process to implement the different pathways will occur over a 3 year period. The first ones to be implemented are:
 - Admission assessment
 - Person and Family centred care
 - Delirium

- ❖ The launch date for these 3 pathways will be in March 2025. (below is more detailed information on the Clinical Pathways and the importance of implementing these in our home).

BPG Clinical Pathways

Best Practice Guideline Program • RNAO clinical pathways for long-term care homes

Benefits for long-term care homes

Improves quality of care

RNAO Clinical Pathways are derived from its Best Practice Guidelines (BPG). These evidence-based tools have been implemented by more than 100 long-term care homes in Ontario with significant improvements in the quality of care. For example, one home implemented 12 BPGs and achieved measurable improvements in the quality of care and in resident outcomes.

[Read more](#)

Enhances resident-centred care

The RNAO Clinical Pathways are aligned with the Resident's Bill of Rights. They promote evidence-based practices for person- and family-centred (PFCC) care. Several long-term care homes in Ontario have implemented RNAO's PFCC BPG and enhanced resident-centred care and resident outcomes.

[Read more](#)

Clinical Pathways

[Best Practice Guideline Program](#)

[BPG section & guideline pages feedback](#)

Spread the word

[f SHARE ON FACEBOOK](#)

[SHARE ON X](#)

Facilitates regulatory compliance

The RNAO Clinical Pathways were designed in collaboration with nurses with expertise in the sector. This ensures alignment with legislative and regulatory requirements for the mandatory clinical programs, inspection protocols and RAI-MDS. These evidence-based tools also prepare homes for accreditation and promote continuous quality improvement.

Improves staff efficiency

The RNAO Clinical Pathways incorporate many efficiencies that streamline clinical documentation and care planning. This saves significant time for nurses. The user-friendly design includes:

- Pre-built user assessment forms
- Pre-built care plan library
- Clinical suggestions
- Pre-population of fields
- Structured progress notes

Reduces risk of errors

RNAO Clinical Pathways promote standardized assessments and interventions, with built-in prompts to guide the nurse through each step. This approach reduces errors and supports clinical decision making, especially by novice and agency nurses. Staff orientation time is also reduced.

❖ STAFFING - Tiffany Chapman, HR Coordinator

- ❖ RPN an PSW Students Start placement September
- ❖ New Living classroom starting end of September
- ❖ PSW Vacancies – 2 full-time temp, 7 part-time temp, and 3 part-time permanent (all lines posted)
- ❖ 13 PSW summer students remain as casual students
- ❖ 14 active casual PSWs
- ❖ 3 active helping hands staff
- ❖ New temp RPN 12 hour lines (4FT & 1PT) started September 16 – the 4 full-time lines and part-time line filled (new RPN in hiring process for the part-time line)
- ❖ RPN Vacancies - 2 full-time temp, 2 full-time permanent, 1 part-time temp & 1 part-time permanent
- ❖ 8 active casual RPNs
- ❖ Weekend float lines created for RPN students bridging to RN
- ❖ Onboarding 8 New RPNs (still in training)
- ❖ 2 new agency staff starting Sept 17
- ❖ No RN Vacancies – No agency RN staff
- ❖ Additional Nurse Practitioner hired/in the process of orientation

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

Hand Hygiene Observations:

There were 233 hand hygiene observations done in the month of August and Hand Hygiene observations have been carried out during the Night shifts on all units.

Outbreaks:

There was 1 outbreak during the month of August. It was a respiratory outbreak with a causative agent of Rhinovirus. The majority of cases were on Willow and just 1 case on Apple St and 1 on Maple St. In total there were 18 resident cases and 16 staff reported respiratory symptoms.

Immunization

Preparation has begun for annual resident immunization, including flu shots, pneumococcal, RSV and Covid-19. The RSV vaccine was administered the week of September 16th to resident who qualified and consented.

Education

The IPAC frontline training is ongoing. The education is now focusing on policies related to the RPN role and audits have been carried out in the medication rooms.

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 progression with drywall and ceilings, the focus has been auditing the cleaning of structures that are above ceiling. The auditing continues to ensure that insulation remains clean before the walls are closed and ensuring the air handlers are functioning and filters are replaced when dirty.

❖ FUNDRAISER 2024 - Derek Callahan, Enrichment Lead



Over the past few summers, the Alzheimer's Society of North Bay has kindly allowed us weekly use of their Trishaw bike. **Our Residents LOVE it!** It's fun... and it gets folks outdoors.

If you haven't had a chance to ride in one, it really is a treat! The seating 'basket' is very easy to get into. The cushions are soft and comfortable. Each passenger has their own seatbelt plus an optional harness.

We'd like to buy our own Trishaw Bike for Cassellholme. It would be great to have regular outings, spring, summer and fall – whenever the weather permits. Not just on the present one day a week (weather permitting) schedule that we currently operate with.

We have established a fundraising goal of \$20,000.00 (CDN) to purchase our own bike for 2025.

This fundraising drive will be launched to the general public on Monday September 23rd at 1:00 PM via social media as well as through an email to all family members of current residents as well as all previous donors to the Cassellholme Foundation.

This will be followed with media release on Facebook and LinkedIn (Cassellholme Charitable Foundation) as well as soft approaches to various social clubs and organizations in the City of North Bay and surrounding area. Signage will also be developed and distributed throughout the community with a QR Code allowing the ability to make a donation at that time.

We have a dedicated fundraising form online through our donor perfect system which will allow the ability to give either a one time donation or a monthly donation towards this project.

This project will also be the prime focus of our Giving Tuesday 2024, which will be held on Tuesday December 3rd, 2024 at CanadaHelps.org as well.

To donate you can click here : <https://form-renderer-app.donorperfect.io/give/cassellholme-home-for-the-aged/2024-tri-shaw-bike-fundraiser>