

**THURSDAY, JUNE 29, 2023**

## MINUTES

**Date:** Thursday, June 29, 2023

**Location:** Garden Room

**Time:** 5:00 p.m.

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

**Staff:** Angie Punnett, Administrator  
William Brooks, CFO  
Dave Smits, Project Manager  
Renée Blahut, Acting Secretary

**Regrets:** Julie Pilkey, Secretary

**Guests:**

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>RECORDED MEETING</b></p> <p><i>“Moved by Sherry Culling and seconded by Chris Mayne that the meeting be called to order at 5:06 p.m.</i></p> <p><b>Res. # 56-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that the agenda for this meeting be adopted, as presented.”</i></p> <p><b>Res. # 57-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Chris Mayne and seconded by Peter Chirico that no member present has declared a conflict of interest.”</i></p> <p><b>Res. #58-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
	<b>3. Approval of Minutes</b>	
	<p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that the minutes of the Regular Board Meeting held on May 25, 2023 be adopted as presented.”</i></p> <p><b>Res. #59-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

<b>4. Business Arising</b>		
	<p><b>4.1 CPIC Update</b> Staff will follow up with City Police as required.</p> <p><b>4.2 By-Laws Update</b> Deferred to next meeting</p> <p><b>4.3 Castle Arms Meeting Update</b> Chris Mayne confirms that there is no mandate that Castle Arms be a District Board. The municipalities have scheduled a meeting to discuss Castle Arms; information on the outcome of the meeting will be provided at the next Cassellholme meeting.</p> <p><b>4.4 Nipissing First Nations Update</b> Cassellholme and Nipissing First Nations staff are working on funding applications for Ministry for the First Nations Unit in the new building. Proposal will be shared with Board and Don Gracey prior to reaching out to Province.</p>	
<b>5. Redevelopment</b>		
	<p><b>5.1 Construction Update (Dave Smits)</b> Dave provided an update to the Board. Report included in package. Percon report included in package. The first move in date has been delayed to July 2024. Staff are currently working with Percon on the terms of payment as it relates to the move-in timeline, as well as continuing to work with movers, phone and internet companies, on the transition planning. The mockup of a new resident's room will be built in the Auditorium with a tentative end date of August 2023. A meeting between Cassellholme and members' of municipalities to be scheduled for early September</p>	
<b>6. Operations</b>		
	<p><b>6.1 Operations Update</b> Update included in package. Angie also provided update on the following: Staff Appreciation was held on June 11<sup>th</sup> for all staff – the event was a success. The Ministry of Long-Term Care provided changes to the COVID guidelines, one being that staff and visitors are no longer required to wear masks (some exceptions related to outbreaks and personal care are applicable) AC and air quality in resident's rooms and common areas are being closely monitored due to the extreme heat and air quality due to the smoke from the forest fires in Ontario and Quebec. There could be some changes in the future for cost of non-emergency transfers; staff are working with OHT to submit a funding request.</p> <p><b>6.2 CSS Audited Financial Statements for year ending March 31, 2023</b>  <i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the Community Support Services Audited Financial Statements for year ending March 31, 2023, as presented.”</i></p> <p><b>Res. #60-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><b>6.3 CSS Operating Budget for the year ending March 31, 2024</b>  <i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the Community Support Services Community Support Services Operating Budget for year ending March 31, 2024, as presented.”</i></p> <p><b>Res. #61-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

	<p><b>6.4 Reserved Fund Allocation</b> Deferred to next meeting</p>	
<p><b>7. IN-CAMERA</b></p>		
	<p><b>7.1 – Confidential Matter</b></p> <p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board proceed to an In-Camera Session at 6:20 pm.”</i></p> <p><b>Res # 62- 23</b> <span style="float: right;"><b><u>Carried</u></b></span></p> <p><i>“Moved by Michelle Lahay and seconded by Chris Mayne that the Board approve the In-Camera Session to be adjourned at 6:45 pm.”</i></p> <p><b>Res # 63- 23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	
<p><b>B. CORRESPONDENCE</b></p>		
	<p><b>B.1 City of North Bay – Cassellholme Transition Business Care Analysis *</b> The City of North Bay staff will be providing a report to City Council on this item within the next 30 days.</p>	
<p><b>C. REQUEST FOR FUTURE AGENDA ITEMS</b></p>		
	<ul style="list-style-type: none"> <li>▪ Castle Arms</li> <li>▪ Nipissing First Nations Update</li> <li>▪ By-Laws Update</li> <li>▪ Reserve Fund Allocation</li> </ul>	
<p><b>D. DATE OF NEXT MEETING</b></p>		
	<p>Thursday, July 27, 2023 at 5:00pm – or at the call of the Chair</p>	
<p><b>E. ADJOURNMENT</b></p>		
	<p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the meeting be adjourned at 6:56 pm.”</i></p> <p><b>Res. #64-23</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

June 22, 2023

**Subject: Cassellholme Redevelopment Update – June 29, 2023**

### **Construction Activity**

Please see the May monthly report from Percon.

### **Highlights:**

Backfilling has generally been completed.

Structural steel for Part B and C is in ongoing.

Steel for the penthouse has started.

Metal deck installation is nearing completion in Part A and started in Part C.

Concrete has been poured on the second and third floor of Part A.

Installation of roof joists for Part A is almost complete.

High voltage duct bank has been installed and some of the below grade rough in work on the first floor for plumbing and electrical has commenced. Sleeves for piping/conduit penetrations for the upper floors on Part A have been completed.

We have received the attached updated schedule for the project. Based on this schedule we are six months behind the original schedule for Phase 1 and Percon no longer believes they will be able to make up time on this Phase. The move date for Phase for 1 is now in early July 2024. Percon has noted that they believe some of this delay is related to issues out of their control and therefore they are entitled to be paid for this extra time. We are currently working through a detailed analysis of this with Percon and we will have an update on this for the Board by the next meeting.

Private Room Mock-Up – The Proposed Change for this has been approved and we are waiting to hear when this work is scheduled to be completed.

### **Transition Planning**

We do not have an updated summary for this report.

## **Highlights:**

Health and Safety Policies and Procedures - Emergency response planning underway. An alternative evacuation device has been investigated for the new facility and pricing is being obtained for this. The system being looked at is the same system currently used at the NBRHC.

Operations Policies and Procedures - Not yet started.

NFN Partnership/Indigenous Unit Operation and Licensing – Work on this is continuing and a further meeting was held with Kim Lalonde of NFN on May 18<sup>th</sup> to discuss the current status of the various items outlined in the MOU and to confirm the work plan to get to a completed Collaborative Agreement before the move into Phase 1 in 2024.

Resident Assignment - Planning underway.

Way-finding – A working group status meeting the last week of June will finalize the detailed signage schedule that will be included in the RFP and the RFP will be issued in July.

Staffing Plan - Work is continuing for Support Services.

Laundry Plan - Planning continuing.

Storage Plan – No further update this month.

Move Plan - RFP has been awarded to Healthcare Relocations, contract being finalized and kick off meeting will be scheduled now that a move date for Phase 1 has been confirmed.

Training Plan - Not yet started.

IT - Planning continuing. Port count completed, switch count confirmed and a budget is being put together for all of the network equipment and its installation.

Waste Handling – Waste compactor pricing received still waiting for Miller to confirm approach for cardboard.

Outdoor space – Reviewing options to provide access to outdoor space once the Oval Garden is removed during the construction of Phase 2. The area adjacent to the Auditorium is being reviewed for this purpose.

## **Change Order Log**

Please see the attached June 22, 2023 log.

## **Budget Update**

May 2023 actuals attached.

Change Order Log - May 17, 2023

Person		PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)
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	Inhouse Building 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	19-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				6	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	12R1					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				13	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Oct-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			17R	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	03-Jun-22	09-Aug-22	11-Aug-22	\$6,703.30	\$6,703.30	
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 combustion fire/smoke dampers	AHJ	Approved	21-Oct-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	36	15R					Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22			\$17,028.00		
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' fan 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	
41	41R1	33				43	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles	Coordination	Approved	23-Oct-22	13-Dec-22	23-Jan-23	\$37,038.71	\$37,038.71	
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	35					Revision to North Wing elevator brackets for rail attachments	Coordination	Pending	07-Oct-22					
44	44	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	
46	46	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	
46	46		36R1			38	Structural clarifications - structural steel and rebar shop drawings	Coordination	Pending	20-Jan-23			\$3,414.77		
46	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 SH22	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 SH#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 UR2 & UR2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
54	54R1	13R		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	
58	58	45				52	Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23					
60	60	46				47	Modifications to generator ESB breakers	Coordination	Approved	07-Feb-23	24-Mar-23	03-May-23	\$19,405.10	\$19,405.10	
		47					Revise office door locations, typical millwork & related power & data locations	Owner Requested	Pending	23-Mar-23					
59	59	48R				49	Revisions to electrical to accommodate Kitchen Equipment	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60	
		49				54	Typical Bedroom Makeup	Owner Requested	Approved	09-Mar-23	03-May-23	06-Jun-23	\$75,577.95	\$75,577.95	
		50					Revise rated floor assembly ULIC 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	
		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)	
		53					Electrical revisions for elevator connections	Coordination	Pending	30-Mar-23					
		54					Revisions to interior expansion joints types	Coordination	Pending	30-Mar-23					
		55				56	Existing Water Room pull station	Coordination	Approved	05-Apr-23	17-May-23	23-May-23	\$1,142.90	\$1,142.90	
		56				55	Revision to brace frame VB205	Coordination	Approved	17-Apr-23	12-May-23	18-May-23	\$1,164.02	\$1,164.02	
		57					Revision to biometric readers	Owner Requested	Pending	18-Apr-23					
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	
		58					Clarification to area drains	Coordination	Pending	20-Apr-23					
		59					Fiber optic connection to existing building	Coordination	Pending	02-May-23					
		60					Additional pot light in Bedroom Type "D"	Coordination	Pending	02-May-23					
		61					Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23					
		62R					Modifications to elevator framing for door supports and additional pit ladder	Coordination	Pending	23-May-23					
		63					Patching of existing asphalt drive-ways	Owner Requested	Pending	23-May-23					
		64					Flooring revisions	Coordination	Pending	23-May-23					
		65					Owner requested revisions to Kitchen Equipment	Owner Requested	Pending	25-May-23					
		66					Delete kitchen equipment soap and towel dispenser accessories	Owner Requested	Pending	29-May-23					
		67					Tie-in to existinf fire alarm and PA systems	Coordination	Pending	30-May-23					
		68					Revision to louvers	Coordination	Pending	30-May-23					
		69					Patient lift system power supply covers	Owner Requested	Pending	01-Jun-23					
		70					Revision to stair guard assembly	Coordination	Pending	06-Jun-23					
Total - As of Issue Date													\$1,071,896.43	\$1,051,453.66	

**YTD Project Budget to Actual**

Cassellholme Redevelopment

Cassellholme

Commencement to date:

May 31, 2023

Apr 2023

May 2023

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	17,211,131	1,117,152	18,328,283	34,626,119	34.6%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,238,312	17,775	2,256,087	46,370,111	4.6%
B1.3	Budget Increases - Change Orders	959,546	651,104	-	651,104	308,442	67.9%
B1.4	Holdback Retained	-	2,613,071	147,541	2,760,612	-	0.0%
B1.5	Owner Hard Costs	7,046	7,046	-	7,046	-	100.0%
B2	Demolition	-	-	-	-	-	0.0%
B3	Construction Contingency	3,645,832	-	-	-	3,645,832	0.0%
B3	Contingency Reductions- Change Orders	-	-	-	-	959,546	0.0%
C1	Architect	3,305,965	2,407,137	20,734	2,427,871	878,094	73.4%
C2	Structural Engineer	417,800	312,157	105,643	312,157	105,643	74.7%
C3	Mechanical Electrical Engineer	1,359,186	1,106,984	-	1,106,984	252,202	81.4%
C4	Civil Engineer	124,927	124,345	-	124,345	582	99.5%
C5	Landscape Architect	55,213	43,588	-	43,588	11,625	78.9%
D1	Geotechnical / Environmental	29,751	29,751	-	29,751	0	100.0%
D2	Land Surveyor	-	-	-	-	-	0.0%
D3	Energy Modelling Consultant	87,145	87,145	-	87,145	-	100.0%
D4	Commissioning Consultant	78,066	47,686	-	47,686	30,380	61.1%
D5	AV and Acoustics Consultant	62,529	50,179	-	50,179	12,350	80.2%
D6	Food Services Consultant	22,263	19,763	-	19,763	2,500	88.8%
D7	Elevator Consultant	9,713	6,213	-	6,213	3,500	64.0%
D8	Cost Consultant	89,770	89,770	-	89,770	-	100.0%
D9	Hardware Consultant	4,000	4,000	-	4,000	-	100.0%
D11	Life Safety and Fire Consultant	3,038	3,038	-	3,038	-	100.0%
D10	Misc. Consultants	440,655	92,416	-	92,416	348,239	21.0%
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	346,141	11,352	357,493	501,340	41.6%
F4	Administrative Costs	-	-	-	-	-	0.0%
F5	Accounting Services	300,000	273,597	-	273,597	26,403	91.2%
F6	Marketing Fees	70,000	62,043	-	62,043	7,957	88.6%
F7	Disbursements	60,000	54,292	-	54,292	5,708	90.5%
F8	Legal Fees	460,000	458,070	-	458,070	1,930	99.6%
G1	Construction Loan Interest	2,680,041	409,146	65,487	474,633	2,205,408	17.7%
G2	Commitment Fee	50,000	-	-	-	50,000	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	155,000	35,134	9,532	44,666	110,334	28.8%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	2,892,665	132,295	3,024,960	12,063,973	20.0%
H2	HST Input Tax Credit	15,088,933	1,851,327	486,593	2,337,919	12,751,014	15.5%
H3	HST Self-Assessment	1,914,397	301,374	-	301,374	1,613,023	15.7%
I1	Soft Costs Contingency	1,060,800	-	-	-	1,060,800	0.0%
J1	FF&E	2,965,586	24,978	-	24,978	2,940,608	0.8%
<b>Total</b>		<b>121,949,389</b>	<b>24,956,040</b>	<b>740,193.79</b>	<b>25,696,234</b>	<b>96,253,155</b>	<b>21.1%</b>

Board of Management Meeting

June 29, 2023

### ❖ FACILITY SERVICES UPDATE - Dave Smits, Director of Facilities & Capital Projects

#### Fire Alarm

Troy has confirmed that detectors are not available that are ULC certified to our panel. I have consulted David Hine, a fire safety consultant, and have reviewed this issue with him. He mentioned it is not a surprise that the newer detectors are not ULC certified to our panel and this does not necessarily mean that the panel needs to automatically be replaced. He has suggested a due diligence process that we can work through with our service provider to ensure that the detectors that are being used do in fact operate properly and perform all of the functions that are old detectors do. This work has confirmed that the new detectors do perform properly and this issue will now be reviewed with our Insurance Company and Fire Department.

#### Staffing

We have recently had our new part time staff member quit with no notice. The position turned out to be much busier with more responsibility than he was anticipating when he accepted the position. This position was meant to be a part time retirement position to help him fill his days; we filled them a little too much. We have reviewed the option of posting for positions that do not include a trade certification but based on our Collective Agreement we would only be able to pay this position ~ \$24/hr. We have reposted our vacancies on Indeed and have received some interested applicants. We have created a short list of candidates to interview and targeting to hire two new positions as soon as possible.

### ❖ FINANCE & INFORMATION TECHNOLOGY UPDATE - William Brooks, Chief Financial Officer & IT

Cassellholme's Finance department has been hard at work finalizing the year-end financial statements for its Community Support Services division and the Nipissing Wellness Ontario Health Team's year ending March 31<sup>st</sup> 2023, who Cassellholme is the fund holder for.

A quarterly financial report for the period of January to June (LTC) and April to June (CSS) will be presented at the next regular board meeting following June 30<sup>th</sup>, 2023.

### ❖ NUTRITION & FOOD SERVICES - Trina Milne, Manager

Interviews are ongoing for Dietary staff recruitment.

### ❖ HOUSEKEEPING SERVICES - Trina Milne, Manager

Interviews are still ongoing for Housekeeping staff recruitment.

### ❖ Activity Department - Mandy Gilchrist, Manager

All vacancies have been filled in Activities.

Cycling Without Age – Every Thursday Cassellholme has the Trishaw Bike. The program started on June 15<sup>th</sup> and will continue every Thursday throughout the summer. Residents are very excited and enjoying the outdoors.



❖ **400 Club - Mandy Gilchrist, Manager**

The 400 Club is fully staffed now.

❖ **Community Support Services - Nancy Coughlin, Manager**

Nancy attended a Senior's Symposium at the YMCA on June 8<sup>th</sup>, 2023. There was a large turn out of senior's collecting information about services available in the community.

CSS held their own staff appreciation day celebration June 9, 2023.

Nancy and Catherine attended the 3-day North East Regional Home and Community Care Summit in Sudbury from June 14-16, 2023. They had keynote speakers from Ontario Health, The Home and Community Support Innovation Centre and OCSA. This was also a celebration of success in our sector.

2 new homemakers have been hired. Still looking to hire more PSWs.