

**THURSDAY, MAY 25, 2023**

**MINUTES**

**Date:** Thursday, May 25, 2023

**Location:** Cassellholme Garden Room (and Zoom)

**Present:** Mark King, Chair  
 Michelle Lahay  
 Robert Corriveau  
 Sherry Culling

**Staff:** Angie Punnett, Administrator  
 Dave Smits, Project Manager  
 Julie Pilkey, Secretary

**Regrets:** Chris Mayne, Vice Chair  
 Peter Chirico  
 Billy Brooks, CFO

**Guests:** Monique Peters, Family Council  
 Johanne Brousseau (Zoom)  
 Chantal Brousseau (Zoom)

	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 Sherry Culling that the meeting be called to order at 5:05 p.m.”</i></p> <p>Res. #45-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Michelle Lahay and seconded by Sherry Culling that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #46-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<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. #47-23 <span style="float: right;"><u>Carried</u></span></p>	

### 3. Approval of Minutes

#### 3.1 Approval of Minutes of the Annual General Board Meeting held on May 4, 2023

*“Moved by Sherry Culling and seconded by Robert Corriveau that the minutes of the Annual General Board Meeting, held on May 4, 2023, be adopted as presented.”*

Res. #48-23

Carried

*As per the Robert’s Rules of Order, section 9.22 – “The minutes of the annual meeting are read and approved at the next regular meeting. Minutes of one annual meeting should not be held for action until the next one a year later.”*

#### 3.2 Approval of Minutes of the Regular Board Meeting held on May 4, 2023

*“Moved by Robert Corriveau and seconded by Sherry Culling that the minutes of the Regular Board Meeting, held on May 4, 2023, be adopted as presented.”*

Res. #49-23

Carried

### 4. Business Arising

#### 4.1 CPIC Update

Reminder to have CPIC completed. Send a copy/proof of receipt to Julie to keep on file until CPIC is ready.

#### 4.2 By-Laws

Julie will send out a meeting invite to the selected sub-committee members to review the bylaws on June 1, 2023. Draft bylaws will be brought back to the Board for approval.

#### 4.3 Castle Arms Meeting Update

Mark King provided a brief update noting a Castle Arms meeting was held on May 11, 2023. Mark explained that Castle Arms is a separate entity from Cassellholme. Funding for Castle Arms, back to 1986, was directed from the province through DNSSAB. DNSSAB provided the structural dollars to develop Castle Arms. There continue to be ongoing discussions.

#### 4.4 Nipissing First Nations Update

Angie discussed the proposal with Nipissing First Nations. A meeting was held with the care team to review the Memorandum of Understanding. Provided suggestions for licensing, capital cost, education, training, operating dollars, etc. Meetings will be ongoing. Proposal will be sent to Don Gracey to have him reach out to the Province. Angie noted Kim has submitted an application for the Board vacancy and will follow-up next week.

### 5. Redevelopment

#### 5.1 Redevelopment (Dave Smits)

Dave provided an update to the Board. Report included in package. Percon report included in package.

Floors are in on 2<sup>nd</sup> and 3<sup>rd</sup> floors. Concrete will be poured in the next week or so.

Change order was sent to I.O. for the Room Mockup.

Reviewed the change orders list. Percon to provide a schedule update to Dave tomorrow, May 26, 2023.

Board members requesting a tour of the jobsite. Dave will contact Percon to make arrangements and set a date.

## 6. Operations

### 6.1 Operations Update

Update included in package

Angie added – received the air conditioning exemption from the province. Nurse Practitioner submitted her notice to resign. Posting will go out to recruit again.

A staff recognition BBQ will be held on June 11<sup>th</sup> for staff and families. Julie to send invite to Board Members

Dr. Prins has requested on call support. Posting for an attending physician has received positive interest.

### 6.2 Q1 2023 Financial Report

#### 6.3.1. January – March LTC Operating Budget to Actuals (Motion)

*“Moved by Sherry Culling and seconded by Michelle Lahay that the Board approve the year-to-date Operating budget to actual results for the period ending March 31, 2023, as presented.”*

Res. #50-23

Carried

#### 6.3.2 Cassellholme Redevelopment Budget to Actuals Report – Commencement to March 31, 2023 (Motion)

Still waiting for response from Ministry for Construction Subsidy Funding

Billy to provide template letter for municipalities to send to Ministry.

*“Moved by Michelle Lahay and seconded by Sherry Culling that the Board approve the Redevelopment Capital budget to actual results from commencement to March 31, 2023, as presented, noting the currently forecasted interest-only capital payments during the construction period and forecast capital payments for principal and interest payments.”*

Res. #51-23

Carried

#### 6.3.3. April 2022 – March 2023 CSS Operating Budget to Actuals (Motion)

*“Moved by Michelle Lahay and seconded by Sherry Culling that the Board approve the Community Support Services Budget to Actual results for the period of April 1, 2022 – March 31, 2023 as presented.”*

Res. #52-23

Carried

## 7. IN - CAMERA

Guests left the meeting

### 7.1 Confidential Matter

### 7.2 Personnel Matter

*“Moved by Robert Corriveau and seconded by Sherry Culling that the Board proceed to an In-Camera Session at 6:20 p.m.”*

Res. #53-23

Carried

*“Moved by Robert Corriveau and seconded by Sherry Culling that the Board approve the In-Camera Session to be adjourned at 6:45 p.m.”*

Res. #54-23

Carried

<b>B.</b>	<b>CORRESPONDENCE</b>	
	No items noted	
<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	Request for update on Personnel Matter	
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday June 29, 2023 @ 5:00 p.m. – or at the call of the Chair	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Sherry Culling and seconded by Michelle Lahay that the meeting be adjourned at 6:47 p.m.”</i></p> <p>Res. #55-23 <span style="float: right;"><u>Carried</u></span></p>	

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

May 17, 2023

**Subject: Cassellholme Redevelopment Update – May 25, 2023**

### **Construction Activity**

Please see the April monthly report from Percon.

#### **Highlights:**

Sewer and Storm Water connections have been completed for Phase 1 including connections at Drew Street. This work will allow the plumbing piping required under the slab in Phase 1 to begin once the structural steel works is sufficiently complete to allow access.

Backfilling is continuing but nearing completion.

Structural steel for Part A is complete and work on Part B and C is in progress.

Steel for the penthouse will be installed later in May.

Metal deck installation has started and is progressing well.

Installation of roof joists for Part A is almost complete.

We will have a comprehensive update on the project schedule before the end of May.

Private Room Mock-Up – We are waiting on the signed PC for this. Expecting construction of this in July. This work will require that the auditorium be out of service for ~ two weeks.

### **Transition Planning**

We do not have an updated summary for this report.

#### **Highlights:**

Health and Safety Policies and Procedures - Emergency response planning underway. Balance of H&S policies reviewed on a routine basis.

Operations Policies and Procedures - Not yet started.

NFN Partnership/Indigenous Unit Operation and Licensing – Work on this is continuing and a further meeting is being 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 in June will finalize the detailed signage schedule that will be included in the RFP and the RFP will be issued later in June. A local artist Bridgette Perron has been selected to support the development of the tree iconography that will be used to identify each of the Resident Home Areas (RHA's) in the new facility.

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 occur once the updated schedule has been received.

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 May 17, 2023 log.

### **Budget Update**

April 2023 actuals attached.

Change Order Log - May 17, 2023															
Percon															
RFE	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)
1	1			1		1	Millwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	28-Mar-22	\$34,553.53	\$34,553.53	
2	2	1				2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	28-Mar-22	\$4,919.20	\$4,919.20	
3	3					3	Increase Builders Risk Insurance to Include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$29,846.88	\$29,846.88	
4	4					3	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$282,579.86	\$282,579.86	
5	5R1	2				5	Door revisions	Coordination	Approved	15-Mar-22	07-Apr-22	06-May-22	\$4,677.20	\$4,677.20	
6	6	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50	
7	7	9					Removal existing foundations (Unit rate only - see RFE 16)		Cancelled	21-Apr-22	25-Apr-22				
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	06-May-22	\$8,607.50	\$8,607.50	
9	9	4				41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jan-23	19-Jan-23	\$3,756.50	\$3,756.50	
10	10	5				7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,361.00)	(\$1,361.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)	
12	12 R1					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)		Cancelled	N/A	09-May-22				
14	14	17				12	Temporary Hydrant at North Wing	AHJ	Approved	12-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25	
15	15R2	7R1				36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Dec-22	06-Dec-22	10-Jan-22	\$4,539.70	\$4,539.70	
16	16R2	9				15	Removal of existing foundations	Site Condition	Approved	21-Apr-22	20-May-22	27-Jun-22	\$70,326.38	\$70,326.38	
17	17	11				11	Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70	
18	18R2	18				14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	13-May-22	20-May-22	29-Jun-22	\$7,885.44	\$7,885.44	
19	19	12				10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	01-Jun-22	\$15,888.40	\$15,888.40	
20	20R1	8				13	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-22	30-May-22	10-Jun-22	\$1,512.50	\$1,512.50	
21	21R1					16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	22-Jun-22	08-Jul-22	22-Jul-22	(\$6,650.00)	(\$6,650.00)	
22	22	23					Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22				
23	23R2			19R1		17 R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00	
24	24R4	22R1				27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	27-Oct-22	(\$8,416.88)	(\$8,416.88)	
25	25R1	25R1				18	Revision to waterline connections to existing building - Revised	Site Condition	Approved	03-Aug-22	05-Aug-22	11-Aug-22	\$42,426.23	\$42,426.23	
26	26	20				19	Revision to electrical panel E-1-C	Coordination	Approved	02-Jun-22	09-Aug-22	11-Aug-22	\$6,702.30	\$6,702.30	
27	27R1	19R1				23	Revise acoustic ceiling tile materials	Cost Saving	Approved	15-Sep-22	28-Sep-22	05-Oct-22	(\$66,054.48)	(\$66,054.48)	
28	28			23		20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	12-Aug-22	\$98,826.40	\$98,826.40	
29	29R3	28				33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	22-Nov-22	\$21,724.63	\$21,724.63	
30	30	26				21	Revision to under-slab plumbing and inverts	Coordination	Approved	26-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50	
31	31	10				40	Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	26-Jan-23	\$134,858.85	\$134,858.85	
32	32R1	14					Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22				
33	33					24	Revised wood frame design for Jams	Cost Saving	Approved	09-Sep-22	28-Sep-22	05-Oct-22	(\$12,750.00)	(\$12,750.00)	
34	34R4	21R3				29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	08-Nov-22	\$77,892.15	\$77,892.15	
35	35R3	27R2				35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	10-Jan-22	(\$4,081.00)	(\$4,081.00)	
36	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' fin radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22	17-Oct-22	15-Nov-22	\$23,009.80	\$23,009.80	
		30					After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22					
39	39	31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1				25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36	
47	47R1	33				43	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles	Coordination	Approved	23-Sep-22	11-Jan-23	22-Jan-23	\$37,038.71	\$37,038.71	4
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	27-Oct-22	\$3,597.83	\$3,597.83	
43	43	35					Revision to North Wing elevator brackets for rail attachments	Coordination	Pending	07-Oct-22					
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	49			36R1			Structural clarifications - structural steel and rebar shop drawings	Coordination	Pending	20-Jan-23			\$3,414.77		
46				7R1		28	Provide slab Mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	01-Nov-22	\$1,050.68	\$1,050.68	
51	51R1	39				38	Add smoke detectors in corridors of RHA areas	Coordination	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$5,258.00	\$5,258.00	
44R1				22		34	Provide additional steel modifications outlined in SI#22	Coordination	Approved	27-Jul-22	16-Nov-22	22-Nov-22	\$3,300.11	\$3,300.11	
		40					Additional elevator controls	Coordination	Pending	07-Dec-22					
56	56	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22	08-Feb-23	28-Feb-23	\$8,783.50	\$8,783.50	
54	54	42				46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	28-Feb-23	\$7,507.50	\$7,507.50	
54R1	54R1	42				48	Correct the cost of fixed mirrors from CO#46	Coordination	Approved	10-Jan-23	03-Mar-23	21-Mar-23	(\$2,035.00)	-\$2,035.00	
52	52			39		39	Provide relay bases on smoke detectors related to door hold opens for SI#39	AHJ	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00	
55	55	43					Revise range hood colour	Owner Requested	Cancelled	18-Jan-23					

57	57	44			47	Revision to L#2 & L#2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
54	54R1			41	42	Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	28-Nov-22	10-Jan-23	20-Jan-23	\$14,145.87	\$14,145.87	4
58	58	45				Revisions to operable window vent type	Coordination	Cancelled	06-Feb-23					
60	60	46			52	Modifications to generator ESB breakers	Coordination	Approved	07-Feb-23	24-Mar-23	03-May-23	\$19,405.10	\$19,405.10	
		47				Revise office door locaitons, typical millwork & related power & data locations	Owner Requested	Pending	23-Mar-23					
59	59	48R			49	Revisions to electrical to accommodate Kithcen Equipment	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60	
		49				Typical Bedroom Mockup	Owner Requested	Pending	09-Mar-23					
		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	
		52				Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Pending	29-Mar-23					
		53				Electrical revisions for elevator connections	Coordination	Pending	30-Mar-23					
		54				Revisions to interior expansion joints types	Coordination	Pending	30-Mar-23					
		55				Exisiting Water Room pull station	Coordination	Pending	05-Apr-23					
		56				Revision to brace frame VB205	Coordination	Pending	17-Apr-23					
		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 exisiting 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					
<b>Total - As of Issue Date</b>												\$999,394.06	\$978,951.29	



**YTD Project Budget to Actual**

Cassellholme Redevelopment

Cassellholme

Commencement to date:

April 30, 2023

Mar 2023

Apr 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	16,213,272	997,859	17,211,131	35,743,271	32.5%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,171,863	66,450	2,238,312	46,387,886	4.6%
B1.3	Budget Increases - Change Orders	959,546	648,987	2,118	651,104	308,442	67.9%
B1.4	Holdback Retained	-	2,474,436	138,635	2,613,071	-	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	2,386,473	20,664	2,407,137	898,828	72.8%
C2	Structural Engineer	417,800	312,157	-	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	123,179	1,166	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	334,789	11,352	346,141	512,692	40.3%
F4	Administrative Costs	-	-	-	-	-	0.0%
F5	Accounting Services	300,000	273,597	-	273,597	26,403	91.2%
F6	Marketing Fees	70,000	62,043	-	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	347,824	61,322	409,146	2,270,895	15.3%
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	-	35,134	119,866	22.7%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	2,769,214	123,451	2,892,665	12,196,268	19.2%
H2	HST Input Tax Credit	-	1,851,327	-	1,851,327	13,237,606	12.3%
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>23,810,295</b>	<b>1,145,744.93</b>	<b>24,956,040</b>	<b>96,993,349</b>	<b>20.5%</b>

Board of Management Meeting  
May 25, 2023

## ❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

### Resident Covid-19 Boosters

Residents on all units are being offered the next booster dose of Covid-19 vaccine during the week May 15th. As per the most recent Ministry guidelines this includes those who have not had a booster or Covid-19 illness in the past 6 months.

As of May 17<sup>th</sup> it has been 94 days since the last outbreak!!!

### Nurses Week

We celebrated Nurses Week May 8<sup>th</sup> – 12<sup>th</sup> with a BBQ on Wednesday May 10<sup>th</sup>

### PSW Day

Celebrations were held for PSW Day on Friday May 19<sup>th</sup>

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

### Facility Services

The Facility Services group continues to be busy working to maintain our aging facility as we prepare for the move into the new building. We are working hard to minimize the maintenance cost of the current facility as we construct the new facility without sacrificing resident or staff health and safety.

### Fire Alarm

We continue to work with Troy the contractor that provides support for us our our fire alarm to source detectors that are ULC certified to our panel. Troy will be on site before the end of May to further work on this.

### Air Conditioning

The Ministry has approved our request for an exemption until we move into Phase 1 in 2024. At that time we will have to ensure that we have portable air conditioners available for the 27 rooms that will be occupied and not air conditioned at that time. We have many of these air conditioners on hand now but may need to buy a few extra next spring. We do not expect many of these air conditioners will actually operate but this seemed to be the best strategy to avoid the Ministry forcing us to put air conditioning throughout the West Tower, Apple and Maple.

### Painting

Painting is continuing on rooms that have recently been vacated. Painting for the hallway on 3W and 3N has started.

### Staffing

Discussions are ongoing with a number of organizations relative to their staffing levels, staff qualifications and pay rate. Thus far the majority of organizations spoken to do not have trades staff filling the roles in the Facility Services (Maintenance). They use multi-skillers (handy people) to complete the day to day maintenance, repairs and inspections and they use contracted services for items that the various codes require ticketed staff to complete. They have developed a specific list of questions to verify applicants have the required skills/experience. The review also confirmed that the number of staff that will be required to operate and maintain the new facility is ~ 4 FTE's plus the Manager.

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

Financial Report to be presented at the meeting

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

The new Spring & Summer Menu started May 15, 2023.

Resident photos have been added to the dining room enhancement reports so staff can give the proper diets. All dining room are now complete with the changes.

Interviews are being conducted for hiring Dietary staff recruitment.

❖ **HOUSEKEEPING SERVICES - Trina Milne, Manager**

Interviews are being conducted for Housekeeping staff recruitment.

❖ **IPAC - Infection Prevention and Control - Ellen Whittaker, Manager of Infection, Prevention & Control Health Unit inspection**

On April 17<sup>th</sup> 2023, three Health Unit nurses spent a few hours at Cassellholme observing IPAC practices on all units. This was a follow up visit related to the visit done in February 2023. The main focus was hand hygiene and improvement in compliance was observed. The monthly number of hand hygiene observations to be done remains at 200 and the goal compliance rate by the end of June is 50%.

During the visit it was also observed that there were some gaps in the sealing of windows adjacent to the construction site. An internal audit has been developed to identify and correct any gaps.

**IPAC Measures**

Washable keyboards are being trialed on Willow. All keyboards that are used by multiple staff will be replaced with the washable units. Any issues will be addressed.

Surface cleaning has been increased by clinical staff by making the disinfection wipes more accessible at the point of care.