## CASSELLHOLME **BOARD OF MANAGEMENT MEETING**

## THURSDAY, AUGUST 24, 2023



Compassionate care for life's journey.

# **MINUTES**

	<u>Date</u> :	Thursday, August 24, 2023										
	Location:	Cassellholme Garden Room (and Zoom)										
	<u>Present</u> :	Mark King, Chair Chris Mayne, Vice Chair Robert Corriveau Sherry Culling	<u>Staff:</u>	Angie Punnett, Administrator Billy Brooks, Chief Financial Officer Dave Smits, Project Manager Julie Pilkey, Secretary Camille Bigras, Director of Support Ser	ervices							
	<u>Regrets:</u>	t <u>s:</u> Peter Chirico Michelle Lahay <u>Guests:</u> Monique Peters, Family Council										
			ITEM		ACTION							
A.	CALL TO ORDER	8										
	<b>RECORDED</b> I	RDED MEETING										
	<i>"Moved by Ch order at 5:06</i>	<i>Thris Mayne and seconded by Sherry Culling that the meeting be called to S p.m.</i> "										
	Res. #78-23	Carried										
	1. Approv	al of Agenda										
	4.1 Castle Arm	ns Update deferred to Septen nera – 8.1 Personal Matter	nber									
		obert Corriveau and seconded by Sherry Culling that the Board approved the Agenda ing, as amended."										
	Res. #79-23	Carried										
	2. Conflic	t of Interest										
		<i>Thris Mayne and seconded by Robert Corriveau that no Board Members present have onflict of interest.</i>										
	Res. #80-23			Carried								
	1		Cassel	Iholme - Board of Management Meeting Minutes - August	24, 2023							

#### 3.1 Approval of Minutes of the Regular Board Meeting held on July 27, 2023

*"Moved by Sherry Culling and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on July 27, 2023, be adopted as presented."* 

Res. #81-23 Carried	
4. Business Arising	
<b>4.1 Castle Arms Update</b> Deferred to September meeting	
5. New Business	
No new business	
6. Redevelopment	
<ul> <li>6.1 Construction Update (Dave Smits) Dave provided an update to the Board. Report included in package. Percon report included in package. Dave provided a virtual 3D walkthrough of the construction site. Video will be available on the website and updated every 2 weeks. Budget update to be provided to the Board in September. Discussed planning a meeting with the Municipality CAOs, then a presentation to their councils. Also suggesting giving a tour of the construction site to council members. </li> <li>6.2 Construction Funding Subsidy The City of North Bay received the letter from the Ministry stating Cassellholme is not eligible for the increased construction subsidy. The letter also stated a redevelopment project had to receive approval to construct after April 1, 2022. Mark will send letter to Brian Pollard requesting a follow-up meeting to discuss hardships. Chris noted that Peter will start discussions with others to move forward with funding. 6.3 Construction Schedule – Findings of the Consultant Dave discussed the construction schedule prepared by Mitchell Jensen Architect.</li></ul>	
7. Operations	
<ul> <li>7.1 Operations Update         Update included in package         Angie added – seeing a decline in PSW applicants. Preparing for the January increase in care hours.     </li> </ul>	
8. IN - CAMERA	
Dave Smits and guests left the meeting.	
8.1 Personal Matter	
<i>"Moved by Sherry Culling and seconded by Robert Corriveau that the Board proceed to an In-Camera Session at 6:00 p.m."</i>	
Res. #82-23 <u>Carried</u>	
2 Cassellholme Board of Management Meeting Minutes - August 24	4, 2023

	"Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera Session to be adjourned at 6:10 p.m." Res. #83-23 Carried	
B.	CORRESPONDENCE	
	No correspondence noted	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	Thursday September 28, 2023 @ 5:00 p.m. – or at the call of the Chair	
E.	ADJOURNMENT	
	<i>"Moved by Sherry Culling and seconded by Robert Corriveau that the meeting be adjourned at 6:12 p.m."</i>	
	Res. #84-23 Carried	

Secretary

Chairman



### Aug 17, 2023

### Subject: Cassellholme Redevelopment Update – Aug 24, 2023

### Construction Activity

Please see the July monthly report from Percon.

### Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B

- Sequencing remains unchanged from the previous report.
- Landscaping around the new east parking lot is generally complete, some minor deficiencies to be addressed.
- Work to complete the new storm water pond adjacent to the new parking lot has been completed.
- New permanent lighting for the new parking lot has been received and will be installed shortly.
- Structural Steel erection for Block B is ongoing.
- Metal deck and concrete floor placement is ongoing.
- Metal studs at perimeter walls are ongoing.
- Mechanical and electrical in slab, and above ceiling rough-ins are ongoing.
- Link foundation work is complete.

Schedule

- Since the issuance of the updated schedule 10 work days have been lost due to rain. Refer to schedule comments in Percon's report.
- Attached please find a letter from Nathan Jensen providing his ruling on the schedule extension as noted in Percon's May 31, 2023 schedule.

Private Room Mock-Up – We are waiting to hear when this work is scheduled to be completed.

### Transition Planning

An updated summary will be provided with the September 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 has been obtained the final number of devices required has been reviewed with CH staff.

NFN Partnership/Indigenous Unit Operation and Licensing – Work on this is continuing and the submission for additional funding has been completed and submitted.

Way-finding – The RFP package has been completed and will be issued to Percon in August.

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. Phone system strategy being completed as this is required to finalize the budget for the IT.

Waste Handling – Still waiting for Miller to confirm approach for cardboard.

Outdoor space – No further update at this time.

FF&E Budget – Updated budget pricing has been obtained and this information is being compiled to validate this budget.

RFP for Furniture – Work on the RFP for furniture for the new facility has begun and the target is to have this issued in October.

### Change Order Log

Please see the attached Aug 17, 2023 log.

### Budget Update

July 2023 actuals attached.

							Change Orde	er Log - Aug 17, 2023	-						
Per	con														Contract Time
RFE	RFE	РС	CD	SI	RFI	со	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	X= 1-1
2	2	1				2	Emergency Switchboard revisions Inrease Builders Risk Insurance to Include Soft Costs	Coordination Lender Requirement	Approved Approved	17-Feb-22 30-Mar-22	17-Mar-22 30-Mar-22	28-Mar-22 05-Apr-22	\$4,919.20 \$29,846.88	\$4,919.20 \$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 6	2				5	Door revisions Washroom Accessories Revisions	Coordination Coordination	Approved Approved	15-Mar-22 28-Mar-22		06-May-22 25-Apr-22	\$4,677.20 \$863.50	\$4,677.20 \$863.50	
7	7	9					Removal exisiting foundations (Unit rate only - see RFE 16)		Cancelled	21-Apr-22	25-Apr-22				
8	8	16 4					Provide new water valve at property line North wing door revisions	AHJ Coordination	Approved Approved	05-May-22 28-Mar-22	2 06-May-22 16-Jan-23	06-May-22 19-Jan-23	\$8,607.50 \$3,756.50	\$8,607.50 \$3,756.50	
10	10	5				7	Elevator pit lightling revisions	AHJ	Approved	29-Mar-22		16-May-22	(\$1,361.00)	(\$1,361.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22		27-May-22	(\$6,000.00)	(\$6,000.00) (\$11,906.00)	
12	12 R1 13					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022) CANCELLED: Drawer modifications (SEE RFE 12R1)	Cost Saving	Approved Cancelled	N/A N/A	19-May-22 09-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
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 16	15R2 16R2	7R1 9				36 15	Phase 1 temporary door revisions and hardware coordination Removal of exisiitng foundations	Coordination Site Condition	Approved Approved	02-Dec-22 21-Apr-22		10-Jan-22 27-Jun-22	\$4,539.70 \$70.326.38	\$4,539.70 \$70,326.38	
17	17	11					Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70	
18 19	18R2 19	18 12				14 10	Revise pipe material storm main tee at Olive St. Temporary lighting in courtyard parking	Site Condition Health & Safety	Approved Approved	13-May-22 27-Apr-22		29-Jun-22 01-Jun-22	\$7,885.44 \$15,888.40	\$7,885.44 \$15,888.40	
20	20R1	8				10	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-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 23	22 23R2	23		19R1		17 R	Investigate/repair storm line blockage near property line at Olive St. Corrections and revisions to parking lot line in temporary and east parking areas	Site Condition Owner Requested	Cancelled Approved	23-Jun-22 16-Aug-22	2 06-Jul-22 15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00	
24	24R4	22R1		15111		27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22		27-Oct-22	(\$8,416.88)	(\$8,416.88)	
25	25R1	25R1	1			18	Revision to waterline connections to exisiting building - Revised	Site Condition	Approved	03-Aug-22		11-Aug-22	\$42,426.23	\$42,426.23	
26	26 27R1	20 19R1					Revision to electrical panel E-1-C Revise acoustic ceiling tile materials	Coordination Cost Saving	Approved Approved	02-Jun-22 15-Sep-22	2 09-Aug-22 28-Sep-22	11-Aug-22 05-Oct-22	\$6,702.30 (\$66,054.48)	\$6,702.30 (\$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 30	29R3 30	28 26				33 21	Revision to Phase 1 & 2 sanitary and storm connections at grade beams Revision to under-slab plumbing and inverts	Coordination Coordination	Approved Approved	03-Aug-22 26-Jul-22	2 09-Nov-22 18-Aug-22	22-Nov-22 22-Sep-22	\$21,724.63 \$15,196.50	\$21,724.63 \$15,196.50	
31	31	10					Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	22-3ep-22 26-Jan-23	\$134,858.85	\$134,858.85	
32	32R1	14	+			24	Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22		AE 0-+ 22	(\$12 750 00)	(613 750 00)	
33 34	33 34R4	21R3				24 29	Revised wood frame design for Jams Provide new grounding loop for new building service	Cost Saving AHJ	Approved Approved	09-Sep-22 22-Aug-22		05-Oct-22 08-Nov-22	(\$12,750.00) \$77,892.15	(\$12,750.00) \$77,892.15	
35	35R3	27R2					Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	10-Jan-22	(\$4,081.00)	(\$4,081.00)	
36 37	36 37	15R 13R				31	Door hardware revisions to door 1147a Janitor room door revisions	Coordination Coordination	Pending Approved	12-Oct-22 19-Sep-22	19-Sep-22	10-Nov-22	\$17,028.00 \$4,785.00	\$4,785.00	
38	38	29				22	Exisiting Service Plug Requirement	AHJ	Approved	31-Aug-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	
39	39	30 31					After hours paving of East Parking Lot Additional curb at edge of exisiting parking area	Owner Requested Owner Requested	Cancelled Cancelled	16-Sep-22 16-Sep-22	28-Sep-22				
40	40R1	32R1					Revision to exisiting sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36	TBD
47	47R1 42R1	33 34				43 26	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles Water storage tank layout and structural revisions	Coordination Coordination	Approved Approved	23-Sep-22 26-Sep-22	11-Jan-23 14-Oct-22	22-Jan-23 27-Oct-22	\$37,038.71 \$3,597.83	\$37,038.71 \$3,597.83	4
42	42111	35R					Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22		27-Jun-23	\$11,964.96	\$11,964.96	
53	53	36R2					Revision to brace frame VB105	Coordination	Approved	09-Nov-22	13-Dec-22	26-Jan-23	\$9,497.44	\$9,497.44	
45	45 48	37 38				30 37	Revision to light fixtures P5 and P6 Structural beam revisions at Block B roof terraces balconies	Coordination Coordination	Approved Approved	11-Oct-22 20-Oct-22	2 31-Oct-22 13-Dec-22	08-Nov-22 10-Jan-23	\$2,369.33 \$969.52	\$2,369.33 \$969.52	
49	49			36R1			Structural clarifications - structural steel and rebar shop drawings	Coordination	Pending	20-Jan-23	8		\$3,414.77		
46	51R1	39		7R1		28 38	Provide slab Mounting brackets for smoke shelter Add smoke detectors in corridors of RHA areas	Site Condition Coordination	Approved Approved	17-Oct-22 08-Nov-22	25-Oct-22 13-Dec-22	01-Nov-22 10-Jan-23	\$1,050.68 \$5,258.00	\$1,050.68 \$5,258.00	
44R1	511(1	35		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	
50	56	40				45	Additional elevator controls	Coordination	Pending	07-Dec-22	00 5-6 33	20 F-b 22	60 702 50	60 702 50	
56 54	56 54	41 42					Revision to sliding door frame details Provide fixed mirrors in Staff washrooms	Coordination Coordination	Approved Approved	21-Dec-22 10-Jan-23	08-Feb-23 03-Feb-23	28-Feb-23 28-Feb-23	\$8,783.50 \$7,507.50	\$8,783.50 \$7,507.50	
54R1	54R1	42				48	Correct the cost of fixed mirrors from CO#46	Coordination	Approved	10-Jan-23		21-Mar-23	(\$2,035.00)	-\$2,035.00	
52 55	52 55	43		39		39	Provide relay bases on smoke detectors related to door hold opens for SI#39 Revise range hood colour	AHJ Owner Requested	Approved Cancelled	08-Nov-22 18-Jan-23	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00	
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 58	54R1 58	45		41		42	Remedial modifications to pile caps and grade beams - Phase 1 Revisions to operable window vent type	Site Condition Coordination	Approved Cancelled	28-Nov-22 06-Feb-23	10-Jan-23	20-Jan-23	\$14,145.87	\$14,145.87	4
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			4	4	
59 62	59 62R2	48R 49					Revisions to electrical to accommodate Kitchen Equipment Phase 1 Typical Bedroom Mockup	Coordination Owner Requested	Approved Approved	14-Feb-23 09-Mar-23		22-Mar-23 06-Jun-23	\$501.60 \$75,577.95	\$501.60 \$75,577.95	
		50					Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23	8				
6F	65	51 52	<u> </u>		<u> </u>		Revision to select light fixtures to alternate product Delete select cubical curtains and provide track breaks in patient lift tracks	Design Improvement	Approved Approved	22-Mar-23 29-Mar-23		26-Apr-23 01-Jun-23	\$0.00 (\$5,382.50)	\$0.00 (\$5,382.50)	
65 75	75R1	52		L			Electrical revisions for elevator connections	Coordination Coordination	Approved	29-Mar-23 30-Mar-23		01-Jun-23 03-Aug-23	(\$5,382.50) \$18,212.70	(\$5,382.50) \$18,212.70	
<u></u>	<u> </u>	54				50	Revisions to interior expansion joints types	Coordination	Pending	30-Mar-23	17.14		64 4 40 00	64 4 40 00	
68 67	68 67	55 56	-				Exisiting Water Room pull station Revision to brace frame VB205	Coordination Coordination	Approved Approved	05-Apr-23 17-Apr-23		23-May-23 18-May-23	\$1,142.90 \$1,164.02	\$1,142.90 \$1,164.02	
		57					Revision to biometric readers	Owner Requested	Pending	18-Apr-23					
64 66	64 66R1	58			49		Tree Removal at End of Block B Clarification to area drains	Site Condition Coordination	Approved Approved	03-Nov-22 20-Apr-23		26-Apr-23 27-Jul-23	\$2,117.50 \$25,942.40	\$2,117.50 \$25,942.40	
		59					Fiber optic connection to exisiting building	Coordination	Pending	02-May-23	8				
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	
71	71	61 62R	+			59R	Revision to clarify clay unit product Modifications to elevator framing for door supports and additional pit ladder	Discontinued Product Coordination	Pending Approved	09-May-23 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	Pending	23-May-23	8				
81	81	64 65		<u> </u>		65	Flooring revisions Owner requested revisions to Kitchen Equipment	Coordination Owner Requested	Approved Pending	25-May-23 25-May-23		20-Jul-23	\$7,090.72	\$7,090.72	
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)	
87	87	67 68	<u> </u>			70	Tie-in to exisitinf fire alarm and PA systems Revision to louvres	Coordination Coordination	Pending Approved	30-May-23 30-May-23		08-Aug-23	\$660.00	\$660.00	
68	68	69	1				Patient lift system power supply covers	Owner Requested	Approved	01-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		26-Jul-23	\$726.00	\$726.00	
84 74	84 74R1	71 72R					Revision to Ceramic tile type CT2.1 in select rooms Temporary support angles for Block C strutural frame	Owner Requested Coordination	Approved Approved	15-Jun-23 13-Jun-23	19-Jul-23 28-Jun-23	25-Jul-23 04-Jul-23	\$0.00 \$10,563.30	\$0.00 \$10,563.30	
69	69R1						Removal of exisiitng 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 74	<u> </u>				Revise solid surface finish colour on millwork M30 & M31 Additional structural support at 5th floor trench drain	Owner Requested Coordination	Cancelled Pending	12-Jul-23 12-Jul-23					
		74 75R	1				Revised detail at expansion joint at gridline 23 between S & T/T.2.	Coordination	Pending	12-Jul-23		L			
		76					Connection to portable Genset and load bank testing	Owner Requested	Pending	25-Jul-23		-			
		77 78					Revision to jockey pump electrical feed Revised wall depth in Laundry Rooms to accommodate 4" drain pipe	Coordination Coordination	Pending Pending	26-Jul-23 27-Jul-23					
		79					Delete fire damper at return air duct in penthouse level	Coordination	Pending	31-Jul-23	8				
		80			L		Revise wall thickness to accommodate pipe size Total - As of Issue Date	Coordination	Pending	03-Aug-23	3		\$1,233,701.19	\$1,213,258.42	
		L					Total - As of Issue Date	1	1				1.19/ دد عرب ب	24.00مردد2,دب	

#### YTD Project Budget to Actual

Cassellholme Redevelopment

Commencement to date:

July 31, 2023

Jun 2023 Jul 2023

			Spent Commencement to				
Budget Item	Description	Board Approved Budget	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	20,092,911	1,483,061	21,575,972	31,378,430 🕑	40.7%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,319,785	199,530	2,519,315	46,106,883 🥑	5.2%
B1.3	Budget Increases - Change Orders	1,187,058	651,104	-	651,104	535,954 🥑	54.9%
B1.4	Holdback Retained		2,998,294 -	200,339 -	3,198,633	3,198,633 🕑	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	- 1,187,058	-			1,187,058 🕑	0.0%
C1	Architect	3,305,965	2,448,535	20,712	2,469,247	836,718 🥑	74.7%
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	127,427	126,557	280	126,837	590 🕕	99.5%
C5	Landscape Architect	55,213	43,788		43,788	11,425 🦲	79.3%
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	- 🦲	
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	- (1	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	- 0	100.0%
D10	Misc. Consultants	400,655	92,416		92,416	308,239 📿	23.1%
E1	Development Charges	-	-		-	- 🤇	
E2	Building Permit	-	-		-	- 🧭	
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	374,521	11,352	385,873	472,960 📿	44.9%
F4	Administrative Costs	-	-		-	- 🗸	
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 🚺	
F8	Legal Fees	460,000	458,070		458,070	1,930 🌔	99.6%
G1	Construction Loan Interest	2,680,041	564,014	100.798	664,811	2,015,230 📿	
G2	Commitment Fee	50,000	-	,	-	50,000 🗸	
G3	Broker's Fees	-	-		-	- 🗸	
G4	Financing Legal Fees	-	-		-	- 🤇	
G5	Project Monitor	155.000	47.241	2.753	49.994	105,006 🗸	
G6	Appraisal	-	-	,	-	- 🤇	
G7	Draw Fees	20,000				20,000 🗸	
H1	HST on Monthly Costs	15,088,933	3,235,078	195,780	3,430,858	11,658,075	
H2	HST Input Tax Credit	- 15,088,933 -	2,337,919	-	2,337,919 -	12,751,014 🗸	
H3	HST Self-Assessment	1,914,397	301,374		301,374	1,613,023	
11	Soft Costs Contingency	1,098,300	-		-	1,098,300	
J1	FF&E	2,965,586	24,978		24,978	2,940,608	
		121,949,389	27,629,055	1,813,926.52	29,442,982	92,506,407	24.1%

Cassellholme



# **OPERATIONS UPDATE**

Compassionate care for life's journey.

Board of Management Meeting August 24, 2023

### Section of Facilities & Capital Projects

### Elevator

TK Elevator Company managed to find the required spare part and it was installed on Tuesday August 15/23. The elevator is back in service.

### Fire Alarm

I have spoken to both the Fire Department and Insurance Company and they are generally comfortable allowing us to move forward with the current panel. They have requested a letter from Troy explaining the situation and will provide final feedback at that time. The letter has been requested from Troy.

### Staffing

Recruitment interview process is underway.

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

The next quarterly financial report will be presented at the October board meeting and will cover the year-to-date financials for January to September 2023.

If you have any questions regarding the last financial report or other financial matters, please feel free to contact me any time by phone or email.

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

There are 5 vacant positions. Currently in the process of doing interviews to fill these 5 postions. Revising the fall and winter menu for 2023.

### HOUSEKEEPING SERVICES - Trina Milne, Manager

1 vacant position in housekeeping.

### COMMUNITY SUPPORT SERVICES - Nancy Coughlin, Manager

Starting GPA training with all CSS staff, beginning the week of August 21, 2023 Administration staff are working on the updates for the new Assisted Living Policy. Regional audit to follow in the spring.

Also working on the guidelines in the Connecting Care Act (formerly the Home and Community Care Act).

### INFECTION PREVENTION & CONTROL - Ellen Whittaker, Manager

### Outbreak

The home had a small respiratory outbreak from July 24<sup>th</sup>, 2023 to August 9<sup>th</sup>, 2023. 12 resident cases and 12 staff cases. No causative agent was identified.