

THURSDAY, AUGUST 24, 2023

MINUTES

Date: Thursday, August 24, 2023

Location: Cassellholme Garden Room (and Zoom)

Present: Mark King, Chair
 Chris Mayne, Vice Chair
 Robert Corriveau
 Sherry Culling

Staff: Angie Punnett, Administrator
 Billy Brooks, Chief Financial Officer
 Dave Smits, Project Manager
 Julie Pilkey, Secretary
 Camille Bigras, Director of Support Services

Regrets: Peter Chirico
 Michelle Lahay

Guests: Monique Peters, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Chris Mayne and seconded by Sherry Culling that the meeting be called to order at 5:06 p.m.”</i></p> <p>Res. #78-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>4.1 Castle Arms Update deferred to September Added In-Camera – 8.1 Personal Matter</p> <p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #79-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #80-23 <u>Carried</u></p>	

3. Approval of Minutes

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

4.1 Castle Arms Update

Deferred to September meeting

5. New Business

No new business

6. Redevelopment

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.

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.

7. Operations

7.1 Operations Update

Update included in package

Angie added – seeing a decline in PSW applicants. Preparing for the January increase in care hours.

8. IN - CAMERA

Dave Smits and guests left the meeting.

8.1 Personal Matter

“Moved by Sherry Culling and seconded by Robert Corriveau that the Board proceed to an In-Camera Session at 6:00 p.m.”

Res. #82-23

Carried

	<p><i>“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.”</i></p> <p>Res. #83-23 <u>Carried</u></p>	
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		
	<p><i>“Moved by Sherry Culling and seconded by Robert Corriveau that the meeting be adjourned at 6:12 p.m.”</i></p> <p>Res. #84-23 <u>Carried</u></p>	

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.

YTD Project Budget to Actual

Cassellholme Redevelopment

Cassellholme

Commencement to date:

July 31, 2023

Jun 2023

Jul 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	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	-	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	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	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	-	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	400,655	92,416	-	92,416	308,239	23.1%
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	374,521	11,352	385,873	472,960	44.9%
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	1,930	458,070	1,930	99.6%
G1	Construction Loan Interest	2,680,041	564,014	100,798	664,811	2,015,230	24.8%
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	47,241	2,753	49,994	105,006	32.3%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	3,235,078	195,780	3,430,858	11,658,075	22.7%
H2	HST Input Tax Credit	15,088,933	2,337,919	-	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	1,098,300	-	-	-	1,098,300	0.0%
J1	FF&E	2,965,586	24,978	-	24,978	2,940,608	0.8%
Total		121,949,389	27,629,055	1,813,926.52	29,442,982	92,506,407	24.1%

Board of Management Meeting
August 24, 2023

❖ FACILITY SERVICES UPDATE - Dave Smits, Director 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 positions. 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 24th, 2023 to August 9th, 2023. 12 resident cases and 12 staff cases. No causative agent was identified.