

**THURSDAY, SEPTEMBER 28, 2023**

**MINUTES**

**Date:** Thursday, September 28, 2023

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

<b>Present:</b>	Mark King, Chair Chris Mayne, Vice Chair Peter Chirico Michelle Lahey Robert Corriveau	<b>Staff:</b>	Camille Bigras, Director of Support Services Billy Brooks, Chief Financial Officer Dave Smits, Project Manager Julie Pilkey, Secretary
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<b>Regrets:</b>	Sherry Culling Angie Punnett, Administrator	<b>Guests:</b>	Monique Peters, Family Council Johanne Brousseau (zoom)
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	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 Peter Chirico that the meeting be called to order at 5:05 p.m.”</i></p> <p>Res. #85-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #86-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>2. Conflict of Interest</b>	
	<p><i>“Moved by Peter Chirico and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #87-23 <span style="float: right;"><u>Carried</u></span></p>	
	<b>3. Approval of Minutes</b>	

### 3.1 Approval of Minutes of the Regular Board Meeting held on August 24, 2023

*“Moved by Peter Chirico and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on August 24, 2023, be adopted as presented.”*

Res. #88-23

Carried

## 4. Business Arising

### 4.1 Castle Arms Update

Chris Mayne declared a conflict of interest and left the room.  
Mark and Peter presented information from their Castle Arms meeting held last night, August 23, 2023. There was discussion for direction forward. Castle Arms Board is interested in a way to move forward. Peter has been asked to attend the next Castle Arms meeting to discuss the concerns raised from Cassellholme. Peter will also request the Board seats be changed to have municipal appointments for Castle Arms and have a term end date. Michelle and Robert requested the Castle Arms Board return to being the same as the Cassellholme Board, as it was in the past.  
Mark also noted there was a motion passed last night to ask the DNSSAB to take over the 12 units in Mattawa.

### 4.2 Cassellholme Draft Bylaws

The Board reviewed the draft bylaws and noted the name be changed to The Board of Management for the District of Nipissing East and correct the Regulation # on page 1 to the Regulation under the Fixing Long-Term Care Act, 2021.  
The Board has approved the Bylaws with these changes.

*“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approved the revised Cassellholme Bylaws, as amended.”*

Res. #89-23

Carried

## 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.  
A request was brought forward suggesting the speed limit on Olive Street be reduced during construction until the end of this fall.  
Discussed the response from Percon included in package.  
Dave noted there will be a meeting with Nipissing First Nation on Monday between Kim and Angie.

## 7. Operations

### 7.1 Operations Update

Update included in package  
Camille Bigras provided the update in Angie’s absence. Cassellholme hired 3 new RNs. First time at capacity since before Covid. Still have an agreement with temporary foreign workers.

## 8. IN - CAMERA

Guests left the meeting

*“Moved by Peter Chirico and seconded by Chris Mayne that the Board proceed to an In-Camera Session at 5:42 p.m.”*

Res. #90-23

Carried

### 8.1 Financial Matter

*“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve an upset limit to secure the outstanding delay payment with Percon Construction. Results of this settlement will be brought back to the Board for information at the next regular Board meeting.”*

Res. #91-23

Carried

### 8.2 Personnel Matter

### 8.3 Confidential Matter

*“Moved by Chris Mayne and seconded by Michelle Lahay that the Board approve the In-Camera Session to be adjourned at 6:40 p.m.”*

Res. #92-23

Carried

As a result of the in-camera discussion, the following motion was approved

*“Moved by Peter Chirico and seconded by Robert Corriveau that the Board approve the appointment of a new Medical Director, as discussed In-Camera.”*

Res. #93-23

Carried

## B. CORRESPONDENCE

B.1 City of North Bay Letter – Notice of Privacy Breach

## C. REQUEST FOR FUTURE AGENDA ITEMS

No items noted

## D. DATE OF NEXT MEETING

Thursday October 26, 2023 @ 5:00 p.m. – or at the call of the Chair

## E. ADJOURNMENT

*“Moved by Michelle Lahay and seconded by Robert Corriveau that the meeting be adjourned at 6:50 p.m.”*

Res. #94-23

Carried

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Secretary

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Chairman

Sep 20, 2023

**Subject: Cassellholme Redevelopment Update – Sep 28, 2023**

### **Construction Activity**

Please see the August 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.
- Structural Steel erection for West Wing is complete.
- Metal deck and concrete floor placement is largely complete on floors 2 through 5. Slab on grade is yet to be completed.
- 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 13 work days have been lost due to rain. Refer to schedule comments in Percon's report.
- Attached please find a response received from Percon on September 11<sup>th</sup> relative to schedule extension discussion.

Private Room Mock-Up – Installation of the mock-up to commence the week of September 25, 2023 and it is scheduled to take two weeks to complete.

### **Transition Planning**

An updated summary is attached.

### **Highlights:**

Health and Safety Policies and Procedures - Emergency response planning underway. An alternative evacuation device has been selected and the required quantity confirmed.

NFN Partnership/Indigenous Unit Operation and Licensing – Work on this is continuing and the submission for additional funding has been completed and is awaiting signature by NFN prior to submission.

Way-finding – The RFP package has been completed and has been issued to Percon.

Staffing Plan - Work is continuing for Support Services.

Laundry Plan - Planning continuing.

Storage Plan – No further update this month.

Move Plan – Kick-off meeting with SLT was completed on September 19<sup>th</sup> and HCR will be on site on October 5<sup>th</sup> for a site review and for a meeting with the Extended Leadership Team.

Training Plan - Not yet started.

IT - Planning continuing. 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 Sep 20, 2023 log.

### **Budget Update**

Aug 2023 actuals attached.

Action	Sub Actions	Responsible	Due Date
FF&E Review	Continuous review of items - to be finalized over the next few weeks additional funding review for NFN/Indigenous unit	Billy/Dave/Anita	October
Nursing Equipment	receiving final info on nursing needs (flushers,lifts, tubs, dispensers) by Sept 29	Dave/Lindsay	2023-09-29
Nursing Transition Planning	To review staffing plan, float staff between floors, Roles of PSWs and assignments		
Resident Mock up room & washroom	Planning completed; implementation complete in October	Dave/Percon	October
Furniture Contract	RFP to be finalized and to be on bonfire October 1 - final submission and contract award by mid November	Dave/Anita	Mid November
HCR - Movers	Engaged contractor with SLT Sept 19 and will be on site for Kick Off Oct 5 Present high level plan to leadership and conduct walkthrough; goal is to create leads (WG) and plan for P1	Dave/Anita	05-Oct
Art Fundraising	need to discuss plan for art	Anita	Need WG
Wood at mill for purpose	need to discuss plan for the wood	Anita	Need WG
<b>IT</b>			
PA connectivity	PA Connectivity - drawings to be finalized	Dave/Anita	September
Security Card Access	RFP for Security Card Access System - still under review	Dave/Anita	September
Phone	Phone system - still under review	Dave/Anita	September
Network Design	Network Design - reviewed for update quote of switches, Aug 28; awaiting revised quote for FF&E	Team - Ryan	September
Digital Menus	to await costing for this	Dave/Nathan	September
Nurse Call	Nurse Call - Communications - references underway; to review Vocera again	Dave/Lindsay	September
<b>NFN</b>			
Bed Application - Licencing	<b>NFN Chief letter to OH &amp; Ministry on cultural designation within existing LTC home still outstanding</b>	Kim/Angie	TBD
NFN Collaboration Document	Sensitive Training & orientation - Cassellholme review of staffing and training needs (and budget) - in progress	Anita	ongoing
	Looking to simplify - train the trainer using a partnered approach of various materials to meet Cassellholme needs		TBD
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		ongoing
	Policy inclusion - part of collaboration document		in progress
Programming & ceremony - further discussion needed			
Quality of Care Committee	Kim nominated to join Cassellholme board; will assist in this then	Anita and Kim	TBD
<b>Wayfinding</b>			
Wayfinding	NFN Translations for signage still to be completed; gone to Percon for bidding as is - to be finalized this fall	Anita	Fall 2023
	French translations for all signs	Anita/Anne/Camille	Complete
	Local Artist - to meet and discuss in Fall	WG	Fall 2023
	Out for tender - mid August - To be completed in October bid	Anne	October
<b>Support Services</b>			
	Dave to see if we can lock the elevator for faster clean / dirty delivery – is it keyed?	Dave	29-Sep
	Will be using old laundry room for P1; will be using 5th floor as back up and other process training needs	Dave	complete
	Dave to confirm measurements of the elevator, hallways for passing with the carts, and the corridor	Dave	29-Sep
	NFN food and dining menu to be supplied	Anita	29-Sep
	Soap, toilet paper, papertowel dispensers quotes finalized and to be added to FF&E	Anita	29-Sep
	There is a washer/disinfectant – 1 per RHA	Dave	29-Sep
<b>Emergency Response</b>			
NBRHC visit - sleds	quote provided to WG and to be reviewed July on quantities - add to FF&E	Anita	July
NBRHC visit - vacant strips	Review vacant strips/indicators/REMAR markers - quote received	Anita	July
Fire plan	Dave to supply fire plan unique drawing	Dave	October
Code review and revised	review all codes and update what is needed in P1	WG	October
Fire Safety Plan	Review and revise fire safety plan based on a P1 (2 building type approach) and draft the the changes	WG	October
Evac Matrix	Review Evac Matrix & Response Flow Matrix; update floor plans	WG	October
Review of Spaces	Spaces to use during evacuations: each RHA has a dining room and lounge; 23 unused beds at P1	WG	October
P2	At P2, staff, visitors all will be using the back entrance; access to all the stairs	WG	October
One Button Lock down	Dave to look into a ONE Button lock down – if possible with new syste	Dave	October
Hose Cabinets	hose cabinets in the new building - tbd	Dave	October
<b>Nursing Transition Planning</b>			
float staff between floors	Multiple sessions - 1st Oct 11 to review scope and create action plan	Anita/Clinical	11-Oct
Roles of PSWs and assignments			
Clinical training			
<b>Staff Training Plan</b>			
Indigenous cultural health and safety			
Equity	Combined to sensitivity training		
IT	phones, emails		
Emergency Response	update training sessions and roll out		

Change Order Log - Sep 20, 2023

Percon		Change Order Log - Sep 20, 2023															Contract Time (days)
RFE	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved			
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	TBD		
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	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		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 locations, typical millwork & related power & data locations	Owner Requested	Pending	23-Mar-23							
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	Pending	30-Mar-23							
68	68	55				56	Existing 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			
		57					Revision to biometric readers	Owner Requested	Pending	18-Apr-23							

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
		59				Fiber optic connection to existing building	Coordination	Pending	02-May-23				
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
		63				Patching of existing 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
		65				Owner requested revisions to Kitchen Equipment	Owner Requested	Pending	25-May-23				
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)
		67				Tie-in to existing fire alarm and PA systems	Coordination	Pending	30-May-23				
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 structural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30
69	69R1				71	Removal of existing 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 conduit 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
		76				Connection to portable Genset and load bank testing	Owner Requested	Pending	25-Jul-23				
		77				Revision to jockey pump electrical feed	Coordination	Pending	26-Jul-23				
		78				Revised wall depth in Laundry Rooms to accommodate 4" drain pipe	Coordination	Pending	27-Jul-23				
		79				Delete fire damper at return air duct in penthouse level	Coordination	Pending	31-Jul-23				
		80R				Revise wall thickness to accommodate pipe size	Coordination	Pending	03-Aug-23				
		81				Domestic booster pump power feed	Coordination	Pending	23-Aug-23				
		82				Revision to Drew St. entrance sanitary & storm pipes for interferences	Coordination	Pending	28-Aug-23				
		83				Electric heaters for temporary heat in rooms at junction between Phase 1 and 2	Coordination	Pending	15-Sep-23				
		84				Investigation for tie-in to existing PA system	Coordination	Pending	15-Sep-23				
<b>Total - As of Issue Date</b>												\$1,245,917.28	\$1,228,889.28

\$96,308.74

\$101,845.51



**YTD Project Budget to Actual**

Cassellholme Redevelopment

Cassellholme

Commencement to date:

August 31, 2023

Jul 2023

Aug 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	21,575,972	1,789,667	23,365,639	29,588,763	44.1%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,519,315	22,000	2,541,315	46,084,883	5.2%
B1.3	Budget Increases - Change Orders	1,228,889	651,104	50,815	701,920	526,970	57.1%
B1.4	Holdback Retained	-	3,198,633	242,123	3,440,755	3,440,755	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	-	1,228,889	-	-	1,228,889	0.0%
C1	Architect	3,305,965	2,469,247	20,672	2,489,919	816,047	75.3%
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	31,200	1,138,184	221,002	83.7%
C4	Civil Engineer	127,427	126,837	-	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	385,873	11,352	397,225	461,608	46.3%
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	1,930	458,070	1,930	99.6%
G1	Construction Loan Interest	2,680,041	664,811	108,202	773,014	1,907,027	28.8%
G2	Commitment Fee	50,000	-	-	-	50,000	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	170,000	49,994	2,500	52,494	117,506	30.9%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	3,430,858	217,715	3,648,573	11,440,360	24.2%
H2	HST Input Tax Credit	15,088,933	2,337,919	897,362	3,235,281	11,853,652	21.4%
H3	HST Self-Assessment	1,914,397	301,374	-	301,374	1,613,023	15.7%
I1	Soft Costs Contingency	1,083,300	-	-	-	1,083,300	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>29,442,982</b>	<b>1,114,638.75</b>	<b>30,557,621</b>	<b>91,391,768</b>	<b>25.1%</b>

Board of Management Meeting  
September 28, 2023

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

### Fire Alarm

The requested letter was received from Troy and it has been share with the Fire Department and Insurance Company.

### Staffing

Two new staff members are starting on September 26, 2023

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

The Cassellholme Financials will be presented at the next meeting in October 2023.

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

The Fall & Winter menu is being revised. Adding more vegetarian options, in-house purees, removing unpopular salad choices and replacing them with ones residents like.

## ❖ HOUSEKEEPING SERVICES - Trina Milne, Manager

Increasing laundry audits in closets to address concerns of items not being put away properly.

## ❖ SPIRITUAL & CULTURAL - Tracy Davis, Spiritual & Cultural Support Lead

A big part of my work is thinking about culture shift and how we work to promote inclusivity and a greater understanding of the importance of diversity. I am now taking the Equitable and Inclusive Leadership Certificate Program in order to be able to coach/teach our staffing teams.

We are in the process of creating a staff newsletter to promote better communication in the home and also to honour our staff and offer appreciation in a new way.

We are turning towards gratitude as we move towards Thanksgiving with a gratitude tree at the front and back doors. We are going to serve coffee and treats to our staff over the Thanksgiving weekend as well.

The staff mentor program continues to grow and improve as we continue to welcome new staff.

## ❖ ACTIVITIES & 400 CLUB - Mandy Gilchrist, Manager

The Activities department are wrapping up our summer programming. Garden Parties were very successful this year. Residents & Families enjoyed having weekly music outside in the Oval Garden.

Trishaw Bike Program will end at Thanksgiving. This too has been very successful. Thank you to the Alzheimer's Society for including us. Looking to purchase a bike for Cassellholme then we can go out whenever we want and not just x1 week.

Activity staff hosted their last resident BBQ of the season, September 19<sup>th</sup>, 2023.

During the Fall and Winter months we will be providing special meals (example: meat pies from the Legion, lasagna from the Davedi Club, etc.)

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

#### Outbreaks

As of the date of this report, Sept 21/23, Cassellholme is in a Respiratory Outbreak. The Outbreak began on September 14, 2023 and is on Willow Street/3<sup>rd</sup> Floor only. There are currently 13 resident cases and 8 staff cases as of Sept 22/23.

We are preparing for the upcoming flu and outbreak season.

### ❖ COMMUNITY SUPPORT SERVICES - Nancy Coughlin, Manager

Recruitment for staff is ongoing. Looking at recruiting from the new batch of students coming through the PSW program at Cassellholme and through CTS.

#### Community Support Services Statistics - April 1, 2023 to August 31, 2023

Department Name	Hours Completed	Clients Served	Visits Completed
Assisted Living	5,834.75	37	11326
Adult Day Program	4,598.50	26	771
Home Help Homemaking	3,347.72	223	2135
Caregiver Respite	1,248.50	29	462
Supportive Housing	327.25	4	280
Home Maintenance - Lawns	83.51	8	111
Home Maintenance - Snow	13.75	7	28
* April was the last month in the snow season for 2023			

Program	Meals	Clients Served
Meals on Wheels - Mattawa	1,200	30
Diner's Club - Congregate Dining	230	38

Program	Van Rides	Clients Served
Transportation	482	71

#### Wait Lists by Program - As of Sept 12, 2023

Program	Clients Waiting
Home Help Homemaking	584
Caregiver Respite	57
Assisted Living	36
Day Program	49
Home Maintenance – Snow	42
Home Maintenance – Lawn	41



## Dear Staff,

Fall is the season of change and gratitude. The redevelopment outside continues to build terrific anticipation. Inside, we have some changes as well. Dr. Nicolas Prins is leaving Cassellholme as of November 30th, 2023. Dr. Prins came to Cassellholme April, 2007. For 16 years, he has attended to every Resident. The clinical staff have learned so much from him over the years. We are thankful for his ongoing support, especially through the height of the pandemic.

## LOOKING FORWARD

- A transition plan is in place and we will share information clearly and quickly with you.
- As we begin the transition to a new Medical Director and attending physicians, rest assured that Residents are in good hands with our experienced clinical team and new Nurse Practitioner, Erin Brophy.
- Erin is a Registered Nurse, with a Masters of Nursing and Nurse Practitioner certificate at the University of Toronto. Her specialty was adult and geriatric health. She has worked in both hospital and community settings. In addition to her work at Cassellholme, Erin is a part-time educator at Nipissing University for the Bachelor of Science in Nursing program. She is passionate about using a holistic, person- and family-centered approach to care to optimize the health of our Residents.
- Our vision of Dignity, Accountability, Respect and Excellence includes providing hands-on time for every Resident twice a month with a physician.
- We will grow in our commitment to diversity, equity and inclusion.
- A renewed focus on preventative treatments can make a real difference in quality of life for Residents as well.

## GRATITUDE

If you'd like to drop off a personal note of thanks for Dr. Prins, you can leave it with Nicole Caddel in the Clinical Services Office, or at the General Store. In the same locations, we're also taking donations in his name for a plaque on the celebration wall.

Please, join us in wishing Dr. Prins all the best now and in his future endeavours.

Sincerely,

**Angie Punnet,**

Administrator

705-474-4250 ext. 290

[punnetta@cassellholme.on.ca](mailto:punnetta@cassellholme.on.ca)