

THURSDAY, OCTOBER 26, 2023

MINUTES

Date: Thursday, October 26, 2023

Location: Cassellholme Garden Room (and Zoom)

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

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

Regrets:

Guests: Wendy Smith, OHT Executive Lead
Monique Peters, Family Council (zoom)
Johanne Brousseau (zoom)

	ITEM	ACTION
A.	CALL TO ORDER	
	RECORDED MEETING <i>"Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be called to order at 5:00 p.m."</i> Res. #95-23 Carried	
	1. Approval of Agenda	
	<i>"Moved by Peter Chirico and seconded by Sherry Culling that the Board approved the Agenda for this meeting, as presented."</i> Res. #96-23 Carried	
	2. Conflict of Interest	
	<i>"Moved by Michelle Lahay and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest."</i> Res. #97-23 Carried	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Board Meeting held on September 28, 2023

"Moved by Peter Chirico and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on September 28, 2023, be adopted as presented."

Res. #98-23

Carried

4. Business Arising

4.1 Castle Arms Update

Peter noted he is invited to the Castle Arms Board Meeting to be held next Wednesday, November 1, 2023. Peter will provide an update at the next meeting.

4.2 Physician Update

A notice (included in package) went out to all staff and families, announcing Dr. Prins will be leaving Cassellholme at the end of November 2023. A new Medical Director, Dr. Renee Gauthier, as well as 3 Attending Physicians, have been hired. They will be joining the Cassellholme Team on December 1, 2023.

5. New Business

5.1 Ontario Health Team (Wendy Smith)

Wendy introduced herself as the Executive Lead, Transformation and Strategy for the Nipissing Wellness Ontario Health Team. She thanked the Board for their support and provided a brief update and history of the OHT.

Pilot project very successful. Smile program approved to continue to run until the end of December 2025. Currently 150 clients across the district.

NWOHT is 1 of 12 selected to move ahead at an accelerated status. Goal is to be its own legal entity by the end of 2025

Operational Priorities – become a non-profit in the next year, primary care network, back office support

Clinical Priorities – COPD, Palliative Care

6. Redevelopment

6.1 Construction Update (Dave Smits)

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

6.2 Transition Planning

Summary included in package

6.3 Capital Funding & Expenditure Estimate Presentation (William Brooks)

Billy provided the Board with the presentation recently given to each of the Municipalities. Municipalities were happy with the presentation. They have requested to have group meetings with the Mayors and CAOs, 2 times a year to receive updates.

Suggestion and agreed by all, to invite the new Minister to Cassellholme in the next month or two to see the construction. Include all Municipalities in the invite.

Lisa Levin from AdvantAge, spoke with Angie after the Region 8 Conference and suggested each member of the municipalities submit what the impact is to them, including before and after the higher interest rates, with/without the construction funding subsidy, etc.

6.4 Redevelopment Pressures – No Response to Request

No response received from Brian Pollard letter. Request sent to have a meeting. Teams or Zoom meeting scheduled for November 3, 2023 at 1:00 p.m.

Billy to request Municipalities provide their budget impacts for meeting.

7. Operations

7.1 Operations Update

Update included in package

Angie noted the Ministry of Long-Term Care was in to investigate critical incidents.

Ministry of Labour was also in to review IPAC procedures. No orders.

There are currently 7 homes with outbreaks. Cassellholme is not in outbreak.

Training is ongoing.

7.2 Q3 Financial Report

Billy reviewed the financial report with the Board.

"Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the year-to-date operating budget-to-actual results as presented for the period ending September 30, 2023."

Res. #99-23

Carried

"Moved by Sherry Culling and seconded by Michelle Lahay that the Board approve the redevelopment capital budget to actual results from commencement to September 30, 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. #100-23

Carried

"Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the 2023/24 Community Support Services Q2 budget to actual results, as presented."

Res. #101-23

Carried

8. IN - CAMERA

Guests left the meeting

"Moved by Chris Mayne and seconded by Robert Corriveau that the Board proceed to an In-Camera Session at 6:42 p.m."

Res. #102-23

Carried

8.1 Personnel Matter (Shani Giroux)

Peter Chirico left the meeting

8.2 Financial Matter (Dave Smits)

Recorded Vote:

Chris Mayne YES

Robert Corriveau YES

Sherry Culling YES

Michelle Lahay NO

Mark King YES

"Approved by recorded vote, 4 yes to 1 no, that the Board give direction to Dave Smits to proceed with the option as discussed In-Camera."

Res. #103-23

Carried

	<p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera Session to be adjourned at 7:33 p.m.”</i></p> <p>Res. #104-23 <u>Carried</u></p>	
B. CORRESPONDENCE		
	No items noted	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Thursday November 23, 2023 @ 5:00 p.m. – or at the call of the Chair	
E. ADJOURNMENT		
	<p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that the meeting be adjourned at 7:36 p.m.”</i></p> <p>Res. #105-23 <u>Carried</u></p>	

Secretary

Chairman

Oct 19, 2023

Subject: Cassellholme Redevelopment Update – Oct 26, 2023

Construction Activity

Please see the September monthly report from Percon.

Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B

- Metal deck and concrete floor placement is largely complete. A small portion remains in Block C. Slab on grade is yet to be completed.
- Metal studs at perimeter walls are ongoing. Blocks A and B are largely complete and a small portion remains in Block C. Exterior sheathing and window installation *is 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 at the end of May 16 work days have been lost due to rain. Refer to schedule comments in Percon's report.

Private Room Mock-Up – Installation complete, some minor finishing details will be completed next week. Planning underway for technical/operational review. Planning also underway for open house to share mock-up with families/public.

Transition Planning

An updated summary is attached.

Highlights:

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 - No further update this month.

Laundry Plan - No further update this month.

Storage Plan – No further update this month.

Move Plan – HCR was on site on October 5th for a site review and for a meeting with the Extended Leadership Team. Work now underway and current tasks have been added to the summary.

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 – Followed up with 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.

Nursing Transition Planning – Work underway.

Change Order Log

Please see the attached Oct 19, 2023 log.

Budget Update

Sep 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)	Dave/Lindsay	November
Nursing Transition Planning	To review staffing plan, float staff between floors, Roles of PSWs and assignments	Lindsay	ongoing until March
Resident Mock up room & washroom	Planning completed; implementation complete in October Mock up furniture samples to be received early November	Dave/Percon	November
Furniture Contract	RFP to be finalized and to be on bonfire November 1 - final submission and contract award by mid December	Dave/Anita	Mid December
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
HealthCare Relocators (HCR) - Move			
HCR - Movers	Kick-off October 5; Move Leads - Anita, Camille, Jillian Presented high level plan to leadership team and conducted walkthrough	Dave/Anita	05-Oct
Inventory List - Oct 2023	Part 1 - October Inventory List of RHAs created as baseline; to revisit in May 2024 Resident movement prevents accuracy	Dave/Anita	12-Oct
Resident Communication	Resident pricing and unit definition of private, semi, basic to be communicated to residents and family. Once communicated, a resident room allocation will be drafted, possible secondary inventory list to be reviewed.	Dave/Anita	November/December
Storage Area list	Various storage areas to be reviewed and purged; inventory for storage rooms to be reviewed; processes for fill storage rooms to be created	Dave/Anita	ongoing
Highlevel Timeline plan	Plan details, inventory breakdown, packing seminars, family meetings and involvement, family disposal, move steps, move day and celebration	HCR	November
IT			
PA connectivity	PA Connectivity - drawings to be finalized - next meeting end of October	Dave/Anita	November
Security Card Access	RFP for Security Card Access System - still under review - next meeting end of October	Dave/Anita	November
Phone	Phone system - still under review	Dave/Anita	November
Network Design	Network Design - reviewed for update quote of switches, awaiting revised quote for FF&E - next meeting end of October	Team - Ryan	November
Digital Menus	to await costing for this	Dave/Nathan	November
Nurse Call	Nurse Call - Communications - references underway; to review Vocera again	Dave/Lindsay	November
NFN			
Bed Application - Licencing	NFN Chief letter to OH & Ministry on cultural designation within existing LTC home still outstanding	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
Quality of Care Committee	Programming & ceremony - further discussion needed		
Quality of Care Committee	Kim nominated to join Cassellholme board; will assist in this then	Anita and Kim	TBD
Wayfinding			
Wayfinding	NFN Translations for signage still to be completed; gone to Percon for bidding as is - to be finalized this fall	Anita	Fall 2023
	Local Artist - to meet and discuss in Fall	WG	Fall 2023
	Out for tender - mid August - To be completed in October bid	Anne	October
Support Services			
	NFN food and dining menu to be supplied	Anita	Fall 2023
	There is a washer/disinfectant – 1 per RHA	Dave	Fall 2023
Emergency Response			
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	November
Code review and revised	review all codes and update what is needed in P1	WG	November/December
Fire Safety Plan	Review and revise fire safety plan based on a P1 (2 building type approach) and draft the the changes	WG	December
Evac Matrix	Review Evac Matrix & Response Flow Matrix; update floor plans	WG	November

Summary - 2023-10-18

Review of Spaces	Spaces to use during evacuations: each RHA has a dining room and lounge; 23 unused beds at P1	WG	November
P2	At P2, staff, visitors all will be using the back entrance; access to all the stairs	WG	TBD
One Button Lock down	Dave to look into a ONE Button lock down – if possible with new syste	Dave	November
Hose Cabinets	hose cabinets in the new building - tbd	Dave	November
Nursing Transition Planning			
float staff between floors	Multiple sessions - 1st Oct 11 to review scope and create action plan; to meet monthly	Anita/Clinical	monthly review
Roles of PSWs and assignments			
Clinical training			
Staff Training Plan			
Indigenous cultural health and safety	Combined to sensitivity training		
Equity			
IT			
Emergency Response	update training sessions and roll out		

		Change Order Log - Sep 20, 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	Inrease 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 exisiting 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 lightling 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 existiing 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 exisiting 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	Exisiting 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 exisiting parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22						
40	40R1	32R1				25	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	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 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 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	Exisiting 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		
77	77R1	59				85	Fiber optic connection to exisiting building	Coordination	Approved	02-May-23	25-Jul-23	12-Oct-23	\$10,118.90	\$10,118.90		
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	2	\$96,308.74
		63					Patching of exisiting 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 exisitinf 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 strutural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30		
69	69R1					71	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					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		\$12,862.49
102		76				86	Coring of Foundation for temporary generator connection	Coordination	Approved	25-Jul-23	03-Oct-23	11-Oct-23	\$3,850.00	\$3,850.00		
		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 samitary & storm pipes for interferences	Coordination	Pending	28-Aug-23						
		83					Electric heaters for temproary heat in rooms at junction between Phase 1 and 2	Coordination	Pending	15-Sep-23						
		84					Investigation for tie-in to exisiting PA system	Coordination	Pending	15-Sep-23						
		85					Additional louvre colour	Coordination	Pending	02-Oct-23						
106	106	86					Chiller Support Frames	Coordination	Approved	02-Oct-23	17-Oct-23	18-Oct-23	\$42,145.73	\$42,145.73		
		87					Revise light fixture type U & U1	Coordination	Pending	17-Oct-23						
Total - As of Issue Date													\$1,302,031.91	\$1,285,003.91		

YTD Project Budget to Actual

Cassellholme Redevelopment

Commencement to date:

September 30, 2023

Cassellholme

2,420,309

		Aug 2023		Sep 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	23,365,639	1,181,744	24,547,383	28,407,019	46.4%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,541,315	15,325	2,556,639	46,069,558	5.3%
B1.3	Budget Increases - Change Orders	1,225,523	701,920	22,062	723,982	501,541	59.1%
B1.4	Holdback Retained	-	3,440,755	158,487	3,599,242	3,599,242	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	-	1,225,523	-	-	1,225,523	0.0%
C1	Architect	3,305,965	2,489,919	20,687	2,510,605	795,360	75.9%
C2	Structural Engineer	417,800	312,157	-	312,157	105,643	74.7%
C3	Mechanical Electrical Engineer	1,359,186	1,138,184	-	1,138,184	221,002	83.7%
C4	Civil Engineer	154,927	126,837	840	127,677	27,250	82.4%
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	25,574	117,989	282,666	29.4%
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	397,225	11,352	408,577	450,256	47.6%
F4	Administrative Costs	-	-	-	-	-	0.0%
F5	Accounting Services	300,000	273,597	-	273,597	26,403	91.2%
F6	Marketing Fees	70,000	62,043	-	62,043	7,957	88.6%
F7	Disbursements	60,000	54,292	-	54,292	5,708	90.5%
F8	Legal Fees	460,000	458,070	-	458,070	1,930	99.6%
G1	Construction Loan Interest	2,680,041	773,014	120,236	893,250	1,786,791	33.3%
G2	Commitment Fee	50,000	-	-	-	50,000	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	170,000	52,494	2,500	54,994	115,006	32.3%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	3,648,573	144,332	3,792,904	11,296,029	25.1%
H2	HST Input Tax Credit	-	3,235,281	-	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	1,055,800	-	-	-	1,055,800	0.0%
J1	FF&E	2,965,586	24,978	-	24,978	2,940,608	0.8%
Total		121,949,389	30,557,621	1,386,164.38	31,943,785	90,005,604	26.2%

Board of Management Meeting
October 26, 2023

❖ RESIDENT & FAMILY NAVIGATOR - Jillian Marchand

Admissions (permanent and short stay) April 28, 2023 to October 12, 2023 - 57

Discharges/Deaths April 28, 2023 to October 12, 2023 - 56

Total to date for 2023 Admissions - 95

Total to date for 2023 Discharges - 92

A Satisfaction Survey will be sent out the first week of November

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

Fire Alarm

Both the Fire Department and Insurance Company have confirmed receipt of letter from Troy. The Fire Department has responded that they will be keeping the letter on file and our Insurance Company has noted they do not have any issues.

Staffing

First new staff member started at the end of September, the second one is starting at the end of October.

Snow Removal

The contract expired. A new RFP was issued in September and closed on Wednesday, October 18, 2023. Submissions are being reviewed and a new Contractor will be selected before the end of the month.

❖ NUTRITION & FOOD SERVICES - Trina Milne, Manager

The new Fall and Winter Menu started on October 16, 2023.

The resident food committee requested the following changes that we implemented or are in the process of implementing:

- Salt & Pepper shakers back on the tables
- Grated parmesan cheese available if residents would like to use it
- More vegetarian options added
- Fresh fruit instead of canned
- On special occasions using special napkins or festive placemats
- Removal of some non-popular menu items

❖ COMMUNITY SUPPORT SERVICES - Nancy Coughlin, Manager

Nancy is providing presentations to the PSW students taking the course at Cassellholme and to the CTS students in hopes of recruiting.

The program is prepared to offer a signing bonus.

Hired 1 PSW this month but that was to replace one that left.

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

We are happy to welcome volunteers back into our Home

Currently have 4 RT placement students from Canadore, and 3 high school co-op students in the RSS department

Trishaw bike was a huge success!! Many Residents and families thoroughly enjoyed it with lots of positive feedback

November Residents will enjoy a special meal in the Auditorium - Famous Legion Meat Pies

Calvin Presbyterian is returning for a monthly in-person Worship Service

ACT PRO Family Portal - more families are signing up

Residents were able to get out and enjoy the fall colour rides with the Cassellholme Bus

We are excited to be participating in the North Bay Santa Claus parade in November

We are starting a group for our Residents 65 and under "Route 65" This will be a club, held in the 400 Club room, doing special meals either made or takeout, pub, movie nights, outings etc.