

THURSDAY, NOVEMBER 23, 2023

MINUTES

Date: Thursday, November 23, 2023

Location: Cassellholme Garden Room (and Zoom)

Present:	Mark King, Chair Chris Mayne, Vice Chair Peter Chirico (arrived late) Sherry Culling (zoom) Robert Corriveau	Staff:	Angie Punnett, Administrator Billy Brooks, Chief Financial Officer Dave Smits, Project Manager Julie Pilkey, Secretary Camille Bigras, Director of Support Services
-----------------	--	---------------	---

Regrets:	Michelle Lahey	Guests:	Jamie Peters, Castle Arms Board Member (zoom) Johanne Brousseau (zoom)
-----------------	----------------	----------------	---

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be called to order at 5:00 p.m.”</i></p> <p>Res. #106-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Add: B.2 LTC Board Responsibilities & Liabilities Webinar Add: B.3 Invitation to Staff Christmas Gathering</p> <p><i>“Moved by Sherry Culling and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #107-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p>Chris Mayne declared a Conflict of Interest for discussions involving Castle Arms.</p> <p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that no other Board Members present have declared a conflict of interest.”</i></p> <p>Res. #108-23 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Board Meeting held on October 26, 2023

“Moved by Robert Corriveau and seconded by Sherry Culling that the minutes of the Regular Board Meeting, held on October 26, 2023, be adopted as presented.”

Res. #109-23

Carried

4. Business Arising

4.1 Castle Arms Update

Chris Mayne stepped out of the room due to conflict of interest.

Mark noted there will be a Castle Arms Board Meeting December 6/23. A motion will be presented to have municipal representation sit on the Board. Mark will provide an update at the next meeting.

5. New Business

5.1 Mark Added: South Algonquin

South Algonquin requesting a letter releasing them from Cassellholme by January 21/24. Angie discussed a document that excludes them from the Capital, not the Levy. More clarification is needed and to be reviewed with Lawyers. Angie to look into it.

6. Redevelopment

6.1 Construction Update *(Dave Smits)*

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

Percon will provide an updated schedule at the end of the month or 1st week of December 2023.

The Nipissing First Nation submission has been sent.

6.2 Redevelopment Pressures Update

Met with Brian Pollard to discuss interest rates pressures and challenges.

6.3 New Mock –Up Resident Room – Tour

The Board toured the mock-up resident room at the end of the meeting.

Peter Chirico arrived to the meeting

6.4 North Tower Discussion

Motion in 2021 – North Tower to be sold to Castle Arms. Cost of elevator and close in opening - estimate \$655,000.00. Dave explained the costs/and or savings to keep it or sell it.

Castle Arms requesting the Cassellholme Board create a joint Memorandum of Understanding so Castle Arms can continue planning.

Billy to recirculate the 2018 document of the vision.

7. Operations

7.1 Operations Update

Update included in package

Angie noted masking is back in Long-Term Care. Temporary Foreign workers have arrived with 2 more arriving in December.

	<p>Dr. Prins last day will be November 30, 2023. The Board wishes to thank Dr. Prins for his years of service and wish him all the best. December 4/23 – an open house is planned to meet the new Doctors and the new Medical Director. 10 students are training from the NNSB for PSWs using the living classroom. Job Fair will be held next week in the Cassellholme Auditorium.</p> <p>7.2 2024 Cassellholme Operating Budget Billy provided a presentation.</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the 2024 Cassellholme Operating Budget, as presented. The Levy Apportionment will be approved at a later date once all the member municipalities have submitted their 2022 FIRs to the Ministry.”</i></p> <p>Res. #110-23 <u>Carried</u></p>	
8. IN - CAMERA		
	<p>Guests left the meeting</p> <p><i>“Moved by Sherry Culling and seconded by Chris Mayne that the Board proceed to an In-Camera Session at 6:53 p.m.”</i></p> <p>Res. #111-23 <u>Carried</u></p> <p>8.1 Legal Matter</p> <p><i>“Moved by Peter Chirico and seconded by Chris Mayne that the Board approve the In-Camera Session to be adjourned at 7:00 p.m.”</i></p> <p>Res. #112-23 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>B.1. Ministry of Long-Term Care Inspection Report – Oct 16-20/23 B.2. Long-Term Care Board Responsibilities & Liabilities Webinar – Contact Julie if you wish to attend. B.3. Invitation to the Cassellholme Staff Christmas Gathering – December 1/23</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	<p>No items noted</p>	
D. DATE OF NEXT MEETING		
	<p>Thursday December 21, 2023 @ 5:00 p.m. – Christmas Dinner Meeting Julie to make reservations at The Block Public House or the Station.</p>	
E. ADJOURNMENT		
	<p><i>“Moved by Sherry Culling and seconded by Peter Chirico that the meeting be adjourned at 7:07 p.m.”</i></p> <p>Res. #113-23 <u>Carried</u></p>	

Secretary

Chairman

Nov 16, 2023

Subject: Cassellholme Redevelopment Update – Nov 23, 2023

Construction Activity

Please see the October monthly report from Percon.

Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B

- Metal deck placement is complete for the Phase 1 building. A small portion slab remains to be poured in Block C.
- 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 above ceiling rough-ins are ongoing.
- Link foundation work is complete. The link is not a critical item, and the main building has been prioritized. The link construction will be rescheduled.

Schedule

- Since the issuance of the updated schedule at the end of May 23 work days have been lost due to rain. Refer to schedule comments in Percon's report.

Private Room Mock-Up – Technical reviews completed and proposed changes submitted to Percon.

Transition Planning

An updated summary is attached.

Highlights:

NFN Partnership/Indigenous Unit Operation and Licensing – Additional funding submission has been signed by NFN and it has been submitted to the MLTC.

Way-finding – Submission have been received and clarifications have been requested from the low bidder.

Staffing Plan - No further update this month.

Laundry Plan - No further update this month.

Storage Plan – Meeting held with Cardinal health to discuss how they may be able to assist with the planning of shelving for our storage rooms and the implementation of an inventory management system.

Move Plan – Work now underway and current tasks have been added to the summary.

Training Plan – Meetings with various new equipment suppliers is underway so training plans can be confirmed.

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

Waste Handling – Miller has confirmed that their staff will not roll bins out of the building due to safety concerns. They are recommending that we secure a “tugger” to assist with bin movement which would eliminate the risk of staff over exertion.

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 – RFP issued and it closes in mid December.

Nursing Transition Planning – Work underway.

Occupancy Planning – Meeting held with MLTC and documents received that outline their requirements relative to the Occupancy Plan and preoccupancy inspections. Work is underway to have first draft of the Occupancy Plan submitted before year end.

Discussions held with Castle Arms re. the North Tower Redevelopment and they are looking for confirmation that the transfer of the building as originally planned will be occurring before they proceed any further with planning for the North Tower. This transfer is important as North Bay Hydro only allows one electrical service/meter per site and as such if the North Tower is not separated from Cassellholme as previously planned the electrical service for that building will have to come from Cassellholme. This has not been planned for and it will incur significant additional expense for the project.

Change Order Log

Please see the attached Nov 16, 2023 log.

Budget Update

Oct 2023 actuals attached.

Action	Sub Actions	Responsible	Due Date
FF&E Review	Continuous review of items - Nursing unit needs, storage units and inventory solution, additional funding review for NFN/Indigenous unit	Billy/Dave/Anita	ongoing
Nursing Equipment	continue to receive final info on nursing needs (flushers, lifts, tubs, dispensers)	Dave/Lindsay	December
Transition Planning Weekly	To review clinical staffing plan, resident and inventory move plan, Ministry Occupancy Plan submission - review plan weekly with support services, maintenance, clinical	Mgmt and Transition	weekly until P1 move
Resident Mock up room & washroom	implementation completed in early November Staff feedback and changes have been sent to Percon	Dave/Percon	December
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 - to be discussed at weekly transition meeting first action to take inventory of all current art and decide to repurpose or not	Anita	December
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	Preliminary discussion with vendor on storage needs and inventory flow. Vendor to provide options and to be reviewed based on allocated budget on next steps. 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	December
Highlevel Timeline plan	Review of high level plan for move underway with HCR. Part 1 of inventory breakdown completed. Quarterly touch point to be planned based on action items	HCR	November
IT			
PA connectivity	PA Connectivity - to finalized by end of December	Dave/Anita	December
Security Card Access	RFP for Security Card Access System - still under review - to be finalized end of December	Dave/Anita	December
Phone	Phone system and phones - still under review - to be finalized end of December	Dave/Anita	December
Network Design	Network switches to be order by end of November	CNB	November
Digital Menus	to await costing for this	Dave/Nathan	November
Nurse Call	Nurse Call - Communications - to review Vocera pricing decrease	Dave/Lindsay	December
NFN			
Bed Application - Licencing	NFN Chief letter signed; to follow up with OH and Ministry on next steps	Kim/Angie	December
NFN Collaboration Document	Sensitive Training & orientation - Cassellholme review of staffing and training needs (and budget) - in progress Looking to simplify - train the trainer using a partnered approach of various materials to meet Cassellholme needs OHT to assist in providing training already created; To streamline what is required for Cassellholme	Anita	ongoing
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		TBD
	Policy inclusion - part of collaboration document		ongoing
	Programming & ceremony - further discussion needed		in progress
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
	RFP is closed and waiting on update on next steps - to plan next WG for December	Anne	December
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/December
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
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
Staff Training Plan			
Indigenous cultural health and safety			
Equity	Combined to sensitivity training		
IT	phones, emails		
Emergency Response	update training sessions and roll out		

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 existing 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
		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 existinf 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 strutral frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1				71	Removal of existiing 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					
105	105	83			88	Electric heaters for temproary heat in rooms at junction between Phase 1 and 2	Coordination	Approved	15-Sep-23	10-Sep-23	24-Oct-23	\$5,335.90	\$5,335.90	
		84				Investigation for tie-in to existing PA system	Coordination	Cancelled	15-Sep-23					
103	103R1	85			89	Additional louvre colour	Coordination	Approved	02-Oct-23	30-Oct-23	10-Nov-23	\$3,300.00	\$3,300.00	
106	106	86			87	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					
		88				Revise storm drain piping from the roof of Stair Shaft #5	Coordination	Pending	26-Oct-23					
		89				Add digital meni board connections at each dining area	Owner Requested	Pending	31-Oct-23					
		90				Additional roof anchors at chimney for Boiler #4	Coordination	Pending	01-Nov-23					
		91				Revision to flooring materials in corridors and resdient vestibules	Owner Requested	Pending	08-Nov-23					
		92				Provide a permanent load bank for generator testing	Coordination	Pending	08-Nov-23					
		93				Revision for door controls	Coordination	Pending	10-Nov-23					
		94				Ground connection from pole to transformer	Coordination	Pending	14-Nov-23					
104	104R2					Additional track components for lift track in room 5091 - Submittal 135	Coordination	Approved	30-May-23	31-Oct-23	10-Nov-23	\$2,448.60	\$2,448.60	
Total - As of Issue Date												\$1,313,116.41	\$1,296,088.41	

YTD Project Budget to Actual

Cassellholme Redevelopment

Cassellholme

Commencement to date:

October 31, 2023

Sep 2023

Oct 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	24,547,383	1,630,384	26,177,767	26,776,635	49.4%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,556,639	52,000	2,608,639	46,017,558	5.4%
B1.3	Budget Increases - Change Orders	1,365,236	723,982	68,080	792,062	573,174	58.0%
B1.4	Holdback Retained	-	3,599,242	227,560	3,826,803	3,826,803	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	-	1,365,236	-	-	1,365,236	0.0%
C1	Architect	3,305,965	2,510,605	20,664	2,531,269	774,696	76.6%
C2	Structural Engineer	417,800	312,157	-	312,157	105,643	74.7%
C3	Mechanical Electrical Engineer	1,359,186	1,138,184	1,600	1,139,784	219,402	83.9%
C4	Civil Engineer	154,927	127,677	157	127,834	27,093	82.5%
C5	Landscape Architect	55,213	43,788	250	44,038	11,175	79.8%
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	117,989	7,118	125,107	275,548	31.2%
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	408,577	11,352	419,929	438,904	48.9%
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	510,000	458,070	24,313	482,383	27,617	94.6%
G1	Construction Loan Interest	2,680,041	893,250	132,705	1,025,956	1,654,085	38.3%
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	54,994	2,500	57,494	112,506	33.8%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	3,792,904	205,336	3,998,240	11,090,693	26.5%
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	1,005,800	-	-	-	1,005,800	0.0%
J1	FF&E	2,965,586	24,978	-	24,978	2,940,608	0.8%
Total		121,949,389	31,943,785	1,928,898.27	33,872,683	88,076,706	27.8%

Board of Management Meeting
November 23, 2023

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

Snow Removal

RFP for 3-year period has been awarded to Canor. We do have an option for a 2-year extension should we wish to exercise that when the initial 3 year term has been completed.

❖ HOUSEKEEPING - Trina Milne, Manager

Looking at a new floor care program to help with the daily build up on the floors. The program will include new chemicals and pads.

❖ COMMUNITY SUPPORT SERVICES - Nancy Coughlin, Manager

Still trying to recruit new PSWs but hopeful to hire 4 from the student groups that are finishing at the end of December and first part of January. Some students will do their community placements with CSS.

We continue to replace clients as they come off service but hope to add additional Assisted Living clients once more PSWs are hired.

❖ INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Manager

Outbreak

The home has had 2 recent outbreaks

There was a respiratory outbreak from September 14th to October 2nd 2023, facility-wide with only 16 resident cases and 14 staff cases. The causative agent was Rhinovirus.

The Home is currently in a facility-wide Covid-19 respiratory outbreak which started on October 30th 2023. To date (Nov 15th) there have been 16 resident cases and 33 staff cases. There have been numerous health care outbreaks in our community and many staff cases could be community-acquired.

All residents who present with any symptom of Covid-19 continue to be placed on isolation and tested for Covid and other respiratory agents. Roommates are also placed on isolation and tested.

Hand Hygiene

Hand Hygiene observations continue to be done on all units and at various times of the day by a core group of observers. To date 31 employees have been trained to complete the observations. The observers have expanded to include staff who are on modified duties.

A minimum of 200 observations must be completed per month and a quarterly report is required to be submitted to the Health Unit.

In the 3rd quarter, 721 observations were completed using the Speedy Audit Program, showing a compliance rate of 80.4%.

The observations are completed following the 4 Moments for Hand Hygiene and the Speedy Audit app is used.

Immunization

Flu Shots

In October there was a resident flu shot blitz where all residents who consented were given their flu shots. The resident flu shot rate is 81% with 5 documented refusals.

There were 4 staff flu shot clinics held on site and there is currently 50% of staff immunized. This is expected to continue rising in the coming weeks.

Covid-19

In October and November all residents who were due for Covid-19 vaccine were offered it with consent. Resident vaccine rate is 73% with 22 refusals.

Staff will be offered on-site immunization and the schedule for local Health Unit clinics has been distributed

PPE

Mandatory masking for staff, volunteers and support workers in all resident areas began again in the Home on November 6th, 2023. All visitors are strongly encouraged to wear a mask. Staff Illness policy remains in effect, excluding sick staff from the Home. Covid-19 testing for sick staff continues to be offered daily.

Staff co-horting for breaks is no longer required but the plexi-glass dividers have been put in place again in the break room due to the large number of Covid positive staff.

Education

All Supervisors continue to be encouraged to complete the PHO IPAC education videos