CASSELLHOLME BOARD OF MANAGEMENT MEETING



THURSDAY, NOVEMBER 23, 2023

MINUTES

<u>Date</u>: Thursday, November 23, 2023

Location: Cassellholme Garden Room (and Zoom)

Present: Mark King, Chair **Staff:** Angie Punnett, Administrator

Chris Mayne, Vice Chair

Peter Chirico (arrived late)

Billy Brooks, Chief Financial Officer

Dave Smits, Project Manager

Sherry Culling (zoom) Julie Pilkey, Secretary

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

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 <u>Carried</u>

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 r 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.

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 10 students are training from the NNSB for PSWs using the living classroom. Job Fair will be held next week in the Cassellholme Auditorium. Billy provided a presentation.

7.2 2024 Cassellholme Operating Budget

"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."

Res. #110-23 Carried

8. IN - CAMERA

Guests left the meeting

"Moved by Sherry Culling and seconded by Chris Mayne that the Board proceed to an In-Camera Session at 6:53 p.m."

Res. #111-23 Carried

8.1 Legal Matter

"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."

Res. #112-23 **Carried**

CORRESPONDENCE В.

- 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

REQUEST FOR FUTURE AGENDA ITEMS C.

No items noted

DATE OF NEXT MEETING

Thursday December 21, 2023 @ 5:00 p.m. - Christmas Dinner Meeting Julie to make reservations at The Block Public House or the Station.

ADJOURNMENT

"Moved by Sherry Culling and seconded by Peter Chirico that the meeting be adjourned at 7:07 p.m."

Res. #113-23 **Carried**

Chairman Secretary



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
	Continuous review of items - Nursing unit needs, storage units and inventory solution, additional funding review for		
FF&E Review	NFN/Indigenous unit	Billy/Dave/Anita	ongoing
Nursing Equipment	continue to receive final info on nursing needs (flushersa, lifts, tubs, dispensers)	Dave/Lindsay	December
	To review clinical staffing plan, resident and inventory move plan, Ministry Occupancy Plan submission - review plan		
Transition Planning Weekly	weekly with support services, maintenance, clinical	Mgmt and Transition	weekly until P1 move
Transition Flamming Weekly	weekly with support services, maintenance, clinical	IVIGITE and Transition	weekly dittil I move
	implementation completed in early November		
Resident Mock up room & washroom	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
Turriture contract	in to be initialized and to be on bonnie November 1. Initial submission and contract award by find become	Dave// unta	Wild December
Aut Francisia	need to discuss plan for art - to be discussed at weekly transition meeting	A i +	Dagarahan
Art Fundraising Wood at mill for purpose	first action to take inventory of all current art and decide to repurpose or not	Anita Anita	December Need WG
HealthCare Relocators (HCR) - Move	need to discuss plan for the wood	Anita	Need WG
Treatment Relocators (FICK) - IVIOVE	Kick-off October 5; Move Leads - Anita, Camille, Jillian		
HCR - Movers	Presented high level plan to leadership team and conducted walkthrough	Dave/Anita	05-0
TIEN WIOVEIS	Part 1 - October Inventory List of RHAs created as baseline; to revisit in May 2024	Dave/Ainta	05 0
Inventory List - Oct 2023	Resident movement prevents accuracy	Dave/Anita	12-0
	The second second pro-conditional second sec		
Basidant Camananiantian		D /A 't	Name to a /D a comban
Resident Communication	Resident pricing and unit definition of private, semi, basic to be communicated to residents and family. Once	Dave/Anita	November/December
	communicated, a resident room allocation will be drafted, possible secondary inventory list to be reviewed.		
Storago Aroa list	Preliminary discussion with vendor on storage needs and inventory flow. Vendor to provide options and to be reviewed	Dave/Anita	December
Storage Area list	based on allocated budget on next steps. Various storage areas to be reviewed and purged; inventory for storage rooms	Dave/Ailita	December
	to be reviewed; processes for fill storage rooms to be created		
High land The alternation	Review of high level plan for move underway with HCR. Part 1 of inventory breakdown completed. Quarterly touch	LICD	NI
Highlevel Timeline plan	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
			ongoing
	Sensitive Training & orientation - Cassellholme review of staffing and training needs (and budget) - in progress		
NFN Collaboration Document	Looking to simplify - train the trainer using a partnered approach of various materials to meet Cassellholme needs	Anita	
	OHT to assist in providing training already created; To streamline what is required for Cassellholme	ĺ	
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee	4	TBD .
	Policy inclusion - part of collaboration document	4	ongoing .
0 19 60 0 99	Programming & ceremony - further discussion needed	A 11	in progress
Quality of Care Committee	Kim nominated to join Cassellholme board; will assist in this then	Anita and Kim	TBD

Wayfinding			
6 1	NFN Translations for signage still to be completed; gone to Percon for bidding as is - to be finalized this fall	Anita	Fall 2023
Wayfinding	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		

	Change Order Log - Sep 20, 2023														
Percon															
DEE	D.E.E.	200	60	61	551	60	Wad Bassistan	D	Chatana	Baka lawa d	Out to Court		Overheid	A	Contract Time
RFE	RFE	PC	CD	SI	RFI	СО	Work Description	Reason	Status			Approval Date	Quoted	Approved	(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		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	4 504	2				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 7	6 7	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50	
,	,	9					Removal exisiting foundations (Unit rate only - see RFE 16)	A.1.1	Cancelled	21-Apr-22	25-Apr-22	06.14 22	¢0.607.50	ć0.607.50	
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-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				/	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		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	47				4.2	CANCELLED: Drawer modifications (SEE RFE 12R1)	1	Cancelled	N/A	09-May-22	04 1 22	ÅE 505 25	ÁF F0F 2F	
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 exisiting 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		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		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		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	\$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		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				. ,	
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		10-Jan-22	(\$4,081.00)	(\$4,081.00)	
36	36	15R					Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	00 2 00 22	=======================================	\$17,028.00	(+ 1/00=100)	
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					Exisiting Service Plug Requirement	AHJ	Approved	31-Aug-22		10-Oct-22	\$2,414.10	\$2,414.10	
41	41	24R1				32	Provide grilles on type 'O' fin radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22		15-Nov-22	\$23,009.80	\$23,009.80	
		30				- 52	After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22		13 1107 22	Ψ23,003.00	Ψ23,003.00	
39	39	31					Additional curb at edge of exisiting parking area	Owner Requested	Cancelled	16-Sep-22		+			
40	40R1	32R1				25	Revision to exisiting sanitary line	Site Condition	Approved	21-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		22-Jan-23	\$37,038.71	\$37,038.71	
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-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		27-0ct-22 27-Jun-23	\$11,964.96	\$11,964.96	
53	53	36R2				44	Revision to brace frame VB105	Coordination	Approved	07-0ct-22 09-Nov-22		26-Jan-23	\$9,497.44	\$9,497.44	
45	45	37				30	Revision to Brace frame VB105 Revision to light fixtures P5 and P6			11-Oct-22		08-Nov-22	\$2,369.33	\$2,369.33	
			\vdash				Structural beam revisions at Block B roof terraces balconies	Coordination Coordination	Approved						
48	48	38		2004		37			Approved	20-Oct-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	E454	20		7R1		28	Provide slab Mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22		01-Nov-22	\$1,050.68	\$1,050.68	
51	51R1	39		22		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				4	
56	56	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22		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		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
- 00	00	47			32	Revise office door locaitons, typical millwork & related power & data locations	Owner Requested	Pending	23-Mar-23	24 10101 25	03 Way 23	\$15,405.10	\$15,405.10
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
02	UZITZ	50			54	Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23	03-1VIAY-23	00-3411-23	\$75,577.95	\$15,511.95
		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
73	73111	54			- 05	Revisions to interior expansion joints types	Coordination	Pending	30-Mar-23	25 3411 25	03 Aug 23	710,212.70	\$10,212.70
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
0,	- 07	57			- 33	Revision to biometric readers	Owner Requested	Pending	18-Apr-23	12 May 23	10 1114 25	Ψ1,10 1.0L	γ1,10 H02
64	64	J,		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		-13	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
	, 0	61				Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23	20 30 20	0.30.20	Ψ2/000.00	
71	71	62R			59R	, , ,	Coordination	Approved	23-May-23	05-Jun-23	27-Jun-23	\$66,131.08	\$66,131.08
		63				Patching of exisiting asphalt drive-ways	Owner Requested	Cancelled	23-May-23	00 00	2	700/202100	7 00,200
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
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				
	4.5-	82				Revision to Drew St. entrance samitary & storm pipes for interferences	Coordination	Pending	28-Aug-23	10.5	0.5.5.5	4=	45.005.00
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
4.55	1057	84				Investigation for tie-in to exisiting PA system	Coordination	Cancelled	15-Sep-23	20.5 : 25	46.00	40.555.55	40.000.00
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 90				Add digital meni board connections at each dining area Additional roof anchors at chimney for Boiler #4	Owner Requested Coordination	Pending Pending	31-Oct-23 01-Nov-23				
		90				Revision to flooring materials in corridors and resdient vestibules		Pending	01-Nov-23 08-Nov-23				
		91				Provide a permanent load bank for generator testing	Owner Requested 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	J4				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
10-7	10 1112					Total - As of Issue Date	5551 41114 11011	7.551.0404	30 IVIU / 23	31 301 23	10 110 23	\$1,313,116.41	\$1,296,088.41
	1	1					ı	1			1	, -,,	, ,,

\$96,308.74

\$12,862.49

YTD Project Budget to Actual

October 31, 2023

Cassellholme Redevelopment Commencement to date:

Cassellholme

			Sep 2023	Oct 2023			
			Spent Commencement to				
Budget Item	Description	Board Approved Budget	Previous Month	Current Month	Total Spent to Date	Budget Remaining	% of Budget Spent
A1	Land	-	-	earrent worth	-	- Q	
A2	Land Legal Fees and others		-			- @	
A3	Property Taxes		-		-	- 0	
B1.1	Construction Cost - Phase 1	52,954,402	24,547,383	1,630,384	26,177,767	26,776,635	
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,556,639	52,000	2,608,639	46,017,558	
B1.3	Budget Increases - Change Orders	1,365,236	723,982	68,080	792,062	573,174 🗸	
B1.4	Holdback Retained	-	- 3,599,242	· · · · · · · · · · · · · · · · · · ·		3,826,803	
B1.5	Owner Hard Costs	7,046	7,046	,	7,046	- (1	100.0%
B2	Demolition	-	-		-	- 0	
В3	Construction Contingency	3,645,832	-		-	3,645,832 🗸	
В3	Contingency Reductions- Change Orders	- 1,365,236	-			1,365,236 🗸	
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 🗸	
E1	Development Charges	-	-		-	- 🗸	
E2	Building Permit	-	-		-	- 🗸	
E3	Miscellaneous Permits	31,235	31,235		31,235	0 (100.0%
F1	Insurance - Liability & Builder's Risk		-		-	- 🧸	
F2	Pre-Opening Expenses	-	-		-	- 🧸	
F3	Project Management Fee	858,833	408,577	11,352	419,929	438,904 🔮	
F4	Administrative Costs	-	-		-	- 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	
G2	Commitment Fee	50,000	-		-	50,000 🗸	
G3	Broker's Fees	<u> </u>	-		-	- 0	
G4	Financing Legal Fees	-	-		-	- @	
G5	Project Monitor	170,000	54,994	2,500	57,494	112,506 🗸	
G6	Appraisal	-			-	- 0	
G7	Draw Fees	20,000	2 702 004	205 226	2.000.240	20,000 🗸	
H1	HST on Monthly Costs	15,088,933	3,792,904	205,336	3,998,240	11,090,693	
H2	HST Input Tax Credit	- 15,088,933			3,235,281 -	11,853,652	
Н3	HST Self-Assessment	1,914,397	301,374		301,374	1,613,023	
J1	Soft Costs Contingency	1,005,800	24.070			1,005,800 🗸	
J1 Total	FF&E	2,965,586 121,949,389	24,978 31,943,785	1,928,898.27	24,978 33,872,683	2,940,608 2 88,076,706	0.8%
Total		121,949,389	31,343,785	1,320,098.27	33,072,083	88,070,706	27.8%



OPERATIONS UPDATE

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.



OPERATIONS UPDATE

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 6^{th} , 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