

THURSDAY, NOVEMBER 28, 2024

MINUTES

Date: Thursday, November 28, 2024

Location: Cassellholme Garden Room

Present: Mark King, Chair
Chris Mayne, Vice Chair
Peter Chirico
Michelle Lahay
Robert Corriveau

Staff: Angie Punnett, Administrator
Billy Brooks, Chief Financial Officer
Dave Smits, Director, Capital Facilities
Lindsay Dyrda, Director of Care
Julie Pilkey, Secretary

Regrets: Camille Brigas, QI Director

Guests: Anita Brisson (Zoom)
Monique Peters, Family Council
Johanne Brousseau (Zoom)

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING RECORDED</p> <p><i>“Moved by Peter Chirico and seconded by Robert Corriveau that the meeting be called to order at 1:04 p.m.”</i></p> <p>Res. #124-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Michelle Lahay and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #125-24 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #126-24 <u>Carried</u></p>	

3. Approval of Minutes		
	<p>3.1 Approval of the Minutes of the Regular Board Meeting held on October 24, 2024</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the minutes of the Regular Board Meeting, held on October 24, 2024, be adopted as amended.”</i></p> <p>Res. #127-24 <u>Carried</u></p>	
4. New Business		
	<p>4.1 Ministry Of Long-Term Care – Proposed Amendments – Modified Waiting List</p> <p>Angie discussed the Memo and the Consultation Draft from the Ministry regarding the proposed amendments to implement a time-limited Long-Term Care Homes Cultural Pilot Project to evaluate how changes to long-term care waitlist prioritization requirements can improve Ontarian’s access to cultural, ethnic, religious and linguistically appropriate care. If approved, the ministry would propose that the amendments come into force on January 1, 2025. The modified waiting list designation would allow a long-term care home, or unit, or area with the home as being subject to the modified waiting list rules.</p> <p>Angie added she had a response this morning that the ministry is aware of our proposal and want to meet. Angie will reach out to NFN to include them to see where we fit in with the Pilot Project.</p> <p>At this time, there is no funding included in this Pilot Project.</p>	
5. Redevelopment		
	<p>5.1 Construction Update <i>(Dave Smits)</i></p> <p>Report in package. Move in date is still scheduled for May 4, 2025. Weekly meetings have started every Monday to ensure work remains on schedule. The 3rd Party Infection Control Inspection was completed and report received. Dave to provide the Budget Summary and forward to the Board.</p> <p>5.2 Meeting Date with the Municipalities</p> <p>A meeting date was sent out to the Municipalities for December 4th, 2024 at 5:00 p.m. in the Cassellholme Auditorium. The meeting will be to select representation from the Municipalities and discuss a plan to request the CFP top up from the Ministry. Angie, Peter and Mark will prepare an Agenda and send out prior to the meeting.</p>	
6. Operations		
	<p>6.1 Operations Update</p> <p>Update in package. Angie advised the Board that Lindsay Dyrda, Director of Care, will start attending the meetings to discuss Clinical issues. A few Clinical staff attended a Workshop recently on new inspection processes.</p> <p>6.2 2025 Cassellholme Operating Budget <i>(Motion)</i></p> <p>Billy provided a detailed Budget Presentation.</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the 2025 Cassellholme Operating Budget, as presented.”</i></p> <p>Res. #128-24 <u>Carried</u></p>	

7. IN - CAMERA		
	<p>Guests left the meeting</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board proceed to an In-Camera session at 2:12 p.m.”</i></p> <p>Res. #129-24 <u>Carried</u></p> <p>7.1 Approval of the In-Camera Minutes – dated October 24, 2024</p> <p style="text-align: center;">In-Camera Motion - Res. #130-24</p> <p>7.2 Confidential Matter - Redevelopment 7.3 Confidential Matter - Property 7.4 Confidential Matter – Member Municipality 7.5 Legal Matters – Identifiable Individuals</p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the In-Camera session to be adjourned at 3:44 p.m.”</i></p> <p>Res. #133-24 <u>Carried</u></p>	
B. CORRESPONDENCE		
	No items noted	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Christmas Dinner Meeting - Wednesday December 18, 2024 @ 4:00 p.m. – Cassellholme Garden Room	
E. ADJOURNMENT		
	<p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 3:46 p.m.”</i></p> <p>Res. #134-24 Carried</p>	

Secretary

Chairman

Nov 21, 2024

Subject: Cassellholme Redevelopment Update – Nov 21, 2024

Construction Activity

Highlights:

Phase 00 - Work complete.

Phase 1-A – Work complete

Phase 1-B sequencing remains unchanged from the previous report.

Updated schedule (Rev. 4) for Phase 1 is included with this report and coordinated with Cassellholme.

Comments with the current project schedule has been included with this report and the progress indicated is updated to reflect ongoing project status. Refer to schedule comments on previously issued monthly reports for reference. Schedule comments in this report are up to date with site progress as of the date of issuance for this report.

PHASE 1-B

- Exterior masonry cladding is complete and metal cladding is ongoing.
- Interior framing work on all floors is largely complete. Small areas remain to be framed and are being coordinated with other trades.
- Interior boarding is ongoing on Levels 1, 2, 3, 4, and 5.
- Elevator installation is ongoing
- Mechanical and electrical above ceiling rough-ins and are ongoing, as well as wall rough-ins and M&E finishes.
- All roofing work is complete, except for the balconies.
- Concrete slab floor crack repair is scheduled.
- Link construction is in progress.
- Painting and millwork installation is in progress.
- Drywall and T-bar ceiling in progress.
- Floor prep work and flooring installation is in progress.
- Landscape work along Olive Street in progress

The new resident move date is May 4th 2024. As shown in Percon's monthly report they have identified their schedule comments but many dates, line items, are clearly past due from the Oct 21 V4 release. IPAC activities have improved and Percon is receptive to work/catch up to meet the 2017 standards. Nov 21 construction review will also include

detailed understanding of the past due line items and what that means in forms of performance for May 4th move in.

Transition Planning

An updated summary is attached for reference.

Highlights:

NFN Partnership/Indigenous Unit Operation and Licensing – No further update.

Bed Application Licensing – Continue to have discussions with OH and Ministry on next steps.

Staffing Plan - No further update this month.

Staff Training Plan for equipment, IT and orientation– Plan has been developed using a number of different delivery methods (2nd floor of new building, using old building for medsled, online for staff readiness for P1). Trainers will be selected by February 2025 and training will commence.

Laundry Plan - No further update this month.

Storage Plan – Proposal for Just in Time delivery proposal are under review. Continue to plan detailed storage room configuration on each RHA; clean utility, med room, small and large storage rooms.

Move Plan – New schedule date for week of April 28th and resident in rooms May 4th 2025. Next scheduled meeting January 2025, in person review.

IT – All network and CCTV equipment work ongoing for the resident entertainment system and facility phone system.

Waste Handling – No further updates at this time.

Outdoor space – Completed for 2025

FF&E Budget – Budget validation ongoing with a final check back to departments in terms of the items they will require.

Occupancy Planning –Occupancy Plan to be submitted by end of January to MLTC.

Emergency Planning – Work progressing well; demo of med sled completed this month; on track

Change Order Log - Please see the attached

Budget Update - September summary attached.

Change Order Log - Nov 20 2024															Contract Time (days)
Percon															
RFE	RFE	PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	
1	1			1		1	Millwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	28-Mar-22	\$34,553.53	\$34,553.53	
2	2	1				2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	28-Mar-22	\$4,919.20	\$4,919.20	
3	3					3	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 lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,361.00)	(\$1,361.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)	
12	12 R1					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)	Cancelled		N/A	09-May-22				
14	14	17				12	Temporary Hydrant at North Wing	AHJ	Approved	12-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25	
15	15R2	7R1				36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Dec-22	06-Dec-22	10-Jan-22	\$4,539.70	\$4,539.70	
16	16R2	9				15	Removal of 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	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	36R4	15R				117	Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22	18-Apr-24	29-Apr-24	\$10,606.20	\$10,606.20	
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	
95	95	47				79	Revise office door locaitons, electrical from PC47	Owner Requested	Approved	23-Mar-23	08-Sep-23	09-Sep-25	\$10,312.50	\$10,312.50	
72	72R3	47				73	Revise office door locations, typical millwork from PC47	Owner Requested	Approved	15-Aug-23	15-Aug-23	07-May-24	\$11,985.60	\$11,985.60	
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	Cancelled	30-Mar-23					
68	68	55			56	Existing Water Room pull station	Coordination	Approved	05-Apr-23	17-May-23	23-May-23	\$1,142.90	\$1,142.90	
67	67	56			55	Revision to brace frame VB205	Coordination	Approved	17-Apr-23	12-May-23	18-May-23	\$1,164.02	\$1,164.02	
82	82R2	57R			78	Revision to biometric readers	Owner Requested	Approved	18-Apr-23	01-Sep-23	25-Sep-23	-\$21,023.00	-\$21,023.00	
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	
80	80R2	65			84	Owner requested revisions to Kitchen Equipment	Owner Requested	Approved	25-May-23	22-Sep-23	03-Oct-23	\$68,113.10	\$68,113.10	
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)	
126	126R2	67R3			115	Tie-in to existing fire alarm and PA systems	Coordination	Approved	30-May-23	21-Mar-24	12-Apr-24	\$18,950.80	\$18,950.80	
87	87	68			70	Revision to louvres	Coordination	Approved	30-May-23	02-Aug-23	08-Aug-23	\$660.00	\$660.00	
68	68	69			58	Patient lift system power supply covers	Owner Requested	Approved	01-Jun-23	05-Jun-23	22-Jun-23	\$10,222.30	\$10,222.30	
83	83	70			67	Revision to stair guard assembly	Coordination	Approved	06-Jun-23	19-Jul-23	26-Jul-23	\$726.00	\$726.00	
84	84	71			66	Revision to Ceramic tile type CT2.1 in select rooms	Owner Requested	Approved	15-Jun-23	19-Jul-23	25-Jul-23	\$0.00	\$0.00	
74	74R1	72R			64	Temporary support angles for Block C structural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1				71	Removal of existing foundations at electrical duct bank trench	Site Condition	Approved	14-Jun-23	07-Jul-23	09-Aug-23	\$10,095.80	\$10,095.80	
76	76R3	61			72	Revision to clay unit masonry product	Coordination	Approved	09-May-24	26-Jun-24	12-Aug-24	\$55,860.00	\$55,860.00	
		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	
101	101R3	76R2			91	Connection for Portable Genset and Load Bank Testing	Owner Requested	Approved	06-Feb-24	22-Feb-24	12-Mar-24	\$116,723.25	\$116,723.25	
94	94	77			77	Revision to jockey pump electrical feed	Coordination	Approved	26-Jul-23	01-Sep-23	12-Sep-23	\$5,904.80	\$5,904.80	
98	98	78			82	Revised wall depth in Laundry Rooms to accommodate 4" drain pipe	Coordination	Approved	27-Jul-23	19-Sep-23	03-Oct-23	\$246.50	\$246.50	
108	108	79			111	Delete fire damper at return air duct in penthouse level	Coordination	Approved	31-Jul-23	24-Oct-23	21-Mar-24	(\$497.00)	(\$497.00)	
97	97R1	80R			81	Revise wall thickness to accommodate pipe size	Coordination	Approved	03-Aug-23	19-Sep-23	03-Oct-23	\$3,090.10	\$3,090.10	
96	96	81			83	Domestic booster pump power feed	Coordination	Approved	23-Aug-23	13-Sep-23	02-Oct-23	\$6,792.50	\$6,792.50	
		82				Revision to Drew St. entrance sanitary & storm pipes for interferences	Coordination	Pending	28-Aug-23					
105	105	83			88	Electric heaters for temporary 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					
85	85			67	80	Ductwork revisions related to SI#67	Coordination	Approved	06-Jun-23	02-Aug-23	25-Sep-23	\$1,439.90	\$1,439.90	
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	
112	112R1	87			96	Revise light fixture type U & U1	Coordination	Approved	17-Oct-23	29-Nov-23	07-Jan-24	\$2,753.30	\$2,753.30	
114	114	88			94	Revise storm drain piping from the roof of Stair Shaft #5	Coordination	Approved	26-Oct-23	14-Nov-23	05-Dec-23	\$8,269.80	\$8,269.80	
120	120R4	89			114	Add digital meni board connections at each dining area	Owner Requested	Approved	31-Oct-23	01-Apr-24	12-Apr-24	\$15,745.40	\$15,745.40	
116	116	90			100	Additional roof anchors at chimney for Boiler #4	Coordination	Approved	01-Nov-23	20-Nov-23	10-Jan-24	\$35,019.60	\$35,019.60	
		91			97	Revision to flooring materials in corridors and resident vestibules	Owner Requested	Approved	08-Nov-23	22-Nov-23	07-Jan-23	\$0.00	\$0.00	
		92				Provide a permanent load bank for generator testing	Coordination	Pending	08-Nov-23					
132	132R2	93			127	Revision for door controls	Coordination	Approved	10-Nov-23	08-May-24	23-May-24	\$55,073.65	\$55,073.65	
117	117	94			93	Ground connection from pole to transformer	Coordination	Approved	14-Nov-23	24-Nov-23	27-Nov-23	\$3,122.90	\$3,122.90	
104	104R2				90	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	
111	111R1			91R2	92	Revision to ductwork related to ERV#1 and SI#91R2	Coordination	Approved	15-Sep-23	16-Nov-23	20-Nov-23	\$4,701.40	\$4,701.40	
		95R				Typical resident wardrobe storage hinges	Owner Requested	Cancelled	20-Nov-23					
121	121R2	96R			102	Typical resident room and washroom millwork revisions	Owner Requested	Approved	22-Nov-23	09-Jan-24	15-Jan-24	\$28,778.20	\$28,778.20	
123	123R2	97R			101	Revision to resident room drapes	Owner Requested	Approved	22-Nov-23	08-Jan-24	10-Jan-24	\$4,059.00	\$4,059.00	
		98				Additional lightning protection	Coordination	Cancelled	27-Nov-23					
125	125R2	99R			103	Toggle switch at flusher disinfecter in soiled utility rooms	Coordination	Approved	29-Nov-23	11-Jan-24	15-Jan-24	\$1,651.10	\$1,651.10	
135	135R1	100			105	Revise drainage for balcony/roof areas	Coordination	Approved	29-Nov-23	15-Feb-24	27-Feb-24	\$19,183.78	\$19,183.78	
110	110R1			80	95	Costs associated with piping clarification in SI#80	Coordination	Approved	15-Aug-23	30-Nov-23	14-Dec-23	\$22,236.50	\$22,236.50	
		101				Delete telephone cables between communications cabinets	Owner Requested	Cancelled	19-Dec-23					
					53	Phase 2 Piling	Site Condition	Approved	08-Jan-24	08-Jan-24	10-Jan-24	\$0.00	\$0.00	
129	129R1	102			104	Revision to Clean Utility Millwork M13	Owner Requested	Approved	22-Dec-23	24-Jan-24	30-Jan-24	(\$29,960.00)	(\$29,960.00)	
134	134R2	103			112	Delete resident room lower entertainment boxes	Owner Requested	Approved	02-Jan-24	15-Mar-24	03-Apr-24	(\$112,848.00)	(\$112,848.00)	
133	133	104			106	Revisions to Phase 2 Structural Steel	Coordination	Approved	04-Jan-24	02-Feb-24	27-Feb-24	\$13,369.24	\$13,369.24	
136	136	105			118	Wanderguard elevator control tie-in	Coordination	Pending	08-Jan-24	17-Apr-24	29-Apr-24	\$32,157.40	\$32,157.40	
					98	Asphalt deficiency warranty extension	Deficiency Reconciliation	Approved	06-Dec-23	14-Dec-23	11-Jan-24	(\$7,500.00)	(\$7,500.00)	
127	127				99	CSA IPAC training course	Contractor Requested	Approved	10-Nov-23	02-Jan-24	11-Jan-24	(\$550.00)	(\$550.00)	
139	139R	106			109	Revision to Block D tub rooms	Coordination	Approved	24-Jan-24	26-Feb-24	07-Mar-24	\$7,681.30	\$7,681.30	
148	148R1	107			122	Support posts for med sled system in stairwells	Owner Requested	Approved	31-Jan-24	01-May-24	07-May-24	\$53,607.07	\$53,607.07	
141	141	108			108	Revise outlet locations in Type C Bedrooms	Owner Requested	Approved	08-Feb-24	23-Feb-24	07-Mar-24	\$1,907.40	\$1,907.40	
140	140				107	Delete siding band detail at Penthouse	Cost Saving	Approved	21-Feb-24	21-Feb-24	27-Feb-24	(\$10,600.00)	(\$10,600.00)	
137	137				110	Slab edge firestop detail revision	Coordination	Approved	09-Feb-24	04-Mar-24	07-Mar-24	\$39,165.00	\$39,165.00	
145	145				113	Extent of slat edge at curtain wall block C - Phase 1	Coordination	Approved	22-Mar-24	22-Mar-24	04-Apr-24	\$3,637.92	\$3,637.92	
		109R				Clarification to temporary soffit and heating details	Cancelled	Pending	07-Mar-24					
146	146	110			116	Add door S136 and associated hardware	Coordination	Approved	04-Mar-24	05-Apr-24	26-Apr-24	\$11,698.50	\$11,698.50	
147	147R1	111R			135	Revisions to communication cabinets racks and distribution	Coordination	Approved	14-Mar-24	02-Jul-24	29-Jul-24	\$22,195.00	\$22,195.00	

150	150	112				123	Radiant heater piping enclosures	Coordination	Approved	14-Mar-24	22-Apr-24	22-May-24	\$9,624.86	\$9,624.86	
151	151	113				119	Revisions to Resident Washrooms to Accommodate Plumbing Drain	Coordination	Approved	22-Apr-24	22-Apr-24	29-Apr-24	\$5,564.06	\$5,564.06	
152	152R1	114				126	Revisions to water room door hardware	Coordination	Approved	20-Mar-24	07-May-24	23-May-24	\$8,929.80	\$8,929.80	
156	156	116R				121	Revision to handrails and base bumpers	Coordination	Approved	02-May-24	01-May-24	07-May-24	\$14,213.38	\$14,213.38	
153	153					129	Revision to cabinet locks	Owner Requested	Approved	24-Apr-24	24-Apr-24	24-May-24	\$1,540.57	\$1,540.57	
154	154				193		Delete Sprinkler Control Valve	Cost Saving	Approved	01-May-24	24-Apr-24	07-May-24	(\$500.00)	(\$500.00)	
158	158	117				124	Add temporary heat trace system to pipes at underside of servery 2078 & 2086	Coordination	Approved	08-Apr-24	08-May-24	15-May-24	\$21,541.30	\$21,541.30	
157	157	118				128	Phase 1 - Roof level sun control outrigger support	Coordination	Approved	11-Apr-24	06-May-24	24-May-24	\$29,342.14	\$29,342.14	
160	160	119R				132	Kill switch for Ground Floor Servery 1067	Coordination	Approved	13-May-24	30-May-24	06-Jun-24	\$2,971.10	\$2,971.10	
159	159					125	Revise millwork pulls	Cost Saving	Approved	10-May-24	10-May-24	23-May-24	(\$4,132.80)	(\$4,132.80)	
163	163	120				133	Additional exit signs at double egress doors	Coordination	Approved	29-May-24	11-Jun-24	23-Jul-24	\$22,341.00	\$22,341.00	
162	162	121R				134	Add end enclosures to sneeze guards	AHJ	Approved	03-Jun-24	12-Jun-24	23-Jul-24	\$10,373.00	\$10,373.00	
		122					Brick support at level 2 balcony/roof	Coordination	Pending						
						130	Delay Claim Settlement	Delay Claim	Approved	04-Jun-24	04-Jun-24	06-Jun-24	\$317,200.00	\$317,200.00	
148	149					131	Additional cubicle curtains Phase 2	Coordination	Approved	17-Apr-24	17-Apr-24	29-May-24	\$10,670.00	\$10,670.00	
		123					Replace damaged trees by winter salt at highway	Site Condition	Cancelled	08-Jul-24	19-Jul-24		\$34,672.55		
168	168R	124				138	Circuiting and clarifications for pumps P6, P7, P20 & P21	Coordination	Approved	18-Jul-24	09-Aug-24	29-Aug-24	\$1,821.00	\$1,821.60	
167	167					136	Revision to hardware on doors 1018a, 1030b, 1165	Coordination	Approved	22-Jul-24	22-Jul-24	29-Jul-24	\$1,056.00	\$1,056.00	
169	169R	125				137	Revision to soffitt detail at 1064 & 1075	Coordination	Approved	22-Jul-24	07-Aug-24	14-Aug-24	\$5,908.76	\$5,908.76	
		126					Add hot water recirculation line to washers	Design Improvement	Cancelled	22-Jul-24		11-Sep-24		\$0.00	
		127				140	Generator shore power circuit	Coordination	Approved	07-Aug-24	03-Sep-24	19-Sep-24	\$6,043.40	\$6,043.40	
		128				141	Revision to 5th floor Dining Windows & exhaust duct	Coordination	Approved	13-Aug-24	09-Sep-24	19-Sep-24	\$20,700.61	\$20,700.61	
		129				142	Rework roof drain above 5th floor balcony	Coordination	Approved	19-Aug-24	11-Sep-24	19-Sep-24	\$4,275.35	\$4,275.35	
175	175R	130R				143	Revised - Insulation tie-in at temporary wall to curtainwall	Coordination	Approved	19-Sep-24	24-Sep-24	03-Oct-24	\$5,417.50	\$5,417.50	
171	171				135	139	Credit for revisions to PRV valves from SI#135	Cost Saving	Approved	18-Jul-24	15-Aug-24	29-Aug-24	(\$4,964.00)	(\$4,964.00)	
		131					Revised - Gas detection in generator room #6011	Regulatory Change	Pending	06-Nov-24					
		132				144	Water room drywall revision	Coordination	Approved	19-Sep-24	29-Sep-24	04-Oct-24	\$1,045.44	\$1,045.44	
					137		Clarification to handrail corners	Coordination	Approved	24-Jul-24					
					138		Composity Slab Crack remediation	Coordination	Approved	14-Sep-24					
					142		Ductwork revisions at Chapel 1027	Coordination	Approved	12-Sep-24					
					141		Revised - Location of Electrical Panel in Janitor Rooms	Coordination	Approved	01-Oct-24					
					143		Revision to bulkheads at corridor 1032	Coordination	Approved	17-Sep-24					
		133				146	Revision to balcony ceiling panels at tapered beams	Owner Requested	Approved	21-Oct-24	22-Oct-24	29-Oct-24	\$0.00	\$0.00	
					144R(2)		Revised (2) - Temporary link connection details	coordination	Approved	16-Oct-24					
					145		Clarification to boiler breaker feeds and temp link heaters	coordination	Approved	08-Oct-24					
					146		Revise rating at column 12.1-F	coordination	Approved	10-Oct-24					
	177				141R	145	Reframing and hardware revision relative to SI#141R	coordination	Approved	08-Oct-24	15-Oct-24	21-Oct-24	\$1,364.66	\$1,364.66	
					147		Clarification to typical windows drainage	coordination	Approved	22-Oct-24					
181	181	134				147	Add Handrails to link	Owner Requested	Approved	20-Nov-24	20-Nov-24	20-Nov-24	\$5,268.77	\$5,268.77	
					148		Clarification to shaft bottom closure location	coordination	Approved	30-Oct-24					
					149		Clarification to penthouse glycol tank wiring	coordination	Approved	06-Nov-24					
					150		Revision to fireplace hearth stone in 5115	coordination	Approved	19-Nov-24					
					151		Miscellaneous Structural Clarifications	coordination	Approved	19-Nov-24					
180R					144R2		Temporary Link Connection details	coordination	Approved	15-Nov-24					

Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Continue to review Ministry LTC occupancy checklists - final submission required 3 months prior to occupancy; Construction portion 85%, and Interior checklists 75% complete	Anita	2025-01-01
Furniture Contract	PO ready to be issued with mid December delivery based on latest project schedule	Anita	Aug 12 - complete
Art Fundraising	ideas have been noted and small WG; including Creative Industries, unable to connect with WKP Gallery to assemble	Anita	ongoing
Wood at mill for purpose	Sept; Anita to set up	Anita	ongoing
P1 Move			
HCR - Movers	Scheduled for week of April 28 2025; Resident in rooms May 4 2025; in-person walk through and meeting tentative for January 2025	Anita	15-Jan
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	Winter 2025
IT			
Cameras	added to training plan	Dave/Anita	ongoing
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation		
Phone System	almost finalized with vendor for resident cable and phone packages		
Network Design	completed		
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install		
Nurse Call	Working with vendor and Percon to finalize the alerts, call bells, colours for certain calls - finalized by Nov 4 - added to training plan		
Bed Allocation - Indigenous and Speciality			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
NFN Collaboration Document	Additional funding still under review with Angie and NFN Lead; Chief has reached out to Ministry once again	Anita/Angie/NFN	ongoing
	flow of care -Review current NFN demand & cultural designation		TBD
	Governance structure - board member and committee		TBD
	Policy inclusion - part of collaboration document		TBD
	Programming & ceremony - further discussion needed		TBD
	Quality of Care Committee	Anita/Angie/NFN	TBD
Wayfinding			
Wayfinding	NFN Translations, remaining 8 have been finalized	Anita/Dave	22-Jul
Art Work - RHA and P1	Artwork underway and will provide updates as artist submits	Anita/Dave	ongoing
Support Services			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning)	Anita	ongoing
Storage Area list	Walkthrough with clinical management on 2nd floor to finalize layout and storage needs prior to ordering shelving. Received options for smaller storage and will bring one set for 2nd floor for set up when area is ready . Will bring mgmt staff through for further discussion before order is made.	Dave/Anita	January
Emergency Response			
Fire plan	Demo'd the med sleds for understanding and to implement in policy and training Final drawings in progress; need to plan quarterly check-ins with fire department; updated codes and policies in draft form Drawings have been supplied to the fire department training plan created - draft; will be creating demo anchor system in old building to assist in the timing needed for training	Anita/Julie/Ron	ongoing & on track
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Dave/Anita	Winter 2026
Staff Training Plan			
Detailed Breakdown	Comprising of various methods: in-person, video, replicated in old building, in new building to ensure move readiness Managers have met and compiled needs and timing required for the different elements of training and action plan is created; to be reviewed and train the trainers to be named	Anita	winter 2025

Board of Management Meeting
November 28, 2024

❖ CLINICAL SERVICES - Bev VonHassell, Kathy MacDonald

Reports to the Ministry of Long Term Care

- ❖ A total of 7 critical incidents to the MOLTC from October 17 – November 22, 2024
- ❖ Staff to Resident Action: 2 classified as neglect; 1 classified as verbal abuse
- ❖ Controlled substance missing/unaccounted for: 1
- ❖ Fall with Injury: 2
- ❖ Unexpected death: 1

Inspections

- ❖ **September 16-20, 2024** – received inspection report – awaiting public copy. Previous compliance order was resolved and found to be in compliance. Areas identified:
 - Non-compliance remedied: related to storage of drugs
 - Written Notices (5): related to policy to promote zero tolerance of abuse, reporting certain matters to the Director, general requirements of programs, IPAC program, administration of drugs
 - Compliance Order: related to plan of care. Compliance due date December 20, 2024.
- ❖ **November 6-7, 2024** – received inspection report – awaiting public copy. Inspection related to unexpected death.
 - Compliance Order: related to resident drug regimes. Compliance due date January 3, 2025

❖ STAFFING - Tiffany Chapman, HR Coordinator

Staffing & Students

- ❖ Active/In Progress PSW Living Classroom group
- ❖ Active/In Progress Practical Nurse (Canadore)
- ❖ 1 RN Student Preceptorship
- ❖ Complete PSW (CTS) Students – interviewed/hiring in progress (5)
- ❖ Hired in October – 18 Total (9 PSWs, 2 CSS PSWs, 3 RPNs, 2 FSWs, 1 Housekeeper, 1 Activities Assistant)
- ❖ Terminated/Resigned/Retire in October – 7 Total (1 PSW, 2 RPNs, 1 RN, 1 FSW, 1 Admin contract end, 1 Admin resignation)

Vacancies – as of November 21/24:

- ❖ PSW – 1 temp. full-time, 7 temp part-time, 3 perm. part-time, 1 perm. full-time – ALL LINES POSTED
- ❖ RPN – 4 temp. full-time, 2 perm. full-time, 1 perm. part time
- ❖ RN – 1 temp to assist with time off requests (no RN Agency staff)
- ❖ Dietary – 1 temp. full time, 2 temp. part time, 3 perm. part time
- ❖ Housekeeping – 1 temp. part time

❖ Behavioural Supports Ontario (BSO) - Camille Bigras, Director of Support Services & Quality Assurance & - Kathy MacDonald, Nurse Manager

On October 16th, Ontario Health advised us that we will receive base funding in the amount of \$70,231 in fiscal year 2024-25.

This funding will help to hire and maintain a new specialized BSO Activity Aide, permanent full time position, which will enhance the dynamic services our existing team provides to our residents. BSO staff deliver supports and services to BSO target population within our home who are at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, inter sectoral care for individuals as well as their professional and family care partners.

We are delighted with this announcement which will unquestionably enrich our current services.

❖ **INFECTION, PREVENTION & CONTROL (IPAC) - Ellen Whittaker, Infection Prevention & Control Manager**

Hand Hygiene Observations:

- ❖ Hand hygiene observations are ongoing and the focus has been on the units that have the highest number of respiratory cases at the time. Recently that has been Apple St and Maple St. There have been 2278 hand hygiene observations done in 2024. The goal for the year is 2400.

Outbreaks:

- ❖ On October 10th 2024 a respiratory outbreak was declared on Willow St when 3 residents presented with symptoms. Testing has shown that the causative agent for some residents is Covid-19 while others have tested negative. On October 15th the outbreak was declared facility-wide when there was a new case on Apple St. The outbreak is ongoing and at this point there have been 80 resident cases and 55 staff cases.
- ❖ The Health Unit IPAC team was in the Home on November 21st 2024 to do an IPAC audit on all units. The previous audit was done by them, in August. There were no major concerns expressed verbally and the written report will be available next week.

Immunization

- ❖ The annual resident and staff flu shot clinics are now complete. Flu shots remain available on an individual basis. Resident RSV and Covid-19 immunization are also completed. The new pneumococcal vaccine, Prevnar 20, is being planned for the beginning of December. Resident Covid-19 vaccination numbers are included below for your information:
 - Administered: 143
 - Refused: 44
 - Recent Covid-19 infection; 41

Education

- ❖ Due to the ongoing outbreak, the IPAC frontline training has been focused on hand hygiene, correct mask use and correct donning and doffing procedure. The training is occurring at point of care with direction being provided on the spot. It is occurring on all 3 shifts.

IPAC Construction Audits

- ❖ Audits continue to be done at least weekly, with a focus on the debris control and removal, dust control and cleaning at the site, as required in CSA Z317.13-17.
- ❖ Due to the progression with drywall and ceilings, the focus has been auditing the cleaning of structures that are above ceiling. The auditing continues to ensure that insulation remains clean before the walls are closed and ensuring the air handlers are functioning and filters are replaced when dirty. The IPAC team recently met to discuss the necessary changes to the original IPAC plan, to include more detail. That revised plan is expected soon. An IPAC plan specific to the connection of the link is being developed and this must be in place before that work can start.

❖ **ADMISSIONS - Tracy Davis, Interim Resident & Family Navigator**

Due to the ongoing outbreak, admissions were temporarily suspended. However, given the current bed crisis at the hospital, we have resumed accepting admissions. In the last month, we had a total of 7 new admissions. Looking ahead, we expect 2 more admissions this week and 3 additional admissions next week.

Short Stays

There has been 1 short stay in the past month. The individual was successfully discharged following their stay.

Deaths

Unfortunately, in the last month, we have experienced 10 deaths within the facility.

Summary

- ❖ **Admissions (last month):** 6
- ❖ **Short Stays (last month):** 1 (discharged)
- ❖ **Deaths (last month):** 10

❖ **RESIDENT SERVICES - Mandy Gilchrist, Manager**

- ❖ **Trishaw Bike** – current fundraising amount is \$3016.00. Deadline to order the bike is December 1/24, with the bike arriving in mid-March.
- ❖ **Activity staff and residents** participated in the North Bay Santa Claus Parade on Sunday November 17/24. It was a great day to kick off the holiday season.
- ❖ **Gearing up for the holidays** with lots of special events planned for December. Decorating day is planned for November 29/24. This is also the start of Festive Fridays.

❖ **HEALTH & SAFETY - Ron Goodship, Health & Wellness Coordinator**

N95 Mask Fit Testing by Levitt- Safety (based out of Sudbury)

November 11th through November 15th. Approximately 120 workers were fit tested during the week. A report from the company will follow. Discussions on how to capture the remaining workers that have expired testing. Most of the remaining workers needing fit testing are on nights or on evening shifts.

Steps Taken to Reduce Resident Action Injuries

- ❖ **Stop and Go Procedure** – Unless it is unsafe for the resident, the worker is instructed to Stop approach, assess and come back and reattempt care. When this procedure is used, the reattempt is usually without issue.
- ❖ **Training on proper self-positioning during care** – Not placing yourself in a position that intimidates a resident or places the worker in harms way if the resident shows aggressive behaviors.
- ❖ **GPA Training** – All Cassellholme employees take the Gentle Persuasive Approach Training. A full day of classroom and practical training that gives the worker the skills to provide safe care with confidence and kindness.
- ❖ **Code White** – A review of when we call a Code White and who responds to a Code White.
- ❖ **Abuse Training** – Focus on abuse recognition and reporting – all staff
- ❖ **Discipline** – Counseling records for workers not following procedures

Over Exertion & Strain Injuries

- ❖ Unit Managers have been focusing on proper lifting techniques and procedures.
- ❖ Counseling of workers who do not follow care plans (two person transfers)
- ❖ Transfer meetings continue for any decrease level of transfer requests (decision tree)
- ❖ Care plan reviews and updates Are ongoing

Note:

The new building will have an increased number of mechanical lifts which will reduce the physical demands during transfer situations.

❖ **EMERGENCY PREPAREDNESS PLAN - Julie Pilkey, Finance & Administration Coordinator**

Under the Fixing Long-Term Care Act, 2021, Cassellholme is required to train staff on our Emergency Preparedness Plan.

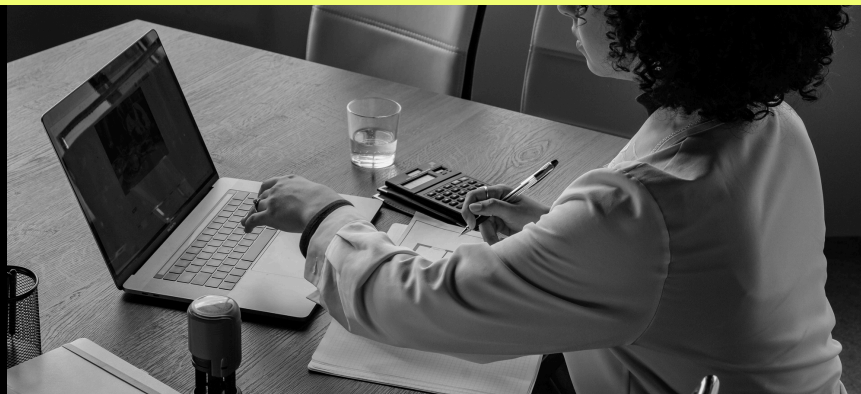
Our Annual Fire Drill Scenario was held with the North Bay Fire Department on Nov 20/24. The evacuation was held on 3rd Floor North, simulating a night shift. All duties were completed within the time available with positive feedback from the Fire Department.

A Mock Code Black – Bomb Threat will be held with the North Bay Police Service on Dec 4/24 at 1:00 p.m. Ellen Whittaker held a Pandemic tabletop exercise and is planning a tabletop exercise for Diseases of Public Significance. Ellen will provide a report for the next Board Report.

Mock training exercises for other emergency services have been completed or are ongoing to meet our requirements by the end of the year. A final report will be provided to the Board once all training is completed.

❖ **VOLUNTEER REPORT - See Attached**

It's not faith
in technology.
It's faith in **people**.



CASSELLHOLME

Compassionate care for life's journey.

VOLUNTEER REPORT

Introduction

Volunteers play a crucial role in enhancing the quality of life for residents in long-term care (LTC) facilities in Ontario.

Cassellholme's volunteer program encompasses various types of volunteers and volunteer interactions, from 1:1 visits, to general volunteers - students, adult and seniors as well as local community groups and organizations. This report explores the roles, contributions, and challenges faced by volunteers in our program, as well as the policies that support or limit their effectiveness.

Roles and Contributions

Volunteers in LTC homes contribute significantly to the well-being of residents by providing companionship, assisting with daily activities, and supporting recreational programs. Their involvement helps to create a more homelike environment, fostering social connections and emotional support.

Policies and Regulations

The Fixing Long Term Care Act 2022 Volunteer program requires that :

20 (1) Every licensee of a long-term care home shall ensure that there is an organized volunteer program for the home.

Ontario's policies regarding LTC volunteers are designed to ensure the safety and well-being of residents. However, these policies often define volunteer roles narrowly, which can limit their potential impact. Key policy aspects include:

1. **Orientation and Training:** Volunteers must undergo comprehensive orientation and training to understand the home's policies, emergency procedures, and resident care protocols.
2. **Regulatory Compliance:** Volunteers are required to comply with regulations related to infection control, resident safety, and mandatory reporting of abuse or neglect.
3. **Role Definition:** Policies tend to liken volunteers to supplementary staff rather than recognizing their unique contributions as caregivers.

Challenges

Volunteers face several challenges in LTC settings, including:

- **Limited Role Recognition:** The narrow definition of volunteer roles in policies can restrict their ability to provide meaningful relational care.
- **Regulatory Burden:** The emphasis on safety and compliance can sometimes overshadow the relational aspects of volunteer work, making it difficult for volunteers to engage fully with residents

Time Frame September 1, 2023 - August 31, 2024

Overview of the Cassellholme Volunteer Program

Our volunteer program at Cassellholme long-term care encompasses a variety of roles and activities designed to enhance the quality of life for residents.

Here are some key components:

1. **Companionship and Social Interaction:**
 - One-on-one visits with residents to provide companionship and conversation. One specific volunteer has provided our residents with 122 visiting days totaling 840 hours of one to one interaction.
 - Assisting residents with letter writing, reading, technology assistance or playing games such as cards or dice .
2. **Recreational Support:**
 - Our volunteers work alongside our activity staff helping to organize and run recreational activities such as arts and crafts, music sessions, religious and spiritual activities and exercise classes.
 - Assisting with special events themed and holiday celebrations.

3. **Assistance with Daily Activities:**

- Some trained volunteers assist the clinical team by supporting residents during meal times by helping to serve food and providing company during meal times and Healthy snack passes.
- They also assist with mobility and escorting residents to different areas within the facility ensuring that the safety of the resident is at the forefront during these excursions.

4. **Emotional and Psychological Support:**

- BY offering a listening ear and emotional support to residents who may be experiencing loneliness or grief.
- Participating in reminiscence therapy sessions to help residents recall and share past experiences.

Volunteer Training and Orientation

- **Comprehensive Training:** Volunteers receive in house orientation and training on topics such as resident rights, infection control, resident safety, communication skills, the AODA regulations currently in effect in Ontario as well as proper feeding protocols (optional) and emergency procedures of the facility .
- **Ongoing Education:** Volunteers are provided with specific opportunities for continuous learning through workshops and seminars on topics relevant to elder care , palliative care and volunteerism.

Health and Safety

- **Health Screenings:** Volunteers must complete health screenings, including proof of vaccinations and a tuberculosis test.
- **Police Record Check:** A valid and current Vulnerable Sector Screening is required to ensure the safety of residents.

Recruitment Strategies

- Direct contact with high school guidance departments
- Direct contact with Canadore College Recreation Therapy regarding work placement opportunities
- Registration with Canadore College and Nipissing University Volunteer Boards
- Attended Canadore College Volunteer Fair
- Attended “Welcome to North Bay ” event held at Memorial Gardens sponsored by North Bay Chamber of Commerce
- Membership and attended Volunteer Fair host by Unity in Community Volunteer Group

Commitment and Support

- **Minimum Commitment:** Volunteers are typically asked to commit to at least one shift per week for a minimum of six months.
- **Supportive Environment:** Volunteers are integrated into the Support Services Team (Activities) care team and provided with ongoing support and supervision.

Benefits of Volunteering

- **Personal Fulfillment:** Volunteering offers a sense of purpose and the opportunity to make a meaningful difference in the lives of residents.
- **Skill Development:** Volunteers can develop valuable skills in communication, caregiving, and teamwork, as well as work to goals such as completion of high school credits (Co-Op Program) , College Credits (100 hr. and 240 hr. Work Placement Program) .
- **Community Engagement:** Being part of a supportive community and building relationships with residents and staff especially local service groups and organizations
- **Community Recognition :** Our volunteers qualify for local City of North Bay Volunteer Service Awards as well as the Province of Ontario Volunteer Service Awards.

VOLUNTEERING BY THE NUMBERS

September 1, 2023 - August 31, 2023

Total Registered Volunteer (Completed Orientation) : 30

Total Active Volunteers : 23



Total Volunteer Visits: **521**

Total Volunteer Hours Tracked via Activity Pro: **2435.50* Hrs**

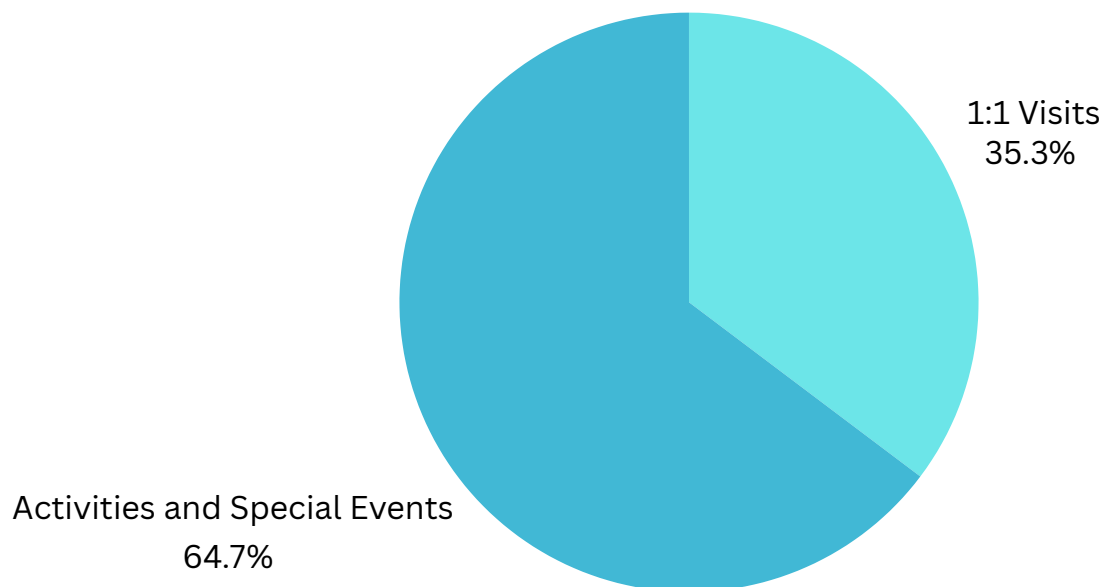
Total Volunteer requesting and receiving feeding training: **7****

** This number does not encompass Tri-Shaw Bike Volunteer Pilots nor community groups such as Calvin Presbyterian Church, or entertainment groups and children activity groups such as guides, brownies, sparks, cubs and scouts.*

***This number includes 3 members of current family council that have received training prior to my arrival*

Breakdown of Volunteer Participation

In those 2435.50 total hours logged volunteer hours, direct 1:1 visit represented 859 total hours with the remaining 1576.5 hours being those in assistance to the delivering of activities and special events for the residents of Cassellholme



Community Partnerships



4 Canadore College Rec Therapy Students - 1st Semester - 100 hrs Placement

4 Canadore College Rec Therapy Students - 2nd Semester - 240 hrs Placement

District of Nipissing Social Services Board - Assisting adult social assistance recipients seeking employment in house placements in chosen field - 3 participants

Enbridge Gas - Christmas Employee Engagement Program

Unity in Community Volunteer Group

North Bay Community Living

Near North Palliative Care Network

A Cassellholme volunteer was nominated and received a City of North Bay Mayor's Award for her efforts in the provision of 1:1 visitations for our residents.



On May 8th, the Community Volunteer Collective hosted Unity in Community, an event recognizing the incredible volunteers in our community. Each recipient was highlighted for their outstanding achievements and presented with an award from Mayor Peter Chirico. A huge congratulations to all our honorees!

One Kids Place: Layla Lefrancois

Food Bank: Cindy Ryan

Outloud: Shelly Whitehead

Capitol Centre: May Seguin

Humane Society: Katie Vint

Dionne Quints Heritage Board: Brian Callahan

Casselholme: Evelyn Marquette

Children's Aid Society: Gary Smith

Canadian Cancer Society: Renee Meyer

NBRHC: Terry Thompson

Nicks Place for Us: Gillian Hebert

Nipissing Serenity Hospice: Michelle Larouche

A positive partnership with 2 local high schools

High School Co-Op Student from Chippewa High School

High School Co-Op Students from Scollard Hall x (2)

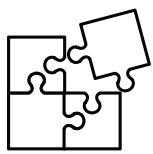
Program Successes and Challenges:

Successes :



1. **Enhanced Quality of Life:** Volunteers significantly improve the quality of life for residents by providing companionship, emotional support, and engaging activities. Their presence helps reduce feelings of loneliness and isolation, which are common in long-term care settings.
2. **Community Engagement:** Volunteer programs foster a sense of community and connection between LTC facilities and the broader community. This engagement can lead to increased support and resources for the facility.
3. **Skill Development:** Our volunteers gain valuable skills and experience, which can be beneficial for their personal and professional development. This includes skills in caregiving, communication, and teamwork.

Challenges



1. **Recruitment and Retention:** Attracting and retaining volunteers is extremely challenging. Many potential volunteers may have other commitments or may not be aware of the opportunities available in LTC facilities. The time commitment goal at the high school or college level once achieved usually means that the volunteer will not return.
2. **Training and Supervision and volunteering in a Unionized Environment:** Providing adequate training and supervision for volunteers requires time and resources. Ensuring that volunteers are well-prepared to handle the responsibilities and challenges of working in an long term care setting is crucial. Ensure that the current staff and their workplace representatives are in agreement with the focus and goals of the volunteer program is mandatory.
3. **Regulatory Compliance:** Volunteers must comply with various regulations and policies, which can sometimes be burdensome and costly. The amount of time from a volunteer applying for a Vulnerable Sector Check and successfully securing it can be up to 6-8 weeks. In this time , the potential volunteer cannot start within the home . This sometimes turns the volunteer away . This has happened with a few older adult volunteers that just want to come for 1:1 interactions. Other items such as health screenings, police record checks, and adherence to infection control protocols can be a

deterrent to volunteers and their commitment and retention.

4. **Role Definition:** Clearly defining the roles and responsibilities of volunteers can be difficult. It is important to balance the need for volunteers to provide meaningful support with the need to ensure resident safety and regulatory compliance.
5. **Emotional Challenges:** Working in an long term care setting can be emotionally challenging for volunteers, especially when dealing with residents who have complex health issues , behaviours or dementia, or nearing the end of life, this can be very challenging. .

Recommendations for Improvement

1. **Recognition and Support:** Regularly recognize and support volunteers to show appreciation for their contributions. This can include formal recognition programs, social events, thank you dinners , and opportunities for feedback. This is and should be built into facility budget, so the Volunteer Program Co-Ordinator has a clean definition of the commitment of the facility to its program. Additionally, through our partnerships with volunteer hubs in the community - we can also recognize our volunteer pool with a wider city-wide scope.
2. **Enhanced Recruitment Strategies:** Implement targeted recruitment strategies to attract a diverse group of volunteers. This could include partnerships with local schools, community organizations, and businesses. Focus needs to be put on Intergenerational activities and events such as cubs/scouts/guides visits. These activities are always well received and welcomed by both parties involved.
3. **Flexible Volunteer Opportunities:** Offer flexible volunteer opportunities that can accommodate different schedules and levels of commitment. Focusing on the potential volunteer and not asking them to be in a situation where they are uncomfortable. This can help attract a wider range of volunteers.
4. **Clear Role Definitions:** By clearly defining volunteer roles and responsibilities to ensure that their duties are well defined, explained and understood so they can perform them effectively. This can help prevent misunderstandings and ensure that volunteers are utilized effectively.

Recommendations

To enhance the effectiveness of volunteers at Cassellholme, the following recommendations are proposed:

1. **Internal Policy Revisions:** Broaden the definition of volunteer roles to recognize their unique contributions and reduce the regulatory burden that limits their engagement.
2. **Create a Supportive Environment:** Foster a supportive environment that values and integrates volunteers as essential members of the care team. Regularly ensuring that funds are directed to and specifically utilized in the volunteer program especially in recognition and thanks of the volunteer team. Additionally, reminding the staff members that they are here to assist them not hamper them in the delivering of programs and activities

By addressing these challenges and building on the successes, Cassellholme and its volunteer program can continue to provide a robust volunteer program that greatly benefits both residents and volunteers.

Respectfully Submitted

A handwritten signature in black ink that reads "Derek Callahan". The script is cursive and fluid, with the first letter of each word being capitalized and prominent.

Enrichment Lead