

**THURSDAY, JANUARY 23, 2025**

## MINUTES

**Date:** Thursday, January 23, 2025

**Location:** Cassellholme Garden Room

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

**Staff:** Angie Punnett, Administrator  
 Billy Brooks, Chief Financial Officer  
 Dave Smits, Director, Capital Facilities  
 Anita Brisson, Project Manager  
 Camille Bigras, QI Director  
 Lindsay Dyrda, Director of Care  
 Julie Pilkey, Secretary

**Regrets:** **Guests:** Monique Peters, Family Council

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>MEETING RECORDED</b></p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the meeting be called to order at 5:02 p.m.”</i></p> <p>Res. #001-25 <span style="float: right;"><u>Carried</u></span></p>	
<b>B.</b>	<b>WELCOME NEW BOARD MEMBERS - Provincial Appointments</b>	
	<ul style="list-style-type: none"> <li>➤ <b>Dave Mendicino</b></li> <li>➤ <b>James Bruce</b></li> </ul> <p>Cassellholme received notification from the Ministry of Long-Term Care that Dave Mendicino and James Bruce have been selected and approved to sit on the Cassellholme Board of Management.</p> <p>Cassellholme didn't receive their congratulatory letters until today at 3:50 p.m., so they were unable to be notified to attend this meeting.</p> <p>Julie will email Dave and James a Welcome Package and invite them to the next Board Meeting February 27, 2025.</p> <p>Julie to ensure they both have a CPIC with Vulnerable Sector.</p>	
	<b>1. Approval of Agenda</b>	
	<p>The Board agreed to defer the Election of Officers until the February Meeting when there will be the full 7 member Board of Directors present.</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approved to defer Agenda Item 4 – Election of Officers, until the February 27, 2025 meeting.”</i></p> <p>Res. #002-25 <span style="float: right;"><u>Carried</u></span></p>	

	<p>Deferred Agenda Item #4 to the February 27, 2025 Meeting</p> <p><i>“Moved by Peter Chirico and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #003-25 <span style="float: right;"><u>Carried</u></span></p>	
<b>2. Conflict of Interest</b>		
	<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. #004-25 <span style="float: right;"><u>Carried</u></span></p>	
<b>3. Approval of Minutes</b>		
	<p><b>3.1 Approval of the Minutes of the Regular Board Meeting held on December 18, 2024</b></p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the minutes of the Regular Board Meeting, held on December 18, 2024, be adopted as amended.”</i></p> <p>Res. #005-25 <span style="float: right;"><u>Carried</u></span></p>	
<b>4. Election of Officers</b>		
	<p>Elections deferred until the February 27, 2025 meeting. The Officers remained status quo for this meeting.</p> <p>4.1 Chairperson 4.2 Vice-Chairperson 4.3 Treasurer 4.4 Chairperson, Charitable Foundation Committee 4.5 Secretary</p>	
<b>5. New Business</b>		
	<p><b>5.1 Behavioral Support Unit (BSU) Application 2025</b></p> <p>Angie received an email from Ontario Health requesting a more formal application be submitted, with a deadline of February 7/25. The Board approved the Chair to sign a Letter of Support to submit with the application.</p> <p><i>“Moved by Michelle Lahay and seconded by Chris Mayne that the Board approve the Chair to sign a Letter of Support for Designation of a Specialized Dementia Care Unit at Cassellholme. The letter will support the application for a 12-bed Behavioral Support Unit (BSU) of care and management of individuals with dementia.”</i></p> <p>Res. #006-25 <span style="float: right;"><u>Carried</u></span></p>	

## 6. Redevelopment

### 6.1 Construction Update *(Dave Smits)*

Report in package.

Move in date is still scheduled for May 4, 2025.

Working through the transition list, setting up training to start, etc.

Should receive the 3<sup>rd</sup> Party Structure Review next week. Will update the Board at the next meeting.

Discussed concerns with the potential threat of Tariffs from the new USA President, Donald Trump. An announcement is scheduled for February 1/25.

Looking at alternatives in the meantime.

### 6.2 Meeting with the Municipalities – New Date + Review Agenda

The Board agreed to hold the Meeting during the first 2 weeks of February, requesting the meeting to start at 6:00 p.m.

Julie will send out a Doodle Poll to confirm the date and then send an invite to the Municipalities.

## 7. Operations

### 7.1 Operations Update

Update in package.

Angie added there was a flood early this morning, Jan 23/25, on Apple Street due to a frozen pipe that burst in the ceiling. 7 residents were displaced during the cleanup.

Lindsay noted the Ministry completed an Inspection, the 2<sup>nd</sup> week of January. Should receive the report next week.

Reviewed the 2024 Incidents in package. Extensive training has been implemented and should result in fewer incidents.

The last outbreak ended on Dec 1/24. Cassellholme has continued to enforce wearing masks throughout the home in resident areas. This could be helping to reduce outbreaks. Another flu shot clinic was recently held for staff - 90% of staff have their flu shots now.

This increased the available staff able to work in case of an influenza outbreak.

### 7.2 Q4 – 2024 Cassellholme Financial Report

As per the email Billy sent out prior to the meeting, the Financial Report has been deferred due to a protracted close process given it is also year-end.

In lieu of the report Billy presented an updated redevelopment forecast and actual construction interest costs for 2024.

Billy is working with Infrastructure Ontario and our Project Monitor to determine the capital levies. The Board agreed to defer the capital levy until more information is available. Billy will update the Board once he has more information from his meeting with the Project Monitor tomorrow, Jan 24/25.

### 7.3 Knox Insurance Renewal *(Motion)*

Billy noted an 8.2% increase. The Board previously approved the budget to include an estimate for a 10% increase for 2025 as well as a contingency for deductibles during the 2025 year.

The Board requested a 60-day notice for future renewals to shop around and compare.

*“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the Knox Insurance Renewal for 2025, as presented.”*

Res. #007-25

Carried

<b>8. IN-CAMERA</b>		
	<p>Guests left the meeting</p> <p><i>“Moved by Chris Mayne and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:55 p.m.”</i></p> <p>Res. #008-25 <span style="float: right;"><u>Carried</u></span></p> <p>8.1 Approval of the In-Camera Minutes – dated December 18, 2024</p> <p style="text-align: center;">In-Camera Motion - Res. #009-25</p> <p>8.2 Confidential Matter - Redevelopment 8.3 Confidential Matter – Property 8.4 Confidential Matter - Personnel</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the In-Camera session to be adjourned at 6:40p.m.”</i></p> <p>Res. #010-25 <span style="float: right;"><u>Carried</u></span></p>	
<b>C. CORRESPONDENCE</b>		
	<p>C.1. Ministry Inspection Public Report – Sept 16-20, 2024 C.2. Ministry Inspection Public Report – Nov 6-7, 2024</p>	
<b>D. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	No items noted	
<b>E. DATE OF NEXT MEETING</b>		
	Thursday February 27, 2025 – Cassellholme Garden Room – Time to be determined by the Call of the Chair	
<b>F. ADJOURNMENT</b>		
	<p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 6:45 p.m.”</i></p> <p>Res. #011-25 <span style="float: right;">Carried</span></p>	

---

Secretary

---

Chairman

January 19, 2025

**Subject: Cassellholme Redevelopment Update – January 19, 2025**

## **Construction Activity**

### **Highlights:**

Phase 00 - Work complete.

Phase 1-A – Work complete

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

Draft finishing schedule dated December 3rd 2024 included with this report. Refer to October 2024 report and earlier, for previous schedule notes and comments on Rev. 4 schedule. Schedule updates in this report are up to date with site progress as of the date of issuance for this report, provided Jan 17 2024. Block C scheduling will be reviewed and updated with the next report, based on recent dimension confirmations. Construction clean and furniture/equipment tasks will be aligned accordingly.

### **PHASE 1-B**

Metal cladding is ongoing and in the finishing phase.

Interior framing work on all floors is complete except for one room on Level 1.

Interior boarding is ongoing on Levels 1 and 5.

Elevator installation is ongoing. TSSA review confirmation pending.

Mechanical and electrical above ceiling rough-ins and are ongoing, as well as M&E finishes.

All roofing work is complete, except for the balconies on Levels 3 to 5.

Link construction is in progress.

Painting and millwork installation is in progress.

Drywall and T-bar ceiling in progress.

Flooring installation is in progress.

Door and hardware installation is ongoing

The resident move date is still held for May 4<sup>th</sup> 2024. As shown in Percon's monthly report they have identified a finishing schedule reviewed every Mondays with CH, MJA, and Percon for the progress made, % completes and upcoming dates. A very detailed meeting to highlight challenges that affect the end date. Percon continues to confirm completion and resident move in by May 4<sup>th</sup>. Marel, drywall company, is committed to have trades on weekends until end of January to catch up.

## **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.

Staff Training Plan for equipment, IT and orientation– Plan has been developed using several different delivery methods. Trainers will be selected by February 2025 and training will commence.

Laundry Plan - No further update this month.

Waste Handling – No further updates at this time.

Storage Plan – In progress and expect final shelving measurements to commence early February, and delivered by end of February for assembly. Continue to plan detailed storage room configuration on each RHA; clean utility, med room, small and large storage rooms.

Move Plan –week of April 28<sup>th</sup> and resident in rooms May 4<sup>th</sup> 2025. Next scheduled meeting with movers in February 2025, in person review.

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

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 and on track

**Change Order Log -** Please see the attached

**Budget Update –** To be provided separately, W. Brooks

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	2024-01-28
Art Fundraising	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	Anita	ongoing
Wood at mill for purpose		Anita	ongoing
<b>P1 Move</b>			
HCR - Movers	Scheduled for week of April 28 2025; Resident in rooms May 4 2025; in-person walk through and meeting tentative for February 2025	Anita	21-Feb
Resident Communication	Will be communicating in the fall as we come closer to move in dates and patient placement	Billy/Angie/Jillian	2025-03-01
Furniture delivery	Scheduled 2 partial dates - 2/3 rd floor March 4-10th; 4/5/Ground March 17-21	Anita	March
<b>IT</b>			
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 & TV System	Finalized and TV packages to be made final in February		
Network Design	completed		
Digital Menus/Boards	S/W to be finalized by CH management and TVs to be purchased for install - still to be confirmed by Support Services		
Nurse Call	Austco and Percon and Clinical finalize the alerts, call bells, colours for certain calls Nov 4 - added to training plan		
<b>Bed Allocation - Indigenous and Speciality</b>			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
<b>Support Services</b>			
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	Shelving for small storage - supply identified and looking to get sample brought in for March Storage shelving confirmed and will have samples brought in for March Shelving for clean rooms - supply identified and looking to get vendor in to size and then purchase for March	Dave/Anita	March
Inventory Management Solution and Process	JIT inventory process solution - in progress and to be confirmed next month	Dave/Anita	February
<b>Emergency Response</b>			
Fire plan	training plan created; policy work ongoing and on track; Will be creating demo anchor system in old building to assist in the timing needed for training	Anita/Julie/Ron	ongoing
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
<b>Staff Training Plan</b>			
Detailed Breakdown	Finalizing of various methods: in-person, video, replicated in old building, in new building to ensure move readiness; awaiting Level 2 mock up to be complete for next MGT walk through and to understand detailed training needs Managers to confirm different elements of training; to appoint leads - train the trainers to be named by March	Anita	February/March

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	Increase Builders Risk Insurance to include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$29,846.88	\$29,846.88	
4	4					3	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$282,579.86	\$282,579.86	
5	5R1	2				5	Door revisions	Coordination	Approved	15-Mar-22	07-Apr-22	06-May-22	\$4,677.20	\$4,677.20	
6	6	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50	
7	7	9					Removal existing foundations (Unit rate only - see RFE 16)	Cancelled		21-Apr-22	25-Apr-22				
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	06-May-22	\$8,607.50	\$8,607.50	
9	9	4				41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jan-23	19-Jan-23	\$3,756.50	\$3,756.50	
10	10	5				7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,361.00)	(\$1,361.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)	
12	12 R1					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)	Cancelled		N/A	09-May-22				
14	14	17				12	Temporary Hydrant at North Wing	AHJ	Approved	12-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25	
15	15R2	7R1				36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Dec-22	06-Dec-22	10-Jan-22	\$4,539.70	\$4,539.70	
16	16R2	9				15	Removal of existing foundations	Site Condition	Approved	21-Apr-22	20-May-22	27-Jun-22	\$70,326.38	\$70,326.38	
17	17	11				11	Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70	
18	18R2	18				14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	13-May-22	20-May-22	29-Jun-22	\$7,885.44	\$7,885.44	
19	19	12				10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	01-Jun-22	\$15,888.40	\$15,888.40	
20	20R1	8				13	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-22	30-May-22	10-Jun-22	\$1,512.50	\$1,512.50	
21	21R1					16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	22-Jun-22	08-Jul-22	22-Jul-22	(\$6,650.00)	(\$6,650.00)	
22	22	23					Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22				
23	23R2			19R1		17 R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00	
24	24R4	22R1				27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	27-Oct-22	(\$8,416.88)	(\$8,416.88)	
25	25R1	25R1				18	Revision to waterline connections to existing building - Revised	Site Condition	Approved	03-Aug-22	05-Aug-22	11-Aug-22	\$42,426.23	\$42,426.23	
26	26	20				19	Revision to electrical panel E-1-C	Coordination	Approved	02-Jun-22	09-Aug-22	11-Aug-22	\$6,702.30	\$6,702.30	
27	27R1	19R1				23	Revise acoustic ceiling tile materials	Cost Saving	Approved	15-Sep-22	28-Sep-22	05-Oct-22	(\$66,054.48)	(\$66,054.48)	
28	28			23		20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	12-Aug-22	\$98,826.40	\$98,826.40	
29	29R3	28				33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	22-Nov-22	\$21,724.63	\$21,724.63	
30	30	26				21	Revision to under-slab plumbing and inverts	Coordination	Approved	26-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50	
31	31	10				40	Revision to the fire and combination fire/smoke dampers	AHJ	Approved	26-Apr-22	15-Sep-22	26-Jan-23	\$134,858.85	\$134,858.85	
32	32R1	14					Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22				
33	33					24	Revised wood frame design for Jams	Cost Saving	Approved	09-Sep-22	28-Sep-22	05-Oct-22	(\$12,750.00)	(\$12,750.00)	
34	34R4	21R3				29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	08-Nov-22	\$77,892.15	\$77,892.15	
35	35R3	27R2				35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	10-Jan-22	(\$4,081.00)	(\$4,081.00)	
36	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	Existing Service Plug Requirement	AHJ	Approved	31-Aug-22	23-Sep-22	10-Oct-22	\$2,414.10	\$2,414.10	
41	41	24R1				32	Provide grilles on type 'O' fin radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22	17-Oct-22	15-Nov-22	\$23,009.80	\$23,009.80	
		30					After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22					
39	39	31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1				25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36	TBD
47	47R1	33				43	Structural revisions to Phase 1 framing, Phase 2 framing, pile caps and piles	Coordination	Approved	23-Sep-22	11-Jan-23	22-Jan-23	\$37,038.71	\$37,038.71	4
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	27-Oct-22	\$3,597.83	\$3,597.83	
43	43	35R				61	Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22	20-Jun-23	27-Jun-23	\$11,964.96	\$11,964.96	
53	53	36R2				44	Revision to brace frame VB105	Coordination	Approved	09-Nov-22	13-Dec-22	26-Jan-23	\$9,497.44	\$9,497.44	
45	45	37				30	Revision to light fixtures P5 and P6	Coordination	Approved	11-Oct-22	31-Oct-22	08-Nov-22	\$2,369.33	\$2,369.33	
48	48	38				37	Structural beam revisions at Block B roof terraces balconies	Coordination	Approved	20-Oct-22	13-Dec-22	10-Jan-23	\$969.52	\$969.52	
49	49R2			36R1		60	Structural clarifications - structural steel and rebar shop drawings	Coordination	Approved	20-Jan-23	10-Mar-23	28-Jun-23	\$2,768.37	\$2,768.37	
46				7R1		28	Provide slab Mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	01-Nov-22	\$1,050.68	\$1,050.68	
51	51R1	39				38	Add smoke detectors in corridors of RHA areas	Coordination	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$5,258.00	\$5,258.00	
44R1				22		34	Provide additional steel modifications outlined in SI#22	Coordination	Approved	27-Jul-22	16-Nov-22	22-Nov-22	\$3,300.11	\$3,300.11	
		40					Additional elevator controls	Coordination	Pending	07-Dec-22					
56	56	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22	08-Feb-23	28-Feb-23	\$8,783.50	\$8,783.50	
54	54	42				46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	28-Feb-23	\$7,507.50	\$7,507.50	
54R1	54R1	42				48	Correct the cost of fixed mirrors from CO#46	Coordination	Approved	10-Jan-23	03-Mar-23	21-Mar-23	(\$2,035.00)	(\$2,035.00)	
52	52			39		39	Provide relay bases on smoke detectors related to door hold opens for SI#39	AHJ	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00	
55	55	43					Revise range hood colour	Owner Requested	Cancelled	18-Jan-23					
57	57	44				47	Revision to LW2 & LW2-1 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 locations, 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	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	
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 exisiting building	Coordination	Approved	02-May-23	25-Jul-23	12-Oct-23	\$10,118.90	\$10,118.90	
78	78	60			63	Additional pot light in Bedroom Type "D"	Coordination	Approved	02-May-23	26-Jun-23	04-Jul-23	\$2,865.50	\$2,865.50	
		61				Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23					
71	71	62R			59R	Modifications to elevator framing for door supports and additional pit ladder	Coordination	Approved	23-May-23	05-Jun-23	27-Jun-23	\$66,131.08	\$66,131.08	2
		63				Patching of exisiting asphalt drive-ways	Owner Requested	Cancelled	23-May-23					
81	81	64			65	Flooring revisions	Coordination	Approved	25-May-23	07-Jul-23	20-Jul-23	\$7,090.72	\$7,090.72	
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 exisiting 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 strutral frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30	
69	69R1				71	Removal of exisiting 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 exisiting 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 resdient 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 disinfectant 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 5136 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	\$22,195.80
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 soffit 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		148	Temporary Link Connection details	coordination	Approved	15-Nov-24	02-Dec-24	10-Dec-24	\$10,226.30	\$10,226.30
			152			Revisions breakers and raceway at IT Room 6003	coordination	Approved	20-Nov-24				
					149	Gas detection controller in generator room 6011	coordination	Approved	02-Dec-24	02-Dec-24	10-Dec-24	\$3,942.40	\$3,942.40
			153			Austco Nurse Call alert info	coordination	Approved	09-Dec-24				
			154			Revised FHC location main floor phase 1	coordination	Approved	11-Dec-24				
		135				Modify alternating tread ladder construction in penthouse	coordination	Approved	12-Dec-24				
			155			Revision to dryer surround opening dimensions	coordination	Approved	06-Jan-25				
					150	Add Handrails to link (2nd part)	coordination	Approved	17-Dec-25	15-Dec-25	20-Dec-25	\$4,548.50	\$4,548.50
		136			151	Temporary cladding at lounge bump-out to existing construction	coordination	Approved	06-Jan-25	08-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
			156			Clarification to gypsum ceilings in stairwells	coordination	Approved	09-Jan-25				
			157			Clarification to balcony soffit heights	coordination	Approved	14-Jan-25				
Total - As of Issue Date												\$2,372,716.77	\$2,338,065.62

Board of Management Meeting  
January 23, 2025

❖ **CLINICAL SERVICES - Lindsay Dyrda, Director of Care**

**2024 Reports to the Ministry of Long Term Care**

Critical Incident Type	Submitted
Abuse of a resident:	
Staff to Resident	32
Resident to Resident	33
Visitor to Resident	9
Improper/Incompetent Treatment of a resident that resulted in harm or risk of harm	2
Misuse/misappropriation of a resident's money	4
Incident that causes injury to resident where the resident is taken to hospital and results in a significant change	16
Environmental hazard	1
Missing Resident <3 hours	1
Controlled Substances Missing/Unaccounted For	5
Unexpected death	1
Disease Outbreak	8
	112

- ❖ Total of 112 critical incidents reported in 2024 - 17 more than 2023, or 17% increase
- ❖ 74/112 (66%) were reported as abuse/neglect - similar % as 2023 (63%)
  - 53/74 reports of abuse or neglect were confirmed (72%)
  - (19/32 staff to resident, 27/33 resident to resident, 7/9 visitor to resident)
- ❖ 19/32 staff related confirmed (59%) (2023- 17/23, 74%)
- ❖ 13/112 (12%) reported late - primarily related to staff reporting to supervisor late

**Inspections**

January 13-17, 2025

Follow Up and Critical Incident Inspection – Report to follow.

### ❖ **STAFFING** - Tiffany Chapman, HR Coordinator

#### **Staffing & Students**

- Active/In Progress - PSW Living Classroom group (to start 1:1 preceptorship January 2025).
- January 2025 Students –
  - 3 RPN preceptorship students from Canadore
  - 16 Canadore BScN Students
  - 32 Canadore PN students
  - 22 Nipissing BScN Students

#### **Vacancies as of January 15, 2025**

- PSW Vacancies – 3 FT temp, 1 FT perm, 14 PT temp, 2 PT perm. – all lines posted. PSW interviewing in progress to fill vacancies. High priority
- RPN Vacancies – 5 FT temp, 3 FT perm, 1 PT perm
- 1 RN FT Vacancy – 1 FT perm (agency staff on boarded & interviewing for additional support)
- Dietary vacancies – 2 PT temp, 1 FT perm
- Housekeeping vacancies – 4 PT temp

New Hires in December – 10 total (1 CSS PSW, 6 PSWs, 1 RN, 1 FSW, 1 NU admin)

Terminated/Resigned/Retire in December – 5 total (2 PSWs, 1 RPN, 1 RN, 1 HSKPER(retired))

### ❖ **ADMISSIONS / DISCHARGES / DEATHS** - Tracy Davis, Interim Resident & Family Navigator

#### **Report Period - December 12 to January 14, 2024**

##### **Admissions:**

- 7 New Residents
  - 3 - NBRHC
  - 1 - Empire Living
  - 1 - Hospital in West Nipissing
  - 1 - Home
  - 1 - Nipissing Serenity Hospice

##### **Discharges and Deaths:**

- There have been 6 deaths within our facility during this same period.

We understand that this is an incredibly challenging time for both residents and their families. Our team is dedicated to providing compassionate support and communication with families, ensuring they feel informed and involved in their loved ones' care.

### ❖ **INFECTION CONTROL** - Ellen Whittaker, IPAC 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. In the autumn that had been Apple St and Maple St. There have been 2457 hand hygiene observations done in 2024, which exceeds the annual goal of 2400. Quarterly HH reports continue to be provided to the Health Unit. An annual review of the program is in progress including support of the team members to assist them in completing the observations.

PPE (donning & doffing) audits began in September 2024. The Speedy Audit program is also used for these audits. A more detailed plan related to who will be doing these in 2025 needs to be considered.

### **Outbreaks:**

The written IPAC report from the Health Unit has been received and the two main concerns that they had were the lack of dedicated hand hygiene sinks and internal construction hoarding on doors facing the construction site. The hoarding has been addressed and options for hand hygiene sinks will be explored in 2025. The most recent outbreak was declared over on November 30<sup>th</sup> 2024. Due to the ongoing respiratory illnesses in the community it was decided to continue wearing masks in all clinical areas. The Home has remained outbreak-free during the Holiday period and to date, despite numerous outbreaks in the community.

### **Immunization**

The new pneumococcal vaccine, Prevnar 20, has begun to be administered to the residents. This will continue until all consenting residents have been brought up to date with this new vaccine.

Staff flu shots continue to be given to staff who did not attend one of the 4 clinics in the fall. Tamiflu or remaining off work during an influenza outbreak, continues to be an option for staff who do not want to receive a flu shot. Stats for staff and residents will be available in next month's report.

### **Education**

The IPAC education that was done in 2024 is being evaluated and a new plan for 2025 will be developed.

### **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.

The updates to the original IPAC plan, to include more detail, have not yet been received from Percon. Percon has stated that this would be distributed to the IPAC team in the new year. An IPAC plan specific to the connection of the link has been finalized, as this must be in place before that work can start.