

CASSELLHOLME

BOARD OF MANAGEMENT MEETING

CASSELLHOLME

Compassionate care for life's journey.

THURSDAY, JUNE 26, 2025

MINUTES

Date: Thursday, June 26, 2025

Location: Cassellholme Garden Room

Board Members: Dave Mendicino, Chair
Michelle Lahaye – Vice Chair
Mark King
Robert Corriveau
James (Jim) Bruce

Staff: Angie Punnett, Administrator
Billy Brooks, Chief Financial Officer
Anita Brisson, Project Manager
Camille Bigras, QI Director
Julie Pilkey, Secretary
Tiffany Chapman - intro as New Secretary

Regrets: Chris Mayne
Peter Chirico

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

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING RECORDED</p> <p><i>“Moved by Michelle Lahaye and seconded by Jim Bruce that the meeting be called to order at 5:00 p.m.”</i></p> <p>Res. #070-25 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Added 4.1 – New Secretary</p> <p><i>“Moved by Robert Corriveau and seconded by Mark King that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #071-25 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Jim Bruce and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #072-25 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on May 22, 2025

"Moved by Michelle Lahaye and seconded by Mark King that the minutes of the Regular Board Meeting, held on May 22, 2025, be adopted as presented."

Res. #073-25

Carried

4. New Business

4.1 New Secretary

Julie Pilkey has accepted a new position at Cassellholme as the Occupational Health, Safety & Wellness Manager.

Tiffany Chapman has accepted the Appointment as Secretary to the Cassellholme Board of Management. The Board welcomed Tiffany and thanked Julie for her years of service with the Board.

Tiffany Chapman left the meeting

4.2 Air Conditioner Exemption

Letter from the Ministry of Long-Term Care included in package. Cassellholme has been approved for an exemption until October 15, 2025. Progress updates must be reported to the Director in writing monthly, or upon request. Approval has been posted on our Website.

5. Redevelopment

5.1 Construction Update (Anita Brisson)

Report in package.

Confirmed move in date for September 8-16, 2025.

Discussed occupancy risks noted in report. Tree to be removed to install a new fire hydrant. Siamese connection to be installed on July 9, 2025. Internal installations to be "hotel ready".

Anita will know by July 15, 2025 if Percon can meet the deadline.

Health Unit scheduled to visit on July 15, 2025.

Phase 2 demolition to tentatively start mid-October 2025 with completion of April 2028, followed by the remainder demolition and landscaping. Estimate of 3 years before anything can be done with the North Tower.

5.2 Redevelopment – Move Plan, Staffing Plan, etc.

Emails went out to families yesterday, May 21/25. Will start calls beginning of July.

Residents in Apple, Maple, Cherry Lane and 3 West will have the option to move first.

Staffing plans are completed. Will start posting mid-July. CUPE staff to reapply for lines.

3rd floor will be changed from ladies only to co-ed.

Staff training will begin in August in the new building, safety plans, med sleds, equipment.

Rooms to be completely set up before residents move in.

Once the date is officially confirmed by the Ministry then a media release will be sent out.

5.3 Construction Levy – email Resolution #68-25 – June 10, 2025

Construction Levy Resolution – the Board approved by email

	<p>5.4 Procurement – Internet/Telephone Service Provider – email Resolution #69-25 – June 20, 2025 Internet/Telephone Service Provider Resolution – the Board approved by email</p> <p>5.5 Behavioural Support Unit The Ministry has reached out to inquire if Cassellholme is still interested. Angie confirmed yes. The Ministry still hasn't made a decision.</p>	
6. Operations		
	<p>6.1 Operations Update Update in package. Angie invited the Board to attend to the Tri Shaw Bike Celebration on July 17/25 @ 10:00 a.m. if they are available. One of the Nurse Practitioner's has submitted her resignation to pursue further education. Restructuring to streamline the processes with only one Nurse Practitioner. Dr. Steele is also departing but will stay for the on-call. Dr. Gauthier will take over her residents. The new Acting DOC, Mel Cross is transitioning nicely into her position.</p> <p>6.2 MLTC Inspection – Verbal Report 3 inspectors were here for a week to review 2 critical incidents, a fall causing death, and responsive behaviors not documented on care plan. Angie noted we are back in compliance for the other orders. They are pleased with the improvements. Angie also noted we are adding information to the admission package that residents cannot request specific male, female culture of staff.</p> <p>6.3 2025 Operating Budget – Revision 1 Billy presented the Budget Revision 1 to the Board</p> <p><i>“Moved by Michelle Lahaye and seconded by Robert Corriveau that the Board approve Cassellholme's Operating Budget Revision 1, as presented, including an increase to budget operating revenue of 1.4% and an increase to budget operating expenses of 0.7%, resulting in levy savings of \$163,000.00 to be put to reserves.”</i></p> <p>Res. #074-25 <u>Carried</u></p> <p>6.4 Procurement – ERP System Billy provided a presentation on Enterprise Resource Planning. Microsoft Business Control and BDO Digital Solutions. The Board verbally approved.</p> <p>6.5 CSS 2024-25 Audited Financial Statements</p> <p><i>“Moved by Robert Corriveau and seconded by Jim Bruce that the Board approve the Community Support Services Financial Statements for the year ending March 31, 2025, as presented.”</i></p> <p>Res. #075-25 <u>Carried</u></p>	
7. IN - CAMERA		
	<p>Guests left the Meeting</p> <p><i>“Moved by Mark King and seconded by Michelle Lahaye that the Board proceed to an In-Camera session at 6:17 p.m.”</i></p> <p>Res. #076-25 <u>Carried</u></p>	

	<p>7.1 Approval of the In-Camera Minutes – dated May 22, 2025 In-Camera Motion – Res. #077-25</p> <p>7.2 Confidential Matter – Redevelopment</p> <p>7.3 Confidential Matter – Governance In-Camera Motion – Res. #078-25</p> <p><i>“Moved by Jim Bruce and seconded by Robert Corriveau that the Board approve the In-Camera session to be adjourned at 6:58 p.m.”</i></p> <p>Res. #079-25 <u>Carried</u></p>	
B. CORRESPONDENCE		
	<p>B.1. Special Committee Meeting Presentation to the City of North Bay – June 16, 2025 - Cassellholme attending the Agency Boards and Commissions Meeting on June 16, 2025 and provided a presentation on Cassellholme’s Accountability & Quality, New Clinical Team, Resident Satisfaction, Funding & Budget Review, and a Redevelopment update.</p>	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Thursday July 17, 2025 – Cassellholme Garden Room – 5:00 p.m.	
E. ADJOURNMENT		
	<p><i>“Moved by Robert Corriveau and seconded by Michelle Lahaye that the meeting be adjourned at 7:03 p.m.”</i></p> <p>Res. #080-25 Carried</p>	

Secretary

Chairman

June 18 2025

Subject: Cassellholme Redevelopment Update – June 18, 2025

Construction Activity - Percon

Highlights:

Phase 00 - Work complete.

Phase 1-A – Work complete

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

Refer to schedule notes of previous reports for comments on Draft Finishing Schedule and comments on Rev. 4 Schedule.

The owner's move in date has been confirmed for September 8 to September 16, 2025.

Schedule risks outlined in the March 2025 report have materialized resulting in the revised September 2025 move-in date.

Updated milestones have been coordinated with Cassellholme and are as follows:

Documentation submission to the Ministry of Long-Term Care (MOLTC): July 15, 2025

Anticipated Pre-Occupancy review by MOLTC: July 29, 2025

Cassellholme Move-in: Start – September 8, 2025, Finish September 16, 2025.

Current occupancy risks:

CO 171 - Temporary fire department connection

PC 159 - Relocate Phase 3 fire hydrant to Phase 1 PC 160 - Temporary Exist Signage

PC 161 - Flow switch & supervised valve, ATS wiring valve from generator

PC 162 - Stairwell Signage Revision

3 Stairwells

Fire door and seals

Meg Locks and system connection

PHASE 1-B

- Mechanical and electrical finishes are ongoing.
- Link construction - only flooring remaining and baseboard heaters
- Millwork installation finishing Level 1
- Finish paint coat on Level 1
- Full ceiling tile installation in progress on L5 and L1
- Flooring installation complete, final baseboard being installed
- Door and hardware finishing on Level 1

- Window covering installation is ongoing.
- Cubical curtains and patient lift installation being finalized.
- Washroom accessories installation is being finalized.
- BAS programming, Equipment start-ups and balancing is ongoing.
- FA verification is ongoing.
- Planting in progress for June/July.

Significant work in millwork installations, and drywall finishing, painting for the last weeks, furniture and appliances in place, kitchens and nursing stations in their last weeks of completion.

This month Percon and MJA to continue to review 2/3/4th by end of month for. Main push is on the ground floor and 5th for final completion and to be reviewed. Furniture room placement targeted for July 16. All TVs, small appliances, supplies to be in by mid July.

Movers have visited the site and met the staff to initiate the readiness process and will return August 13th for a mock-up run of how the day will play out. Outstanding visit with Healthcare Relocators.

Transition Planning Highlights

An updated summary is attached for reference.

Change Order Log - Please see the attached

Budget Update – To be provided separately, W. Brooks

Action	Sub Actions	Due Date
Total Completion Checklist - Ministry Submissions	Total Completion checklists to be submitted June 29; Total Completion documents July 15; Ministry target inspection July 29-Aug 5	2025-07-15
Art Fundraising		ongoing
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	ongoing
Outdoor Space	Commence in May; balcony furniture to be purchased	June/July
P1 Move		
HCR - Movers	Movers biweekly zoom meetings since May 26; with mockup date of Aug 13; Move will commence on Sept 8th-16th, Patient move on the 14th; Action register created and begin purging where ever possible so it is not all left to the end	2025-08-13
Resident Communication	Monthly communications provided next communication for room placement to begin mid to end of June	ongoing
Furniture delivery	Delivery of all furniture May 29th; placement to rooms have begun as floors are accepted; final placement July 16	2025-07-16
IT		
ID Access Card	To breakdown internal processes for profiles, roles, access; program the system and print the cards for implementation; to begin the printing process in July as staffing is determined priority	ongoing
Phone & TV System	Finalized and TV packages confirmed; Purchased of TVs in June and mounting in July	
Digital Menus/Boards	S/W - Mealsuite being implemented by CH management and TVs, and mounts purchased; to be placed mid July	
Bed Allocation - Indigenous and Speciality		
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	ongoing
Support Services		
Building Ready	kitchens, med rooms, soap, clinical office furniture, pandemic supplies, balcony furniture, medications, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning	July
Appliances	ordered and placement by mid July	2025-07-15
Storage Areas and supplies	shelving and ordering system ordered; all in place by end of July	July
Inventory Management Solution and Process	ordered 3rd party solution and to be implemented July	July
Emergency Response		
Fire plan	to be completed and signed by July 15; Medsled placement July; training ongoing	July
P2 Parking	Need to begin discussions and planning for start of P2 parking (winter 2026); options to be discussed with SLT	Winter 2026
Staff Training Plan		
Detailed Breakdown	Training to commence 3rd week of July with online videos and on floor training; simulated on unit training to commence in June to provide expectations of flow and effectiveness	July/August

Change Order Log - June 18 2025															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	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	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 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 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	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 louvers	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			156	Revision to Drew St. entrance sanitary & storm pipes for interferences	Coordination	Approved	28-Aug-23	11-Feb-25	25-Feb-25	\$54,487.51	\$54,487.51	
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-24	\$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 server 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 Server 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			Compositly 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	Architect ommission	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			Cancelled: Miscellaneous Structural Clarifications	coordination	Approved	02-Apr-25				
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				
			153		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
			154			Austco Nurse Call alert info	coordination	Approved	09-Dec-24				
			155			Revised FHC location main floor phase 1	coordination	Approved	11-Dec-24				
	135				152	Modify alternating tread ladder construction in penthouse	coordination	Approved	12-Dec-24	30-Jan-25	07-Feb-25	\$5,830.00	\$5,830.00
			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	30-Jan-25	13-Jan-25	\$12,562.00	\$12,562.00
			156			Revisions 2 Clarification to gypsum ceilings in stairwells	coordination	Approved	11-Mar-25				
			157			Clarification to balcony soffit heights	coordination	Approved	14-Jan-25				
			137		154	Provide cricketed backslope insulation between ERV#1 and MUA#2	Percon	Approved	15-Jan-25	30-Jan-25	07-Feb-25	\$1,650.00	\$1,650.00
			138		155	Provide keypad locksets on Resident laundry room doors	Owner Requested	Approved	16-Jan-25	30-Jan-25	07-Feb-25	\$4,455.00	\$4,455.00
			139			Cancelled - Provide range hood in gathering space kitchen 5116a	Owner Requested	Approved	11-Mar-25				
			140		153	Millwork revisions for site coordination issues	coordination	Approved	22-Jan-25	30-Jan-25	07-Feb-25	\$1,670.35	\$1,670.35
	191		158		159	Furr-out around FA panel in Med room 1070	coordination	Approved	30-Jan-25	11-Mar-25	25-Mar-25	\$1,247.07	\$1,247.07
			159			Revision to ceilings bulkheads in corridor 5082 and 5099	coordination	Approved	03-Mar-25				
			160			Revised - Ceiling height in corridor 5081	coordination	Approved	30-Jan-25				
			141		157	Modify stainless steel count 2078	coordination	Approved	10-Feb-25	05-Mar-25	13-Mar-25	\$0.00	\$0.00
			161			Revision to fireplace hearth stone in 5115	coordination	Approved	12-Feb-25				
	192	142			160	Revised counter support at M60 under counter fridge	Owner Requested	Approved	12-Feb-25	11-Mar-25	25-Mar-25	\$2,694.91	\$2,694.91
193R1	143				165	Temporary Cladding of columns exposed to exterior in P1	coordination	Approved	12-Feb-25	08-Apr-25	15-Apr-25	\$10,963.13	\$10,963.13
			162			Revision to shower floor drains for sheet flooring	coordination	Approved	12-Feb-25				
	194R1	144			158	Modify rated wall at Room 5115 to suit piping	coordination	Approved	25-Mar-25	25-Mar-25	25-Mar-25	\$4,923.41	\$4,923.41
			163			Revisions to door frame protection	coordination	Approved	01-Feb-29				
			164			Revised 2: Relocate Shower room storage cabinets	coordination	Approved	24-Mar-25				
			145			Cancelled: Add LCD Austco annunciator displays for nurse call in P1	coordination	Approved	15-Apr-25				
			165			Clarifications on IT room 6003 panel terminations and rack equipment locations	coordination	Approved	25-Feb-25				
	196	146			162	Horizontal cable management and access control data drop	coordination	Approved	24-Feb-25	01-Apr-25	01-Apr-25	\$4,105.20	\$4,105.20

			166		Drywall bulkhead control joint locations	coordination	Approved	03-Mar-25					
			167		Clarification to expansion joint details	coordination	Approved	04-Mar-25					
		147			Cancelled: Add closure panel to back pans on 3rd floor curtainwall	coordination	Approved	07-Apr-25					
	202R1	148		166	Door hardware revisions	Owner request/coordination	Approved	10-Mar-25	09-Apr-25	15-Apr-25	\$20,851.60	\$20,851.60	
			168		Revised Kitchen hood in gathering Space kitchen	coordination	Approved	11-Mar-25					
			169		Install heat pump in shower room 5105	coordination	Approved	11-Mar-25					
	195R1	149	164R2	161	Revised: Filter panels and relocated upper cabinets of SI#164 Revised 2	coordination	Approved	24-Mar-25	18-Mar-25	04-Apr-25	\$804.65	\$804.65	
	197	150R	171	163	Wall closure at soffit construction in Janitor Room 1065	coordination	Approved	20-Mar-25	02-Apr-25	02-Apr-25	\$3,241.99	\$3,241.99	
			170		Revision to cubical curtains in tub rooms	coordination	Approved	17-Mar-25					
			172		Closure at hopper fixture SS#2 base to wall	coordination	Approved	20-Mar-25					
		151			Revise fireplace hearth material	coordination	Approved	24-Mar-25					
	199	152		164	Revised Sentronic closers to 24V	coordination	Approved	24-Mar-25	07-Apr-25	07-Apr-25	\$6,264.50	\$6,264.50	
		153		167	Revision to ceiling in Lobby 5002	coordination	Approved	25-Mar-25	09-Apr-25	15-Apr-25	\$0.00	\$0.00	
			175		Installation of TV mounts in residents rooms	as per contract	Approved	15-Apr-25					
			174		Clarification on location of fireplace switches	coordination	Approved	02-Apr-25			\$55,094.46	\$55,096.46	
			173	169	Revision to BF operator buttons	coordination	Approved	02-Apr-25	02-Apr-25	05-May-25	\$856.90	\$856.90	
	154			168	Cabinet lock revisions for keying	owner request	Approved	17-Apr-25	17-Apr-25	27-Apr-25	\$8,505.09	\$8,505.09	
			176		Austco nomenclature and IT info clarification	coordination	Approved	28-Apr-25					
		155			Revision to storm line serving existing building at Apple Wing	Design Improvement	Approved	01-May-25					
			177		Ceiling height revisions in corridors 1030 1032	coordination	Approved	06-May-25					
			178		Comms cabinet in block c level 5	Design Improvement	Approved	14-May-25					
			179		Clarifications for interferences at clean-out access doors	coordination	Approved	14-May-25					
			180		Clarification for quantity of lockers in staff lockers	coordination	Approved	14-May-25					
		156			Revise colour on P2 exterior louvre	Coordination	Approved	22-May-25					
		157		171	Revised Temporary fire department connection extension	Authority Having Jurisdiction	Approved	23-May-25	23-May-25	04-Jun-25	\$9,400.60	\$9,400.60	
	209	158			Add Smoke detector in control room 1020	Authority Having Jurisdiction	Approved	29-May-25					
			181		Delete light fixtures over M17 in rooms 1064 and 1075	coordination	Approved	29-May-25					
	207			170	Extend thresholds at balcony doors	coordination	Approved	29-May-25	29-May-25	02-Jun-25	\$1,650.00	\$1,650.00	
		159	4		Relocate P3 fire hydrant to P1	Coordination	Approved	04-Jun-25					
		160	1		P1 temporary exit signage	Coordination	Approved	11-Jun-25	17-Jun-25	18-Jun-25			
		161	2		Flow switch, supervised valve and ATS wiring revision	Coordination	Approved	11-Jun-25	17-Jun-25	18-Jun-25			
		162			Stairwell signage revision	Coordination	Approved	12-Jun-25					
		163			Add countertop infill at rethern ovens in servery millwork	Coordinaton	Approved	13-Jun-25					
			3		Relocate main floor pot lights conflicting with memory box millwork	Coordination	not approved	17-Jun-25					
					Total - As of Issue Date						\$2,571,411.14	\$2,536,763.99	

YTD Project Budget to Actual

Cassellholme Redevelopment

Commencement to date:

April 30, 2025

Cassellholme

		Mar 2025		Apr 2025					
Budget Item		Description	Board Approved Budget	Spent Commencement to Previous Month	Current Month	Total Spent to Date	Budget Remaining	% of Budget Spent	
A1		Land	-	-		-	-	🟢	0.0%
A2		Land Legal Fees and others	-	-		-	-	🟢	0.0%
A3		Property Taxes	-	-		-	-	🟢	0.0%
B1.1		Construction Cost - Phase 1	52,954,402	49,995,627	809,477	50,805,104	2,149,299	🟡	95.9%
B1.2		Construction Cost - Phase 2 & 3	48,626,198	4,670,704	-	4,670,704	43,955,494	🟢	9.6%
B1.3		Budget Increases - Change Orders	2,469,812	1,897,340	75,616	1,972,956	496,856	🟡	79.9%
B1.4		Holdback Retained	-	7,353,277	115,062	7,468,339	7,468,339	🟢	0.0%
B1.4a		Holdback Released	-	20,840		20,840	20,840	🟢	0.0%
B1.5		Owner Hard Costs	7,046	7,046		7,046	-	🟡	100.0%
B2		Demolition	-	-		-	-	🟢	0.0%
B3		Construction Contingency	4,026,832	-		-	4,026,832	🟢	0.0%
B3		Contingency Reductions- Change Orders	2,469,812	-		-	2,469,812	🟢	0.0%
C1		Architect	3,305,965	2,890,941	20,676	2,911,617	394,349	🟡	88.1%
C2		Structural Engineer	417,800	362,107	3,650	365,757	52,043	🟡	87.5%
C3		Mechanical Electrical Engineer	1,359,186	1,222,022		1,222,022	137,164	🟡	89.9%
C4		Civil Engineer	154,927	146,125		146,125	8,802	🟡	94.3%
C5		Landscape Architect	55,213	44,590		44,590	10,623	🟡	80.8%
D1		Geotechnical / Environmental	29,751	29,751		29,751	0	🟡	100.0%
D2		Land Surveyor	-	-		-	-	🟢	0.0%
D3		Energy Modelling Consultant	87,145	87,145		87,145	-	🟡	100.0%
D4		Commissioning Consultant	78,066	52,836	800	53,636	24,430	🟢	68.7%
D5		AV and Acoustics Consultant	62,529	50,179		50,179	12,350	🟡	80.2%
D6		Food Services Consultant	22,263	20,763		20,763	1,500	🟡	93.3%
D7		Elevator Consultant	9,713	6,213		6,213	3,500	🟢	64.0%
D8		Cost Consultant	89,770	89,770		89,770	-	🟡	100.0%
D9		Hardware Consultant	4,000	4,000		4,000	-	🟡	100.0%
D11		Life Safety and Fire Consultant	3,038	3,038		3,038	-	🟡	100.0%
D10		Misc. Consultants	400,655	224,342		224,342	176,313	🟢	56.0%
E1		Development Charges	-	-		-	-	🟢	0.0%
E2		Building Permit	-	-		-	-	🟢	0.0%
E3		Miscellaneous Permits	31,235	31,235		31,235	0	🟡	100.0%
F1		Insurance - Liability & Builder's Risk	-	-		-	-	🟢	0.0%
F2		Pre-Opening Expenses	-	-		-	-	🟢	0.0%
F3		Project Management Fee	858,833	691,331	14,174	705,505	153,328	🟡	82.1%
F4		Administrative Costs	-	-		-	-	🟢	0.0%
F5		Accounting Services	300,000	275,202		275,202	24,798	🟡	91.7%
F6		Marketing Fees	70,000	62,463		62,463	7,537	🟡	89.2%
F7		Disbursements	60,000	54,292		54,292	5,708	🟡	90.5%
F8		Legal Fees	600,000	530,747		530,747	69,253	🟡	88.5%
G1		Construction Loan Interest	4,783,132	3,872,769	149,856	4,022,625	760,507	🟡	84.1%
G2		Commitment Fee	-	-		-	-	🟢	0.0%
G3		Broker's Fees	-	-		-	-	🟢	0.0%
G4		Financing Legal Fees	-	-		-	-	🟢	0.0%
G5		Project Monitor	172,000	104,661	2,500	107,161	64,839	🟢	62.3%
G6		Appraisal	-	-		-	-	🟢	0.0%
G7		Draw Fees	-	-		-	-	🟢	0.0%
H1		HST on Monthly Costs	15,088,933	7,240,575	111,105	7,351,680	7,737,253	🟢	48.7%
H2		HST Input Tax Credit	-	15,088,933	-	6,899,837	8,189,096	🟢	45.7%
H3		HST Self-Assessment	1,914,397	984,767		984,767	929,630	🟢	51.4%
I1		Soft Costs Contingency	602,800	-		-	602,800	🟢	0.0%
J1		FF&E	2,965,586	829,009	8,941	837,949	2,127,637	🟢	28.3%
Total			124,052,480	62,249,312	1,081,732.56	63,331,044	60,721,436		51.1%

Board of Management Meeting
June 26, 2025

❖ CLINICAL SERVICES - Mel Cross, Acting Director of Care

Critical Incidents Summary

This reporting period has been marked by continued commitment to resident safety, responsive care, and process improvement. Clinical operations have remained steady, with dedicated collaboration across front-line teams and leadership. We remain focused on timely, person-centered interventions and enhancing the overall resident experience

- ❖ Between May 20 and June 16, 2025, a total of four (4) critical incidents were reported and managed in accordance with Ministry requirements and internal protocols:
 - **Unexpected Death:** 1 incident
 - **Alleged Staff-to-Resident Neglect:** 1 incident
 - **Fall with Injury:** 1 incident
 - **Resident-to-Resident Abuse:** 1 incident
- ❖ **Details & Follow-up:**
 - ❖ **Unexpected Death:** This incident was reviewed by the coroner and determined to be due to natural causes. All appropriate documentation and follow-up communication were completed.
 - ❖ **Alleged Staff-to-Resident Neglect:** It was reported that a PSW did not respond to a resident's request for repositioning. This has not been validated; however the staff member was removed from the workplace pending a full investigation. Support and care plans for the resident have been reviewed and reinforced.
 - ❖ **Fall with Injury:** The resident received timely assessment and care. The care plan has been updated, and the resident's medications were reviewed to identify any contributing factors.
 - ❖ **Resident-to-Resident Abuse:** One resident sustained a minor bruise following an altercation. Behavioural care plans have been revised to better support both residents, and strategies to reduce responsive behaviours have been reinforced.

Other Clinical Updates

- ❖ **Quality Improvement & Care Delivery:** The team continues to explore opportunities to strengthen our processes and enhance timely, effective care delivery across all units.
- ❖ **Staffing & Leadership:** We are pleased to share that our final full-time RN position has been successfully filled. We continue to interview for part-time positions to help further support and strengthen our team. RN Supervisors, RPN Team Leads, and the management group continue their leadership development work with Jayne Harvey, with a focus on communication, accountability, and team support.
- ❖ **Education & Training:** Ongoing staff education continues to prioritize responsive behaviour management, documentation standards, and individualized resident care approaches. We have also worked to revise our falls policy and are working to complete updated falls education with our team.

Looking Ahead

- ❖ Continued coaching and mentorship for staff in leadership positions.
- ❖ Strengthening follow-up systems to ensure effective interventions post-incident.
- ❖ Ongoing refinement of staff onboarding and education programs.
- ❖ Continued focus on building team resilience and capacity within resident-centred care.

Committed to ongoing excellence in care.

CLINICAL QUALITY ASSURANCE - Kathryn MacDonald, RN, Manager of Clinical Quality Assurance

As the Manager of Clinical Quality Assurance, my focus remains on fostering a culture of continuous improvement, ensuring regulatory compliance, and enhancing the quality of care provided to our residents. Over the past several weeks, I have completed the following key activities:

Fall Prevention Policy: I reviewed the updated Fall Prevention Policy. While staff are expected to independently review the policy, I have reinforced its importance through team discussions and reminders to promote accountability and adherence to best practices.

Documentation and Chart Audits: I am conducting ongoing quality reviews of resident charts with a focus on documentation completeness, accuracy of daily records, and incident report follow through. These audits support quality improvement and help identify opportunities for targeted staff education.

Policy Review and Development: In collaboration with the interdisciplinary team, I continue to update and revise clinical policies to reflect current evidence-based practices and legislative requirements. This work is essential in maintaining high standards and optimizing outcomes for our residents.

Critical Incident System Reporting: I am responsible for reviewing all Critical Incident System (CIS) reports submitted to the Ministry of Long-Term Care. This includes ensuring thorough documentation, timely reporting, and appropriate follow up on all incidents to promote safety and transparency.

Ministry Inspection Involvement: I was actively involved in the recent Ministry of Long-Term Care inspection that took place from June 9th to 13th. This included preparing documentation, supporting the inspection process, and addressing follow up requirements in collaboration with the leadership team.

As I continue to settle into this role, I remain committed to clinical excellence, and system wide quality improvement to ensure we deliver the best possible care to our residents.

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

Students

- ❖ Active/In Progress: PSW Living Classroom, Canadore PSWs, CTS PSWs

May 2025

- ❖ Hired - 6 Total (1 RPN, 1 RN, 1 FSW, 1 Helping Hands, 2 PSWs)
- ❖ Terminated/Resigned/Retired in May - 7 total (1RN, 1 RPN, 1 IPAC Assistant, 1 FSW, 2 PSWs, 1 Occupational Health)

Vacancies as of June 17/25

- ❖ PSW Vacancies - 1 temp full-time, 3 temp part-time - all lines posted
- ❖ RPN Vacancies - 3 temp full time, 2 perm part time, 2 temp part time - interviewing and recruiting
- ❖ 1 RN FT Vacancy - all assignments filled pending PSW to RN transition
- ❖ Dietary Vacancies - 2 perm part-time, 2 temp part-time
- ❖ Housekeeping Vacancies - 2 perm part-time and 5 temp part-time
- ❖ Activities Vacancy - 1 temp part-time

❖ **HOUSEKEEPING & NUTRITION & FOOD SERVICES** - Trina Milne, Manager

- ❖ Ordered linen for the new building in preparation for July 29, 2025. Will be scheduling extra staff to process items.
- ❖ Ordered items for the kitchen in the new building for July 29, 2025.
- ❖ Ordered new laundry chemicals (more compact in size and more concentrated) for current and new building. This should occur July 8, 2025.
- ❖ Working on the Fall and Winter menu for Meal Suite. Still continue to have weekly meetings with Meal Suite.
- ❖ Meeting with staff for their performance reviews.
- ❖ Hired 2 new Housekeeping staff. Start June 10, 2025.
- ❖ Hired 3 new NFS staff. Start June 10, 2025.
- ❖ Continuing to interview additional candidates.

❖ **ACTIVITIES** - Mandy Gilchrist, Manager

July 17, 2025 – 10:00 a.m. – Cassellholme will be hosting a Trishaw Bike Donor Appreciation Day! This will give all the Donors an opportunity to come and see the Bike as well as Cassellholme staff to say Thank You for their donations to make this purchase possible.

❖ **RESIDENT FAMILY NAVIGATOR** - Alysia Loyer

- ❖ Over the month of May 2025, Cassellholme admitted nine (9) residents and welcomed two (2) new residents to our facility for short stay respite.
- ❖ The request for tours has been increasing and I toured seven families around Cassellholme over the last month.
- ❖ I created a new template for the nursing staff to follow during admission and annual care conferences which has been helpful to guide the conversation.
- ❖ Increased family participation over the last 6 weeks in family care conferences has been so encouraging.

❖ **INFECTION CONTROL** - Ellen Whittaker, IPAC Manager

Hand Hygiene Observations

Audits of resident hand hygiene in the dining rooms is now, primarily, being done by the two Unit Managers, using the audit tool that was developed in order to comply with the Ministry order. Required follow up is being provided to staff at the time of the observations and at unit huddles. The Ministry order was complied with and is now closed. Hand hygiene observations for the 4 Moments for HH are ongoing as usual.

A new employee has been hired to fill the position of IPAC Assistant and will start work in July. This role involves hand hygiene observations, PPE auditing and frontline staff education.

Outbreaks:

There have been no outbreaks since the last report. The Ministry order to update the Outbreak policy, with focus on Apple St and Maple St residents eating in the same dining room has been done, with Health Unit input. This order has now been closed.

Immunization

The collection of staff Measles immunization is ongoing and continues to go well. Well over 100 staff have submitted proof of either vaccination, or immunity shown by blood work.

IPAC Construction Audits

Audits continue to be done at least weekly. The focus continues to be on overhead cleaning prior to the final closing in of ceilings. The areas that are outstanding are 5th floor, 1st floor and all the serveries. I continue to make every effort to do the cleaning checks on the same day that Percon advises that the area has been cleaned, to prevent delays. Work has begun on the IPAC portion of the Ministry pre-occupancy self-assessment checklist, to ensure the Home has the required IPAC policies, procedures and IPAC audits in place for the move.