

THURSDAY, FEBRUARY 20, 2025

MINUTES

Date: Thursday, February 20, 2025

Location: Cassellholme Garden Room

Present: Dave Mendicino, Chair
 Michelle Lahaye, Vice Chair
 Chris Mayne
 Mark King
 Peter Chirico
 Robert Corriveau
 James "Jim" Bruce (Zoom)

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

Regrets:

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING RECORDED</p> <p>Angie Punnett chaired the meeting until the Elections for the Board Chair were completed.</p> <p><i>"Moved by Peter Chirico and seconded by Michelle Lahaye that the meeting be called to order at 5:04 p.m."</i></p> <p>Res. #012-25</p> <p style="text-align: right;"><u>Carried</u></p>	
B.	WELCOME NEW BOARD MEMBERS - Provincial Appointments	
	<ul style="list-style-type: none"> ➤ Dave Mendicino ➤ James Bruce <p>The Board welcomed 2 new Provincial Appointments, Dave Mendicino and James Bruce. As per the Order in Council, they have both been appointed for a 3-year term, ending on January 15, 2028.</p>	
	1. Approval of Agenda	
	<p><i>"Moved by Peter Chirico and seconded by Dave Mendicino that the Board approved the Agenda for this meeting, as presented."</i></p> <p>Res. #013-25</p> <p style="text-align: right;"><u>Carried</u></p>	

2 Conflict of Interest

“Moved by Robert Corriveau and seconded by Michelle Lahaye that no Board Members present have declared a conflict of interest.

Res. #014-25

Carried

3. Approval of Minutes

3.1 Approval of the Minutes of the Regular Board Meeting held on January 23, 2025

“Moved by Peter Chirico and seconded by Mark King that the minutes of the Regular Board Meeting, held on January 23, 2025, be adopted as presented.”

Res. #015-25

Carried

4. Election of Officers

Election of Officers:

4.1 Chairperson

*“Moved by Peter Chirico and seconded by Michelle Lahaye that **Dave Mendicino** be elected **Chairperson** of the Cassellholme Board of Management.”*

Res. #016-25

Carried

4.2 Vice-Chairperson

*“Moved by Peter Chirico and seconded by Robert Corriveau that **Michelle Lahaye** be elected **Vice-Chairperson** of the Cassellholme Board of Management.”*

Res. #017-25

Carried

4.3 Treasurer

*“Moved by Peter Chirico and seconded by Michelle Lahaye that **Chris Mayne** be elected **Treasurer** of the Cassellholme Board of Management.”*

Res. #018-25

Carried

4.4 Chairperson, Charitable Foundation Committee

*“Moved by Michelle Lahaye and seconded by Peter Chirico that **Jim Bruce** be elected **Chairperson of the Cassellholme Charitable Foundation Committee.**”*

Res. #019-25

Carried

4.5 Secretary

*“Moved by Michelle Lahaye and seconded by Peter Chirico that **Julie Pilkey** be appointed **Secretary** of the Cassellholme Board of Management.”*

Res. #020-25

Carried

5. New Business

5.1 Behavioral Support Unit (BSU) Application 2025

The application, dated February 7, 2025, has been submitted. Appendices included strong support from the North Bay Regional Health Care, Medical Director, BSO North East and Family Council.

The application process is now on hold due to the upcoming Provincial Election.

5.2 MLTC Inspection Report – February 5, 2025

Inspection completed on Jan 30/25. During the course of this inspection, the inspectors made relevant observations, reviewed records and conducted interviews, as applicable. There were no findings of non-compliance.

The Ministry noted they were contacted by the Health Unit to complete this inspection.

5.3 Health Unit – IPAC Checklist for Long-Term Care Homes

The Health Unit completed an IPAC Checklist for Long-Term Care Homes inspection on Nov 21/24, with recommendations for handwashing sinks, mask use, clipboards, etc. The Health Unit returned on Jan 30/25 to follow-up and added concerns with some of the new construction processes. Corrective Actions include an IPAC Plan specific to the new construction is to be submitted to the Health Unit by February 21, 2025.

Hired an IPAC assistant on a contract basis with some unused IPAC dollars. This person will monitor staff, visitors, residents hygiene at meal-times, etc.

The Health Unit is also requesting our Policy and Procedure for IPAC Plan for Construction, Renovation and Maintenance Projects, as well as an updated Flood Policy. These documents must be submitted to the Health Unit by April 11, 2025.

6. Redevelopment

6.1 Construction Update (*Dave Smits*)

Report in package.

Percon has advised they will require another 4 weeks, changing the scheduled move-in date to May 27, 2025.

Anita noted the movers cannot match the May 27th date. The earliest date they can book is the week of July 2-8, 2025. This would give the Ministry time to do their inspection, correct any deficiencies and provide an opportunity to train staff on-site before moving in.

Revised IPAC Plan. Cleaners to be onsite every night and weekends. Entire site to be cleaned every week.

Schedule review every Monday morning.

Angie and Camille met with the Nipissing First Nation Chief. Still looking at the 5th floor as a 16-bed cultural designation unit. NFN will have to submit a request to the Ministry for a separate waitlist. On hold until after the Election.

6.2 Meeting with the Municipalities – Update

Meeting was held on February 5/25. Advocacy Group was selected. All Municipalities will provide information as to how the redevelopment is affecting each of their municipalities. Submissions to be emailed to Julie and Billy within the next 2 weeks.

Peter will meet with Billy once responses are received and discuss how to move forward after the Provincial Election at the end of February 2025.

7. Operations

7.1 Operations Update

Update in package.

Angie added we had 3 residents identified with Influenza. This is the first since 2019.

Currently in an Enteric Outbreak. Large number of staff off sick causing staff shortages. Some clinical management have been working evenings and nights to help.

Will provide the Quality Improvement Plan for 2025 at next meeting as well as the 2024 results.

7.2 Q4 – 2024 Cassellholme Financial Report

Billy provided a Q4 – 2024 Quarterly Financial Report presentation to the Board.

“Moved by Peter Chirico and seconded by Michelle Lahaye that the Board approve the Cassellholme Year-to-Date Operating Budget-to-Actual Results for the Period Ending December 31, 2024, as presented.”

Res. #021-25 Carried

“Moved by Jim Bruce and seconded by Michelle Lahaye that the Board approve the Capital Budget-to-Actual Results for the Project Ending December 31, 2024, and Forecasted Capital Levy Estimates, as presented.”

Res. #022-25 Carried

“Moved by Jim Bruce and seconded by Michelle Lahaye that the Board approve the 2024/25 Community Support Services Q3 Year-to-Date Budget-to-Actual Results for the Period Ending December 31, 2024 as presented.”

Res. #023-25 Carried

7.3 2025 Levy Apportionment (Motion)

Billy noted there is a zero increase this year.

“Moved by Peter Chirico and seconded by Michelle Lahaye that the Board approve the 2025 Apportionment Statistics for Calculating the Cassellholme Municipal Levy, as presented.”

Res. #024-25 Carried

8. IN-CAMERA

“Moved by Jim Bruce and seconded by Peter Chirico that the Board proceed to an In-Camera session at 6:11 p.m.”

Res. #025-25 Carried

8.1 Approval of the In-Camera Minutes – dated January 23, 2025

In-Camera Motion - Res. #026-25

8.2 Confidential Matter – Redevelopment

8.3 Confidential Matter – Property

8.4 Personnel Matter

“Moved by Michelle Lahaye and seconded by Peter Chirico that the Board approve the In-Camera session to be adjourned at 7:09 p.m.”

Res. #028-25 Carried

As per the discussion In-Camera, the Board approved the following Resolution by Unanimous Vote:

“Moved by Jim Bruce and seconded by Peter Chirico that the Board unanimously approved to Rescind Resolution #39-21, as discussed and approved In-Camera.”

Res. #029-25 Carried

C. CORRESPONDENCE		
	No items noted	
D. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
E. DATE OF NEXT MEETING		
	Thursday March 27, 2025 – Cassellholme Garden Room – 5:00 p.m.	
F. ADJOURNMENT		
	<p><i>“Moved by Chris Mayne and seconded by Michelle Lahaye that the meeting be adjourned at 7:10 p.m.”</i></p> <p>Res. #030-25</p>	Carried

Secretary

Chairman

Feb 12, 2025

Subject: Cassellholme Redevelopment Update – Feb 12, 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 Feb. 06, 2025 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.

Updated milestones have been coordinated with Cassellholme, and Cassellholme is coordinating move-in dates.

PHASE 1-B

- Interior boarding is ongoing on Level 1 and 5.
- Elevator installation is ongoing. TSSA review confirmation pending Mechanical and electrical above ceiling rough-ins and are ongoing, as well as and
- 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.

Percon has requested an additional 4 weeks which would put our move date to week of May 26th. HCR (movers) are not able to accommodate that week and has provided us with July 2-8th as their first available slot. Percon has confirmed that is acceptable and will be readjusting their finishing schedule to reflect a new ministry inspection date as well as substantial.

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 shortly and training in May.

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 and looking to assemble sample rooms in March (or when rooms are available from Percon).

Move Plan –week of June 30, July 2nd start through to July 6th with residents in rooms and further purging up to July 8th. Next scheduled meeting with movers last week of February.

IT – numerous discussions with all network partners to verify configurations, needs and schedule this month and will continue regular calls over the next several weeks.

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 February 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

Summary - 2025-02-12

Action	Sub Actions	Responsible	Due Date
Occupancy Checklist	Based on new move dates and occupancy, report is needed to be submitted last week of February	Anita	2025-02-26
Art Fundraising		Anita	ongoing
Wood at mill for purpose	ideas have been noted and small WG; including Creative Industries - WG to assemble once individuals are available	Anita	ongoing
P1 Move			
HCR - Movers	Based on new move dates and occupancy, movers were not able to accommodate week of May 26 move but has supplied next best date of July 2-July 8 (resident move July 6); next team call with movers Feb 24	Anita	02-Jul
Resident Communication	Monthly communication updates began beginning of Feb; will be communicating rooms and costs over the next month or so	William/Angie	April-July
Furniture delivery	Delivery dates have been changed from March to most likely June	Anita	June
IT			
Cameras	added to training plan		
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 by March		
Network Design	completed	Anita	ongoing
Digital Menus/Boards	S/W - Mealsuite being implemented by CH management and TVs, and mounts purchased		
Nurse Call	Austco and Percon and Clinical finalize the alerts, call bells, colours for certain calls Nov 4 - added to training plan		
Bed Allocation - Indigenous and Speciality			
Bed Application - Licencing	Continue to have discussions with OH and Ministry on next steps	NFN/Angie	ongoing
Support Services			
Building Ready	Discussions of the process for building ready (kitchens, med rooms, medications, storage, linens, food, laundry flow, elevator usage and timing, housekeeping and cleaning) ordering applicances by end of March	Anita	March
Storage Area list	Shelving for small storage & clean utility - supply identified and looking to get sample brought in for March or when rooms are available by percon	Anita	March
Inventory Management Solution and Process	JIT inventory process solution - in progress (will remain in-house monitoring) identifying ongoing supply needs, creating sample organized shelving to reflect needs and monitoring usage	Anita	ongoing
Emergency Response			
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	Anita	Winter 2026
Staff Training Plan			
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 April	Anita	April

Change Order Log - Nov 20 2024

Percon							Change Order Log - Nov 20 2024										Contract Time (days)
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 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 locaitons, electrical from PC47	Owner Requested	Approved	23-Mar-23	08-Sep-23	09-Sep-25	\$10,312.50	\$10,312.50			
72	72R3	47				73	Revise office door locations, typical millwork from PC47	Owner Requested	Approved	15-Aug-23	15-Aug-23	07-May-24	\$11,985.60	\$11,985.60			
59	59	48R				49	Revisions to electrical to accommodate Kitchen Equipment Phase 1	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60			
62	62R2	49				54	Typical Bedroom Mockup	Owner Requested	Approved	09-Mar-23	03-May-23	06-Jun-23	\$75,577.95	\$75,577.95			
		50					Revise rated floor assembly ULC Listed Design No.	Cost Saving	Cancelled	22-Mar-23							
		51				50	Revision to select light fixtures to alternate product	Design Improvement	Approved	22-Mar-23	20-Apr-23	26-Apr-23	\$0.00	\$0.00			
65	65	52				57	Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Approved	29-Mar-23	12-May-23	01-Jun-23	(\$5,382.50)	(\$5,382.50)			

75	75R1	53			69	Electrical revisions for elevator connections	Coordination	Approved	30-Mar-23	29-Jun-23	03-Aug-23	\$18,212.70	\$18,212.70
		54				Revisions to interior expansion joints types	Coordination	Cancelled	30-Mar-23				
68	68	55			56	Existing Water Room pull station	Coordination	Approved	05-Apr-23	17-May-23	23-May-23	\$1,142.90	\$1,142.90
67	67	56			55	Revision to brace frame VB205	Coordination	Approved	17-Apr-23	12-May-23	18-May-23	\$1,164.02	\$1,164.02
82	82R2	57R			78	Revision to biometric readers	Owner Requested	Approved	18-Apr-23	01-Sep-23	25-Sep-23	-\$21,023.00	-\$21,023.00
64	64			49	51	Tree Removal at End of Block B	Site Condition	Approved	03-Nov-22	20-Apr-23	26-Apr-23	\$2,117.50	\$2,117.50
66	66R1	58			68	Clarification to area drains	Coordination	Approved	20-Apr-23	19-Jul-23	27-Jul-23	\$25,942.40	\$25,942.40
77	77R1	59			85	Fiber optic connection to existing building	Coordination	Approved	02-May-23	25-Jul-23	12-Oct-23	\$10,118.90	\$10,118.90
78	78	60			63	Additional pot light in Bedroom Type "D"	Coordination	Approved	02-May-23	26-Jun-23	04-Jul-23	\$2,865.50	\$2,865.50
		61				Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23				
71	71	62R			59R	Modifications to elevator framing for door supports and additional pit ladder	Coordination	Approved	23-May-23	05-Jun-23	27-Jun-23	\$66,131.08	\$66,131.08
		63				Patching of existing asphalt drive-ways	Owner Requested	Cancelled	23-May-23				
81	81	64			65	Flooring revisions	Coordination	Approved	25-May-23	07-Jul-23	20-Jul-23	\$7,090.72	\$7,090.72
80	80R2	65			84	Owner requested revisions to Kitchen Equipment	Owner Requested	Approved	25-May-23	22-Sep-23	03-Oct-23	\$68,113.10	\$68,113.10
73	73	66			62	Delete kitchen equipment soap and towel dispenser accessories	Owner Requested	Approved	29-May-23	20-Jun-23	27-Jun-23	(\$2,670.00)	(\$2,670.00)
126	126R2	67R3			115	Tie-in to existing fire alarm and PA systems	Coordination	Approved	30-May-23	21-Mar-24	12-Apr-24	\$18,950.80	\$18,950.80
87	87	68			70	Revision to louvres	Coordination	Approved	30-May-23	02-Aug-23	08-Aug-23	\$660.00	\$660.00
68	68	69			58	Patient lift system power supply covers	Owner Requested	Approved	01-Jun-23	05-Jun-23	22-Jun-23	\$10,222.30	\$10,222.30
83	83	70			67	Revision to stair guard assembly	Coordination	Approved	06-Jun-23	19-Jul-23	26-Jul-23	\$726.00	\$726.00
84	84	71			66	Revision to Ceramic tile type CT2.1 in select rooms	Owner Requested	Approved	15-Jun-23	19-Jul-23	25-Jul-23	\$0.00	\$0.00
74	74R1	72R			64	Temporary support angles for Block C structural frame	Coordination	Approved	13-Jun-23	28-Jun-23	04-Jul-23	\$10,563.30	\$10,563.30
69	69R1				71	Removal of existing foundations at electrical duct bank trench	Site Condition	Approved	14-Jun-23	07-Jul-23	09-Aug-23	\$10,095.80	\$10,095.80
76	76R3	61			72	Revision to clay unit masonry product	Coordination	Approved	09-May-24	26-Jun-24	12-Aug-24	\$55,860.00	\$55,860.00
		73				Revise solid surface finish colour on millwork M30 & M31	Owner Requested	Cancelled	12-Jul-23				
		74				Additional structural support at 5th floor trench drain	Coordination	Pending	12-Jul-23				
90	90	75R			74	Revised detail at expansion joint at gridline 23 between S & T/T.2.	Coordination	Approved	12-Jul-23	14-Aug-23	24-Aug-23	\$8,513.40	\$8,513.40
92	92				75	Revised rebar stirrups at elevator conduit duct bank	Coordination	Approved	18-Jul-23	23-Aug-23	30-Aug-23	\$1,036.20	\$1,036.20
93	93			148	76	Revision to window sill support material detail	Contractor Requested	Approved	23-Aug-23	29-Aug-23	05-Sep-23	\$3,312.89	\$3,312.89
102		76			86	Coring of Foundation for temporary generator connection	Coordination	Approved	25-Jul-23	03-Oct-23	11-Oct-23	\$3,850.00	\$3,850.00
101	101R3	76R2			91	Connection for Portable Genset and Load Bank Testing	Owner Requested	Approved	06-Feb-24	22-Feb-24	12-Mar-24	\$116,723.25	\$116,723.25
94	94	77			77	Revision to jockey pump electrical feed	Coordination	Approved	26-Jul-23	01-Sep-23	12-Sep-23	\$5,904.80	\$5,904.80
98	98	78			82	Revised wall depth in Laundry Rooms to accommodate 4" drain pipe	Coordination	Approved	27-Jul-23	19-Sep-23	03-Oct-23	\$246.50	\$246.50
108	108	79			111	Delete fire damper at return air duct in penthouse level	Coordination	Approved	31-Jul-23	24-Oct-23	21-Mar-24	(\$497.00)	(\$497.00)
97	97R1	80R			81	Revise wall thickness to accommodate pipe size	Coordination	Approved	03-Aug-23	19-Sep-23	03-Oct-23	\$3,090.10	\$3,090.10
96	96	81			83	Domestic booster pump power feed	Coordination	Approved	23-Aug-23	13-Sep-23	02-Oct-23	\$6,792.50	\$6,792.50
		82				Revision to Drew St. entrance sanitary & storm pipes for interferences	Coordination	Pending	28-Aug-23				
105	105	83			88	Electric heaters for temporary heat in rooms at junction between Phase 1 and 2	Coordination	Approved	15-Sep-23	10-Sep-23	24-Oct-23	\$5,335.90	\$5,335.90
		84				Investigation for tie-in to existing PA system	Coordination	Cancelled	15-Sep-23				
85	85			67	80	Ductwork revisions related to SI#67	Coordination	Approved	06-Jun-23	02-Aug-23	25-Sep-23	\$1,439.90	\$1,439.90
103	103R1	85			89	Additional louvre colour	Coordination	Approved	02-Oct-23	30-Oct-23	10-Nov-23	\$3,300.00	\$3,300.00
106	106	86			87	Chiller Support Frames	Coordination	Approved	02-Oct-23	17-Oct-23	18-Oct-23	\$42,145.73	\$42,145.73
112	112R1	87			96	Revise light fixture type U & U1	Coordination	Approved	17-Oct-23	29-Nov-23	07-Jan-24	\$2,753.30	\$2,753.30
114	114	88			94	Revise storm drain piping from the roof of Stair Shaft #5	Coordination	Approved	26-Oct-23	14-Nov-23	05-Dec-23	\$8,269.80	\$8,269.80
120	120R4	89			114	Add digital meni board connections at each dining area	Owner Requested	Approved	31-Oct-23	01-Apr-24	12-Apr-24	\$15,745.40	\$15,745.40
116	116	90			100	Additional roof anchors at chimney for Boiler #4	Coordination	Approved	01-Nov-23	20-Nov-23	10-Jan-24	\$35,019.60	\$35,019.60
		91			97	Revision to flooring materials in corridors and resident vestibules	Owner Requested	Approved	08-Nov-23	22-Nov-23	07-Jan-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 hings	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

Board of Management Meeting
February 20, 2025

❖ CLINICAL SERVICES - Lindsay Dyrda, Director of Care

Reports to the Ministry of Long-Term Care

A total of 5 critical incidents were reported in January 2025
Staff to Resident Action: x2 classified as emotional abuse
Disease Outbreak: Respiratory
Environmental Hazard: Flooding

Inspections

January 13-17, 2025: Complaint - Critical Incident and Follow Up

Previous compliance orders were found to be in compliance.
1 x non-compliance remedied – related to doors in non-residential areas to be locked
6 x written notifications related to plan of care, delay in reporting, fall prevention, continence care and bowel management, IPAC related to staff member not wearing proper PPE
1 x compliance order related to continence care and bowel management – due by February 28, 2025

January 30, 2025 – Critical Incident Inspection. Completed in collaboration with the Health Unit. No findings of non-compliance. Received MOLTC report, awaiting Health Unit report.

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

Board Update: Special Projects and Education:

We are excited to announce an upcoming Caregiver Education Event that will be held in the home on March 17. This event will focus on providing essential caregiving resources and support, with a strong emphasis on Alzheimer's care. We will be partnering with the Alzheimer's Society to deliver sessions aimed at improving the quality of life for both caregivers and residents.

Palliation Training for Staff:

At the beginning of February, we rolled out Palliation Training for all staff, led by Nurse Practitioners and Tracy Davis as well as other key staff in the home. This is a significant initiative aimed at ensuring that all staff members are equipped with the knowledge and skills to provide compassionate end-of-life care. The training will be mandatory for all staff to ensure consistency in care across the home.

Admissions:

Since our last report, we have had 5 new admissions, 3 came from hospital, one from LTC in Southern Ontario and one from the community.

Discharge and MOLTC Updates:

There was one significant discharge to report: a younger woman who transitioned from our care to live at PHARA with her daughter. We wish her all the best as she begins this new chapter.

We continue to monitor and support all residents as they transition in and out of the home. Our MOLTC processes remain in place, ensuring all necessary documentation and protocols are met to support ongoing care needs.

❖ 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. An employee who is on modified duties has been assigned to complete hand hygiene observations on all units.

Outbreaks:

There is presently a respiratory outbreak facility-wide which has Influenza identified as the causative agent and an unidentified causative agent. There has been 19 resident cases to date and 20 staff cases. All consenting residents are on Tamiflu either as treatment or prophylactically.

There is also an enteric outbreak facility-wide with no causative agent yet identified. There has been 27 resident cases and 12 staff cases.

Immunization

After everyone's efforts to get ready for an Influenza outbreak, we achieved great results!

As of January 24th 2025 these were our stats:

Staff flu shots: 80% (also, 19 staff have provided proof of Tamiflu, so 85% of our staff are ready to work during an influenza outbreak). This has continued to increase slightly.

In last year's respiratory season staff flu shot rates in the province were 60.8% in LTC and 38.5% in hospitals. Cassellholme's staff flu shot rate for last year was 66%.

This year we are significantly above our own numbers for last year and the provincial stats.

Resident flu shots: 86%

Resident RSV immunization: 70%

These have all been reported to the Ministry, as required

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.

An IPAC plan specific to the connection of the link has been finalized and the negative air pressure is being monitored multiple times per day. No problem to date. The maintenance department is verifying weekly that the hoarding at doors facing the construction remains intact.