



Homes Committee Agenda

Thursday, July 5, 2018

11:00 a.m.

Bruce Gallery

Bruce County Museum & Cultural Centre, Southampton

1. Declaration of Pecuniary Interest
2. Action Items
 - A. Funding for Cladding Design and Tender (attached)
 - B. Public Address System for Gateway Haven (attached)
3. Information Items
 - A. Long Term Care Report (attached)
4. Act on Recommendations

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Homes Committee in respect of all resolutions passed during the July 5, 2018 meeting.

5. Next Meeting

August 2, 2018
6. Adjournment



Committee Report

To: Warden Paul Eagleson
Members of the Homes Committee

From: Michael McKeage
Director of Health Services

Date: July 5, 2018

Re: Funding for Long Term Care Homes (LTCH) Cladding
Design and Tender Development.

Recommendation:

That R.J. Burnside be engaged, as a single sourced consultant, to provide the necessary technical expertise to prepare a Request for Tender. This company was chosen due to their uncommon expertise in Building Science Engineering; and,

That the total costs of \$143,900 for drawings, specifications, and contract administration services, necessary for the acquisition and the installation of new cladding on both LTCHs to be provided by R.J. Burnside & Associates, be funded from the Facility Reserves \$83,940 Brucelea Haven (140 beds), \$59,960 Gateway Haven (100 beds).

Background:

Due to the occurrence of blistering and associated window leakage occurring in both LTCHs an exterior insulated finish system (EFIS) evaluation report was completed by Edison Engineering in 2017. This report found the existing EFIS cladding in both LTCHs was not installed as a drained system and moisture was being trapped in the wall assembly leading to premature failure of the cladding. R.J. Burnside & Associates Limited was subsequently engaged to complete a peer review that corroborated Edison's findings and presented two alternative cladding systems to EFIS. Based on the cost and the age of the buildings a prefinished, galvanized steel siding rain screen system was chosen as the most cost efficient replacement.

To ensure that the new system is properly designed and installed, funds are required for the preparation of specifications for the removal and replacement of the EFIS cladding. These services will include preparation of exterior renderings, design drawings and schematics, for each building.



To ensure that the application of these new surfaces is completed appropriately, funds are required to secure the services of R.J. Burnside to conduct contract review and contract administration throughout the construction at both homes.

Financial/Staffing/Legal/IT Considerations:

That the total design costs of \$143,900 for the drawings, specifications, and contract administration services as provided by R.J. Burnside & Associates for the installation of new cladding on both LTCHs to be funded from the Facility Reserves \$83,940 Brucelea Haven (140 beds), \$59,960 Gateway Haven (100 beds).

Interdepartmental Consultation:

Corporate Services Department - Purchasing Division
Department of Health Services - Gateway Haven, Brucelea Haven

Link to Strategic Goals and Elements:

Goal # 6.- Explore alternative options to improve efficiency and service.

Approved by:

Kelley Coulter
Chief Administrative Officer



June 22, 2018

Via: Email (MMcKeage@brucecounty.on.ca)

Corporation of the County of Bruce
c/o Michael McKeage
Director of Health Services
30 Park Street,
Walkerton, ON, N0G 2V0

Dear Mr. McKeage:

Re: Brucelea Haven & Gateway Haven - Cladding Design and Tender
Project No.: 900041782.1000

Burnside is pleased to respond to your request for services. Below we highlight our proposed scope of work and deliverables. Should you require more information concerning our firm and the engineering and environmental services we offer, please feel free to contact us.

1.0 Background

Brucelea Haven and Gateway Haven are long-term care facilities located at 41 McGivern St, Walkerton and 671 Frank St, Wiarton, respectively. We understand both buildings were constructed in 2002/03. Brucelea is a 4-storey building, the upper 3 floors of which are clad with a stucco-coated, exterior insulated finish system (EIFS). Gateway is 3-storeys with the upper 2 floors clad with EIFS. Interior water leakage and exterior staining and blistering of the stucco finish have been ongoing since construction. Repairs completed by the Builder, Michael Monteith Enterprises, in 2008 included replacing the EIFS's finish and base coats and localized sealant replacement. Interior leakage and stucco blistering and cracking has since recurred.

An EIFS evaluation report was completed by Edison Engineering in 2017 that found the existing EIFS cladding was not installed as a drained system and moisture was being trapped in the wall assembly leading to premature failure of the cladding. Burnside subsequently completed a peer review that corroborated Edison's findings and presented alternative cladding systems to EIFS. We understand that the County intends to dispose of the existing EIFS cladding at both buildings and to replace it with a prefinished, galvanized steel siding rain screen system.

2.0 Scope of Work

Your requirements at this time, and as we understand them, are to provide design and tender services related to replacing the EIFS cladding with a prefinished, galvanized steel siding rain screen system. Our design specifications will address the masonry and window leakage repairs recommended in our report dated December 20, 2017. The scope of work would include the following:

2.1 Design and Tender Services

Schematic Design:

- Complete a site visit to confirm as-built conditions in order to generate elevation drawings, especially for Gateway Haven as there are no existing architectural drawings.
- Produce render drawings of a typical elevation of each building to illustrate the appearance prefinished metal siding and submit a design brief presenting several material options.
- Attend a meeting with the County to review siding materials and select one as the basis for detail design.

Detail Design:

- Submit a draft set of drawings and specifications, a separate design package for each building, for your review and comment.
- Meet with the County to review draft drawings and specifications.
- Finalize the design documents based on your feedback.

Tender:

- Administer a competitive tender process to obtain pricing.
- Attend one on-site meeting with bidders to review the scope of work.
- Provide addenda to answer bidders' questions if necessary
- Summarize and analyze the bids and make a recommendation with respect to award.
- Optional: Administer separate tender process for each facility consisting of the services listed above.

2.2 Optional: Construction Review and Contract Administration

Our contract administration services will consist of the following:

- Prepare CCDC 2 contracts for execution by the County and the Contractor.
- Prepare building permit application forms and provide the Contractor with stamped drawings and specifications.
- Review the Contractor's invoices and certify payment for completing work as allowed for under the general conditions of the contract.
- Review the Contractor's product submissions for conformance with the project specifications.
- Prepare Change Orders, if required.

- Prepare a Certificate of Substantial Performance which will trigger the start of the 45-day lien period.
- Authorize release of hold back after the lien period has expired and assuming no liens are registered on the project. Upon release of holdback, our services on the project will be considered completed.

Our construction review services will consist of the following:

- Chair a construction start-up meeting to review project requirements with the Contractor and Property Management and issue minutes.
- Complete periodic site visits (i.e. 3 days every 2 weeks) to review the work in progress for general conformity with the contract documents. Written site visit reports will be completed and a copy provided to the Contractor and the County of Bruce at the end of each visit.
- Provide site instructions in response to Contractor requests for information.
- Chair on-site construction meetings every 3 weeks with the Contractor and the County's representative.
- Attend the site upon substantial completion to review the completed work. We will prepare a Final Review letter outlining outstanding items. Our site visit at the time of substantial completion will be our final site visit under this contract.

3.0 Overall Assumptions and Constraints

Please note this proposal is based on the following assumptions and constraints:

- We understand that existing architectural drawings are only available for Brucelea Haven.
- Our deliverables consist of: i) one design brief document; ii) one set of elevation render drawings; and iii) one draft and final set of design documents.
- Preparing addenda in response to client requested changes to the scope of work will be completed on a time and expense basis at our hourly rates.
- Attendance at any meetings in addition to those described in Section 2.0, if required, will be charged on a time and expense basis.
- Should separate design contracts be issued for each facility, our pricing is based on the assumption that both projects would run concurrently.
- Applying for and obtaining all Permits for the work will be the responsibility of the Contractor.
- Our scope of services and related fees assume that the Contractor will undertake a quality control program and that construction will proceed in a good and workmanlike manner.
- Our fees for construction review and contract administration services are based on an assumed construction duration of 28 weeks for Brucelea Haven and 24 weeks for Gateway Haven. Should the project duration exceed the weeks estimated above by more than one week (i.e. more than 29 weeks for Brucelea Haven and 25 weeks for Gateway Haven), additional fees for the work will apply. The amount of additional fees shall be \$1,750 + HST for each additional week. Should project be completed 1 week or more ahead of schedule (i.e. 27 weeks or less for Brucelea Haven and 23 weeks or less for Gateway Haven), we will credit back \$1,750 + HST for each week completed ahead of our estimated schedule.

Authorization to Proceed

Date: June 22, 2018 **Project No.:** 900041782.1000
Client: Corporation of the County of Bruce
Submitted By: Peter Mensinga, M.A.Sc., P.Eng.
Project: Brucelea Haven & Gateway Haven - Cladding Design and Tender

I, _____, being a signing authority for _____, hereby authorize the firm of R.J. Burnside & Associates Limited (the Consultant), to arrange for or perform the work described in the Proposal Letter dated June 22, 2018.

I understand that the payment is based on a Fixed Fee and will not be exceeded without my authorization due to a change in the scope of work. Initial beside authorized optional services.

Tasks	Fees
Schematic Design	\$7,000
Design Drawings and Specifications	\$21,600
Tender Services	\$3,900
Total Costs (Excluding Taxes)	\$32,500
Optional: Separate Tender Process for Each Facility	\$2,000
Optional: Brucelea Haven CRCA (based on 28 weeks)	\$58,600
Optional: Gateway Haven CRCA (based on 24 weeks)	\$50,800

By affixing my signature, I understand that the scope of work contained in the Proposal Letter (noted above) is governed by the attached Standard Conditions of Service.

Signature

Date

Position/Title

I have authority to bind the Corporation.

To guarantee the rates and pricing provided in the attached proposal, this ATP must be signed and returned to R.J. Burnside & Associates Limited within 60 days from the date above.

Standard Conditions of Service

Services

The services provided, if not specifically limited by the Client, will be at the Consultant's discretion for acting in the Client's best interest for the type of work requested.

Fees and Expenses

Billing will be in accordance with the fees as outlined in the proposal, plus expenses. Expenses properly incurred in connection with the project will be billed at cost plus an administrative charge of eight percent.

The Consultant will assist in selecting and coordinating other Consultants on Client's behalf. The Consultant does not accept any liability for other Consultants' work and encourage Clients to do their own investigations. Clients are encouraged to request that other Consultants invoice them directly and save the eight percent added administration charge on that expense.

Invoices

Invoices will be submitted on a monthly basis. Interest (1 percent per month of the unpaid amount) will be added to all unpaid balances after 30 days from date of invoicing. If the Client objects to all or any portion of an invoice, the Client shall so notify the Consultant in writing within 14 calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

If the Client fails to pay undisputed invoiced amounts within 30 calendar days of the date of the invoice, the Consultant may at any time, without waiving any other claim against the Client and without thereby incurring any liability, suspend or terminate this Agreement as provided elsewhere in these Standard Conditions of Service.

Changes in Scope

The scope of work identified is based on the Consultant's understanding of the work required to complete the project at the time of this proposal. In light of occurrences or discoveries that were not originally contemplated by or known by the Consultant, the Consultant may be required to discuss with the Client a change in the scope of the project, which may require a revision to this agreement. Should such a situation arise, the Consultant shall identify the changed conditions which make such discussions necessary and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this agreement in order to continue to meet the Clients' needs. If an agreement cannot be reached on the change in scope, the Client agrees that the Consultant has the absolute right to terminate this agreement.

Mediation

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof shall be decided by mediation, unless the parties mutually agree otherwise.

Limitation of Liability

For purposes of limitation of liability provisions contained herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf, and as agent on behalf of its employees and principals.

The Consultant's liability to the Client in Contract and Tort is limited to the total amount of the fee paid for professional services.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

No other party shall rely on the Consultant's work without the express written consent of the Consultant.

The Client will give prompt written notice to the Consultant whenever the Client or his representative becomes aware of any defects or deficiencies in Consultant's work.

Hold Harmless

Burnside's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event the Client later elects to reduce Burnside's scope of services, the Client hereby agrees to release, hold harmless, defend and indemnify Burnside from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

Field Review Services

Where engaged by the Client, the Consultant will provide field review services. It is understood that in engaging the Consultant, the Client recognizes that the role of the Consultant in completing field review is to

ensure conformity of the construction with the identified design. The Consultant does not provide direction to the Contractor on construction methods, nor does the Consultant warrant the Contractor's work - this is the sole responsibility of the Contractor for which the Consultant will not take any liability. Prior to the initiation of construction, the Client and the Consultant will agree on a field review schedule. The Client acknowledges that where a reduced field review schedule is agreed, the Consultant will not be held liable for any work completed by the Contractor for which the Consultant has not been on site to witness conformity with the design.

Governing Law

The laws of the Province of Ontario will govern the validity of this agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this agreement.

Assignment

Neither party shall assign responsibilities without the written consent of the other.

Termination

The Client or Consultant may terminate this Agreement at any time and no further expense will be incurred beyond the time of notice to terminate. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective 14 calendar days after receipt of such notice.

Irrespective of which party shall effect termination or the cause therefore, the Client shall, within 30 calendar days of termination, remunerate the Consultant for services rendered and costs incurred, in accordance with the Consultant's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities.

Suspension

Upon 14-calendar day's written notice to the Consultant, the Client may suspend the Consultant's work. If payment of the Consultant's invoices is not maintained on a 30 calendar day current basis by the Client, the Consultant may by 14-calendar day's written notice to the Client suspend further work until payment is restored to a current basis. Suspension for any reason exceeding 45-calendar days shall, at the Consultant's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and the Consultant, and the Consultant shall be compensated for services performed and charges incurred prior to the suspension date, plus suspension charges.

Suspension charges may include, but shall not be limited to, services and costs associated with putting analyses and documents in order, rescheduling and reassigning personnel and/or equipment and issuing necessary or customary notices to appropriate government boards. Compensation to the Consultant shall be based upon the Consultant's prevailing fee schedule and expense reimbursement policy.

Ownership of Documents

The Client shall be entitled to a copy of all drawings, specifications, designs and documents prepared by the Consultant but shall not use them for any other project. The originals shall remain the property of the Consultant.

Client's Responsibility

The Client will fully disclose all relevant information or data pertinent to the Project, which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.

The Client will give prompt consideration to all requests or documents relating to the project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of his decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the project site as necessary to enable the Consultant to perform his services.

Tax

Any applicable taxes will be added to invoices.



Committee Report

To: Warden Paul Eagleson
Members of the Homes Committee

From: Michael McKeage
Director of Health Services

Date: July 5, 2018

Re: Public Address System for Gateway Haven Request for Funding

Recommendation:

That the total project costs of \$18,577.00 for the purchase and installation of a Public Address System for Gateway Haven be funded by borrowing from the Working Capital Reserve.

Background:

The current public address system in Gateway Haven uses the Fire Alarm System to deliver overhead paging information to staff and residents. A recent assessment by a Fire Safety Specialist determined that the current paging protocols used by Gateway Haven could compromise the fire alarm system if required concurrently. It has been further reported that there are several areas and a number of resident rooms where the fire alarm paging system cannot be heard within Gateway Haven.

The addition of a standalone Public Address system would allow paging to be faster and more effective as messaging could be initiated over any extension on the Gateway Haven phone system. This independent system would avoid any chance of compromising of the home's fire alarm system and resolve the paging coverage issues by eliminating 'silent areas' and the associated risks that emergency calls for assistance could go unheard.

Financial/Staffing/Legal/IT Considerations:

That the net current project costs of \$241,950 for the Nurse Call and Wander Guard system will be increased by \$18,577.00 and that the total cost of \$260,527 to be repaid to the Working Capital Reserve over ten years (10 Years) be approved,

That the Health Services Department fund in their annual budget \$26,053 within the Gateway facility operating budget to repay these monies beginning in 2019.



Corporation of the County of Bruce
Homes

brucecounty.on.ca

Interdepartmental Consultation:

Corporate Services Department - Purchasing Division
Corporate Services Department - Information Technology Services
Department of Health Services - Gateway Haven

Link to Strategic Goals and Elements:

Goal # 2 - Leverage technology.
Goal # 6.- Explore alternative options to improve efficiency and service.

Approved by:

A handwritten signature in black ink, appearing to read 'Kelley Coulter', is written over a light blue horizontal line.

Kelley Coulter
Chief Administrative Officer

Proposal

KR-18-195



27 Albert St. W., P.O. Box 355
Plattsville ON N0J 1S0
Tel. (519) 684-7570
Fax. (519) 684-7205
E-mail: krcomm@rogers.com
Web: www.krcommunications.com

PROPOSAL SUBMITTED TO Gateway Haven	PHONE (519) 534-1113	DATE April 30, 2018
STREET 671 Frank Street	JOB NAME Paging System	
CITY, PROVINCE AND POSTAL CODE Warton, Ontario N0H 2T0	JOB LOCATION Gateway Haven	
ATTN: Heather Penny	REF:	JOB PHONE (519) 534-1113

KR Communications Ltd. would like to thank you for the opportunity to present this proposal to provide a paging system. KR Communications Ltd. to supply, install, program and verify equipment.

Equipment includes:

- (1) TOA Mixer amplifier
- (56) TOA Ceiling speaker
- (56) TOA Back box
- (1) Bogen talkback amplifier
- (112) Speaker rail
- Miscellaneous cable and hardware
- WEEE Fees included

Note: All invoices will be issued by KR Communications Ltd.

HST extra.

We Propose hereby to furnish material and labour – complete in accordance with above specifications, for the sum of:

Eighteen thousand five hundred and seventy-seven dollars (\$18,577.00).

Payment to be made as follows:

Net 30 days from invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance _____

Signature



May 22, 2018

Gateway Haven
671 Frank St, Warton
ON N0H 2T0

Attn: Ron Logan

Re: Fire Alarm System for Paging

Utilizing a fire alarm system as a source of paging is not recommended.

In meeting the intent of the Ontario Building Code and ULC standards, a paging system as part of the building fire alarm system will not be supervised during paging. If a fault occurs on a paging circuit while being used as general paging the fire alarm system will not go into a trouble fault. During this period of fault if an alarm were to occur there is the chance of signals not functioning in the area paging circuit is faulty.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Gary Lavediere
Troy Life & Fire Safety Ltd.
1042 2nd Avenue East,
Owen Sound, ON
N4K 2H7
P: 519-570-7064

[email:gary.lavediere@troylfs.com](mailto:gary.lavediere@troylfs.com)

<http://www.troylfs.com>

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Committee Report

To: Warden Paul Eagleson
Members of the Homes Committee

From: Michael McKeage
Director of Health Services

Date: July 5, 2018

Re: Long Term Care Information Report

Recommendation:

The Long Term Care Information Report dated July 5, 2018 is for information.

Background:

Outbreak at Brucelea Haven

Overnight and into the morning of Saturday, June 16th, Brucelea Haven identified 6 residents with two or more symptoms of gastroenteritis. The Bruce County Homes Standard Operating Procedure for outbreak management was followed and the Grey Bruce Public Health Unit determined that day that the home was to be in confirmed outbreak. Only the Special Care Unit was closed and all protocols were implemented including daily meetings of the Outbreak Management Team (all managers and all nurses on shift) and daily reports to the Director of Health Services. Extra staffing was added in the affected unit and extra cleaning was initiated immediately. Several other best practices were applied daily until the outbreak was determined to be over on Saturday June 23rd. Throughout the eight days of the outbreak, eleven residents were affected as well as nineteen staff. An evaluation will occur to determine whether any further improvements can be made to the Standard Operating Procedure.

Nurse Call and Wander Guard System - Gateway Haven

On May 10th an on-site meeting and tour with KR Communications occurred. Gateway Haven's operational plan received approval from the MOHLTC which emphasized there will be no loss of services to the residents, the old call bell system will work in conjunction with the new until completion. The plan is to install the new phone system first. It has been determined in consultation with our IT department and our contracted Fire and Safety companies it is not advisable to use the fire panel system as a P/A system. We will be seeking council approval



for additional funds to include a P/A system for resident safety which still maintains KR Communications as our lowest bid. This project was presented to our Resident Council and family council in June's meetings.

Financial/Staffing/Legal/IT Considerations:

There are currently staffing implications resulting from the shortage of PSWs in Ontario.

Interdepartmental Consultation:

There has been internal departmental consultation in the preparation of this report from Gateway Haven and Brucelea Haven.

Link to Strategic Goals and Elements:

Goal # 1 - Develop and implement tactics for improved communications

Goal # 2 - Leverage technology

Goal # 6 - Explore alternate options to improve efficiency and service

Original Draft of Report Prepared By:

Willy Van Klooster, Administrator, Brucelea Haven

Heather Penny, Administrator, Gateway Haven

Approved by:

Kelley Coulter

Chief Administrative Officer