

Capital Expansion Committee Meeting Minutes

Date: November 10, 2023

Time: 10:00 AM EST

Attendees: Dominic Noel, Terry Scott, Debbie Graystone, Ryan McLeod and Ashley Gearing

Absentees: Doug Abbott, Charline Smith

Items discussed as follows:

1. Lease agreement was reviewed by Steven Shoemaker from Wishart Law Firm. The recommendations were reviewed and confirmed with insurance. One minor edit to the lease was made regarding the length of time if we were delinquent on our rent that the landlord would repossess the estate.
2. The lease has been signed by Terry. If the lease conditions are waived by the clinic within 30 days then we will be able to apply the \$5000 dollar deposit towards the first rent payment. If the conditions are waived by the clinic within 60 days \$2,500 of the deposit can be applied to the rent payment. If the conditions are not waived within 60 days the entire \$5000 deposit is forfeit. If the conditions are not waived on or before April 31, 2024 the lease will be considered null and void.
3. Charline has advised the next steps in terms of the process is to get a Class A Assessment on the selected site. The architects advised that a detailed design drawing would need to come before the Class A assessment. Juli and Jeanette from IDEA advised that they will submit a proposal for the next steps within a week. Once this phase is complete the Class A assessment can be completed by a third party. This process can take 8-12 weeks and to budget approximately \$15,000-25,000 for this assessment.
4. Dominic and Charline will be contacting the Ministry Rep. Michelle regarding access to the implementation grant to help pay for the next steps.
5. A question was raised by Terry on whether we would be penalized by the Ministry if we do not go to tender for the design phase and just continue with IDEA. Dominic will review this with Charline.
6. Dominic will wait to advise the other potential sites that they were not selected until we have the funding for the next steps from the Ministry.

Next steps:

1. Receive proposal from IDEA for the design phase.
2. Dom will follow up with Charline regarding the going to tender for the next step.

Next meeting: December 8, 2023 at 10:00am