

## Capital Expansion Committee Meeting Minutes

**Date:** December 8, 2023

**Time:** 10:00 AM EST

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

**Absentees:** Doug Abbott

Items discussed as follows:

1. Main topic of today is the current/next steps in regards to the process of the capital expansion project.
2. Charline advised we are on step 8, which is the last step before things go to the Ministry and then on to the next phase of the Ministry which will provide the funding.
3. Charline advised that the Ministry will be asking for rationale for things along the way due to the increased cost of the overall project mainly due to inflation. Charline advised that Dominic and her will need to remain in communication regarding the narratives for the rationale.
4. Charline confirmed that once the each of the levels of government have been gone through then next step is tendering.
5. Charline explained that there is a summary sheet that the Ministry will send when they are ready to move the project along. Then we will need to account for the Planning Grant funding to be moved into the Implementation Grant. Then letters of attestation is required which Charline thinks IDEA will help with this.
6. Charline and Dominic will put some pressure on the Ministry Rep Michelle to help with moving the project along so that the clinic isn't paying more for keeping the site off the market.

Next steps:

1. Submit the next step of the spreadsheet to the Ministry.
2. Pressure on the Ministry Rep to help move the approvals along once Charline is ready for submission of the next step of the spreadsheet.

Next meeting: January 12, 2024 at 10:00am