

## Capital Expansion Committee Meeting Minutes

**Date:** November 4, 2022

**Time:** 9:00 AM EST

**Attendees:** Debbie Graystone, Lil Silvano, Dominic Noel, Charline Smith, Doug Abbott

**Absentees:** Terry Scott

Items discussed as follows:

1. Brief discussion regarding Ministry of Health (MOH) updates. Ministry Rep has confirmed that the submission for increase on of operational funding has been reviewed and moved on to the next stage. Dom will reach out to the Ministry Rep for additional updates by the end of January 2023.
2. Ministry rep discussion with Charline – should stick with the original request \$50,000 increase to operation funding to avoid further delays. The Ministry is planning (nothing official yet) to role out an increase in operational funds to combat the inflation costs.
3. Discussion with the IDA representative – Dom advised that the clinic is unable to move forward with the partnership but would still like them to advocate on our behalf for the Market Mall location for our clinic. Dom was able to meet with the landlord at the Market Mall and negotiations for the rent fees were discussed. The costs would be \$17.50 per sq ft. Dom looking for recommendation from Committee whether of not to move forward with a scope analysis for this new location. Pros and cons of this reviewed. Pro - Moving forward with the scope analysis would show concrete interest in the space to help reduce the risk of losing space. Con - We could lose space anyway because we are on the Ministry's timeline thus "wasting" more of the capital expansion grant funding. Charline advised that in her past experience the process for capital expansion has changed for some. This was discussed and it was determined that the Committee would wait on deciding until Charline is able to review process with Ministry Rep as well as continuing to advocate for a quick response from the Ministry on the increased operational funding request to avoid losing an additional space. Scope analysis costs approximately \$3000-\$5000. Charline will try to get back to Committee by end of the day if Ministry Rep is available. Email correspondence between the Committee members to make the final decision on moving forward with the scope of analysis for the Market Mall location.
4. Women's Health Clinic discussion – Ministry Rep recommended to have both applications in parallel but not combined. That way if one has a negative outcome then it will not affect the other. This application/proposal is in final draft stage, and this will be discussed further at the next board meeting for approval prior to submission. The final draft will be resent to the committee members. Additional 800 sq ft would be available at the Market Mall location. Landlord is willing to write in the contract a "first right of refusal" for any adjacent space.
5. Dom has reached out to Pharma RE: additional funding supports and will be discussing this further with Lil as she has had previous experience in this area.

Next meeting: December 9, 2022 at 9:00am.