

Capital Expansion Committee Meeting Minutes

Date: March 8, 2024

Time: 10:00 AM EST

Attendees: Dominic Noel, Terry Scott, Charline Smith, Ashley Gearing, Doug Abbott, Ryan McLeod, and Valarie

Absentees: Debbie Graystone

Items discussed as follows:

1. Charline provided an update regarding progress in the capital expansion project. Our ministry consultant has been discussing more about the Queen Street location. It has been approved at this time. We would work with IDEA to hire someone from southern Ontario as a third party Cost Quantity Surveyor. Looking for building assessment report on Queen Street site. If there is asbestos, we have covered those costs for remediation. Jeanette will be reached out to about these items.
2. Cost per square for shell and cost per square foot for renovation. They thought it was combined in the template. Charline will consult with experts to clarify these requests. Operating Cost increases regarding rent. They want to know if it has been considered yet in the budget. It is not necessary to through a tendering process for the third party cost quantity surveyor. However, the architect will require a tendering process. The Ministry will provide a final pot of funds for the implementation grant. Some calculations will be need to deduct the planning grant from the total. Architect is included in the implementation grant.
3. Dom getting an additional \$25,000 one-time payment from the Ministry. Funding for the current fiscal year that needs to be spent. As well as 25,000 for 2024/2025 fiscal year as well. Future funding is unsure currently. Unable to recommend looking for another location if no additional ongoing funding. Offer of \$10,000 for lease on the Queen Street building an option. There needs to be approval from the ministry to do so. Is \$25,000 significant enough to pay higher rent? Would need to reduce square footage from 6,000 to 5,500.
4. Safety at the time of conception was not a consideration and since the increase in safety concerns within the area it has become a greater consideration. There is a possibility of security could be a discussion. An agreement with the City Hall may be an option. However, the increased costs and safety concerns may be addressed with a subsidy from the city.

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5. Discussion on whether to move forward without the guarantee of increased funding. Dom will discuss this with the Board of Directors. Change of venue will be able to be worked out through Charline and she said previously she was successful in this situation. Dom to request to the ministry from operation fund and transfer to planning grant instead. Dom will speak with local rep about the funding to see if it is ongoing. Then he will address the Board of Directors with the options for capital expansion. Dom will provide the numbers to the Board of Directors. He will let the board know within the next week this information.
6. An option to purchase the building was proposed. Further discussion with the Board of Directors and the Ministry representative would need to be had to explore this decision in the future.

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