

Capital Expansion Committee Meeting Minutes

Date: July 19, 2024

Time: 10:30 AM EST

Attendees: Dominic Noel, Terry Scott, Ryan McLeod, Debbie Graystone, Charline Smith, Doug Abbott and Valarie Alliet

Absentees:

Items discussed as follows:

1. Dominic provided an update on the Queen Street location. He informed the committee that he had met with IDEA to discuss the United Way location. BTY has been engaged to do a cost assessment for this location and the expected time frame is about 10 business days.
2. The clinic is waiting for quotes on the HVAC and the Asbestos abatement as IDEA is reaching out to a few options of vendors for these items.
3. The Queen Street location no longer has a temporary lease and after a discussion with the real estate agent the clinic advised him that we would not be paying again. However, the class C is still ongoing for this site and there is still interest in pursuing this space as a potential location.
4. Dominic informed the committee that the clinic is pursuing a second location, formerly the Re-Store on Second Line. This location is 10,000 sq. feet but the landlords are willing to divide this up and the clinic has a temporary agreement for 5,500-6,000 sq. feet.
5. The initial cost would be \$13 per sq. foot all inclusive. Dominic is still in negotiations with the landlords as they are requesting if there is an increase in maintenance costs that they could recoup the costs from the clinic. Dominic is still working to get them to agree to an all-inclusive agreement. Dominic informed the committee that he would send a copy of the email to the board of directors for review in September.
6. IDEA has started their scope analysis for the Re-Store location, and he anticipates reviewing the drawings next week and once approved Charline will talk with the ministry about this location. Since this location ticks more boxes than the Queen Street location, Dominic is optimistic that this location will become the front runner and approved by the ministry.
7. Charline informed the committee that running the two locations concurrently is still the best course of action and this way they can approve the financial allocation for renovations. If the approval is enough for either location, then this allows for the clinic to choose the option that best meets their needs.
8. Dominic provided an update on the initial grant. There is currently about \$80,000 remaining in the account. He provided an estimate of \$30,000 to \$35,000 cost for the Re-Store location to meet where the clinic is in the process with the Queen Street location now. This will bring the clinic down to \$32,000 left in the account for the future costs for the capital expansion project. Charline will talk to the ministry representative to see if there is a way to expedite the process and reduce the timeline for this second location.

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9. Dominic provided the top 4 reasons why the Re-Store location is the preferred option:
 - a. Parking: The parking for the Queen Street location would require patients to park across the street at the GFL where the Re-Store location offers parking directly out front of the clinic.
 - b. Central location for the Re-Store and it is also on a bus route for ease of access. There is a bus stop in front of the Re-Store location.
 - c. The Re-Store location is one level with wheelchair accessible entrance.
 - d. The security is greatly improved at the Re-Store location as it is not central to downtown, and the staff would not have to exit into the back alley on late clinic nights. This reduces the security risk.
10. Since this location ticks more boxes for the ministry and is preferred by the staff Dominic believes that this option is worth spending the money and effort on.
11. The committee agreed to pursue both locations.

Next meeting: August 9, 2024, at 10:00am