

<p>SCM Local Planning Committee Minutes July 6, 2016 @ 10:30 am – AGH Boardroom</p>

In Attendance (x)	x	Merv Anthony	x	Tim Mitchell
	x	Fern Morrissette	x	Lee-Anne St. Jacques
	x	Paul Chatelain	x	Micheal Shea
	x	Suzanne de Laplante	x	Diane Stringer
	x	Gilles Forget	x	Neil McVicar
Roles and Responsibilities	Chair/Facilitator: Diane Stringer Minute-taker : Suzanne Gadoury			

1. Additions to the agenda: none
2. Approval of the agenda
3. Approval of minutes
4. Business arising from the minutes
 - 4.1 None
5. New Business
 - 5.1 Roles & Responsibilities of this Committee
 - Diane has been given the responsibility of heading the planning committee
 - She presented the draft Terms of Reference and the objectives of the committee
 - Terms of Reference should define what the manor should represent not just in terms of physical building
 - 5.2 List of items required for the new facility
 - A place of worship and palliative room which are not funded in the new building on the capital side
 - Respite bed and two infirmary beds are not funded by the ministry
 - Needs are: activity room, rehab room, hairdressing salon, place of worship, larger rooms, palliative room, one dining room with staggered meal times for high-functioning vs low-functioning clients
 - Criteria for entrance to LTC is being 18 years of age and requiring care 24 hrs/day
 - Purple Palace Cambridge Apartments are connected to the manor; this link is not being used presently; suggested that it be reconnected to the new building; the link should be flat (no stairs or chairlift)
 - CDSAAB is receiving funding for rebuilds and repairs; now is a good time to submit a proposal for funding

- Carole Boucher of Ministry of Mines and Development should be asked to be part of this committee
- Manor redevelopment ideal plan would be to build a “village” providing 10 assisted living beds, 69 LTC beds, 1 private Alzheimer’s room
- Discussed need to offer beds for developmentally challenged individuals who often wind up in hospital due to lack of other options

5.3 Expression of Interest

- Neil is preparing the expression of interest: Option A - 69 bed unit which will be the minimum to be provided and Option B – 69 LTC beds plus 10 assisted living beds
- Consider making the purple palace an assistive living building; this will create revenue
- There’s not enough land to rebuild entirely; residents must have a place to live during construction; the existing manor is slated for demolition after the new manor is built
- Once expression of interest has been submitted, it will take at least 2 months before the tenders come back with a proposal/design; looking at starting project next spring
- As the project advances, there are stop points where we must report to the Ministry which will cause delays in construction
- We could go to tender if we provide our own design
- The expression of interest allows the contractor to provide funding to cover the gap in ministry funding and fundraising dollars
- Diane will coordinate with Neil to work on the expression of interest

5.4 Fundraising/Advertising

- Advertising is being prepared; publishing dates to be determined
- Need to fundraise at least \$40,000 per year; will also approach neighbouring communities
- Diane will send an update to the local newspapers

5.5 Schedule of meetings

- In person every two weeks at the beginning and via teleconference from time to time
- Suggest preparing a meeting schedule so that members know the dates ahead of time

5.6 Finances

- Gail Waghorn and Paul are working on the numbers

6. Round table/other items

- Gilles: suggests having a public forum to discuss the process; suggests scheduling a fundraising meeting soon

7. Meeting adjourned @ 12:00 p.m.

8. Next meeting: end of July / beginning of August 2016