

Executive Director's Report

March 2017

1. Residents

- a. Currently 2 residents in the hospital. 2 more residents have been placed in long term care
- b. 1 resident passed away, 1 former resident passed away.

2. Staff

- a. 3 applications received so far for the Finance Officer position
- b. One staff on short-term leave with a broken arm
- c. One staff off for two weeks for a minor surgery

3. West Wing Sprinklers

- a. Project has begun with the contracting of MPM Project Management, who will lead the design, tendering, and implementation of the project.
- b. Sprinklers will be put in all of the un-sprinklered areas in the West Wing.
- c. Project completion date is TBD, but hopefully by the end of the summer

4. Phone System Upgrade

- a. Working with Telus Business Connect on a quote for a system upgrade to our phone system. Our current system is a Centrex system, and is quite old. Getting any technical support is expensive and cumbersome because virtually no one services it anymore.
- b. The current system also provides little flexibility, and our nurses in the evenings/nights have some real difficulty managing the phones while on the floor.

EXPANSION

5. Expansion Feedback

- a. Attached to the email is the complete summary of the feedback from residents, staff, and community members.

6. Budget

- a. Cormode & Dickson is working on the preliminary budget for the current concept
 - i. At this point, the budget will be based mostly on building size and location. Lots of work to do yet to refine the budget based on future decisions on finishes, interior design, suite layout, etc. All those decisions will fine tune the budget, but this preliminary step will help us understand if we are in the right ballpark.

7. Development Permit

- a. We met with the development office for a 'pre-application' meeting, which gives us an opportunity to meet with development officers and get a sense of whether we are on the right path with the concept, and if there are any major flags that we will want to know about. The meeting went well, and there were no black flags. But, there is some work to do around the height variance and definitions of the population that will be in the building
- b. **Discussion : We need to decide on whether we continue with the 37 2-bdrm & 7 1-bdrm concept, or do we move forward with a 29 2-bdrm & 19 1-bdrm split.**
- c. **Motion for the Board to consider: 'Approve \$8,500 for the development application fee'**
 - i. Once the development permit is applied for, we will see the budget for the next steps start to come together. I will send an update on Monday with where the financing discussions are at with the bank. Once Cormode's preliminary budget is reviewed AND the development permit application is submitted, we will discuss continuing the next step, which is the building permit drawings. Anticipated fees for this scope of work are as follows:

- BR2 Phase 4 Construction Documentation - \$173,880.00

- Structural Engineering - \$ 70,000.00
- Mechanical Engineering - \$ 49,000.00
- Electrical Engineering - \$ 35,000.00
- Civil Engineering – \$15,000.00

Obviously, this is the first big spend, so we will wait to see how the next few weeks develop before we need to have this discussion. Please don't hesitate to call me if you have any questions!