

Integrated Facility Project

CWR/CHI/PACC

Meeting of the Steering Committee

MINUTES

Monday, October 27th, 2008

8:30 a.m. at City Hall

Present: Peggy Clark, Len Fowler, Sandy Wightman, Darrell Zbeetnoff, Laurie Gould, Rita Clarkson, David Mitchell

Guest: Kevan Tisshaw

1. Laurie introduced Kevan Tisshaw, consultant hired to complete the Service Model. Kevan went through the report entitled Service Model Principles and Design Discussion followed the presentation.
 - Performance Measures and outcomes needs to be a part of the model.
 - Laurie indicated that i-connect Phase I – II should stay where they are on Vine Ave. and CHI will be for Cardiac Rehab Phase III/IV and other programs as outlined in the Service Model.
 - Kevan spoke to the importance of a lobby / gathering space
 - Len indicated that the Operating Agreements need to be completed
 - The Service Model was accepted but Kevan was directed to complete an Executive Summary and to incorporate the PACC into the document. The Final document should be circulated by email
2. PACC requested clarification related to the construction manager model
 - DP Explained why we are going with the construction manager model and explained that that was agreed to earlier by the group.
 - PAHCHF and WRSS Foundation: agree we need to proceed with the construction manager model
 - Construction Manager selection process
 - 16 submissions
 - 2 short listed
3. Next Steps The next steps are to finalize the Service Model as soon as possible and to contract Kevan Tisshaw to complete the Operating Model agreements The City will work with Laurie Gould on that contract.
4. Copy of Contribution Agreement PACC has requested a copy of the signed Contribution Agreement– PC to distribute

Next Meeting Date is Thursday November 13th at 8 am at City Hall.
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