

Expected to attend:

Keerthana Rang
Nedra Rodrigo
Siva Vimalachandran
Neethan Shan
Vithu Ramachandran
Dr. Lambbotharan
Dr. Santhakumar
Pamela Kethees

Absent with Regrets:

1. Call to Order

2. Approval of Agenda

MOTION

Moved: Rang

Seconded: Kethees

BE IT RESOLVED THAT the Agenda be approved as presented.

MOTION CARRIES.

3. 2020/2021 Milestones discussion

Vimalachandran revised and reviewed expected milestone dates based on the impact of COVID-19.

a. ICIP Funding Application Review Timeline (By Fall 2020)

Currently under review process.

b. CreateTO – municipal approvals on project location (October 5/27)

Expecting to receive the draft summary terms of the lease for review by next week.

c. Charitable Status designation (2021)

Committee discussions/decisions will be required to advise on certain sections of the form.

Rodrigo and Vimalachandran will work on the application.

d. Governance Structure Consultations (2021)

Board will begin process after Land Lease with City and Ultimate Recipient Agreement with Province is executed (pending funding approval).

e. Programming Consultations (Phase 2) (Discussion)

Vimalachandran outlined the need for a Phase 2 consultation to better understand the programming needs for the building from the community. Vimalachandran will prepare the draft survey for review.

f. Student Staff (Sept 2020 – December 2020)

i) Staff work schedule/work load

Rodrigo, Shan and Ramachandran reviewed the work-load for the three staff that were hired through the Canada Summer Jobs program.

ii) Supervision

Staff will be supervised by Rodrigo, Shan and Ramachandran.

iii) Payroll administration

Start date is September 14. Payroll needs to be remitted monthly to the CRA. Will need to notify the CRA in January to close the payroll account if we will not have staff past December. T4s need to be issued by February 28, 2021. ROEs need to be issued within 5 days of their last day of employment.

Ramachandran to oversee payroll administration.

4. Communications Plan for Project Location/Funding Announcement (Pending approval)

Rang provided an update on the release of communications pending approval date confirmations.

5. Other

a. Outreach Meetings: Update meeting with Gary – tentative for September 17 evening.

b. Meeting frequency

Committee will begin meeting bi-weekly.

c. Next meeting

6. Adjournment

MOTION Moved: Rodrigo

Seconded: Shan

BE IT RESOLVED THAT the meeting be adjourned.

MOTION CARRIES.