

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BUILDING COMMITTEE MINUTES

January 13, 2016

1:00 pm

1.0 **CALL TO ORDER AND ROLL CALL**

The Township of McNab/Braeside Building Committee meeting was called to order at 1:15 p.m.

Present: Lindsey Parkes, CAO/Clerk
Angela Lochtie, Treasurer
Ryan Frew, Director of Public Works
Chris Vereyken, Chief Building Official
Tom Peckett, Mayor
Brian Armsden, Deputy Mayor (called in)

2.0 **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest declared at this time.

3.0 **ADOPTION OF AGENDA**

Moved by Angela Lochtie, seconded by Lindsey Parkes, **THAT** the agenda dated January 13, 2016 be adopted as submitted and circulated.

CARRIED.

4.0 **DELEGATIONS AND PRESENTATIONS**

Nil

5.0 **GENERAL INFORMATION ITEMS**

- a) Types of Construction Project Delivery – Canadian Handbook of Practice for Architects

Mr. Frew discussed the different types of construction project delivery from the Canadian Handbook of Practice for Architects.

- b) Financial Considerations: Upcoming Building Projects – Angela Lochtie, Treasurer (January 11, 2016).

Ms. Lochtie discussed different debt levels that the Township could enter into and what the threshold was for each. The Committee indicated that it would be preferred to stay in the bottom third of the medium threshold when taking the McNab Centre Park and White Lake Park into consideration. Ms. Lochtie also noted that the only option for grants would be a recreation component or combined municipal office/recreation space.

6.0 BRAESIDE GARAGE and SAND/SALT SHED

6.1 UNFINISHED BUSINESS

NIL

6.2 NEW BUSINESS

a) Review scope of work

A review of the scope of work is required as there has been separate discussions made with the designer with regards to cost saving measures. A clear understanding of the items to be included in the tender is to be determined.

The Committee decided that the fence around the Braeside Garage and sand/salt shed is not necessary as well as paving the secondary access from the Braeside RA Centre. The Committee agreed that a gate should be installed across the secondary access. Otherwise the plan as presented was deemed acceptable by the Committee.

The Committee discussed the heat source options for the garage and the Braeside RA Centre, to which Mr. Frew advised that Greenview Environmental was looking into the cost of having the natural gas line installed as that was the Committee's top choice for heating. If a new natural gas line is to be installed to the garage, it should be of sufficient size to service the Braeside RA Centre in the future.

b) County of Renfrew Entrance Permit

A requirement for the chosen site location is that an entrance permit is to be obtained from the County of Renfrew. A key component of the entrance will be if the entrance is to be changed into travelled public road in the future as this can change the design of the entrance.

The Committee discussed that they do not believe this entrance will be used as a public road. The Committee decided that the access from River Road is to be designed as an entranceway.

7.0 MUNICIPAL OFFICE BUILDING

7.1 UNFINISHED BUSINESS

NIL

7.2 NEW BUSINESS

- a) Design and Construction method
 - a. Prior to commencing work on an RFP a design and construction method is to be selected (i.e Traditional Design/Construction, Design/Build, etc.).
 - b. Determined if a separate contract to provide a conceptual design and Class 'D' Budget is required.
- b) Building Location, Scope and Construction Budget
 - a. As part of the RFP process the building location, scope of work (i.e. size of building, features to be incorporated, etc.) and the construction budget is to be determined.

The Building Committee decided that the best approach for the Municipal Office Building would be the Design-Bid-Build approach with provisions for conceptual design with estimated costs to be provided. Once the conceptual design has been provided, the Building Committee will present the design and estimated costs to Council for review and comments. As there is money set aside in the budget now for the design, the Committee decided that it should be started.

The Building Committee discussed the scope of work and decided that the municipal office design would be a completely separate design than the Braeside and White Lake Recreation Centres so that the project is not so large that it restricts who can bid on it.

The Committee discussed the potentially significant cost in developing the site for the Municipal office. Mr. Vereyken indicated that deciding whether a recreation centre was going to be built as part of the municipal building is necessary sooner rather than later because it would affect the size of the parking lot as well as the septic tank and drainage.

The Committee decided that it would be best for the design and cost estimate to include the recreation centre so that Council can decide if they wish to go ahead with it once they see what it will actually cost. Ms. Loctie indicated that the only opportunity we would have to receive grants would be if the recreation centre portion of the building was built. The Committee agreed that they would like to see the design include the recreation centre, but

that the design include an option to remove it from the design should Council decide it was too expensive to pursue.

The Committee is unaware if the Arnprior McNab/Braeside Archives require space in the new building.

The Committee would like to keep the option of having a daycare at the building.

Ms. Parkes is going to speak to the Emergency Management Coordinator as to the specific requirements the building must have to be prepared for an emergency.

The Committee discussed the option of having the public gallery in the Council Chambers being extended into the front entryway by sliding doors.

The Committee agreed that a fire proof vault was required, however, the size of the vault is to be determined.

The Committee decided that the Emergency Management Coordinator, Recreation Programs Officer, Fire #2 and administrative assistant could have cubicle space instead of offices.

There may also be some further discussion regarding the growth.

8.0 **NEW BRAESIDE RECREATIONAL CENTRE**

8.1 **UNFINISHED BUSINESS**

NIL

8.2 **NEW BUSINESS**

- a) Design and Construction method
 - a. Prior to commencing work on an RFP a design and construction method is to be selected (i.e Traditional Design/Construction, Design/Build, etc.).
 - b. Determined if a separate contract to provide a conceptual design and Class 'D' Budget is required.
- b) Building Location, Scope and Construction Budget
 - a. As part of the RFP process the building location, scope of work (i.e. size of building, features to be incorporated, etc.) and the construction budget is to be determined.

The Building Committee decided that the best approach for the Braeside Recreation Centre would be the Design-Bid-Build approach with provisions for conceptual design with

estimated costs to be provided. Once the conceptual designs have been provided, the Building Committee will present the design and estimated costs to Council for review and comments.

The Committee decided they would have the design completed for the Braeside Recreation Centre first, and once built they will decide if the same design, or similar design could be used for the White Lake Recreation Centre as well.

The Committee agreed that if possible, it would be best to keep the current Braeside RA Centre open while the new one is being built, however, if the new building is to be built where the existing building is, it would have to be demolished and closed while the new building is being constructed.

When demolishing the old building, Mr. Frew suggested that the contract could specify that materials had to be recycled, if possible.

Mr. Frew also indicate that protecting the rink while demolishing the current building may be difficult and expensive. Mr. Armsden indicated that both the rink and the building could be demolished during the summer months and rebuilt in a different location.

Mr. Armsden had to leave the meeting at this time (3:40 p.m.)

Ms. Lochtie advised that more parking is required at the Braeside Recreation Centre.

If the building is demolished during the summer months, it was suggested that portable toilets be rented for the public to use while playing baseball.

Ms. Lochtie advised that the decision to have a recreation centre built as part of the new municipal office will influence the size of the new Braeside RA Centre. Therefore the office should be designed first so the costs can be reviewed and a decision can be made

Mr. Frew advised that he had obtained enough information to prepare draft costs for the office building.

9. **NEXT MEETING**

February 2, 2016 – 1:00 p.m.

10. **ADJOURNMENT**

Moved by Chris Vereyken, seconded by Angie Lochtie, **THAT** this meeting of Council adjourn at 4:00 p.m. **CARRIED.**