

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BUILDING COMMITTEE MINUTES

March 1, 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 1:12 p.m.

Present: Ryan Frew, Direction of Public Works (Meeting Chair)
Lindsey Parkes, CAO/Clerk
Angela Lochtie, Treasurer
Chris Vereyken, Chief Building Official
Tom Peckett, Mayor
Mandy Cannon, Recording Secretary

Absent: Brian Armsden, Deputy Mayor, with regrets

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 Lindsey Parkes, seconded by Tom Peckett, **THAT** the agenda dated March 1, 2016 be adopted as submitted and circulated.

CARRIED.

4.0 **DELEGATIONS AND PRESENTATIONS**

Nil

5.0 **ADOPTION OF PREVIOUS COMMITTEE MEETING MINUTES**

5.1 January 13, 2016

5.2 February 2, 2016

Moved by Tom Peckett, seconded by Chris Vereyken **THAT** the minutes of the January 13, 2016 and February 2, 2016 Building Committee meetings be adopted as submitted and circulated.

CARRIED.

6.0 GENERAL INFORMATION ITEMS

- a) NIL

7.0 BRAESIDE GARAGE and SAND/SALT SHED

7.1 UNFINISHED BUSINESS

- a) County of Renfrew Entrance Permit
Entrance requirements have been received from the County and incorporated into the tender package.

Mr. Frew explained that once a contractor has been selected, that contractor will have to provide detailed information pertaining to the entrance permit to the County of Renfrew for review and approval.

7.2 NEW BUSINESS

- b) Property Owner concerns regarding entrance to the site
A neighbouring property owner raised several concerns regarding the proposed entrance to the site and is looking to have several issues addressed.

The Building Committee discussed the concerns and Mr. Frew will reply to the property owner and advise that should specific work be required at the site that could cause vibrations, a pre-inspection of the neighbouring homes will be completed (by a third party professional) prior to any work commencing that could damage the foundation of said homes. Mr. Frew will further advise the concerned property owner that should Council feel it is necessary once the construction of the Sand and Salt Shed is complete, a gate will be installed at the entrance. As for the need for a noise barrier, that will have to be determined once the site is being used.

8.0 MUNICIPAL OFFICE BUILDING

8.1 UNFINISHED BUSINESS

- a) Scope and Construction Budget
 - a. As part of the RFP process the, scope of work (i.e. size of building, features to be incorporated, etc.) is to be determined.

The Building Committee is concerned that the staff area of the new municipal office building will not be large enough for expected staff growth based on the feedback they received at the previous PAC meeting, which could potentially create the need to renovate the building within the first twenty years of its construction. Ms. Lochtie is

to prepare a report to be presented to the Planning Advisory Committee at their meeting on March 8, 2016, showing the size comparison between the current municipal office building and the proposed size required for the new building, which will be approximately double the current size. Once the size of the building has been approved by Council, the tender can go out. In order for construction to begin in 2017 the tender will have to go out within the next couple of months.

8.2 NEW BUSINESS

- a) NIL

9.0 NEW BRAESIDE RECREATIONAL CENTRE

9.1 UNFINISHED BUSINESS

- a) 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 will be obtaining feedback from the Recreation Committee in regards to their “wish list” for future recreation space. Once feedback is received from the Recreation Committee, the Building Committee will provide that “wish list” to Council for feedback. Council will then have to advise if there will be a central recreation space as part of the new municipal office building before the Building Committee can go any further with the scope of work for the new Braeside RA Centre.

9.2 NEW BUSINESS

- a) NIL

10. NEXT MEETING

The next Building Committee Meeting is scheduled for April 5, 2016 at 1:00 p.m.

11. ADJOURNMENT

Moved by Angela Lochtie, seconded by Tom Peckett, **THAT** this meeting of the Building Committee adjourn at 2:17 p.m.

CARRIED.