

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BUILDING COMMITTEE MINUTES

April 13, 2016

2:00 pm

1.0 **CALL TO ORDER AND ROLL CALL**

The Township of McNab/Braeside Building Committee meeting was called to order at 2:10 p.m.

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

Absent: Angela Lochtie, Treasurer

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 April 6, 2016 be adopted as submitted and circulated.

CARRIED.

4.0 **DELEGATIONS AND PRESENTATIONS**

Nil

5.0 **ADOPTION OF PREVIOUS COMMITTEE MEETING MINUTES**

5.1 March 1, 2016

Moved by Lindsey Parkes, seconded by Chris Vereyken, **THAT** the minutes of the March 1, 2016 Building Committee Meeting be adopted as submitted and circulated.

CARRIED.

6.0 GENERAL INFORMATION ITEMS

NIL

7.0 BRAESIDE GARAGE and SAND/SALT SHED

7.1 UNFINISHED BUSINESS

NIL

7.2 NEW BUSINESS

- a) Recommendation for tender award as received from Greenview Environmental Management.

Mr. Frew advised that Council approved the intent to award the contract to Argue Construction Ltd. He further advised that he will be obtaining a quote from a 3rd party to inspect the neighbouring properties for the existing state of their foundation prior to rock removal at the driveway. If the quote is satisfactory, the work will proceed.

Ms. Lochtie joined the meeting at this time (2:22 p.m.).

8.0 MUNICIPAL OFFICE BUILDING

8.1 UNFINISHED BUSINESS

- a) Scope and Construction Budget
 - a. Staff direction from Council.

Mr. Frew advised that Council directed staff to proceed with the RFP for the design of the new municipal office building and central recreation space. Mr. Frew advised that it will be important to include information in the RFP that the central recreation space may not proceed at the same time as the municipal office building therefore the design should show such spaces as the mechanical room in the municipal office space and not the recreation portion of the building.

- b. Review of space requirements.

Mr. Armsden provided the Building Committee with his suggested revised measurements for the new municipal office building that would have the square footage in the range that Council directed and he explained his logic for each amendment. The changes the Building Committee agreed on are as follows:

- Reduce Planner office from 200 square feet to 130 square feet
- Remove Cubicles #9-#12
- Increase each cubicle size from estimated 60 square feet to 64 square feet
- Reduce lunchroom size from 450 square feet to 225 square feet
- Reduce the size of the conference room from 400 square feet to 300 square feet
- Reduce the size of the lobby from 1000 square feet to 625 square feet
- Reduce the size of the Mayor's office from 200 square feet to 130 square feet
- Reduce the corridor size of the public space from 30% to 15%

With these changes made, the overall square footage requirements would be estimated between 8,000-9,000 square feet.

8.2 NEW BUSINESS

- a) Feedback from Recreational Committee regarding Central Recreational Space.

The Building Committee reviewed the feedback from the Recreation Committee and agreed that the feedback should be brought forward to the May 3, 2016 Regular Council Meeting for direction.

Mr. Frew advised that Greenview Environmental has advised that as the design for the Municipal Office Building is outside of their scope, they have offered their services to act as an advisory role for the Township at this time they are seeking feedback as to whether that is a service the Township would be interested in. Ms. Parkes is going to invite Greenview Environmental to attend at a future Building Committee meeting to present their offer to the rest of the Committee and to answer any questions the Committee may have.

- b) Parameters for design RFP.

Brian Armsden left the meeting at this time (4:01 p.m.).

The Building Committee reviewed some aspects of the draft RFP for the design services of the municipal building and recreation services. It was stated that there should be emphasis on accessibility and energy efficiency. The Building Committee agreed that this matter should be brought forward to the Planning Advisory Committee for further direction. The Building Committee also discussed the importance of knowing if the central recreation space is being built before the Braeside RA is designed as the size of the Braeside RA will be influenced by whether or not the central recreation space is being built.

9.0 **NEW BRAESIDE RECREATIONAL CENTRE**

9.1 **UNFINISHED BUSINESS**

a) NIL

9.2 **NEW BUSINESS**

a) NIL

10. **NEXT MEETING**

The Next Building Committee Meeting is scheduled for May 4, 2016 at 1:00 p.m.

11. **ADJOURNMENT**

Moved by Lindsey Parkes, seconded by Angela Lochtie, **THAT** this meeting of the Building Committee adjourn at 4:20 p.m.

CARRIED.