

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BUILDING COMMITTEE AGENDA

May 4, 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: Ryan Frew, Director of Public Works (Meeting Chair)
Lindsey Parkes, CAO/Clerk
Chris Vereyken, Chief Building Official
Angela Lochtie, Treasurer
Tom Peckett, Mayor
Brian Armsden, Deputy Mayor
Mandy Cannon (Recording Secretary)

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 Tom Peckett, **THAT** the agenda dated May 4, 2016 be adopted as submitted and circulated.

CARRIED.

4.0 **DELEGATIONS AND PRESENTATIONS**

a) Tyler Peters, Greenview Environmental Management

Mr. Frew introduced Tyler Peters from Greenview Environmental Management. Mr. Peters explained the technical advisory role his company would be able to provide to the Township to assist with the design of the new municipal office. Mr. Peters explained that the Township could retain the company's services on an "as needed" basis and his company would help move things along in a timely fashion. Mr. Frew thanked Mr. Peters for attending the meeting and advised that the Committee would be in touch.

Mr. Peters vacated the Council Chambers at this time (1:53 p.m.).

5.0 ADOPTION OF PREVIOUS COMMITTEE MEETING MINUTES

5.1 April 6, 2016

Moved by Lindsey Parkes, seconded by Tom Peckett, **THAT** the minutes of the April 6, 2016 Building Committee Meeting be adopted as submitted and circulated.

CARRIED.

6.0 GENERAL INFORMATION ITEMS

a) Green Municipal Fund – Details and eligibility

Mr. Frew explained the eligibility restrictions for the Green Municipal Fund and explained that at this time, the anticipated projects are not eligible for this grant.

7.0 BRAESIDE GARAGE and SAND/SALT SHED

7.1 UNFINISHED BUSINESS

NIL

7.2 NEW BUSINESS

a) Construction Update – a verbal update to be provided by the Director of Public Works

A verbal report was provided as to the status of the construction of the Braeside Garage and Sand/Salt Shed. The estimated completion date is October 14, 2016.

8.0 MUNICIPAL OFFICE BUILDING

8.1 UNFINISHED BUSINESS

a) Construction Budget
Review an updated space requirements and construction budget incorporating both the municipal office and central recreation space.

The Building Committee discussed that the approximate size for the municipal office building would be 8,500 square feet based on the amended calculations. This size complies with Council’s direction to stay between 8,000-9,000 square feet.

The Building Committee discussed the municipal office and central recreation space and agreed that 2 recommendations should be brought forward to the May 10th, 2016 Planning Advisory Committee for discussion and then to the May 17th, 2016 Regular

Council Meeting for Council's decision. The first recommendation would be pertaining to separating the RFPs for the design of the recreation space and municipal office building. The second recommendation would be pertaining to hiring Greenview Environmental Management as technical advisors for the design of the Braeside Recreation Centre.

8.2 NEW BUSINESS

- a) Review 1st Draft of RFP for Professional Services (Municipal Office and Recreational Space)

The Building Committee discussed the space requirements for the central Recreation space and it was determined that further direction from Council is necessary as per the square footage and space requirements.

The Building Committee considered what the best approach would be for sending out/advertising the RFP. The Building Committee agreed that a mandatory site visit should be a requirement of the RFP. Ms. Lochtie is going to review the purchasing By-Law to ensure compliance is satisfied.

9.0 NEW BRAESIDE RECREATIONAL CENTRE

9.1 UNFINISHED BUSINESS

- a) NIL

9.2 NEW BUSINESS

- a) Review of RFP for Professional Design Services (Braeside Recreation Centre)

The Building Committee briefly discussed the RFP for Professional Design Services for the Braeside Recreation Centre. The Building Committee is to review the RFP and forward any comments to Mr. Frew by end of day on May 11, 2016.

10. NEXT MEETING

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

11. ADJOURNMENT

Moved by Brian Armsden, seconded by Tom Peckett, **THAT** this meeting of the Building Committee adjourn at 3:30 p.m.

CARRIED.