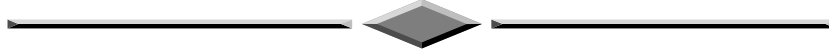


MIII Construction Advisory Committee Minutes – July 7th, 2008

The Corporation of the Township of Lake of Bays MINUTES



There was a regularly scheduled meeting of the MIII Construction Advisory Committee held at 9:00 a.m. on Monday, July 7th, 2008 in the Fire Hall Meeting Room, Baysville, Ontario.

Attendance

Mayor	Janet Peake
C.A.O./Treasurer	Don Chevalier
Mitchell Architect	Ferdinand Regier
Public Works Supervisor-Facilities	Morris Bryant
Lake of Bays Library Board, Chair	David Johnstone
Library Board Representative	Maureen Wilson
Librarian/CEO	Linda LaCroix
Community and Recreation Coordinator	Jennifer Schnier (Arrived at 9:30 a.m.)
Deputy Clerk	Yvonne Aubichon

1. MEETING CALLED TO ORDER

The meeting was called to order at 9:00 a.m., on July 7th, 2008 by Chair Don Chevalier.

2. APPROVAL OF AGENDA

Agenda was approved as presented

3. DISCLOSURE OF PECUNIARY INTEREST

Nil

4. APPROVAL OF MINUTES

(a) The Miii Construction Committee Meeting Minutes of April 3rd, 2008 were approved as amended;

Minutes to be amended as follows:

Page 3, Discussions item #7(f) should read:

- It was determined that the CAO/Treasurer will review the “**procurement**” process used by the Library Board to engage services of Mitchell Architects not “**tendering**” process

Page 4, Item 7(f) (cont'd)

- Construction contract with “**successful**” tender and a detailed schedule is secured from contractor(s) not “**lowest**” tender.
- (b) The Miii Construction Committee Meeting Minutes of April 21st, 2008 were approved as amended.

Minutes to be amended as follows:

Page 10, Discussions item #7, Roles and Responsibilities add bullet:

- All decision making within the budget envelope stays with Committee and outside the budget envelope goes to Council
- (c) LEED Session Minutes were approved as circulated

5. DELEGATION

Nil

6. REPORTS

- (a) Project Update

Survey (\$3,143) & LOB Rezoning (\$450)

A survey sketch for site plan purposes was completed on May 1st to facilitate a planning and building application that was processed through Lake of Bays on June 24th. There is a mandatory appeal period of 21 days prior to the changes taking effect (i.e. zero setback to lot line).

Engineering-Mechanical & Electrical (\$15,350)

Several engineering consultants were contacted but given a tight time-line and specialized nature of the systems, only one firm responded - LKM Engineering for mechanical and electrical engineering for the replacement of the rink slab and alterations to the rink refrigeration system. In the interest of advancing the project within the given time-lines, it was recommended that the municipality proceed with the proposal.

MHI Construction Advisory Committee Meeting Minutes – July 7th, 2008

Mr. Regier advised that he has distributed the report to mechanical and electrical engineers to report back on and is hopeful to have those responses within a week

Geotechnical Investigation (\$6,400)

The geotechnical proposal received from Soil Engineers Ltd. has been accepted to include eight (8) boreholes to a depth of 6.0 m, laboratory work as necessary and reports. There were no surprises. Mr. Regier to check for invoice.

Architectural Services (\$55,000)

Contract for architectural services for the library/ arena additions and ice pad have been executed and is being distributed for information.

LEED (\$5,000)

Mr. Regier had contacted a LEED professional to identify opportunities to reduce the environmental footprint of the construction (not full certification). Agenda, worksheet and report are attached for information. Committee noted that the LEED session was deemed successful with interesting exchange of information. Mr. Regier to check status of LEED invoice.

Engineering-Structural (\$15,500)

Halsall Engineers & Consultants have been engaged to review the structural components of the library/arena additions.

Ice Pad Tender (\$544,000)

Request for Tender was available for pick-up by interested contractors early June, 2008 with a revised closing date of June 26th, 2008. Four (4) tenders were received with Harm Schilthuis and Sons Ltd. being the lowest bid ranging to a high bid of \$743,000 (refer attached). The contract is expected to be presented at the meeting of Council on July 8th, 2008. Ice Pad Request for Quotation was higher than expected; however, some off-setting revenues, which includes joint servicing of Curling Club.

7. DISCUSSIONS**a) Water/sewer Upgrades**

Committee asked if building extensions were going to materially affect water and sewer output.

Morris Bryant advised that the additions would not generate additional output, but will discuss this matter with the District Municipality of Muskoka and obtain information in writing.

b) Traffic Safety Devices

Committee determined that bollards should be in place for protection of building:

- seasonal bollards at the road side to be; separate from contract
- permanent bollards along side of the building to be part of contract; and
- All the bollards should be aesthetically appealing

Playground

It appears that the playground is just close enough that it will have to be relocated. Committee is to determine the new location so that contractors can move the structures during excavation and place in new location at the same time. Mr. Regier to reflect this in the specifications.

c) Library Relocation-temporary

Mrs. Wilson advised Committee as follows with respect to the temporary relocation of the library:

- The estimated time for the construction of the library would be approximately four (4) months;
- Library Committee are looking at temporary sites for library during construction
- Currently receiving moving estimates, plus telephone and computer hook-up at temporary location
- Also making alternative plans to serve library patrons during transition period, as the plan is to not unpack all items at temporary location
- More formal decisions will be made at Library Board meeting on July 15th, 2008

d) Library/Arena Construction Status

Mr. Regier presented the preliminary drawings for Committees perusal and discussion and subsequent revisions.

- Committee requested changes to the storage, kitchen and Community room areas.
- Mr. Regier will have close to final specification product information prepared for next meeting to walk through with Committee
- Ms. Schnier requested specific drawing of areas with respect to size (i.e. community room and kitchen)

e) Local public meeting(s)

- Committee determined that the best way to inform the public regarding the project was to host a booth at the various festivities occurring in the community over the summer (i.e. Walkabout, Boat Show and Art in the Park)
- Mr. Regier will prepare hard board of drawings by August 9th, 2008 for presentation at booth
- Mrs. Wilson to seek some assistance at booth from Friends of the Library
- \$60,000 is fundraising goal for Friends of the Library
- Fundraising initiatives were briefly discussed
- Library personnel obtaining assistance from Jennifer Schnier on fundraising ideas

8. CORRESPONDENCE

Nil

9. UNFINISHED BUSINESS

Nil

10. CLOSED SESSION

Nil

11. BUSINESS ARISING FROM CLOSED SESSION

Nil

12. ADJOURNMENT

Next meeting scheduled for Monday, July 21st, 2008 (tentatively)

Chair

Clerk