

TERRACE LODGE REDEVELOPMENT STEERING COMMITTEE

Minutes of Meeting

November 26, 2019 at 2:30 pm

The Terrace Lodge Redevelopment Steering Committee meeting was held on Tuesday, November 26, 2019 in the Elgin County Administrative Boardroom.

Committee Members Present: Bob Purcell – Elgin County Councilor/Chairman
 Dave Mennill – Elgin County Councilor
 Mary French – Elgin County Councilor
 Tom Marks – Elgin County Councilor

Staff Members Present: Julie Gonyou – Chief Administrative Officer
 Michele Harris – Director of Homes and Senior Services
 Jim Bundschuh – Director of Financial Services
 Cole Aicken – Building Science Technologist
 Brian Lima – Director of Engineering Services

Consultants Present: Allan Taylor – Project Manager
 Gail Kaufman Carlin – Health & Senior Services Consultant
 David Heintz – MMMC Architects
 Victoria Pilles – MMMC Architects

Regrets: Duncan McPhail – Elgin County Warden
 Jim Carter – Manager of Corporate Facilities

Call to Order

Chairman Purcell called meeting to order at 2:30 pm.

Discussion

1. Review of Minutes
 - 1.1. Steering Committee October 22nd Minutes – Reviewed and accepted.
2. Schedule
 - 2.1. Project Schedule – Moving past Design Development and into Working Drawings. Construction on track to begin mid-July 2020.
 - 2.2. MLTC Preliminary Plan Re-Submission (PPS) – Comments received from MLTC and resubmission completed. Level of detail requested by MLTC approaches requirements for Working Drawings submission.
 - 2.3. SPA Submission – Submitted October 25th and comments expected within 6 weeks (early December).
3. Existing Site Information
 - 3.1. Electrical Substation – Test results indicate that existing substation will only last about 5 years. Electrical Substation to be replaced at time of renovation, as the building would have to operate on a generator for 2+ months if the substation

were to fail later. Brian to determine salvage value, if applicable, for old substation.

4. Construction Manager

4.1. Class C Construction Budget Update – D. Grant estimate similar to MMMC estimate, including 10% escalation contingency. Four separate priced items (plus 4-pipe fan coil) to be reintroduced as budget allows.

4.2. Class B Construction Budget – D. Grant to begin Class B estimate, with 100% Design Development documents provided by consultants. Class B estimate will be in progress by 11 December 2019 Steering Committee meeting.

5. Budget

5.1. Replacement Reserve – Discussed during Working Group meeting. Budget priorities are as follows:

1. Keeping water out (leaking skylight)
2. Safety (concrete paving)
3. Improvements to front entrance

6. Authorities Having Jurisdiction (AHJ)

6.1. Meeting with Public Health – Public Health has been updated on the project and phasing, as per the MLTC's recommendation, and has no concerns at this time.

7. Architectural

7.1. Recent Changes – MMMC overview of changes, based on MLTC comments.

8. Structural, Mechanical, Electrical & Foodservice

8.1. 100% Design Development – Slightly delayed, but still confident in construction start date.

8.2. Building Design Coordination Meeting – 28 November 2019

9. Functional Program, Operational, Transitional Plans

9.1. Operational Plan – Updates in progress, based on MLTC comments. To be resubmitted by the end of the week (29 November 2019).

10. Next Meetings

- 10.1. Steering Committee Meeting 11 December 2019 2pm Elgin County HQ
- 10.2. Steering Committee Meeting 28 January 2019 (last Tuesday of month)
- 10.3. Steering Committee Meeting 25 February 2019 (last Tuesday of month)
- 10.4. Working Group Meeting 26 November 2019
- 10.5. Working Group Meeting January (TBD)

Adjournment

Moved by ??

Seconded by ??

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Carried