

## **TERRACE LODGE REDEVELOPMENT STEERING COMMITTEE**

### **Minutes of Meeting**

**April 27, 2021 at 3:00 pm**

The Terrace Lodge Redevelopment Steering Committee meeting was held on Tuesday, April 27, 2021 via WebEx.

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

Staff Members Present: Julie Gonyou – Chief Administrative Officer  
Jim Bundschuh – Director of Financial Services  
Michele Harris – Director of Homes and Senior Services  
Carolyn Krahn – Legislative Services Coordinator

Consultants Present: Allan Taylor – Project Manager  
Gail Kaufman Carlin – Health & Senior Services Consultant  
Darrell Gerrits – D.Grant  
David Heintz – MMMC Architects  
Stephen Houston – MMMC Architects  
Victoria Pilles – MMMC Architects

Regrets: Brian Lima – Director of Engineering Services  
Cole Aicken – Building Science Technologist  
Eugenio DiMeo – Corporate Facilities Manager  
Mike Hoogstra – Purchasing Coordinator

### **Call to Order**

1.0 Meeting Called to Order – Chairman Purcell called meeting to order at 3:00 pm.

### **Discussion**

2.0 Approval of the Agenda – Moved and seconded. Motion carried. Steering Committee April 27<sup>th</sup>, 2021 Agenda approved.

3.0 Approval of the Minutes – Moved and seconded. Motion carried. Steering Committee January 22<sup>nd</sup>, 2021 Minutes approved.

4.0 Disclosure of Pecuniary Interest – None.

5.0 Required Design Change

5.1 Insurance and Bonding escalation (distributed) – Jim Bundschuh presentation of page 2 of Addendum. Escalation contingency will provide appropriate funding for the increased budget for bonds and insurance premiums. Motion proposed to remove \$53,309.20 from escalation contingency. Moved and seconded. Motion carried.

- 5.2 Summary of Change Orders (distributed) – Jim Bundschuh presentation of pages 4 to 6 of Addendum. No questions or comments, and no motion required.
    - 5.2.1 Change to Building Footprint – David Heintz overview of required design change. Due to a discrepancy between the actual dimensions of the existing building and those shown on the existing building drawings, adjustments must be made to the footprint of the addition. Multiple solutions were explored, and Option #2 was identified as the least expensive solution, with an estimated cost of \$20,000 to \$25,000. The south portion of the addition will slide east, as illustrated in drawing OPT-2 of the second Addendum. Motion proposed to remove up to \$25,000 from the contingency reserve to cover the costs associated with resolving the dimension discrepancy. Moved and seconded. Motion carried.
  - 5.3 Tenders still to be awarded (distributed) – Al Taylor presentation of page 8 of Addendum, and note that project is still on budget. Item is for information. No questions or comments, and no motion required.
  - 5.4 HVAC move update – Darrell Gerrits verbal overview of progress. First HVAC unit has been relocated successfully and as scheduled. Second HVAC unit is scheduled for relocation on April 28<sup>th</sup>, 2021. Item is for information. No questions or comments, and no motion required.
  - 5.5 Construction Schedule (distributed) – Item is for information, but note that project is still on schedule. No questions or comments, and no motion required.
  - 5.6 Provincial Update – Al Taylor verbal update. Approval to Construct was granted by the Ministry of Long Term Care on March 31<sup>st</sup>, 2021. Development Agreement to be finalized, but updated form from MLTC will not be available until July. Occupancy Plan submission will be required six months before first resident relocation, which is scheduled for July of 2022. No concerns with meeting this deadline. No questions or comments, and no motion required.
- 6.0 Other Business – County Council to be updated on the results of the April 27<sup>th</sup>, 2021 Steering Committee Meeting. Jim Bundschuh to prepare report, for signature by Chairman Bob Purcell.
- 7.0 Date of Next Meeting – TBD. All in agreement that next meeting will be called as needed.

### **Adjournment**

- 8.0 Adjournment – Moved and seconded. Motion carried. Meeting adjourned at 3:30pm.