
Meeting: Terrace Lodge Redevelopment Steering Committee
Date: January 4, 2022
Time: 2:00 p.m.
Location: Webex

Committee Members Present: Councillor Bob Purcell, Chair
Warden Mary French
Deputy Warden Tom Marks
Councillor David Mennill

Staff Members Present: Julie Gonyou, Chief Administrative Officer
Brian Lima, General Manager of EPE/Deputy
CAO
Michele Harris, Director of Homes and Seniors
Services
Gene DiMeo, Manager of Corporate Facilities
Mike Hoogstra, Purchasing Coordinator
Jenna Fentie, Legislative Services Coordinator

Consultants Present: Allan Taylor, Project Manager
Stephen Houston, MMMC Architects
Victoria Pilles, MMMC Architects

DRAFT MINUTES

1. Call to Order

The Terrace Lodge Redevelopment Steering Committee met this 4th day of January 2022. Chairman Purcell called the meeting to order at

2. Approval of Agenda

Moved by: Councillor Mennill
Seconded by: Deputy Warden Marks

RESOLVED THAT the agenda be approved as presented.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

3. Approval of August 4, 2021 Meeting Minutes

Moved by: Deputy Warden Marks

Seconded by: Councillor Mennill

RESOLVED THAT the minutes of the August 4, 2021 be approved.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

4. Disclosure of Pecuniary Interest

None.

5. Construction Items

5.1 Terrace Lodge Redevelopment – Kitchen Roof Top HVAC Unit Replacement – General Manager of Engineering, Planning, & Enterprise/Deputy CAO

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report that provides details on the required replacement of the

existing Kitchen Roof Top HVAC Unit that provides cooling and heating to the space.

Moved by: Warden French
 Seconded by: Deputy Warden Marks

RESOLVED THAT the report titled “Terrace Lodge Redevelopment – Kitchen Roof Top HVAC Unit Replacement” from the General Manager of Engineering, Planning, & Enterprise/Deputy CAO dated December 23, 2021 be received and filed.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

5.2 **Funding for Terrace Lodge Communications and Security Infrastructure – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report requesting the inclusion of a budget amount in the Terrace Lodge Redevelopment Project relating to tendering and retaining the services of a networking and cabling contractor to install the required Communications and Security Infrastructure.

Moved by: Councillor Mennill
 Seconded by: Deputy Warden Marks

RESOLVED THAT the report titled “Funding for Terrace Lodge Communication and Security Infrastructure” from the General Manager of Engineering, Planning & Enterprise/Deputy CAO be received and filed; and

THAT the request for the Terrace Lodge Redevelopment Project’s Project Management scope of work be increased in the amount of \$415,000 for the installation of Communications and Security Infrastructure be forwarded to County Council for their consideration.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

5.3 Funding for Terrace Lodge Interior Design Services – General Manager of Engineering, Planning & Enterprise/Deputy CAO

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report requesting the inclusion of a budget amount in the Terrace Lodge Redevelopment Project relating to contracting with a Consultant to assist staff with Interior Design Services for Furniture, Fixtures & Equipment (FF&E) items ranging from furniture, artwork, bedding, decorative accessories, interior signage and window coverings.

Moved by: Deputy Warden Marks
 Seconded by: Councillor Mennill

RESOLVED THAT the report titled “Funding for Terrace Lodge Interior Design Services” from the General Manager of Engineering, Planning, & Enterprise/Deputy CAO and Purchasing Coordinator be received and filed; and

THAT the request for an amount of \$51,506 be included in the Terrace Lodge Project Management budget for Interior Design Services related to Furniture, Fixtures & Equipment (FF&E) be forwarded to County Council for approval.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

5.4 Funding Reallocation for Terrace Lodge Redevelopment Nurse Call and Phone System – General Manager of Engineering, Planning & Enterprise/Deputy CAO

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report detailing the Request for Proposal (RFP) for the Terrace Lodge Nurse Call and Phone System project that was recently issued, and requested the reallocation of funds from the Furniture, Fixtures, and Equipment (FF&E) budget to the Construction budget.

Moved by: Deputy Warden Marks
 Seconded by: Warden French

RESOLVED THAT the report titled “Funding Allocation for Terrace Lodge Redevelopment Nurse Call and Phone System” from the General Manager of Engineering, Planning & Enterprise/Deputy CAO and the Purchasing Coordinator be received and filed’ and

THAT the request for the amount of \$40,000 identified in Furniture, Fixtures and Equipment (FF&E) budget for the Terrace Lodge Phone System be reallocated to the construction budget for a total combined project budget allowance of \$554,473 be forwarded to County Council for their consideration.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

6. Construction Schedule

Stephen Houston, MMC Architects, provided an update on the progress of the Terrace Lodge Redevelopment Project construction and noted that due to the wet summer and fall and current supply issues, the project has been delayed approximately 5-6 weeks. The construction team is hoping to close in the building by the end of January – mid February.

Allan Taylor noted that the real-time project schedule has been provided to the Ministry.

7. Other Business

Chair Purcell asked for a progress chart to be distributed to the Committee once available. Brian Lima will also prepare a budget summary to be distributed to the Committee when available.

8. Date of Next Meeting

The next meeting will be held at the call of the Chair.

9. Adjournment

Moved by: Deputy Warden Marks
Seconded by: Warden French

RESOLVED THAT the meeting be adjourned at 2:23 p.m.

Recorded Vote

	YES	NO
Warden Mary French	X	
Deputy Warden Tom Marks	X	
Councillor Dave Mennill	X	
Chairman Bob Purcell	X	
TOTAL	4	0

- Motion Carried.

Julie Gonyou,
Chief Administrative Officer/Clerk.

Bob Purcell
Chair.