

MINUTES of a Meeting of Municipal Office Building Committee for The Corporation of the Township of North Frontenac, held April 8, 2016, at the Clar Mill Fire Hall, Upstairs Meeting Room, 6648 Road 506, Plevna, Ontario.

PRESENT: Mayor Ron Higgins, Chair; Deputy Mayor Fred Perry; and Councillor Wayne Good.

ALSO PRESENT: Cheryl Robson, Chief Administrative Officer (CAO); Jeremy Neven, Chief Building Official (CBO); Jim Phillips, P.Eng., Public Works Manager (PWM); Corey Klatt, Manager of Community Development (MCD)/CAO Back-up; and Tara Mieske, Clerk/Planning Manager.

1. CALL TO ORDER

The Inaugural Meeting was called to order by Mayor Higgins at 1:00 p.m.

2. APPROVAL OF AGENDA

Moved by Councillor Good, Seconded by Deputy Mayor Perry #06-16

“BE IT RESOLVED THAT the Committee approves the Agenda for the Regular Meeting of the Municipal Office Building Committee dated April 8, 2016, as amended.”

Note: Added 6d) Request to Council re: Community Archives

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

4. DELEGATIONS

a) Larry Gaines, Architect – Draft Layout of Proposed Addition and Renovations.

Moved by Councillor Good, Seconded by Deputy Mayor Perry #07-16

“BE IT RESOLVED THAT Committee receives for information the presentation from Larry Gaines, Architect, regarding the Draft Layout of the Proposed Addition and Renovations to the existing Municipal Office Building dated April 4, 2016, and thanks him for his time spent today;

AND THAT the Committee approved Larry Gaines completing the concept drawing per the design approved by the Committee today along with cost estimates;

AND THAT the concept drawing and costing estimate be provided to Council for their consideration;

AND THAT the Public Works Manager will provide Larry Gaines with site work details (i.e. what can be completed by the Public Works Dept.).”

5. APPROVAL OF THE MINUTES

Moved by Deputy Mayor Perry, Seconded by Councillor Good #08-16

“BE IT RESOLVED THAT the Committee receives the Minutes of the Inaugural Meeting of the Municipal Office Building Committee dated March 11, 2106, as approved in principle by the Committee via email and adopted by Council on April 8, 2016.”

6. BUSINESS ARISING OUT OF THE MINUTES

a) Manager of Community Development – Verbal Update on Designated Substance Report
Moved by Councillor Good, Seconded by Deputy Mayor Perry #9-16

“**BE IT RESOLVED THAT** the Committee receives for information the Manager of Community Development’s verbal update regarding the Designated Substance Report;
AND THAT the costs estimated at \$3,000 to \$8,000 will need to be completed prior to construction/renovation if approved by Council.”

b) Treasurer – Cost Estimates for Furniture, Audio and Visual Equipment for New Council Chambers

Moved by Councillor Good, Seconded by Deputy Mayor Perry #10-16

“**BE IT RESOLVED THAT** the Committee receives for information the email dated April 4, 2016 from the Treasurer advising the cost for audio/visual equipment is estimated at \$27,507 for a Wired Council Discussion Unit and \$31,975 for a Wireless Council Discussion Unit and the estimated cost for Desk Units is approximately \$8,000;
AND THAT \$50,000 be included as a separate cost for furnishings/audio-visual equipment for the Council Chambers.”

c) Chief Building Official – Verbal Update Public Health’s Comment’s on Existing Septic System and if an Upgrade is required for the Proposed Addition

Moved by Deputy Mayor Perry, Seconded by Councillor Good #11-16

“**BE IT RESOLVED THAT** the Committee receives for information the Chief Building Official’s verbal update regarding Public Health’s comments on the existing Septic System and if an upgrade would be required for the Proposed Addition;
AND THAT the CBO continue to work with Public Health to determine what is required;
AND THAT the CBO contact contractors to determine the estimated costs;
AND THAT these costs be provided to Larry Gaines to be included in the overall cost.”

d) Resolution #292-15 – Request to Council to find resources to house the many treasures that would be available to the Community Archives if they had space

Moved by Deputy Mayor Perry, Seconded by Councillor Good #12-16

“**BE IT RESOLVED THAT** the Committee advises per Council Resolution #292-15, the proposed addition to the Municipal Office does not have room for the Clarendon Miller Archives Records.”

7. COMMUNICATIONS

None.

8. ADMINISTRATIVE REPORTS

None.

9. MOTIONS, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN

None.

10. GIVING NOTICE OF MOTION

None.

Municipal Office Building Committee

April 8, 2016

Page 2 of 3

NOTE: Per Section 4.8 of the Procedural/Code of Conduct By-law, these Motions have been approved in principle by the Municipal Office Building Committee and shall become Resolutions of Council only on Council’s adoption of the Minutes of the Municipal Office Building Committee Meeting.

11. PUBLIC FORUM (If the Committee Meeting is completed in less than three (3) consecutive hours, the Chair shall invite questions from the gallery, provided question is pertinent to today's agenda items only.)

None.

12. CLOSED SESSION

None.

13. RISE AND REPORT

(Overview of the Closed Session by the Committee Chair)

None.

14. ADJOURNMENT

"Moved by Deputy Mayor Perry, Seconded by Councillor Good #13-16

BE IT RESOLVED THAT the Committee adjourns the Meeting at 2:48 p.m. until the call of the Chair."

MINUTES APPROVED IN PRINCIPLE BY THE COMMITTEE ON _____

ADOPTED BY COUNCIL ON _____ 2016



MAYOR



CLERK