

**MINUTES** of the Inaugural Meeting of Municipal Office Building Committee for The Corporation of the Township of North Frontenac, held March 11, 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/CAO Back-up (MCD); and Tara Mieske, Clerk/Planning Manager.

### **1. CALL TO ORDER**

The Inaugural Meeting was called to order by Mayor Higgins at 9:00 a.m.

### **2. APPROVAL OF AGENDA**

**Moved by Deputy Mayor Perry, Seconded by Councillor Good #1-16**

**“BE IT RESOLVED THAT** the Committee approves the Agenda for the Inaugural Meeting of the Municipal Office Building Committee dated March 11, 2016, as circulated.”

### **3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None.

### **4. DELEGATIONS**

None.

### **5. APPROVAL OF THE MINUTES**

None.

### **6. BUSINESS ARISING OUT OF THE MINUTES**

None.

### **7. COMMUNICATIONS**

**Moved by Deputy Mayor Perry, Seconded by Councillor Good #2-16**

**“BE IT RESOLVED THAT** the Committee receives for information the Communications as set out below:

- a) Councillor Bedard's Administrative Reports – North Frontenac Municipal Office Building Options;
- b) Resolution #431-15 – Special Meeting to receive Public Comments;
- c) Resolution #489-15 – Receive Public Comments;
- d) Resolution #618-15 – Receive Staff Comments and Instruct the Chief Building Official (CBO) to obtain three Design Concepts from Architectural Firms;
- e) Resolution #76-16 –CBO's Summary of Two Design Concepts.”

Municipal Office Building Committee  
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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.

### **VERMICULITE TO BE SEALED**

**Moved by Councillor Good, Seconded by Deputy Mayor Perry**

**#3-16**

**“BE IT RESOLVED THAT** the Committee receives for information the verbal report from the Manager of Community Development regarding the possible Vermiculite found in the office/public works ceilings yesterday;

**AND THAT** the Chief Building Official attended Ministry of Labour Training and all Vermiculite shall be sealed therefore the MCD Staff will seal the area tomorrow (Saturday) due to smell;

**AND THAT** the CBO advised a Designated Substance Report will be required to be included in any project tender.”

### **CONCEPT DESIGN AND NEW COUNCIL CHAMBERS FURNISHINGS**

**Moved by Deputy Mayor Perry, Seconded by Councillor Good**

**#4-16**

**“BE IT RESOLVED THAT** the Committee instructs the CBO to make the amendments to the building plan as discussed by the Committee;

**AND THAT** the CBO will invite Larry Gaines, Architect to the April 8, 2016 Committee Meeting to review the amended building plan and provide estimated costs and a time frame for the project;

**AND THAT** the Treasurer shall look into the costs for furniture, audio and visual equipment for the new Council Chambers;

**AND THAT** the Building Inspector shall check with Public Health on the existing septic system and if the proposed addition would require an upgrade.”

### **8. ADMINISTRATIVE REPORTS**

None.

### **9. MOTIONS, WRITTEN NOTICE OF WHICH HAS BEEN GIVEN**

None.

### **10. GIVING NOTICE OF MOTION**

None.

**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**


**#5-16**

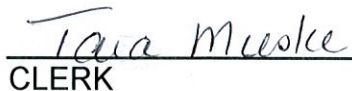
**BE IT RESOLVED THAT** the Committee adjourns the Meeting at 10:32 a.m. until April 8, 2016 at 1:00 p.m. or at the call of the Chair."

**MINUTES APPROVED IN PRINCIPLE BY THE COMMITTEE ON**

April 8, 2016

**ADOPTED BY COUNCIL ON** April 8, 2016

  
MAYOR

  
CLERK