

THE CORPORATION OF THE TOWNSHIP OF HORTON

## Community Centre Building Sub Committee Meeting

August 13, 2013

There was a Meeting of the Community Centre Building Sub-Committee held in the Municipal Council Chamber on Tuesday August 13, 2013. Present was Chair David Bennett, Mayor Don Eady, Councillors Bob Kingsbury, Jamey Larone (6:14) and Margaret Whyte and Members Jamie Holmes, Val Miller, Randy Corbin and Ralph Miller (6:05). Staff present was Kathleen Rogers, Recreation Program Manager and Mackie McLaren, CAO/Clerk.

1. CALL TO ORDER

Chair Bennett called the Meeting to Order at 6:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. ITEMS TO BE ADDED THE AGENDA AND ADOPTION OF THE AGENDA

There were no items added to the agenda.

Moved by Margaret Whyte, Seconded by Randy Corbin that the Agenda for this Meeting be adopted.

Carried

4. MINUTES OF JULY 8, 2013

Chair Bennett reviewed the July 8<sup>th</sup> Meeting Minutes and noted that some of the items discussed in those Minutes have changed and will be noted as we proceed through this meeting.

Moved by Margaret Whyte, Seconded by Randy Corbin that the Community Centre Building Sub Committee Minutes of July 8, 2013 be approved.

Carried

5. BUSINESS ARISING

- Letter to Community Infrastructure Funding Extension & Completion

Chair Bennett noted that the direction to staff at the last meeting was to write a letter requesting a deadline extension for the work. Since that time two members of Council and two from the Recreation Committee met with our Member of Parliament who promoted that we proceed with the original plans for the community centre addition. Tonight's meeting was called to continue with those plans.

- Contractor Pricing

Chair Bennett said that there was direction to proceed and get prices from contractors for various components of the construction i.e. concrete, framing, plumbing etc. He said we have to change direction now due the timelines we are facing and proceed with calling a tender for a General Contractor to do the excavation, concrete and framing.

- TransCanada Pipeline Grant application

Mayor Eady reported that as he has not heard anything from TransCanada on a community funding opportunity, he assumes that there is none available.

- Tender Process

Chair Bennett said as set out above, we now have to proceed with calling a tender for a General Contractor. He and the CAO/Clerk have spent some time on drafting a tender document which was in the Members information package this evening. The tender will be for the framing of the shell, excavation and concrete work. Held back from this tender will be the plumbing, electrical, insulation and drywall which will be completed with volunteer labour donations. He pointed out that some plumbing will have to be completed before the concrete floor is poured.

Chair Bennett noted that if the Township uses volunteer labour, the Township will be required to train the volunteers in WHMIS, fall arrest and elevated platform work.

John MacIntyre, engineer was present and he noted that we were not insulating the walls with this contract and will open the interior wall. Chair Bennett said the contractor is required to construct an interior false wall in the community centre to keep out dirt and keep the hall usable. Volunteers will have to paint the interior side. Mr. MacIntyre suggested we leave the interior wall in place and put the beams required for over the stage on the outside of the wall. He will examine his plans, but believes the beam can be immediately adjacent to the existing wall to catch the ceiling joists.

Jamie Holmes asked if there was any consideration on changing the roof line to allow for future additions to this addition. Chair Bennett said there are not any funds to do this change.

Chair Bennett reviewed his proposed construction program:

- Contract a General Contractor to construct base and shell
- Line up plumber to install plumbing that will be in the concrete floor
- Heating is not in the tender and a decision will have to be made if we are going to put in hydronic heating before the General Contractor pours the concrete floor. We will have to ensure the slab is insulated if we are going to do this.
- We are responsible to install the plumbing and in floor heating
- Wait on tender prices from the General Contractor tender
- Requires the assistance of local electrical contracting company to set out what electrical is required and carry out the work. This is not in the General Contractor tender
- The General Contractor is to remove the 48" x 48" window on the side of the addition and move the front door around to the former window opening and install it there. The Contractor is to also remove the existing exterior kitchen window and outside door and reinstall them in the new construction.
- The General Contractor is to remove the tin siding and masonry blocks so that it can be reused on the new exterior walls. There will not be sufficient blocks to cover the new construction and it may be hard to match the color, so he proposes to run the tin all the way down the wall from the kitchen door to the back of the building. This should give us enough existing block to place on the new front wall and side from the front to the kitchen door.

- Engineer inspections will be carried out as the township requires them. If the contractor requires an engineering consultation, it will be at their expense.
- They have increased the minimum insurance from \$1,000,000 to \$2,000,000.

John MacIntyre asked if the existing slab floor in the hall has hydronic piping in place. Chair Bennett said yes, except the outside 18" as there are heating ducts in the concrete there.

Mayor Eady asked if there is a mandatory site visit set out in the tender document. Chair Bennett said no, that we can have individual contractor meetings if requested. Mayor Eady said that if we had a mandatory meeting we could have the engineer present.

John MacIntyre noted that with this addition, we are still under the maximum square footage for small building requirements under the Ontario Building Code. Our CBO can inspect. The CBO will probably call in the engineer to inspect the steel beam.

Chair Bennett said he personally believes that individual contractor meetings result in a sharper pencil from the contractor as they do not know who they are bidding against. Councillor Larone asked if we had put together a list of contractors. Chair Bennett said no, but that one contractor had a set of plans from before when we were considering tendering individual trades. Notice of this tender call is appearing in this week's Renfrew newspaper.

Councillor Whyte asked if the tender specs should include wording that a contractor can request a site visit. The Committee Members agreed. John MacIntyre noted that as engineer he usually gets calls anyway.

Ralph Miller asked if the excavated fill material is to be left on the site. Chair Bennett said yes.

Chair Bennett noted that the tender calls for the shell to be completed by December 15, 2013. Council will open the tenders September 3 at their Council Meeting. This should give the contractor sufficient time to meet this time schedule. This gives the Committee time for volunteer work to be completed before the March 2014 deadline.

Councillor Larone asked if we would put radiant heating in the floor under the stage area. Chair Bennett said yes. Mayor Eady asked if the heating has been determined. Chair Bennett said no and we have to decide before the General Contractor starts their work so we can arrange to put insulation and piping down if we are going with hydronic heating. This will need to be coordinated.

Councillor Kingsbury asked didn't we run into a problem with lack of insulation with the floor in the main hall when we installed hydronic heating tubes. Chair Bennett said the problem was the heat tubes in the floor is not a closed loop as it is not connected to a boiler. Moisture is collecting in and underneath the floor which will be removed if we hooked up a boiler to the existing piping. Councillor Kingsbury asked what is the different in the insulation thickness now, do we need 4"? John MacIntyre said that 2" is still sufficient. Chair Bennett said this would be different quotation. No use installing hydronic heating if we are not going to connect a boiler. Mayor Eady said we are going to have to install another furnace to heat the addition either way. Chair Bennett said if we are using hydronic heating, one boiler will heat the hall and addition.

Chair Larone asked if there had ever been a heat loss calculation on the hydronic heating in the existing structure. Chair Bennett said no, as a

boiler has never been hooked up. We have been using forced air oil furnaces.

Chair Bennett noted that notice of this tender call is in the newspaper and to have all comments to the CAO/Clerk by Friday.

Moved by Margaret Whyte, Seconded by Val Miller that the Building Committee support the draft tender documents and call the tender to construct the shell of the Community Centre addition to close September 3, 2013.

Carried

- Community Organization Support

Chair Bennett said that Councillor Campbell is not present and he was going to check with a local young farmers group to see if they would apply for a lottery licence for our fundraising efforts. Val Miller asked about a local Women's Institute assisting.

Chair Bennett said these comments are part of the Fundraising Committee agenda for their meeting which will be next.

- Staff Payroll Deductions

The CAO/Clerk reported that the Finance Manager has suggested that a pay roll deduction plan be established for all Municipals employees to contribute to the fundraising effort for this addition and invitations to participate have been sent out.

- Lottery Licensing

The CAO/clerk reported that under the Lottery Licence and Gaming Rules, a municipality cannot issue a licence to itself or its committees. Therefore we cannot issue a licence to sell tickets for a raffle lottery. The Members discussed alternative ways of having a service club or association take out a lottery licence on our behalf. The Members asked Randy Corbin if the Fire Fighters Association would consider assisting this project with this. Randy said he would speak to them. He did mention that the Association had previous experience with a break open ticket licence which generated a lot of revenue for their community donations, however, it took a great deal of accounting which he didn't know if they wanted to do. The Members said that staff would look after this if asked. Randy said it may be hard to get a good location now to sell from.

## 6. DATE AND TIME FOR NEXT SUB-COMMITTEE MEETING

Mayor Eady invited the Members to the Council Meeting on September 3<sup>rd</sup> at 7 pm to view the opening of the tenders. The Members agreed they would attend.

Chair Bennett asked if the Members would be available the next evening Sept 4 at 7 pm to review the tenders and make recommendation to Council. They agreed.

## 7. ADJOURNMENT

Moved by Margaret Whyte, Seconded by Randy Corbin that this Committee Meeting be adjourned at 6:55 p.m.

Carried

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CHAIR

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CAO/Clerk