

Integrated Facility Project

CWR/CHI/PACC

Meeting of the Steering Committee

MINUTES

Monday, November 24th, 2008

7:30 am. At KNV

Present: Peggy Clark, David Pollock, Laurie Gould, Dave Mitchell, Darrell Zabeetnoff, Jan Finnboganson, Rita Clarkson, Sandra Kurylo ; Len Fowler; Sandy Wightman

Absent: Jackie Smith

1. Minutes of previous meeting
 - Approved.
2. Status Report on PACC Feasibility Assessment
 - DP indicated that the Architect is going over the PACC scope of work and will provide cost impacts.
 - DP will pass on the contacts for Darren Spencer and Ed Jaerlich of the PACC to the Architect and the feasibility information will be presented at the December 8th Steering Committee Meeting.
 - Working group will meet Monday, November 24th in the afternoon.
3. Size of Rooms
 - Priority of rooms will be discussed with the architect at the Working Group Meeting of Nov 24th.
 - Architect Concepts options will be signed off by the Working Group and will come to the Steering Committee on December 8th.
 - One of the tasks for the project is to redesign the parking lot at Centennial in order to maintain the current number of parking spots.
4. Status of Construction Management
 - DP circulated comparative budgets. Van Bots will meet with DP this week by telephone and discuss their contract. Van Bots was approved as the preferred option at the last meeting.
 - DM asked about a Performance Bonus but it was indicated that this is not advised for Public Sector projects. It is expected that Van Bots will look for construction savings throughout this project.

5. Operating Agreement Proposal
 - PC went over the proposal received from Kevin Tisshaw. Peggy indicated that her recommendation is that this contract be approved.
 - LF asked if there are current agreements in place. PC indicated there is a lease in place with PACC.
 - SW asked about the overall financing for the project. PACC has raised approximately \$180,000 and has approval for a mortgage up to \$350,000. These figures can be verified by DZ at the next meeting.
 - SL advised that the current lease is important as it relates to the mortgage.
 - The Steering Committee approved the award of the contract to Kevan Tisshaw.
6. Project Time Lines
 - DP circulated a time line for the project (see attachment).
 - The MRIF Grant funding needs to be completed by the end of March 2010.
 - SK will follow up to see if all invoices must be submitted by that date.
 - SW indicated that Van Bots will oversee the project time line once they are engaged.
 - PACC will stay open during the construction phase.
7. Equipment Needs:
 - Laurie Gold indicated that these are also good naming opportunities.
 - Laurie/Claudia/Rita and Darren Spencer will meet to go over equipment – (FFE) for the overall project.
 - Rita will get contact information for D. Spencer to Laurie Gould. Darren Spencer: e-mail pacc@shaw.ca, phone 604-531-0244.
8. The following will be on the Agenda for the December 8th meeting:
 - Concept Drawings
 - Costs for the Assessment
 - Financial Report by Sandra and the amount due
9. Other discussions:
 - Dave Mitchell indicated that he wanted the Bar area, safe and not as visible. David Pollock stated that it will be addressed and secure from the general public.

Next Meeting Date December 8th, 2008 at 7:30 am at City Hall.

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