

Technical Advisory Ad-hoc Committee Meeting Notes

Project Name **New East Ferris Municipal Office, Fire Hall, and Community Infrastructure**

Project Location **Corbeil, Ontario**

Arch. File Number: **1959**

Date: **Thursday, November 28, 2019**

Time: **3:00 p.m.**

Location: **Municipality of East Ferris**

Present at meeting:

Paul Gervais, Chief Building Official, Municipality of East Ferris (EF)
Pauline Rochefort, Municipality of East Ferris (EF)
Jason Trottier, Municipality of East Ferris (EF)
Gregg Kanmacher, Project Manager, Municipality of East Ferris (EF)
Greg Kirton, Zoning Department, Municipality of East Ferris (EF)
Monica Hawkins, Municipality of East Ferris (EF)
Antoine Boucher, Dir. Public Works & Eng., Mun. of East Ferris (EF)
Brian Bertrand, Architect, Bertrand Wheeler Architecture Inc. (BWA)

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Copy to all above emails and to the following:

John Krieg, Civil Engineering, AKDG (AKDG)
Tom Krajci, M/E Engineering, Piotrowski Consultants Ltd. (PCL)
Wayne Gravelle, Structural Engineering, AKDG (AKDG)
Dave Smits, Energy Engineering, Induspec, (IS)
Kristen Cullin, Bertrand Wheeler Architecture (BWA)

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Minute

Action by:

The following notes are intended to summarize the discussions of the meeting as understood by the Architect. Kindly note that the notes may not be listed in chronological order of the meeting discussion.

- 1.1 BWA reviewed Risk Management Session. BWA and Project Manager (PM) to review action by items. Biggest issues are the site, available area, flood plain requirements and client funds for development. EF/BWA
- 1.2 Master Plan – Landscaping
- .1 Walking Trails – around property and connection to NBMCA trails to be undertaken week of Dec. 2nd.
 - .2 Walkability – walking access, sidewalks.
 - .3 Sightlines – important from street/parking areas to activities.
 - .4 Reinforce existing sports developments.
 - .5 Dog park is a possibility.
 - .6 Third tennis court is a possibility.
 - .7 Picnic Area.
 - .8 Soccer field – multi use space/open area.
 - .9 Bridge over creek – permit only (Erosion Control)
 - .10 Some items with/near water would be pleasant.
 - .11 Rink – possible 4 seasons rink with roof cover ie: 4 basketball courts.
 - .12 Phasing – communication plan ie: busses: need to make other arrangements.
 - .13 Previous development of Cenotaph area. Opportunities for cenotaph – contaminated soils. If moving – complementary uses only. 2/3 of land at cenotaph area cannot be developed.
 - .14 Neighbour offered land for development across the creek. EF may consider offer if needed.

.15 Entrance to the property – difficulty with entrance/exit at curve of highway at railroad. A proper entrance/island would be better. Possibly widening out of entrance and definition of entrance/exit. A large electronic sign to be considered. Less grass cutting would be a good direction to take.

Info

1.3 BWA presented high level Functional Program as attached.

- .1 EF base parameters for area as listed:
 - 8,000-9,000 sq. ft. Municipal Office.
 - 6,000-7,000 sq. ft. Fire Hall

Info

1.4 BWA and Antoine Boucher reviewed site survey and issues.

- .1 Jake Berghamer of Englobe confirmed soils on NBMCA for cut and fill.
- .2 Miller Urso to add finished floor elevations to survey.
- .3 It is the intent of BWA to set new floor elevations at floor level: 222.60. Elevation .600mm (2'-0") above highest point on grading as shown on survey.

Eng
MU

BWA

1.5 Master Plan

- .1 BWA to review all reasonable options and have preliminary sketches for meeting with NMBCA for next Thursday.
- .2 Budget – Discussion was held regarding budget. EF has provided direction of \$4 Million for capital construction. EF council have discussed the potential to increase budget up to \$6 Million to deal with site conditions.
- .3 BWA to facilitate EF engagement of Quantity Surveyor to provide guidance and direction for preliminary costing.

BWA

Info

BWA

Next Meeting: TBD

End of Meeting Notes

If there are any errors or misunderstandings, please contact the undersigned promptly. Thank you.

Brian Bertrand, B.Arch, OAA, FRAIC
Principal/Architect, Bertrand Wheeler Architecture Inc.

Risk Management Session No. 1 – Minutes

Project Name **New East Ferris Municipal Office, Fire Hall, and Community Infrastructure**

Project Location **Corbeil, Ontario**

Arch. File Number: **1959**

Date: **Thursday, November 21, 2019**

Time: **3:00 p.m.**

Location: **Municipality of East Ferris**

Present at meeting:

Jodi Allen, Interior Designer, Bertrand Wheeler Architecture Inc. (BWA)	jodi@bertrandwheeler.ca
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Wayne Gravelle, Structural Engineering, AKDG (AKDG)	wayne@akdg.ca
Ryan MacVicar, Electrical Engineering, Piotrowski Consultants (PCL)	rmacvicar@piotrowskiconsultants.ca
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Brian Bertrand, Architect, Bertrand Wheeler Architecture Inc. (BWA)	brian@bertrandwheeler.ca
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Steven Trahan	strahannorthern@hotmail.ca

Abbreviations:

BWA – Bertrand Wheeler Architecture Inc.
MEF – Municipality of East Ferris
MTO – Ministry of Transportation
NBMCA – North Bay Mattawa Conservation Authority

Minute

Some minutes may be abbreviated for brevity.

1.1 Overview:

Bertrand Wheeler Architecture Inc. facilitated the Risk Management Session. An informal round table process was utilized with stakeholders introducing themselves and then proceeded to identify their concerns and risks associated with their respective disciplines. Considering the number of items identified a determination at the meeting was made to limit discussion to "mitigation" of risks identified. Identification and mitigation consumed the two hour time allocated.

1.2 Objective:

To identify any potential risks associated with the project and to put in place a process to mitigate potential risks.

1.3 Process:

All stakeholders to identify potential risks as they pertain to their discipline. It is intended that all stakeholders have unique needs and differing issues. An informal round table was facilitated by BWA to work through the process.

1.4 **Methodology:**

Risk identifiers were created for each potential issue as follows:

- .1 Potential Risk (general descriptions)
- .2 Description in Brief (impact statement)
- .3 Potential Cost
- .4 Mitigation Process
- .5 Person identified to follow up on risk mitigation.

1.5 **Reporting:**

BWA to report of the initial meeting with the identified action by items. Subsequent meeting to be held at the call of the chair.

1.6 The tasks (and potential mitigation strategies) are listed on the pages to follow:

Category Green		
	Risk	Mitigation
1.	High ground water table.	Obtain soils report once building located.
2.	Delays due to lead times (products/furniture) and approvals.	BWA to obtain information from MEF early in process.
3.	Product and furniture performance and life cycle/maintenance.	BWA to specify based upon design brief from MEF.
4.	Staying within budget while maintaining quality of finishes and materials.	Ensure Quantity Surveyor to provide an allowance for known and unknown contingencies.
5.	Public emergency post disaster.	OBC provides some direction. MEF to confirm extent of disaster preparedness.
6.	Coordination between consultants to ensure no conflicts.	Coordination and communication in formal process. Minutes and data sheets.
7.	Services. Ensure proper investigation of what exists.	Provide survey and locates. Test existing well on site for capacity and quality.
8.	MTO – issues with intersection of road and highway.	Ensure schedule/timing as part of master plan.
9.	Major Recreation Centre – impact of building on rec. centre.	Budget/Neg - Ensure aesthetics meet municipal expectations. BWA and Owner to sign off
10.	Ensuring goals and needs of all user groups are met both functionally and aesthetically.	Fill in data sheets. MEF to provide complete information.
11.	Local suppliers.	Specs/Products. MEF to provide list of suppliers, materials to BWA asap for inclusion in specs.
12.	IT requirements. Emergency backup.	Engage early in process. MEF to engage. MEF to identify IT with data sheets.
13.	Growth	Plan for future growth during master planning exercise for recreation and municipal buildings. Flexibility of NBMCA. Purchase land if an option.

Category Purple		
	Risk	Mitigation
1.	Zoning – currently there is not a broad exemption for the Municipality for the project. We anticipate adding it through the new ZBL project. Setback and coverage restriction should not play a role because the environmental features will be more of a limiting factor. Overall this should be a small risk.	Evaluate all designs against standards.
2.	NBMCA Regulations – septic permit and location, flood plain restrictions, potential stumbling block with cut and fill plans if we need more space adjacent to the lavasse.	BWA/MEF Meeting. Involve early and keep them circulated on plans.