

Mayor McMynn opened the Special Meeting of Council at 16:00 hours on December 5, 2017 in the Council Chambers, Municipal Office, 661 Eighth Ave., Midway BC

Present: Mayor McMynn  
Councillors Rotvold, Dunsdon, Schierbeck, Metcalf

Staff: Penny Feist, Chief Administrative Officer  
Tami Peters, Deputy Clerk  
John Boltz, Public Works Foreman arrived at 16:04 hours

Delegation: Chris Fairbanks-Fairbank Architects-Midway Community Centre Upgrade Review

Public: None

**Introduction of Late Items** – None

**Adoption of Agenda**

**Moved** Councillor Dunsdon, **Seconded** Councillor Rotvold that the December 5, 2017 Special Meeting Agenda be adopted as circulated.

**Carried**

**Adoption of Minutes – None**

**Delegation**

Mayor McMynn welcomed Mr. Chris Fairbank of Fairbank Architects. The purpose of the meeting is to review of the final construction drawings and possible dates to go out to tender of the project as well as method of procurement of a commercial kitchen. Possible date for tendering could be February 2018, start date mid March with completion in early December. Chris spoke of methods of tendering how the process works. Usually the lowest bondable bid is accepted with a single general contractor that hires the subcontractors. He is ready to proceed whenever council gives approval.

The class C estimate for the project is 1.55 million is an estimate for 2017 contract price but no guarantee the price for 2018 will be similar.

Another way to procure tenders would be to hire a project manager who the Village would hire, the project manger would let multiple sub-trade tenders out and those sub-trade tenders would be assembled added up and that would be the total project price. This might let the Village receive more local content for smaller tender packages and different requirements for bond insurance. There is more of an element of risk, the project manager does not have an agreement with the sub-trades, the Village has the agreement with the sub-trades and there is more administrative work involved.

Councillor Schierbeck asked if Daniel Steiner would be suitable for the project manager. Chris said it is possible but council would need to check his terms of reference.

The CAO has been in contact with Geoff Clarke form Canadian Restaurant Supply regarding design of the commercial kitchen. This would cost approximately \$2,500.00. The CAO stalled signing the kitchen consultant contract due to recent complications resulting from the municipality having to let go of a grant funding opportunity due to the funding completion date timeline.

Chris suggests that Council should wait until grants are secure. He also warns that if we go beyond the February date the contract price could increase.

Chris advised the tender documents would not include the following three items, these would be priced separately in the tender document.

- Main Entrance Door with side lights and auto door opener.
- Folding partition for lower floor
- Additional Excavation for debris buried under soil in northeast corner
- Kitchen Equipment

John Boltz, Public Works Foreman, asked if there is access to existing attic space. Chris advised that access could be provided through the old front gable.

Chris also advised that the plans include capping the old well that will be used for installing equipment for radon remediation.

After discussion, the Council felt they should wait for approval of further grant funding before moving forward with the tendering process.

Mayor McMynn thanked Chris Fairbanks for coming.

**Moved** Councillor Dunsdon that the meeting be adjourned at 16:40 hours.

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MAYOR

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CAO