

## **North Bay Building Committee Meeting Minutes**

### **May 28, 2014 – 5:00 p.m**

### **North Bay Boardroom**

#### **Present:**

Trustees Randy Sheppard, Kathy Hewitt, David Thompson, Michelina Beam, Acting Director Tim Graves, Superintendent Terry Blair, Executive Officer Amanda Meighan, Principals Scott Dunn, Mike Callahan, Architect Paul Mitchell, Capital Projects Manager Marianne Speirs, Special Education Coordinator Kim Gignac, J.W. Trusler Parent representative Karen Matthews

Acting Director Tim Graves opened the meeting at 5:05 p.m. and thanked committee members for volunteering to be part of the North Bay Building Committee. All committee members introduced themselves. Acting Director Graves explained the members' job is two-fold:

- 1) To ensure the committee collects a wide range of input and consultation of how we move forward
- 2) To monitor the building and progress

He explained that there is some structure from our own Board By-laws, and that Trustees are the only voting members of the committee. Ideally, the objective would be to reach consensus.

#### **Election of North Bay Building Committee Chair**

Kathy Hewitt was nominated by Randy Sheppard. As there were no other nominations, Kathy Hewitt was acclaimed as Chair of the North Bay Building Committee.

#### **Terms of Reference**

Committee members reviewed and approved the draft North Bay Building Committee Terms of Reference. The Terms of Reference will be presented to Trustees at the June 24, 2014 for approval.

Paul Mitchell explained the Board has capitalized on an economy of scale by using the same architecture and the same architectural plan as is being used for the Parry Sound elementary school. He and Marianne Speirs have attended upwards of 9 meetings with Principals, Staff and School Councils of Dr. MacDougall, J.W. Trusler and King George requesting they review the plan and provide feedback. Those items were compiled and presented to senior administration for direction.

The following are highlights of suggestions and considerations:

- 1) There is currently a before and after school daycare at Dr. MacDougall and J.W. Trusler. The new school will provide storage for the YMCA to run programs.
- 2) There was a request for one staff barrier-free washroom, which has been added in the lobby.

- 3) As requested, there has been an additional staff washroom added on each floor.
- 4) It was decided that gym change rooms, showers and washrooms are unnecessary at an elementary school. This could be repurposed for daycare storage.
- 5) The new design reflects the use of cubbies rather than lockers.
- 6) As suggested, a first aid area containing a small sink, refrigerator and sitting area was added in the general office area.
- 7) A washer and dryer will be housed in the custodial area on the first floor.
- 8) Provisions have been made for a second photocopier on the second floor.
- 9) Teachers will have coat storage in their classrooms.

### **Space Template**

Marianne Speirs stated that based on the Space Template, the Ministry will fund for 507 students. Relative to the Parry Sound School, this new North Bay school requires 1 additional kindergarten classroom, 1 less primary/junior classroom and two Special Education classes. With this proposal, we will build a very large Special Education classroom with a divider wall.

### **Building Design**

There are currently allowances for a one-way drop-off zone, a reserved area for taxis for Special Education students, and a separate school bus lane. The by-law requires 1 parking space for each teaching staff so Mitchell's has designed a 50 car lot.

Concern was expressed that daily physical activity may be affected as the school has one large gym, however it is the reality of the Space Template. Members were also reminded there is a difference between DPA and Physical Education classes. It was noted the ceiling height of the gym is two stories.

The building will consist of mostly brick and stone, with the upper level of the gym being steel siding. The lobby and the library are timber framed.

As this is a repeat design, the build team is able to move at a fast momentum. The land surveying and geotechnical investigation are complete, with good bearing capacity on the soil. A traffic study for impact on the neighbourhood was undertaken with the consultant reporting no issues. Traffic consultants did make some recommendations on the bus loop. The water and sewer is well underway. A presentation has been made to the DART (Development Advisory Review Team) committee, with no concerns being expressed. Mr. Mitchell expects the land use permit any time.



Dialogue has been had with Ian Kilgour of the City of North Bay regarding the Board using the adjacent city-owned parkland to enhance the size of the existing playground. The City has recognized the lack of a public playground in the area. Essentially, the Board would provide a playground that is community accessible, with the City providing some property. A privacy fence or tall shrubs could be incorporated to ensure neighbor's privacy from the field. It was suggested the Board will require a Joint Use Agreement be put in place with the City. Mr. Mitchell suggested the Board send a letter to the City requesting a meeting to further discuss the land use.

Paul Mitchell asked if there is support to move ahead on the design. Approval was given by consensus.

### **Draft Project Budget**

Marianne Speirs explained that as a repeat school design, architectural service costs are greatly reduced. A.W. Hooker, a quantity surveyor company, can now supply a precise cost estimate on the project.

It was questioned on whether some existing furniture can be repurposed. Ms. Speirs offered to do a full inventory and make an educated decision on what is reuseable and what is not. It was suggested to host a Sod Turning in September and have the structure enclosed before the inclement weather begins. It was also stated that the school is projected to be open to students by December 2015, not September 2015 as originally hoped for. Depending on the percentage of work remaining to complete as of December 2015, students may not actually transfer to the new school until September 2016.

A short discussion took place regarding the possibility of extra sidewalks in the school zone, with cost at approximately \$140,000.00.

**Next Meeting Date:** Tuesday, July 8, 2014 – 2:00 p.m.

**Adjournment:** The meeting adjourned at 6:35 p.m.