

Grey County Building Task Force – Administration  
Building

Tuesday, April 5, 2016, 1:10 p.m.

Seminar Room

Present: Chair Burley; Councillors Pringle, Greenfield and Warden Barfoot

Staff

Present: CAO Kim Wingrove; Directors Anne Marie Shaw, Sharon Vokes, Kevin Wepler; staff members Aaron Whitney, Mike Alguire, Rob Hatten and Penny Colton – Recording Secretary

Others: Councillor Hicks attended via phone, but did not participate in any voting.

Call to Order

Chair Burley called the meeting to order at 1:10 p.m.

Adoption of the Agenda

BTF-05-16 Moved by: Councillor Pringle      Seconded by: Warden Barfoot

**THAT the Grey County Building Task Force – Administration  
Building agenda dated April 5, 2016 be adopted as presented.**

Carried

Declaration of Pecuniary Interest

There was none

## Minutes of Meetings

*Grey County Building Task Force dated March 1, 2016*

BTF-06-16 Moved by: Councillor Greenfield                      Seconded by: Councillor Pringle

**THAT the minutes of the Grey County Building Task Force – Administration Building dated March 31, 2016 be adopted as presented.**

Carried

## Update on Status of Process

Mrs. Wingrove provided an update of the process to date, and reviewed the prequalification documentation. Twenty-six firms provided prequalification packages and were reviewed by Ventin Group. An assessment of the qualifiers was then provided back to Grey County staff. Following staff's review of the assessment, concerns in certain areas were reviewed with staff at Ventin Group. Ventin advised that it is at our discretion to make changes based on a contractor's track record or bonding requirements. Staff wants to ensure that the County is fair and open to all twenty-six applicants.

Anne Marie Shaw left the meeting at this point.

Mike Alguire did some research with our Surety Company and there were a few applicants that were borderline acceptance. More detailed investigation is required prior to decisions being made.

Direction was given to have Mike Alguire research bonding and references more thoroughly on all companies that applied to prequalify, and then task force members and staff can make an informed decision. Mike will provide his observations back to the task force in approximately two weeks. The task force will then advise Ventin Group to contact the prequalification applicants.

Our commitment to Ventin Group ends once the tender documents are prepared to our satisfaction. Completion of tender marks will complete the current phase of our next steps with this relationship. Language in the agreement will be reviewed to confirm contract with Ventin.

It is important that there is a project manager in place to manage the contractors throughout construction.

Kim Wingrove will advise Ventin Group, following this meeting, of the task force's decision to have staff provide due diligence in further review of the applicants. Following Mike Alguire's report back to the task force, Ventin Group will be fully informed of the outcome.

## Other Business

Aaron Whitney reviewed the most recent elevation drawings provided from Ventin Group. Staff will request that a rendering of the exterior concept be provided as soon as possible in order that the task force can fully appreciate the concept of the addition.

Aaron also advised that the sign will stay in its current position which will be 25 feet from the front of the addition.

Sharon Vokes advised that there has been good response from Provincial Offences stakeholders on the new addition, and there has been one recommendation to have a security assessment.

### *Next Meeting Date*

April 12, 2016, 1:00 p.m or April 21, 2016 9:00 a.m.

On motion by Councillor Pringle, the meeting adjourned at 2:30 p.m.