

STAFF REPORT: BUILDING & BY-LAW DEPARTMENT



REPORT TO: Council
MEETING DATE: May 26, 2008
REPORT NO.: SRB.08.29
SUBJECT: Town Hall Project
PREPARED BY: D. Finbow, Director, Bldg & By-law

A. Recommendations

THAT Council appoint _____ and _____, being two members of Council, to sit on an ad hoc Town Hall Project Committee.

B. Background

Council at its meeting of May 12, 2008 considered Staff Report SRB.08.25 related to the Town Hall Project and addressed the various recommendations in the Report save for the appointment of two members of Council to sit on an ad hoc Town Hall Project Committee.

The principal purpose of the Committee is to provide input to the Design Consultants as it relates to a more detailed vision of the Town Hall Site and New Town Hall. Specific regard will be had to site programming, site and building accessibility, building functionality/programming and building elevations.

A draft Terms of Reference for the Committee is set out below and will be fine tuned by the Committee at its first meeting.

1. The Town Hall Project Committee is created and responsible to Council.
2. The Committee shall be comprised of two members of Council; the Town's Chief Administrative Officer, Manager, Development Approvals, and Director of Building & By-law/CBO.
3. The Committee shall be chaired by the Director, Building & By-law/CBO.
4. The Committee shall provide input to the Design Consultants as it relates to a more detailed vision for the Town Hall Site and New Town Hall with specific regard to site programming, site and building accessibility, building functionality/programming and building elevations.
5. The Committee shall dialogue with the Public through various means, including the Town Hall Project Webpage, Public Open Houses and Presentations and provide related reports to Council at the following key milestones:
 - a. Updated Site Master Plan (including parking);
 - b. Schematic Floor Plans;
 - c. Site/Building Accessibility;
 - d. Identification of potential "green" building elements to be incorporated into the design to achieve LEED Silver Certification;
 - e. The completion of the business case as it relates to LEED Silver Certification; and,
 - f. Building Elevations

6. The Committee's work will be completed upon Council's authorization to proceed with detailed design drawings for the New Town Hall. It is anticipated at this time that this will occur in August 2008.
7. The Committee will meet on a bi-weekly basis at Town Hall to participate in workshops (brainstorming), discuss and test concepts and provide input on circulated information (amongst other things). In addition, tours, along with meetings, where appropriate, of Town/City Halls currently under construction are anticipated.
8. Meetings will be regular, scheduled well in advance, be no longer than 3 hours in duration, and can be accommodated on Tuesday afternoons, Wednesday mornings or Thursdays.

An option to the creation of the small, fast moving Town Hall Project Committee as envisioned is to have a Staff Committee report directly to the Finance & Administration Committee on a monthly basis.

C. The Blue Mountains' Strategic Plan

"Providing a strong, well managed municipal government."

D. Environmental Impacts

The provision of a LEED Certified Town Hall will demonstrate leadership in the community, commitment to the environment and sustainability.

E. Budget Impact

As per Proposed Capital Project Form

G. Addendums

N/A

Respectfully submitted,

David Finbow
Director, Building & By-law/CBO