



Building Management Committee Minutes

Thursday, November 17, 2016

4:30 PM

Room D

Essex County Civic Centre

1. Call to Order

2. Members Present

County of Essex

Ken Antaya, Member

Aldo DiCarlo, Member

Rob Maisonville, Secretary-Treasurer of Building Management Committee

Essex Region Conservation Authority (ERCA)

Larry Verbeke, Member

Terry Burns, Member

Greater Essex County District School Board (GECDSB)

Dave Taves, Member

Connie Buckler, Member

Shawn Maheux, Manager of Financial Services

Windsor-Essex County District School Board (WECDSB)

Chris Meloche, Manager of Administration and Finance

Penny King, Executive Superintendent of Business

Absent:

3. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

4. Approval of Minutes – December 3, 2015

1-2016

Moved by Larry Verbeke

Seconded by Dave Taves

That the minutes of the Building Management Committee meeting held on Thursday, December 3, 2015 be adopted.

Carried

5. 2015 Essex County Civic Centre Financial Statements

Mr. Maisonville presented a report outlining the 2015 Essex County Civic and Education Centre Financial Statements which outlines the results for the year ended December 31, 2015, and the financial position of the Civic Centre as at December 31, 2015. He noted that KPMG LLP Chartered Accountants expressed a clean audit opinion and that no material weaknesses in the Civic Centre's system of internal accounting controls had been detected and no management letter was prepared with respect to the operation of the Civic Centre.

Mr. Maisonville further discussed projects undertaken at the site including LED lighting, replacement of chiller components, seating in the cafeteria etc. He noted some income as well related to the rental of committee rooms for the federal election.

2-2016

Moved by Terry Burns

Seconded by Connie Buckler

That the Administrative Report from Mr. Rob Maisonville presenting the 2015 Essex County Civic and Education Centre Financial Statements be received;

And That the 2015 Essex County Civic and Education Centre Financial Statements be approved. **Carried**

6. 2016 Civic Centre Operations Report

Mr. Maisonville reported a favourable variance relating to Civic Centre Operations, noting in particular that snow removal costs and repair and maintenance activities as contributing factors. He further noted that energy efficiency improvements and possibly some vacancies within the building have contributed to a

significant reduction in energy use, however rising energy pricing mitigated savings in utilities costs.

Mr. Maisonville discussed a delay in major capital improvements with regard to the parking lot. The project was delayed due to the library strike and on site picketing. The budgeted amount will be carried forward for 2017.

A change to personnel took place in 2016 with the replacement of the Civic Centre Maintenance Lead Hand. The new Lead Hand has implemented some innovative processes for scheduling and tracking maintenance activities and lends considerable experience to the administration and implementation of the Emergency Evacuation Plan as he has several years' experience as a Town of Essex Fire Fighter. A comprehensive Fire Safety Plan has been created and is in the review stages. The final plan will be posted in a Fire Safety Plan Case within the main entrance of the Civic Centre for emergency personnel to access in an emergency scenario. Fire drills have been consistent and are part of routine activity with the new fire safety plan.

Mr. Maisonville discussed some incidences during 2016 with regard to a bed bug scare within the library administration offices. This led to some thorough testing and a clean result. There were no bed bugs in the Civic Centre. Air quality testing within the facility also took place in 2016. A post-testing report was circulated to tenants and stakeholders. Air quality was found to be normal for the building, noting slightly higher temperatures and some humidity within the ground floor area. These issues have since been addressed.

The County has been taking measures to mitigate risk, as identified by insurance partners. Some areas identified were related to the logging and tracking of fire hydrant testing and monitoring. Although there has been testing performed by the Town of Essex, there are no records to this activity and the Town has since stop this practice for private hydrants. The County will be seeking an alternate source for this service. Further, it was noted that there is no fire or smoke detection device in the electrical room. Although the Civic Centre is not required to have such a device, due to the age of the building, it is considered a

best practice and the County is undertaking the installation voluntarily.

Mr. Maisonville noted some other areas where risk was identified, being the area where chemicals are stored for the chiller, an adequate eye-wash station was installed. There is also, moving forward, a snow removal log that will track snow removal activity at the Civic Centre – exterior steps, stairways and sidewalks.

3-2016

Moved by Aldo DiCarlo

Seconded by Connie Buckler

That the 2016 Civic Centre Operations Report be received and approved. **Carried**

7. 2017 Building Operating Budget

Mr. Maisonville summarized the 2017 Building Operating Budget advising that the request in the amount of \$957,358 (net of HST) represented a 5.17% increase from the 2016 Budget. The increase relating almost exclusively to an increase in the Capital Expenditure Program. Included in the 2017 estimates is the fourth of fifteen annual payments related to reimbursement to the County for facility upgrades (facility façade, HVAC, elevator replacement and main floor washrooms). Also planned for 2017 is: the replacement of refrigerant/gas monitor in the boiler/chiller room (\$24,000); installation of a 3-way bypass valve on the chiller tower to improve efficiency and negate system faults and corresponding chiller shut down in the shoulder cooling periods (\$17,300); upgrade of the chiller controller with building automation system integration (\$33,450); and resurfacing of the parking lot (\$420,000).

4-2016

Moved by Mr. Verbeke

Seconded by Mr. Taves

That the 2017 Budget for the Building Operating Fund recommending a 5.17% increase from the 2016 Budget and an increase in the rental rates for tenants to \$14.05 per square foot, (an increase of \$0.68 per square foot from 2016) as

presented at the November 17, 2016 meeting of the Building Management Committee, be supported. **Carried**

8. New Business

There was no new business raised.

9. Adjournment

5-2016

Moved by Mr. Verbeke

Seconded by Mr. Taves

That the meeting be adjourned at 5:00 PM. **Carried**