

VILLAGE OF ANMORE

REGULAR COUNCIL MEETING AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, October 22, 2013 at 7:00 p.m.
in the portable classroom behind Anmore Elementary School at 30 Elementary Road

1. **CALL TO ORDER**

2. **ADDITIONS AND DELETIONS TO THE AGENDA**

3. **APPROVAL OF THE AGENDA**

Recommendation: THAT THE AGENDA BE APPROVED.

4. **PETITIONS AND DELEGATIONS**

5. **ADOPTION OF THE MINUTES**

6. **BUSINESS ARISING FROM THE MINUTES**

7. **BYLAWS**

8. **CORRESPONDENCE**

Recommendation: THAT ALL CORRESPONDENCE CIRCULATED AND FILED IN THE
VILLAGE OFFICE BE RECEIVED.

9. **COMMITTEE REPORTS AND RECOMMENDATIONS**

(a) **Finance Committee**

(i) **Recommendation from Meeting held on October 1, 2013**

Further to Council's request for the Finance Committee to review and comment on the report dated September 5, 2013 from Brent Elliott, Planning Consultant with respect to Village Hall – Project management the following resolution was adopted:

"That the Finance Committee make recommendation to Council to allocate \$10,600 toward the contract for completing a concept plan for the new Village hall." - Carried

10. UNFINISHED BUSINESS

11. NEW BUSINESS

(a) Request for In-Camera Council Meeting

A meeting with the Municipal Council has been requested, to discuss a matter that falls under section 90(1)(e)a of the *Community Charter*, referring to 'the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality'.

Recommendation: THAT, PURSUANT TO SECTION 90(1)(E) OF THE *COMMUNITY CHARTER*, AN IN-CAMERA COUNCIL MEETING SHALL BE HELD ON OCTOBER 28, 2013.

12. MAYOR'S REPORT

13. COUNCILLORS' REPORTS

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

15. PUBLIC QUESTION PERIOD

16. ADJOURNMENT

Recommendation: THAT THE MEETING BE ADJOURNED.

Council Report

To: Tim Harris, Chief Administrative Officer
From: Brent Elliott, Planning Consultant
Date: September 5, 2013
Re: Contract Award: Concept Plan/Program for New Village Hall

Introduction

The intent of this report is to seek Council approval regarding the award of a contract to provide architectural and conceptual programming services towards the completion of a concept plan/program for a new Village Hall.

Recommendations

It is recommended to Council:

1. *THAT Council award the contract to complete a concept plan/program for a new Village Hall to NSDA Architects in the amount of \$10,600, inclusive of all fees and disbursements.*

Background

Earlier this year, Council unanimously decided to replace its Village Hall building. As a result, the Village is now in the early stages of planning for a new Village Hall, the first step of which requires the development of an appropriate building concept and program. That is, Council and staff must determine the types of spaces and corresponding floor area that will be needed to meet the current and future needs of the community. Given that, the Village sought proposals from three qualified and experienced architectural firms towards assisting staff and the Planning Consultant develop a concept plan/program for the new Village Hall.

Discussion

The proposals received were reviewed against a published set of criteria, which included the proponent's understanding of the project, the firm's and proposed team's qualifications, related experience designing civic buildings for like-sized communities, proposed methodology, proposal clarity and thoroughness, and overall cost to the Village.

Based on the evaluation, the proposal from NSDA Architects ranked highest, namely due to the composition of their team, providing two senior architects to the project, and their firm's deep experience working with and designing community buildings for smaller-sized municipalities.

In light of these qualities, and noting that the submission falls with the approved Council budget, staff and the Planning Consultant are in agreement that the contract should be awarded to NSDA Architects.

Conclusion

The submission by NSDA Architects provides the Village with the experience and insights needed at this preliminary stage of concept and program development. As a result, staff and the Planning Consultant recommend that the firm be awarded the contract.