



MEETING MINUTES

Meeting: #01
Project: 2126 Chetwynd Library
Location: Zoom
Meeting Date: June 16th, 2021
Prepared By: Amy Lievers

In the event of any discrepancies in these minutes, please advise the preparer in writing so that clarifications may be made. These minutes will otherwise be considered to be accurate.

Present:

Name / Company	Telephone	Email	Action
Trish Morgan, PRRD			PRRD
Kyla Traichevich, PRRD			PRRD
Bryna Casey, PRRD			PRRD
Carol Newsom, District of Chetwynd			DC
Janet Wark, DofChet., Advisory Committee			AC
Melissa Millsap, Library Director, Adv. Com.			AC
Dan Rose, Advisory Committee			AC
Sara Hoehn, Advisory Committee			AC
Amy Lievers, Field Lievers Architecture Ltd.			FLA
Jay Field, Field Engineering & Assoc. (Mech.)			FEA
Jack Field, Field Engineering & Assoc. (Elec.)			FEA
Andrew Hall, Tryon Group (Struc.)			TG
Leon Gullickson, Celtic Construction			CC
Melody Pierce, Celtic Construction			CC
Travis Hebert, Celtic Construction			CC

Copied To:

Name / Company	Telephone	Email	Action

Meeting Minutes:

Item	Details	Action
1.01	COMMUNICATION <ul style="list-style-type: none"> All project communication from PRRD to come through Trish Morgan, General Manager of Community Services. All consultant and construction team communication to come through Amy Lievers from FLA. 	INFO INFO
1.02	PROJECT HISTORY <ul style="list-style-type: none"> The project has undergone various previous feasibility studies including in 2016-2017 and 2018. The project has now been issued to the FLA team for design. 	INFO



1.03	<p>PROJECT SCHEDULE</p> <ul style="list-style-type: none"> ▪ FLA issued a project schedule with the proposal (attached). This schedule will be updated as the project continues. No further milestone or approval dates have been noted at this time. 	INFO
1.04	<p>PROJECT SCOPE</p> <ul style="list-style-type: none"> ▪ The scope of the project includes the design, cost estimation and public consultation of the new library facility. There are no considerations for future phases at this time. The demolition of the existing facility is also not in scope. 	INFO
1.05	<p>PROJECT BUDGET</p> <ul style="list-style-type: none"> ▪ Expected construction budget for project is \$5 million. This does not include furniture, fixtures and equipment or the library stacks. 	INFO
1.06	<p>PROJECT VISION + GOALS</p> <ul style="list-style-type: none"> ▪ Project goals include: <ul style="list-style-type: none"> ○ Accessible design ○ Flexibility in the design ○ Lots of natural light ○ Vaulted ceilings ○ Maintenance free exterior ▪ Exterior finishing to coordinate with the existing Chetwynd Recreation Centre and to conform with all the District of Chetwynd bylaws and Official Community Plan. Team would like to see consistency with other community buildings but not as dark. ▪ Team described the vision as “Living Room of the Community”. 	<div>INFO</div> <div>INFO</div> <div>INFO</div>
1.07	<p>SUSTAINABILITY</p> <ul style="list-style-type: none"> ▪ Sustainability policy and goals include: <ul style="list-style-type: none"> ○ Energy and water conservation features to be used throughout the facility where appropriate and economical. ○ In alignment with the Official Community Plan, the design of the facility will consider: <ul style="list-style-type: none"> ▪ Conservation of natural resources ▪ Reduction of greenhouse gas emissions ▪ Implementation of principles of sustainable development and smart growth through alternative technologies for infrastructure (bioswales, solar energy, etc.) ▪ Development of natural solutions that support ecological responsibility using features such as landscaped boulevards and native tree plantings ▪ Striving to improve water conservation ▪ Working with PRRD in disposing of solid waste and curbing landfill demand ▪ Reducing the need for irrigation in exterior areas 	INFO
1.08	<p>SITE PLANNING</p> <ul style="list-style-type: none"> ▪ PRRD provided geotechnical information available from the adjacent skate/splash park. FLA team will use the information to plan the new library building. ▪ There is an existing patio on the rec center adjacent to the library site that the team should consider tying into in terms of the outdoor area. 	<div>INFO</div> <div>INFO</div>



	<ul style="list-style-type: none"> There could be a connection to the skate/splash park from the library exterior area in terms of parental supervision. AC would like to see a covered portion at the front of the building along the street side. FLA noted that the building will likely be lined up with the front of the rec centre along the street side of the site, with parking in the rear. The design will have to consider the pedestrian experience around the building as well as getting from a car to the building and the location of a book drop off area. It was noted that outdoor wi-fi is very important as a service to the community. 	INFO INFO INFO
1.09	BUILDING PROGRAMME <ul style="list-style-type: none"> The building programme is not yet set. FLA would like to make this a priority and schedule the next meeting with the appropriate team members to establish and vet the building programme. The programme has roughly allocated an 8,000 sq.ft. footprint, which AC would not like to see exceeded, but this will be reviewed in the next programming meeting. Some additional needs have been brought up in terms of storage and the children's area, that are larger than originally indicated and will have to be reviewed. The children's area has a play structure that will have to be incorporated as some additional funding was procured for this item. FLA to review with the team at the next meeting. The team discussed a crawlspace vs a basement, which can also be further explored if it makes sense to provide. 	INFO INFO INFO INFO INFO
1.10	BUILDING SYSTEMS <ul style="list-style-type: none"> Architecturally it was noted that the building exterior be maintenance free and tie into the look of the community. Vaulted ceilings with natural light. Structurally there is no preference from the team, the use of wood structure may be used to also tie into the resources of the region and the look of other community buildings such as the admin building. Mechanically there is no preference for a particular system, FEA to review and provide options. Electrically there was also no preference for a particular system, it is likely we'll use features such as LED lighting for efficiency and longevity. FEA to review and provide options as well. 	INFO INFO INFO INFO

Next Meeting: Tuesday July 6th, 5:00pm (PST) via Zoom