



Avening Community Centre Board SPECIAL MEETING MINUTES

March 18, 2021

6:00 p.m.

[Webinar](#)

Members Present:	Bill Hewitt (Chair), Karen Cubitt (Treasurer), Clare Oster (Booking Agent), Lorie Awender, Councillor John Lamers, Melanie Walters, Sara Hershoff, Mayor Doug Measures and Monica Norris (6:23).
Members Absent:	Jennifer Whitley, Gary Dzeoba, Ed Stephens, and Tina Stephens.
Guests Present:	Councillor Connie Leishman and Deputy Mayor Barry Burton
Staff Present:	Cayla Reimer, Committee Coordinator; General manager of Parks, Culture and Recreation, Terry Vachon; Community Culture and Tourism Coordinator, Amanda Murray; Youth Coordinator, Courtney Rogers; and Recreation Clerk, Jessica Co'Dyre.

1. Welcome

Chair, Bill Hewitt welcomed the members and brought the meeting to order at 6:04 p.m.

2. Approval of [Agenda](#)

Resolution:

Moved by Melanie Walters, seconded by Lorie Awender, Be It Resolved that the Avening Community Centre Hall Board hereby approve the Agenda dated March 18, 2021 as presented.

Motion Carried.

3. Disclosure of pecuniary interest and the nature thereof

Sara Hershoff declared an interest as she hosts and profits from some concerts performed at the Hall.

4. Approval of [Minutes](#) – February 25, 2021

Resolution:

Moved by Melanie Walters, seconded by Lorie Awender, Be It Resolved that the Avening Community Centre Hall Board hereby approve the Meeting Minutes dated February 25, 2021 as presented.

Motion Carried.

5. Small Hall Discussion

General Manager of Parks, Culture, and Recreation, Terry Vachon provided a presentation on the background of the Small Hall, accessibility, AODA 2025 deadline, and renovation history (attached).

The Board compared and discussed previous renovation designs for 2015. The Board requested clarification on septic and water lines that had been originally proposed, the presentation focused on only AODA requirements and the updates required to meet the AODA 2025 deadline.

The Board inquired as to the availability of grants, Mayor Measures provided an update from upper levels of governments and the unknown availability of grants to support AODA 2025 projects. Councillor Connie Leishman provided information on the lack of available funding for increased accessibility from the upper levels of government.

With the history of the Hall and possible heritage, is there a better chance of applying/receiving grants if the Board was not associated with the Township. Deputy Mayor Barry Burton provided information in declaring the Hall as a heritage site/building and the process of securing associated funding.

Mayor Measures assured the Board that should grants become available the Township is prepared and able to assist with the financial percentage to finance a project.

The Board asked for clarification on the proposed Township Capital projects (Collingwood Street Bridge), Mayor Measures provided information on the bridge project.

The Board requested clarification on the assessed value of the Halls, Terry informed the Board that evaluations have not yet been completed. Softer (intrinsic) values of the Halls to the community has not be formally placed on each hall as it is a difficult value to assess, it is a consideration for Council and the Hall Boards to consider moving forward. The Board requested clarification on the required information to better develop the value to the community and would be happy to provide information as requested/required.

Terry informed the Board that should the Board wish to retain ownership of the building as a non-profit and maintain the facility as a public space, accessibility standards must be met as legislated in the Ontario Building Code. The Building Code provides the minimum standards where the FADS document is a higher level of standards that has been adopted by Council for Township public spaces.

Terry Vachon proceeded to present part two "Choosing AODA Options and Providing Feedback" (attached).

Funding for the renovations would be fronted by the Township and the Hall would be responsible to repay the Township their portion of financing.

The Board discussed options to assist in lowering the total renovation loan, Terry informed the Board that they could lower their overall repayment to the Township through fundraising, gifts in kind, or donation request efforts. Terry and the Mayor provided information on liability and difficulty in finding contractors willing to host volunteers in the construction portion of renovations.

The Board raised concerns regarding the cost of materials post COVID as the report and cost estimate was provided in 2019 (pre COVID).

The Board discussed the options provided, and unanimously prefer *Option A*, however; will take some time to consider the entire scope of the project moving forward. The Board would like some assurance that they would be involved in the renovation process.

6. Next Meeting – AGM March 25, 2021 at 7:30 p.m.

April 08, 2021 – Special Meeting to further discuss

7. Adjournment

Resolution:

Moved by Karen Cubitt, Be It Resolved that the Avening Community Centre Hall Board meeting be adjourned at 8:16 p.m.

Motion Carried.

Date Minutes Approved: April 08, 2021

Bill Hewitt, Chair

Cayla Reimer, Committee Coordinator

COMMUNITY HALLS (SMALL) PRESENTATIONS

AVENING HALL

Part 1 – Information provided by PCR
Department – All Background Information

BREAK SESSION

Part 2 – Avening Hall Board Feedback and
Options



How did we get here?

Ontario Provincial Government implemented accessibility standards to help business & organizations to remove barriers to improve accessibility in five key areas. These standards are part of the Accessibility for Ontario with Disabilities Act 2005 (AODA).

AODA has been active in Ontario since 2005, however, people might still be wondering: what is the AODA? The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is an Ontario law mandating that organizations must follow standards to become more accessible to people with disabilities. The goal for the province is to be fully accessible by 2025. All levels of government, private sectors, and non-profits must comply with this legislation

- All Director & Officers of a Corporation has a duty under subsection (4) and who fails to carry out that duty is guilty of a **Major** offence and on conviction is liable to a fine of not more than \$100,000 for each day (3 types of offences, minor, moderate, major).
- The Council of every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force.
- By January 1, 2016, Corporations with 50+ employees need to make new or developed public spaces accessible. No new dates have been updated by the AODA act. To have an accessible Ontario by 2025.

Timelines:

April 2020

Feb 2021

Mar/April 2021

May 2021

June-Sept 2021

Council Directed
Staff to begin
process

Burnside
AODA
Report
Completed

Brainstorm Options
for Hall
Board/Volunteers

Meet with
Individual Hall
Boards & Public
to present
options

Bring back Hall
Board's preference
to Council to make
final decision

Implement
decisions or
Capital
projects

Why are we really doing this?

The Integrated Accessibility Standards Regulation (IASR)

In 2016, the five standards of the AODA were combined under the Integrated Accessibility Standards Regulation (IASR). The five standards are:

- Information and communications
- Employment
- Transportation
- **Design of public spaces**
- **Customer service**

Why do we need AODA?

- ✓ Accessibility is good for both the economy and the community.
- ✓ The population of Ontarians with disabilities is steadily growing.
- ✓ Accessible information and employment make it possible for this growing group of people to contribute to the economy and society. Likewise, accessible transportation and public spaces ensure that people can move around their communities.
- ✓ **Finally, the standards of the AODA give all people an equal footing as they work, play, learn, teach, buy, sell, and use their diverse talents to benefit their communities and their province.**

People with disabilities are just like everyone else ... They shop and do business with their friends and family

As our population ages, the number of people with disabilities will increase

The key is that the goal date for an accessible Ontario is ... 2025

It's not public if everyone can't use it!

Financial Key Notes

Reserve as of Dec 31, 2020: **\$1,266,061**

2021 contribution to the reserve of \$250,000, balance projected: **\$1,516,061**

\$1,516,061 / 6 Halls = \$252,676.83 each

\$1,516,061 / 7 Halls = \$216,580.14 each (incl Station on the Green)

Cost of Insurance annually for 6 halls: **\$9,000.00**

Cost of Financing: Current Commercial Interest rates approx.. **2% (low)**

Operational Expense Savings or Loss Revenue from Twp:

Water/Sewer expense, Solar Revenue, Snow removal, Grass cutting, Garbage, Promotions, Staff Resources from Finance Dept or PCR Dept

\$\$Unknown Variable Amount

Financial Key Notes

2019 Burnside estimates

2019 Estimates provided by Burnsides and Associates

*They have used contractors specializing in these fields, historical cost data from similar projects and/or current construction cost data published by R.S. Means Company.

These costs do not include inflation for 2020 or 2021 (inflation slide #7 provided)

*Sunnidale Hall already received an estimate for the entrance portion only \$450,000. The balance is the remaining of items.

Reserve balance projected: **\$1,516,061**

\$1,516,061 / 6 Halls = \$252,676.83 each

**\$1,516,061 / 7 Halls = \$216,580.14 each
(incl SOTG)**

Hall Name	Full Fads	Modified Fads
Avening	\$1,520,000	\$1,250,000
Brentwood	\$530,000	\$220,000
Dunedin	\$540,000	\$450,000
Duntroon	\$1,660,000	\$820,000
Nottawa	\$1,330,000	\$750,000
Sunnidale	\$450,000+\$520,000 \$970,000	\$450,000+\$210,000 \$660,000
Total Costs	\$6,550,000*	\$4,150,000*
* Not include SOTG		

The Inflation Effect

Estimator	2019	Increase estimates	2020	Increase estimates	2021	Comments
Burnsides & Associates R.S. Means Company (*Pre Covid estimates)	Fads \$6,550,000 Mod Fads \$4,150,00	+5% \$327,500 \$207,500	Fads \$6,877,500 Mod Fads \$4,357,500	+5% \$343,875 \$217,875	Fads \$7,221,375 Mod Fads \$4,575,375	These cost estimates should be used as a guide only, as costs may vary according to the time of year, quality of materials used, volume of work, actual site conditions, etc
Building Construction Price Index (*Stat Can)		+5% \$327,500 \$207,500		+5% \$343,875 \$217,875		
Non-Residential Construction Price Index (*Stat Can)		+2.8%		+3.3%		
Raw Materials Price Index (*Stat Can)		+13.6% +27.8% Metals				
Industrial Product Price Index (lumber, wood products) *stat can 2021-01-29		+10.2% Seasonal adjusted +44.0% Non Seasonal Adjusted				high demand for softwood lumber for construction and renovation, coupled with low production capacity over the course of the year, are mostly behind the rise in prices

Financial Key Notes

2021 Inflation estimates of 5% for each year

Hall Name	Full Fads	Modified Fads
Avening	\$1,675,800	\$1,378,125
Brentwood	\$584,325	\$242,550
Dunedin	\$595,350	\$496,125
Duntroon	\$1,830,150	\$904,050
Nottawa	\$1,466,325	\$826,875
Sunnidale	\$496,125+\$573,300 \$1,069,425	\$496,125+\$231,525 \$727,650
Total Costs * Not include SOTG	\$7,221,375*	\$4,575,375*

Hall Name	Full Fads	Modified Fads
Avening	\$1,520,000	\$1,250,000
Brentwood	\$530,000	\$220,000
Dunedin	\$540,000	\$450,000
Duntroon	\$1,660,000	\$820,000
Nottawa	\$1,330,000	\$750,000
Sunnidale	\$450,000+\$5 20,000 \$970,000	\$450,000+\$2 10,000 \$660,000
Total Costs * Not include SOTG	\$6,550,000*	\$4,150,000*

Financial Key Notes

Other Key Community Capital projects (estimated), Council to plan:

Collingwood Street Bridge	\$ 3,500,000
Stayner Water Servicing	\$ 35,000,000
Creemore Sewer Plan	\$ 10,000,000
Creemore Water Solutions	\$ 6,000,000
Fire/PW Building	\$ 3,000,000
Stayner sewer	<u>\$ 9,300,000</u>
TOTAL	\$66,500,000

Variables & Issues to consider: *Questions that must be answered at some point in time in the future*

Do the Hall Board Volunteers want to commit for 5-10 years of managing and fundraising?

Is the existing usage of the Halls, meeting our resident's needs?
Private functions vs public programming?

Does Council want to repurpose the existing Buildings?
Meet existing Twp Strategies?
To Explore other Opportunities?

Contractors may not be available in 2021 due to Covid
How does that affect Budgets, Timelines?

What impact will Council's decisions have on the Future of the **Small Halls Festival**?

If Volunteers **do not** commit, does Council want to keep the buildings and/or direct another Dept to manage buildings?

How will Council decide Fads or Modified Fads?
Is it...
Council's Policy?
Halls Board Input or preference?
Financial Impact?

Do large investments in smaller hamlets provide value to that community?
Is it a priority?
Does it provide value and/or provide benefits to **local residents**?

What other renovations are required to the Halls that are not AODA, within the next 5 -10 years?
Who will pay for those items?

Station on the Green AODA and Kitchen requirements?
They do not meet FADS standards?

Does the existing Autonomy of the Boards still work for the **Hall Board**?

How does the growth in Stayner/Creemore affect Events & Programming in other Smaller communities within Clearview?

Will it impact the community if one settlement area loses a hall but others are retained and invested in?

All Kitchens do not meet Fire Codes Standards
Does Council want to include those upgrades?

Are the Halls currently in a positive financial situation?
Has Covid impacted their finances?

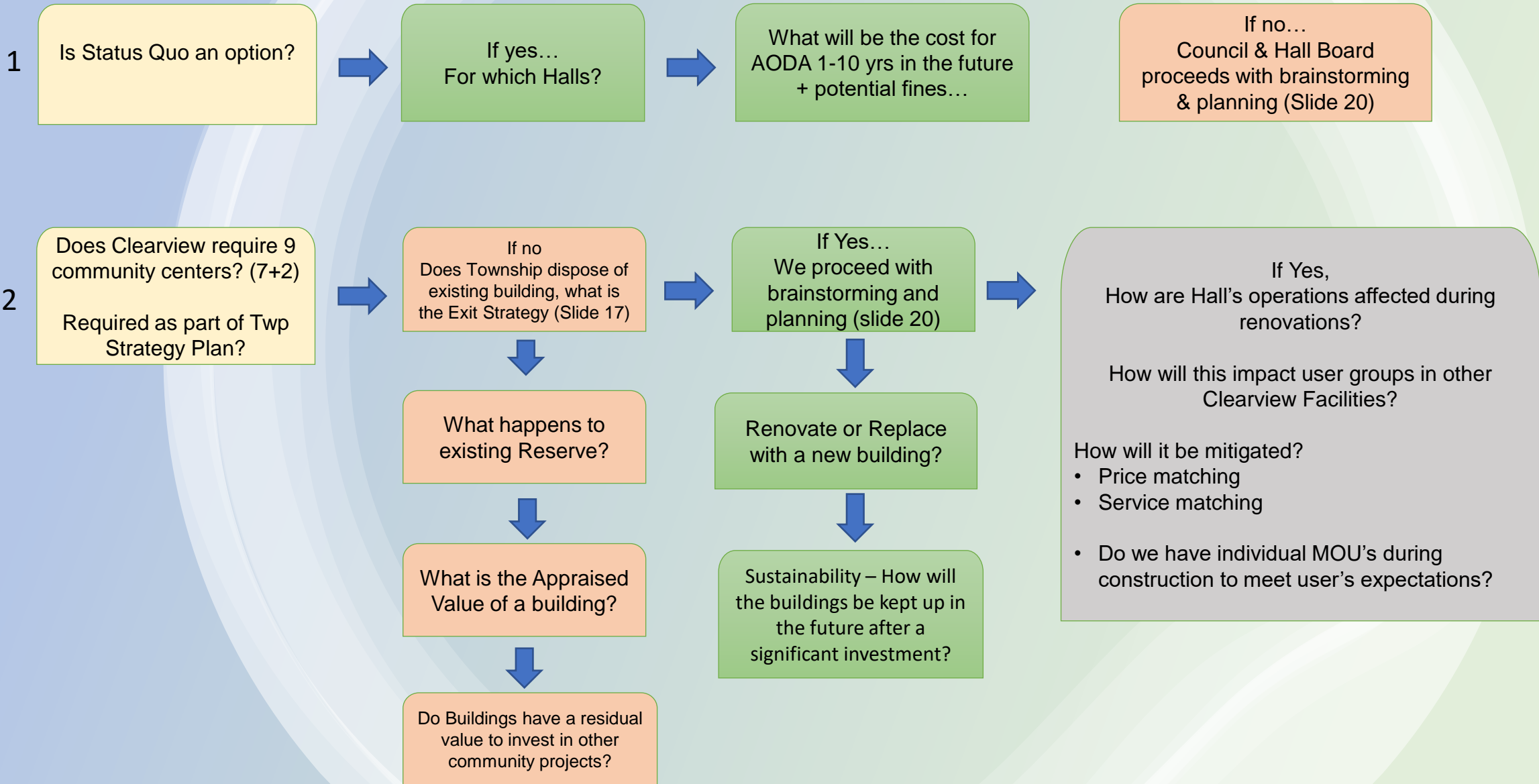
Should the existing Role of the Twp change with Operating Community Halls?

Does Council just provide a lump sum of money to Hall Boards to handle AODA requirements themselves?

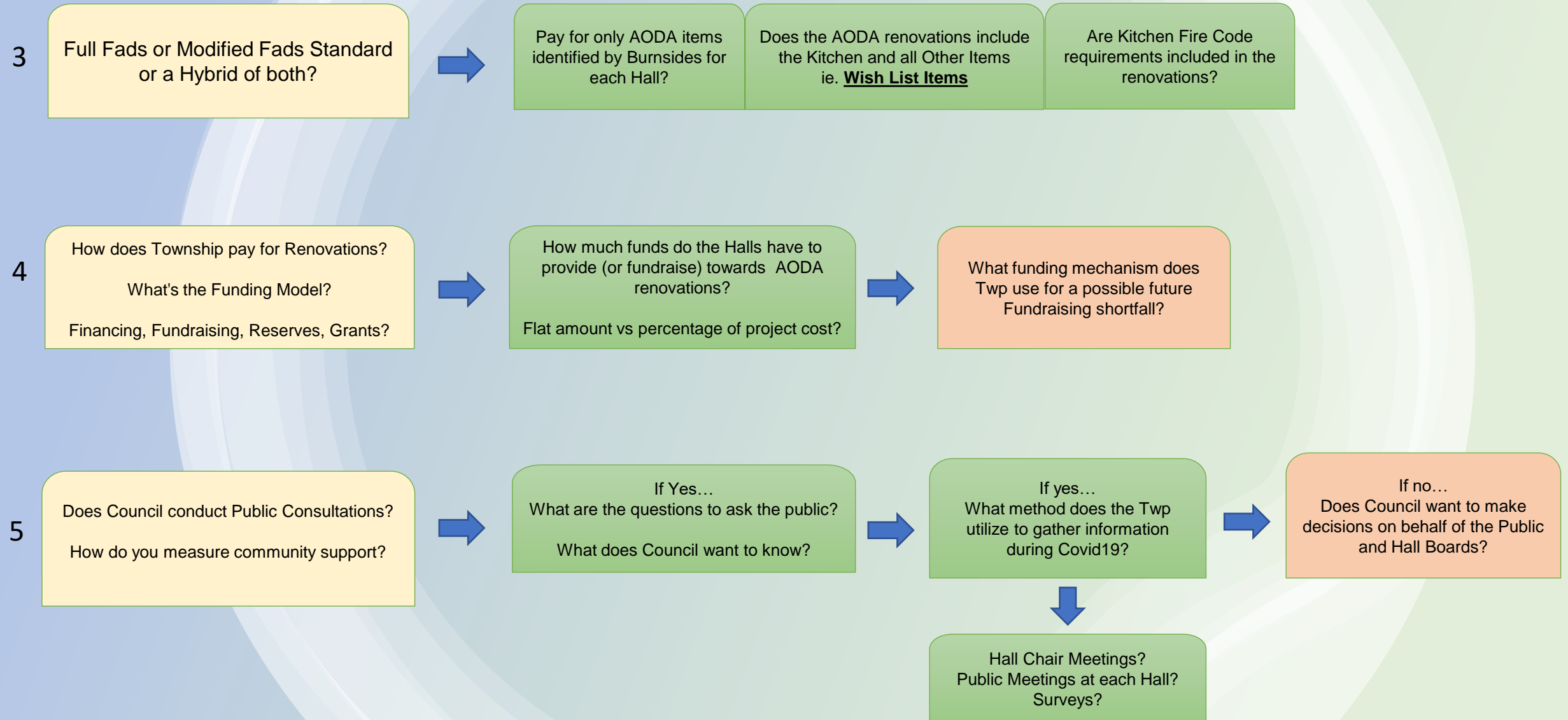
Grant availability?
Post Covid19 pandemic

Fundraising Fatigue?
Ex: Library, Curling rinks, Hospital

Key factors for Council to Decide on:



Key factors for Council to decide if Twp. proceeds with renovations:



Council Decision: Modified FADS Requirement

Although presenting a range of alternatives to full implementation of the FADS requirements is beyond the scope of the Burnside's report, **consideration could be given to phased implementation of the requirements** or expanding the renovation permissions to ease the financial requirements of full implementation.

In particular, the size of the additions proposed for each hall in Section 4.0 of the report could be substantially reduced if the renovation permissions were modified as follows:

- allow ***either*** a universal washroom or accessible multi-stall washrooms on each floor rather than ***both*** a universal washroom and accessible multi-stall washrooms on each floor
- waive the requirement to include an area of refuge at exits not located on an accessible path.
(R-13.1 allows for half the building exits to not be located on an accessible path).

If the FADS requirements were modified as described then, in Burnside's opinion, the reasonable construction budgets for **Modified Fads** amounts for each Hall would be Total:

· **Avening Community Centre \$1,250,000**

· Brentwood Community Centre \$220,000

· Dunedin Village Hall \$450,000

· The Duntroon Hall \$820,000

· Nottawa Memorial Community Centre \$750,000

· Sunnidale Corners Community Centre (total) \$660,000

- * **Does not include Fire Code upgrades**
- * **Based on 2019 construction estimates**

"Hybrid" FADS Concept

While reviewing the Sunnidale Hall entrance expansion designs (approved by Council in 2019), PCR & Building Dept staff reviewed the list of items that were Full Fads vs Modified Fads with Burnside's engineer. There were 61 items identified that had to be addressed. While going through the exercise, some Modified Fads items were identified that could remain as such. This was achieved as it was also identified that this was the first time FADS was used for **renovations projects** and some items of Full FADS were mainly for **new** construction projects.

This concept can be perhaps implemented for all the Halls that might generate construction savings.

The Accessible Committee at their meeting decided that they would be open to such an exercise recognizing the new vs renovate modifications.

Enquiry: 2015 design vs 2019 standards

Some Items in the 2015 designs impacted by current Ontario Building Code barrier free AODA requirements:

Provided by RJ Burnside

- ✓ Vestibule size at side entry is undersized
- ✓ Clear space at upper end of ramp is undersized
- ✓ Exterior barrier-free walkway not designed
- ✓ Power door operators not present for universal washroom
- ✓ Not all bathroom hardware meets current barrier free requirements (e.g. barrier free urinal)

Septic Sewer System

What are the anticipated Septic Sewer requirements?

Has a recent quote been explored?

What are the timelines and lifespan for the existing septic sewer system?

AODA compliance if the Municipality does Not own the Building?

- ✓ Major renovations must meet at a bare minimum the Ontario Building Code or 'Modified Fads' standards, by any organization that serves the public in Ontario
- ✓ The completion timeframes may be different ... however we have passed the 2016/2017 completion dates set by the Province of Ontario for any type of organization
- ✓ The renovations may be cheaper for a private or non-profit Corporation as they may go through their own procurement process, and include items such as volunteer work, contractor donations, selecting their own neighbors as contractors, etc.
- ✓ There are slightly different Operating requirements for Private and Non-profits operations with 50 or less employees
 - ✓ Employment Standards
 - ✓ Providing Information and Communication
 - ✓ Accessibility policies
 - ✓ Training programs
- ✓ No accessibility advisory committee is required for a private organization

Council Decision: What is the criteria to renovate?

In which order do the Halls get renovated?

- ✓ One at a time?
- ✓ All at once (potential savings- 1 Tender)?
- ✓ Engineered designed - ready Halls?
- ✓ Least costly to most costly (vice versa)?
- ✓ Public Process (RFP or Tender or RFQ) for all or individual hall?
Include in-kind Donations?
- ✓ In-House renovations allowed?

- ✓ Who manages the Construction?
- ✓ What is the Role of Hall Boards throughout the process? (i.e MOU)
- ✓ Who approves final Specifications?
- ✓ Each Hall on their own for construction?
- ✓ Hire Twp Project Manager on contract?
- ✓ What are the insurance constraints during the construction?
- ✓ Who is responsible for ensuring work is completed and to what standard?

Standard for Ventilation Control & Fire Protection of Commercial Cooking Operations

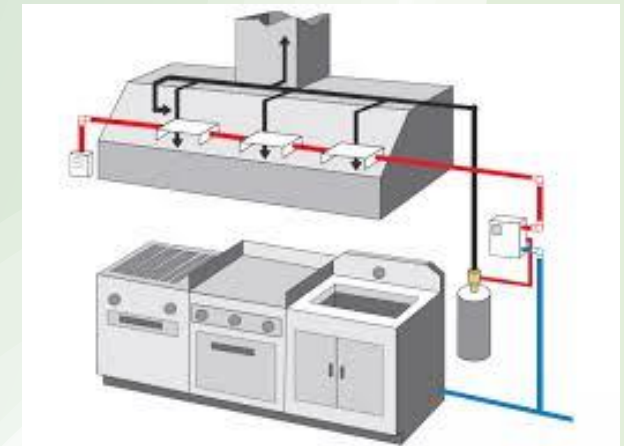
Subsection 2.1.1.2 applies to buildings that are classified as a major occupancy (means any structure used or intended for supporting or sheltering any use or occupancy) in which community halls are defined as Group A, Division 2.

2.6.1.12 (1) states that a cooking operation producing smoke or grease-laden vapors shall be provided with an exhaust system and fire protection system in accordance with the NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations".

The total estimated amount to update the existing cooking operations in the six community halls is approximately **\$20,000** per hall or **\$120,000**.



NFPA 96 is a set of fire codes and standards for ventilation control and fire protection of commercial cooking operations.



What is an Exit Strategy Option?

Sold to Hall Boards

Would community halls be given (or sold) to Volunteer Board?

Will it solve AODA issues? Would the renovations be cheaper?

The Board would need to become incorporated body to protect volunteers...

- Who would pay for this? Twp support?
- What other support can Twp provide? (Taxes, Grant or Operational Funding, Water/Sewer expense, Solar Revenue, Snow removal, Grass cutting, Garbage, Promotion, Staff Resources)
- Length of time of support (1-5 years)?

The Incorporated Hall Board's responsibilities will change, including financial operations, manage liability, operating & capital costs, taxes, Socan, events & alcohol regulations, health & safety inspections.

What happens if the property is sold within a few years?

- First right of refusal in X amount of years?

COMMUNITY HALLS (SMALL) PRESENTATIONS

Questions or clarification so far?

Refreshment Break

Part #2 Avening Hall Feedback and Option Selections...

COMMUNITY HALLS (SMALL) PRESENTATIONS

PART 2

Choosing AODA Options by Hall Boards
and providing feedback

Avening Hall

2019 ESTIMATES: Full Fads: \$ 1,520,000 -- Modified Fads: \$1,250,000

2021 ESTIMATES: Full Fads: \$ 1,675,800 -- Modified Fads: \$1,378,125

The following work should be completed at the Avening Community Centre to address FADS requirements:

East and South Wrap-Around Addition: Construct a two-storey addition at the east (rear) and south elevations of the building that will contain: universal washrooms and male and female accessible multi-stall washrooms on each floor, a split access Limited Use/Limited Application elevator (LULA) with accessible entrance, a secondary accessible south entrance separate from the LULA, new stairs, kitchen expansion, and stage access. The new addition will necessitate demolition of the existing washroom addition currently located at the rear elevation of the building and the upper floor emergency exit at the south elevation.

Front Entrance: Demolish the existing front entrance vestibule and replace with a new front entrance vestibule that houses a new stairway and serves as an area of refuge.

North Emergency Exit: Demolish the existing exterior stairs and replace with a new addition that houses a stairway and serves as an area of refuge.

Alternatively, it may be feasible to eliminate the north emergency exit.

Interior renovations to consist of:

- Kitchen renovations to address FADS deficiencies
- Door replacement to meet minimum required widths and include power door operators
- New signage to comply with FADS Section 11
- Providing assistive listening devices
- Drinking fountain and bottle filling station

Exterior improvements to consist of:

- Providing a designated path to the rear exit including ramp to rear exit landing
- Providing accessible parking stalls including pavement markings and signage
- Provide an accessible picnic table located on an accessible path surrounded by firm, level surfacing. Alternatively, picnic tables could be removed

Avening Community Centre

Item No.	Description	Cost
A	Two Storey East and South Wrap-around Addition (Universal Washroom, Enlarged Multi-stall Washrooms, Split Access LULA, Kitchen Expansion, Accessible South Entrance, Stairs, Stage Access)	\$ 1,032,000
B	Front Vestibule (Area of Refuge, Stairs)	\$ 135,000
C	North Addition (Area of Refuge, Stairs)	\$ 115,000
D	Interior Renovations	
	i) Ramp to Bowling Lanes	\$ 3,500
	ii) Door Widening	\$ 25,000
	iii) Power Door Operators	\$ 20,800
	iv) Tactile Warning Strip Indicators (TWSI)	\$ 1,900
	v) Signage Allowance	\$ 2,500
	vi) Assisted Listening Devices	\$ 7,500
	vii) Drinking Fountain & Bottle Filling Station	\$ 3,700
E	Exterior Improvements	
	i) Exterior Paths (New Concrete Sidewalks)	\$ 8,400
	ii) Accessible Parking (Pavement, Markings, Signage)	\$ 12,600
	iii) Accessible Picnic Tables including Path	\$ 5,600
F	Construction Contingency (10%)	\$ 137,000
TOTAL (ROUNDED)		\$ 1,520,000

All Options:

Status Quo (no renos, no changes)	Provide lump sum money to Board	Twp managed and repurposed
Sell/transfer building to Incorporated Board	Sell the building privately	Include all Kitchen Fire Standard Renos
Renovate full Fads	Renovate modified Fads	Renovate Hybrid Concept
Demolish and Build new Building	Permanent Closure	Other?

Council Option:	Implement Modified Fads to existing building	Avening Hall Board Option:
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- 75% contribution from Clearview Twp/Council, 25% commitment from Hall Board (financing details DBT)
\$1,270,000 = \$952,500 & \$317,500 (incl. \$20K Kitchen Fire Code)
- Include** Kitchen renovations to meet the NFPA Fire Code
- Investigate install a stair lift vs a LULA elevator **Notes: this type of lift might not be all that useful (not “universally accessible”) since it requires key operation or calling someone for assistance.**
- Concerned about costs of ongoing LULA elevator operations? What impact will it have on Hall Board Budget?
- Is the 2015 “Side” renovation option by RJ Burnside’s a cheaper option? With Larger Kitchen. May not require septic system renovations/ upgrade.

Council Option:	Sell Building to a new Incorporated Board	Avening Hall Board Option:
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- Sell land and building for \$1.
- Continued support from Clearview Township:** snow removal and basic services to be negotiated, help with insurance cost, taxes – community assistant grants to assist, provide proportionate funds from reserve, assist with legal expenses
- 12-24 month implementation time frame to Incorporate and get the business established
- Update kitchen to fire code from Reserve funding
- If sold within a certain time from (up to 10yr), Township would have first right of refusal
- Might be cheaper for a new Inc. Board to complete the renovations? Different procurement process than a Twp. Tender.