

COMMUNITY HALLS (SMALL) NEXT STEPS

April 6, 2022 Meeting



COMMUNITY HALLS (SMALL) NEXT STEPS

March 7, 2022 - Resolutions:

Moved by Councillor Paterson, Seconded by Councillor **Leishman**, Be It Resolved that Council of the Township of Clearview hereby:

- 1) Receive report PCR-002-2022 (Community Halls Accessibility and Inclusion Report) dated March 7, 2022; and,
- 2) Receive RJ Burnside's Clearview Halls Renovations report dated February 25, 2022 for information; and,
- 3) That Council hereby schedule a special meeting to finalize the direction and next steps with staff (as identified in report PCR-002-2022) for all the six community halls; and,
- 4) That Council direct staff to implement the following Staff Recommendations from the PCR-002-2022 Report (8 in total to choose from):
 - **Recommendation #1:** That Clearview Township continue to own and insure all seven (7) community halls and repurpose them for accessibility requirements as per modified FADS standards included in the conceptual designs provided by the RJ Burnside's 2022 report. Renovations would also include any septic tank upgrade requirements and upgrade full kitchen fire code standards **in accordance and conjunction with the other recommendations as follows**
 - **Recommendation #2;** That Clearview Township renew the existing operating agreements (the existing one 1 for all six 6 Halls) into seven (7) separate agreements encompassing the existing autonomy of the Board structure for a ten (10) year period. The new agreements could include their operating and financial commitments as well as fundraising shortfalls arrangements (if required) and potential outcomes of lack of community interest and bring back to Council for review and approval.

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March 7, 2022 - Resolutions:

- **Recommendation #3;** That Clearview Township hire the services of RJ Burnside to complete the full engineering drawings to be prepared for tender or request for proposal/quotations for the public.
- **Recommendation #4;** That Clearview Township cover the annual inspection and licenses fees for the 5 Halls affected by installing a LULA elevator.
- **Recommendation #5;** That Clearview Township renovate a minimum of 2 Halls per year for all 6 Halls, as per the RJ Burnside 2022 report
- **Recommendation #6** That Clearview Township **negotiate** a fundraising commitment from the Halls Boards of 10% to 20% of total construction costs financed over 10 years.
- **Recommendation #7;** That Clearview Township staff continue to aggressively source capital grants to assist in offsetting the total cost of accessibility renovations.
- **Recommendation #8; Option #A** -That Clearview Township direct the CAO and Human Resources Department to review internally if they have staff with skills and expertise to oversee and represent the Township's best interest for the 6 Community Halls accessibility construction projects as well as any other Clearview Township capital construction projects that may arise (i.e. New Lowell Public Works/Firehall building, Stayner Downtown Revitalization Project Phase #2, etc.).

Option #B - That Clearview Township hire a Capital Projects Contractor/Manager to oversee and represent the Township's best interest for the 6 Community Halls accessibility construction projects as well as any other Clearview Township capital construction projects that may arise (i.e. New Lowell Public Works/Firehall building, Stayner Downtown Revitalization Project Phase #2, etc.)

COMMUNITY HALLS (SMALL) NEXT STEPS

STEP #1

Details on renewing operating MOU's with each Hall Board

- Create individual 10 year operating MOU's for each Hall

PCR STAFF COMMENT: Staff will work with and negotiate the new MOUs with the Halls Boards. The order will be set by the order that Halls are being renovated (2 per year). MOU's will be brought back to Council for approval.

- Set a fixed amount of fundraise by each Hall Board towards the AODA renovations.

PCR STAFF COMMENT: A fixed amount be provided to the Hall Boards example: 10%. They are aware of the range Council approved (10-20%) but they will prefer choose the lowest amount.

Recommendation #1 – MOUs and Fundraising Commitment:

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Direct staff to work with each Hall Board to create a new, individual Memorandum of Understanding outlining the operation of the facility (hall) for a ten-year period, with each MOU being brought back to Council for final approval; and,
- 2) That the fundraising commitment for the AODA renovations for each Hall Board be set at a fixed amount of 10% of Final Amount.

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STEP #2

Full Tender or Request for Proposals (RFPs)

- Council needs to determine the procurement process for the Hall renovations

PCR STAFF COMMENT: Council should follow through with Engineers and Architects creating the final stamped designs and procuring a municipal tendering process. Due to the amounts proposed and drawings completed, Tenders would be the securest process.

Recommendation #2 – Project Procurement Method:

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Approves the tender process as the procurement method for the AODA Community Halls renovation project; and,
- 2) That the engineers and architects final stamped designs be used when tendering for each Hall renovation project.

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STEP #3

Financing Project

➤ Utilize the Existing Reserve

FINANCE STAFF COMMENT: The existing halls renovation reserve will be used to fund the first 2 hall renovations
Once we begin with the renovations on the next group, OILC will be contacted to obtain a construction loan
The loan will be negotiated for all renovations so that it repays the reserve which will then have funding to make the loan payments

➤ By Law Required

FINANCE STAFF COMMENT: No By-law is required until the OILC loan is negotiated

Recommendation #3 – Project Financing:

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Approve the following two-stage funding approach as recommended by the Treasurer for the Community Halls AODA Renovation Construction project:

Stage 1 – Utilize the existing hall renovation reserve to fund the first two hall renovations that are scheduled

Stage 2 – For the subsequent hall renovations that are scheduled, a construction loan will be obtained through OILC for the project amounts

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STEP #4

Renovating 2 Halls Per Year

- Determine which 2 Halls gets renovated **2022**

PCR STAFF COMMENT: **Avening & Sunnidale** Halls be renovated in 2022. Both Halls have existing pre-defined engineered designs in place (that they paid for via their fundraised funds). It will be quicker to finalize designs and tenders. Both Halls have expressed willingness to fully fundraise and have funds saved to do so.

- Determine which 2 Halls gets renovated **2023**

PCR STAFF COMMENT: Propose **Brentwood and Duntroon** Halls

- Determine which 2 Halls gets renovated **2024**

PCR STAFF COMMENT: Propose **Dunedin and Nottawa Halls**. Dunedin Hall may require further Septic investigations. Nottawa Hall has expresses unwillingness to fundraise (time may change decisions).

Recommendation #4 – Hall Renovation Schedule:

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Approves the following schedule for AODA renovations of the Community Halls, based on renovating two halls per year:
 - 2022: Avening Hall and Sunnidale Hall;
 - 2023: Brentwood Hall and Duntroon Hall;
 - 2024: Dunedin Hall and Nottawa Hall.

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STEP #5

Determine construction guidelines

- Create Construction MOU's with Hall Boards

PCR STAFF COMMENT: Negotiate, create and bring back to Council for approval **Construction** MOU's. The guidelines should outline specific roles of the Township's staff and Contractors as well as each Hall Board during the construction period.

- Offset Expenses and Revenues during Construction Period

PCR STAFF COMMENT: Clearview Township operations budget cover 100% of the costs of hydro, heating, water utilities and misc. operating expenses during construction period. Clearview Township **not** cover any lost revenues during the construction period.

Recommendation #5 – Determination of Construction Guidelines:

Be It Resolved that Council of the Township of Clearview hereby:

- 1) Direct staff to work with each Hall Board to create individual Construction Memorandums of Understanding outlining the specific roles of Township staff, contractors and the Hall Board during the construction period, with each MOU being brought back to Council for final approval; and,
- 2) That during the construction period of each Hall renovation project, that the Township covers 100% of the operating expenses of the Hall, which includes heat, hydro, water utilities and miscellaneous operating expenses; and,
- 3) That the Township will not cover any lost revenues during the construction period, such as facility bookings or revenues gained from use of the Hall or the property.

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STEP #6

Other missed items from discussions