



## The Corporation of the Town of Tecumseh

### Parks & Recreation Services

**To:** Mayor and Members of Council

**From:** Paul Anthony, Director Parks & Recreation Services

**Date to Council:** December 10, 2019

**Report Number:** PRS-2019-15

**Subject:** 2020 – 2024 Buildings Five (5) Year Capital Works Plan

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### Recommendations

It is recommended:

**That** the following renovations and repairs projects to Municipal Buildings and facilities **be approved:**

| No.                                | Buildings                                | Previously<br>Approved | Requested<br>for 2020 | Total<br>Costs   |
|------------------------------------|--|------------------------|-----------------------|------------------|
| 1                                  | Town Hall Environmental Control System   | --                     | \$30,000              | \$30,000         |
| 2                                  | Environmental Building Interior Upgrades | --                     | \$15,000              | \$15,000         |
| 3                                  | Environmental Bldg Garage Exhaust System | --                     | \$22,000              | \$22,000         |
| 4                                  | St Clair Beach Community Centre Upgrades | --                     | \$12,000              | \$12,000         |
| 5                                  | Cada Library Architect Contract          | --                     | \$60,000              | \$60,000         |
| 6                                  | Town Hall HVAC Replacement (3) Units     | --                     | \$30,000              | \$30,000         |
| 7                                  | Town Hall Flooring Replacement           | --                     | \$80,000              | \$80,000         |
| 8                                  | Carling Pavilion Replacement             | --                     | \$45,000              | \$45,000         |
| 9                                  | St. Mary's Pavilion Roof Replacement     | --                     | \$10,000              | \$10,000         |
| 10                                 | McCord Lane PW Salt Shed Roof            | --                     | \$50,000              | \$50,000         |
| 11                                 | Fire Hall #1 Concrete Pad Refurbishment  | --                     | \$20,000              | \$20,000         |
| Sub-total                          |  | --                     | \$374,000             | \$374,000        |
| Municipal Modernization Fund       |  | --                     | \$30,000              | \$30,000         |
| <b>Buildings Lifecycle Reserve</b> |  | --                     | <b>\$344,000</b>      | <b>\$344,000</b> |

**And that** Council **adopt** Appendix A the 2020 – 2024 Buildings Five (5) Year Capital Works Plan.

## Background

The above noted projects are intended to upgrade existing municipal buildings according to the building lifecycle plan based on expected useful life of major components, including roofing, mechanical systems, flooring, interior and exterior work. The Department completed visual inspections for those building components beyond their expected useful life, to confirm the need for the recommended maintenance.

The Town has a detailed Asset Management Plan (AMP), which includes a facilities category, added in 2018. A review of facility condition assessment will be undertaken starting in 2020 with a goal to have it completed for the 2021 AMP update.

## Comments

The following are identified for repairs and or improvements under the proposed Buildings Five (5) Year Capital Works Plan:

### Facilities 2020 - 2024

#### 2020

|   |          |
|---|----------|
| Town Hall Environmental Control System/Building Management System (BMS) | \$30,000 |
|---|----------|

The Town Hall Expansion project had an allowance for an Environmental Control System/Building Management System (BMS). An RFQ was performed in conjunction with the Arena BMS Project. One system will run both facilities. This project will be funded through the Municipal Modernization Fund (MMF).

|   |          |
|---|----------|
| Environmental Building (1189 Lacasse) Interior Upgrades | \$15,000 |
|---|----------|

This facility is in need of refurbishment. The refurbishment would include interior painting, floor replacement, internal hardware and washroom fixture replacement as needed. There have been minor repairs to some of the interior, but a more extensive upgrade is needed.

|  |          |
|--|----------|
| Environmental Building Garage Exhaust System | \$22,000 |
|--|----------|

This system will reduce the threat of vehicle fumes entering the interior offices of the building. When vehicles are idling, the possibility of fumes entering the office areas is of great concern to staff working in that building. This system would have sensors that monitor the space of the garage, to ensure proper air quality levels are maintained.

|  |          |
|--|----------|
| St. Clair Beach Community Centre Interior Upgrades | \$12,000 |
|--|----------|

The upgrades to this facility would include complete interior repainting, modification to hardware to maintain AODA compliance, and refurbishment of washroom fixtures.

Cada Library Architect Contract \$60,000

An RFP will be undertaken to contract the services of an architect to work with Town and Essex County Library administration to hold public input sessions and then complete concept designs to modernize the facility for Council and County approvals. Upon approval of the concept drawings, the project would be tendered for renovation work in 2021.

Town Hall HVAC Replacement (3) Units \$30,000

All the HVAC Units of the Town Hall are the same age and are at their expected lifecycle. Administration wants to target three units for replacement that will not be affected by the Town Hall renovation. The units will connect to the building management system. There is potential for lowering energy consumption due to the efficiency rating of the units. The new units would have an 85% operating efficiency rating compared to 60% rating of the existing units.

Town Hall Flooring Replacement \$80,000

All the floor covering was due for replacement in 2017. The expansion of the Town Hall was in its discussion period and it was recommended to wait for the final decision for the expansion before the flooring be replaced. As expansion is moving forward, it is recommended that the existing building flooring be replaced. The renovation is going to disrupt operations, and the added work to replace the remainder of the flooring will have minimal added effect if completed at the same time.

Carling Pavilion Replacement \$45,000

This pavilion requires major repairs. It is recommended to replace the existing structure with a new pavilion, which will also match the typical design of other pavilion replacements in the Town.

St Mary's Pavilion Roof Replacement \$10,000

There have been substantial improvements to the two buildings of this park over the last few years. The roof replacement of the pavilion will enhance the operation of this park facility. The upgrades will extend the life of this pavilion for another 15 to 20 years.

McCord Lane Public Works Yard Salt Shed Roof Replacement \$50,000

A 2019 Inspection of this building's fabric roof found small tears at key locations. Repairs could not be performed without significantly compromising the entire roof and as such, a full replacement is recommended. The warranty expired in 2016 and the life of this roof is typically 10 to 15 years. This roof is in its ninth year just short of the lower limit of its life cycle. Research into newer materials gives Administration confidence that the replacement roof should perform well and expectations are that it should serve the majority of its lifespan.

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|--|----------|
| Fire Hall #1 Garage Concrete Pad Refurbishment | \$20,000 |
|--|----------|

The front concrete pad at Fire Hall # 1 has cracked and deteriorated due to the size and weight of the trucks. The pad is going to be expanded to prevent premature deterioration in the future.

The following future projects are based on equipment life expectancy. The actual replacement projects will be based on condition assessments as part of the updated AMP of 2021 as per O. Reg 588/17.

## 2021

|  |          |
|--|----------|
| Town Hall Pavilion Replacement         | \$45,000 |
| Town Hall HVAC Unit Replacement (3)    | \$30,000 |
| Cada Library HVAC Unit Replacement (1) | \$10,000 |
| Fire Hall #1 HVAC Unit Replacement (1) | \$10,000 |
| Fire Hall #2 Upgrades                  | \$10,000 |
| Public Works South Building Upgrades   | \$10,000 |

## 2022

|  |          |
|--|----------|
| Town Hall HVAC Unit Replacement (4)                                    | \$40,000 |
| St. Clair Beach Community Centre HVAC Unit Replacement                 | \$10,000 |
| Annual General Building Repairs not to exceed annual budget allocation | \$60,000 |

## 2023

|  |           |
|--|-----------|
| St. Clair Beach Community Centre HVAC Replacement                      | \$10,000  |
| Annual General Building Repairs not to exceed annual budget allocation | \$100,000 |

## 2024

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|--|-----------|
| Annual General Building Repairs not to exceed annual budget allocation | \$110,000 |
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## Consultations

Financial Services  
Parks & Recreation Services

## Financial Implications

Project costs have been outlined throughout the Comments section. The funds required for Buildings are generally funded from Lifecycle (LC) reserves as outlined in the attachment.

Projects proposed for Council consideration are limited by LC balances available. The adequacy of annual LC contributions is reviewed regularly.

The Town Hall BMS has an allocation of \$30,000 from the Municipal Modernization Fund.

Administration is currently compiling a comprehensive review of all the municipal buildings in 2020 to ensure the current approved allocations remain sufficient to meet the needs of all facilities.

Upon the completion of the review a report will be presented to Council for their consideration should the current allocation be deemed as insufficient and require adjustment.

## Link to Strategic Priorities

| Applicable                          | 2019-22 Strategic Priorities  |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.  |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.  |
| <input checked="" type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.  |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.   |
| <input type="checkbox"/>            | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Ray Hammond, RRFO, CARPT  
Manager Facilities

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Reviewed by:

Paul Anthony, RRFA  
Director Parks & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

| <b>Attachment<br/>Number</b> | <b>Attachment<br/>Name</b>  |
|------------------------------|---|
| 1                            | Appendix A 2020 – 2024 Buildings Five (5) Year Capital Works Plan |