

**COMMUNICATION 135128**

Received From: Ross Rankin, Property and Project Manager  
Addressed To: Committee of the Whole  
Date: April 9, 2024  
Topic: Town Hall Administrative Space Retrofit – Update Report

**SUMMARY**

Staff is seeking Council approval to proceed with proposed renovations to the Town Hall for the purpose of creating additional working spaces in areas that are currently underutilized to accommodate new and future staff. Presently, there are no funds included in the 2024 budget for these proposed renovations.

**BACKGROUND**

Communication 135027 was presented to the Committee of the Whole on March 26<sup>th</sup>, 2024. This report recommended administrative space retrofits in the basement and second floor of the Town Hall.

The Property Department was requested to identify areas in the Town Hall which could be used as administrative spaces for new staff positions approved in the 2024 budget as well as provide workspaces for future staff growth. The review was focused on areas that are currently underutilized meaning although they are being used, they could be used more effectively (more workspaces in the areas). The two (2) areas identified were in the basement and the second floor.

The Committee of the Whole deferred and directed staff to provide options to reduce the financial impact of the proposed works.

**COMMENT**

Staff worked with Ignite Architecture to investigate other options and to review the budgeted items to provide cost reductions. After reviewing the options provided, staff is recommending three (3) offices be constructed in the basement and three (3) on the second floor. The 2024 capital budget currently includes \$45,000 for flooring replacement and painting for the second floor that can be directed to the administrative space retrofit to offset some of the costs.

The project could be completed in two (2) phases over two (2) years with the priority of the two (2) areas being the basement. There are efficiencies to complete both projects at once and by completing both in 2024, there would be cost certainty. The budget to complete the preferred option for the basement retrofit is \$110,000 and the second floor is \$90,000. Option 1 below is the updated budget from what was presented to Committee of the Whole on March 26, 2024.

Area	Option 1	Option 2	Option 3
<b>Basement</b>	\$110,000.00 As explained at last meeting – no changes	\$110,000.00 As explained at last meeting – no changes	\$110,000.00 As explained at last meeting – no changes
<b>Second Floor</b>	\$90,000.00	\$85,000.00	\$80,000.00

	Glass panels and sliding doors similar to Finance area	Glass walls with glass doors – similar design to Library meeting rooms	Drywall walls with doors with sidelight panels
<b>Total of Both Floors</b>	<b>\$200,000.00</b>	<b>\$195,000.00</b>	<b>\$190,000.00</b>

Staff feel this is a conservative estimate to complete the works and staff want to avoid a situation of having to return for approval of additional funds if the budget figure is not reasonable. As was the case in 2022, the projects will be project managed internally by staff and the hope is that these two projects will come in under budget as well.

**FINANCIAL IMPLICATIONS**

The project was not identified in the 2024 Capital budget but is necessary due to staffing increases. The total reduced budget impact for both projects is \$200,000. After applying the \$45,000 from the flooring/painting capital project already included in the budget to this amount, it leaves a budget deviation of \$155,000.

The reduced pricing results in a savings of \$45,000 achieved from obtaining more defined pricing on project elements.

As noted previously when the renovations to the Treasury, Building and Development Services areas of the Town Hall were completed in 2022 the budget was set at \$538,000 and when the work was completed, the project was completed at a total cost of \$362,810 leaving \$175,190 unspent. Essentially, these two new projects are being completed at a budget deviation \$20,000 less than the unspent money from 2022.

**STAFF RECOMMENDATION:**

THAT Council approves proceeding with Option 1 to complete the Town Hall Administrative Space Retrofit in 2024 at a cost of \$200,000 with the project being funded as follows:

1. partially by the \$45,000 included in the 2024 Budget for flooring and painting on the second floor; and
2. the remaining budget deviation of \$155,000 to be taken from the Town’s overall surplus at year end, if any, and if not, from the Administration Reserve.