



Town of Huntsville Staff Report

Meeting Date: Wednesday, October 25, 2017 **To:** General Committee

Report Number: CORP-2017-23

Confidential: No

Author(s): Council Chambers Working Group

Subject: Council Chambers Working Group – Report

Report Highlights

- Results and recommendation of the investigation by the Council Chambers Working Group into the needs, accessible barriers and potential locations of a new council chambers.
- Report includes: Page 3 - Options from the Working Group
Page 5 - History of Club 55 at the Town Hall Location
Page 7 - Alternative Opportunities for Club 55

Recommendation

WHEREAS: The Council Chambers Working Group has identified the need for additional municipal space to address current demand, future growth as well as accessible barriers within the current council chambers and recommends that the council chambers be relocated to the Main Street level of the Huntsville Civic Centre;

THEREFORE, IT IS RECOMMENDED THAT: Committee approves the relocation of the council chambers from the 3rd floor to the Main Street level upon the end of the current agreement with Club 55 on June 30, 2019;

AND FURTHER THAT: The Council Chambers Working Group continue until the end of the term of Council with a new mandate to report on funding options;

AND FURTHER THAT: The report be brought back to General Committee no later than August 1, 2018.

Background

Report CLERK-2016-06 received by Council for information only on July 27, 2016 outlined the current status and functionality of the municipal council chambers.

Council passed resolution #222-16 creating a Council Chambers Working Group to investigate:

- the current and future requirements of the council chambers;
- other possible locations for council chambers;
- optimal accessibility requirements.

Additional amendments to resolution #222-16 were also adopted by Council as follows:

- resolution #43-17 – extending the Working Group to December 31, 2017
- resolution #69-17 – changing the name of the Facilities Manager and adding the Chief Building Official

Discussion

Alternate Municipal Facilities

1. Canada Summit Centre and Waterloo Summit Centre for the Environment

The Working Group determined, that the Canada Summit Centre was designed for recreation purposes and the level of displacement would be too great, thereby eliminating this location, as well as, Council has issued a Request for Proposal for exploration into options for the Waterloo Summit Centre for the Environment which has not yet been determined, therefore also eliminating this as a potential location.

There is also the strong determination to maintain the Town's administrative offices and the council chambers together, as well as in the downtown core.

2. Algonquin Theatre

The Algonquin Theatre was built as a desire of the community to be able to attend and perform in theatre productions and for the holding of large events (i.e. graduations) and not created as a Council Chambers. When periodically called upon to host a large meeting (i.e. Joint Bracebridge and Huntsville Council Meeting), much preparation must take place ahead of time by Staff setting

up and taking down. (i.e. audio for all Council, smaller projection screen, deputation set up etc.). The Theatre in general, both the stage and seating, is also much too large for such meetings. Theatre Staff are focused on increasing paid usage. It was determined a permanent location for the council chambers was required.

The Working Group therefore determined the best location was the Huntsville Civic Centre and concluded the following 3 options:

Options

- Option 1 - Move to the Main Street level of the Huntsville Civic Centre (HCC) (Currently leased to Club 55) – with no changes to the exterior (See Appendixes “B”, “C”, “D” and “E”)
- Option 2 - Build an addition on to the back of the Huntsville Civic Centre (HCC) (parking lot)
- Option 3 - Stay in the current location

Overview of Options

	Option 1 HHC – Main Street Level	Option 2 Addition	Option 3 Stay in the Current Location
Maximum capacity	306	TBD	168
Gallery seating	70-90 (Pending chairs)	TBD	38
Accessibility	Yes	Yes	Yes – using chambers elevator
Ability to accommodate large groups for ceremonial purposes (i.e. Hockey Teams) and increased community attendance at meetings (i.e. planning)	Yes	Yes	No
Easy access and ample room at Council and deputation tables	Yes	Yes	No
Outside ground level exit	Yes	Yes	No
Storage room for white boards, easels and extra chairs	Yes	Possible	No
Future room for webcasting	Yes	Possible	No
Ability for projection screens to be viewed by all	Yes	Possible	No
Secure staff area	Yes	Yes	No

	Option 1 HHC – Main Street Level	Option 2 Addition	Option 3 Stay in the Current Location
Improved downtown parking	Possible	Decrease	No Change
Loss in revenue	Yes	No	No
Larger room for people to walk around and individuals with walkers or wheelchairs	Yes	Possible	No
Separate area for Closed Session	Possible	Possible	No

Additional Option

The Working Group also reviewed expanding on Option 1 with removing the front Town Hall steps, refacing the front and extending the room out closer to the Main Street sidewalk to provide maximum space and a greater presence.

The Working Group determined this would not be financially feasible at this time, but an option the municipality may want to consider at a later date.

Other Advantages/Disadvantages and Costs (Additional to Overview)

	Option 1 HCC – Main Street Level	Option 2 Build an Addition	Option 3 Stay in the Current Location
Advantages	<ul style="list-style-type: none"> • Possible 2nd storage room for municipal records • Unlimited access to basement storage 	<ul style="list-style-type: none"> • Larger area • More room for the main Town Hall portion of the HCC • Can be built to design – no retrofitting • Could include a second floor 	<ul style="list-style-type: none"> • Decrease in cost to Opt 1 or 2 i.e.: <ul style="list-style-type: none"> ○ Council table purchase ○ Additional projector ○ Interior design • Option for lease rentals to continue
Disadvantages	<ul style="list-style-type: none"> • Few and small windows • Two large posts in the middle of the room to work around • Interior walls are load bearing and cannot be removed 	<ul style="list-style-type: none"> • Higher cost • Loss of parking 	<ul style="list-style-type: none"> • No ability to expand • Low ceilings and raised stairs provide a challenge for sound attenuation • No ability to relocate the projection screen – Chair/CAO/Clerk have to constantly move for

	Option 1 HCC – Main Street Level	Option 2 Build an Addition	Option 3 Stay in the Current Location
	and or changed without high cost		presentations <ul style="list-style-type: none"> • Inadequate staff seating area • Limited access continues to basement storage areas • Large broadcasting cables throughout limited walking areas
Approximate Costs (See also Financial Section – pg 10)	<ul style="list-style-type: none"> • Cost of implementing - \$250000 (approx. – TBD) 	<ul style="list-style-type: none"> • TBD 	<ul style="list-style-type: none"> • Carpet & accessible stair strips - \$15000 • Paint - \$3000 • Council chairs - \$7500 • Staff & media chairs - \$5000 • Gallery chairs - \$5000 • Electrical wiring - \$3000

History of the Senior Citizens Club 55 at the Town Hall Location

Excerpts from Town of Huntsville Meeting Minutes

- Council Meeting – December 16th, 1974

Mr. Bart Thomas appeared before Council at 7:15 p.m. re Drop in Centre for Club 55 – Senior Citizens.

- Council Meeting – January 6, 1975

Snell-Reynolds

That the Senior Citizens Club 55 are hereby granted permission by the Corporation of the Town of Huntsville to use a certain section of the basement of the Town Hall as a centre for Arts and Crafts, also a street level entrance would be given and heat provided. The above noted resolution will of course be subject to an amicable formal 10 year agreement being agreed upon by both parties concerned.

- Council Meeting – June 9, 1975

All Councillors are cordially invited to the opening ceremonies of the Senior Citizens Centre, Main Street, Huntsville at 2:00 p.m. on Monday, June 16th, 1975.

- Finance and Administration Committee Meeting - May 27, 1987

Moved by C. Doughty and seconded by L. Caswell - No. 63-87

That we engage the firm of Cravit Ortved Architects to prepare a Facility Planning Study which shall define the space planning requirements including a base building assessment, development of an implementation strategy, an outline of budget estimates. The cost of the study will be financed from the 1986 "Municipal Building/Provision for Reserve" portion of the budget. Such work to be inclusive of Phase I of their proposal dated May 22, 1987 at an upset cost of \$6,000.00. Carried.

- A Proposal for the Renovations of the Huntsville Town Hall

Cravit Ortved Architects Inc. - August 7, 1987

We have based our study on the premise that there is a long term commitment to retain the present facility as the municipal office and we have taken into account some future growth allowance for the various departments in the building. We have also assumed the theatre space on the second floor and the "Club 55" in the basement will occupy space in the building for the foreseeable future until suitable alternate facilities are available.

- Regular Council Meeting - December 20, 2004

Mayor Mackenzie indicated that the President of Club 55 had expressed an interest in amalgamating the two seniors' clubs in Huntsville. Mayor Mackenzie further noted that the representative of the Centennial Seniors reciprocated the offer to work together over the next year. Mayor Mackenzie requested that the Chief Administrative Officer assist both of these groups in order to facilitate the process.

Leases

July 1, 1975 -	10 years - Huntsville Senior Citizens - \$2.00/yr
July 1, 1985 -	10 years – Changed to the Senior Citizens Club 55 - \$2.00/yr
July 1, 1995 -	10 years - \$2.00/yr
July 1, 2005 -	5 years - \$2.00 plus utilities - \$1000 annually and agrees to an annual contribution to maintenance (amount not stipulated)
July 1, 2010 -	1 year - \$2.00 plus utilities - \$1000 annually and agrees to an annual contribution to maintenance (amount not stipulated)
July 1, 2011 -	4 years - \$2.00/yr plus utilities - \$1050 annually (increases by \$50/yr) and maintenance - \$1050 (increases by \$50/yr)
July 1, 2015 -	4 years - \$2.00/yr plus utilities - \$1200 annually (increases by \$50/yr) and maintenance - \$1200 (increases by \$50/yr)

The current lease expires in June 30, 2019 with a commitment to review the lease 6 months prior (January 30, 2019).

Alternative Opportunities for Club 55

1. Town of Huntsville, Recreation & Leisure Services

The Town of Huntsville through the Recreation & Leisure Services Department offers a variety of weekly drop-in programs geared towards adults and older adults 55+ from September to June with limited programming in July and August. This includes but is not limited to pickle ball, shuffle board and Bid Euchure with the average activity drop-in fee range from no fee to \$2.50. A wide variety of additional programming, such as arts and crafts, music, games, active and inactive offerings, food and dining programs, etc are also offered at various prices. (See Appendix “A”)

With services within the facility, both the Algonquin Family Health Team and Motivations also offer opportunities to take part in many health programs.

In addition, ample parking, bus route services, the indoor walking track and Oliver’s Coffee make it an ideal location as a meeting place for gathering and socializing with friends.

2. Huntsville Public Library (HPL)

In brief conversation with the CEO/Chief Librarian of HPL, she noted there may be opportunity to book a room for a few days each week for a block of time at a nominal fee at HPL. Further discussions would need to take place with the HPL Board.

The location offers parking on both sides of the street and is also on the bus route.

3. Proposed Curling Club/Shared Use Facility at McCulley Robertson Recreation Park

Although in the very early planning and fundraising stages, opportunities may exist for this facility to include a senior's area. Club 55 would need to investigate this option with the Huntsville Curling Club who is leading this project.

The location offers lots of parking. The current bus route does turn around at the Rotary Skate Park. If William Street is extended to meet Marsh Road transit could include this proposed facility.

4. Royal Canadian Legion - Huntsville Branch

Legion may also be an option to explore as they have a large facility and ample parking. As Legions face small memberships this may be an opportunity for both organizations.

5. Local Churches

Some of the local churches contain gymnasiums/meeting space that can also be rented to host large groups.

Additional Considerations:

Council Chambers Through Town records, Staff have concluded the elevator was installed in 1988.

Elevator: In 2014, the Corporate Services Committee defeated recommendation #CORP148-14 to add \$35,000 to the 2014 Operating and Capital Budget for the installation of a lift.

Council
Chambers
Elevator:

In 2015-2016, Staff investigated replacing the elevator with a lift so a visitor could come down to the Council table level on their own without assistance. It is understood the cost was determined to be very high.

In Jan 2017, Building Staff reviewed the option of installing a ramp. They have provided the following:

- With the a maximum slope allowed for barrier free ramps of 1:12 you would be looking at an overall length of 28' to make up the 28" difference in floor elevation. These ramps shall be provided with both handrails, guards, and if there is a required change in directions (most likely) an additional 5.5' x the width of the ramp (3' between handrails) of flat surface must be provide to allow a person in a wheel chair to change direction.
- If you went from the top level area of the audience seating in the council chambers it would roughly go just shy of the back wall. If you were to "zig zag" it down through the audience seating area then it would take up the majority of the area. If you wanted to provide the ramp along the West side of the council chambers, then the ramp would roughly start from the level area coming through the copy room, down to the wall of the corner storage area and back righty 12' (taking into consideration the landing requirement. I'd be cautious of this change as I'm not sure if the wall surround the current lift aren't load bearing and the town would be subject to some costly structural alteration with this change.

Facilities Asset Management Plan:

- Elevator (Hydraulic lift) Year Purchase (1988); Replacement Cost (\$50,000); Term (50 years) Yearly Maintenance Fee – \$5,000 operating expense.

It is important to note that the *Building Code Act* stipulates that the council chambers elevator must always be maintained whether the room is being used as a council chamber or for other purposes. However, should it be used for other purposes, its use may become almost non-existent.

Council Chambers Elevator: As per above, it can be determined that ramps are not feasible in this small area, and that the cost of a lift would be significant. Regardless, either option would still not address the inability for an individual to reach an outside street level exit on their own either from the Council table level or the top level in the chambers should an emergency arise.

Parking @ the Huntsville Civic Centre area: Over the years, Council has noted many times of the parking challenges in the downtown core, particularly once the warmer months are upon us. Should Option 1 above be chosen, it may help alleviate some of the parking stress felt in this area.

Status:

- 11 in parking lot + 2 accessible spots
- 6 along the back of the Algonquin Theatre
- 10 on the side of the Algonquin Theatre (49 Main St. E. has 3 of the parking spots)
- 24 along High St. from Brunel St to West St S.

Heritage: As the Huntsville Town Hall is a designated property, consultation with the Manager of Arts, Culture and Heritage and/or the Municipal Heritage Committee would be required for Options 1 or 2.

Financial Implications

Capital

Capital Asset Management Plan-Council Chambers: In the 2017 budget, \$5000 was dedicated to fund the capital plan with intent to increase that contribution annually until the plan was sustainable.

In order to build a fund for this renovation/relocation, \$20,000 was set up as an annual transfer to the Council Chambers Renovation (Reserve) beginning in 2017 to fund this project and will end once the funds are no longer required or used.

Operational

Implications:

Future Implications:

Costs to be determined:

Option 1 (Huntsville Civic Centre Main Street Level):

- Approximate \$250,000 - To be determined.

Option 2 (New build) i.e.:

- To be determined.

Option 3 (Current Location) i.e.:

- Project and costs as noted above under Option 3.

Lost Revenue:

Options 1 or 2 (Huntsville Civic Centre Main Street Level/New build):

- Senior Citizens Club 55 - \$2702 (2017) - At lease end
- Dance Competition
 - Three Day Rental - \$882.00
- Dance Competition
 - Three Day Rental - \$882.00
- Various other Groups total per year - \$500.00

Funding Source

Options 1 or 2 (Huntsville Civic Centre Main Street Level/New build) i.e.:

- Taxation;
- Debenture;
- Reserves (TBD);
- Ontario Trillium Foundation (renovation – may be a possibility).

Option 3 (Current Location) i.e.:

- Taxation;
- Grant possibilities.

Council Strategic Direction / Relevant Policies / Legislation / Resolutions

Town of Huntsville By-law No. 85-66 – Designating 37 Main St. E., Huntsville as being of Architectural and Historical value or interest

Ontario Heritage Act, R.S.O. 1990, c. O.18 – sec 33 Alteration of Property

2010 Unity Plan:

- Goal #2: Municipal Operations and Infrastructure:
 - Huntsville Civic Centre Main Street Level or New Build:
 - 2.6 – Bullet 2 - Implement sustainability building design for new construction and retrofit activities

Accessibility Implications

Although the current council chamber is in compliance with Accessibility for Ontarians with Disabilities Act, it does not address the guiding principles of the Act (independence, dignity, inclusion and equality). For example, one can access the lower level of the council chambers by way of an elevator lift, but cannot use the elevator independently. To access the elevator involves one to travel through three doors (two of which are not easily opened by someone using a wheelchair, scooter or walker). The elevator itself was not designed to be used independently. Access by scooter is not an option. There is a serious issue of safety in case of fire; especially should there be more than one wheelchair on the floor. The Accessibility Advisory Committee is the only Committee of Council that cannot meet in the council chambers for that very reason.

With the increase in Staff and Media Staff the clear floor area has become limited for anyone with a mobility issue. Whether a wheelchair or a walker, it is necessary to rearrange the furniture to gain access to the Mayor's seat or to sit at the staff table. To access the washroom or leave during a meeting would cause a significant disruption.

2012-2017 Accessible Plan:

- 5.4 Types of Barriers - Architectural and Physical Barriers
 - Could significantly reduce or eliminate with new build or moving location.

- 6.3 Community Services - Council Chambers Elevator
 - In 2017 Staff are to investigate options as currently an individual could not use the elevator on their own. (Same result as 2016 review).
 - In 2016 Staff did review and determined as per AODA, the Town was in compliance and therefore no additional work was required.

Strategic Plan 2017 and Beyond:

- Roads and Infrastructure:
 - GOAL #2 Ensure Town infrastructure and service levels respond to the needs of a prosperous and progressive community.

- Financial Management and Governance:
 - GOAL #3: Ensure Municipal operations are streamlined, efficient and effective.

- Communications:
 - GOAL #1: Improve access, quality and timeliness of Town communications.
 - GOAL #2: Engage the Community regularly to in order to build a culture of trust and openness within the Municipality.

Attachments

1. Appendix A - Leisure Guide – Adult and Older Adults Programming
2. Appendixes B, C and D – Preliminary Drawings of Retrofitting Huntsville Civic Centre Main Street Level
3. Appendix E – Huntsville Civic Centre Main Street Level

Consultations

Chris Boon, Technical Director-Algonquin Theatre

Debbie Duce, CEO/Chief Librarian
Steve Hernen, Director of Operations & Protective Services/Fire Chief
Matt Huddleston, Algonquin Theatre Manager
Debbie Kirwin, Chair, Accessibility Advisory Committee
Kari Lambe, Director of Community Services
Julia McKenzie, Manager of Finance/Treasurer
Scott Ovell, Economic Development Coordinator
Teri Souter, Manager of Arts, Culture and Heritage
Andrew Stillar, Chief By-law Enforcement Officer
Curtis Syvret, Planner
Town IT Department

Respectfully Submitted: SIGNED
Councillor Jason FitzGerald

Respectfully Submitted: SIGNED
Deputy Mayor Karin Terziano

Respectfully Submitted: SIGNED
Councillor Jonathan Wiebe

Respectfully Submitted: SIGNED
Crystal Best-Sararas, Deputy Clerk

Respectfully Submitted: SIGNED
Tanya Calleja, Municipal Clerk

Respectfully Submitted: SIGNED
Pete Kingshott, Facilities Manager

Respectfully Submitted: SIGNED
Chris Nagy, Chief Building Official

Reviewed By: SIGNED
Denise Corry, Chief Administrative Officer