

# Township of Rideau Lakes Municipal Offices

- Steve Holmes and Shellee Fournier
- May 13<sup>th</sup> 2024





# Rideau Lakes

## TOWNSHIP OF RIDEAU LAKES Regular Council Meeting

**RESOLUTION** 37-2024  
**Title:** MSC (GG) Rec #39-2024: Chantry Office Renovation  
**Date:** Monday, March 4, 2024

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**Moved by** Councillor Maxwell  
**Seconded by** Councillor Delaney

**Be it Resolved That council and the staff of the township of Rideau Lakes take aggressive action to address the Chantry offices during this term of council;  
Prior to August of 2024 that staff complete the following;**

- The CAO work with staff and council to establish future office requirements;
- The Manager of Facilities and Parks review all four reports and prepare a report for council identifying current building deficiencies so that council can develop an RFP to retrofit and enlarge the Chantry offices to have tender ready drawing for January 2025 or sooner;

Furthermore, that our Treasurer takes into account the between 3 to 4 million that we will be required to borrow to complete this project along with all our other financial obligations when setting the amortization for the new Fire Hall and Portland Hall.

**YES: 5      NO: 4      ABSTAIN: 0      CONFLICT: 0      ABSENT: 0**

**Carried**

Existing Areas to Address:  
Pinchin Report  
Recommendations,  
repairs, and replacements  
for the following items are  
included throughout the  
term of the analysis:

- Its recommended that **removal of flaking areas of the liquid applied roof membrane** be completed in the early term, proper prep of the surface completed and reapplication to ensure that premature failure of the membrane does not occur. Pinchin has included allowances for future reapplication/repairs of the membrane within the term of the analysis;
- Based on the current age the standing seam metal roof system, **replacement of the roof system is anticipated to be required at the end of the term of analysis;**
- Allowances for **replacement of the original window systems** within the early portion of the term of analysis. It is recommended to replace window systems with a high thermal rated window based of the use of space;
- Complete ongoing **repairs of the concrete block masonry cladding** which has areas of linear cracking and deteriorated mortar joints;
- **Refinish to the vertical metal panelling** to prevent premature corrosion and to ensure longevity of the cladding is maintained;
- Ensure all **wall penetrations are properly sealed** with an exterior grade sealant compatible with the substrates to prevent moisture infiltration into the wall cavities;

# Pinchin continued:

- Consideration to complete a Structural Review of the second floor for future determination of load capacities if continuous file storage is maintained. Should be noted any change of use (i.e., creating working space beyond storage) of second floor would require extensive rehabilitation of raising the roof and current structural I-beams;
- Replace the asphalt surfacing which is showing signs of linear cracking, settlement, and deterioration throughout;
- Regrade the gravel surfacing to remove settlement and potholes;
- Complete a detailed Mechanical Review by a Mechanical Engineer to review and inspect the current on Site heating and cooling systems, as well as identify deficiencies within the heating and cooling throughout the building which is reported to be a major issue;
- Replace the current propane fired forced air furnaces within the latter portion of the term of analysis as they reach their EUL;
- Replace the “Broan-Nutone Guardian Plus” HRV unit within the latter portion of the term of analysis as it reaches its EUL; and

# +VG Summary & Recommendation

- **+VG Summary and Recommendation**

- Based on the above noted findings the current municipal offices will require significant upgrades to address accessibility deficiencies and accommodate a growing compliment of staff. The existing facility was retrofitted through various renovations to better suit the needs of the Township but can no longer adequately accommodate the townships needs without a carefully planned renovation and expansion of the existing facility. Given the age and location of the existing building in the township, we do not perceive any economic benefit to the ratepayers of the municipality in undertaking a renovation of the existing administrative offices.

2.6 acre site.  
Existing  
building is  
6,156 square  
feet at 5% lot  
coverage



+VG proposed  
1,000 sq. foot  
proposed  
addition totaling  
7,156 square  
feet



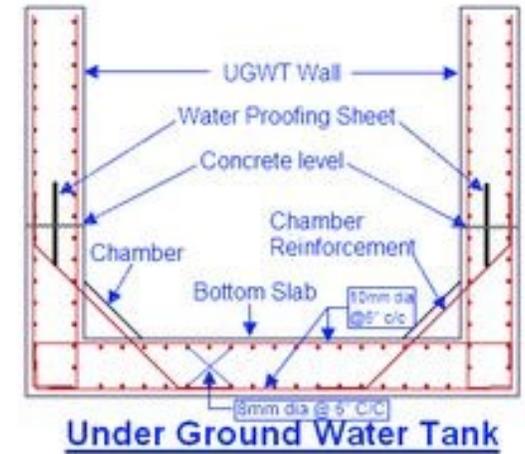
## **BUILDING RENOVATION AND ADDITION**

- 45 Year Old Building (1979).
- Does not meet accessibility requirements (hallways/washrooms) too narrow/small.
- Constraints with space to accommodate accessibility. A full gut would be required.
- Three different rooflines hard to integrate.
- **If we drill a new well to accommodate the addition, the plumbing will all need to be rerouted into the existing building. Digging up/trenching concrete floors. Staff can't be on site without water.**
- Where to put staff, Committee/Council meetings during this time?
- Need to address asbestos in window caulking.



## **BUILDING CODE – WATER RESERVOIR**

- Whether a renovation or a new build.....buildings like this over 6,458 square feet require a water reservoir or alternate solution approved by the Engineer and Fire Chief.
- This is an underground/holding tank that holds water for a fire emergency.
- Approximately 10x10 square feet.
- These reservoirs can cost between \$75,000 - \$100,000
- Not much room on this site to accommodate a water reservoir.
- Fire Chief may determine that the dry hydrant down the road is sufficient.



# Summary of Costs

## Renovation and Addition

- Repairs required to Existing Building in next 5 yrs\* = \$542,931 (2021).  
Applied Bank of Canada compounding COL = \$627,829 (2024)
- Relocation of Well = \$20,000 (well and trenching to building)
- Addition = 1,000 square feet @ \$450/sq. foot = \$450,000 plus 10% contingency\*\*
- **Total = \$1,142,829 +**

**X Does not renovate the existing space (only repairs and addition).**

**X How to temporarily relocate staff? Cost? Service?**

*\*As per Pinchin Report*

*It should be noted, current costs included in this report may be notably undervalued pending recommended specialist reviews (i.e., Mechanical reviews, ADA Accessibility, significant interior renovations, etc.).*

*In conjunction with the above Mechanical Review, and possibility of significant interior finishes, Pinchin recommends completing an Accessibility Audit to determine possible required renovations to ensure ADA Compliance for proposed future laws.*

*\*\*The Class A estimate cost for Portland Hall was \$264 sf. The all-in cost including site development(\$529,300) and other misc. cost (contingency, pricing) is \$464 sf.*

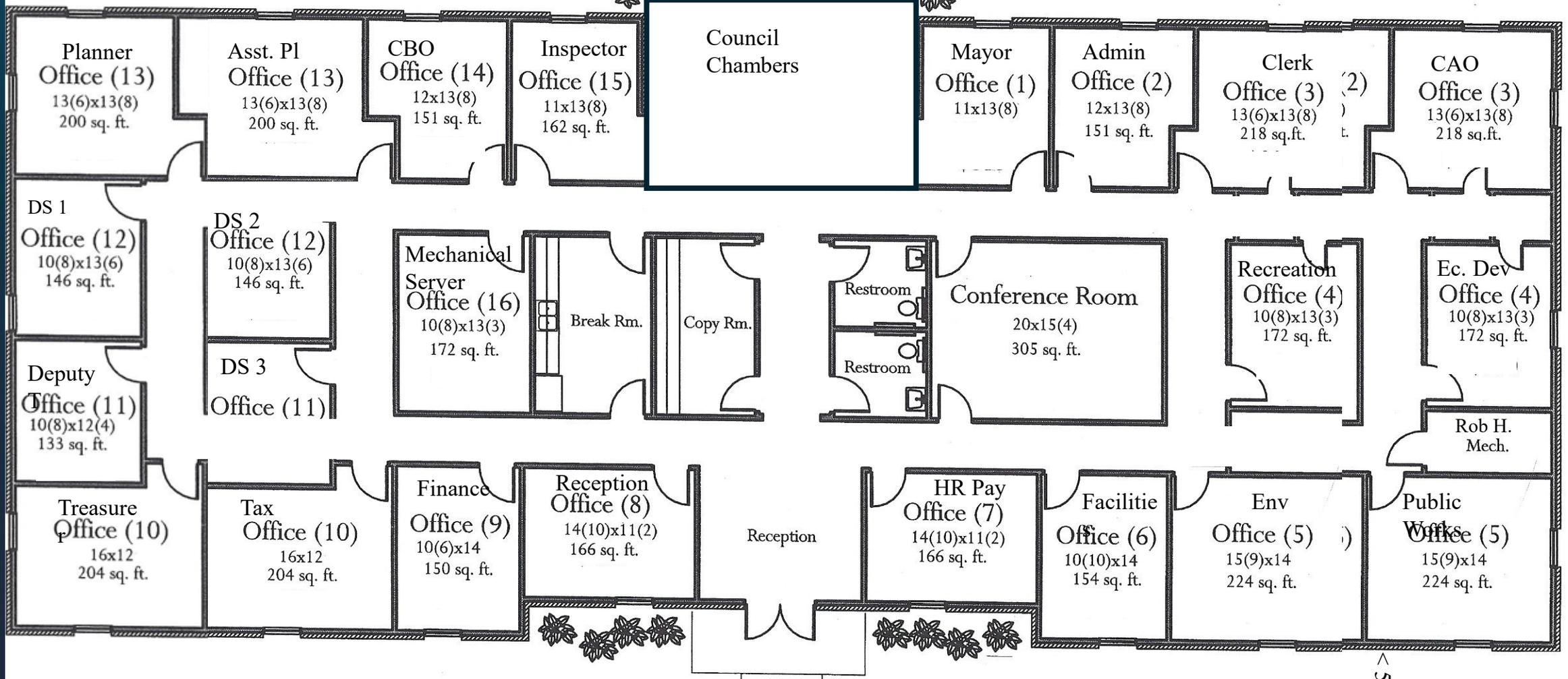


- Architecturally, emulate a hip roof barn and silo to fit in with agricultural character of rural Rideau Lakes (Chantry).
- “Silo” to house stairwell to mezzanine/storage only or future elevator shaft for expanded growth.
- Require 23 to 25 staff offices plus Council Chambers
- 7,000sq feet @ \$464/sq foot = \$3,248,000 + demolition of old portion of building.



Pre-Amalgamation Township of West Carleton Municipal Office

7,000 square feet



Concept Drawing only – not to scale = 25 offices

< 140 feet >

> 50 feet >



APPROX MEASUREMENTS ONLY

Minor Variance Required for side yard setback

## Direction to Staff/Next Steps

1. Commission a survey + topo of the property – \$10k - survey used for proper siting of the building and development the stormwater, lot grading and drainage plan. = 3 months (September)
2. Commission an Architect to create concept designs (\$10k-\$15k)
3. Redirect the 2024 budgeted (\$15K) HVAC Study towards these.
4. Proceed as recommended OR Explore the pros and cons of other locations (Portland/Elgin) and other uses for existing building/site?



Pre-Amalgamation Township of West Carleton Municipal Office