



Town of Huntsville Staff Report

Meeting Date: April 24, 2024

To: General Committee

Report Number: DEV-2024-29

Confidential: No

Author(s): Christopher Nagy, Chief Building Official

Subject: Town Hall Renovations - JCI Building Management proposal

Report Highlights

As detailed in Report [DEV-2023-73](#), Update to Report WG-2022-1, regarding the proposed interior renovations to create a Building Management Plan for the Town Hall Building. Recognizing the magnitude of this project and that details would fall outside the scope of staff's expertise, Johnson Controls Canada Limited Partnership (JCCLP) were obtained through the Canoe Procurement process to review all documents and come up with a Project Development Agreement which will include Professional Drawings, site reviews and testing, and a project estimate to have the work completed thus representing a Building Asset Management Plan for the Town Hall. This report, along with the delegates presentation (JCCLP), shall act as the response to Council's request.

Recommendation

Whereas: Resolution GC120-23 directed staff to obtain the services of a consultant to create a Building Management Plan utilizing the concept drawings of Option 1 for the Town Hall;

Now Therefore, It is Recommended That: Should Council wish to proceed with the Town Hall Renovation project, Committee directs the CAO and Director of Community Services to enter into a Project Development Agreement with Johnson Controls Canada Limited Partnership (JCCLP) for the Town Hall building and to include the deliverables as outlined in Report DEV-2024-29;

And Further That: The cost of the Project Development Agreement, up to \$340,000, be taken from the Facilities Capital Reserve.

Background

Through Report [WG-2022-1](#), the Town Hall working group noted Sustainability and Accessibility deficiencies within the town hall building due to municipal investments when the building was under renovations 2002. As noted in [DEV-2023-45](#), a Building Asset Management Plan is the best way to incorporate all previous studies and consulting strategies for this building. By aligning this Plan with

our Asset Management replacement plans and annual capital budgets, the project can be broken out into phases to reflect key items being addressed in a more timely manner. Through discussion with JCCLP they have committed to working with all professional consultants needed and arrange all required site inspections independently of Town staff.

Discussion

Project Development Agreement

The purpose of this Project Development Agreement (PDA) is to confirm the intent of Johnson Controls Canada Limited Partnership (JCCLP) and the Town of Huntsville to develop and subsequently implement, a project focusing on the renovation of the Town Hall and upgrades/replacements to the existing energy consuming Building Systems at the Town Hall. This PDA will provide the basis of the scope of the project, the obligations of both parties, the financial metrics to be met, the intended outcomes and timeline. Through Staff direction, JCCLP has started initial discussion with supporting the Architects (Duncan Ross) and Mechanical and structural Engineers (Gerrits) to complete the Consultation portion of the project. This consultation will lead to the completion of the scope of Project Development Agreement which will include the deliverables below as well as provide a guaranteed competition cost of the site works which will be subject to council's approval. This detail of information will enable better competitive bidding through the RFP process if it is felt that JCCLP should not complete the final work.

PDA Deliverables

Upon completion of the project development, JCCLP shall deliver to the Customer:

1. Architectural Design Drawings and Floor Plans, along with construction documents, which will provide full details that are suitable for bidding and include details on finishes, built-in millwork, installation details and quality levels.
2. Mechanical, Electrical and Structural drawings to provide sufficient details to finalize project cost for construction and obtaining building permits.
3. HAZMAT Report with findings and recommendations provided by the Environmental Consultant. A preliminary schedule for implementation/construction of the project.
4. The total cost of the project as well as phased costing (Estimated project cost is projected to be in the range of \$6 million to \$8 million).

Johnson Controls Canada Limited Partnership

An Off Branch of Johnson Controls International, Johnson Controls Canada Limited Partnership (JCCLP) was selected as an approved "supplier" under the Canoe Procurement Group of Canada. They have been noted as a world leader of smart buildings which create safe, healthy and sustainable spaces for the occupants. For nearly 140 years, they made buildings better and now they are offering award-winning digital technologies and services. JCCLP utilizes artificial intelligence and data driven solutions to give deeper insight into a building's health, sustainability and performance. Which leads to better ways to design, operate and maintain indoor environments in existing buildings. Johnson Controls offers the world's largest portfolio of building technology, software and services. Supported by a team of more than 100,000 dedicated employees working across 150 countries, JCCLP helps customers achieve their sustainability goals and power their mission.

Cost

The total cost to complete the consulting portion of the project under the Project Development Agreement (PDA) is \$340,000. JCCLP has cited a potential \$60,000 grant through Federation of Canadian Municipalities (FCM) that, if the Town is successful, can be used to offset a portion of this expense. (JCCLP) has also cited through this agreement that the estimated project cost will be in the range of \$6-8 million, however final costing will be provided upon completion of this PDA. JCCCP has noted that any cost associated with the PDA will be credited on the final Project completion cost.

Alternative Solutions

Should this renovation project be cost-prohibitive, like-for-like replacement would continue under the Town's Asset Management Plan although these replacements would not include any sustainability upgrades, nor would there be a change in the layout of the facility.

Options

- Option 1: Proceed with the Recommendation as written (**Recommended**)
- Option 2: Amend the recommendation as proposed
- Option 2: Continue with building maintenance as required through the Asset Management Plan (Status quo)

Capital

Item	Budget	Capital Plan Year
Exterior Front Town Hall Stairs	\$296,000	Removed from 2022 Budget, will be moved to subsequent year (not currently included in the 2024 - 5 year capital forecast)
Roof Replacement and Structure	\$172,500	2025 Capital Forecast Facilities Capital Reserve
HVAC Replacement	\$84,000	2025 Capital Forecast Facilities Capital Reserve
Building Automation System Replacement	\$22,000	2025 Capital Forecast Facilities Capital Reserve
Furnace Replacement	\$40,000	2025 Capital Forecast Facilities Capital Reserve
Kitchen Replacement	\$16,000	2025 Capital Forecast Facilities Capital Reserve

Facilities Capital Reserve as of December 31, 2023 is estimated at - \$1.6 million (unaudited). The Facility Capital reserve is funded annually by contributions from the levy (\$420,329 in 2024) and through Capital Improvement fees (CIF), budgeted at \$41,364 in 2024. This reserve supports infrastructure totaling approximately \$70 million with annual financial requirements identified at \$2.1 million ([Huntsville's Municipal Asset Management Plan](#), 2020).

It should be noted that, should the renovations proceed, funds within the Council Chambers Expansion Reserve (Balance as of December 31, 2023 - \$113,000 - unaudited) could be used toward the renovations.

The cost of the Project Development Agreement, up to \$340,000, be taken from the Facilities Capital Reserve.

Operational

None at this time.

Council Strategic Direction / Relevant Policies / Legislation / Resolutions

- *Accessibility of Ontarians with Disabilities Act (AODA) 2005;*
- By-law No. 85-66 - Designation of Town Hall, 37 Main Street East
- Staff Report WG-2022-1 - Town Hall Working Group - Final Recommendations (GC21-22)
- Recommendation GC24-23 - Report back on Recommendation GC21-22
- Staff Report DEV-2023-45 - Recommendation GC91-23 and GC92-23
- Staff Report DEV-2023-73 - Recommendation GC120-23
- Strategic Plan:
 - Gov 2.3 - An in depth financial review for capital assets
- Budget&Financial-18: Strategic Asset Management Policy
- Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure
- [The Asset Management Plan for the Town of Huntsville](#)

Town of Huntsville Strategic Plan

Balanced Growth – 1.2: Ensure a continued focus on maintaining and upgrading existing Town infrastructure as part of growth management planning.

Balanced Growth – 1.5: Develop a 20-year Facility Plan to map out the future of key municipal infrastructure.

Stable, Trusted & Engaged Community Partner – 2.1: Create, implement, and invest in the Town's Asset Management Plan, including long-term financing strategies.

Consultations

Jason Fisher, Maintenance Manager

Greg Pilling, Manager of Facility Operations, Sales and Customer Service

Respectfully Submitted: Christopher Nagy, Chief Building Official

Manager Approval (if required): _____

Director Approval: Kirstin Maxwell, Director of Developments Services

CAO Approval: Denise Corry, Chief Administrative Officer