Grey County Building Task Force – Administration Building
Thursday, July 26, 2018, 2:00 p.m. (approx.)
Heritage Room

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes of Meetings
   Minutes of the February 22, 2018 meeting
   February 22, 2018 minutes
4. Report
   a. HDR-BTF-13-18 Future Plans for Provincial Offences Building
      1. That Report HDR-BTF-13-18 regarding future plans for the Provincial Court Building be received; and
      2. That the Provincial Offences Building be decommissioned.
5. Financials
6. Remaining Deficiencies
7. Open House
8. Other Business
9. Tour of Building
10. Next Meeting Date
11. Adjournment
To: Chair Burley and Members of Building Task Force

Committee Date: July 26, 2018

Subject / Report No: HDR-BTF-13-18 Administration Building Update and Future of Provincial Offences Building

Title: Future Plans for Provincial Court Building

Prepared by: Anne Marie Shaw

Reviewed by: Kim Wingrove, CAO

Lower Tier(s) Affected:

Status:

Recommendation

1. That Report HDR-BTF-13-18 regarding future plans for the Provincial Court Building be received; and

2. That the Provincial Offences Building be decommissioned.

Executive Summary

The Provincial Offences Administration Building was built in 1967. The building is in need of $515,000 in capital repairs over the next five years and would require $51,500 in annual operating funds to sustain its use. A potential use for the site is extra parking including the potential for electronic vehicle charging stations should funding become available.

Background and Discussion

The Provincial Offences Administration Building was built in 1967 and requires $515,000 in capital funding over the next five years. The following capital needs information was gathered from a Building Condition Assessment and an inspection by a Technical Supervisor.
### Capital Needs for Existing POA Building

<table>
<thead>
<tr>
<th>Capital Item</th>
<th>Deficiency</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof Replacement</td>
<td>currently leaks</td>
<td>$200,000</td>
</tr>
<tr>
<td>HVAC</td>
<td>in efficient, repairs 4 Units need replaced at $15,000 a unit</td>
<td>$60,000</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Replace interior plumbing in concrete slab due to blockage</td>
<td>$50,000</td>
</tr>
<tr>
<td>Siding</td>
<td>Replace existing siding that has started to deteriorate</td>
<td>$75,000</td>
</tr>
<tr>
<td>Accessibility</td>
<td>Interior ramp from courtrooms into office areas</td>
<td>$10,000</td>
</tr>
<tr>
<td>Front Entrance Door</td>
<td>Replace both existing door with new aluminum door systems</td>
<td>$20,000</td>
</tr>
<tr>
<td>Flooring</td>
<td>Replace existing carpet and VCT Flooring</td>
<td>$100,000</td>
</tr>
<tr>
<td>Change of Use</td>
<td>Code upgrades if changing use</td>
<td>$$$</td>
</tr>
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</table>

The operating costs to maintain the building are expected to be $51,500 annually based on 2018 budget:

- Cleaning and maintenance/repairs: $7,500
- Utilities: $22,200
- Insurance: $6,800
- Reserve: $15,000
- Total: $51,500

**Future Building Uses Considered**

**Storage and Extra Meeting Space**: Both of these functions are served by the addition and renovation of the Administration Building and the existing storage building on site.

**Extra Parking**: Even with the additional parking at the Administration Building there are times when parking can be at a premium. Using this space for extra parking will allow better access for visitors to the building.

**Electrical Vehicle Charging Site**: There is also the potential for the addition of electric vehicle charging sites. The Workplace Electric Vehicle Charging Incentive Program (Program or WEVCIP) to support employers and commercial building owners and managers that wish to provide level 2 EV charging stations for their employees by providing 80 per cent of the initial costs, up to $7,500 per approved charging space, subject to meeting eligibility and technical requirements is not currently accepting applications. Staff will monitor for any future funding availability. Electricity for the charging stations is already available at the site. There would be ongoing electricity costs but they would be covered by the fee for using the charging station.
Decommissioning

The building decommissioning estimated costs for demolition, permit, engineering report, utility disconnection for an end total of approximately $50,000.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Range</th>
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<tbody>
<tr>
<td>Demolition 4987 square feet</td>
<td>$35,000-40,000</td>
</tr>
<tr>
<td>Disconnect Utilities</td>
<td>$6,000</td>
</tr>
<tr>
<td>Engineers Report</td>
<td>$3,000</td>
</tr>
<tr>
<td>Permit</td>
<td>$600</td>
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</table>

Financial and Resource Implications

Decommissioning Option:
- $50,000 plus parking surface treatment

Rehabilitate and Maintain Option:
- Immediate Capital Costs: $280,000 for roof HVAC and Front Entrance Doors
- Total Capital Needs over next 5 years: $515,000
- Annual Operating Costs: $51,500

Relevant Consultation

- Internal: Finance, Technical Supervisor
- External: Harold Sutherland, City of Owen Sound

Appendices and Attachments

None