



## Staff Report

If this information is required in an alternate accessible format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

---

<b>Report To:</b>	<b>General Government Committee</b>		
<b>Date of Meeting:</b>	March 4, 2024	<b>Report Number:</b>	FSD-010-24
<b>Submitted By:</b>	Trevor Pinn, Deputy CAO/Treasurer, Finance and Technology		
<b>Reviewed By:</b>	Mary-Anne Dempster, CAO	<b>Resolution#:</b>	
<b>Authored by:</b>	David Ferguson & Toni Anderson		
<b>File Number:</b>	<b>CL2023-1</b>	<b>By-law Number:</b>	
<b>Report Subject:</b>	Shaw House Accessibility Upgrades – Additional Funding		

---

### Recommendations:

1. That Report FSD-010-24, be received;
2. That additional funds in the amount of \$131,170 to complete the Shaw House Renovation project be allocated from the Community Services Building Refurbishment Reserve Fund be approved;
3. That \$193,830 of unexpended capital project funds be reallocated to the Shaw House Renovation project be approved; and
4. That all interested parties listed in Report FSD-010-24, and any delegations be advised of Council's decision.

## Report Overview

To seek Council approval for additional funds required to complete the Shaw House Renovation project.

### 1. Background

- 1.1 In 2020, Council approved a budget of \$300,000 to complete renovations at the Shaw House (156 Church St) for mixed office use. In 2021, an additional \$475,000 was approved and the Municipality also received ICIP Grant funding in the amount of \$300,000.
- 1.2 In 2021, RFP2021-2 was awarded to Moon-Matz Ltd to complete the design, contract administration, engineering services and tender specifications. Tender CL2021-23 was subsequently issued to prequalified general contractors, with two submissions received. Both submissions exceeded the initial budget. As a result, the tender call was cancelled with the intent to be reissued with a reduced scope of work.
- 1.3 In 2021/2022, Moon-Matz Ltd completed a full redesign to bring the project within budget, while retaining base plans and site-specific reports already completed. Tender CL2022-21 was issued to prequalified general contractors with only one compliant bid received. The compliant submission was over budget, and it was determined that the best course of action was to cancel the tender call and revisit the scope of work required for further reduction.
- 1.4 In 2022, an additional \$200,000 was approved through [FSD-028-22](#) for a total budget of \$1,275,000. Moon-Matz Ltd, in consultation with the Municipality, reduced the scope further to include the accessibility elevator and ramps only. Tender CL2023-1 was issued and awarded to Snyder Construction as phase one.
- 1.5 During phase one of the construction, there were several change orders required to complete various aspects of the project. There was additional asbestos found during demolition activities on two occasions, as well as concealed structural deficiencies that were required to be addressed as part of the work. These types of change orders are common in a construction project, especially in a renovation project where there are many unforeseen conditions. The cost for these unforeseen conditions amounted to \$98,521.
- 1.6 Phase 2 of the project includes additional washroom facilities and electrical and plumbing upgrades required by the building code to allow for increased occupancy of the space with the intention of Snyder Construction completing renovation activities to substantial completion. The cost for phase two is anticipated to be \$325,000.

## 2. Future Use of Shaw House

- 2.1 Upon further evaluation of the Shaw House by Economic Development as a potential incubator, concerns have been identified that its suitability for the purpose of an incubator is not ideal. Specifically, capacity limitations based on building code and the layout of Shaw House as a two-story heritage building does not align with the requirements of an effective incubator space, which requires room for large meetings, events, and presentations.
- 2.2 The recent decision by the Clarington Public Library Museums and Archives (CPLMA) to divest from the Sarah Jane Williams location presents a promising alternative home for an incubator. With a more expansive footprint, single-floor layout, and open-concept design, this location aligns more closely with the specifications typical of a tech incubator space. This location also maintains the incubator space being centrally located.
- 2.3 Identified as a priority in the 2024 Council Workplan *G.1.4 - Establish a small business incubator*. It is recommended that the Municipality further explore the potential of the Sarah Jane Williams building as a host location by funding a feasibility study to assess the suitability and determine the scope of work required to convert the space into an incubator. Furthermore, it is recommended that the funds previously earmarked in the current budget for furniture, fixtures, equipment (FF&E), and IT improvements for the Shaw House incubator project be redirected to support the conversion of the future Sarah Jane Williams to a business Incubator.
- 2.4 As a result of the determination that the incubator space is not conducive to being hosted at this site, staff evaluated possible uses for Shaw House once the renovation is complete. Clarington Emergency and Fire Services (CEFS) are currently set to temporarily relocate to Fire Station 4 as a result of the planned renovation at Fire Station 1. This temporary relocation required a renovation of the current MLEO offices to accommodate CEFS administration, as well as a rental of a trailer at Station 2, until the new Operations and Fire Training facility is built.
- 2.5 Moving CEFS permanently into the Shaw House space will save \$50,000 in the temporary renovation at Station 4, as well as the \$15,000 per year trailer lease that would be situated at Station 2.
- 2.6 Further, this permanent relocation of CEFS administration will change the scope of the new facility design, by reducing the required administrative footprint, which stands to reduce that proposed budget significantly.

### 3. Financial Considerations

- 3.1 Total funds required for the completion of this project is \$325,000.
- 3.2 The funding for this project will be comprised of unexpended funds from completed capital projects and the Community Services Building Refurbishment Reserve Fund. The breakdown of the funding is as follows:

Description	Amount
Community Services Building Refurbishment Reserve Fund	\$131,170
Various Roof Replacements – remaining balance unexpended	130,000
Trulls Rd – transferred from Station 4 renovations for Fire Administration	50,000
Various Location Suppression Upgrades – remaining balance unexpended	11,473
Orono Yard Septic System – remaining balance unexpended	2,357

### 4. Strategic Plan

- 4.1 The completion of the Shaw House renovation project supports strategic plan priority L.2.5 - Maintain, protect and invest in Municipal infrastructure and assets.

### 5. Concurrence

This report has been reviewed by the Deputy CAO, Public Services and the Deputy CAO, Planning and Infrastructure who concur with the recommendations.

### 6. Conclusion

It is respectfully recommended that funds in the amount of \$131,170 be transferred from the Community Services Building Refurbishment Reserve Fund and that \$193,830 of

unexpended capital project funds be reallocated towards the completion of the Shaw House Renovation project be approved.

---

Staff Contact: Ken Ferguson, Manager, Facility Services, 905-623-3379 ext. 2504 or kferguson@clarington.net.

Attachments:

Not Applicable

Interested Parties:

There are no interested parties to be notified of Council's decision.