



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Pat Newson, Director of Recreation and Facilities
DATE: 23/01/2017
SUBJECT: Wingham Town Hall Theatre Update
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approves proceeding with the procurement and installation of the HVAC equipment for the Wingham Town Hall Theatre and the Wingham Town Hall Administration offices, the structural work in the attic of the Town Hall to support the new roof-top HVAC units, and the donor recognition;

AND FURTHER THAT the Council of the Township of North Huron hereby approves the following items to be included in the project if the funds are available after the HVAC work is completed:

- Energy efficient house lighting
- Projector/Screen equipment
- Attic insulation

AND FURTHER THAT the Council of the Township of North Huron pre-approve the entire project for both the Theatre and the Admin offices with the following provisions:

- The work performed on the HVAC and Structural work for the Theatre, the donor plaques, the energy efficient lighting, the projector/screen equipment and the attic insulation be funded by releasing funds available in Wingham Theatre Fundraising reserve account
- The work on the Administration offices includes funds that were allocated in the 2016 budget and have been transferred to reserves. This reserve account totalling \$24,112.77 can be released to fund this project
- The Council pre-approves new funds in the 2017 budget of up to \$20,887.23 to complete the Administration offices HVAC work.

AND FURTHER THAT it is understood that the HVAC equipment and the fire code requirements must be completed prior to the theatre opening.

EXECUTIVE SUMMARY

In May 2016 North Huron Council approved for the sprinkler system, doors, and engineering components of the Town Hall Theatre project to proceed. Council requested the Wingham Theatre Committee to return to Council when the remaining funds had been raising, in order to approve the HVAC project and the other items for the facility.

DISCUSSION

The Wingham Town Hall Theatre Committee has achieved their goal of fundraising \$120,000 for improvement to the Theatre in order for it to re-open. In May of 2016, Council approved proceeding with the installation of the sprinkler system, the improvements to the doors, and the engineering required for the HVAC project. The committee was directed to return to Council when fundraising was completed for permission to proceed with the remaining project items. The committee is coming to Council on January 23 as a delegation to share with Council the progress on their fundraising.

The Committee has raised enough funds to proceed with the installation of the new HVAC equipment and the required structural upgrades to support the roof-top units. At the same time as this project is underway, the Township plans to replace the HVAC equipment for the Town Hall with new, energy efficient models. The equipment has reached the end of its life expectancy, and cooling with municipal water is not efficient. The Township set aside in the 2016 budget funds for their portion of the project.

The engineer has completed the stamped drawings for the HVAC work required for the entire project. This is required for tendering the project.

The priority of the Committee and North Huron Council has been to complete the HVAC upgrades for the facility in order to open for public rentals and usage. Other needs have been identified for the project such as energy efficient house lighting, a screen and projector, and attic insulation. However, these items will proceed only if funds are available after the HVAC project is tendered, and funds are allocated. Staff and the committee are seeking approval to proceed with the project with the understanding that the funds will first be allocated to the HVAC project, and then allocated to the other items as a second priority, as funds permit. The table in the Financial Impact section of this report outlines the project budget details.

\$28,000 was put in the Township budget in 2016 for the Administration HVAC upgrades for the building. Remaining in this budget is \$24,112.77. Staff request an additional \$20,887.23 be pre-approved in the 2017 budget to bring this up to \$45,000 available funding for the new HVAC equipment. The actual cost is unknown at this time, but staff would like to have enough funds allocated to cover the project now, so there is no delay after the tendering process. Any funds not required would not be used. Council will review the tender results before the contract is awarded.

It is the intention for both projects to proceed at the same time to allow for savings on economy of scale for this project, and set up and take down costs of a contractor.

It is difficult to know the exact project costs until the project is tendered. The initial review of the project costs by an engineer estimated the Theatre HVAC at \$51,000 and the admin offices at \$28,000. A review of the project now that the specifications are completed, by an HVAC vender, has estimated the costs to be \$88,700 for the theatre portion of the project, and \$48,000 for the administration building side of the project. Staff anticipate that these values will be lower when tendered, however nothing is guaranteed. The Committee has assured staff that they will fundraise any additional funds required. They have a proven track record for results in their fundraising efforts.

FINANCIAL IMPACT

Draft Project Schedule (Town Hall Theatre Expenses only)

<u>Project Item</u>	<u>Procurement</u>	<u>Project Installation</u>	<u>Budget</u>	<u>Actual</u>
Spent to date			\$3,994.47	\$3,994.47
Sprinkler System	June 1-July 29, 2016	August 2-December 31, 2016	\$33,000	\$29,993.76
Fire Doors and Lighting	June 1- July 29, 2016	August 2-Feb 2017	\$14,250	
HVAC Engineering	Completed May 31, 2016	Completed by Nov. 2016	\$5,000	\$5,577.44
Structural Engineering		Completed by Sept 2016	\$300	
SUBTOTAL			\$56,544.470	\$39,565.67
HVAC Structural work		October 31, 2016	\$4,000	
HVAC equipment	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$51,500	
Donor Recognition		April-June 2017	\$6,000	
Energy Efficient Lighting *	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$2,500-\$3,000	
Insulation *	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$10,000	
Projector/Screen *	Sept 20 – Dec 20, 2016	March 1-June 1, 2017	\$12,000	

Items not shaded have received Council approval to proceed (motion from May, 2016)

Yellow areas are priority required to open the facility.

Shaded items with * are optional items the committee would like to complete if funds are available.

Funds raised to date by the Wingham Theatre Committee: \$120,565

Spent to date:	\$39,565.67
Fire Doors:	\$14,250
Structural Eng:	\$300
Donor Recognition:	\$6,000
Structural Work:	\$4,000
HVAC equipment:	\$51,500 - \$88,700
Estimated Range:	\$115,615.70 - \$152,815.70

Township Project Funding

2016 Budget	\$28,000
Spent to date:	\$3,887.23
HVAC equipment:	\$30,000 – \$48,000
Request of new funds:	\$20,887.23
Balance for project:	\$45,000

FUTURE CONSIDERATIONS

Council will have an opportunity to review the tender results before the project is awarded. Should the project costs exceed the funds available, the committee will provide their plan at that time to secure the remaining needed funding.

The Wingham Theatre Committee intends to celebrate the re-opening of the Theatre with a local talent entertainment night. The date set is May 14, 2017. The committee is requesting that the theatre be rented at no charge to their committee to host this event

RELATIONSHIP TO STRATEGIC PLAN

Our community is attractive and welcoming to new businesses and residents.

Our residents are engaged and well informed.

Our administration is fiscally responsible and strives for operational excellence.



Pat Newson, Director of Recreation and
Facilities



Sharon Chambers, CAO