



Municipality of North Grenville

Report No.
PRC-012-2015

File No.
C10-PRC

Agenda Date: September 21st, 2015 – Committee of the Whole

Subject: Analysis of Municipally-Owned Buildings

Attachments: Appendix #1: Resolution of Council
Appendix #2: Facility Review Chart
Appendix #3: Expression of Interest from OMCA

RECOMMENDATION

That Committee of the Whole recommends to Council that:

1. The Municipality retain the Armoury Building and plan for future capital work as indicated in the Facility Review Chart as part of the annual Municipal budget process.
2. The Municipality consider selling the Court House building within five years and work with the Ministry of Economic Development, Employment & Infrastructure and the North Grenville Historical Society to re-locate the services provided by these groups to other sites within North Grenville.
3. The Municipality retain the former Oxford Mills Town Hall and work with the North Grenville Historical Society and the North Grenville Heritage Committee to secure funding to restore and renovate the facility for a potential museum and archival centre.
4. The Municipality maintain its ownership of the Maplewood Hall and work with the Oxford Mills Community Association to finalize an agreement that allows the Oxford Mills Community Association to book the facility for a specific amount of dates at a reduced rental rate to host their activities.

BACKGROUND

The Oxford Mills Community Association (OMCA) submitted and presented to Council an Expression of Interest to purchase the Maplewood Hall in Oxford Mills. Council passed a resolution on April 13, 2015, (**Appendix #1**), that directed staff to prepare a detailed analysis and recommendation for four Municipally-owned buildings (including the Maplewood Hall).

ANALYSIS

The following analysis of the Armouries Building, Court House, former Oxford Mills Town Hall and Maplewood Hall outlines the current uses, status & capital works, long-term use and recommendations for each. Please see the Facility Review Chart (**Appendix #2**) for detailed information on each facility.

1. Armouries Building:

- a. **Current Use:** Currently this building is leased by the Navy League of Canada 1.5 days per week. The Navy League is expanding their program and has expressed interest in signing a long-term lease with the Municipality while increasing their days per week use. They have also committed \$20,000 to the restoration of the exterior of the facility. The building is also rented out to various local organizations as a community use building.
- b. **Status & Capital Works:** Since 2013, \$41,000 has been spent on capital works including a structural review, a mold abatement program and the installation of a new furnace. The exterior of the building requires extensive work while the interior of the facility requires a substance survey, re-painting of the exterior walls and new accessible washrooms. Fortunately, the Municipality was able to secure \$100,000 through the Canada 150 Grant Program to restore the exterior of the facility over a 2-year period. Average revenue over the last 3 years has been \$8,531 while the average expenses have been \$10,267.
- c. **Long-Term Use:** As mentioned, the Navy League is committed to the facility. The building's location within the Riverside Park footprint lends itself to potential use for special events and community use. In 2016 work will commence on restoring the exterior of the building, bringing it back to its original look and eventually making the building a strong entrance feature into Riverside Park.
- d. **Recommendation:** The Municipality should retain the Armouries Building and plan for future capital work during the annual budget process, as indicated in the Facility Review Chart.

2. Court House Building:

- a. **Current Use:** Currently the building has a lease agreement with the Ministry of Economic Development, Employment & Infrastructure for Provincial Court Services. This lease expires on January 31, 2016. The Parks, Recreation & Culture Department has been working on a 5-year extension with provisions to extend the lease two additional 5-year terms. Also, the North Grenville Historical Society has a lease agreement for the second level of the building that they use for archiving and special event purposes. There are also probation services carried out within the facility.
- b. **Status & Capital Works:** Over the last 3 years \$27,716 has been spent in capital works on attic insulation, asbestos and electrical review and investigation. Average revenues since 2013 are \$16,056. Average expenses since 2013 are \$18,749. The building is in need of major exterior repairs and interior repairs. These repairs have been avoided for some time and will need to be addressed within the next 5 years.
- c. **Long-Term Use:** Discussion has taken place with Ministry of Economic Development, Employment & Infrastructure into potentially moving the courts to another location within Kemptville. These discussions have been positive. There is also a major issue with parking as the Court House shares parking with the North Grenville Public Library.
- d. **Recommendation:** The location of the Court House building would be of interest to local developers. The building requires major capital upgrades and, as mentioned, there are parking issues with relationship to the library. Re-locating court services and working with the Historical Society to find an alternative location for their activities should be seriously considered. Selling the Court House building should strongly be considered within the next 5 years.

3. Former Oxford-on-Rideau Town Hall – Oxford Mills

- a. **Current Use:** This facility has no current use. It is mainly used for storage by the Kemptville Players Theatre Group and the Municipality.
- b. **Status & Capital Works:** Since 2013, \$1,725 has been spent on capital projects. Currently we are working with the Ministry of Natural Resources to complete the removal of bat guano from the attic and to seal the attic. There has been no revenue generated and expenses have averaged \$10,808. For the upcoming winter season, the facilities division will be sealing the building envelope and shutting off the heat to avoid the high costs to heat the building. This should not have an adverse effect on the building however, it will have to be monitored more closely. The building is not accessible and does require some extensive repairs.
- c. **Long-term Use:** There has been much discussion what to do with this facility. It is part of a larger complex as it sits on the same property as the Maplewood Hall and Park as well as the Oxford Mills roads garage. Therefore putting the building up for sale is challenging.
- d. **Recommendation:** Retain the building and work with the following groups, The North Grenville Historical Society and the North Grenville Heritage Committee to access funding to restore and renovate the facility for a potential museum and archival centre. If funding is not secured the Municipality will have to consider allocating capital dollars to update the facility.

4. Maplewood Hall

- a. **Current Use:** The Maplewood Hall is currently used as rural community-use facility and is rented for multiple uses.
- b. **Status & Capital Works:** Since 2013, no capital projects have been undertaken at this facility. Average annual revenue since 2013 is \$3,601. Average annual expenses since 2013 are \$6,028. The facility is in relatively good condition, but as detailed in the Facility Review Chart, (**Appendix #2**) there are some future capital work that will need to be addressed.
- c. **Long-term Use:** The Maplewood Hall is the only rural community-use facility the Municipality owns. This facility is a valuable resource for the Municipality to have as it offers an alternative to groups and individuals outside of Kemptville to host and operate events. As mentioned under long-term use for the former Oxford Mills Town Hall, the Maplewood Hall is part of a larger complex. It currently shares water resources with the Oxford Mills roads garage as well. The expectation for is to continue to maintain the facility up to Municipal standards and continue to promote it as community-use facility.
- d. **Expression of Interest from the OMCA:** The Association expressed an interest in purchasing the Maplewood Hall. (**Appendix #3**) The OMCA provides valuable contributions to the Oxford Mills community as they offer community special events and occasional programs using the Maplewood Hall and Maplewood Park. The OMCA feels they should own the facility in order to expand on their programs and services and also to open up the use of the Hall to more outside groups. Since the Municipality took back the responsibility of booking the Maplewood Hall in 2013, rental revenue has been on par with what the OMCA was receiving when they were handling the bookings. The number of bookings has decreased and this is due to the OMCA not using the Hall for their meetings. There are two examples in North Grenville of other volunteer community groups owning public community halls: Bishops Mills Community Centre and the Burritts Rapids Community Centre. In the case of Bishops Mills, they have a very small hall with limited expenses. It is mainly used for their own needs and is rarely used by outside groups. Burritts Rapids is a larger hall. They rely on fundraising, a

donation from the City of Ottawa and other private donors to manage the facility financially. A very limited number of volunteers take care of the day to day operations of the facility.

- e. **Recommendation:** The Municipality should continue to own the Maplewood Hall. The Municipality should work with the Oxford Mills Community Association to finalize an agreement for the Community Association to have the opportunity to book the Maplewood Hall for a specific number of dates per year at a reduced rental cost to host their activities.

The Parks, Recreation & Culture department has the staff resources and training necessary to operate a public facility and maintain it to provincial standards and to ensure the facility is in good standing with provincial and federal legislations i.e. Ontario Regulation 170/03, (Municipal Drinking Water Systems), Fire Codes. This responsibility should continue to be handled by the Municipality.

ALTERNATIVES

This item is mandated by the Provincial/Federal Government: Yes No

- 1. Continue to remain the status quo with these Municipally-owned facilities as of today. This is not recommended as there are large budget ramifications that need to be addressed with all four facilities.

FINANCIAL/STAFFING IMPLICATIONS

This item has been identified in the current budget: Yes No N/A

This item is within the budgeted amount: Yes No N/A

Staffing implications, as they relate to implementing Council's decision on this matter, are limited to the existing staff complement and applicable administrative policies as approved by Council.

LINK TO COMMUNITY STRATEGIC PLAN

This report will help to contribute towards the achievement of the following strategic goals:

- 1. Determining opportunities and barriers to providing new recreation amenities and services.

Prepared by:

**Reviewed and submitted for Council/
Committee Consideration by:**

Mark Guy
Director of Parks, Recreation
& Culture

Brian J. Carré
CAO

April 13, 2015

Resolution No. C-2015-054

Moved by Barb Tobin and seconded by Frank Onasanya that Council acknowledge receipt of the Expression of Interest for the Maplewood Building from the Oxford Mills Community Association;

AND FURTHER THAT staff be directed to prepare a detailed analysis for potential uses of all Municipal-owned buildings (including the Maplewood Building).

CARRIED

FACILITY REVIEW CHART
CAPITAL & MAINTENANCE

ITEM	ARMORY	COURT HOUSE	FORMER TOWN HALL _ OXFORD MILLS	MAPLEWOOD HALL
Roof	\$41,000 5-10years	\$20,000 1-5 years	\$50,000 1-5 years	\$40,000 1-5 yrs.
Exterior	\$220,000 1-3 years	\$50,000 1-5 years	\$25,000 1-5 years	25,000 1-5 years
Interior	\$50,000 1-5 years	\$70,000 1-5 years	No intended use at this time	\$10,000 1-5 years
Mechanical & Electrical	\$50,000 1-5 years	\$50,000 1-5 years	No intended use	\$5,000 1-5 years
Substance Survey	\$5000	Complete	N/A	N/A
Accessibility	Poor	Ground floor only	No accessibility	Good
Parking	Excellent	Restricted	Limited	Limited
Well/Water	Municipal system	Municipal System	Not compliant with reg. 170. Cost would be \$25,000 to become compliant	Reg. 170 compliant.
Weekly Inspections	Building walkthrough	Building walkthrough	Building walkthrough	Building walkthrough and janitorial services, UV water system
Monthly Inspections	Doors/exits, emergency lights, exit signs, fire extinguishers	Doors/exits, emergency lights, exit signs, fire extinguishers, fire alarms	Doors/exits, emergency lights, exit signs, fire extinguishers,	Doors/exits, emergency lights, exit signs, fire extinguishers, UV water system
Costs	\$480,000/10years	\$190,000/5years	Unknown due to future use of the facility is unclear	\$80,000/5 years

Source: Municipality of North Grenville, Building Audit of Facilities – Armouries, Court House, Oxford Mills Library Building, Eastern Engineering Group Inc. 2013 and Municipal Staff.



**Oxford Mills
Community Association**
www.MaplewoodHall.ca

Expression of Interest

to purchase

Maplewood Hall

Proposal Contents:

Maplewood Hall as a Community Resource
About the Oxford Mills Community Association
Projected Annual Operating Expense
**Previous Revenue (Rental Income, Fundraising,
Donations)**
Proposed New Rental Rates
Planned Upgrades and Maintenance
Marketing and Promotional Plans
Conclusion

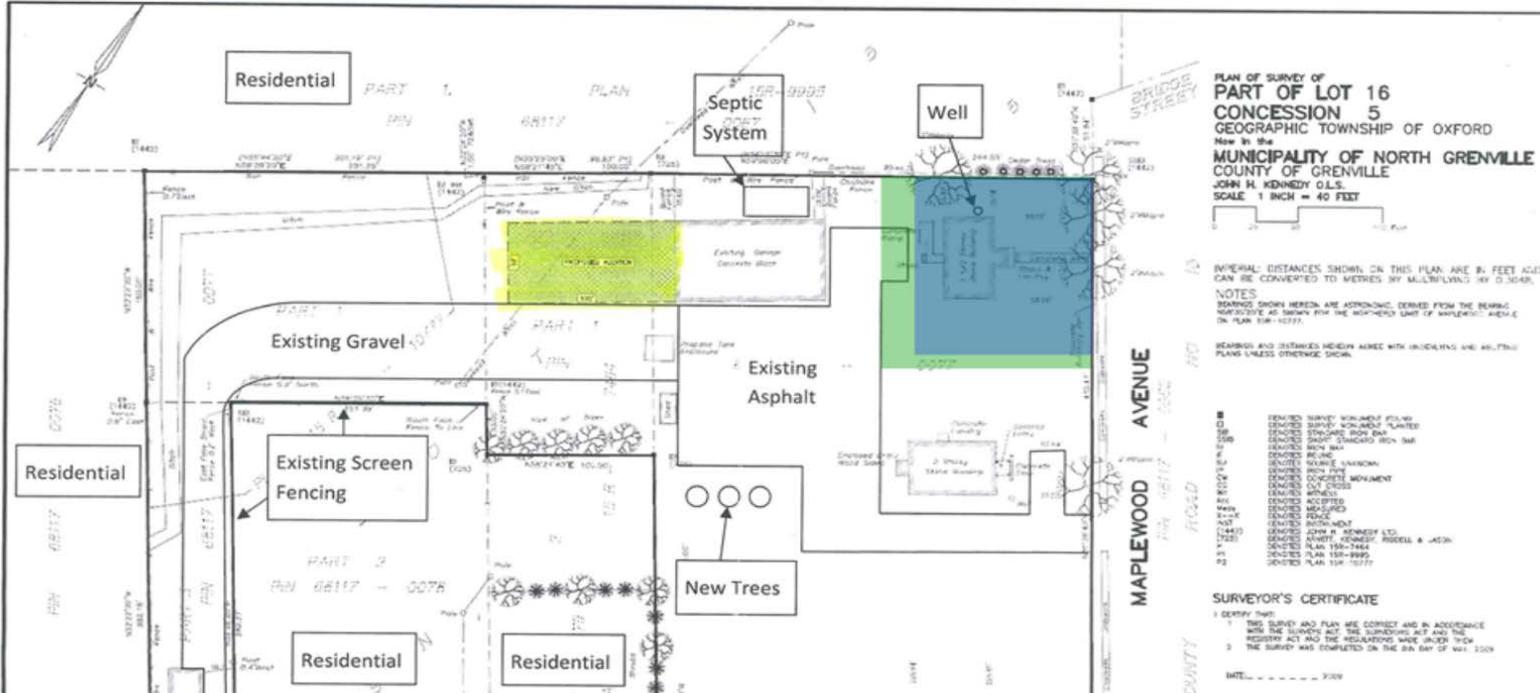


Maplewood Schoolhouse, 92 Maplewood Avenue, Oxford Mills (c 1875)

Proposed Property Severance

**New property line
(Equidistant)**

6 metre set-back



Open issues regarding severance:

- Well and septic locations and connections, status and ownership
- Access, parking and setback



OMCA Plans

- Improvements
 - Acoustics/Sound
- Marketing
 - Web site
 - Booking system
- Financial
 - Lower rates / increased usage
 - Fund raising
 - Donors & Sponsors
- Charity status



Rationale

Increase usage of the hall

Better rates for community use

Improve the property/facilities

Focus management within vested interests

Encourage local involvement

More usage by local clubs/organizations

Greater care of a heritage resource



Risks & Benefits

Risks / Mitigation

- Building status
(audit) / *covered by purchase agreement*
- OMCA stability /
constitutional governance
- Major disaster /
insurance

Benefits

- Reduced cost to NG
by removing
management burden
- Building oversight
expanded with
greater use
- Improvements to the
building



Summary & Next Steps

- OMCA proposes control of building use via purchase agreement / contract
- Create a Constitution to cover the OMCA management and governance including maintenance of Maplewood Hall
- Aggressive marketing of the Hall and Fund Raising
- Financial initiatives considered
- Insurance for protection of users and the OMCA

**Next Step – feedback from Council and Staff.
Open discussion and negotiation of purchase agreement**