



Municipality of East Ferris

New Municipal Office and Corbeil Fire Hall Project Scope & Site Selection Study

**By Municipal Office Technical Advisory Committee
August 2019**

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COUNCIL APPROVAL

Recommendations

- 1) Council approve the Project Scope as presented in the following report.
- 2) Council approve recommended Site Option #1 as presented in the following Site Selection Study.

Next Steps

- 1) Council direct the Technical Advisory Committee to prepare for its September 10th meeting the necessary procurement documents to secure a Qualified Design Team led by an Architectural Prime Consultant.

PROJECT SCOPE

CURRENT SPACE

Municipality of East Ferris needs a new municipal office and fire hall. In 1967 a 102 m² office was built in Corbeil for a staff of 3 given a municipal population of 1,200. In the 70s, the Corbeil office building was expanded by 46 m² when a 2 bay fire hall was added. Today the building is simply too small with +15 staff and professionals serving 5,000 citizens.

Lack of office and meeting rooms is the greatest problem with the current space. The Corbeil Park Hall and East Ferris Community Centre serve as alternate space but these premises are in high demand given they are shared with a number of community organizations. In addition the current space has numerous structural and mechanical problems that have been identified and documented by building professionals. That is why prior Councils have deemed the building to have surpassed its economic and physical useful life and is therefore obsolete. Please refer to Appendix A for an added list of problems with the current space.

In 2009, the Municipality purchased Corbeil's Ste. Theresa school property and incurred approximately \$500,000 in pre-construction expenses. Construction was halted when environmental issues emerged. In 2016, Council directed staff to evaluate seven other sites and encouraged a property located on the south east corner of Corbeil and Taillefer Roads. Progress was halted when the Municipality encountered problems related to the neighboring environmental issues.

In 2019, having gained a greater understanding of the environmental issues facing some of the land in Corbeil, Council decided it was timely to proceed with the project. A Technical Advisory Committee was formed with the mandate to advise Council on the scope, schedule, design, construction, financial sustainability, and all other matters that will contribute to the successful completion of the project by 2021.

SPACE REQUIREMENTS

In 2009 the Municipality identified its space requirements as follows:

- 743 m² to include staff offices and Council chambers;
- 1 parking space per 30 m² of office space, and so 25 / 30 parking spots;
- a 56 m² septic system and;
- it was assumed the fire hall would take over the current 150 m² building.

In the past decade there have been a number of emerging issues impacting municipalities e.g. security as well as new building techniques e.g. smart technologies that are changing how buildings are designed. At a local level, the community has seen a marked increase in civic participation and presence at Council meetings. That is why the Technical Advisory Committee recommends that Council seek architectural design advice to update its space requirements to include the following considerations:

- increased municipal office footprint to 836 m² / 929 m² to allow for more space for Council to meet with the public;
- increased parking to allow for larger public delegations at Council meetings;
- more opportunities for environmentally friendly and climate effective systems such as ways to reduce the septic system footprint;
- copying the new 743 m² Powassan Fire Hall but with more opportunities for

- shared space with the municipal office e.g. kitchen facilities and;
- fixing and / or enhancing public infrastructure that may be impacted by the new municipal office and fire hall project e.g. Bill Vrebosh Park, Corbeil Park Hall.

PROJECT OBJECTIVES

- As part of the Municipality's Centennial Celebration in September 2021, invite citizens to celebrate the grand opening of an esthetically pleasing and practical municipal building(s) that is viewed as meeting the needs of the community for the foreseeable future as measured by onsite feedback.
- By June 2021 complete the project with Council providing the necessary timely direction that includes:
 - by September 2019 confirming the project site location;
 - by November 2019 mandating a Qualified Design Team led by an Architectural Prime Consultant and;
 - by May 2020 awarding construction contract(s).
- By January 2020, Council to provide the necessary specifications to the Qualified Design Team regarding the facility's requirements as it pertains to building standards, smart technologies and certification related to energy and water efficiency measures, environment and sustainability issues, security, accessibility, operation and maintenance of the building.

PROJECT CONSTRAINTS

- Given the above noted objectives, timelines are tight and this will mean Council, the Technical Advisory Committee and staff investing added time.
- Preliminary budget indications suggest \$4MM / \$5MM versus the \$2MM budget for the original construction project planned in 2009, but that did not include the Fire Hall. Even with a higher budget, it will require a frugal and thrifty Council in an era of increased standards and certification. The budget is to cover all soft and hard construction costs.

SITE SELECTION STUDY

METHODOLOGY

The Technical Advisory Committee applied the following methodology to the site selection.

Step 1 – Approved the **Evaluation Protocol** as recommended by the Municipality's Engineer and based on value engineering principles. The following Steps 2 to 6 then formed part of the Evaluation Protocol as will the attached Site Selection Matrix.

Step 2 – Confirmed the list of **potential sites** as described by the Municipality's Engineer and transcribed to the Site Selection Matrix.

Step 3 – Confirmed the **evaluation criteria** as listed on left column of Site Selection Matrix.

Location.

- Visibility – Heart of Corbeil
- Site Size / usable space
- Can house Municipal Office & Fire Hall
- No surrounding environmental concerns
- Accessibility (user access)

Timing

- Immediately available
- Free of zoning restrictions

Budget

- Property cost
- Landscaping / parking / bridges, etc...

Site Characteristics

- Drainage / flood
- Soil condition
- Services (septic, well, hydro)
- Ecology / species at risk / construction constraints

Community Acceptance

- Future expansion / community hub
- Integration / positive impact on neighbors

Step 4 – Assigned **weighted values** for each evaluation criteria. Weighted values allow for recognizing those criteria that carry more importance / are more valuable in the ability to move forward with the project.

1. Not very important
2. Somewhat important
3. Important
4. Very Important
5. Essential

Step 5 – Assigned **evaluation factors** on a scale of 1 to 5 in order to determine how each site met the evaluation criteria.

1. Unacceptable (least desirable)
2. Poor
3. Fair
4. Good
5. Excellent (most desirable)

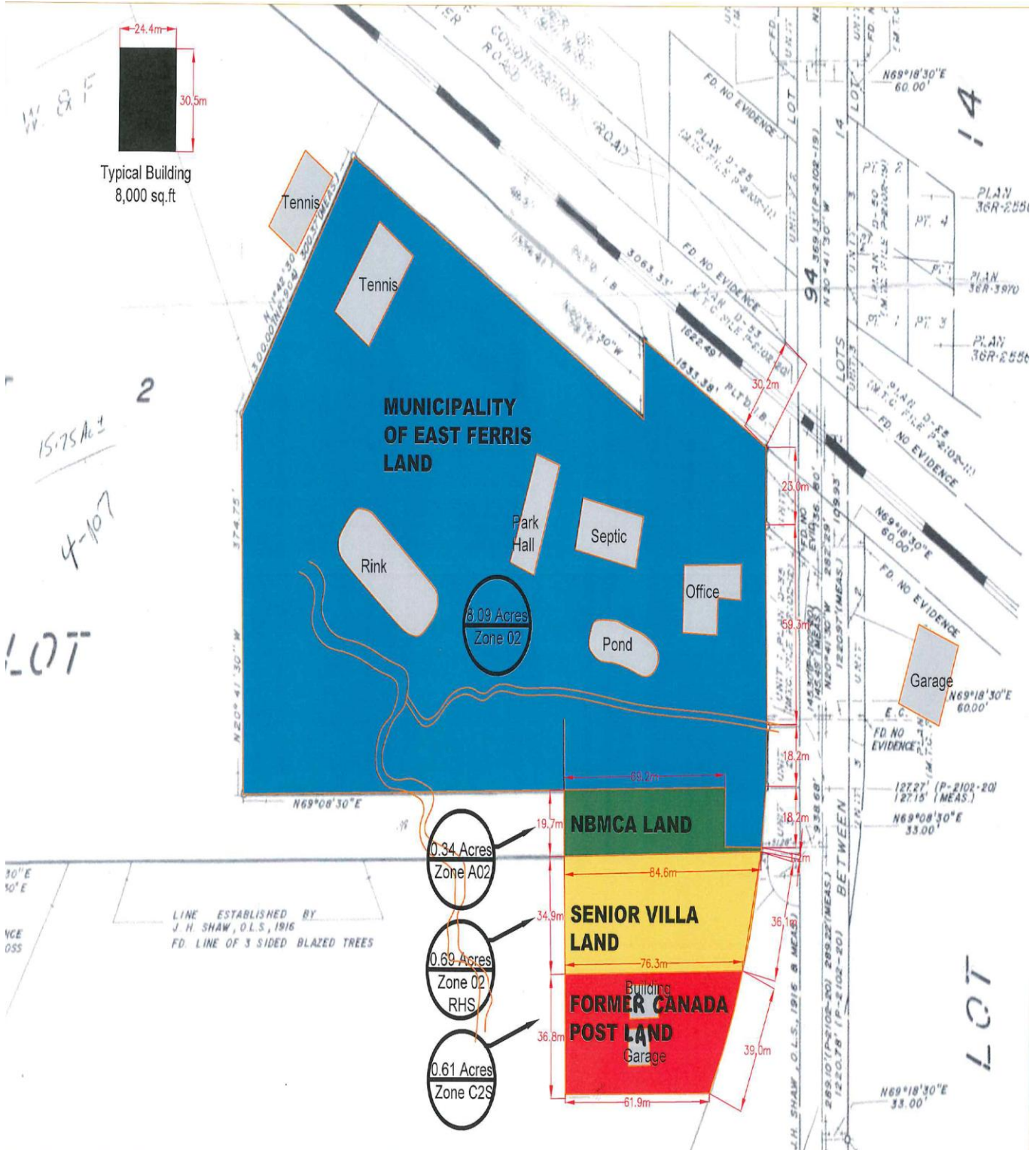
Step 6 - Applied the evaluation factors to each potential site and tabulate the results in accordance with the weighted values.

POTENTIAL SITES

Since 2009 the Municipality has considered and evaluated a number of potential sites in downtown Corbeil to include the old Ste. Theresa property as a brownfield site, the Corbeil church property and the Degagné Carpentry property on the south west corner of Champagne and Corbeil Roads.

In this listing of potential sites, focus was placed on the Municipality's current site to include lands that are adjacent to it and owned by North Bay Mattawa Conservation Authority and Seniors Villa. The analysis also included two smaller sites that could serve to house the Fire Hall: a vacant lot on Hwy. 94 and the Degagné vacant land on the south east corner of Champagne and Corbeil Roads. Following are site maps that provide detailed information on property dimensions.

Sites 1 and 4: Existing municipal office and potential adjacent properties for combined office and fire hall



2.23 Acres
Zone A

259

270

312

74

30

367

373

368

15

9

5

14

8

233

Cypress Creek

94 HIGHWAY

94 HIGHWAY

VOYER ROAD

Typical Broom Squ

200m

100m

ANALYSIS

Criteria - 100%	Weight Factor	Existing Corbeil		Hwy 94 North		Corbeil Corner		Existing + Adjacent	
		Score	Value	Score	Value	Score	Value	Score	Value
Location - 40%									
Visible - Heart of Corbeil	2	5	10	4	8	5	10	5	10
Suitable Size / Usable land coverage	2	5	10	3	6	5	10	5	10
Can house Municipal Office & Fire Hall & Parking	2	4	8	3	6	3	6	5	10
Suitable User Access	2	4	8	5	10	5	10	4	8
TIMING - 20%									
Immediately Available	2	5	10	2	4	4	8	3	6
Free of Zoning Restriction	2	4	8	5	10	5	10	3	6
BUDGET - 10%									
Affordable aquisition	0.5	5	2.5	3	1.5	3	1.5	3	1.5
No risk coverage concerns	1	5	5	3	3	3	3	4	4
Landscaping / Parking / Bridges, etc...	0.5	5	2.5	3	1.5	4	2	2	1
SITE CHARACTERISTICS - 20%									
Drainage / Flood / Soil Condition	2	2	4	3	6	5	10	3	6
Services (Septic/Water/Hydro)	1	5	5	4	4	4	4	5	5
Ecology / Species at Risk / Construction constraints	1	5	5	4	4	5	5	4	4
COMMUNITY ACCEPTANCE - 10%									
In line with Official & Strategic Plans & Future Growth	2	4	8	3	6	3	6	5	10
TOTAL SCORE	100		86		70		85.5		81.5
SITE RANKING			#1		4		2		3

The Technical Advisory Committee recommends proceeding with Site #1, which is the existing location of the Municipal Office, Fire Hall, Corbeil Park Hall and Bill Vrebosch Park. This site best fulfills the program criteria and as redesigned will be an asset to the community. Given the existing building, parking and systems that are on site, this site has the most cost saving opportunities. Its location meets the stipulations of the Municipality's Official and Strategic Plans. The property was recently rezoned.

In evaluating the site, the Committee looked at the full 8 acres. The property has natural features that have required setbacks, such as the creek and floodplains. North Bay and Mattawa Conservation Authority confirms it will provide the necessary technical advice and support as the Municipality maximizes its footprint on the entire site e.g. the south corner of the stream.

The property measures approximately 8 acres and has 95 metres of frontage on Highway #94. It has good access for pedestrian, bicycle and vehicle traffic and is very visible. The site is of adequate size for both the expanded municipal office and the fire hall as well as other amenities currently located on the property. Following the project, there will be limited expansion space however there are opportunities on adjacent lands for expansion. Discussions with owners of these lands e.g. NBMCA and Seniors Villa suggest they will remain available for future acquisition given impediments to their development on their own.

Depending on the final site layout, there may be some negative impacts to other amenities and facilities. Council will be encouraged to mandate the Design Team to take a wholesome view of the site and examine the most citizen friendly layout and cost efficient site configuration to include the following options:

- a building that combines both the office and fire hall;
- a separate municipal office and fire hall;
- either of the above options combined with the Corbeil Park Hall.

Appendix A

Why East Ferris needs a new municipal office

- **Parking & Signage**

- In peak hours the parking lot is dangerous as it is shared with pedestrians, cars, buses and fire trucks going to the municipal office, fire station, postal boxes, CPH, park, rink, tennis courts and trails.
- Signage needs to be changed by hand with public comments often received on wrong dates or lack of information.

- **Building Systems**

- Storm waters seep into the septic system increasing the frequency for pump-outs. Professionals have confirmed the septic system is past its useful life.
- The well water system is not connected to the office generator therefore, when power is out, toilets can't flush and office must close due to lack of water and washroom facilities. The hot water tank is not sufficient and so it takes a while to get hot water. No sink to wash dishes and mugs or for cleaning and therefore everything is washed in bathroom sinks.
- Numerous HVAC problems, unhealthy building with poor air circulation and odour problems. Expensive and unbalanced hydro baseboard heating systems.
- No central air conditioning – currently running 5 separate air conditioners in the summer months – not all workers work in areas that are air conditioned.
- Certain items cannot be plugged in with other items or the electrical panel trips.

- **Building**

- The building has flooding issues (2 to 4 times per year). The basement was filled in due to flooding and odour problems leaving an unusable crawl space.
- Some windows are not efficient and need replacing.
- Side office door is a residential door with a gap under the door, footing is rotten and water comes in as do snakes and spiders.

- The building is not accessible.
- The building is not secure.
- There is no fire sprinkler system.
- No privacy and no space for ratepayers. No closets to hang jackets, boots.
- No public washrooms.
- No meeting room for staff, Council, professionals e.g. auditors, consultants, summer students, no Council Chambers, no room to do teleconferences, no room for future growth.
- Limited space for clients and their coats, files and computers. Severe lack of confidentiality.
- Off-site storage required.
- No secure & fire proof storage for permanent records (by-laws, minutes, etc).
- No IT room with proper ventilation to ensure systems work correctly and do not overheat.
- No photocopier room. No room to collate and organize files and documents.
- No janitorial room, no segregated place to store cleaning supplies. Cleaners need to use smaller buckets to fill their mop bucket using washroom sinks.
- Outdated phone system with parts no longer available.
- No lunch room and so staff eat over keyboards.

- **Fire hall**

- Lack of space for added tanker necessary to serve Corbeil .
- Also lack of space for the equipment trailer that is parked in Astorville.
- Lack of space for equipment and apparatus storage, drying hoses and gear.
- No training space and meeting rooms for firefighters and first responders.
- No shower to clean-up. Members donning gear beside trucks and exhaust pipes.