

## Request for Decision

<b>Title</b>	<b>Sturgeon County Centre Cardiff Room and Front Entrance Upgrades</b>
<b>Proposed Motion</b>	<ol style="list-style-type: none"> <li>1. That Council approve the proposed renovation design and associated budget for the Sturgeon County Centre Cardiff Room and Front Reception.</li>   <li>2. That Council approve an increase to the Sturgeon County Centre Cardiff Room and Front Reception renovation budget in an amount not to exceed \$300,000 funded from the Community Building Priority Reserve.</li> </ol>
<b>Administrative Recommendation</b>	Administration recommends that Council approve next steps in the renovation process and approve an increase to the estimated budget.
<b>Previous Council / Committee Direction</b>	<p><u>December 13, 2022 Regular Council Meeting</u>  Motion 481/22: That Council approve the 2023 Operating Budget as amended by motions passed on November 23, and 24, 2022, which represents a 3.9% tax rate increase.</p> <p>Motion 482/22: That Council approve the 2023-2025 Capital Budgets in the amounts of \$35,701,907 for 2023, \$42,114,975 for 2024, and \$38,639,232 for 2025 as referenced in Attachment 3: Capital Funding and Project Listing.</p> <p>Motion 483/22: That Council approve in principle the 2024-2026 Operating Financial Forecast and the 2026-2028 Capital Financial Forecast as presented in the consolidated Operating and Capital Budget and amended by motions passed on November 23 and 24, 2022.</p> <p><u>December 8, 2020 Council Meeting</u>  Motion 579/20: That Council approve the 2021 Operating and Capital Budget as amended by motions passed on November 27, 2020 and represented by a 0% tax rate increase with \$8,932,886 Significant Tax Revenue Growth allocated to the policy priority reserves for Council consideration in early 2021.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>• Sturgeon County Centre has had minimal, major renovations completed over the past several years. Administration has been steadily working through smaller improvement items including conversion to LED lights, workspace improvements, and minor interior upgrades. In addition to</li> </ul>

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required interior and exterior renovations, improvements to the HVAC system and roof repairs will be required over the next 10 years resulting in additional expenditures upwards of \$1,000,000.

- As part of Budget 2021, a service enhancement totaling \$136,250 to upgrade the Cardiff Room to enhance resident, Administration, Council, and business experiences was approved.
- Facility Services interviewed key stakeholders to obtain information on improvement options to support potential floor plan designs. Facility Services also discussed options with external municipal cohorts gaining additional options, lessons learned, and current processes for rooms that they have updated or plan to update.
- Administration discussed potential options, floor plans, and associated details with an intent to enhance resident, Council, and business experience while addressing barrier-free access options, updates to the County's professional appearance, and increased security (Attachment 1 – Renderings).
- Administration recommends a phased approach for Council consideration, including the following, pending budget availability. These items will be “future proofed” to ensure potential incorporation in phased plans:
  - Amalgamating the public washrooms and transforming the space into a gender-free washroom as an addition to the original proposal to address the barrier-free shortfalls. Designated access control and security were also included.
  - Relocation of the men's washroom and Cardiff Room entrance door to increase separation.
  - Related security upgrades.
- Balancing needs and fiscal resources, the overall project was divided into 5 areas for renovation, all priced separately to provide options and considerations (Attachment 2 - Drawings):
  - Area 1 is Cardiff Room.
  - Area 2 is the Front Reception including Offices 350 & 351 otherwise known as Fedorah Room & Rivière Qui Barre Room.
  - Area 3 is the Servery/AV Room areas.
  - Area 4 is public washroom space.
  - Area 5 is the screening room near the front door (not recommended at this time).

<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment</u>  <b>Operational Excellence</b> – Increased resident, business, Council and administrative experience with improved meeting room and front reception interaction.</p> <p><u>Organizational</u></p> <ul style="list-style-type: none"> <li>Upgrades to the front entrance and Cardiff Room in Sturgeon County Cent will optimize the space by connecting the two main meeting areas for greater flexibility, improving AV capabilities and layout for presentations, addressing barrier-free access options, improving professional appearance and increasing security. If approved, work would align with Council Summer Break.</li> </ul> <p><u>Financial</u></p> <ul style="list-style-type: none"> <li>Cost estimates are only indicative and will be validated through the procurement process.</li> <li>Cost estimates for the Proposed Design Option are outlined below: <ul style="list-style-type: none"> <li>Area #1, Cardiff Room - \$180,290</li> <li>Area #2, Front Reception &amp; Offices - \$208,460</li> <li>Area #3, Servery/AV Room - \$51,112</li> <li>Area #4, Public Washrooms - \$168,595</li> <li>Area #5, Screening Room - \$57,656 (Not included)</li> </ul> </li> <li><b>Total project cost is \$666,113 - \$57,656 = \$608,457</b></li> </ul> <p>Available budget for the updates:</p> <ul style="list-style-type: none"> <li>Cardiff Room &amp; Security Improvement - \$136,250</li> <li>Building Accessibility Reserve - \$200,000</li> <li>Security Systems Updates - \$10,000</li> <li><b>Total project budget is \$346,250</b></li> </ul> <p><b>The shortfall between the cost estimates and budget is \$608,457 - \$346,250 = \$262,207</b></p> <p>** Furniture and other items will be priced pending final renovation discussions.</p> <ul style="list-style-type: none"> <li>The additional funding requested is anticipated to be provided from released funds from the Green and Inclusive Community Buildings initiative and would not exceed the approved funding within the 2023 to 2025 multi-year capital budget.</li> </ul>
<p><b>Alternatives Considered</b></p>	<p>To address potential budget shortfalls, Administration has identified the following alternative as an option for consideration.</p> <p><b>Alternative 1:</b></p> <ul style="list-style-type: none"> <li>Stage the construction over two years.</li> </ul>

	<ul style="list-style-type: none"> <li>Year 1/Stage 1, update Cardiff Room and the washrooms for an estimated cost of \$348,885.35. This would use the Cardiff Room &amp; Security Improvement budget of \$136,250, \$200,000 from the Building Accessibility Reserve, and \$12,635.35 from the Facilities Maintenance operating budget.</li> <li>Within this option it is assumed that the Barrier Accessibility Reserves would be topped up again for 2024 to address the other barrier free concerns in other facilities.</li> <li>Year 2/Stage 2, address the Front Reception and Servery/AV Room for an estimated cost of \$259,571.62. This would be funded from a one-time increase to the Facility Services operating budget that would be proposed in the 2024 budget.</li> </ul> <p><b>Alternative 2:</b></p> <ul style="list-style-type: none"> <li>Delay Cardiff Room and front reception renovations with consideration of future facility requirements, including but not limited to, improvements to Council Chambers, additional upgrades/expansions, and relocation considerations.</li> </ul>
<p><b>Implications of Alternatives</b></p>	<p><u>Organizational</u></p> <ul style="list-style-type: none"> <li>Alternative 1 would be managed by internal and external staff and would allow for potential additional considerations; however, additional disruptions would occur through multiple construction time periods.</li> </ul> <p><u>Financial</u></p> <ul style="list-style-type: none"> <li>Potential increases in costs with unknown inflationary pressures.</li> </ul>
<p><b>Follow up Action</b></p>	<ol style="list-style-type: none"> <li>Post Request for Proposals (RFP) (Procurement and Fleet Services, Q2, 2023).</li> <li>Award contract and undertake construction aligning with Council Summer Break (July-August 2023).</li> </ol>
<p><b>Attachment(s)</b></p>	<ol style="list-style-type: none"> <li>Attachment 1: Renderings</li> <li>Attachment 2: Drawings</li> </ol>
<p><b>Report Reviewed by:</b></p>	<p>Scott MacDougall, Chief Operating Officer – COO</p> <p>Reegan McCullough, County Commissioner – CAO</p>

## Strategic Alignment Checklist

**Vision:** *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

**Guiding Principles:** Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
<b>Planned Growth</b>			
<ul style="list-style-type: none"> <li>Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Modern broadband and digital capabilities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Low cost, minimal red-tape regulations</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Thriving Communities</b>			
<ul style="list-style-type: none"> <li>Beautiful, surprising places with high standards; integrated natural spaces &amp; trail systems; healthy and resilient</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Engaging cultural, historical, and civic amenities; strong community identity and pride</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Environmental Stewardship</b>			
<ul style="list-style-type: none"> <li>Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Sustainable development; partnerships with industry and others to drive emission reductions</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Collaborative Governance</b>			
<ul style="list-style-type: none"> <li>Predictable and stable external relationships; volunteer partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Meaningful connections with Indigenous communities</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Respectful and informed debate; clear and supportive governance processes</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operational Excellence</b>			
<ul style="list-style-type: none"> <li>Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Future focused thinking to proactively respond to emerging opportunities and challenges</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Alternative revenue generation and service delivery models integrated strategic and business planning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>