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**To:** Council  
**From:** Kevin Amelotte, Director of Parks and Recreation  
**Date of Meeting:** September 13, 2023  
**Subject:** Raisin River Heritage Centre – Tender and Project Management Proposals for demolition.

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**Recommendation:**

That Council approves the Architectural and Engineering Services Proposal(s) and timelines for the tender and demolition of the Raisin River Heritage Centre located in St. Andrews West, furthermore that the Director of Parks and Recreation prepare the necessary documents to execute the agreements at a total cost of \$56,412.00 (excluding HST), which also includes provisions for additional hourly surcharges (listed as Schedule 1) should the scope of work require any unforeseen revisions following the commencement of the project.

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**Executive Summary:**

Following the deadline for the Request of Expressions of Interest (REOI), Council directed staff to pursue the necessary steps regarding the future phase of demolition of the Raisin River Heritage Centre.

As previously indicated, Township staff do not have the expertise or internal resources to prepare tender specifications or project management to ensure a demolition of the facility would meet the various legislative requirements established by the Ministry of Environment and Ministry of Labour. Staff has met with engineers and architects that have provided a range of services regarding this facility since 2016, it was deemed appropriate and within the procurement policy to have them provide a single sourced proposal to ensure a timely submission and capture their previous working knowledge of the facility. Due to the complexity of the project, the proposal will require the expertise of various local professionals. The project, as proposed, would be managed by Architecture 49 Inc. with various assistance and services provided by engineers at WSP and EVB as outlined in the two (2) attached fee proposals.

The acceptance of these proposals will commence the planning for the demolition of the facility with an expected completion date of September 2024. The overall cost of the project will be unknown until final tender submissions are received in April of 2024, the previous terms of Council had established a reserve fund to assist with this project. The Township will be required to assist with the on-going management of the project and will also be responsible for the removal of any/all remaining artifacts as scheduled within the proposed timelines, and to work with the Catholic District School Board of Eastern Ontario (CDSBEO) to provide enhance access to their property as required.

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**Background:**

The Township has spent a considerable number of resources to research and provide as many options as possible for the future of this facility since 2016. A dedicated page on the Township website provides a timeline of these efforts along with supporting documents and previous staff reports.

The page can be found at:

<https://www.southstormont.ca/en/recreation-and-leisure/raisin-region-heritage-centre.aspx>

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**Alignment with Community Strategic Plan:**

Goal 1: Corporate Capacity

Objective 5.2: Recreation and Culture

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**Risk and Asset Management Considerations:**

The building condition assessment for this facility and all subsequent reports have outlined several concerns and the facility has been closed to the public since 2017. It continues to show deterioration and shares property lines with a local elementary school.

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**Options:**

1. That Council approves the Architectural and Engineering Services Proposal(s) and timelines for the tender and demolition of the Raisin River Heritage Centre located in St. Andrews West, furthermore that the Director of Parks and Recreation prepare the necessary documents to execute the agreements at a total cost of \$56,412.00 (excluding HST), which also includes provisions for additional hourly surcharges (listed as Schedule 1) should the scope of work require any unforeseen revisions following the commencement of the project.
2. Other.

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**Financial Impact:**

The cost for this professional assistance and project management is \$56,412.00 (excluding HST). The cost for future demolition will be unknown until the deadline for tender submissions passes in April 2024.

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**Others Consulted:**

Township Staff  
Architecture 49 Inc.  
WSP Engineering  
EVB Engineering