



City of
Peterborough

To: Members of the Committee of the Whole

From: Ken Doherty, Director of Community Services

Meeting Date: September 21, 2015

**Subject: Report CSACH15-004
Museum 2016 Exterior Cladding and Window Project**

Purpose

A report to request authorization to submit an application to Canada Cultural Spaces Fund, a Department of Canadian Heritage capital funding program, and to issue the tender for the Museum 2016 Exterior Cladding and Window Project before funds are available.

Recommendations

That Council approve the recommendations outlined in Report CSACH15-004 dated September 21, 2015, of the Director of Community Services, as follows:

- a) That Section 4.3.1 c) of the City's Purchasing By-law 14-127 that requires Department Directors to "ensure sufficient approved budget exists for planned purposes before a procurement process commences", be waived;
- b) That the tender for the proposed Museum 2016 Exterior Cladding and Window Project be issued prior to the funds being available, and
- c) That an application be submitted to Canada Cultural Spaces Fund, Department of Canadian Heritage, requesting \$225,000 of financial support for the proposed Museum 2016 Exterior Cladding and Window Project, and
- d) That the Mayor and Clerk be authorized to sign the funding application and that a by-law be passed authorizing the Mayor and Clerk to sign the resulting agreement with Canada Cultural Spaces Fund.

Budget and Financial Implications

The 2016 Capital Budget includes a project to upgrade the exterior cladding and windows of the Museum's public building at a cost of \$550,000. With an anticipated \$225,000 from external funding, City funding of the Project will be \$325,000.

An application to the Canada Cultural Spaces Fund (CCSF) is an opportunity to leverage the City's capital resources for funds in support of the proposed Museum 2016 Exterior Cladding and Window Project.

The CCSF application does not commit the City to the Project or to an increased Project budget.

Background

Museum Exterior Cladding and Windows

The Peterborough Museum & Archives (Museum) exterior cladding and windows have been identified for upgrade by the City's Property and Energy Manager to address a general lack of insulation in the Museum's exterior walls, the challenges of porous brick, and the results of the following studies:

1. Roof Condition Survey (2005) noted deteriorated areas of exterior brick cladding;
2. Roof Study Report (2008), using infra-red imaging, indicated heat loss through all exterior walls and windows, as well as the front entrance area;
3. Building Envelope Memorandum (2008) observed deteriorated mortar joints and masonry as well as minimal R-Value for all windows;
4. Exterior Wall Cut Test (2014) documented a minimal overall R-Value of the walls, as well as varying conditions of the brick header course.

Canada Cultural Spaces Fund

The objectives of the Canada Cultural Spaces Fund (CCSF) Program are to contribute to projects that improve physical conditions for arts and heritage presentation, preservation and exhibition activities and to increase and improve access for Canadians to museum collections and heritage displays through the renovation of arts and heritage facilities. For further information, refer to the website <http://www.pch.gc.ca/eng/1267728945673>

The average CCSF program contribution is 37%, however the CCSF program can fund up to 50% of a project's eligible expenses. Staff will request a CCSF contribution of \$225,000 for the Museum 2016 Exterior Cladding and Window Project, which is 40% of the \$550,000 eligible project costs.

The Museum has been successful in past applications to CCSF: 2009/10 Public Spaces Renovations \$100,000 (44% of eligible project costs); 2013/14 Lower Level Upgrades \$380,000 (42% of eligible project costs).

Request for Tender Process

CCSF funding decisions require 26 weeks (6 months) from the date the complete application is received. The application must include at least three (3) vendor quotes. In order for the Museum 2016 Exterior Cladding and Window Project to commence in 2016, the complete application, including vendor quotes, must be submitted late 2015 or early 2016.

According to Purchasing By-Law 14-127, 4.3.1 c), a Request for Tender cannot be issued prior to the confirmation of funding. If Council approves recommendations a) and b) the grant will be prepared and submitted but the Tender for Museum 2016 Exterior Cladding and Window Project will not be awarded until the external funding is confirmed.

Museum & Archives Advisory Committee

The Museum & Archives Advisory Committee approved the following motion (Report MAAC15-010):

That the Museum & Archives Advisory Committee support an application by the Peterborough Museum & Archives to the Canada Cultural Spaces Program, a Department of Canadian Heritage Fund.

Summary

The Museum 2016 Exterior Cladding and Window Project is an opportunity to extend municipal funds through the Canada Cultural Spaces Fund program. The high standard of public access and service, as well as collections care will be facilitated through this Project. The Project will also improve the efficiency and sustainability of Museum facility operations.

Submitted by,

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