



Report to Council

To: Mayor and Council Members
From: Matt Aldom, Chief Building Official / By-law Enforcement Officer
Date: March 7, 2025
Subject: Municipal Office Basement Renovation RFP

Recommendation:

That Council approve the scope of work for the Municipal Office basement renovation to include a radon mitigation system and heat recovery ventilator (HRV) to serve the basement level as referenced in the attached request for proposal for the Municipal Office basement renovation project.

Background:

A report was presented to Council on September 3, 2024, resulting in the following motion:

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Moved by – Councillor O’Shea

Seconded by – Deputy Mayor Whelan

That Council direct staff to obtain designer drawings for the purpose of creating two offices, a photocopy room and a locked computer storage closet in the lower level, to be funded from General Reserves and further that the designer drawings be provided in a Request for Quotation to obtain costs to complete the work for Council’s consideration. Carried.

The basement renovation was also reported on as capital budget item for the 2025 budget. The building plans, including HVAC design, have been received from the designers. The following are a couple of items that had not been previously discussed with Council that should be included in the construction project:

- 1 - Installation of a radon mitigation system. Higher than acceptable concentration levels of radon 222 soil gas have been found to be present in the Municipal



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Office through testing that was completed in the 2023-2024 winter months. The radon mitigation system will be used to draw the radon 222 gas from beneath the basement concrete slab to prevent it from entering the building. Additionally, an open pit drain in the utility room will be corrected with a proper floor drain and sealed to reduce the pathway for radon 222 gas to enter the building in this location.

- 2 - Installation of a heat recovery ventilator (HRV) that will service the basement level. The current HRV which serves both the basement and upper level of the Municipal Office does not comply with good engineering practices under ANSI/ASHRAE. The HVAC designer has recommended that this be corrected by installing a separate HRV that will serve the basement level and alter the ductwork from the existing HRV so that it is only serving the upper level of the Municipal Office.

Financial Implications:

Estimated increase of \$7,500 over previously budgeted

Strategic and/or Other Plans:

Infrastructure

1. Ensure that existing infrastructure is sustained prior to expanding and/or investing in new infrastructure, reflective of the Asset Management Plan (AMP)
2. Plan infrastructure development within demographic needs

Environment

2. Protect the human environment

In Consultation with:

Alana Solman, Chief Administrative Officer

Attachments:

Municipal Office Basement Renovation Draft RFP including proposed plans