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**TO:** GENERAL COMMITTEE

**SUBJECT:** VICTORIA VILLAGE WOODSHOP

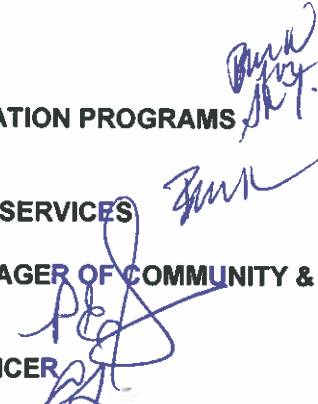
**WARD:** ALL

**PREPARED BY AND KEY CONTACT:** S. LEE-YOUNG, MANAGER OF RECREATION PROGRAMS

**SUBMITTED BY:** B. ROTH, DIRECTOR OF RECREATION SERVICES

**GENERAL MANAGER APPROVAL:** P. ELLIOTT-SPENCER, GENERAL MANAGER OF COMMUNITY & CORPORATE SERVICES, CPA, CMA

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** C. LADD, CHIEF ADMINISTRATIVE OFFICER



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**RECOMMENDED MOTION**

1. That the City discontinue the subsidy and service provided to the Barrie Community Woodshop and associated rental lease at Victoria Village until the Barrie Community Woodshop can develop a sustainable business plan that can be presented to Council and addresses the following:
  - a) Barrie Community Woodshop becoming a registered Not-for-profit organization
  - b) A suitable facility location with adequate space for growth and ability to meet all safety requirements in the Fire Code and Building Code
  - c) A capital financing plan to retrofit the designated facility space, any expected contribution from the City, and a proposed financing agreement between the City and the Barrie Community Woodshop to pay back capital funds required.
  - d) A sustainable funding strategy that limits the City's commitment to the current subsidy level in the tax rate of \$17,948 (indexed)
  - e) Limits the City to an arm's length party with all insurance, registration, and administration being conducted by the Barrie Community Woodshop
2. That the City provide notice of lease termination to Victoria Village Inc. for the woodshop rental space at Victoria Village

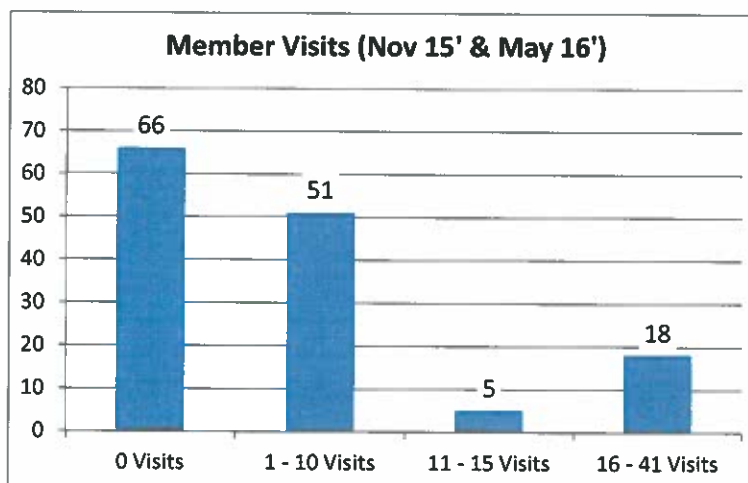
**PURPOSE & BACKGROUND**

3. The woodshop has been in existence since 2004 and has operated in partnership with a group of volunteers called the Barrie Community Woodshop (BCW). The City of Barrie leases the space from Victoria Village Incorporated, facilitates registration, and provides insurance for BCW volunteers.
4. The woodshop has been under review since the completion of a voluntary safety audit in 2015 by Workplace Safety and Prevention Services (WSPS). The safety audit identified upgrades that were required to meet the Ministry of Labour Employment Standards and Fire Code. Hill Engineering was engaged to inspect the dust collection system; the major upgrade required to meet safety regulations. Quotes obtained indicated a cost of \$32,762 + HST to upgrade the dust collector. The executive summary can be found in **Appendix A**.

5. Subsequently, the City was served an order under the Fire Protection and Prevention Act on July 7, 2016 regarding the space leased from Victoria Village. The order contains a number of violations related to the dust collection system and ventilation as outlined in **Appendix B** that were not identified in the initial report from WSPS. The estimated cost to meet the safety requirements in the Fire Order are outlined in **Appendix C** and are presented in the analysis section below for comparative purposes.
6. The City currently subsidizes the workshop through a rental lease of \$28,448 per year (\$20.75/sq ft x 1130 sq ft = \$23,448 + \$5,000 capital reserve contribution). This is offset with membership revenue of \$10,500 (140 members x \$75), for a net cost of \$17,948. This equates to a 63.1% subsidy.

**BARRIE COMMUNITY WOODSHOP**

1. The Barrie Community Woodshop consists of approximately 140 members and has been working diligently over recent years to increase membership. The BCW have grown from 40 members in 2012 to 140 active members as of December 2015. In 2012, annual membership fees were increased from \$50 to \$75, and the volunteers assumed responsibility for the ongoing maintenance of the tools in the woodshop.
2. Of the current 140 members, 61 visited the woodshop in May of 2016, and 46 of the 140 members visited the woodshop in November of 2015. In 2015 there was a total of 3,935 member sign-ins. Currently, only 1 woodshop member is a resident of Victoria Village.



3. The woodshop members contribute over 4,500 volunteer hours towards supporting the club, special projects, training, and supervision of the woodshop. Without the volunteers, the majority of these hours would be required to be covered by a paid staff.
4. The woodshop has completed projects for the Victoria Village residents upon request, including new construction and repairs. Numerous community groups have also requested their skills in various capacities. Since 2012 the club has undertaken projects for the women's shelter in Barrie (bunkbeds, finishing floors, and storage seats), Barrie Curling Club (change room benches), and 5 scout groups (building Kub Kars and birdhouses). Additional projects have been completed for the Barrie Public Library, Emma King Public School, and for the Terry Fox Run.

**ANALYSIS**

5. The City has investigated the following potential resolutions.
  - a) Option #1 – Make the necessary capital upgrades to the current facility space at Victoria Village to meet all building and fire code requirements.

- b) Option #2 – Retrofit a new industrial leased facility space to accommodate a woodworking shop and meet all building and fire code requirements.
- c) Option #3 – Discontinue the subsidy and service provided to the Barrie Community Woodshop and associated rental lease at Victoria Village.
- d) Option #4 – Discontinue the rental lease at Victoria Village until the landlord (Victoria Village Inc.) completes the necessary capital upgrades to meet all Fire Code and Building Code regulations.

6. The following table represents the financial impact of each option.

Option	Capital Cost	Capital Cost per Year*	Change in Operating	Change in Subsidy Level
#1 – Upgrade current space	\$ 614,787	\$ 30,739	\$ 0	+ \$ 30,739
#2 – Retrofit new space	\$ 885,316	\$ 42,266	+ \$ 24,200**	+ \$ 68,466
#3 – Closure	\$ 0	\$ 0	\$ (17,948)	\$ (17,948)
#4 – Victoria Village complete upgrades	\$ 0	\$ 0	\$ 0	\$ 0

\*Amortization based on 20 years

\*\*Based on 3,000 sqft x \$10 lease + \$12,148 MIT

Detailed cost estimates can be found in **Appendix C**.

7. The following represents the benefits, drawbacks, and resulting conclusion of each option.

Option	Benefit / Opportunity	Drawback / Risk	Conclusion
#1 – Upgrade current space	<ul style="list-style-type: none"> <li>✓ Continuation of service to BCW members</li> <li>✓ Convenience</li> <li>✓ Location proximity to current members</li> </ul>	<ul style="list-style-type: none"> <li>✓ Significant capital costs</li> <li>✓ Limited space for growth</li> </ul>	The capital cost required to upgrade the current space would result in a significant burden on the tax rate and the space still may not meet the requirements of the woodshop
#2 – Retrofit new space	<ul style="list-style-type: none"> <li>✓ Continuation of service to BCW members</li> <li>✓ Additional space for growth</li> </ul>	<ul style="list-style-type: none"> <li>✓ Significant capital costs</li> <li>✓ Increased operating lease costs</li> <li>✓ Increased utility and insurance costs</li> </ul>	With no suitable industrial space available the capital cost required to retrofit a new space would result in a significant burden on the tax rate
#3 – Closure	<ul style="list-style-type: none"> <li>✓ Reduced impact on tax levy</li> <li>✓ Reduced insurance premium and liability risk</li> </ul>	<ul style="list-style-type: none"> <li>✓ Discontinuation of service to BCW members</li> </ul>	This is the recommended option as no viable alternative is available. Refer to Paragraph #8, #9, and #10 for additional conclusions and analysis.
#4 – Victoria Village complete upgrades	<ul style="list-style-type: none"> <li>✓ Continuation of services to BCW</li> <li>✓ No impact on tax levy</li> </ul>	<ul style="list-style-type: none"> <li>✓ High probability the landlord is not willing to complete the necessary capital upgrades</li> <li>✓ Limited space for growth</li> </ul>	Pursuit of this option may result in a legal dispute with the landlord with no subsequent resolution for the BCW

8. At the current time, there are no viable options for sustaining a woodshop in the City of Barrie. One or several of the following would be required to develop a sustainable business plan for the Barrie Community Woodshop.
- a) Identify a suitable industrial lease space with reasonable capital costs required to meet the Fire and Building Code safety requirements
  - b) Achieve a registered Not-for-profit status
  - c) Secure Trillium, New Horizons, or other grant funding to offset increased capital and operating costs to the City
  - d) Secure sponsorship or donation funding
  - e) Increase membership revenue through additional members or an increased membership cost with a potential initiation fee to offset capital costs
9. It is important to note that the woodshop was not deemed a core service for the City within the 2012 Recreation Service Review. The Recreation Services Department currently operates on an allocation ladder that determines the level of subsidy that is strived for with varying services to the community. With the woodshop being a highly individualized; adult activity, the allocation ladder would deem the activity to be 100% cost recovery through user fees. Any increased commitment from the City would result in an increase to the current 63.1% subsidy provided to the woodshop.
10. A sustainable business plan would need to identify a financing agreement between the City of Barrie and the Barrie Community Woodshop to pay back the estimated \$614,787 in capital funds required to retrofit the current facility space. A payback plan may be structured as follows.

Annual Cost	10 Year	15 Year	20 Year
Capital Payback	\$ 61,479	\$ 40,986	\$ 30,739
Per Member (140 Members)	\$ 439	\$ 293	\$ 220
Current Membership Cost	\$ 75	\$ 75	\$ 75
Per Member Total (140 Members)	\$ 514	\$ 368	\$ 295
Per Member Total (100 Members)	\$ 690	\$ 485	\$ 382
Per Member Total (60 Members)	\$ 1,100	\$ 758	\$ 587

11. In addition, the City has researched other municipal and private woodshop operations across Ontario as outlined in **Appendix D**.

### **ENVIRONMENTAL MATTERS**

12. There are no environmental matters related to the recommendation.

### **ALTERNATIVES**

13. The following alternatives are available for consideration by General Committee:

**Alternative #1**

Upgrade current facility space at Victoria Village to meet all building and fire code regulations.

This alternative is not recommended due to the significant capital costs

**Alternative #2**

Retrofit new industrial lease space to meet all building and fire code regulations

This alternative is not recommended due to the significant capital costs

**Alternative #3**

Discontinue the rental lease at Victoria Village until the landlord (Victoria Village Inc.) completes the necessary capital upgrades to meet all Fire Code and Building Code regulations.

This alternative is not recommended as there is a high probability the landlord would be unwilling to complete the necessary upgrades

**FINANCIAL**

14. The recommended motion will result in an annual decrease in the annual operating budget of \$17,948 per year.

**LINKAGE TO 2014-2018 STRATEGIC PLAN**

15. The recommendation(s) included in this Staff Report support the following goals identified in the 2014-2018 Strategic Plan:
  - Responsible Spending

Appendix "A"



City of Barrie Woodshop (August 2015)

### Executive Summary

The following summarizes the main broad issues noted during the Woodshop inspection. Please note that these may not be the only opportunities for Health and Safety improvements, but were some of the common reoccurring issues.

1. No formally documented policies and procedures were noted, including but not limited to: Equipment Lockout/Tag-Out Policy and procedures and equipment specific lockout/tag-out procedures (including no lockout/tag-out equipment), Equipment Safe Operating Procedures, Personal Protective Equipment (PPE), Proper Attire, and Loose/Long Hair Policies and Procedures.
2. No WHMIS Training and MSDS Sheets for chemical hazards associated with chemicals that are permitted to be brought into the woodshop. Even though chemicals need to be removed from the premises at the end of the day, and no chemicals are store in the shop overnight, WHMIS Training is still required for exposure to chemical hazards associated with WHMIS controlled substances that may be brought in by the Woodshop members. Also, updated MSDS (Material Safety Data Sheets) are still required to be readily available on-site for any WHMIS controlled substances/chemicals that are permitted to be brought and used on-site. And finally a spill response kit needs to be available to deal with any spills that might occur while any chemicals or substances are on-site.
3. Various material storage hazards were noted in the main woodshop and storage room during the inspection. Various material leaning hazards were noted due to materials leaning against the wall. Also various material fall and potential shelf collapse hazards were noted due to the storage of materials on un-rated shelving, in particular cantilevered shelves anchored to the walls. All shelves must be load rated and installed per the manufacturer's instructions, and load capacities must be clearly posted on shelving. Materials must be stored in a safe and secure manner to avoid falling or tipping and should not be stored on-top of woodshop cabinets.
4. Various woodshop equipment issues were noted including, but not limited to: Missing point of action shields, non-tool-tight drive mechanism guards, equipment not secured to floor or bench, finger and hand insertion gaps and spaces in equipment moving hazards. Blade or other point-of-action shields should be utilized in accordance with the manufacturer's instructions to minimize access to material points of action hazards, and to minimize exposure to material discharge hazards. Moveable drive mechanism guards must be securely fastened in place and made tool-tight. All equipment must be securely fastened to floor or bench to prevent inadvertent tipping hazards or access to equipment hazards due to equipment instability, and all finger and hand insertion gaps into equipment guards or enclosures must be closed to prevent access to moving hazards.
5. Although the dust collection system is periodically serviced by internal woodshop members, it is recommended that a qualified contractor be used to service the dust collection unit to ensure it operates correctly and safely. It is also required that dust collection units have a Pre-Start health and Safety Review completed to assess compliance with applicable sections of R.R.O Reg. 851.

Appendix "B"

<p><b>Barrie Fire And Emergency Service</b> (Fire Department Name) (Nom du service d'incendie)</p> <p>155 Dunlop Street West, Barrie ON (Fire Department Address) (Adresse du service d'incendie)</p> <p>L4M 4T5 705-728-1199 (Postal Code) (Phone Number) (Code Postal) (Numéro de téléphone)</p>	<p style="text-align: center;"><b>Inspection Order</b> <small>Made pursuant to Part 1 of the Protection and Prevention Act, 1997</small></p> <p style="text-align: center;"><b>Ordre donné par un inspecteur</b> <small>(en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)</small></p> <p style="text-align: right;">Fire Department Reference # <u>JLD-002-2016</u> N° de ref. du service d'incendie</p>
<p>To/À <u>The Corporation of the City of Barrie c/o Patti Elliott-Spencer</u></p> <p>An inspection of the following described property Une inspection de la propriété décrite ci-dessous <u>Occupied</u> <small>(owned or occupied - qui appartient ou qui est occupée)</small></p> <p>by you namely par vous, à savoir <u>A basement woodworking shop located in the Victoria Village complex.</u> <small>(house, multi-unit residential building, store, school, hotel, factory, etc) (maison, immeuble multi-residentiel, magasin, école, hôtel, usine, etc.)</small></p> <p>located in the municipality of située dans la municipalité de <u>Barrie, Ontario, County of Simcoe</u></p> <p>at à l'adresse suivante <u>Commonly known as 76 Ross St, legal description below</u> <small>PT LT 2 ET 3 PT LT 4 ET 5 L75 0 6 7 N 5 RROSS ST PL 204, PT LT A 5 S LANE P. 204, PT LT B N 5 LANE P. 204, PT LANE P. 204, LT 48 PUS 30 ADAM ST PL 622, LT 51 &amp; PT LT 52 975 TORONTO ST PL 622, LT 53 5 - JILLOREST AVE PL 622, PT 1 PL 512 2002 EXCEPT PT 1 N 518 2010 BARRE (street address) or lot number / numéro et nom de rue ou numéro de lot)</small></p> <p>was made on a été effectuée le <u>2016 07 06</u> <small>Y/A M/M D/J</small></p> <p>The reasons for the Order are: <u>SEE APPENDIX A</u></p> <p>Therefore, pursuant to Clause g of Subsection (1) of Section 21 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c4, it is ordered that <u>SEE APPENDIX B</u></p> <p>Work prescribed in this Order is deemed not to contravene the Building Code established under the Building Code Act, 1992. [See s.22(2) of the Fire Protection and Prevention Act, 1997]</p> <p>The work in this Order must be completed by <u>2016 08 08</u> <small>Y/A M/M D/J</small></p> <p>Julie Daer <small>(print name of Inspector / nom de l'inspecteur en caractères d'imprimerie)</small></p> <p>This Order was served upon Le présent ordre a été signifié à <u>Patti Elliott-Spencer</u> on le <u>2016 07 08</u> <small>Y/A M/M D/J</small></p> <p>By/Par <input checked="" type="checkbox"/> personal service livraison en mains propres <input type="checkbox"/> regular letter mail courrier ordinaire <input type="checkbox"/> other (specify) autre (préciser) _____</p> <p><input type="checkbox"/> electronic transmission courriel <input type="checkbox"/> facsimile transmission télécopieur</p> <p><input checked="" type="checkbox"/> A copy of this Order was provided to the Chief Building Official where the Order requires repairs, alterations or installations. [s. 22(3)] Une copie de cet ordre a été remise au chef du service du bâtiment compétent car des réparations, modifications ou installations sont ordonnées [par. 22(3)] <u>Chick Elliott-Spencer</u> <small>(signature of person serving the Order / signature de la personne qui signifie l'ordonnance)</small></p> <p style="text-align: right;"><small>Document 2016 11-08-2016</small></p>	

Appendix B Continued

APPEAL RIGHTS

Your rights of appeal from an Order under the *Fire Protection and Prevention Act, 1997* and other pertinent information are summarized below. For reference to the law, you should consult parts VI to VIII of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*

- 1) You have the right to request a review of this Order by the Fire Marshal within 15 calendar days after the Order is served. You may ask the Fire Marshal to review this Order by submitting a written request addressed to:

Fire Marshal - REVIEWS  
25 Morton Shulman Ave, 2nd Floor  
Toronto, ON M3M 0B1  
E-mail: OFMEMReviews@ontario.ca

If you wish an extension of time to make your request for a review of this Order to the Fire Marshal, you must do so within thirty calendar days of being served with the Order. Your request for an extension of time must state reasonable grounds for applying for the extension and should be sent to the above address. [s.25 (1-3)]

Your application for a review or an extension of time should include a copy of the Order being appealed.

The Fire Marshal may review the Order without holding a hearing and has the power to confirm the Order, amend it or rescind it or make a new Order. The Fire Marshal may also refer the matter to the Fire Safety Commission. [s.25 (4-5)]

- 2) A person is relieved from complying with an Order until a review is completed and a decision is issued by the Fire Marshal. However, the Fire Marshal may, upon request by an inspector, order that the Order take effect immediately where such action is deemed necessary in the interest of public safety. [s.25 (6-7)]
- 3) A person who fails to comply with an Order is guilty of an offence and is subject, on conviction, to a fine of not more than \$20,000 for every day during which the default continues. The imposition or payment of the fine does not relieve the person from complying with the Order. [s.30]

Appeal of Fire Marshal Review Decision:

- 1) If you wish to appeal the decision of the Fire Marshal, you must do so within fifteen calendar days of being served with it, by filing a notice of appeal with the Fire Safety Commission at the following address:

Fire Safety Commission - APPEALS  
530 - 20 Dundas Street West  
Toronto, ON M5G 2C2  
E-Mail: FSC.Registrar@ontario.ca

This fifteen day period may be extended by the Fire Safety Commission on reasonable grounds, but any application for an extension of time must be made to the Fire Safety Commission within thirty calendar days of being served with the decision of the Fire Marshal. [s.26 (1-4)]

Your appeal to the Fire Safety Commission should include the grounds for the appeal.

- 2) The Fire Safety Commission will appoint a time for and hold a hearing to consider your appeal and has the powers to confirm the Order under appeal, amend it, rescind it or make a new Order. [s.26 (5-6)]
- 3) A person is relieved from complying with an Order until a hearing is completed and a decision is issued by the Fire Safety Commission. However, the Fire Safety Commission may, upon request by an inspector or by the Fire Marshal, order that the Order take effect immediately where such action is deemed necessary in the interest of public safety. [s.26 (7-8)]
- 4) A decision of the Fire Safety Commission may be appealed to the Divisional Court, in accordance with the rules of that Court, on any question that is not a question of fact alone. [s.27]

DROITS D'APPEL

Vous trouverez ci-dessous une explication de vos droits d'appel d'un ordre donné en vertu de la *Loi de 1997 sur la prévention et la protection contre l'incendie* ainsi que d'autres renseignements pertinents. Pour toute référence précise à la loi, veuillez consulter le texte officiel des parties VI à VIII de la *Loi de 1997 sur la prévention et la protection contre l'incendie, L.O. 1997 chap. 4*

- 1) Vous avez le droit de demander un réexamen du présent ordre par le commissaire des incendies dans les 15 jours de la signification de l'ordre. Une telle demande de réexamen de l'ordre doit être soumise par écrit à l'adresse suivante:

Commissaire des incendies - RÉEXAMENS  
25, avenue Morton Shulman, 2<sup>e</sup> étage  
Toronto (Ontario) M3M 0B1  
Courriel: OFMEMReviews@ontario.ca

Si vous souhaitez obtenir une prorogation du délai accordé pour présenter une demande de réexamen du présent ordre par le commissaire des incendies, vous devez demander cette prorogation dans les trente jours suivant la signification de l'ordre. Vous devez inclure dans votre demande des motifs raisonnables justifiant une telle prorogation et l'envoyer à l'adresse ci-dessus. [par. 25 (1-3)]

Vous devez joindre à votre demande de réexamen par le commissaire des incendies ou de prorogation du délai une copie de l'ordre que vous contestez.

Le commissaire des incendies peut examiner l'ordre sans tenir une audience et a le pouvoir de confirmer, de modifier ou d'annuler l'ordre ou de donner tout autre ordre qu'il juge approprié. Le commissaire des incendies peut également renvoyer la question à la Commission de la sécurité-incendie. [par. 25 (4-5)]

- 2) Une personne qui a présenté une demande de réexamen d'un ordre n'est pas tenue de respecter celui-ci en attendant que le réexamen soit terminé et que le commissaire des incendies ait rendu sa décision. Toutefois, le commissaire des incendies peut, sur demande présentée par un inspecteur, ordonner que l'ordre prenne effet immédiatement s'il estime que cette mesure est nécessaire pour la sécurité publique. [par. 25 (6-7)]
- 3) Quiconque ne se conforme pas à un ordre est coupable d'une infraction et passible, sur déclaration de culpabilité, d'une amende maximale de 20 000 \$ pour chaque journée pendant laquelle il ne s'y conforme pas. L'imposition d'une amende ou son paiement ne dégage pas cette personne de l'obligation qu'elle a de se conformer à l'ordre. (art. 30)

Appel d'une décision du commissaire des incendies :

- 1) Si vous souhaitez interjeter appel de la décision du commissaire des incendies, vous devez le faire dans les quinze jours civils suivant la signification de cette décision. Pour cela, vous devez déposer un avis d'appel auprès de la Commission de la sécurité-incendie à l'adresse suivante:

Commission de la sécurité-incendie - APPELS  
530 - 20, rue Dundas Ouest  
Toronto (Ontario) M5G 2C2  
Courriel: FSC.Registrar@ontario.ca

La Commission de la sécurité-incendie peut prolonger ce délai de quinze jours s'il existe des motifs raisonnables de le faire; cependant, toute demande de prorogation doit être faite dans les trente jours suivant la signification de la décision du commissaire des incendies. [par. 26 (1-4)]

Votre appel devant la Commission de la sécurité-incendie doit énoncer les motifs de cet appel.

- 2) La Commission de la sécurité-incendie fixera une date d'audience à laquelle elle entendra votre appel. La Commission peut, par ordonnance, confirmer, modifier ou annuler l'ordre du commissaire des incendies, ou rendre toute autre ordonnance qu'elle juge appropriée. [par. 26 (5-6)]
- 3) Une personne qui a interjeté appel d'un ordre n'est pas tenue de respecter celui-ci en attendant que la Commission de la sécurité-incendie ait terminé l'audition de l'appel et rendu une décision. Toutefois, la Commission peut, sur demande d'un inspecteur ou du commissaire des incendies, ordonner que l'ordre prenne effet immédiatement s'elle estime que cette mesure est nécessaire pour la sécurité publique. [par. 26 (7-8)]
- 4) Il est possible d'interjeter appel devant la Cour divisionnaire d'une décision de la Commission de la sécurité-incendie. L'appel doit se faire selon les règles de cette cour et ne doit pas porter seulement sur une question de fait. (art. 27)



Appendix B Continued

<p><b>Barrie Fire and Emergency Service</b> (Fire Department Name) (N. ou de service d'incendie)</p> <p><u>155 Dunlop Street West, Barrie ON</u> (Fire Department Address) (Adresse du service d'incendie)</p> <p><u>L4M 4T5</u>                      <u>705-728-3199</u> (Postal Code) (Code Postal)                      (Phone Number) (Numéro de téléphone)</p>	<p><b>Inspection Order</b> (Made pursuant to the Fire Protection and Prevention Act, 1997) <b>Ordre donné par un inspecteur</b> (en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)</p>
<p>Fire Department Reference # <u>BLD/CAT/2016-001</u> (N. de ref. du service d'incendie)</p>	
<p>To/À <u>The Corporation of the City of Barrie c/o Patti Elliott-Spencer</u></p>	
<p><u>Appendix B / Annexe B</u></p>	
<p>It is ordered that / Il est ordonné ce qui suit :</p>	
<p>All deficiencies listed below are from Ontario Fire Code O.Reg 213/07 Division B, and shall be remedied.</p>	
<ol style="list-style-type: none"> <li>1. 2.2.1.1.        Repair all damaged fire separations between major occupancies under Building Permit</li> <li>2. 2.2.2.1.        Repair all damaged fire separations between rooms, corridors and shafts under Building Permit</li> <li>3. 2.4.1.1(1)      Ensure all combustible materials in and around the woodworking shop and dust collector room are kept to a level as to not create a fire hazard</li> <li>4. 4.1.4.1(1)      Ensure all electrical equipment in the finishing room conform to the Electrical Safety Code</li> <li>5. 4.1.5.4.        Smoking prohibited signs must be posted in and around the finishing room</li> <li>6. 4.1.6.3.(3)(b)   Spill kit is required for the flammable and combustible liquids</li> <li>7. 4.1.6.4(1)      Spill control procedure shall be approved for the finishing room</li> <li>8. 4.1.6.4.(2)(a-h) These requirements shall be included in the spill procedure</li> <li>9. 4.1.6.4.(3)      Spill control procedures shall be posted in the area of the finishing room</li> <li>10. 4.1.7.2 (1)(a)   Continuous mechanical ventilation is required in the finishing room</li> <li>11. 4.1.7.2.(3)      Ventilation is required to ensure flammable vapour concentrations do not exceed 25% of the lower explosive limit (LEL) of the flammable vapour</li> <li>12. 4.1.7.2.(4)      Mechanical ventilation system must meet the requirements of exhaust ventilation minimum of 18 cubic m/h per sq.m of room area (finishing room)</li> <li>13. 4.1.7.2.(5)(a-c) Mechanical ventilation system of finishing room must meet all requirements of these sentences, including automatic interlocks when room is in use, an audible alarm upon shut down of ventilation system and conform to NFPA 91</li> <li>14. 4.1.7.3.(2)      Ventilation air inlets and outlets shall meet the requirements of this sentence for the finishing room</li> <li>15. 4.1.7.4.(1)      Location of the ventilation exhaust air outlets must meet the requirements of this sentence</li> <li>16. 4.1.7.5.(1-3)    Ensure the make up air for the mechanical ventilation system is taken from outside the building, from a point remote to any exhaust air discharge and if taken from the building the opening must have a fire damper. (finishing room)</li> <li>17. 4.1.7.7.        The duct for the ventilation system in the finishing room, must not be used for any other ventilation or exhaust system</li> </ol>	
<p><u>Patrick Weather</u> (Signature of person serving the Order) (Signature de la personne qui a signé l'ordonnance)</p>	<p>December 20, 2016</p>

Appendix B Continued

Barrie Fire and Emergency Service  
(Fire Department Name) (Nom du service d'incendie)  
155 Dunlop Street West, Barrie ON  
(Fire Department Address) (Adresse du service d'incendie)  
14M-4T5 705-728-2199  
(Postal Code) (Phone Number)  
(Code Postal) (Numéro de téléphone)

<b>Inspection Order</b> <small>(Made pursuant to the Fire Protection and Prevention Act, 1997)</small> <b>Ordre donné par un inspecteur</b> <small>(en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)</small>
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Fire Department Reference # ALD602-2016  
(# de réf. du service d'incendie)

To/A The Corporation of the City of Barrie c/o Patti Elliott-Spencer

Appendix B / Annexe B

It is ordered that / Il est ordonné ce qui suit :

All deficiencies listed below are from Ontario Fire Code O Reg 213-07 Division B, and shall be remedied.

1. 2.2.1.1. Repair all damaged fire separations between major occupancies under Building Permit
2. 2.2.2.1. Repair all damaged fire separations between rooms, corridors and shafts under Building Permit
3. 2.4.1.1.(1) Ensure all combustible materials in and around the woodworking shop and dust collector room are kept to a level as to not create a fire hazard
4. 4.1.4.1.(1) Ensure all electrical equipment in the finishing room conform to the Electrical Safety Code.
5. 4.1.5.4. Smoking prohibited signs must be posted in and around the finishing room
6. 4.1.6.3.(3)(b) Spill kit is required for the flammable and combustible liquids
7. 4.1.6.4.(1) Spill control procedure shall be approved for the finishing room
8. 4.1.6.4.(2)(a-h) These requirements shall be included in the spill procedure
9. 4.1.6.4.(3) Spill control procedures shall be posted in the area of the finishing room
10. 4.1.7.2.(1)(a) Continuous mechanical ventilation is required in the finishing room
11. 4.1.7.2.(3) Ventilation is required to ensure flammable vapour concentrations do not exceed 25% of the lower explosive limit (LEL) of the flammable vapour
12. 4.1.7.2.(4) Mechanical ventilation system must meet the requirements of exhaust ventilation, minimum of 18 cubic m/h per sq.m of room area (finishing room)
13. 4.1.7.2.(5)(a-c) Mechanical ventilation system of finishing room must meet all requirements of these sentences, including automatic interlocks when room is in use, an audible alarm upon shut down of ventilation system and conform to NFPA 91
14. 4.1.7.3.(2) Ventilation air inlets and outlets shall meet the requirements of this sentence for the finishing room
15. 4.1.7.4.(1) Location of the ventilation exhaust air outlets must meet the requirements of this sentence
16. 4.1.7.5.(1-3) Ensure the make up air for the mechanical ventilation system is taken from outside the building, from a point remote to any exhaust air discharge and if taken from the building the opening must have a fire damper. (finishing room)
17. 4.1.7.7. The duct for the ventilation system in the finishing room, must not be used for any other ventilation or exhaust system

*C. Clark-Weatherup*  
Signature of person serving the Order / Signature de la personne qui signe l'ordonnance

October 2014 Version

Appendix B Continued

**Barrie Fire and Emergency Service**  
(Fire Department Name) (Nom du service d'incendie)  
**155 Dunlop Street West, Barrie ON**  
(Fire Department Address) (Adresse du service d'incendie)  
**L4M 4T5 705-728-3199**  
(Postal Code) (Phone Number) (Code Postal) (Numéro de téléphone)

**Inspection Order**  
(Made pursuant to the Fire Protection and Prevention Act, 1997)

**Ordre donné par un inspecteur**  
(en vertu de la Loi de 1997 sur la prévention et la protection contre l'incendie)

Fire Department Reference # **SLD-002-2016**  
N° de réf. du service d'incendie

To/À **The Corporation of the City of Barrie c/o Patti Elliott-Spencer**

- 18. 5.1.3.1 All electrical installations in the woodworking shop and dust collector room shall conform to the Electrical Safety Code under electrical permit
- 19. 5.1.4.1 Ventilation shall be provided in the woodworking shop and dust collector room in conformance with the building code and conformance of this part
- 20. 5.10.1.2.(1)(a-c) Any cleaning equipment used within the woodworking shop and dust collector room shall meet the requirements of this sentence
- 21. 5.10.1.2.(2) Any cleaning equipment must be listed and labelled to be used in this environment
- 22. 5.10.1.3.(1)(a-b) All machinery producing combustible dust, shall have dust tight enclosures and be connected to a dust collecting system that exhausts to the outside
- 23. 5.10.1.4.(1) All ducting shall be of non-combustible material
- 24. 5.10.1.4.(2) Dust collecting systems shall be of a design to prevent sparks due to physical contact in the fan assembly
- 25. 5.10.1.5.(2)(c)(i-iii) The dust collector can be located inside the building and located in the dust collector room with fire separations of not less than 1 hr, explosion vented to the outdoors and solely used for the housing of dust collecting equipment
- 26. 5.10.1.5.(3)(a-b) Air exhausted by the dust collector being returned to the woodworking shop shall be designed so that the return air doesn't create an explosion hazard to the building and the exhaust fan and ancillary equipment are automatically shut down in the event of fire and or explosion in the dust collector
- 27. 5.10.1.6 Electrically conducting parts of the duct system, dust collector and machines they serve, shall be grounded
- 28. 5.10.1.9 Equipment required to have a dust collecting system shall be interlocked to prevent it from operating if the dust collecting system is not in operation
- 29. 5.10.1.10 Dust collecting systems shall be designed with an air velocity in the ducts of at least 1068 m/min
- 30. 5.10.2.1 Every machine that produces saw dust, particles or shavings shall be provided with a blower or exhaust system in accordance with NFPA 91
- 31. 5.10.2.3 Loose saw dust particles and shavings shall be swept up frequently and deposited in approved receptacles as described in sentence 2.4.1.3.(3)
- 32. 5.10.2.4 Ensure a portable fire extinguisher that complies with sub-section 6.2.6. is provided within 7.5m of any machine that produces saw dust particles or shavings

*Debra Weatherup*  
Signature of person giving the Order / signature de la personne qui donne l'ordonnance

December 29, 2016

Appendix B Continued

Barrie Fire and Emergency Service  
(Fire Department Name) (Nom du service d'incendie)  
155 Dundas Street West, Barrie, ON  
(Fire Department Address) (Adresse du service d'incendie)  
L4M 4T5 705-725-3109  
(Postal Code) (Code Postal) (Phone Number) (Numéro de téléphone)

**Inspection Order**  
(Made pursuant to the Fire Protection and Prevention Act (1997))  
**Ordre donné par un inspecteur**  
(en vertu de la Loi de 1997 sur la prévention et la protection contre  
l'incendie)

Fire Department Reference # 113-002-2016  
N° de réf. du service d'incendie

To/À The Corporation of the City of Barrie c/o Patti Elliott-Spencer

OR

The operation of the woodworking shop be discontinued and the room and collector secured until all deficiencies have been remedied

OR

The operation of the woodworking shop be discontinued and the woodworking areas be vacated

**NOTE** Compliance with this Inspection Order does not relieve the owner from compliance with other Fire Code requirements not referenced herein or with other applicable law such as the Building Code Act, 1992 or the Planning Act, R.S.O. 1990

Where compliance with this Inspection Order requires construction or demolition, the owner should contact the municipal building department to determine if a building permit is required before commencing work.

**REMARQUE :** Le fait de se conformer au présent ordre donné par un inspecteur ne dégage pas le propriétaire de l'obligation qu'il a de se conformer aux autres dispositions du Code non visées par le présent ordre ainsi qu'à toute autre loi applicable, notamment la Loi de 1992 sur le code du bâtiment ou la Loi sur l'aménagement du territoire, L.R.O. 1990

Si la conformité au présent ordre donné par un inspecteur exige d'exécuter des travaux de construction ou de démolition, le propriétaire doit communiquer avec le service du bâtiment municipal pour déterminer si un permis de construire est requis avant de commencer les travaux.

Appendix "C"

Capital Cost Estimate – Option #1 – Upgrade current space

Item	Units	Unit Price	Cost
Fire Separation (2-hour) Walls			\$ 15,000
Fire Separation (2-hour) Ceilings			\$ 20,000
Rated Doors and Hardware			\$ 5,000
Spray Booth and associated Fans and Duct work			\$ 80,000
Commercial Dust Collection System			\$ 150,000
Dust Collection Duct work			\$ 30,000
HVAC (including req'd interlocks and make-up air)			\$ 60,000
Electrical Upgrades to serve new equipment		\$ 30,000 - \$ 60,000	
Machine Guarding			\$10,000
Electrical Guarding			\$ 9,000
<b>Total Hard Costs</b>			<b>\$ 409,000</b>
GC Overhead (Profit and Coordination)	1	15% of Hard Costs	\$ 58,500
Design Costs	1	10% of Hard Costs	\$ 39,000
Buffer	1	20% of Hard Costs	\$ 78,000
<b>Total Soft Costs</b>			<b>\$ 175,500</b>
Project Manager Facility Planning & Development			\$ 20,000
<b>Total FPD Costs</b>			<b>\$ 20,000</b>
Non recoverable HST	1.76%	\$ 584,500	\$ 10,287
<b>Total Project Costs</b>			<b>\$ 614,787</b>

Appendix "C" Cont'd

Capital Cost Estimate - # 2 – Retrofit new space

Item	Units	Unit Price	Cost
Architectural partitions			\$ 45,000
Washrooms			\$ 25,000
Doors and Hardware			\$ 5,000
Flooring			\$ 10,000
Spray Both and associated Fans and Ductwork			\$ 80,000
Commercial Dust Collection System			\$ 150,000
Dust Collection Ductwork			\$ 40,000
HVAC (including req'd interlocks and make-up air)			\$ 150,000
Security and IT			\$35,000
signage inside and out			\$10,000
Move Costs			\$8,000
Machine Guarding			\$10,000
Electrical Guarding			\$9,000
<b>Total Hard Costs</b>			<b>\$ 582,000</b>
GC Overhead (Profit and Coordination)	1	15% of Hard Costs	\$ 84,450
Design Costs	1	10% of Hard Costs	\$ 56,300
Buffer	1	20% of Hard Costs	\$ 112,600
<b>Total Soft Costs</b>			<b>\$ 268,350</b>
Project Manager Facility Planning & Development			\$ 20,000
<b>Total FPD Costs</b>			<b>\$ 20,000</b>
Non-recoverable HST	1.76%	\$ 850,350	\$ 14,966
<b>Total Project Costs</b>			<b>\$ 885,316</b>

Appendix "D" – Other Municipal Woodshops

There are a small number of woodshops that are similar to the City of Barrie woodshop. The operating models of the various shops range from heavily subsidized by a municipal government to no municipal involvement at all. Three of the six clubs are registered not-for-profits, one is run by the City of Cambridge and two are for-profit operations. The clubs range in size from 100 members up to 300 members with membership fees ranging from \$60-\$150 a year. The privately run shops charge a monthly fee that ranges from \$90 to \$100 per month. In some cases such as the City of Cambridge, the club is covered under the municipality insurance plan; while others like the KW Woodworking Centre, Durham Woodworking Club, and the Franklin Horner Woodworking shop, carry their own insurance. The clubs that are registered not-for-profits have applied for and received various grants such as the Trillium and New Horizons grant to help pay for new or updated equipment.

	Kitchener/ Waterloo	City of Cambridge	Oshawa	Toronto	Ottawa	Toronto
Description	KW Woodworking & Craft Centre	2 woodworking shops out of Senior Centre	Durham Woodworking Club	Franklin Horner Community Center – Woodworking shop	Ottawa City Woodshop	Toronto Tool Library
Organization	Registered Not-For-Profit	Community Group	Registered Not-For-Profit	Not-For-Profit Community Centre	For Profit	For Profit
Access	Open Membership	Senior Centre members	Open Membership	Open Membership	Open Membership	Open Membership
Governance	Volunteers with Board of Directors (10) positions	Executive Board	Executive Board	Executive Board	Owner/Operator	Owner/Operator
Municipal Funding	Grant to cover lease and utilities - Kitchener \$55,403 - Waterloo \$32,000	Facility and equipment	None	None	None	None
Other Funding	Trillium and New Horizons Grants		Trillium grant			
Insurance	Club (\$3,400/year)	Municipality	Canadian Woodworkers Association (\$650/year)			
City Staff	Board meetings as advisor	City Supported	None	None	None	None
Equipment/Facility maintenance	Club	Municipality maintains facility and equipment attached to building. Club for all other	Club	Club	Club	Club

	Kitchener/ Waterloo	City of Cambridge	Oshawa	Toronto	Ottawa	Toronto
Registration/Admin	Club	City	Club	Club	Club	Club
Membership Fee	\$150/year	\$75/year	\$60/year	\$105/year	\$90/month	\$100/month + \$200 initiation fee
Members	250-300	100-150	130	Not Available	Not Available	Not Available
Size	4,200 sq/ft		1,600 sq/ft			
Building	Previously cabinet making shop	City space	Local church	Lease from City of Toronto		
Startup/Capital Contribution	- Kitchener \$20,000 - Waterloo \$10,000					
Grants received	Have received 2 Trillium grants and 2 New Horizons grants over past 10 years totaling approximately \$100,000	None	\$22,600 Trillium grant in 2005 \$21,800 Trillium grant in 2012	None	None	None