

Seeley's Bay Community Hall

Concept Design Report

2026 - 02 - 24



Township of
Leeds and the
Thousand Islands

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Existing Conditions of the Building

Overview

A site visit was conducted to assess the current state of the building. Through this review, multiple deficiencies and code compliance issues were identified.

- These issues are independent of any proposed program and would need to be addressed regardless of how the building is ultimately fit up. The required upgrades relate to life safety, accessibility, and overall building performance.
- The following pages provide an overview of the identified deficiencies, organized into three categories:
 - ◆ Architectural
 - ◆ Electrical
 - ◆ Mechanical



Existing Conditions - Architectural

The existing architectural elements require significant upgrades to meet current code requirements and support the proposed building programs.

- Existing washrooms do not meet current code requirements
- Lack of an accessible washroom on the ground level
- Stair railings do not comply with current code standards
- Missing tactile indicators and compliant stair nosings



Existing Conditions - Electrical

The existing electrical system is in a condition that necessitates significant upgrades to meet current safety standards and operational requirements.

- Replacement of the entire existing fire alarm system
- New LED lighting and lighting controls for the first floor
- Installation of new emergency lighting on the first floor
- Replacement of outdated exit signage throughout the building
- Removal of abandoned communications equipment in the apparatus bay and office (included in demolition scope)



Existing Conditions - Mechanical

The existing mechanical systems require significant upgrades to meet current code requirements and support proposed building programs.

- Sanitary
 - ◆ Add trapped floor drains in the apparatus bay (OBC/OPC requirement)
- Domestic Water
 - ◆ Replace both existing hot water tanks (2002 and 2008 units)
 - ◆ Remove residential-style combination unit
 - ◆ Install commercial-grade, double-wall heat exchanger compliant equipment
- Relocate the mechanical enclosure from its current position adjacent to the main entrance to the rear of the building (new location shown in drawings).



Existing Conditions - Mechanical (cont.)

→ HVAC

◆ Former Apparatus Bay

- Provide new HVAC design including compliant exhaust system and gas detection
- Basement
- Remove existing hydronic radiators
- Provide new heating source

◆ Back

- Replace furnace with properly ventilated heating unit

◆ Community Hall

- Replace washroom exhaust fans and heaters
- Install dedicated makeup air unit for kitchen
- Add perimeter heating within the hall
- Insulate existing supply ductwork



Public Engagement Survey

The public engagement survey was circulated for a period of three weeks to gather meaningful community input at an early stage of the project.

- 165 total participants
- The goal of the survey was to ensure the building genuinely serves the needs of Seeley's Bay by engaging stakeholder groups from the outset. Community feedback has been central to the schematic development process, with a commitment to continued transparency and communication as the project advances into future design phases.

The results of the survey directly informed program decisions, helping refine priorities and determine which community services and spaces should be developed within the building.



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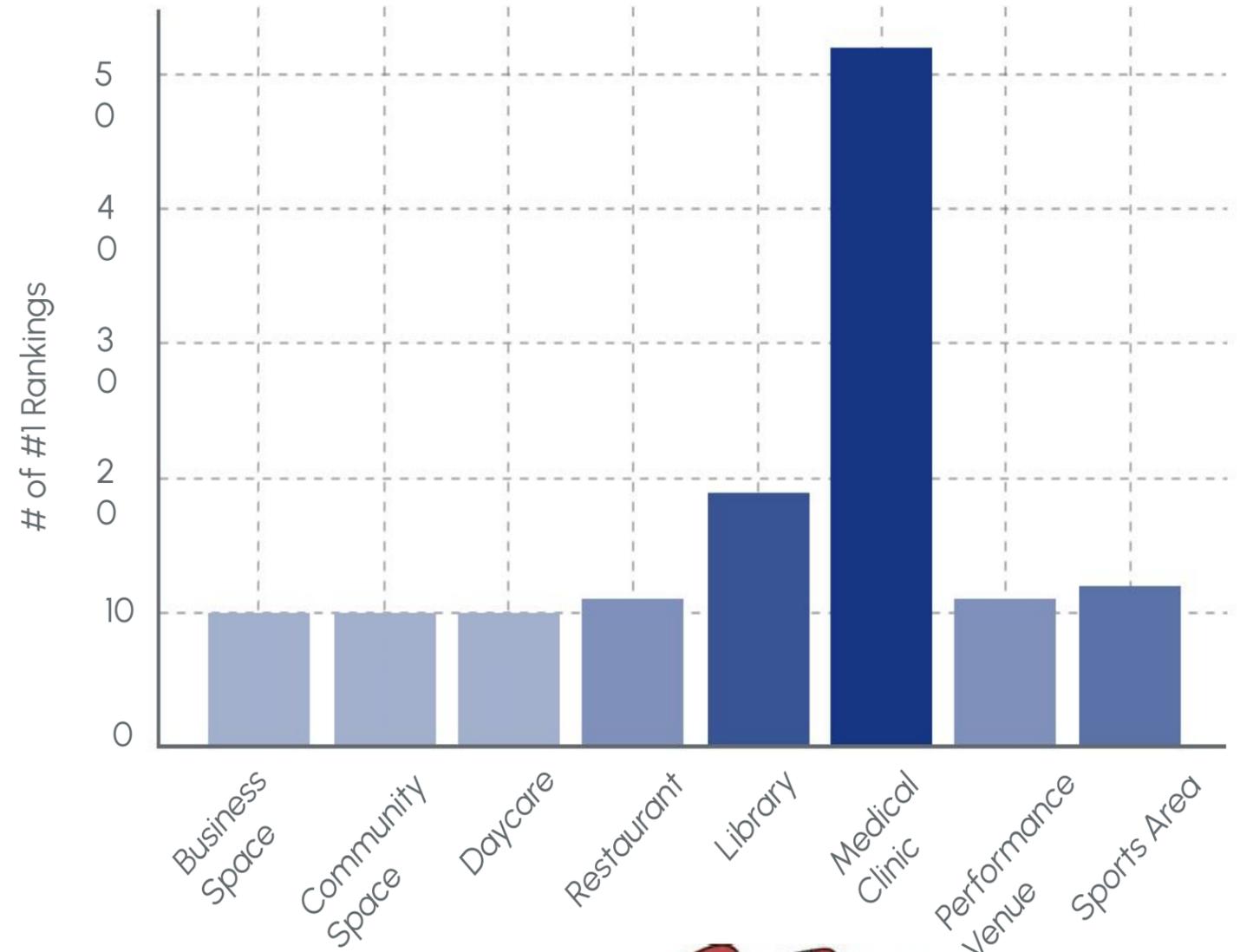
Public Engagement Survey Findings

Preferred Ground Floor Uses

Participants ranked 8 potential uses:

| <u>Option</u> | <u>Number of #1 Rankings</u> |
|-------------------|------------------------------|
| Medical clinic | 52 |
| Library | 19 |
| Sports area | 12 |
| Food/beverage | 11 |
| Performance venue | 11 |
| Business space | 10 |
| Community space | 10 |
| Daycare | 10 |

Most Preferred Uses for Ground Floor Space



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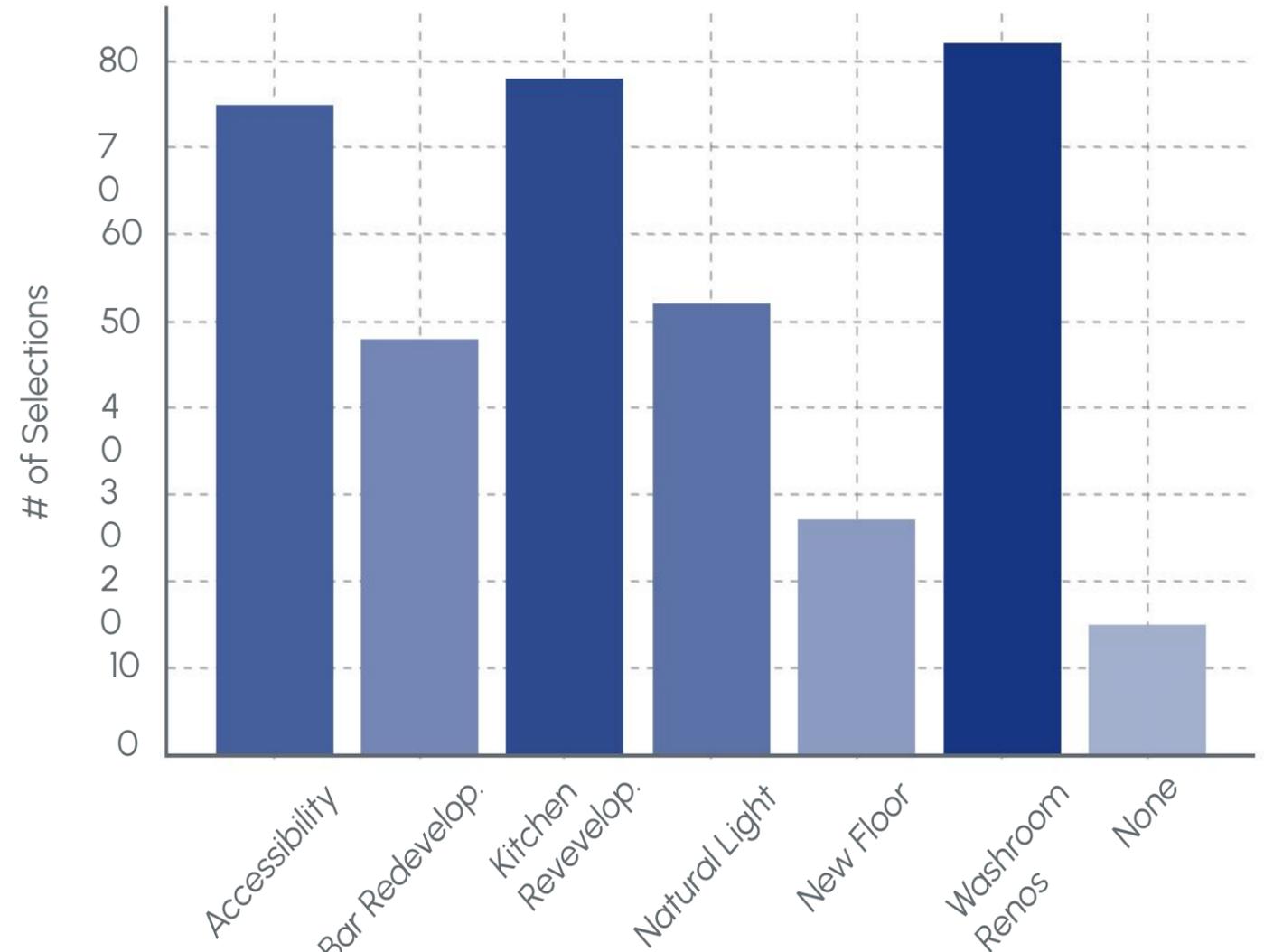
Public Engagement Survey Findings

Second Floor Renovation Priorities

Most selected improvements:

- Washrooms (49.7%)
- Kitchen (47.3%)
- Accessibility (45.5%)
- Natural light (31.5%)
- Bar redevelopment and flooring ranked lower.
- 9.1% felt no improvements were needed.

Desired Improvements for Second Level



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Public Engagement Survey Findings - Results

Survey results clearly identified the medical clinic and library/community space as the **top-ranked potential uses for the ground level.**

→ In response to this strong community preference, these two options were advanced and developed schematically for the ground level.

On the second level, washroom upgrades and kitchen improvements were identified as key priorities through the survey findings.

→ As a result, both proposed design options focus on these areas — addressing accessibility deficiencies, improving functionality, and enhancing the overall usability of the community hall.



Public Engagement Survey Findings - Results

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Public Engagement Survey Findings - Results

The allocation of the basement for food bank operations was established as a priority early in the planning process and was further supported through community survey comments.

- Given this clear alignment, the basement level was developed exclusively to accommodate the food bank, focusing on creating a functional, efficient, and dedicated operational space that responds directly to this identified community need.



Public Engagement Survey Findings - Action

Following the survey results, stakeholder groups representing the medical clinic, library, and Roll Aid Food Bank were engaged and kept informed throughout the schematic design process. As design options were iterated, ongoing consultation ensured that operational needs and program requirements were carefully addressed.

- As a result, the proposed options and drawings reflect direct stakeholder input and are supported by all participating groups.



Ground Level

Key Features – applicable to all schematic options

- Back of house amenities serving entire building - washrooms + universal washroom (required by code)
- The Food Bank service entrance is located at the rear of the building, providing convenient direct access to the basement space while maintaining user privacy.
- Relocated mech enclosure to the back of the building, creating a more inviting community hall entrance.
- Demolition of existing shed extension: this structure is outdated and no longer serves a purpose to the new community oriented building
- Rear access ramp connecting to the former garage, resolving the 6" level change and providing a continuous barrier-free path
- Relocation of the mechanical enclosure to the back of the building,
- currently adjacent to the main entrance to open up the community hall entry and create a more welcoming arrival experience.



Ground Floor Option 1: Medical Clinic

Overview

- 3,180 ft² dedicated medical clinic located at grade for maximum accessibility
- Overwhelmingly supported through community engagement survey — identified as the top choice for the ground-level program among residents
- Developed in direct collaboration with the existing physician in Seeley's Bay, Dr. Briggs
- Designed to meet both current operational needs and anticipate future doctors' requirements
- Efficient patient flow with clearly organized public and clinical zones
- Multiple examination rooms to support growth and additional practitioners
- Dedicated staff work areas and administrative spaces
- Reinforces healthcare access as a core service within the community



Ground Floor Option 1: Medical Clinic

Programmatic Elements

- Dedicated medical clinic entrance located at the front street-facing side of the building.
- Accessible client-only washroom.
- Blood pressure station.
- Waiting area (12-15 people)
- Counselling room accommodating 1 staff and 4-6 clients in the room at once.
- Reception accommodating space for 4-5 receptionists.



Ground Floor Option 1: Medical Clinic

Programmatic Elements (cont.)

- 3 Accessible exam rooms
- 4 Additional exam rooms
- Larger procedure room (can also serve as accessible exam room)
- Nursing Station (can also serve as accessible exam room)
- Large lab for testing and processing
- 5 Workstations
- Private office
- Staff washroom
- Staff room with sink and laundry machines
- Storage room



Ground Floor Option 2: Library and Community Space

Overview

- 3,180 ft² dedicated as the new home for the existing Seeley's Bay Library
- Developed in close collaboration with the local library group to reflect their operational and spatial needs
- Designed to support both traditional library services and flexible community programming
- Provides welcoming, open reading areas with clear sightlines and natural light
- Includes adaptable gathering spaces for workshops, meetings, and small events
- Integrated children's and youth areas to support intergenerational use
- Accessible at grade, ensuring barrier-free entry for all community members
- Strengthens the building's identity as entirely community-oriented



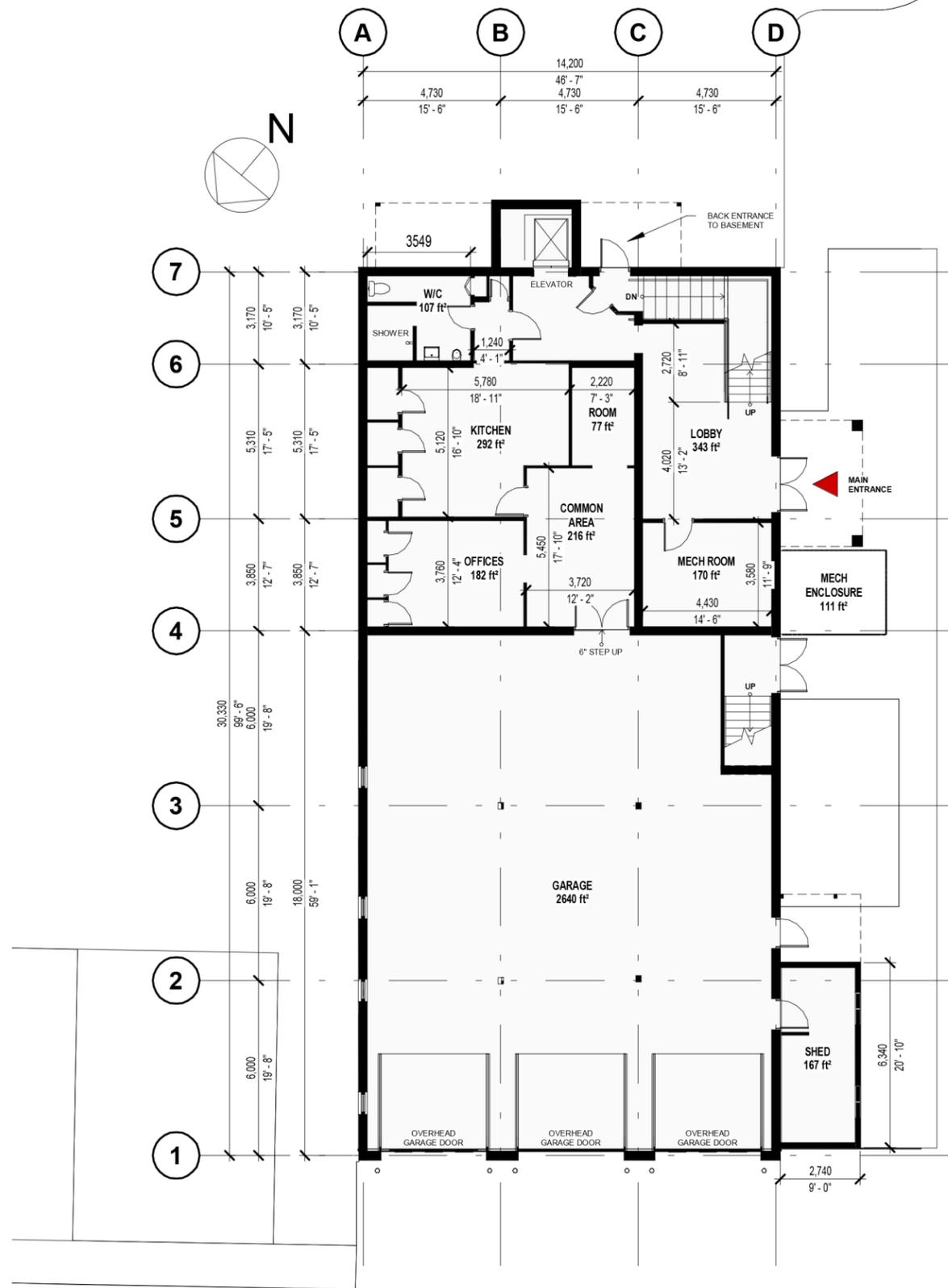
Ground Floor Option 2: Library and Community Space

Programmatic Elements

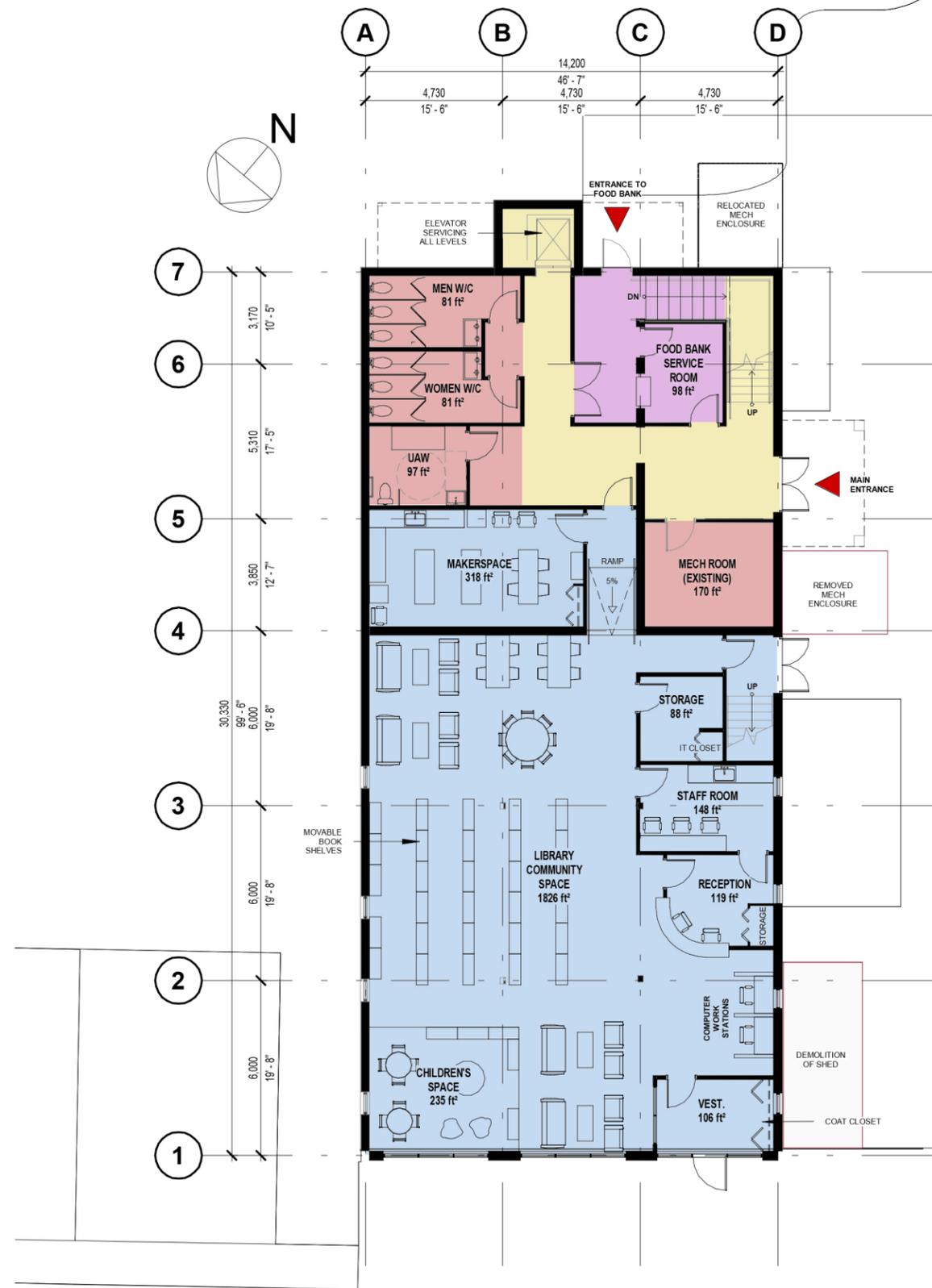
- Dedicated library entrance located at the front street-facing side of the building.
- Computer workstations located near the entrance
- Reception/Help desk near entrance
- Dedicated staff area connecting to the reception
- Open library floor plan with movable shelving, allowing flexible reconfiguration to accommodate different programs and events
- Generous and accessible seating spread throughout space
- Children's space
- Ample storage room
- Large and flexible makerspace



EXISTING CONDITIONS



PROPOSED LAYOUT



| | | |
|--|--------------------------|-----------------------|
| | FOOD BANK | = 300ft ² |
| | CIRCULATION | = 570ft ² |
| | AMENITIES | = 670ft ² |
| | LIBRARY /COMMUNITY SPACE | = 3180ft ² |
| | | <hr/> |
| | | = 4720ft ² |

TABLOID (11"x17") 2020-01-27

TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS - SEELEY'S BAY COMMUNITY HALL
 151 Main St,
 Leeds and the Thousand Islands, ON K0H 2N0
 IDEA PROJECT No. 25538

PLAN - GROUND LEVEL - OPTION 2 - LIBRARY AND COMMUNITY SPACE - 1:200

IDEA
 INTEGRATED DESIGN
 ENGINEERING + ARCHITECTURE

200-310 HUNT CLUB ROAD, OTTAWA, ONT. K1V 1C1
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Second Level

Key Features – applicable to all schematic options

- Existing community hall amenities and staffed service spaces maintained and enhanced
- New window openings introduced to increase natural light and improve overall atmosphere
- Improved accessible washroom layout to better meet current accessibility standards
- Expanded bar area to improve functionality during events and gatherings
- Service window from the bar facing the community hall for efficient event operations
- Flexible layout to support performances, meetings, celebrations, and community programming



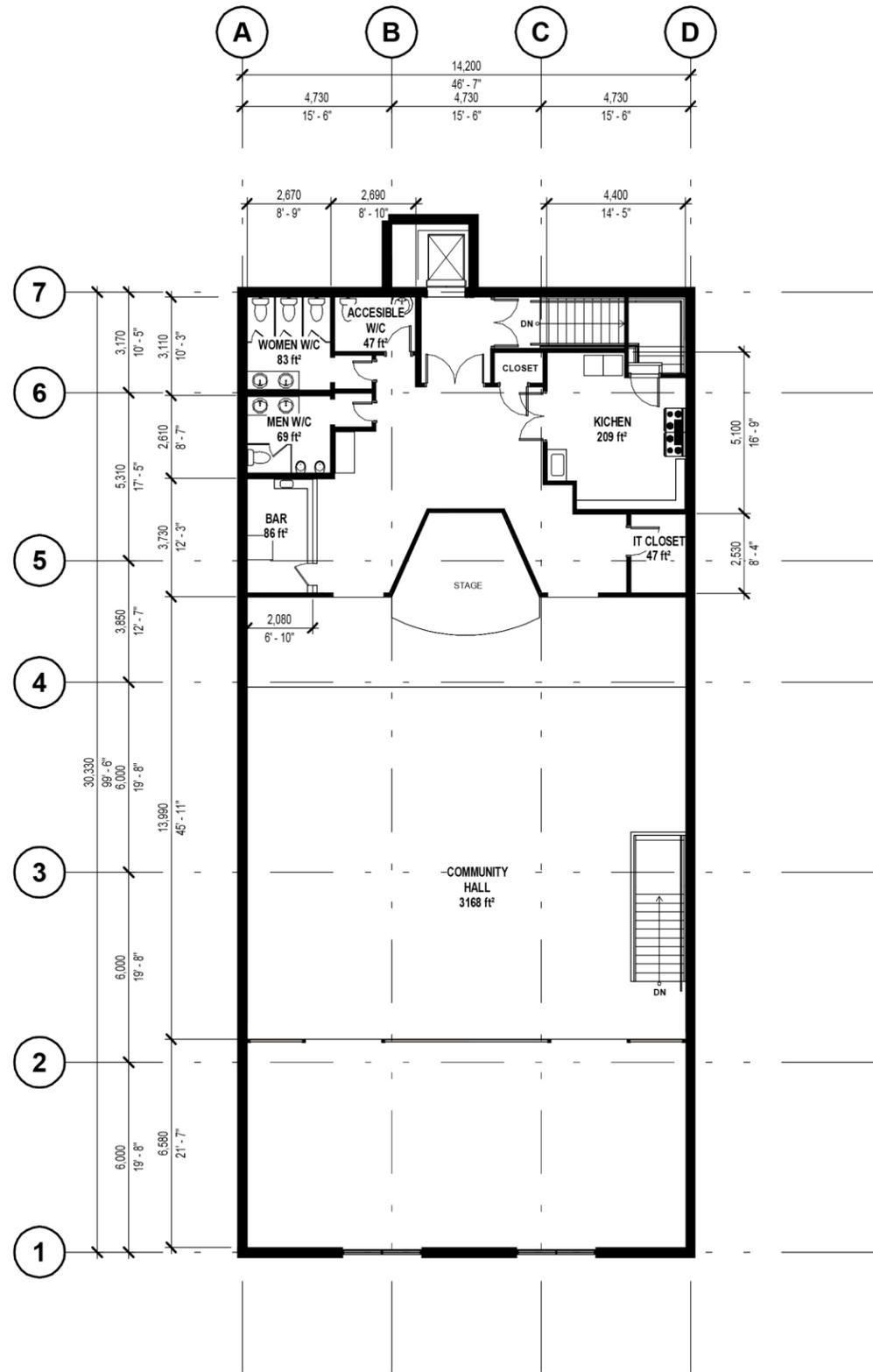
Second Level Option 1: Washroom and Bar Renovations Only

Overview

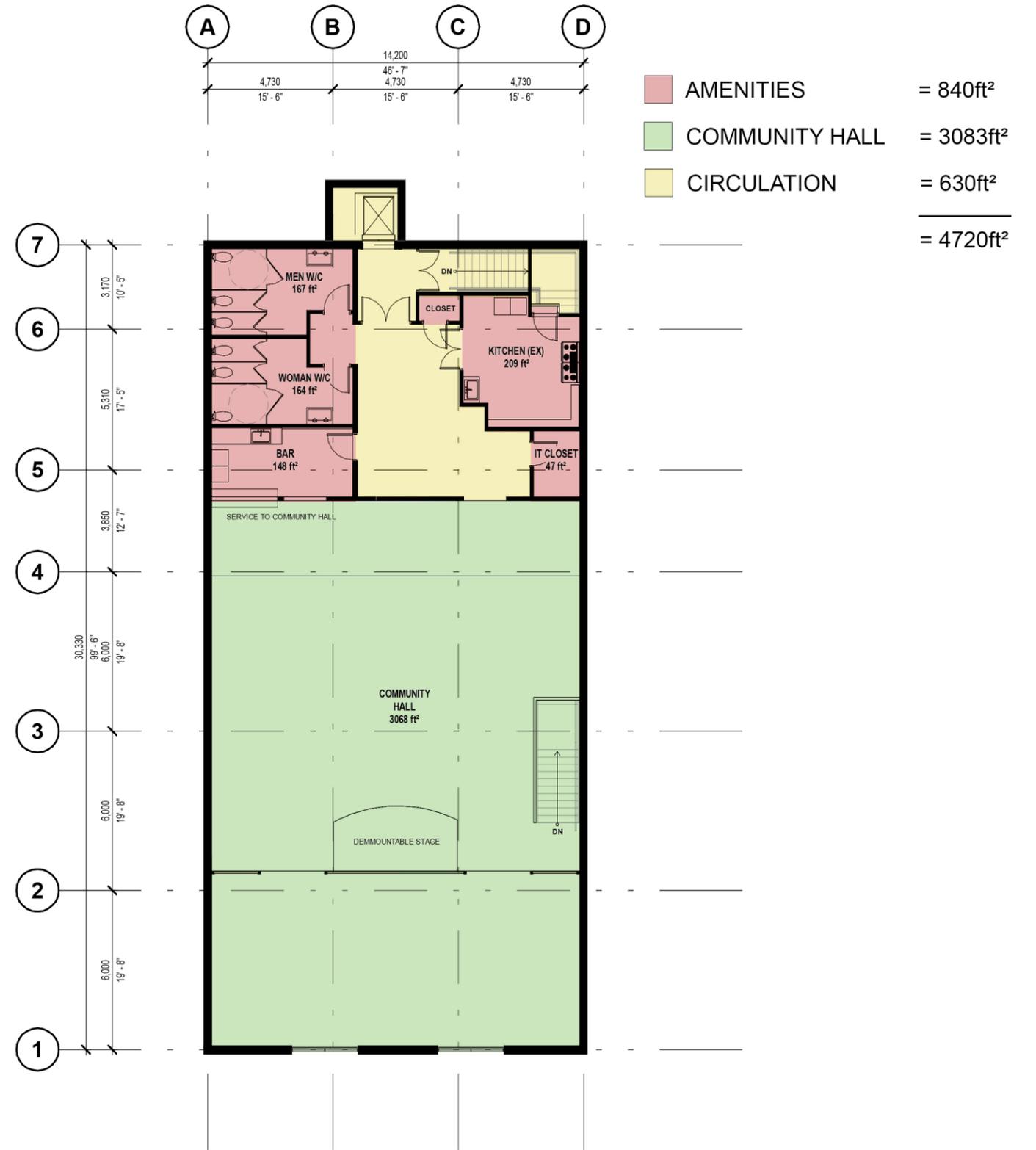
- Focused renovation strategy limited to washrooms and bar area improvements
- Supports a smaller overall renovation budget
- Allows for a phased approach, deferring additional upgrades to a future stage
- Prioritizes washroom upgrades to meet accessibility standards
- Reconfigured washroom layout to meet accessibility requirements and improve functionality
- Stage relocated to the front of the hall to improve spatial efficiency
- Increased space allocated to back-of-house amenities
- Expanded and improved bar area to better serve events
- Main open community hall remains unchanged, preserving its existing character and capacity



EXISTING CONDITIONS



PROPOSED LAYOUT



| | |
|--|-----------------------|
| AMENITIES | = 840ft ² |
| COMMUNITY HALL | = 3083ft ² |
| CIRCULATION | = 630ft ² |
| | = 4720ft ² |

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 IDEA PROJECT No. 25538

PLAN - LEVEL 02 - OPTION 1 - WASHROOM AND BAR RENOVATIONS ONLY - 1:200

Second Level Option 2: New Community Hall

Overview

- Complete transformation of the second level to create a modern, flexible, and code-compliant community hall.
- Maintains the general location of existing amenities and staffed service spaces to respect current operations while significantly improving functionality.
 - ◆ Kitchen and bar are directly connected to streamline food service and event operations.
 - ◆ Washrooms are relocated to the opposite side of the building, creating a clearer and more efficient overall layout.
 - ◆ Circulation is reorganized to improve flow between service areas, the hall, and exits.



Second Level Option 2: New Community Hall

Key Elements

- A new corridor is introduced to provide a clear and direct path of egress.
- The existing emergency exit is enclosed to meet current fire safety standards.
- The addition of the corridor creates a defined lobby / waiting area outside the community hall.
- While this reduces the maximum occupancy of the hall slightly, the new lobby space adds functional value and improves the overall event experience.



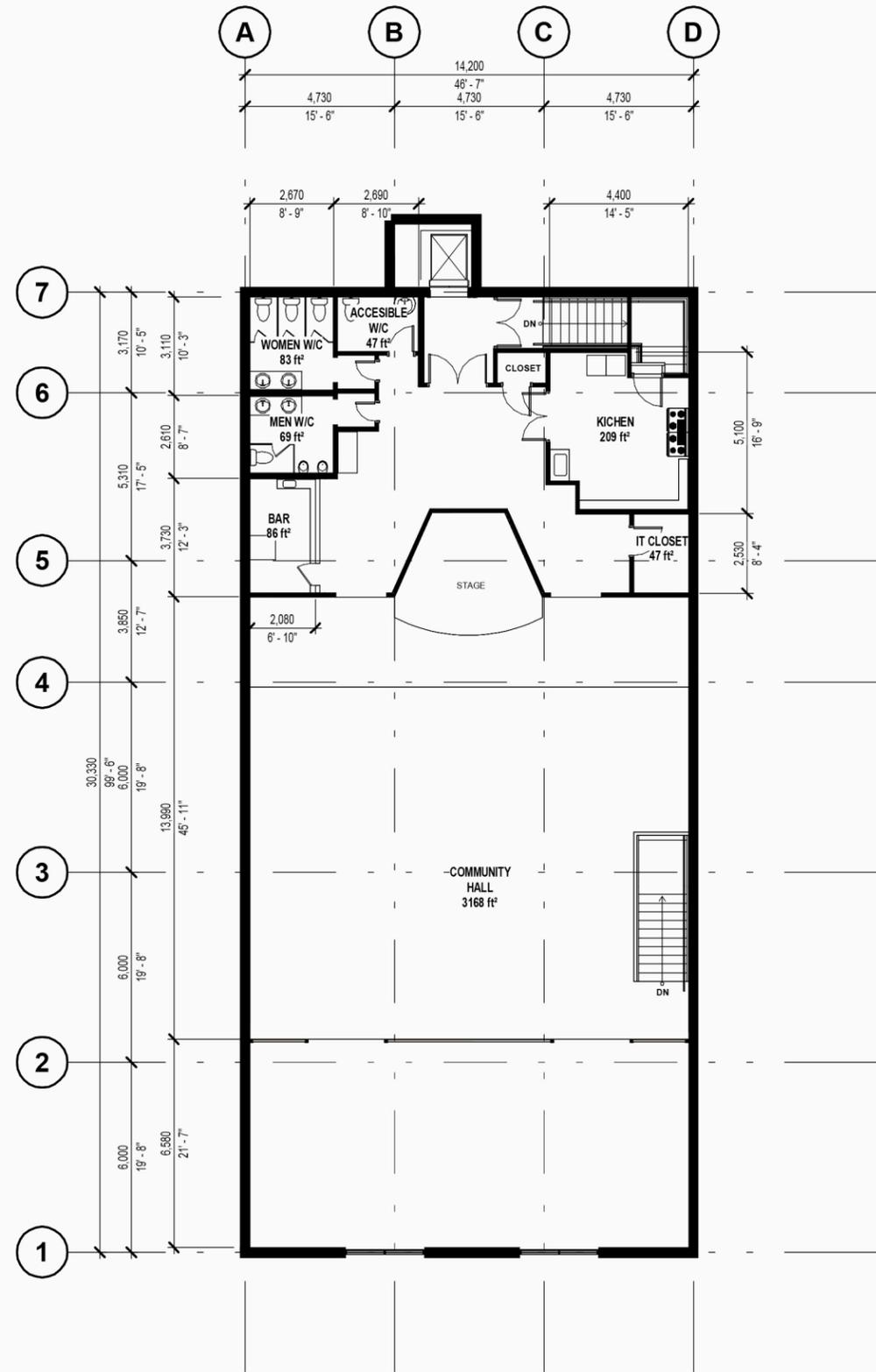
Second Level Option 2: New Community Hall

Key Elements (cont.)

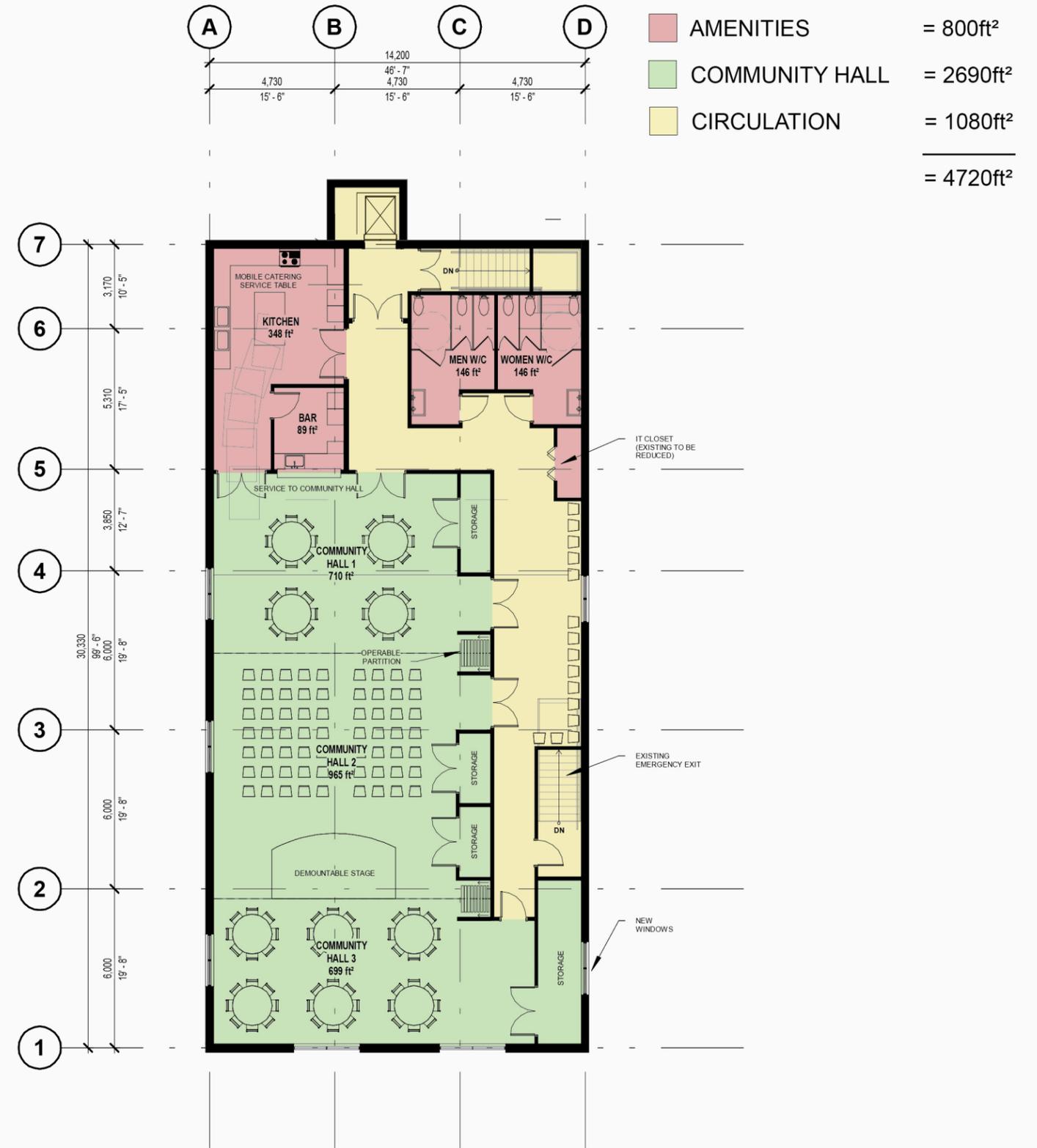
- The most significant enhancement is the introduction of operable wall partitions within the hall.
 - ◆ The space can be divided into three separate rentable rooms, each with its own entrance.
 - ◆ Alternatively, the partitions can be opened to maintain one large, unified hall as it functions today.
 - ◆ This flexibility allows up to three events to occur simultaneously, increasing rental potential and better serving the diverse needs of the community.



EXISTING CONDITIONS



PROPOSED LAYOUT



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 IDEA PROJECT No. 25538

PLAN - LEVEL 02 - OPTION 2 - NEW COMMUNITY HALL - 1:200

IDEA
 INTEGRATED DESIGN
 ENGINEERING + ARCHITECTURE

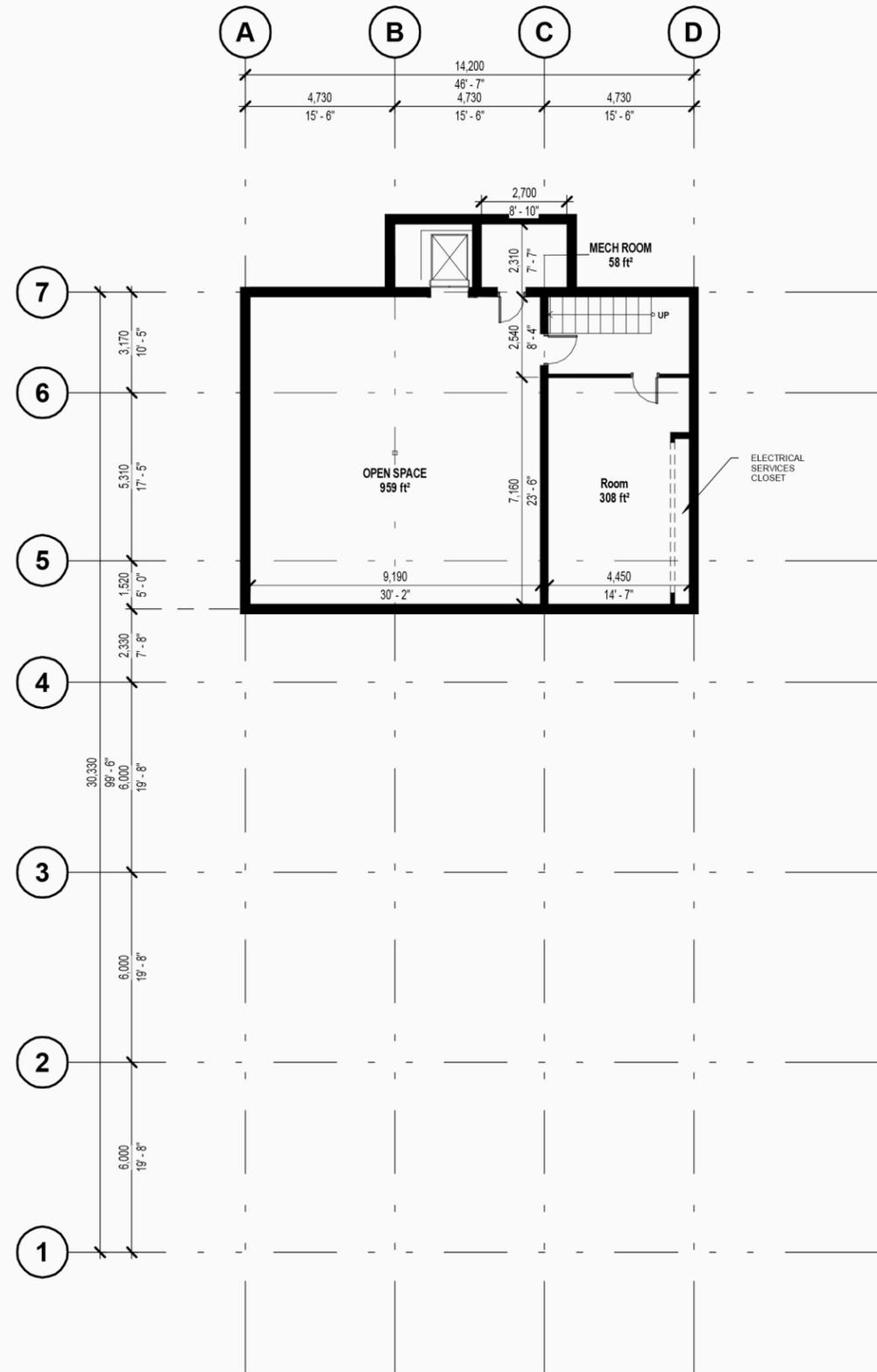
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Basement - A New Space for Roll-Aid Food Bank

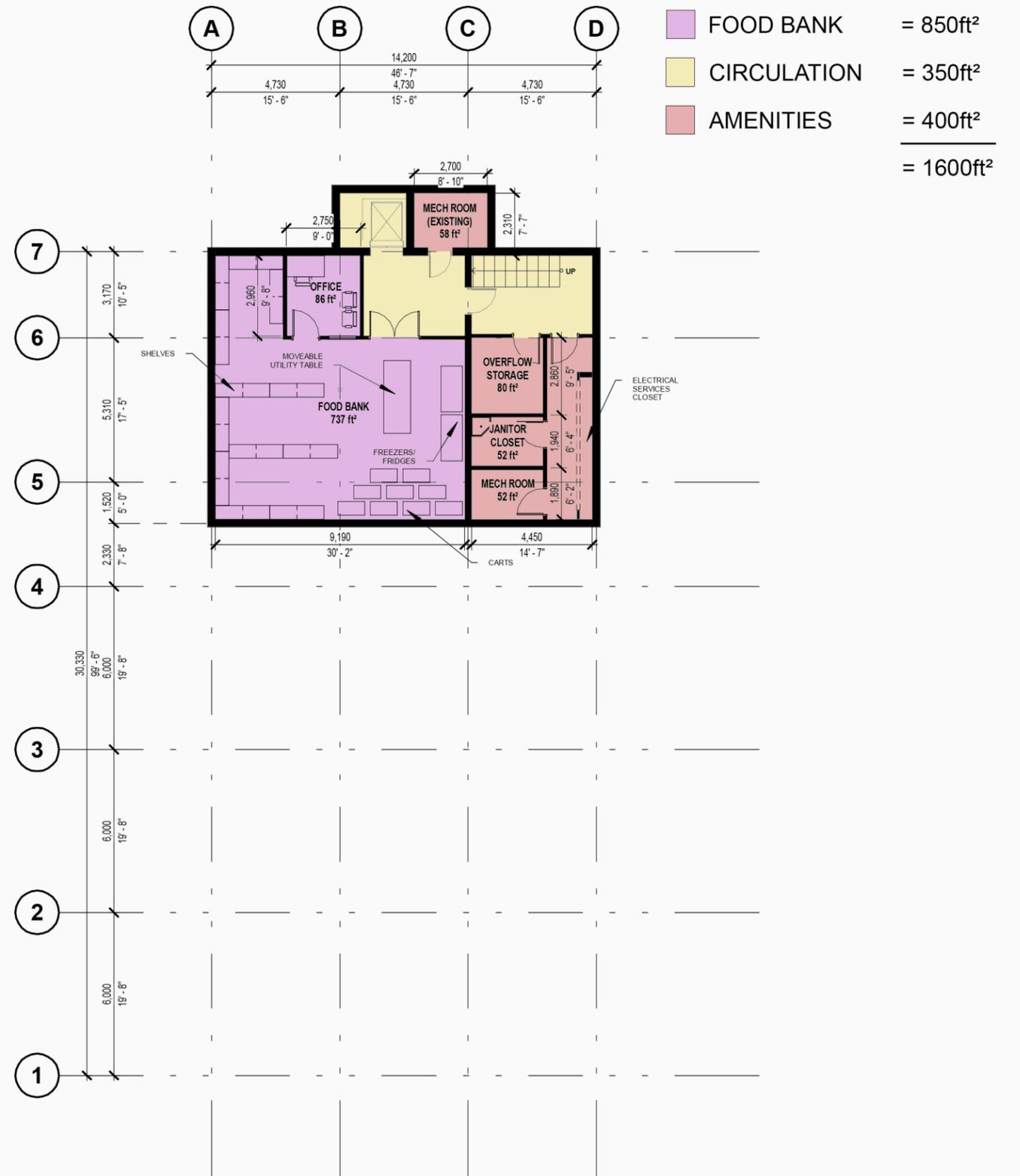
- 850 ft² dedicated food bank operations space
- Supports storage, sorting, and packaging functions
- Below-grade location and back entrance ensures privacy and operational efficiency
- Direct service access minimizes disruption to public programs
- Reinforces the building's role as essential community infrastructure



EXISTING CONDITIONS



PROPOSED LAYOUT



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 151 Main St,
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 IDEA PROJECT No. 25538

PLAN - BASEMENT - FOOD BANK - 1:200

IDEA
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Exterior and Site Improvements

Exterior and site improvements remain in the conceptual phase and will be further developed in the next stage of the project. Proposed directions include:

- New landscaping to enhance the building's presence and strengthen its community identity
- Addition of a digital message board at the front of the building for community announcements and programming visibility
- Expanded parking to better accommodate increased community use
- Upgraded exterior finishes and materials, including repainting brick and metal siding
- Addition of new windows to increase natural light and reinforce the building's transformation into a fully community-oriented space



Cost Estimate

A Class D cost estimate has been prepared and attached. The estimate is organized into the following categories:

- Base Building Items
 - ◆ Required upgrades identified through the existing conditions assessment
 - ◆ Includes architectural, electrical, and mechanical improvements necessary regardless of the selected design option
 - ◆ Base building upgrades dependent on program option selected
- Food Bank Fit-Up
- Medical Clinic Fit-Up
- Library Fit-Up
- Community Centre Fit-Up
- Exterior Improvements

This structure allows for clear comparison between mandatory building upgrades and program-specific investments.



Project: **Seeley's Bay Community Center Re-Use Fitup**

Date: 04-Mar-26

Phase **Class D Budget Cost Estimate**

File Ref: 25538

GFA sq.ft. 10,689

GFA sq.m. 993

COST SUMMARYS

| Item | Cost |
|--|---------------|
| Base Building (L0, L1) Costs | |
| Shell | \$32,741 |
| Exterior Enclosure | \$2,796 |
| Interior | \$69,152 |
| Finishes | \$52,506 |
| Fittings and Equipment | \$18,782 |
| Mechanical | \$224,400 |
| Electrical | \$134,700 |
| Site Work | \$161,258 |
| Ancillary Work | \$125,433 |
| General Requirements & Fees | 15% \$123,265 |
| Allowances (Design, Construction & Escalation) | 25% \$205,442 |
| Grand Total | \$1,150,474 |

Base Building (Second Level Option 1) Costs

| | | |
|--|-----|-----------|
| Shell | | \$0 |
| Exterior Enclosure | | \$0 |
| Interior | | \$25,884 |
| Finishes | | \$91,327 |
| Fittings and Equipment | | \$12,390 |
| Mechanical | | \$151,300 |
| Electrical | | \$26,500 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$46,110 |
| Allowances (Design, Construction & Escalation) | 25% | \$76,850 |
| Grand Total | | \$430,363 |

Base Building (Second Level Option 2) Costs

| | | |
|--|-----|-----------|
| Shell | | \$0 |
| Exterior Enclosure | | \$0 |
| Interior | | \$55,364 |
| Finishes | | \$67,038 |
| Fittings and Equipment | | \$59,490 |
| Mechanical | | \$179,100 |
| Electrical | | \$33,500 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$59,174 |
| Allowances (Design, Construction & Escalation) | 25% | \$98,623 |
| Grand Total | | \$552,289 |

Medical Fitup Costs (Ground Floor Option 1)

| | | |
|--|-----|-----------|
| Shell | | \$45,669 |
| Exterior Enclosure | | \$10,154 |
| Interior | | \$103,849 |
| Finishes | | \$63,078 |
| Fittings and Equipment | | \$30,149 |
| Mechanical | | \$193,250 |
| Electrical | | \$71,250 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$77,610 |
| Allowances (Design, Construction & Escalation) | 25% | \$129,350 |
| Grand Total | | \$724,358 |

Library Fitup Costs (Ground Floor Option 2)

| | | |
|--|-----|-----------|
| Shell | | \$21,002 |
| Exterior Enclosure | | \$10,154 |
| Interior | | \$60,926 |
| Finishes | | \$173,893 |
| Fittings and Equipment | | \$24,361 |
| Mechanical | | \$76,850 |
| Electrical | | \$50,000 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$62,578 |
| Allowances (Design, Construction & Escalation) | 25% | \$104,296 |
| Grand Total | | \$584,059 |

Community Hall Fitup Costs

| | | |
|--|-----|-----------|
| Shell | | \$0 |
| Exterior Enclosure | | \$0 |
| Interior | | \$62,575 |
| Finishes | | \$34,198 |
| Fittings and Equipment | | \$0 |
| Mechanical | | \$40,000 |
| Electrical | | \$41,500 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$26,741 |
| Allowances (Design, Construction & Escalation) | 25% | \$44,568 |
| Grand Total | | \$249,583 |

Food Bank Fitup Costs

| | | |
|--|-----|-----------|
| Shell | | \$0 |
| Exterior Enclosure | | \$0 |
| Interior | | \$39,049 |
| Finishes | | \$15,013 |
| Fittings and Equipment | | \$0 |
| Mechanical | | \$0 |
| Electrical | | \$24,000 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$11,709 |
| Allowances (Design, Construction & Escalation) | 25% | \$19,516 |
| Grand Total | | \$109,287 |

Exterior Improvements

| | | |
|--|-----|-----------|
| Shell | | \$0 |
| Exterior Enclosure | | \$224,154 |
| Interior | | \$0 |
| Finishes | | \$0 |
| Fittings and Equipment | | \$0 |
| Mechanical | | \$0 |
| Electrical | | \$0 |
| Site Work | | \$0 |
| Ancillary Work | | \$0 |
| General Requirements & Fees | 15% | \$33,623 |
| Allowances (Design, Construction & Escalation) | 25% | \$56,038 |
| Grand Total | | \$313,815 |

Project: **Seeley's Bay Community Center Re-Use Fitup**

Phase **Class D Budget Cost Estimate**

Option Scenarios

| Item | Cost | Notes |
|--|-------------|---|
| Phase 1 | | |
| Scenario #1 | | |
| Base Building (L0, L1) | \$1,150,474 | Basement: Mech Room, Overflow Storage Room & Janitor Closet Ground Floor: Mens & Womens Washroom & Universal Washroom Additional Items: Accessibility Upgrades, Fire and Security Upgrades, HVAC & Lighting Upgrades, Additional Parking *Cost could be reduced by approx. \$120K (Base Building (L2 - OPT 1)) only if the Community Hall Fitup scope is not performed. If Community Hall Fitup is going ahead then option L2 - OPT 2 must be performed. |
| Medical Fitup (Ground Floor Option 1) | \$724,358 | |
| Base Building (Second Level Option 2 - Kitchen/Bar and Washrooms Only) | \$552,289 | |
| Grand Total (Including Allowances and Contingencies) | \$2,427,121 | |
| Scenario #2 | | |
| Base Building (L0, L1) | \$1,150,474 | Basement: Mech Room, Overflow Storage Room & Janitor Closet Ground Floor: Mens & Womens Washroom & Universal Washroom Additional Items: Accessibility Upgrades, Fire and Security Upgrades, HVAC & Lighting Upgrades *Cost could be reduced by approx. \$120K (Base Building (L2 - OPT 1)) only if the Community Hall Fitup scope is not performed. If Community Hall Fitup is going ahead then option L2 - OPT 2 must be performed. |
| Library Fitup (Ground Floor Option 2) | \$584,059 | |
| Base Building (Second Level Option 2 - Kitchen/Bar and Washrooms Only) | \$552,289 | |
| Grand Total (Including Allowances and Contingencies) | \$2,286,822 | |
| Phase 2 | | |
| Community Hall Fitup (Second Floor Option 2) | \$249,583 | Reconfiguring community hall to new layout with new flooring & lighting. |
| Grand Total (Including Allowances and Contingencies) | \$249,583 | |
| Phase 3 | | |
| Food Bank Fitup | \$109,287 | Addition of Level 0 Storage area & Office and Level 1 Service counter. |
| Grand Total (Including Allowances and Contingencies) | \$109,287 | |
| Phase 4 | | |
| Exterior Improvements | \$313,815 | New siding & roofing including painting of the brick |
| Grand Total (Including Allowances and Contingencies) | \$313,815 | |