



To: Mayor Cornell and Members of Council
From: Tim Leitch, P. Eng., Director of Public Works
Public Works Department
Report Number: PWR-005-20
Meeting Date: 03-09-2020
Subject: **Building Needs Committee Update**
Our File No: A19/43148/20

Recommendation

It is recommended that PWR-005-20, dated March 9, 2020 be received; and that Council direct the Municipal Administrative Building Needs Assessment Committee to proceed with Option #1.

Background/Analysis

At the September 30th, 2019 Committee of the Whole, staff presented report PWR-040-19 which gave an update on the Municipal Administrative Building Needs Assessment Committee (the Committee). Council subsequently approved Recommendation 284/19 (Appendix 1), which instructed the committee to proceed with:

- The proposed Project Charter
- The Design-Build project model
- Developing a strategy for financing the cost of the project
- Developing a communications strategy for the project
- Developing a methodology to select a site for the new building

Due to the uncertainty posed by the Regional Government Review, proceeding with developing an "Owner's Statement of Requirements" was deferred since it is probable an outside consultant will be required.

The committee has met several times since then and has the following updates to present to Council.

Project Charter

The Project Charter was agreed to and all Committee members signed the final document (Appendix 2).

Financing Strategy

The committee has begun looking at options for financing the project. A representative from *Infrastructure Ontario* has presented an overview of their loan program during the November 27th, 2019 committee meeting. A similar presentation from TD Canada is planned for a future committee meeting.

Communications Strategy

A Communications Strategy for the project was prepared by the Clerk's Department. The strategy details how information about the project will be shared internally and externally in an effective and timely manner in order to keep staff and the public well informed. This strategy is detailed in Appendix 3.

A major portion of the strategy is to keep the public well informed through the use of a project webpage on the Township's website. This page would include such items as the project charter, applicable reports, committee meeting minutes, project photos, etc. A draft of this webpage is shared in Appendix 4.

Site Selection Methodology

The committee began looking at the site requirements for the new facility. It was decided that the minimum requirements for the site should be:

- A minimum area of 7,500 square meters (1.85 acres). This minimum size would allow for some expansion in the future.
- The land cannot be zoned "Environmentally Protected".
- The land must be within or adjacent to a settlement area OR already properly zoned ("Institutional" or "Rural Employment"). This is to align with the Township's and the County's Official Plans.

The Township currently owns 9 sites that meet the above minimum criteria. These include:

- The current office site
- St-Martyr's School lands/Perkinsfield Park
- The Wyevale Train Station Lands
- Lafontaine Park
- The Wyevale Fire Hall Site
- Toanche Park
- 260 Concession 8E (Water Facility Site)
- The Public Works Complex Lands
- Huronia Airport (Partial Ownership)

Due to the added cost, procedures, and time required to purchase a non-Township owned site, the committee has decided the above sites should be considered first and foremost. If after a proper evaluation, none of the above sites are viable, purchasing land should be looked into.

In order to evaluate sites, the committee has developed a decision matrix. This will allow the evaluation of the sites to be as open and unbiased as possible. The criteria to be evaluated and their weight is detailed below.

Criteria	Weight
Location (Max Score 32)	
- Is it on an open road?	2
- Is public Transit available (linx)?	2
- Is natural gas available?	2
- Is there good cellular coverage?	4
- Is it central to the Township?	14
- Is it easy to find for the public?	2
- Is there good access to amenities (restaurants, parks, trails, etc.)?	2
- Will neighbours support the site usage (extra traffic, views, etc.)?	4
Planning (Max Score 10)	
- Is the site location in or adjacent to a settlement area?	2
- Is it properly zoned (Institutional or Rural Employment)?	2
- Are there <u>no</u> known legal or environmental issues with the site?	3
- Will Municipal Plans (OP, Rec. Master Plan, etc.) <u>not</u> be negatively impacted?	3
Site (Max Score 27)	
- Is there room for future expansion of the facility or future rec facilities?	8
- Is the site easy to develop (hilly vs flat, dry or swampy, etc.) and is it accessible?	10
- Does the site have desirable features/ambiance (view, trees, watercourse, etc.)?	6
- Is the entrance to the site easy to find and safe for traffic?	3
Cost (Max Score 31)	
- Purchase price	20
- Lost tax revenue	3
- Taxes owed	2
- Cost to run a fibre optic line to the site	6
TOTAL	100

The proposed site selection process by the committee is as follows:

- All committee members will evaluate the potential sites based on the above criteria and assign each a score from 0 to 10.
- If there are large discrepancies between in the scoring by different committee members, these items will be discussed. Based on these discussions, members will be able to adjust their scoring.
- The average of all the committee members' scores will be taken in order to rank the potential sites.

- The top scoring sites will be presented to council with their scores in order for Council to make the final decision as they see fit. If Council believes at this point that none of the Township owned sites are viable or that they would like further options, the committee will begin the process of looking at privately owned land which meet the Township's minimum requirements.

Should the committee get the go ahead to proceed, it is hoped that they would be able to provide a report outlining the top scoring sites to Council by early June 2020.

Owner's Statement of Requirements

The Committee plans on starting to look at the "Owner's Statement of Requirements". This will involve reviewing and updating the Ted Handy report which determined the space requirements for the new facility, considering which features should be included in the new facility, which standards we want the facility to meet, etc. This is the document that contractors will eventually use to prepare design-build proposals for the new facility. Due to the breadth and importance of this document, the committee may return to Council in order to hire an outside consultant to help in its development.

Options/Alternatives

Option 1:

Instruct the committee to proceed with adopting the communications strategy – including posting information about the project on the Township's website, the proposed site selection process, and to start looking at the "Owner's Statement of Requirements".

Option 2:

Instruct the committee to only proceed with some of the proposed items as Council sees fit.

Financial Implications

There are no financial implications associated with this item at this time.

Relationship to Strategic Plan

- Deliver Efficient and Exceptional Municipal Services
- Create and Engaged, Informed & Connected Community

Conclusion

It is recommended that PWR-005-20, dated March 9, 2020 be received; and that Council direct the Municipal Administrative Building Needs Assessment Committee to proceed with Option #1.

Prepared By: 
Jean-Francois Robitaille, P. Eng., Engineering Manager

Submitted By: 
Tim Leitch, P. Eng., Director of Public Works

Financial Implications Reviewed By: 
Doug Taylor, Director of Finance & Administration

Report Approved By: 
Doug Luker, Chief Administrative Officer

Attachments:

- Appendix 1 – Recommendation 284/19
- Appendix 2 – Project Charter
- Appendix 3 – Communications Strategy
- Appendix 4 – Draft Project Webpage

Recommendation #: 204 /19



**THE CORPORATION OF THE TOWNSHIP OF TINY
COMMITTEE OF THE WHOLE RECOMMENDATION**

THIS ITEM

OCT 16 2019

COUNCIL APPROVED

Meeting Date: September 30, 2019

Moved by: Minto 88

Carried: 5-0

Seconded by: Carroll

Signed: [Signature]

THAT Public Works Report PWR-040-19 regarding the Municipal Building Needs Assessment Committee update and next steps, be received;

AND THAT Option #2 of the Report be supported, with the Municipal Building Needs Assessment Committee to proceed with the Project Charter, Design-Build Project Model and the next steps of the project as outlined.



PURPOSE

The following Charter is being developed to ensure that the project of a New Township Administrative Building process is documented with Objectives and roles clearly defined. The intent of the charter is to ensure that the Committee, Council, Staff and the public know the process, and that steps and responsibilities are defined. This will also ensure that transparency and efficiencies are obtained throughout the entire process.

The development of the new building will involve many factors and as such it is key that this charter is developed and accepted by the Committee and adopted by Council. To ensure the process is followed, each committee member will sign off on the charter as a means of acceptance to the process.

SCOPE OF THE PROJECT:

The scope of the project will be to conceive, develop, construct and commission the Township of Tiny New Administrative Building. This will be accomplished by a logical and systematic approach that ensures transparency and efficiency. The project scope will also include the decommissioning/sale/repurpose of the existing Municipal Office.

MISSION STATEMENT:

Through Council, staff and public input to develop and construct the Township of Tiny New Administrative Building that meets the current and future needs of our residents, staff and Council while ensuring a cost effective development and maintaining the goals of the Strategic Plan.

BUILDING NEEDS ASSESSMENT COMMITTEE TEAM:

The Committee is made up of Council members as well as Township staff. The two Council members were appointed by Council. Staff members were selected based on the departmental involvement and skills of their specific roles and background. Changes may occur due to elections, staff changes or resignations during the entire project.

Consultants may be invited or tendered to assist the committee in performing its duties - either for the duration of the project or as special guests for specific items. Consultants may be asked to participate in committee discussion and meetings, but shall not participate in any decision making.

The Committee is made up of the following members and roles as of May 2019:

Tony Mintoff
 Councillor
 Chair



Jean-Francois Robitaille, P Eng.
Engineering Manager
Vice Chair

Tim Leitch, P Eng.
Director of Public Works
Staff Project Manager

George Cornell
Mayor

Doug Luker
Chief Administrative Officer

Doug Taylor
Director of Finance and Administration

Shawn Persaud
Director of Planning and Development

Ray Millar
Director of Fire and Emergency Services

Sue Walton
Director of Legislative Services/Clerk

Joceline Roi-Pattison, C.E.T., M.A.A.T.O., C.B.C.O.
Chief Building Official

Cassidy Bonneville
Public Works Administrative Assistant
Recording Secretary (Non-voting member)

COMMITTEE ROLES AND RESPONSIBILITIES:

Chair

The Chair will run the meetings and ensure that the Committee remains on track and per the agenda and minutes. The Chair will also ensure members remain cordial and act within the expectations of the Committee.



Vice Chair

The Vice Chair's role will be to run and manage the Committee Meetings in the absence of the Chair and perform the duties noted above.

Staff Project Manager

The Staff Project Manager will be the lead on the construction project and be the point of contact between the contractor and the committee. The staff resource will lead/manage the schedules, activities, contractor(s), consultant(s), construction budget, tenders, and internal/external communications; attend construction meetings; perform site reviews; and report progress at the Committee meetings.

Committee Members

Will attend all meetings and provide feedback, ideas and suggestions throughout the project. All discussions will be recorded and set actions for the next period between meetings. Each member was selected based on their skills and knowledge that will be a major contribution to the success of the project.

Consultants

The consultants will be selected and utilized based on the Township's procurement policy and the needs of the Committee and Project Manager. They will be invited guests and will have duration based on the tender or specified actions required.

COMMUNICATIONS:

Council

Council will be provided updates via committee minutes on the project status and will be responsible for communication with the public (Council meetings, Tiny Connect, web page, Facebook, etc.). Minutes and associated updates will be submitted monthly at the following Regular Council Meeting.

Meetings

The meetings will be managed and controlled by the Chair or Vice Chair based on the agenda and minutes. All communications in the meetings will be captured in the minutes to establish actions required to be taken, the individual(s) responsible, and the agreed upon timeframe. Meeting minutes shall be circulated to all committee members no later than 10 days after each meeting. Once accepted by the committee members, the minutes shall also be provided to the members of Council. Communications outside of the meeting will ensure that all Committee members are copied to ensure that all involved are kept up to speed and aware of all activities.



Public

The Public will be informed via Council through Council meetings, Tiny Connect, web page, social media, etc. as directed by Council. Through Council, the Project Manager will be the central contact for public questions. When responding the Project Manager will copy all members of the Committee. The Committee may decide to have a Public Open House(s) for this project to keep the Public informed.

Team/Committee

The Team/Committee will communicate based on the protocol noted and minutes/agenda. General communications by the Project Manager will be shared with the Committee as required.

Contractor

The single source of communication between the Contractor and Tiny will be through the Project Manager or their delegate. The discussions or communications will be updated to the Committee through the Project Manager.

Consultants

The single source of communication between the Consultant(s) and Tiny will be through the Project Manager or their delegate. Their discussions or communications will be relayed to the Committee through the Project Manager. Consultants that attend meetings will have a specific agenda to follow and will be scheduled in advance to allow all members to prepare. Consultants being hired will require Committee recommendation and Council approval as deemed appropriate.

MEETINGS:

Meetings will be scheduled monthly during the planning stages of the project and will be held bi-weekly during construction. Meetings will not be open to the public. Committee members must provide two weeks' notice if they are unable to attend a scheduled meeting. Meetings will be rescheduled if less than seven members or no member of Council are able to attend.

DOCUMENTATION:

There will be many different types of documentation that will be developed during this project. The following are types of documents that will be used and will be public documents and can follow the FOI requirements and obligations to reflect the project progress and key points. The following is a list of types and purpose of each document.



New Building Charter:

Outlines the role and responsibilities of the Committee, Staff, Council and the Public.

Committee Minutes:

The minutes generated throughout this project are Public Documents. These minutes will set the project objectives, timing and actions for all involved. The minutes will be sent to all Committee members and copied to the balance of Council members. Committee minutes will also reflect Consultant and Construction meeting minutes. The Committee minutes will have an attachment that identifies actions and responsibilities with anticipated timing. This will be an ongoing list maintained throughout the project.

Consultant Reports:

These reports will also be Public Documents and should be received by the Project Manager to be reviewed by Staff then presented to the Committee for any direction and/or information. The reports will then be received by Council. Discussions about the report will be copied to all Committee members.

Consultants may include for construction, Accessibility, environmental items, By Law, site selection and public input/communications.

Council Agenda/Motions:

Financial and project directions will be provided to Council through Staff reports or updates as directed by Council. The Committee will review any reports prior to submission to Council.

Financial Reports/Budgets:

The CAO and Director of Finance and Administrative Services will prepare and review all Financial Reports and Budgets for this project. Staff will develop the plans and present to the Committee once the internal review is complete. The reports must then be presented to Council for consideration and approval via minutes.

FINANCIAL:

The Financial aspect of this project will require close scrutiny as this will be Public money being spent to construct the New Town Hall. Various methods of funding will be reviewed and reported by the Director of Finance and Administration. As of this date the final funding model has not been developed and will be a line item within the Committee Minutes.

The role of the Committee will be to ensure that the financial objectives and tracking is maintained. Any deviations will require Council approval. In addition all financial recommendations will be developed by Staff/Committee and presented to Council for



consideration and final approval based on the limits set within this charter. Budget performance will be monitored by using Change Order Tracking and internal tracking tools.

The Project Manager has delegated authority to make and execute operational decisions that do not require specific Council approval.

The budget will be developed in coordination with the Tender requirements with Staff. The budget will then be presented to the Committee for approval to be submitted to Council for final approval.

CONSTRUCTION APPROACH:

The Committee has selected and agreed upon the Design/Build model for the construction of the new Municipal Building. This model will have the Project Manager as the single point contact between the Construction Company and the Committee. All communications between these two parties will be funnelled through the Project Manager.

DECISION PROCESS:

Being that this is the largest project our Municipality has taken on we must ensure that this process is followed. The entire process will be public and the tax payers deserve to have a properly organized and transparent process.

No Committee member, Council member or Staff member can make significant decisions independently without consultation with the Committee and Council approval. This includes Scope/Tender changes that effect finances. Staff will develop recommendations and present to Committee for consideration.

The Project Manager will communicate to outside resources based on Committee/Council/Staff consensus.

Where consensus is not achieved in the committee, decisions will be taken based on the will of the majority of the members. A quorum of at least 7 members must be present, including at least one member of council, in order to take a vote to come to a decision. A tie vote will be considered lost.

For items of a time sensitive nature and whose value is below \$50,000, voting by email will be acceptable as long as there are no objections from any of the committee members on the item.

LEVELS OF AUTHORITY:

All direction to the contractors and consultants must come through the project manager and be in writing.



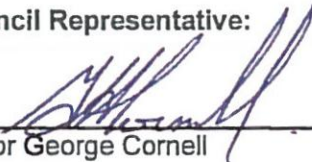
Within the limits of the Council approved contingency and cash allowances, the following levels of authority for modifications shall be in place:

- Modification or change orders up to a value of \$20,000 can be approved at the discretion of the Project Manager and Director of Finance and Administration in order to ensure expediency. These modifications must be reported to the committee and to Council via Change Order Trackers.
- Modification or change orders of a value of \$20,000 - \$50,000 can be approved by a majority vote by the Committee and be reported to Council within the Contingency Allowance. The Project Manager has the ability to call an emergency meeting should the item require approval based on potential project delays.
- Any modifications or change orders of a value greater than \$50,000 must be approved by Council as recommended by the committee.

ACKNOWLEDGEMENT/SIGN OFF:

Dated: Nov. 27 2019

Council Representative:



Mayor George Cornell

Committee Chair:



Councillor Tony Mintoff

Committee Vice Chair:



Jean-Francois Robitaille, P. Eng., Engineering Manager




Project Manager:




Tim Leitch, P. Eng., Director of Public Works

Committee Members:




Doug Luker, Chief Administrative Officer



Doug Taylor, Director of Finance and Administrative Services



Shawn Persaud, Director of Planning and Development



Ray Wagar, Director of Fire and Emergency Services



Sue Walton, Director of Legislative Services/Clerk



Joceline Roi-Pattison, Chief Building Official



Cassidy Bonneville, Recording Secretary



Communications Strategy

Building Needs Assessment Committee

The Building Needs Assessment Committee Communications Strategy (“the Communication Strategy”) lays the foundation for a strategic approach to communication for the Municipal Administration Building Project (“the Project”). This strategy focuses on building relationships with the main target groups (internal and external) through the effective and timely dissemination of information.

Purpose

The purpose of the Communication Strategy is to ensure that members of Council, the public and internal staff are kept apprised of the Project and to ensure accountability and transparency throughout the Project cycle.

The Township strives to ensure the community is well connected and engaged in accordance with its Strategic Plan.

Important aspects and outcomes of an effective communication plan include the following:

- Open dialogue;
- Engaging citizens early;
- Communicating openly, honestly and proactively;
- Providing clear, relevant information;
- Keeping citizens informed and providing notice of change;
- Being responsive and following up; and
- Celebrating successes but being honest about our failures.

Objective

The objectives of the Communication Strategy are as follows:

1. To ensure effective and timely dissemination of information, internally and externally, related to the Project.
2. To ensure communication is well coordinated, effectively managed and responsive to the information needs of Council, staff and the public.
3. To ensure communication roles are clearly defined.
4. To ensure the necessary Council approvals have been received prior to the release of any information, internally or externally, if required.

Core Components

1. Internal Communications
2. External Communications

3. Media / Community Inquiries
4. Communications Role – Communications/Committee Coordinator

1. Internal Communications

The impact that clear and effective communications can make to the success of a project is substantial.

Through effective internal communications, Council and staff will be better equipped to understand, appreciate and support the Project.

Regular updates to Council ensures that the necessary approvals are received in a timely manner and Council Members are well versed on the various stages of the Project.

Informing staff of Project matters before informing the public enhances employee morale, strengthens the team approach and creates positivity around the Project.

By incorporating the following elements, internal communications will be strengthened:

- Regular updates to Council - staff reports / Project approvals, Building Needs Assessment Committee minutes, Project bulletins, Project webpage, emails.
- Regular updates to Staff – staff meetings, Project bulletins, Project webpage, emails, feedback opportunities.

2. External Communications

External communications are central to the success of the Township of Tiny as a whole and specifically with a project of this magnitude. As a function of good government, open and proactive communication ensures that the public receives clear, relevant and timely information from the municipality.

By incorporating the following elements, external communications will be strengthened:

- Project Webpage / Project Branding
(Building Needs Assessment Charter, applicable reports / Building Needs Assessment Committee minutes, milestones, drawings, photos, time-lapse video)
- Social Media Applications – Tiny Connect, Facebook, Twitter
- Monthly Community Page – ongoing dedicated section to Project
- Newsletters / Bulletins / Press Releases
- Town Hall Meetings – dedicated table for Project information
- Public Input Opportunities – Town Hall Meeting, Public Information Sessions, AODA Public Consultation Requirements, Surveys

- Utilizing Media Outlets (print, radio, press conferences)

3. Media / Community Inquiries

The Project is a high profile undertaking for the Township and will create much interest within the community and the media. As a result, the Township will receive inquiries from both the media and community.

All media / community inquiries will be directed to the Communications/Committee Coordinator who will forward the inquiries to the Staff Project Manager or designate. The Staff Project Manager or designate shall vet the intended response prior to final reply.

The Building Needs Assessment Committee will be kept apprised of media inquiries and outcomes.

4. Communications Role – Communications/Committee Coordinator

In consultation with the Staff Project Manager, the Communications/Committee Coordinator will develop various materials related to the webpage, social media applications, press releases, public notices, newsletters and/or bulletins and Tiny Connect.

In consultation with the Staff Project Manager, the Communications/Committee Coordinator will develop speaking notes for media inquiries/interviews and Township events as required.

Distribution:

- Building Needs Assessment Committee
- Council
- All Staff
- Project Webpage

Building Needs Assessment Committee
Communications Strategy

Draft Webpage

Navigation:

- From Public Works Department landing page.
- As milestones are achieved, the webpage will also be accessible from the home page (i.e. slider, icon or featured link).

Icon:



Tiny's New Municipal Administration Building

The Township of Tiny will be constructing a new Municipal Administration Building. In accordance with the 2015-2020 Strategic Plan, the Township contracted consultants to complete a building needs assessment. The current Municipal administration building, located at 130 Balm Beach Road West, has been deemed to be insufficient for the Township's current and future needs.

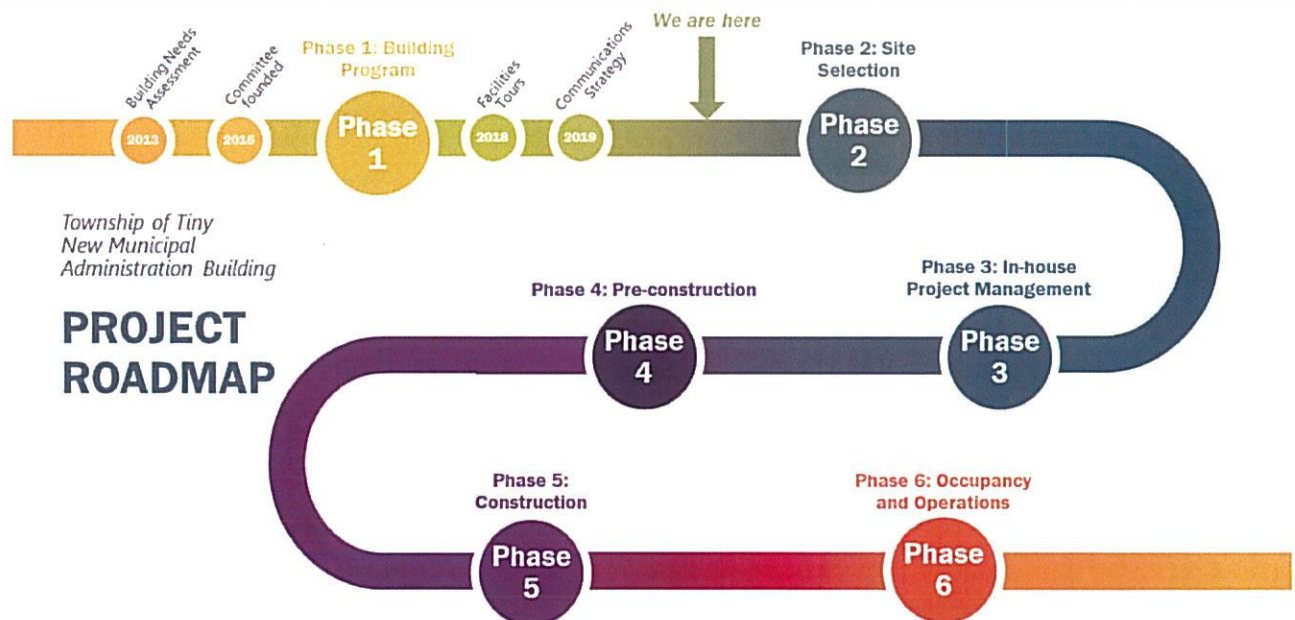
This webpage provides additional information about the project. Check back regularly for updates.

Why Is A New Municipal Administration Building Needed?

The Township's current administration building was constructed in 1967. As the number of residents and visitors in the Township has grown, so too has the number of employees in order to meet the servicing needs of our community. The current building is now antiquated, unreliable and crowded, with many staff members operating out of portables located on the property.

The Township strives to deliver efficient and exceptional services, in accordance with the Township's Strategic Plan. A new Municipal administration building will assist the Township in meeting resident expectations in the delivery of services, and will provide a sustainable, environmentally responsible and healthy workspace for Municipal Council, staff and volunteers.

Project Roadmap



Disclaimer: This Project Roadmap is for reference only and is subject to change.

▶ **Project Roadmap Updates**

▶ **About the Committee**

▶ **Relevant Documents**

▶ **Public Input Opportunities**

▶ **Questions**

▶ **Project Roadmap Updates**

Present - Phase 1 Building Program: We are presently in Phase 1 of the Project.

- **2019 - Communications Strategy and Implementation:** In 2019, the Committee and Township staff adopted and implemented the Building Needs Assessment Committee Communications Strategy “the Communications Strategy”). The Communications Strategy aims to ensure that members of Council, the public and internal staff are kept apprised of the Project and to ensure accountability and transparency throughout the Project cycle.
- **2019 - New Township Municipal Building Charter:** In 2019, the Committee and Township staff approved and adopted the New Tiny Township Municipal Building Charter (the “Charter”). The Charter aims to ensure that the Committee, Council, staff and the public know the process, that steps and responsibilities are defined, and that transparencies and efficiencies are obtained throughout the entire process.
- **2018 - Facilities Tours:** In 2018, the Committee conducted tours of the Municipal Administration Centres in the Township of Tay, Township of Springwater and Town of Penetanguishene.

2016 - Committee Founded: In May 2016, the Township of Tiny formed the Municipal Administration Building Needs Committee with the mandate to recommend next steps in addressing the accommodation issues faced by the Township.

2013 - Building Needs Assessment: A Building Needs Assessment was completed in 2013 by Ted Handy and Associates and RJ Burnside. The Assessment concluded that the current Municipal Administration Centre is insufficient for the Township's current and future needs, and recommended three options for renovating or rebuilding the space.

▶ About the Committee

In May 2016, the Municipal Administration Building Needs Committee (“the Committee”) was formed to consider the future needs of the Township administration building to accommodate Municipal staff and Council. The Committee is made up of Municipal staff and Council members. Its mandate is to recommend next steps in addressing the accommodation issues faced by the Township.

Committee Composition

Council Representative:

Mayor George Cornell

Committee Chair:

Councillor Tony Mintoff

Committee Vice Chair:

Jean-Francois Robitaille, Engineering Manager

Project Manager:

Tim Leitch, Director of Public Works

Committee Members:

Doug Luker, Chief Administrative Officer

Ray Millar, Director of Fire and Emergency Services/Fire Chief

Shawn Persaud, Director of Planning and Development

Joceline Roi-Pattison, Chief Building Official

Doug Taylor, Director of Finance and Administration

Sue Walton, Director of Legislative Services, Clerk

Recording Secretary:

Cassidy Bonneville, Public Works Administrative Assistant

The Committee is not a Committee of Council. The Committee’s meetings, therefore, are not open to the public; however, the minutes of the Committee meetings are public documents and may be viewed on this webpage under Relevant Documents.

▶ Relevant Documents

Staff Reports and Memorandums:

- Public Works Report PWR-040-19, September 30, 2019
 - Committee of the Whole Recommendation #284/19, Approved October 16, 2019
- Public Works Report PWR-036-18, October 10, 2018
 - Committee of the Whole Recommendation #363/18, Approved November 14, 2018
- Chief Administrative Officer Report CAO-017-17, June 12, 2017
 - Committee of the Whole Recommendation #201/17, Approved June 26, 2017
- Planning & Development Memorandum, History of Township Municipal Office, February 23, 2017
- Clerk's Report CR-013-16, May 9, 2016
 - Committee of the Whole Recommendation #290/16, Approved May 9, 2016

Consultant and Third-Party Reports:

- Report by Hersh Project Consultant, New Municipal Administration Building – Next Steps, May 2019 (*This report is for reference only*)
- Report by Ted Handy and Associates/RJ Burnside, Township of Tiny Administrative Building Needs Assessment Report – Report Update to Reflect Present Office Conditions and Proposed Construction Costs, January 2017
- Report by Ted Handy and Associates/RJ Burnside, Township of Tiny Administrative Building Needs Assessment Report, May 2014
 - Presentation: Ted Handy and Associates/RJ Burnside, Township of Tiny Administrative Building Needs Assessment Report, May 2014

Committee Minutes:

- Minutes of the October 23, 2019 Committee Meeting
- Minutes of the August 28, 2019 Committee Meeting
- Minutes of the June 28, 2019 Committee Meeting
- Minutes of the May 22, 2019 Committee Meeting
- Minutes of the April 15, 2019 Committee Meeting
- Minutes of the March 8, 2017 Committee Meeting
- Minutes of the July 26, 2016 Committee Meeting

Guiding Documents:

- Building Needs Assessment Committee Communication Strategy
- New Tiny Township Municipal Building Charter, October 24, 2019

Conceptual Plans:

There are no conceptual plans available at this time.

Public Input Opportunities

The Township of Tiny Council is committed to transparent, two-way dialogue and citizen engagement. Previous opportunities for public input regarding this project include question periods at Town Hall Meetings and deputations at Committee of the Whole Meetings held between 2015 to present.

Opportunities for public input will be provided throughout the duration of the project. Check this website regularly for new public input opportunities.

Upcoming Public Input Opportunities:

- 2020 Town Hall Meetings
 - Saturday, June 13, 2020 | 10:00 a.m. to 12:00 p.m. | Tiny Township Community Centre (91 Concession 8 East)
 - Thursday, September 17, 2020 | 7:00 p.m. to 9:00 p.m. | Wyebridge Community Centre (8340 Highway 93)
- Open House (date TBD)

Previous Public Input Opportunities:

- Town Hall Meetings (ongoing from 2015)
- Committee of the Whole Meetings (ongoing from 2015)

Input can be provided directly to staff by email at feedback@tiny.ca.

Questions

For questions about the project, please contact

Kristie Czovek, Communications/Committee Coordinator
Township of Tiny
130 Balm Beach Road West, Tiny, ON, L0L 2J0
T: 705-526-4204 ext. 277
E: kczovek@tiny.ca

(This will be located near the top of the page when construction has started)

Watch Our Progress!

Time-lapse video of construction