A19/43148 APPENDIX #1

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TED HANDY and ASSOCIATES Inc. ARCHITECT

Township of Tiny
Municipal Administration Building
Needs Assessment Report

Report Update to Reflect Present Office Conditions and Proposed Construction Costs

Prepared By:

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Prepared for:

Township of Tiny

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Executive Summary

This report describes the assessment of the Township of Tiny Administration Building and its ability to meet the current and future needs of the Municipality for meeting space and administrative staff space.

The facility consists of a main building and two temporary portable structures which currently accommodate approximately 51 full-time and 17 part-time Township employees, the Mayor and 4 councillors as well as 2 full-time and 2 part-time C.C. Tatham employees. Thirteen of the full-time employees and 11 of the part-time employees are housed in the temporary portable structures. The main building, including the basement, has a building area of approximately 11,000 square feet. The 2 temporary portable structures have a building area of 1,300 square feet and 750 square feet respectively. The combined building area of all occupied buildings is approximately 13,000 square feet.

The assessment involved a visual condition assessment of the building for evidence of building components requiring major repair or replacement within 5 years. It also involved interviews with Township Administrators to acquire information on staffing and use of the space both now and in the foreseeable future.

A report dated May 2014 was prepared summarizing the results of the assessment. This report is an update to the 2014 report.

The 2013 condition assessment revealed certain exterior building components that will require replacement by 2018, the most notable being the majority of windows and exterior doors. There were also several interior components identified for replacement by 2018, the most notable being HVAC equipment and carpet replacement. Major renovation of the HVAC system is currently in progress. The total current cost of the remaining identified repairs/replacements is estimated to be in the order of $198,300 + HST. As part of the 2013 condition assessment, a designated substances survey was completed. The survey identified minor amounts of lead based paint and asbestos floor tiles. The asbestos tiles were removed in 2013 shortly after completion of the condition assessment.

Through the building assessment and staff interviews, there were numerous building features identified which have significant negative effects on functionality.

The information obtained on staffing and building use was also used to develop a Building Program which summarizes the current staff and office space on a departmental basis. The Program also includes proposed floor areas on a departmental

basis that will provide adequate and functional floor space for staff, Council and the public in the foreseeable future.

The Building Program identifies the need for an additional 8,336 square feet of floor space in order for the facility to function well and meet needs in the foreseeable future. This equates to a facility having a floor area of approximately 21,171 square feet.

Three options are presented for the facility. The first option involves renovating the existing building and adding a single storey addition at an approximate cost of $5,293,232. The second option involves constructing a single storey building on the site at an approximate cost of $5,890,830. The third option presented involves constructing a single storey building on another site.

An alternative approach may be to consider a 2 storey building which may result in a minor reduction in the building cost. The municipal lands in Perkinsfield have been identified as a possible location.

In the case of options 2 and 3, further study is needed to identify potential uses for the existing building. Although the opinion of construction cost for a new building is more than renovating and adding onto the existing building, any proceeds from salvaging the existing building would offset construction cost. Also, the functionality of the new building would be expected to be much improved over renovating and constructing additions to the existing building.

This project has the opportunity to take advantage of many design features for a sustainable building and site. The level of sustainability can be measured through the LEED certification process.

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Appendices

1.0 Introduction and Purpose of Report

This report describes the assessment of the Township of Tiny Administration building performed by R.J. Burnside & Associates Limited (Burnside). Although the building has served its intended purpose for the past 49 years, it has reached the point where an assessment of the building is required in order to determine the ability of the building to meet the current and future needs of the Municipality for meeting space and administrative staff space. The questions being asked are:

1. How much space is needed for the administration over the next 15 to 20 years given the growing population and new provincial mandates?
2. Can the existing administrative center be economically retrofitted and expanded or is it more economical to construct new?
3. Can the existing administrative facility be made fully accessible?
4. What is the cost to accommodate all administrative staff if they were relocated to the main administrative building?
5. What is an appropriate size for a Council Chamber which will seat Council, required staff and a public gallery of approximately 50 people? The room must also be accommodating for visual presentations, meetings of the Ontario Municipal Board and other quasi-judicial bodies and flexible enough to be used for emergency management and training.
6. If it is too expensive to renovate the existing facilities as compared to new construction, where should the new building be located?
7. Can LEED (Leadership in Energy and Environmental Design) elements be incorporated into the design and to what cost?
8. What will a renovated or new facility look like?

The intent of this report is to answer these questions.

2.0 Background Information on the Existing Building

The Tiny Township Administration Building is located at 130 Balm Beach Road West, Perkinsfield. For the purposes of this report, the side of the building facing Balm Beach Road is considered the South elevation. See Photo 1, Appendix A.

It accommodates approximately 51 full-time and 17 part-time Township employees and, 5 Members of Council as well as 2 full-time and 2 part-time C.C. Tatham employees. The facility includes the main building and 2 detached temporary portable structures. Thirteen of the full-time employees and 11 of the part-time employees are housed in the temporary portable structures.

The main building is a single storey, wood frame structure with a fully occupied basement level. It was constructed in 1967 and expanded in 1987. The building area of the main building, including the basement, is approximately 11,000 square feet. The temporary portable structures have a building area of 1,300 square feet and 750 square feet respectively. Therefore, the combined building area of all occupied buildings on the site is approximately 13,000 square feet.

The principle use of the building is an administrative office and place of assembly for Municipal Council meetings. A summary of the rooms/spaces at each floor level of the main building is as follows:

Basement

- Council Chamber (also serving as the Emergency Operations Centre) and Lobby;
- Public Washrooms;
- Septage Inspections Office;
- Lunch Room/Kitchen;
- Records and File Storage;
- Mechanical/Electrical Service Room;
- Janitors Room;
- By law Enforcement Offices (2); and
- Facilities Manager Office.

First Floor

- Mayor's Office;
- Deputy Mayor's Office;
- Administration/Treasury Offices;
- Meeting Rooms (2);
- Public Washrooms;
- Chief Bylaw Enforcement Office;
- Public Reception Counter/Lobby;
- Building and Planning Offices;
- Records Vault;
- IT Server Room;
- Copier/Fax Workroom;
- File Storage Room; and
- Staff Resource Room.

There are 2 temporary portable structures at the rear of the main building that are connected together by a canopy roof. See Photo 2, Appendix A.

A summary of the rooms/spaces in these structures is as follows:

Portable 1

- Recreation Offices;
- Public Works Offices;
- Meeting Room

Portable 2

- Public Works Offices

3.0 Assessment of Existing Building Conditions

Our approach to assessing the existing building for the purpose of addressing current and future needs was as follows:

1. Visually address the physical attributes of the building.
2. Determine what attributes are required for the building to function both now and in the long term as an adequate administration office and public meeting space.
3. Compare the existing building attributes to those which are deemed necessary for the building to function adequately both now and in the future
4. Where the existing building does not meet the identified needs, develop conceptual options that address those needs.

The visual assessment was conducted during our site visit on May 21, 2013. During a portion of the assessment, we were accompanied by the Facility Manager, Mr. Barry Robbins, who provided access to service rooms and the attic of the main building. Mr. Robbins also provided background information on the condition and history of the heating, ventilation and air conditioning (HVAC) system serving the building.

The 2013 assessment provided an opinion of repair/replacement costs for building components that will be required by 2018 along with an opinion of the suitability of the existing building structure to serve as part of a building expansion project.

Meetings were held with the Township Administrators to acquire information on the current use of the building in terms of existing office and meeting space. There was also discussion regarding the current and future needs in terms of staffing, office space and meeting space including Public areas (i.e. Lobby, Council, Chamber and Offices, Washrooms, Meeting Rooms). The information gained from these meetings culminated in the Building Program contained in section 4.0 of this Report.

3.1 Structure and Building Exterior

The main building and exterior envelope were reviewed to assess their condition. Although our observations were limited by the presence of finishes (e.g. exterior brick, interior drywall) we looked for signs of distress in the finishes that may be indicative of a structural problem. Such signs could include cracking, shifting, missing components and gaps.

Based on our observations and information gained from building drawings obtained from the Township Building Department records, the structural framing of the building appears to be as follows:

- The building foundation consists of cast-in-place concrete footings with concrete block masonry perimeter foundation wall at the original building and cast-in-place reinforced concrete perimeter foundation wall at the addition. The interior loadbearing walls throughout the basement are of concrete block masonry construction.
- All walls above the first floor level are constructed of 2 x 6 wood studs with brick veneer finish.
- The first floor of the original building is constructed of lumber floor joists with plywood decking. The floor of the addition is constructed of 10 inch deep precast concrete hollow core panels.
- The roof of the entire building is constructed of light frame wood trusses spaced 24 inches apart.

Our 2013 assessment revealed that the exterior brick was in very good condition with no signs of damage due to weathering or structural movement. There were several locations where cracking at the corners of the foundation was noted. There were various windows and doors, which were noted to be approaching the end of their useful life due to weathering and normal wear and tear. A description of the substantive structural and building exterior components requiring major repair or replacement by 2018 are listed below:

1. Four fixed glass windows and 2 operable windows at the front (south) elevation of the original building require replacement. They appear to be of metal clad wood construction. There was evidence of seal failure and moisture within the air space between panes of glass. The other windows at this face of the building appear to have been recently replaced.

2. All windows at the sides and rear of the building were manufactured in 1987 or 1989. These windows are of metal clad wood construction and are approaching the end of their service life. They will require replacement by 2018. The window type, size and quantity are as follows:

   48" W x 60" H ground level = 18 (operable);
   48" W x 40" H basement level = 8 (operable);
   52" W x 78" front elevation = 3 (fixed); and
   47" W x 65" H front elevation = 1 (fixed).

3. The flat roof over the C.C. Tatham Septic Inspector's office was retaining water and showing signs of organic growth (i.e. moss). Considering its age, this roof will require replacement by 2018.
4. The foundation of the original building is of concrete block construction. It was in good condition with no evidence of damage except for the northwest corner where corner spalling had occurred.
5. The foundation of the addition is of cast-in-place concrete construction. It was in very good condition with no evidence of damage except for localized spalling at the northeast corner of the addition and minor cracking at the side of one basement window on the west wall.
6. There was an oversized opening at the ground floor air conditioning unit near the northwest corner of the addition. The opening requires infilling to prevent entry of precipitation, birds, insects, etc. .
7. There is an Entrance Lobby at the northeast corner of the addition which provides barrier free access to the lower level Council Chamber. The foundation is of concrete block construction and exhibited evidence of cracking at the top course head joints in the mortar.
8. There was a 3 foot section of damaged soffit at the east side of the addition.
9. The finished grade along some sections of the original building foundation is above the level of the bricks. Although this is not good construction practice, there were no signs of damage to the brick.
10. The roof shingles were reportedly replaced in 2010/2011 and were in very good condition.
11. Four existing exterior exit doors at the side and rear of building were showing signs of corrosion and wear. They will require replacement by 2018.
12. The roof truss bracing lines were not anchored. The 2014 report recommended that the bracing lines be anchored forthwith.

The 2014 report opined that the general condition of the main building structure and envelope was very good and was suitable for re-use in the event of building expansion. It was noted that the items listed in the preceding sections 3.1 thru 3.3 will require repair or replacement by 2018 regardless of whether the building is expanded or not. The cost associated with these items is listed in Table 1 (See Appendix B)

3.2 Accessibility

Barrier-free accessibility to the Council Chamber at the north half of the basement is provided via a stair lift at the northwest corner of the building. There is no other barrier-free access to the lower level. Barrier free access to the first floor is via a ramp at the main entrance to the building on the south side and a secondary brick paved ramp at the east side. .

1. The portion of the basement at the south half of the building is not accessible as the only way to access this level is via the exterior stairs on the west side of the building beside the Septic Inspections Office. From a customer service perspective, this is an issue because the Septic Inspections Office is not fully accessible to the public.

   Any future renovation work which includes a new building system as defined in Part 11 of the 2012 Ontario Building Code (e.g. partition system, corridor system) must be constructed as a barrier free floor area. Therefore, barrier free access to the south half of the basement floor area will need to be included in any plans for expanding the existing building. Upgrades to washrooms and customer service counters will also be required in the expansion plans.

3.3 Building Interior

The following items were noted within the building interior. They will require major repair or replacement by 2018 regardless of whether the building is expanded or not.

1. The mechanical system for both the existing building and the addition appears to be the original system installed at the time of construction of the addition in 1987. The estimated age of the mechanical equipment is therefore 29 years old. The equipment is at the end of its expected service life and will require replacement within the next year.
2. The 2014 report noted that the Assembly Occupancy (i.e. the Council Chamber), is not separated from the remainder of the basement by a 1 hour fire separation as required by the Fire Code. This issue was addressed in 2016 by installing two fire doors across the hallway to separate the Council Chambers from the original building. Construction of the wall to complete the fire separation is currently in progress.

3. The 2014 report identified a broken door closer at the rear north exit from the Council Chambers. This is reported to have been repaired in 2016.
4. The rear exit door was binding against the frame and requires manual force to engage the latching mechanism. This door requires repair.
5. The suspended ceiling tiles throughout most of the building were in poor condition. Many of the tiles were worn at the edges and discoloured. The suspended ceiling system will require replacement by 2018.
6. There was displaced insulation above the first floor ceiling around the air handling units in the attic and also around duct work in the attic. This insulation ought to be restored to provide energy efficiency.
7. Carpeting throughout the building was in fair condition and will require replacement by 2018.
8. Some wall areas within the building were painted in 2015/2016. The remaining areas will require painting by 2018.
9. The emergency backup generator was reported in 2013 to have inadequate power supply. It is reported that the generator was replaced in 2015 through an insurance loss claim.

The following items were noted which will require improvement, major repair or replacement if the existing building is renovated:

10. The first floor assembly within the original building consists of a suspended ceiling system and wood joist floor structure. The floor system will require upgrading in order to achieve a fire separation having a minimum one hour fire resistance rating.
11. The electrical room will require construction of a 1 hour fire separation to isolate it from the remainder of the building. It is reported that some progress has been made in addressing this item since the 2013 assessment. Considering the degree of difficulty in maintaining the fire rating where wires penetrate the walls and ceiling, it would be more practical to construct a new electrical service room if the building is to be renovated.
12. The electrical service within the building is reportedly at or very near its capacity. Any renovation work involving additional power demand will require installing a new incoming service.
13. The building contains a fire alarm system. Although an alarm system is not required for this building, it is anticipated that some upgrading will be required to the system devices (e.g. fire detectors, audible devices, manual pull stations) to enhance the fire alarm system if it is maintained in the renovation plans. It is reported that some upgrades and system maintenance were completed in 2015/2016.

14. Considering the age and condition of the mechanical systems, they are not suitable for re-use in the event of extensive renovation. All equipment including furnaces, compressors, pumps, fans and duct work will require complete replacement under this scenario.
15. The current electrical power distribution system within the building is probably not suited to a new layout for an extensive renovation. Complete re-wiring and new incoming service for the building will be required under this scenario. Assuming that the renovation will result in an increased power demand, additional emergency backup power may be required.
16. The interior finishes and fixtures within the building including flooring, painting, plumbing fixtures, partitions and millwork are in fair to good condition for their age. These components will probably not require replacement in the short term (i.e. within the next 5 years). However, these components experience normal wear and tear and have a finite service life. Considering their age, it is expected that they will require renewal or replacement within the next 6 to 10 years.
17. The lighting in the building is original. Although it does not appear to require replacement within the next 5 years, reduced power consumption, improved lighting levels and cost savings could be realized by replacing the lighting with energy efficient lighting fixtures and bulbs.

3.4 Designated Substances

R.J. Burnside & Associates Limited (Burnside) was retained by the Township of Tiny, to conduct a Designated Substances Survey (DSS) of the municipal office building located at 130 Balm Beach Road West in Perkinsfield, Ontario (Site). The DSS is required to identify precautions that are to be taken with respect to designated substances within the building during future renovation or demolition activities.

The building was surveyed on May 21, 2013 for the 11 designated substances, as outlined by the Ontario Occupational Health and Safety Act. The survey also included other items that may also require special handling during renovations and demolition.

Two exterior paint samples were found to contain lead at above 0.5%. The samples came from old yellow paint on the exterior second story aluminum trim and vent covers. Of the 30 samples tested for asbestos 2 samples of old green basement floor tile were found to be asbestos containing. All other samples did not contain asbestos. It is reported that the floor tiles were removed in 2013 shortly after the condition assessment was completed.

The Site was also inspected for additional substances that require special handling under Provincial or Federal legislation. No issues of concern were noted.

Burnside recommends the following:

1. Anyone handling the exterior yellow painted trim and vents above the brick line at the gable ends of the building should take the appropriate precautions for handling lead based paint.

3.5 Functionality

The current administration centre was found to have inadequate space to adequately perform the functions in the administration of municipal matters and to effectively serve the public. There is a lack of space for existing staff to adequately perform required functions, no opportunity for staff or functional growth, and an obvious lack of privacy for key individuals to interface with staff and members of the community. Crowded conditions result in activities and temporary storage taking place in aisles and corridors and required fire exit routes. The placing of staff in temporary portables results in a lack of connection, time spent in transition and duplication of equipment.

In summary the following functionality concerns have been observed:

1. Generally, working spaces are tight and inefficient. Some offices are too small for efficient operation, and create ergonomic concerns such as the Chief Municipal Law Enforcement Officer's office while others are larger than necessary but cannot be effectively hived for another function or use. The 115 net square foot area per person including the portables and common support spaces is considerably less than the expected 185 square foot per person generally found in buildings of similar function.
2. The existing Council Chamber is currently designated as the Operations Centre for Emergency Response. The Centre is intended to be used by Emergency Services personnel during of an emergency such as a natural disaster. The space does not function well as it lacks breakout rooms, workstations, a rest area, and a communications room for media contact. Furthermore, it is unlikely that the building was designed as a post-disaster building to withstand extreme events such as earthquakes and very high winds because the current Building Code requirements to design for these events did not exist when the building was originally built.
3. The location of related departments results in inefficient work and access relationships and do not promote interaction. This is especially evident in the portables with the time expended travelling to and from the main building and the necessary duplication of services and equipment. Access during adverse weather conditions can be problematic in that it poses a health and safety issue in the winter.
4. There is insufficient space for growth or modifications of functions.

5. Files and storage are not well organized or readily accessible. The location of filing cabinets in corridor areas is such that they infringe on floor space, which hampers the operation of the facility and affects the means of egress (see photos 12 and 13).
6. The location of communal printers and correlation services are not well related to users and also affects means of egress (see photo 14).
7. During tax and other high use times, meeting rooms are unavailable due to their use for these purposes.
8. The image and function of the reception area is compromised, and there is no sense of a public lobby. There are concerns with privacy and/or harassment of front counter staff. The current layout is not well defined causing confusion and uncertainty for casual users. The space often results in impromptu meetings in the Lobby that require greater discretion or privacy. There is no space for display of public information or programs. The reception areas are not connected to related departments (see photos 15 and 16).
9. Key individuals and departments are located in remote, off-site locations. These include the Fire Department administration and Road/Parks/Superintendent offices.
10. The location of the Council Chamber in the basement is not prominent and is difficult to find. The Council Chamber lacks sufficient lobby and public area, and there is a duality and remoteness of the entrance to this area. Lack of washroom facilities causes the public to wander through the building in pursuit of same.
11. The separation of entrances and limited accessibility throughout the building and within departments is a concern that is difficult to address within the framework of the existing building.
12. Administrative assistants' offices lack privacy for discussing sensitive matters.
13. The public washrooms are located too close to the front counter, resulting in a sense of loss of dignity and privacy. There are insufficient fixtures to meet the need especially for public events (see photos 17 and 18).
14. The lack of daylight and visual connection with the exterior has a detrimental effect on productivity and wellbeing.
15. Poor ventilation in all seasons has a detrimental effect on health, well-being, and performance.
16. Building security is compromised with no barriers or impediments to prevent public from wandering through the building.
17. Due to lack of functional and storage space, corridors are used for active functions such as cheque processing and become repositories of combustible material representing a fire and exiting hazard (see photos 19 and 20).

18. Parking areas (4) are disjointed and at certain key times are insufficient to meet need.

4.0 Spatial Needs Assessment and Building Program

Following a detailed spatial needs assessment, a Building Program was developed and is detailed in Appendix C. The recommendations as they relate to the major component areas are highlighted as follows:

- **Public/Management**: Increase in the size of this area to meet the needs of the Mayor, Council, CAO/Clerk and other senior administration.
- **Major Public Areas:** A modest increase in the Council Chamber and significant increase in lobby space to adequately meet the needs of the public to interface with staff and council. Provide a Council office/lounge adjacent the Council Chamber.
- **Recreation:** Add 2 new work stations to accommodate needs of the department.
- **Public Works:** Relocate the Roads/Parks Superintendent's work space from its current offsite location to the Public Works department. Add 1 medium office and 1 work station to accommodate this along with 'hoteling' work stations for the six water operators. Also add a drawing/storage area and 2 new works stations to accommodate needs.
- **Administration/Treasury:** Add 3 new work stations – 1 for the Financial/Accounting Analyst, and an office and 2 work stations to accommodate needs.
- **Planning – Building Department:** Add 1 new work station for future growth.
- **Septage:** Add a work room for the students working in the field to use when they return to the office.
- **Emergency Services:** The Director of Emergency Services/Fire Chief and administrative staff to be relocated to the main facility. Add space for use as an Emergency Operations Centre. Some of the space may be dedicated to this use with additional space being shared for other day-to-day use.
- **By law Enforcement:** Modest reallocation of existing spaces and provision of a workroom.
- **Common Support Areas:** Increase in the size of the lunch room and addition of a modest health/wellness facility. Provide additional well located support spaces to accommodate the main copier/fax machine, records and file storage, the janitor's room, receiving, and miscellaneous storage.

Overall, it is proposed that at minimum an additional 8,336 ft^2 of space is needed in order for the facility to meet the special needs. For more detailed information, please see the complete Building Program in Appendix C.

5.0 Options to Address Needs and Opinion of Related Costs

5.1 Option 1 – Renovation and Build Addition

The first option is to construct sufficient new space to the existing building and renovation of the existing to accommodate the envisioned building program requirements. The proposal involves adding 3 single story "wings" to the existing 2 story building which would be placed to complement the existing building form and function and phased to allow for the existing operation of the facility to be maintained with limited disruptions. This option envisions removal and reconstruction of the HVAC system, substantial reconfiguring of the interior spaces, and limited structural revisions and would require careful planning and phasing to minimize the disruption to the ongoing operations for the Township and may require temporary relocation of some services to accommodate the phasing. Refer to Appendix D. The cost for this option is approximated at $320/ft^2 for the new construction wings, and $160/ft^2 for renovations and upgrades (including upgrades to the efficiency of the building envelope) for an approximate total building cost of $4,880.000. This includes a $100,000 allowance for relocation during construction and a 10% contingency for unknown conditions.

Renovation and Addition:

Renovation	@ $160./ft^2 x 12,835 ft^2 =	$ 2,053,600
Addition	@ $320./ft^2 x 8,336 ft^2 =	$ 2,667,520
10% Contingency =		$ 472,112
Temporary Relocation Costs say		$ 100,000
Total		$ 5,293,232

For comparative simplicity the opinion of costs are cited only for Building Construction and do not include related development fees, site servicing, furnishings and equipment, and professional fees.

5.2 Option 2 – Construct New Building on Current Site

The second option involves constructing a new single story building adjacent the existing Administration Centre which would allow for the existing administration operation to continue without interruption during the construction period. Refer to Appendix D. The cost for this approach is approximated at $250/ft^2 for an approximate total building cost of $5,489,000. This includes a 5% contingency for scope changes. An alternate approach may be to consider a 2 storey building which may result in a minor reduction in the building construction cost.

New Building on Existing Site:

New Building	@ $265/ft^2 x 21,171 ft^2 =	$5,610,315

5% Contingency =	$ 280,516
Total	$5,890,830

This option would be more environmentally friendly than Option 1 in terms of energy efficiency. It would also be more efficient with respect to operation.

5.3 Option 3 - Construct New Building Offsite

The third option involves constructing a new building at an offsite location. As with Option 2, the advantage of this approach is to allow for the uninterrupted operation of the administration Centre through the construction process with similar cost comparisons.

Potential locations include:

- The old school site at Perkinsfield;
- The Works Yard in the 9th concession; or
- The 100 acre site beside the Works yard.

Refer to Appendix D for an indication of a potential layout for the Perkinsfield location.

Further study would be required to identify potential uses for the existing building if option 2 or 3 was chosen.

Although the anticipated Construction Costs projected for the additions are indicated at less than the cost of a new facility, a larger contingency should be carried for unanticipated conditions during construction due to the nature of building with and around existing conditions. The functionality of a new building would be expected to be much improved over renovating and additions to the existing building. This would be particularly pertinent with this project due to the constraints of structure, systems and floor levels that would be imposed by working with the existing building.

6.0 Incorporation of LEED Elements into New Building

How can you tell the difference between buildings that look environmentally friendly and ones that actually are? Leadership in Energy & Environmental Design (LEED) is a certification process that helps all sectors of the building industry integrate and evaluate the best methods of sustainable design and construction.
A key element to consider in the decision to incorporate LEED into a project is the message of professionalism, respect for the community, and environmental care that this example sets for the entire community.

Other beneficial elements include; the efficient use of a site, cost effectiveness, energy efficiency, healthy interiors, durable materials, green housekeeping, natural day lighting, reduced operation and maintenance costs, and the associated benefits for users. These benefits must be weighed against the potential costs associated such as; Contractor mark-up (due to inexperience or 'LEED' increase, although LEED costs are becoming closer to the price of "regular" building), and the time required for payback of higher cost items or systems.

LEED certification (Leadership in Energy & Environmental Design) for Construction involves applying for a series of 'credits', granted by the Canadian Green Building Council, which are tabulated for a final score. This final tally designates the level of environmental sustainability achieved by a project, earning it a classification of; Certified, Silver, Gold, or Platinum.

A sustainability goal objective that considers the social, financial and environmental impacts of the project is established and worked through in an integrated approach involving the Owner and Design Team. Credits are divided into 6 main categories (including prerequisites). These are:

- Sustainable Sites;
- Water Efficiency;
- Energy & Atmosphere;
- Materials & Resources;
- Indoor Environmental Quality; and
- Innovation in Design.

Please see Appendix E for an example of a LEED checklist and the breakdown within each category.

This project has the opportunity to take advantage of many LEED credits. The initial step to proceed in this endeavour will be for the project team to develop specific approaches to achieve LEED credits and determine which are to be pursued.

7.0 Limitations of Report

- This report is intended solely for the Township of Tiny. The material in it reflects our best judgment in light of the information reviewed by R.J. Burnside & Associates Limited (the Consultant) at the time of preparation, as well as the specific agreed scope. This report is not a certification of compliance with past or present regulations. No other party shall be entitled to rely on this report without the written consent of the Consultant. Any use which a third party makes of this report, or any

reliance on or decisions to be made based on it, is the sole responsibility of such third parties.

- This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with the facilities. No physical or destructive testing and no design calculations have been performed. Conditions existing, but not recorded or documented, were not apparent given the level of study undertaken. The Consultant can perform further investigation on items of concern if so required.

- Only the specific background information identified in this report has been reviewed by the Consultant. The Consultant is not obligated to identify mistakes or insufficiencies in the information obtained from any source or to verify the accuracy of the information. The Consultant may use such specific information obtained in performing its services and is entitled to rely upon the accuracy and completeness thereof.
- Responsibility for detection of or advice about pollutants, contaminants or hazardous materials is not included in our mandate except as noted in the report.
- Budget figures are the Consultants' opinion of a probable current dollar value of the work and are provided for approximate budgeting purposes only. Figures that are more accurate can only be obtained by establishing a scope of work and receiving quotes from suitable contractors and/or specialty consultants.
- The Consultant accepts no responsibility for any decisions made, or actions taken, as a result of this report unless we are specifically advised of, and participate in such action, in which case our responsibility will be as agreed to at that time. Any user of this report specifically denies any right to claims against the Consultant, Sub-Consultants, their Officers, Agents and Employees in excess of the fee paid for professional services.

This report is respectfully submitted by:

Mina Tesseris, P.Eng., LEED AP Date

Ted Handy, Architect Date

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[THE DIFFERENCE IS OUR PEOPLE]

Appendix A
Building Program

Tiny Township Administration Centre - Program 6

30 April, 2013

Project No1312 — Revised: 7 February, 2017

		AREA (SF)		DESC.	STAFF		COMMENTS
		EXISTING	PROPOSED		Full	Part	
Public / Management	614			1,270			1,651
Mayor and Council		163	220	Office - Large			
Councillors Office		N/A	150	Office - Medium			
Chief Administrative Officer		216	200	Office - Large	1		
Director of Legislated Service / Clerk		159	150	Office - Medium	1		
Sr. Administrative Coordinator		77	120	Office - Small	1		
Committee Secretary (Clerk)			150	Office - Medium	1		
Student Work Stations			160	Work Stations		2	
Elections Officer		N/A	120	Office - Small		1	for a few months every 4 years
Major Public Areas	*******			3,330			4,329
Council Chamber		1,294	1,500				flexible - 50 people
Council Office		N/A	180	Office - Lounge			
Lobby/Foyer/Waiting		557	1,200				
Board / Meeting Room		189	250				
Small Meeting Room		133	100				
Public Washrooms		305	100				to code
Recreation	613			910			1,183
Director of Recreation		157	150	Office - Medium	1		
Community Recreation Leader			80	Work Station	1		
Community Engagement Leader		97	80	Work Station	1		
Youth Co-ordinator		60	80	Work Station	1		
Volunteers (Part-time contract and grants)		96	160	Work Stations		2	Volunteers
Summer Day Camp Students		203	200	Group Office		3	3-4 students
Growth			160	Work Stations		2	
Public Works	*******			1,840			2,392
Director of Public Works		158	180	Office - Large	1		
Public Works Secretary		80	80	Work Station	1		
Public Works Receptionist		62	80	Front Counter	1		
Engineering Technologist		91	80	Work Station	1		
Water Compliance Auditor		107	120	Offcie - Small	1		
Roads Superintendent		N/A	150	Office - Medium	1		
Lead Hand		N/A	80	Work Station	1		
Water Superintendent		124	150	Office - Medium	1		
Water Lead Hand		49	80	Work Station	1		
Water Operators 1		N/A	400	Hotel WS+Storage	5		staff WR + Shower
Water Operators 2		351		in above			
Drawing/ etc. Storage Area		N/A	200				
Internal Auditor		49	80	Work Station	1		from time to time
Growth			160	Work Stations		2	2 Operators
Administration/Treasury	*******			1,470			1,911
Director of Finance and Administration		172	150	Office - Medium	1		
Deputy Treasurer		162	120	Office - Small	1		
Cashier		62	80	Front Counter	1		
Accounting Clerk		80	80	Work Station	1		
Receptionist/Back-up Cashier		62	80	Front Counter	1		
Student - H+S		52	50	Work Station		1	
Student - General		52	50	Work Station		1	
Growth		N/A	80	Work Station		1	
Financial/Accounting Analyst		N/A	80	Work Station	1		
IT/H&S Administrator		162	120	Office - Small	1		
GIS/IT Technician		47	120	Workroom/Office	1		
CAP Program workers				off-site	1		
RMS Coordinator		72	80	Work Station	1		
Maintenance		286	180	Workroom/Office	1		
Growth			120	Office - Small		1	
			80	Work Station		1	

		AREA (SF)		DESC.	STAFF		COMMENTS	
		EXISTING	PROPOSED		Full	Part		
Planning - Building Department	758			900				1,170
Director of Planning and Development		128	150	Office - Medium	1			
Planner		101	120	Office - Small	1			
Planning Secretary		85	80	Work Station	1			
Chief Building Offical		129	150	Office - Medium	1			
Building Secretary		218	80	Work Stn/Counter	1			
Building Inspector		98	120	Office - Small	1			
Building Inspector			120	Office - Small	1			
Student/Growth		N/A	80	Work Station		1		
Septage	356			350				455
C.C. Tatham - Septage Management							Rental arrangement	
Manager		188	150	Office - Medium	1			
Reception		168	80	Work Stn/Counter	1			
Students in Field		N/A	120	Workroom		3		
Emergency Services	0			1,730				2,249
Director of Emergency Services / Fire Chief	188		150	Office - Medium	1			
Fire Secretary	118		120	Work Stn/Counter	1			
Deputy Chief / FPO	117		120	Office - Small	1			
Deputy Chief / Training Officer	-		120	Office - Small	1			
Public Education Officer - Future Office			120	Office - Small				
Emergency Services Office	241		180	Work Room	1		files + storage	
Control Room			400					
Communication Room			120					
Work Stn. / Rest / Kitchen			400					
Station Captain and Work Stations	445			5 Work Stn's				
Janitor's Closet	31							
Mtg/Lunchroom/Break out Rooms	971							
Training Room	1,147							
Bylaw Enforcement	404			510				663
Chief Municipal Law Enforcement Officer		113	150	Office - Medium	1			
FT Bylaw Enforcement Officer		108	80	Work Station	1			
FC Administrative Assistant		49	80	Work Station		1		
Seasonal By-Law Staff		134	200	Workroom		8	8 students	
Common Support Areas	*******			3,820				4,966
Lunch Room / Kitchen		448	800				patio access	
Health + Wellness Room		N/A	200					
Records and File Storage / Records Management		1,200	1,200					
Active Filing		in above	200					
Staff Resource Room / Library		in above	120					
Main Copier/Fax Workroom		in above	180					
Janitors Room		in above	80					
Receiving		in above	80					
Misc. Storage / Bylaw / Recreation		in above	600				some exterior access	
Staff Washrooms		54	240	3 female, 2 male			+ Showers- Lockers	
Mechanical/Electrical		117	in Gross-Up					
IT Server Room		166	120	Clean, Air Cond.			centrally located	
Elevator and Machine Room			??					
Feature Stairs (Exit Stairs in Gross-up)	547	150	??					
	*******			16,130				20,969
Net Floor Area		9,639	16,130					
Net Area per staff		120	202					
Gross up @ 30%	33%	3,196	4,839					
Anticipated Gross Floor Total		**12,835**	**21,171**		**50**	**30**		**80**

BURNSIDE

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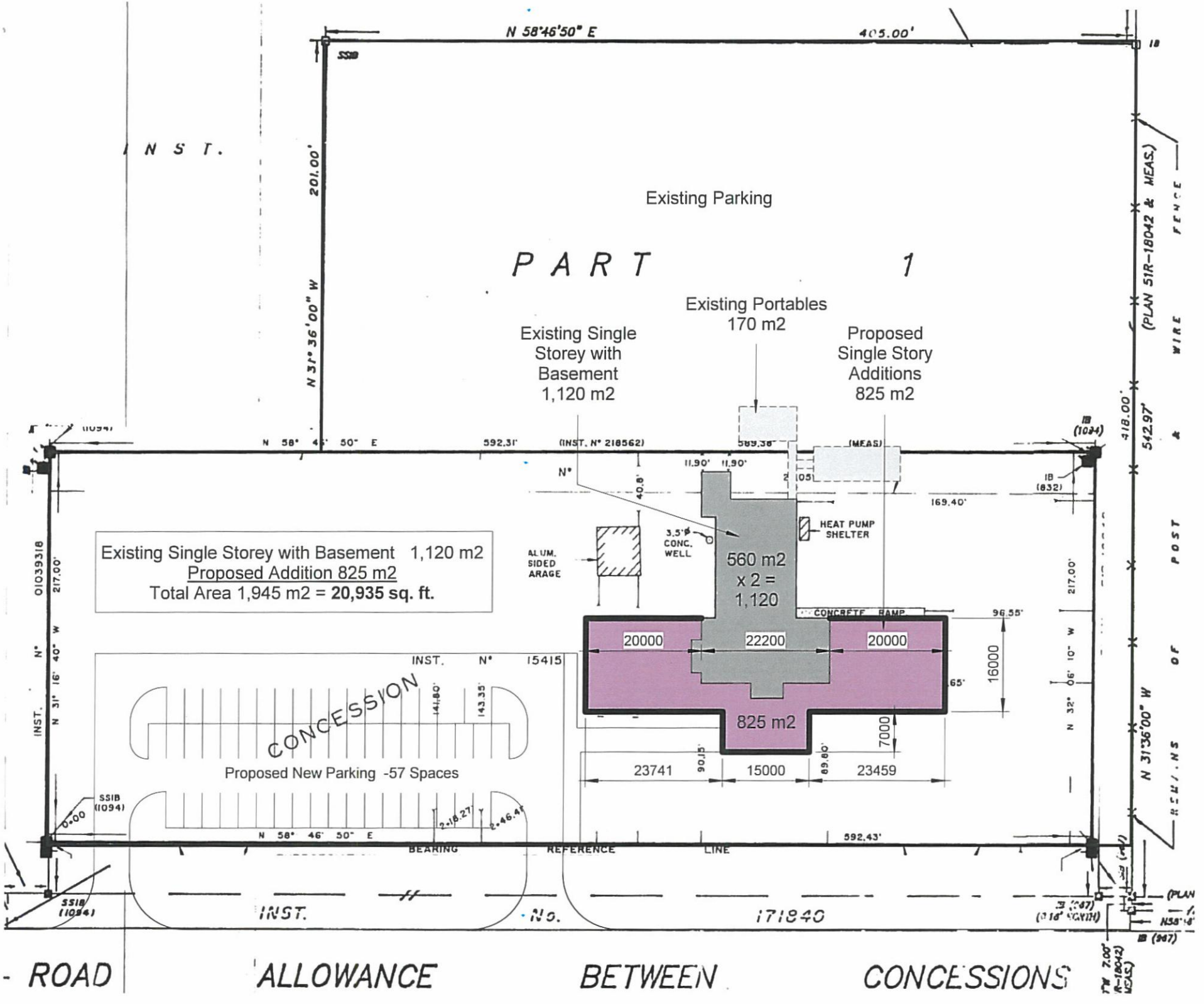
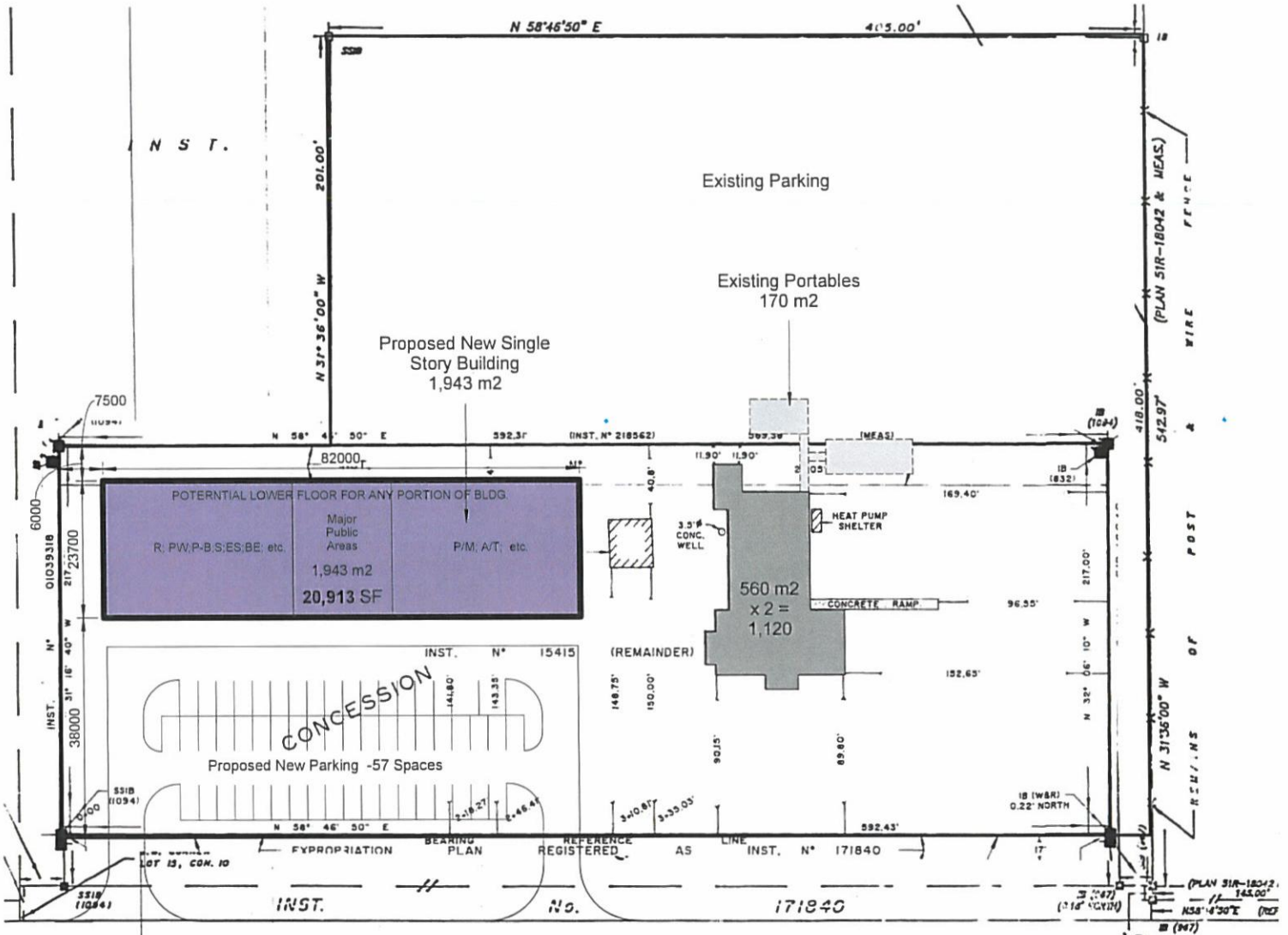
Appendix B

Site Plan for Building Options

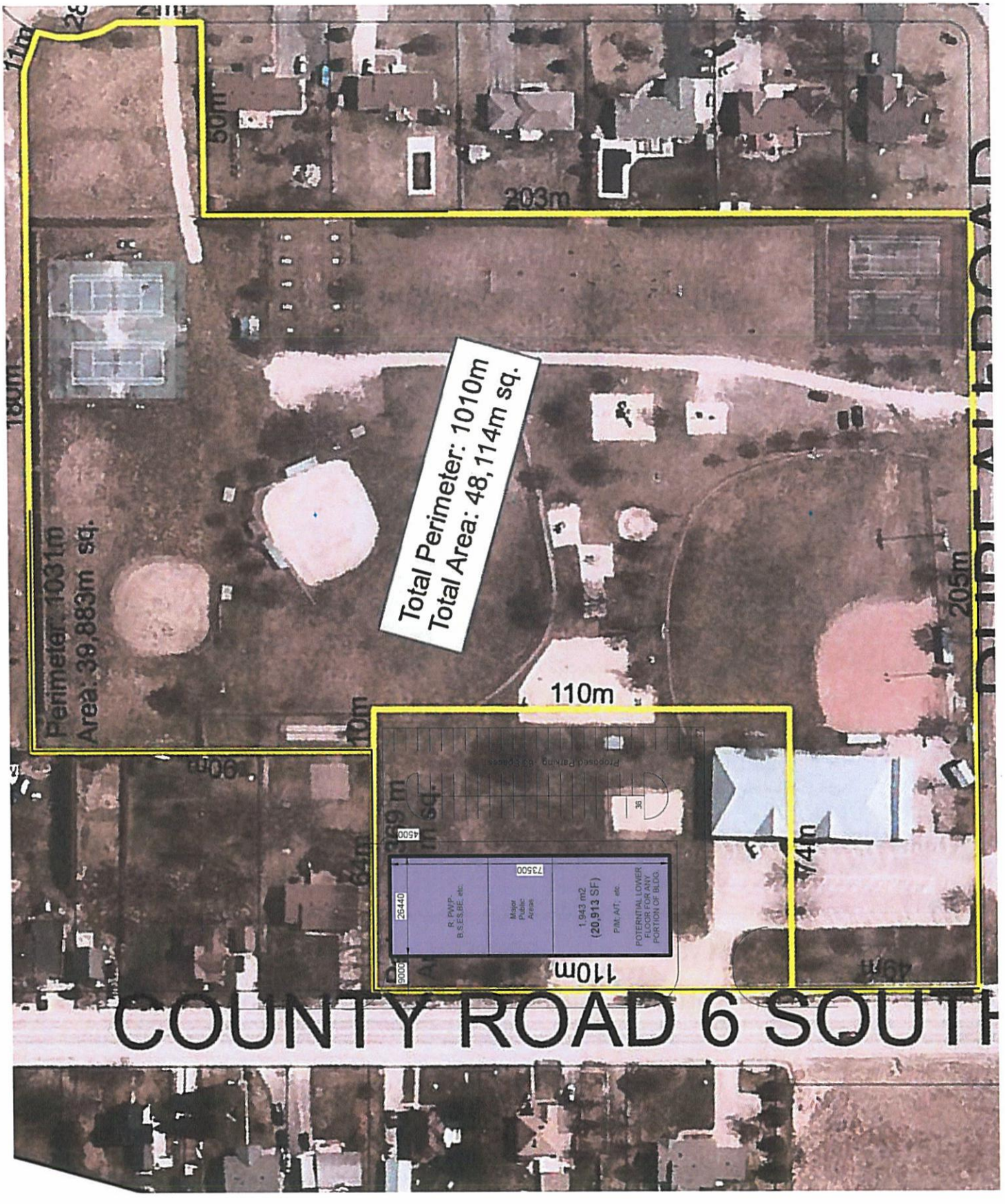


Existing Single Storey with Basement 1,120 m2
Proposed Addition 825 m2
Total Area 1,945 m2 = **20,935 sq. ft.**

OPTION 1 - Renovation and Build Addition



OPTION 2 - Construct New Building On Current Site



OPTION 3 - Construct New Building Offsite

TOWNSHIP OF / CANTON DE Tiny

PLANNING & DEVELOPMENT MEMORANDUM

TO: Building Needs Assessment Committee

FROM: Shawn Persaud, Director of Planning & Development

DATE: February 23, 2017

RE: History of Township Municipal Office

Before 1857, Council would meet at various homes. The first municipal office was constructed in 1857 on Lot 1, West side of Penetanguishene Road in Penetanguishene. This is when Penetanguishene, Tiny and Tay were one Municipality. The current municipal office was constructed in 1967 and prior to that it appears that the municipal office was located at the southeast corner of County Road 6 and Balm Beach Road.

The building history at 130 Balm Beach Road West, the current location of the Township of Tiny municipal office is as follows:

- 1967 – Township Municipal Office constructed
- 1971 – Garage Constructed
- 1970 – Garage Constructed
- 1986 – Office Addition
- 1989 – Office Addition
- 2005 – Install 768 SQ. FT. Portable
- 2006 – Construct Front Entrance to Portable
- 2009 – Interior Renovations
- 2009 – Construct 1440 SQ. FT. Office Building (Portable)
- 2009 – Construct Covered Walkway Between Main Office and Two Portables
- 2012 – Renovate Front Entrance and Construct Barrier Free Ramp

Respectfully submitted,

Shawn Persaud, BA, MCIP, RPP
Director of Planning & Development

Appendix # 1

THIS ITEM WENT

MAY 09 2016

TO COUNCIL

Township of Tiny / Canton de Tiny

CLERK'S DEPARTMENT REPORT CR-013-16

TO: Mayor George Cornell and Members of Council

FROM: Doug Luker, C.A.O./Clerk

DATE: May 9, 2016

RE: Municipal Administration Building Needs Assessment

RECOMMENDATION:

That Council receive the presentation on *Municipal Administration Building Needs Assessment* from R.J. Burnside and Associates Limited and Ted Handy and Associates.

And further that Council establishes an Ad Hoc Committee of Staff and Council to recommend next steps in addressing current and future office accommodation requirements.

BACKGROUND/ANALYSIS:

In May of 2014, the Council of the day received a report from R.J. Burnside and Associates Limited and Ted Handy Associates entitled *Township Of Tiny Municipal Administration Building Needs Assessment Report.* This report was commissioned to evaluate the current and future office requirements and functionality of the Township Main Office. In 2015, this report was presented to the incoming Council and subsequently referred to the 2015-2020 Strategic Plan.

The 2015-2020 Township Strategic Plan identified the following short term action:

Improve Efficiency and Effectiveness Objective:

Make a decision to renovate or construct a new Township Office to meet the current health and safety standards, improve accessibility and customer service.

The 2014 report concluded that existing Township Offices are inadequate for current and any future staff accommodations. The report indicated that the current building was impacting negatively on the Township's ability to provide effective customer service, an accessible work place, public accessibility and overall work processes in general.

The report also concluded that maintenance, repair and replacement of the current building infrastructure and systems were likely to significantly increase as the building reaches the limit of its useful life.

Constructing/purchasing an additional temporary office space (portable) was deferred pending the completion of the 2015-2020 Strategic Plan and a decision on the office accommodation project.

It is therefore recommended that an Ad Hoc Committee comprising of the Mayor, one additional Council representative and the Township Senior Management team be formed to review and recommend back to Council next steps in addressing the accommodation issues the Township is currently facing. Engineering and Architectural Consulting services may be used if required.

It is expected that the Committee would, at a minimum, review the existing file/report with an aim to recommending to Council the following:

- Build versus renovate options
- Financing options
- Timing of project
- Other - Next steps

Terms of reference for this Committee can be further developed and refined by the Committee once formed. It is expected that this Committee would report back to Council by September 2016.

FINANCIAL IMPLICATIONS:

No financial implications beyond staff time and consulting if required.

RELATIONSHIP TO STRATEGIC PLAN:

Strategic Priority: Deliver efficient and exceptional municipal service.

CONCLUSION:

This initiative addresses a key strategic priority from the 2015-2020 Township Strategic Plan.

Respectfully Submitted,

Report Submitted by: Doug Luker

Doug Luker, CAO/Clerk

Attachments:

Appendix 1 - Municipal Administration Building Needs Assessment Report

BURNSIDE
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TED HANDY and ASSOCIATES Inc. ARCHITECT

Township of Tiny
Municipal Administration Building
Needs Assessment Report

Prepared By:

R.J. Burnside & Associates Limited
3 Ronell Crescent Collingwood ON L9Y 4J6
and
Ted Handy and Associates Inc., Architect
76 Mary Street, Barrie ON L4N 1T1

Prepared for:

Township of Tiny

May 2014

File No: 300033158.0000

Executive Summary

This report describes the assessment of the Township of Tiny Administration Building and its ability to meet the current and future needs of the Municipality for meeting space and administrative staff space.

The facility consists of a main building and two temporary portable structures which currently accommodate approximately 42 full-time and 22 part-time employees as well as the Mayor and 4 counsellors. Fifteen of the full-time employees and 11 of the part-time employees are housed in the temporary portable structures. The main building, including the basement, has a building area of approximately 11,000 square feet. The 2 temporary portable structures have a building area of 1,300 square feet and 750 square feet respectively. The combined building area of all occupied buildings is approximately 13,000 square feet.

The assessment involved a visual condition assessment of the building for evidence of building components requiring major repair or replacement within 5 years. It also involved interviews with Township Administrators to acquire information on staffing and use of the space both now and in the foreseeable future.

The condition assessment revealed certain exterior building components that will require replacement within 5 years, the most notable being the majority of windows and exterior doors. There were also several interior components identified for replacement in the short term, the most notable being HVAC equipment and carpet replacement. The total cost of the identified repairs/replacements is approximated at $216,300 + HST. As part of the condition assessment, a designated substances survey was completed. The survey identified minor amounts of lead based paint and asbestos floor tiles that require special handling.

Through the building assessment and staff interviews, there were numerous building features identified which have significant negative effects on functionality.

The information obtained on staffing and building use was also used to develop a Building Program which summarizes the current staff and office space on a departmental basis. The Program also includes proposed floor areas on a departmental basis that will provide adequate and functional floor space for staff, Council and the public in the foreseeable future.

The Building Program identifies the need for an additional 8,075 square feet of floor space in order for the facility to function well and meet needs in the foreseeable future. This equates to a facility having a floor area of approximately 20,910 square feet.

Three options are presented for the facility. The first option involves renovating the existing building and adding a single storey addition at an approximate cost of $4,880,000. The second option involves constructing a single storey building on the site at an approximate cost of $5,489,000. The third option presented involves constructing a single storey building on another site. An alternative approach may be to consider a 2 storey building which may result in a minor reduction in the building cost. The municipal lands in Perkinsfield have been identified as a possible location. In the case of options 2 and 3, further study is needed to identify potential uses for the existing building. Although the opinion of construction cost for a new building is more than renovating and adding onto the existing building, any proceeds from salvaging the existing building would offset construction cost. Also, the functionality of the new building would be expected to be much improved over renovating and constructing additions to the existing building.

This project has the opportunity to take advantage of many design features for a sustainable building and site. The level of sustainability can be measured through the LEED certification process.

Table of Contents

Appendices

1.0 Introduction and Purpose of Report

This report describes the assessment of the Township of Tiny Administration building performed by R.J. Burnside & Associates Limited (Burnside). Although the building has served its intended purpose for the past 46 years, it has reached the point where an assessment of the building is required in order to determine the ability of the building to meet the current and future needs of the Municipality for meeting space and administrative staff space. The questions being asked are:

1. How much space is needed for the administration over the next 15 to 20 years given the growing population and new provincial mandates?
2. Can the existing administrative center be economically retrofitted and expanded or is it more economical to construct new?
3. Can the existing administrative facility be made fully accessible?
4. What is the cost to accommodate all administrative staff if they were relocated to the main administrative building?
5. What is an appropriate size for a Council Chamber which will seat Council, required staff and a public gallery of approximately 50 people? The room must also be accommodating for visual presentations, meetings of the Ontario Municipal Board and other quasi-judicial bodies and flexible enough to be used for emergency management and training.
6. If it is too expensive to renovate the existing facilities as compared to new construction, where should the new building be located?
7. Can LEED (Leadership in Energy and Environmental Design) elements be incorporated into the design and to what cost?
8. What will a renovated or new facility look like?

The intent of this report is to answer these questions.

2.0 Background Information on the Existing Building

The Tiny Township Administration Building is located at 130 Balm Beach Road West, Perkinsfield. For the purposes of this report, the side of the building facing Balm Beach Road is considered the South elevation. See Photo 1, Appendix A.

It accommodates approximately 42 people full-time and 22 part-time employees. The facility includes the main building and 2 detached temporary portable structures. The main building is a single storey, wood frame structure with a fully occupied basement level. It was constructed in 1967 and expanded in 1987. The building area of the main building, including the basement, is approximately 11,000 square feet. The temporary

portable structures have a building area of 1,300 square feet and 750 square feet respectively. Therefore, the combined building area of all occupied buildings on the site is approximately 13,000 square feet.

The principle use of the building is an administrative office and place of assembly for Municipal Council meetings. A summary of the rooms/spaces at each floor level of the main building is as follows:

Basement

- Council Chamber (also serving as the Emergency Operations Centre) and Lobby;
- Public Washrooms;
- Septage Inspections Office;
- Lunch Room/Kitchen;
- Records and File Storage;
- Mechanical/Electrical Service Room;
- Janitors Room;
- By law Enforcement Offices (2); and
- Facilities Manager Office.

First Floor

- Mayor's Office;
- Deputy Mayor's Office;
- Administration/Treasury Offices;
- Meeting Rooms (2);
- Public Washrooms;
- Chief Bylaw Enforcement Office;
- Public Reception Counter/Lobby;
- Building and Planning Offices;
- Records Vault;
- IT Server Room;
- Copier/Fax Workroom;
- File Storage Room; and
- Staff Resource Room.

There are 2 temporary portable structures at the rear of the main building that are connected together by a canopy roof. See Photo 2, Appendix A.

A summary of the rooms/spaces in these structures is as follows:

Portable 1

- Recreation Offices;
- Public Works Offices;
- Meeting Room

Portable 2

- Public Works Offices

3.0 Assessment of Existing Building Conditions

Our approach to assessing the existing building for the purpose of addressing current and future needs was as follows:

1. Visually address the physical attributes of the building.
2. Determine what attributes are required for the building to function both now and in the long term as an adequate administration office and public meeting space.
3. Compare the existing building attributes to those which are deemed necessary for the building to function adequately both now and in the future
4. Where the existing building does not meet the identified needs, develop conceptual options that address those needs.

The visual assessment was conducted during our site visit on May 21, 2013. During a portion of the assessment, we were accompanied by the Facility Manager, Mr. Barry Robbins, who provided access to service rooms and the attic of the main building. Mr. Robbins also provided background information on the condition and history of the heating, ventilation and air conditioning (HVAC) system serving the building.

Through this assessment, an opinion of short term repair/replacement costs for building components over the next 5 years was prepared along with an opinion of the suitability of the existing building structure to serve as part of a building expansion project.

Meetings were held with the Township Administrators to acquire information on the current use of the building in terms of existing office and meeting space. There was also discussion regarding the current and future needs in terms of staffing, office space and meeting space including Public areas (i.e. Lobby, Council, Chamber and Offices, Washrooms, Meeting Rooms). The information gained from these meetings culminated in the Building Program contained in section 4.0 of this Report.

3.1 Structure and Building Exterior

The main building and exterior envelope were reviewed to assess their condition. Although our observations were limited by the presence of finishes (e.g. exterior brick, interior drywall) we looked for signs of distress in the finishes that may be indicative of a structural problem. Such signs could include cracking, shifting, missing components and gaps.

Based on our observations and information gained from building drawings obtained from the Township Building Department records, the structural framing of the building appears to be as follows:

- The building foundation consists of cast-in-place concrete footings with concrete block masonry perimeter foundation wall at the original building and cast-in-place reinforced concrete perimeter foundation wall at the addition. The interior loadbearing walls throughout the basement are of concrete block masonry construction.
- All walls above the first floor level are constructed of 2 x 6 wood studs with brick veneer finish.
- The first floor of the original building is constructed of lumber floor joists with plywood decking. The floor of the addition is constructed of 10 inch deep precast concrete hollow core panels.
- The roof of the entire building is constructed of light frame wood trusses spaced 24 inches apart.

Our assessment revealed the exterior brick was in very good condition with no signs of damage due to weathering or structural movement. There were several locations where cracking at the corners of the foundation was noted. There were various windows and doors which are approaching the end of their useful life due to weathering and normal wear and tear. A description of the substantive structural and building exterior components requiring major repair or replacement within the next 5 years is as follows:

1. Four fixed glass windows and 2 operable windows at the front (south) elevation of the original building require replacement. They appear to be of metal clad wood construction. There was evidence of seal failure and moisture within the air space between panes of glass. The other windows at this face of the building appear to have been recently replaced. See Photo 3, Appendix A.

2. All windows at the sides and rear of the building were manufactured in 1987 or 1989. These windows are of metal clad wood construction and are approaching the end of their service life. They will require replacement within 5 years. The window type, size and quantity are as follows:

   48" W x 60" H ground level = 18 (operable);
   48" W x 40" H basement level = 8 (operable);
   52" W x 78" front elevation = 3 (fixed); and
   47" W x 65" H front elevation = 1 (fixed).

3. The flat roof over the Septic Inspector's office is retaining water and showing signs of organic growth (i.e. moss). Considering its age, this roof will require replacement within 5 years. See Photo 4, Appendix A.
4. The foundation of the original building is of concrete block construction. It is in good condition with no evidence of damage except for the northwest corner where corner spalling has occurred. See Photo 5, Appendix A.
5. The foundation of the addition is of cast-in-place concrete construction. It is in very good condition with no evidence of damage except for localized spalling at the northeast corner of the addition and minor cracking at the side of one basement window on the west wall. See Photos 6 and 7, Appendix A.
6. There is an oversized opening at the ground floor air conditioning unit near the northwest corner of the addition. The opening requires infilling to prevent entry of precipitation, birds, insects, etc. See Photo 8, Appendix A.
7. There is an Entrance Lobby at the northeast corner of the addition which provides barrier free access to the lower level Council Chamber. The foundation is of concrete block construction and shows evidence of cracking at the top course head joints in the mortar. See Photo 9, Appendix A.
8. There is a 3 foot section of damaged soffit at the east side of the addition. See Photo 10, Appendix A.
9. The finished grade along some sections of the original building foundation is above the level of the bricks. Although this is not good construction practice, there are no signs of damage to the brick.
10. The roof shingles were reportedly replaced in 2010/2011 and are in very good condition.
11. Four existing exterior exit doors at the side and rear of building are showing signs of corrosion and wear. They will require replacement within 5 years.
12. The roof truss bracing lines are not anchored. This ought to be done forthwith.

In our opinion, the general condition of the main building structure and envelope is very good and is suitable for re-use in the event of building expansion. It is important to note that the items listed in the preceding sections 3.1 thru 3.3 will require repair or replacement within the next 5 years regardless of whether the building is expanded or not. The cost associated with these items is listed in Table 1 (See Appendix B)

3.2 Accessibility

Barrier-free accessibility to the Council Chamber at the north half of the basement is provided via a stair lift at the northwest corner of the building. There is no other barrier-free access to the lower level. Barrier free access to the first floor is via a ramp at the main entrance to the building on the south side and a secondary brick paved ramp at the east side. See Photo 11, Appendix A.

1. The portion of the basement at the south half of the building is not accessible as the only way to access this level is via the exterior stairs on the west side of the building beside the Septic Inspections Office. From a customer service perspective, this is an issue because the Septic Inspections Office is not fully accessible to the public.

   Any future renovation work which includes a new building system as defined in Part 11 of the 2006 Ontario Building Code (e.g. partition system, corridor system) must be constructed as a barrier free floor area. Therefore, barrier free access to the south half of the basement floor area will need to be included in any plans for expanding the existing building. Upgrades to washrooms and customer service counters will also be required in the expansion plans.

3.3 Building Interior

The following items were noted within the building interior. They will require major repair or replacement within the next 5 years regardless of whether the building is expanded or not.

1. The mechanical system for both the existing building and the addition appears to be the original system installed at the time of construction of the addition in 1987. The estimated age of the mechanical equipment is therefore 25 years old. The equipment is at near or the end of its expected service life and will require replacement within the next 3 to 5 years.
2. The Assembly Occupancy (i.e. the Council Chamber), is not separated from the remainder of the basement by a 1 hour fire separation as required by the Fire Code. This is a safety concern that requires immediate attention. One option to address this issue in the short term involves separating the Council Chambers from the original building by constructing a continuous fire separation where the addition

meets the original building. This will require constructing a wall across the hallway and installing a fire rated door to allow flow through traffic.

3. The door closer at the rear north exit from the Council Chambers is broken and requires replacement.
4. The rear exit door is binding against the frame and requires manual force to engage the latching mechanism. This door requires repair.
5. The suspended ceiling tiles throughout most of the building are in poor condition. Many of the tiles are worn at the edges and discoloured. The suspended ceiling system will require replacement within 5 years.
6. There is displaced insulation above the first floor ceiling around the air handling units in the attic and also around duct work in the attic. This insulation ought to be restored to provide energy efficiency.
7. Carpeting throughout the building is in fair condition and will require replacement within 5 years.
8. Many wall areas within the building will require painting within 5 years.
9. The current emergency backup generator does not have adequate power to meet peak demands during a power outage. Frequent incidences of inadequate power supply from the existing generator have been experienced.

The following items were noted which will require improvement, major repair or replacement if the existing building is renovated:

10. The first floor assembly within the original building consists of a suspended ceiling system and wood joist floor structure. The floor system will require upgrading in order to achieve a fire separation having a minimum one hour fire resistance rating.
11. The electrical room will require construction of a 1 hour fire separation to isolate it from the remainder of the building. Considering the degree of difficulty in maintaining the fire rating where wires penetrate the walls and ceiling, it would be more practical to construct a new electrical service room.
12. The electrical service within the building is reportedly at or very near its capacity. Any renovation work involving additional power demand will require installing a new incoming service.
13. The building contains a fire alarm system. Although an alarm system is not required for this building, it is anticipated that some upgrading will be required to the system devices (e.g. fire detectors, audible devices, manual pull stations) to enhance the fire alarm system if it is maintained in the renovation plans.

14. Considering the age and condition of the mechanical systems, they are not suitable for re-use in the event of extensive renovation. All equipment including furnaces, compressors, pumps, fans and duct work will require complete replacement under this scenario.
15. The current electrical power distribution system within the building is probably not suited to a new layout for an extensive renovation. Complete re-wiring and new incoming service for the building will be required under this scenario. Assuming that the renovation will result in an increased power demand, additional emergency backup power will be required.
16. The interior finishes and fixtures within the building including flooring, painting, plumbing fixtures, partitions and millwork are in fair to good condition for their age. These components will probably not require replacement in the short term (i.e. within the next 5 years). However, these components experience normal wear and tear and have a finite service life. Considering their age, it is expected that they will require renewal or replacement within the next 10 years.
17. The lighting in the building is original. Although it does not appear to require replacement within the next 5 years, reduced power consumption, improved lighting levels and cost savings could be realized by replacing the lighting with energy efficient lighting fixtures and bulbs.

3.4 Designated Substances

R.J. Burnside & Associates Limited (Burnside) was retained by the Township of Tiny, to conduct a Designated Substances Survey (DSS) of the municipal office building located at 130 Balm Beach Road West in Perkinsfield, Ontario (Site). The DSS is required to identify precautions that are to be taken with respect to designated substances within the building during future renovation or demolition activities.

The building was surveyed on May 21, 2013 for the 11 designated substances, as outlined by the Ontario Occupational Health and Safety Act. The survey also included other items that may also require special handling during renovations and demolition.

Two exterior paint samples were found to contain lead at above 0.5%. The samples came from old yellow paint on the exterior second story aluminum trim and vent covers. Of the 30 samples tested for asbestos 2 samples of old green basement floor tile were found to be asbestos containing. All other samples did not contain asbestos.

The Site was also inspected for additional substances that require special handling under Provincial or Federal legislation. No issues of concern were noted.

Burnside recommends the following:

1. The Asbestos containing old green floor tile covering approximately 25 m^2 (approximately 270 sq.ft.) in the basement should be removed as soon as practical. If renovation/demolition activities are not anticipated in the near future (i.e. 1 year) the green tile should be removed or an Asbestos Management Plan be prepared as required by the Occupational Health and Safety Act. The easiest solution would be to remove the material.
2. Anyone handling the exterior yellow painted trim and vents above the brick line at the gable ends of the building should take the appropriate precautions for handling lead based paint.

3.5 Functionality

The current administration centre was found to have inadequate space to adequately perform the functions in the administration of municipal matters and to effectively serve the public. There is a lack of space for existing staff to adequately perform required functions, no opportunity for staff or functional growth, and an obvious lack of privacy for key individuals to interface with staff and members of the community. Crowded conditions result in activities and temporary storage taking place in aisles and corridors and required fire exit routes. The placing of staff in temporary portables results in a lack of connection, time spent in transition and duplication of equipment.

In summary the following functionality concerns have been observed:

1. Generally, working spaces are tight and inefficient. Some offices are too small for efficient operation, and create ergonomic concerns such as the Chief Municipal Law Enforcement Officer's office while others are larger than necessary but cannot be effectively hived for another function or use. The 115 net square foot area per person including the portables and common support spaces is considerably less than the expected 185 square foot per person generally found in buildings of similar function.
2. The existing Council Chamber is currently designated as the Operations Centre for Emergency Response. The Centre is intended to be used by Emergency Services personnel during of an emergency such as a natural disaster. The space does not function well as it lacks breakout rooms, workstations, a rest area, and a communications room for media contact. Furthermore, it is unlikely that the building was designed as a post-disaster building to withstand extreme events such as earthquakes and very high winds because the current Building Code requirements to design for these events did not exist when the building was originally built.

3. The location of related departments results in inefficient work and access relationships and do not promote interaction. This is especially evident in the portables with the time expended travelling to and from the main building and the necessary duplication of services and equipment. Access during adverse weather conditions can be problematic in that it poses a health and safety issue in the winter.
4. There is insufficient space for growth or modifications of functions.
5. Files and storage are not well organized or readily accessible. The location of filing cabinets in corridor areas is such that they infringe on floor space, which hampers the operation of the facility and affects the means of egress (see photos 12 and 13).
6. The location of communal printers and correlation services are not well related to users and also affects means of egress (see photo 14).
7. During tax and other high use times, meeting rooms are unavailable due to their use for these purposes.
8. The image and function of the reception area is compromised, and there is no sense of a public lobby. There are concerns with privacy and/or harassment of front counter staff. The current layout is not well defined causing confusion and uncertainty for casual users. The space often results in impromptu meetings in the Lobby that require greater discretion or privacy. There is no space for display of public information or programs. The reception areas are not connected to related departments (see photos 15 and 16).
9. Key individuals and departments are located in remote, off-site locations. These include the Fire Department administration and Road/Parks/Superintendent offices.
10. The location of the Council Chamber in the basement is not prominent and is difficult to find. The Council Chamber lacks sufficient lobby and public area, and there is a duality and remoteness of the entrance to this area. Lack of washroom facilities causes the public to wander through the building in pursuit of same.
11. The separation of entrances and limited accessibility throughout the building and within departments is a concern that is difficult to address within the framework of the existing building.
12. Administrative assistants' offices lack privacy for discussing sensitive matters.
13. The public washrooms are located too close to the front counter, resulting in a sense of loss of dignity and privacy. There are insufficient fixtures to meet the need especially for public events (see photos 17 and 18).
14. The lack of daylight and visual connection with the exterior has a detrimental effect on productivity and wellbeing.
15. Poor ventilation in all seasons has a detrimental effect on health, well-being, and performance.

16. Building security is compromised with no barriers or impediments to prevent public from wandering through the building.
17. Due to lack of functional and storage space, corridors are used for active functions such as cheque processing and become repositories of combustible material representing a fire and exiting hazard (see photos 19 and 20).
18. Parking areas (4) are disjointed and at certain key times are insufficient to meet need.

4.0 Spatial Needs Assessment and Building Program

Following a detailed spatial needs assessment, a Building Program was developed and is detailed in Appendix C. The recommendations as they relate to the major component areas are highlighted as follows:

- **Public/Management**: Increase in the size of this area to meet the needs of the Mayor, Council, CAO/Clerk and other senior administration.
- **Major Public Areas:** A modest increase in the Council Chamber and significant increase in lobby space to adequately meet the needs of the public to interface with staff and council. Provide a Council office/lounge adjacent the Council Chamber.
- **Recreation:** Add 2 new work stations to accommodate needs of the department.
- **Public Works:** Relocate the Roads/Parks Superintendent's work space from its current offsite location to the Public Works department. Add 1 medium office and 1 work station to accommodate this along with 'hoteling' work stations for the six water operators. Also add a drawing/storage area and 2 new works stations to accommodate needs.
- **Administration/Treasury:** Add 3 new work stations – 1 for the Financial/Accounting Analyst, and an office and 2 work stations to accommodate needs.
- **Planning – Building Department:** Add 1 new work station for future growth.
- **Septage:** Add a work room for the students working in the field to use when they return to the office.
- **Emergency Services:** The Manager of Emergency Services/Fire Chief and administrative staff to be relocated to the main facility. Add space for use as an Emergency Operations Centre. Some of the space may be dedicated to this use with additional space being shared for other day-to-day use.
- **By law Enforcement:** Modest reallocation of existing spaces and provision of a workroom.
- **Common Support Areas:** Increase in the size of the lunch room and addition of a modest health/wellness facility. Provide additional well located support spaces to accommodate the main copier/fax machine, records and file storage, the janitor's room, receiving, and miscellaneous storage.

Overall, it is proposed that at minimum an additional 8,075 ft^2 of space is needed in order for the facility to meet the special needs. For more detailed information, please see the complete Building Program in Appendix C.

5.0 Options to Address Needs and Opinion of Related Costs

5.1 Option 1 – Renovation and Build Addition

The first option is to construct sufficient new space to the existing building and renovation of the existing to accommodate the envisioned building program requirements. The proposal involves adding 3 single story "wings" to the existing 2 story building which would be placed to complement the existing building form and function and phased to allow for the existing operation of the facility to be maintained with limited disruptions. This option envisions removal and reconstruction of the HVAC system, substantial reconfiguring of the interior spaces, and limited structural revisions and would require careful planning and phasing to minimize the disruption to the ongoing operations for the Township and may require temporary relocation of some services to accommodate the phasing. Refer to Appendix D. The cost for this option is approximated at \$300/ft^2 for the new construction wings, and \$150/ft^2 for renovations and upgrades (including upgrades to the efficiency of the building envelope) for an approximate total building cost of \$5,011,000. This includes a \$100,000 allowance for relocation during construction and a 10% contingency for unknown conditions.

Renovation and Addition:

Renovation	@\$150.00/ft^2 x 12,835 ft^2 =	\$1,925,250.00
Addition	@\$300.00/ft^2 x 8,075 ft^2 =	\$2,422,500.00
10% Contingency =		\$ 434,775.00
Temporary Relocation Costs say		\$ 100,000.00
	Total	\$4,882,525.00

For comparative simplicity the opinion of costs are cited only for Building Construction and do not include related development fees, site servicing, furnishings and equipment, and professional fees.

5.2 Option 2 – Construct New Building on Current Site

The second option involves constructing a new single story building adjacent the existing Administration Centre which would allow for the existing administration operation to continue without interruption during the construction period. Refer to Appendix D. The cost for this approach is approximated at \$250/ft^2 for an approximate total building cost of \$5,489,000. This includes a 5% contingency for scope changes. An alternate

approach may be to consider a 2 storey building which may result in a minor reduction in the building construction cost.

New Building on Existing Site:

New Building @$250.00/ft^2 x 20,910 ft^2 =	$5,227,500.00
5% Contingency =	$ 261,375.00
Total	$5,488,875.00

This option would be more environmentally friendly than Option 1 in terms of energy efficiency. It would also be more efficient with respect to operation.

5.3 Option 3 - Construct New Building Offsite

The third option involves constructing a new building at an offsite location. As with Option 2, the advantage of this approach is to allow for the uninterrupted operation of the administration Centre through the construction process with similar cost comparisons.

Potential locations include:

- The old school site at Perkinsfield;
- The Works Yard in the 9th concession; or
- The 100 acre site beside the Works yard.

Refer to Appendix D for an indication of a potential layout for the Perkinsfield location.

Further study would be required to identify potential uses for the existing building if option 2 or 3 was chosen.

Although the anticipated Construction Costs projected for the additions are indicated at less than the cost of a new facility, a larger contingency should be carried for unanticipated conditions during construction due to the nature of building with and around existing conditions. The functionality of a new building would be expected to be much improved over renovating and additions to the existing building. This would be particularly pertinent with this project due to the constraints of structure, systems and floor levels that would be imposed by working with the existing building.

6.0 Incorporation of LEED Elements into New Building

How can you tell the difference between buildings that look environmentally friendly and ones that actually are? Leadership in Energy & Environmental Design (LEED) is a certification process that helps all sectors of the building industry integrate and evaluate the best methods of sustainable design and construction.

A key element to consider in the decision to incorporate LEED into a project is the message of professionalism, respect for the community, and environmental care that this example sets for the entire community.

Other beneficial elements include; the efficient use of a site, cost effectiveness, energy efficiency, healthy interiors, durable materials, green housekeeping, natural day lighting, reduced operation and maintenance costs, and the associated benefits for users. These benefits must be weighed against the potential costs associated such as; Contractor mark-up (due to inexperience or 'LEED' increase, although LEED costs are becoming closer to the price of "regular" building), and the time required for payback of higher cost items or systems.

LEED certification (Leadership in Energy & Environmental Design) for Construction involves applying for a series of 'credits', granted by the Canadian Green Building Council, which are tabulated for a final score. This final tally designates the level of environmental sustainability achieved by a project, earning it a classification of; Certified, Silver, Gold, or Platinum.

A sustainability goal objective that considers the social, financial and environmental impacts of the project is established and worked through in an integrated approach involving the Owner and Design Team. Credits are divided into 6 main categories (including prerequisites). These are:

- Sustainable Sites;
- Water Efficiency;
- Energy & Atmosphere;
- Materials & Resources;
- Indoor Environmental Quality; and
- Innovation in Design.

Please see Appendix E for an example of a LEED checklist and the breakdown within each category.

This project has the opportunity to take advantage of many LEED credits. The initial step to proceed in this endeavour will be for the project team to develop specific approaches to achieve LEED credits and determine which are to be pursued.

7.0 Limitations of Report

- This report is intended solely for the Township of Tiny. The material in it reflects our best judgment in light of the information reviewed by R.J. Burnside & Associates Limited (the Consultant) at the time of preparation, as well as the specific agreed

scope. This report is not a certification of compliance with past or present regulations. No other party shall be entitled to rely on this report without the written consent of the Consultant. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, is the sole responsibility of such third parties.

- This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with the facilities. No physical or destructive testing and no design calculations have been performed. Conditions existing, but not recorded or documented, were not apparent given the level of study undertaken. The Consultant can perform further investigation on items of concern if so required.

- Only the specific background information identified in this report has been reviewed by the Consultant. The Consultant is not obligated to identify mistakes or insufficiencies in the information obtained from any source or to verify the accuracy of the information. The Consultant may use such specific information obtained in performing its services and is entitled to rely upon the accuracy and completeness thereof.
- Responsibility for detection of or advice about pollutants, contaminants or hazardous materials is not included in our mandate except as noted in the report.
- Budget figures are the Consultants' opinion of a probable current dollar value of the work and are provided for approximate budgeting purposes only. Figures that are more accurate can only be obtained by establishing a scope of work and receiving quotes from suitable contractors and/or specialty consultants.
- The Consultant accepts no responsibility for any decisions made, or actions taken, as a result of this report unless we are specifically advised of, and participate in such action, in which case our responsibility will be as agreed to at that time. Any user of this report specifically denies any right to claims against the Consultant, Sub-Consultants, their Officers, Agents and Employees in excess of the fee paid for professional services.

This report is respectfully submitted by:

Mina Tesseris, P.Eng., LEED AP Date May 28, 2014

Ted Handy, Architect 28 May 2014
Date

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Appendix A
Photos

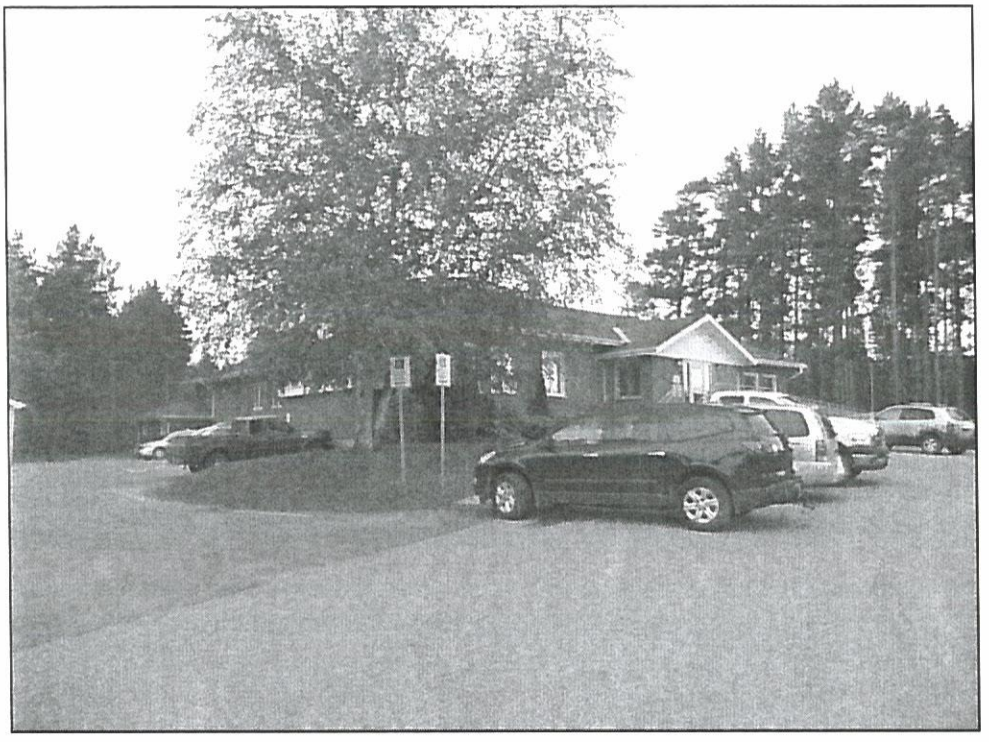

Photo 1 – Tiny Township Administration Building – South West Corner

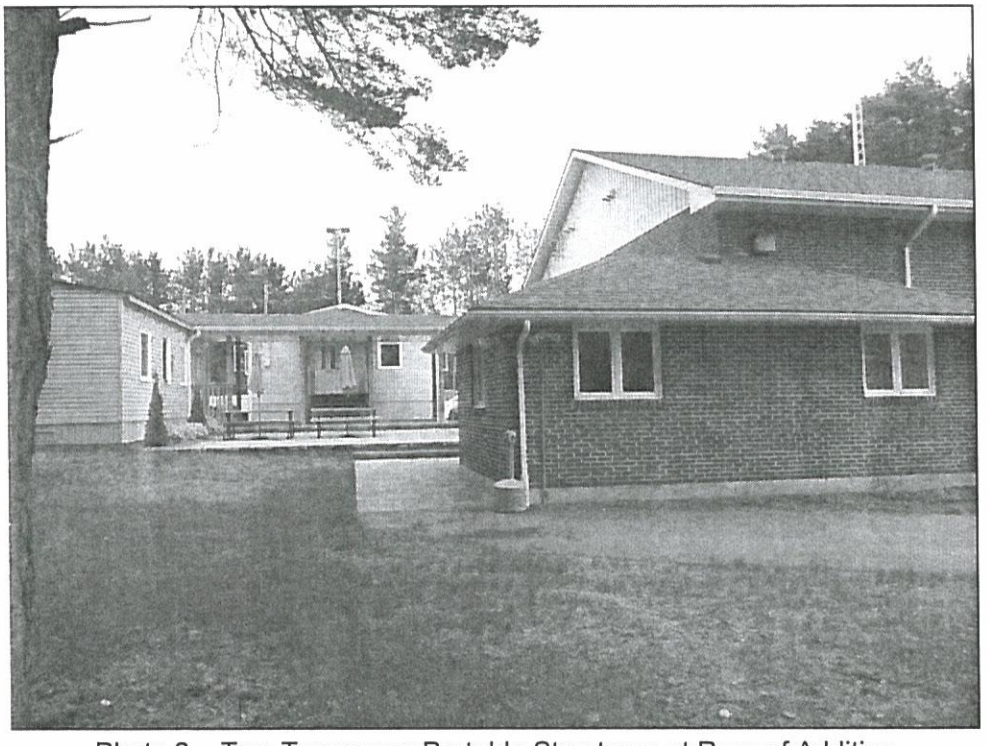

Photo 2 – Two Temporary Portable Structures at Rear of Addition

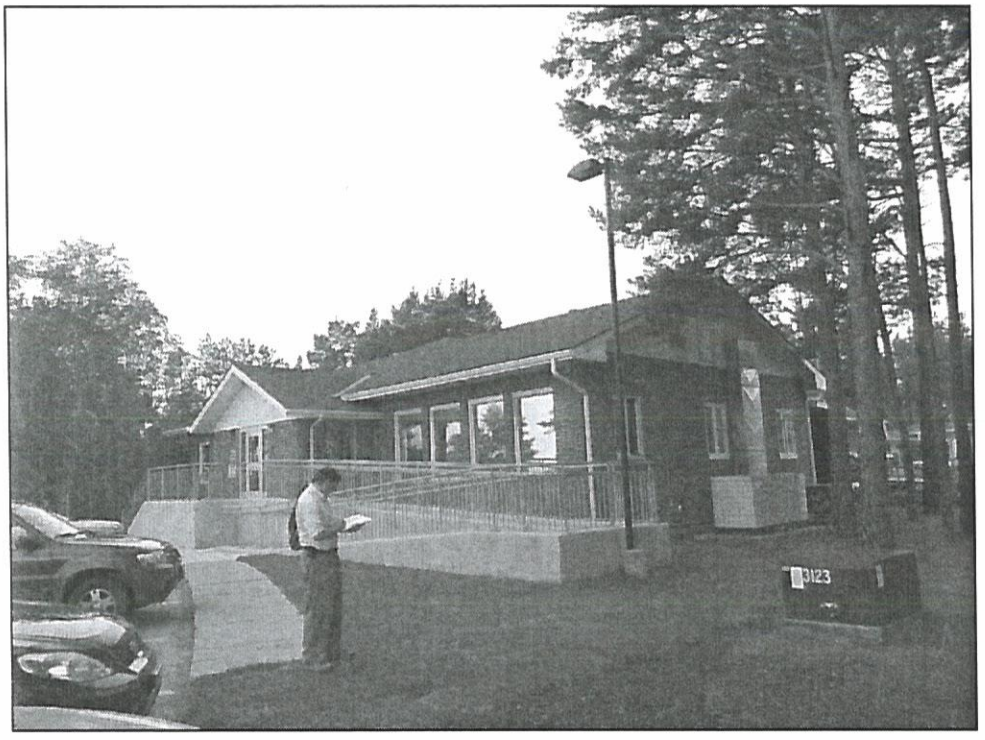

Photo 3 – Tiny Township Administration Building – South East Corner

Photo 4 – Flat Roof Over Septic Inspector's Office

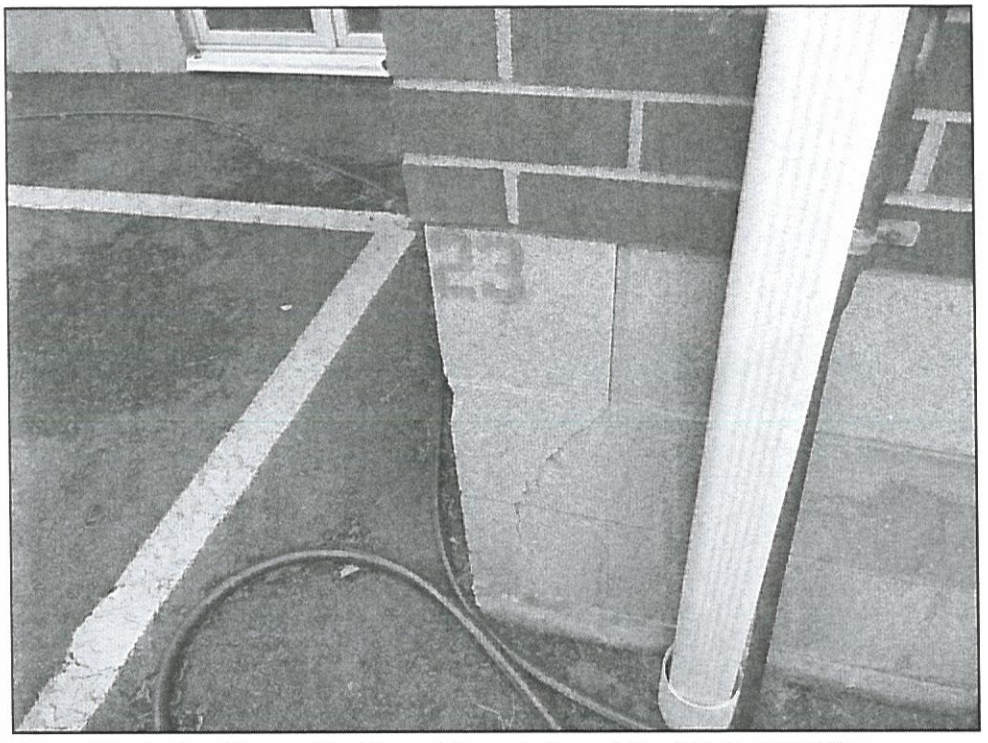

Photo 5 – Corner Spalling at Foundation of the Original Building

Photo 6 – Corner Spalling on Southeast Corner on Addition Foundation

Photo 7 – Minor Cracking Beside One Basement Window on North side of Addition

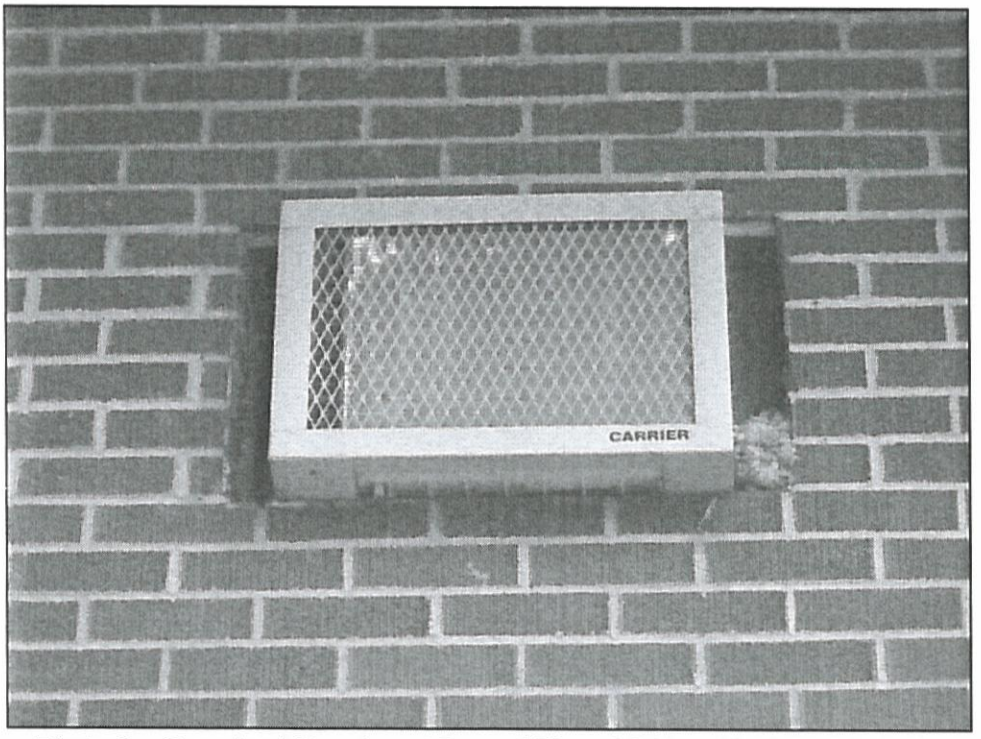

Photo 8 – Oversized Opening at Ground Floor AC Near Northeast Corner of Addition

Photo 9 – Cracking at Top Course Head Joints of Concrete Block Foundation, Entrance Lobby at Northeast Corner of Addition

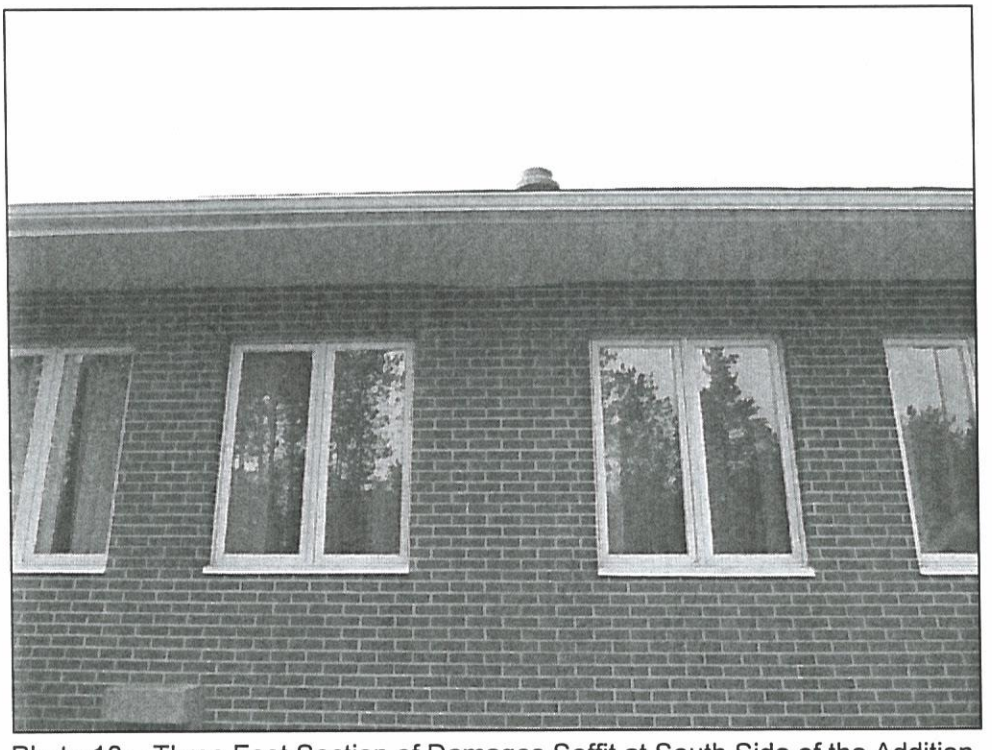

Photo 10 – Three Foot Section of Damages Soffit at South Side of the Addition

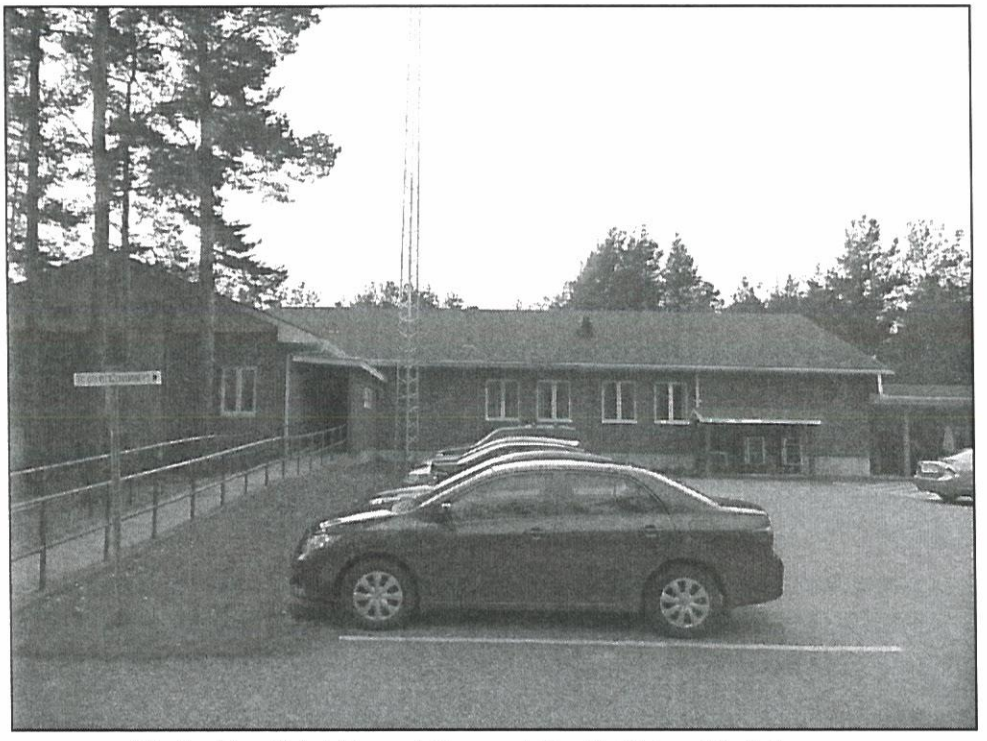

Photo 11 – Brick Paved Ramp at South Side of Building

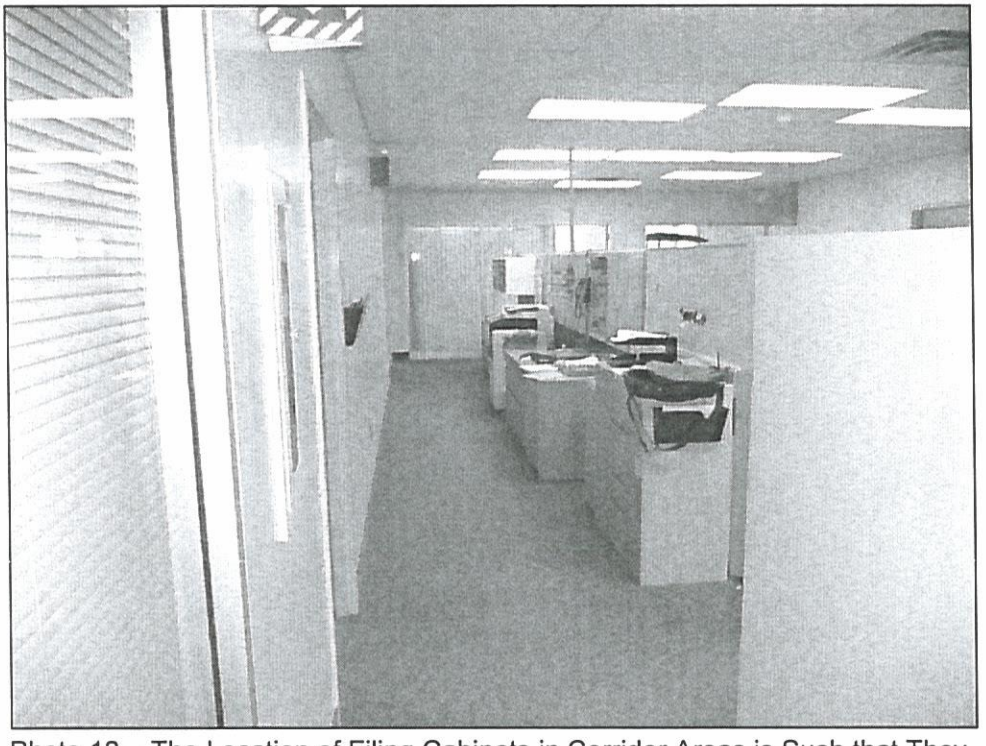

Photo 12 – The Location of Filing Cabinets in Corridor Areas is Such that They Infringe on Floor Space, Which Hampers the Operation of the Facility

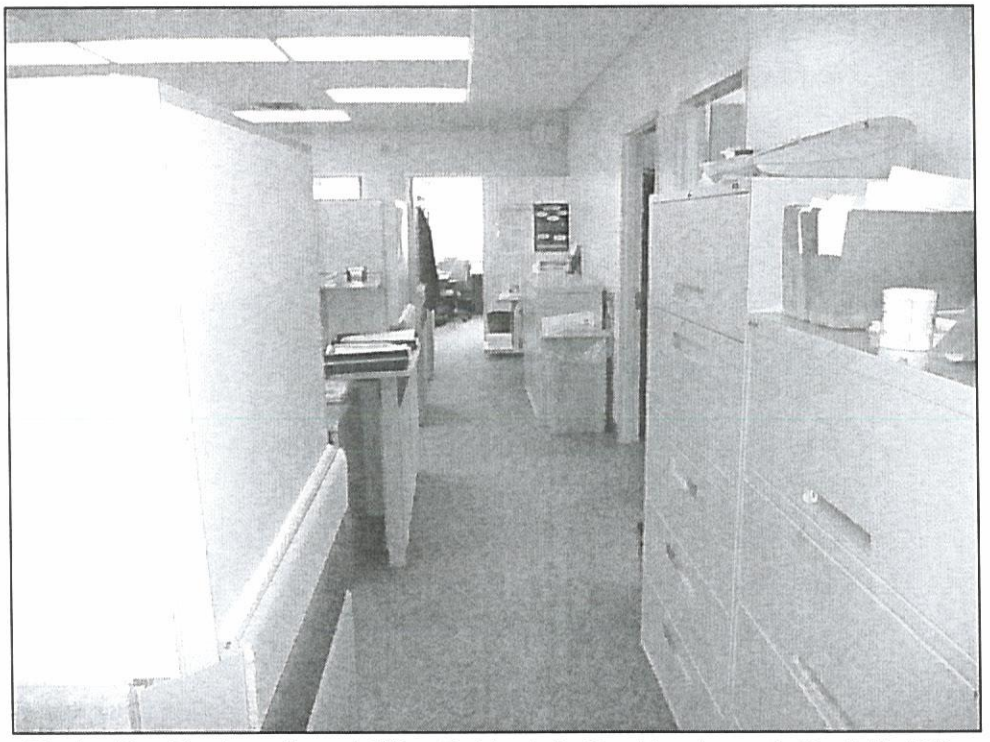

Photo 13 – The Location of Filing Cabinets in Corridor Areas is Such that They Infringe on Floor Space, Which Hampers the Operation of the Facility

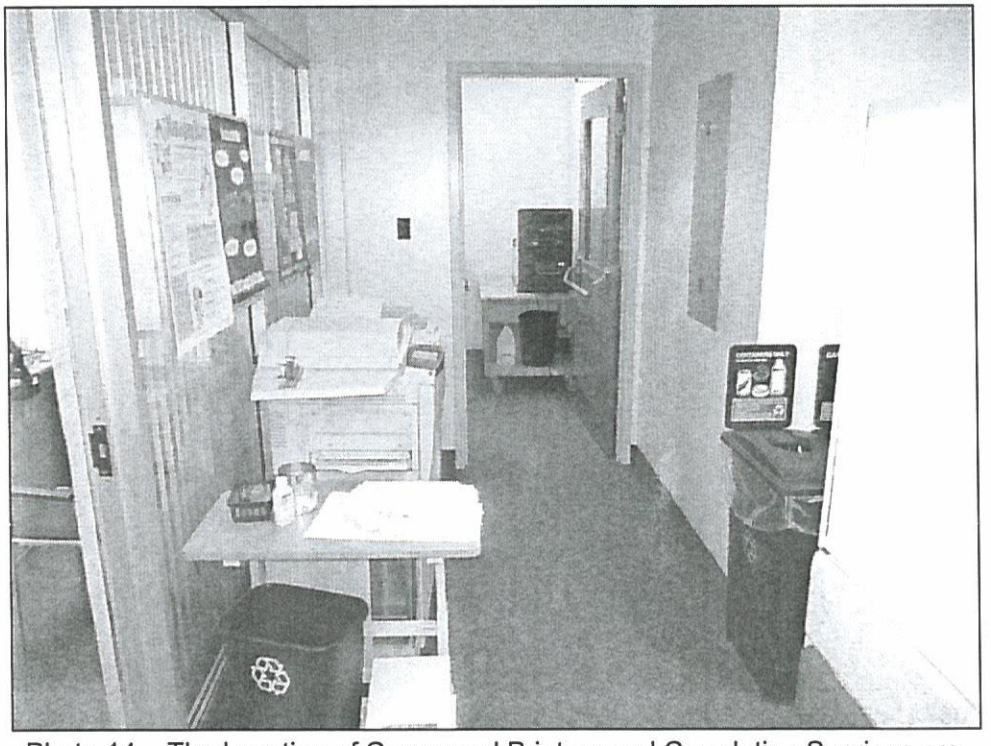

Photo 14 – The Location of Communal Printers and Correlation Services are Not Well Related to Users and Also Affects Means of Egress

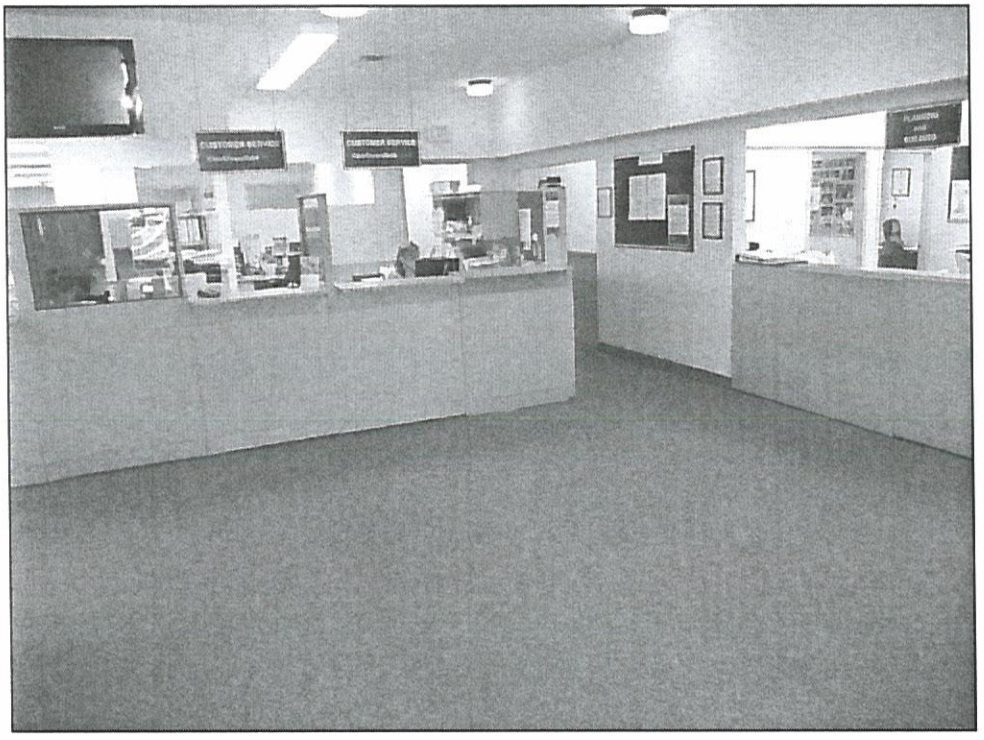

Photo 15 – The Image and Function of the Reception Area is Compromised and There is No Sense of a Public Lobby

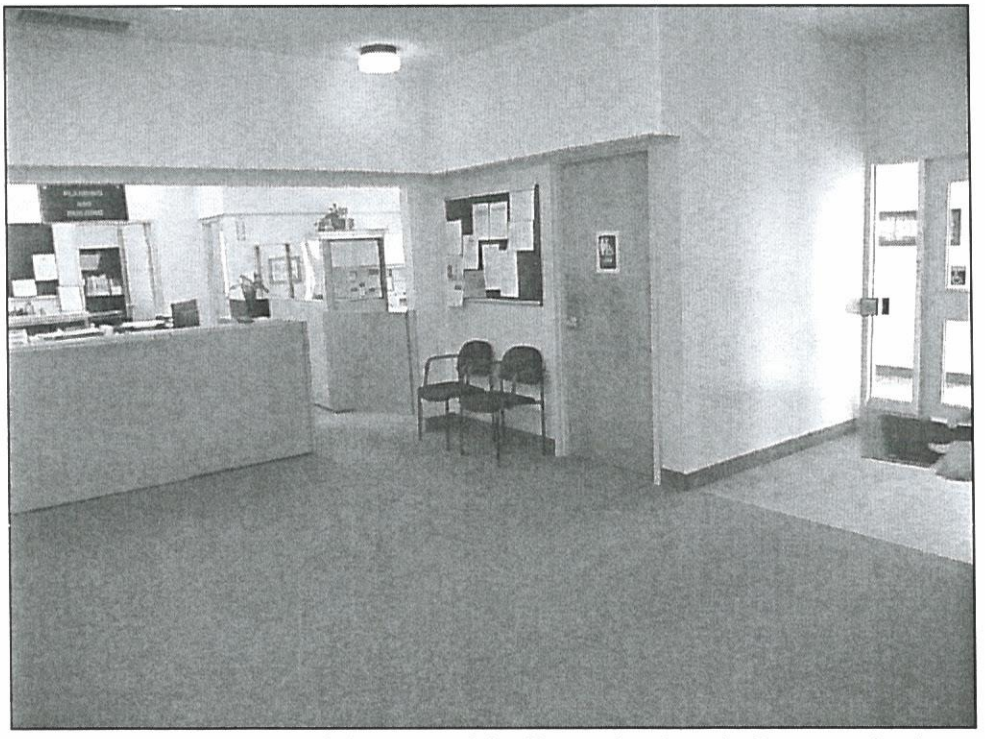

Photo 16 - The Image and Function of the Reception Area is Compromised and There is No Sense of a Public Lobby

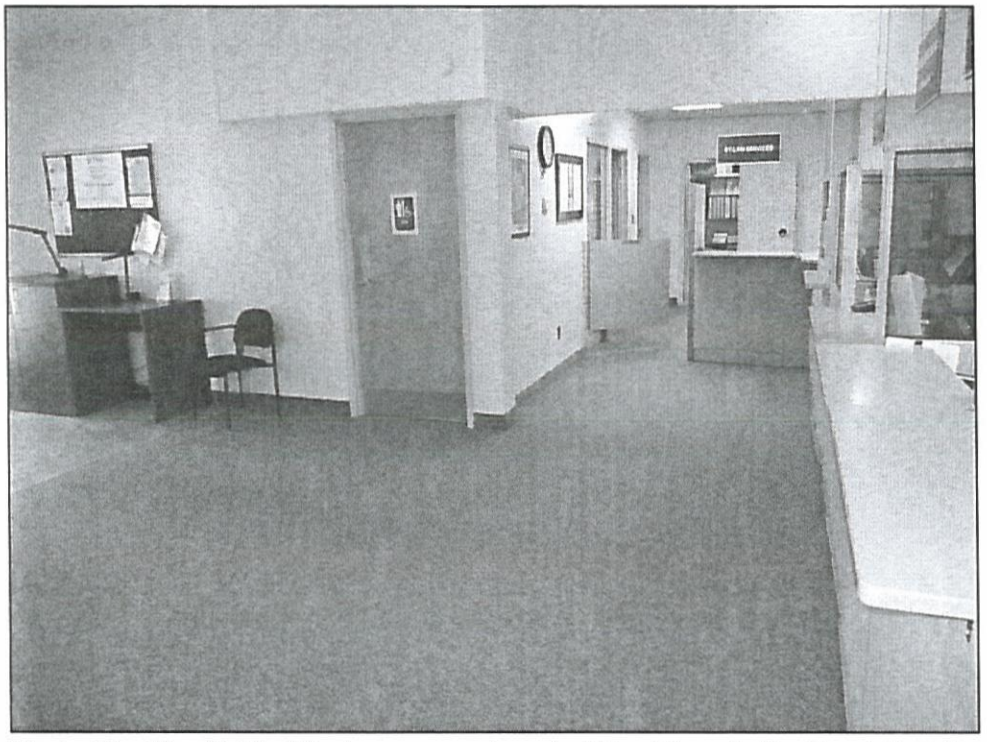

Photo 17 – The Public Washrooms are Located Too Close to the Front Counter

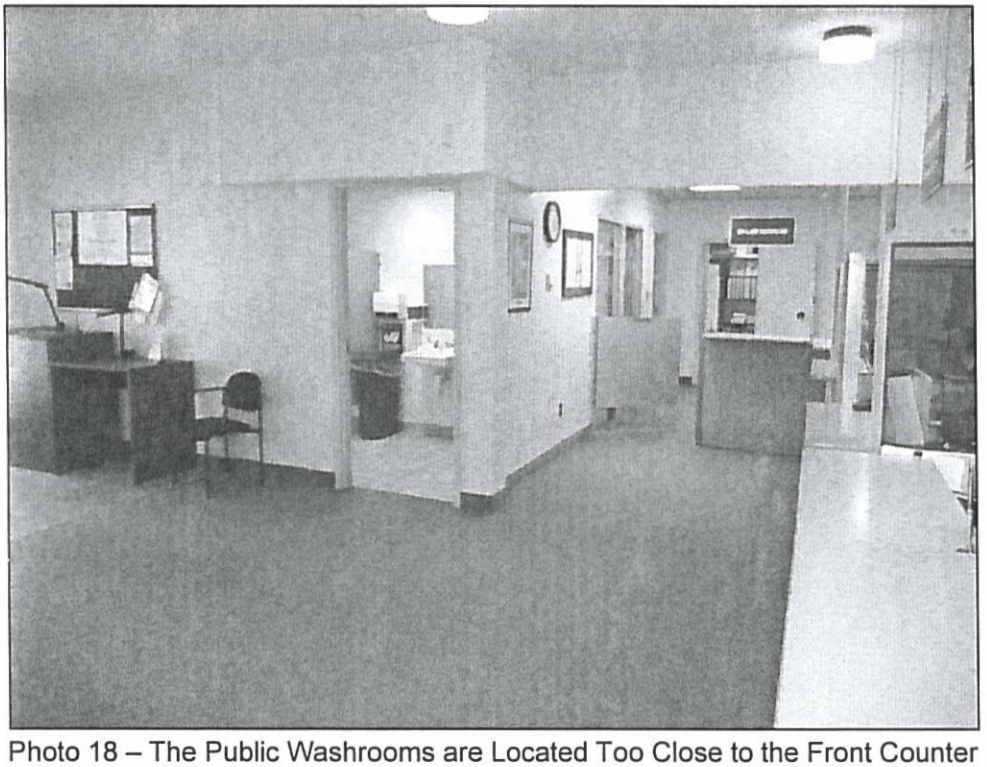

Photo 18 – The Public Washrooms are Located Too Close to the Front Counter

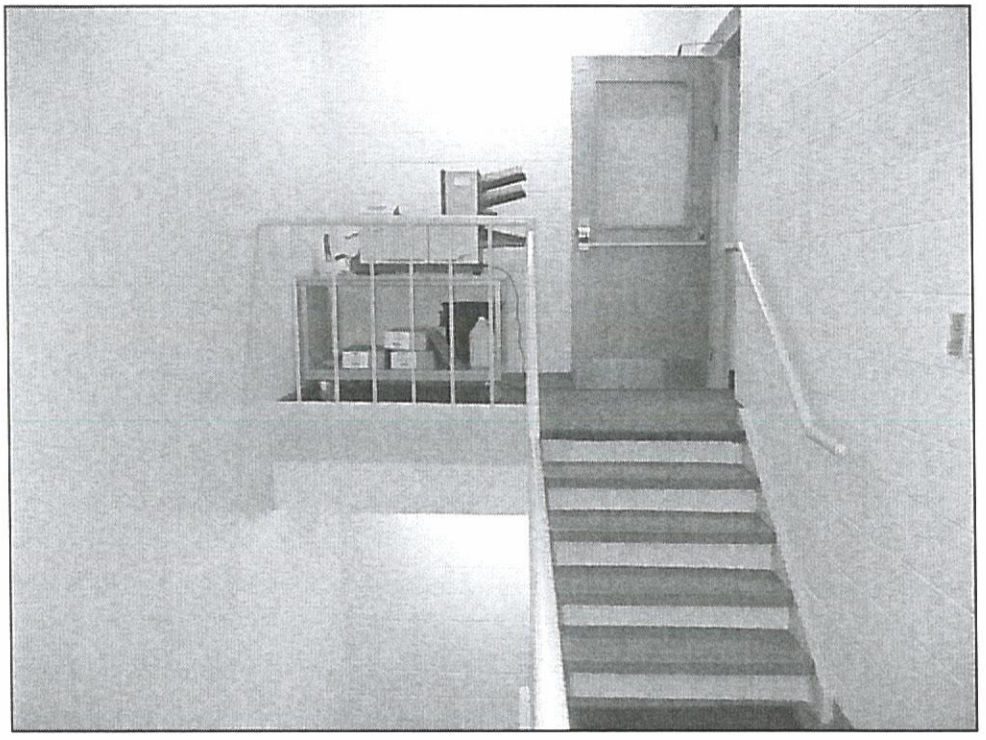

Photo 19 – Due to Lack of Functional Storage Space, Corridors are Used For Active Functions

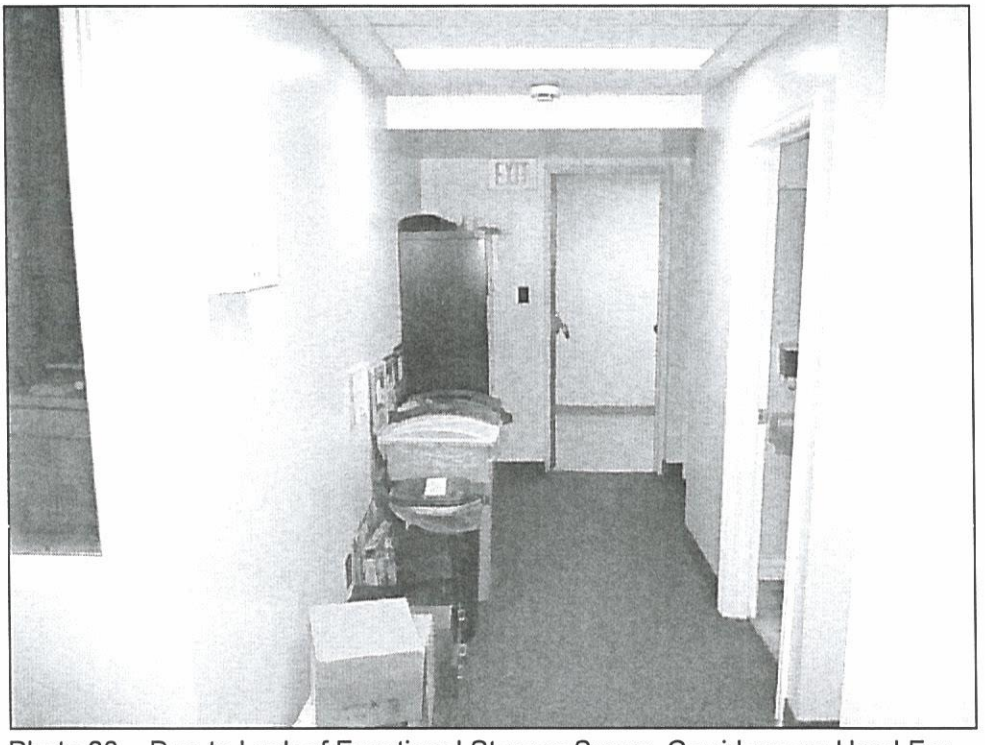

Photo 20 – Due to Lack of Functional Storage Space, Corridors are Used For Active Functions

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Appendix B

Opinion of Repair Costs

Opinion of Repair Costs for Existing Building

As indicated in Section 5.0, there are certain repairs and/or replacement of building components that will be required within the next 5 years. The Table below summarizes the work items and related costs. The figures are not to be regarded as an exact estimate but rather are "Order of Magnitude" costs based on limited information. A more accurate and substantive estimate can be provided if design drawings and specifications for the work are developed.

Opinion of Costs for Identified Repairs To Existing Building

Repairs Required Within 5 Years	
Building Exterior	**Cost**
Replace windows	$25,000
Replace flat roof over septic inspections office	$ 2,000
Repair corner spalling in foundation	$ 1,000
Fill opening at A/C unit	$ 500
Repair mortar joint in foundation wall at Northeast Entrance Lobby	$ 1,000
Repair soffit at south side of addition	$ 500
Replace exterior insulated metal exit doors and frames	$ 8,000
Anchor roof truss bracing lines	$ 2,000
Total Exterior Repairs	**$40,000 + HST**
Building Interior	
Replace HVAC equipment	$70,000
Construct 1-hour fire separation between Council Chamber and original building to address service room fire protection deficiencies	$10,000
Replace door closer at rear northeast exit from Council Chamber	$ 300
Repair rear southeast exit door	$ 2,000
Replace suspended tile ceiling	$35,000
Restore insulation in attic	$ 2,000
Replace Carpet	$57,000
Painting	$40,000
Total Interior Repairs	**$216,300 + HST**

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Appendix C
Building Program

Tiny Township Administration Centre - Program 6

30 April, 2013

Project Nc**1312**

Revised: 19 April, 2014

		AREA (SF)		DESC.	STAFF		COMMENTS
		EXISTING	PROPOSED		Full	Part	
Public / Management	614			1,270			1,651
Mayor and Council		163	220	Office - Large			
Councillors Office		N/A	150	Office - Medium			
Chief Administrative Officer/Clerk		216	200	Office - Large	1		
Deputy Clerk		159	150	Office - Medium	1		
Sr. Administrative Coordinator		77	120	Office - Small	1		
Committee Secretary (Clerk)			150	Office - Medium	1		
Student Work Stations			160	Work Stations		2	
Elections Officer		N/A	120	Office - Small		1	for a few months every 4 years
Major Public Areas	2,478			3,330			4,329
Council Chamber		1,294	1,500				flexible - 50 people
Council Office		N/A	180	Office - Lounge			
Lobby/Foyer/Waiting		557	1,200				
Board / Meeting Room		189	250				
Small Meeting Room		133	100				
Public Washrooms		305	100				to code
Recreation	613			830			1,079
Community Recreation Coordinator		157	150	Office - Medium	1		
Community Engagement and Volunteer Leader		97	80	Work Station	1		
Youth Co-ordinator		60	80	Work Station	1		
Volunteers (Part-time contract and grants)		96	160	Work Stations		2	Volunteers
Summer Day Camp Students		203	200	Group Office		3	3-4 students
Growth			160	Work Stations		2	
Public Works	1,071			1,840			2,392
Manager of Public Works		158	180	Office - Large	1		
Public Works Secretary		80	80	Work Station	1		
Public Works Receptionist		62	80	Front Counter	1		
Engineering Technologist		91	80	Work Station	1		
Water Compliance Auditor		107	120	Offcie - Small	1		
Roads Superintendent		N/A	150	Office - Medium	1		
Lead Hand		N/A	80	Work Station	1		
Water Superintendent		124	150	Office - Medium	1		
Water Lead Hand		49	80	Work Station	1		
Water Operators 1		N/A	400	Hotel WS+Storage	5		staff WR + Shower
Water Operators 2		351		in above			
Drawing/ etc. Storage Area		N/A	200				
Internal Auditor		49	80	Work Station	1		from time to time
Growth			160	Work Stations		2	2 Operators
Administration/Treasury	1,209			1,470			1,911
Manager of Adminsitrative Services/Treasurer		172	150	Office - Medium	1		
Deputy Treasurer		162	120	Office - Small	1		
Cashier		62	80	Front Counter	1		
Accounting Clerk		80	80	Work Station	1		
Receptionist/Back-up Cashier		62	80	Front Counter	1		
Student - H+S		52	50	Work Station		1	
Student - General		52	50	Work Station		1	
Growth		N/A	80	Work Station		1	
Financial/Accounting Analyst		N/A	80	Work Station	1		
IT/H&S Administrator		162	120	Office - Small	1		
GIS/IT Technician		47	120	Workroom/Office	1		
CAP Program workers				off-site	1		
RMS Coordinator		72	80	Work Station	1		
Maintenance		286	180	Workroom/Office	1		
Growth			120	Office - Small		1	
			80	Work Station		1	

		AREA (SF)		DESC.	STAFF		COMMENTS
		EXISTING	PROPOSED		Full	Part	
Planning - Building Department	758			780			1,014
Manager of Planning and Development		128	150	Office - Medium	1		
Planner		101	120	Office - Small	1		
Planning Secretary		85	80	Work Station	1		
Chief Building Offical		129	150	Office - Medium	1		
Building Secretary		218	80	Work Stn/Counter	1		
Building Inspectors		98	120	Office - Small	1		
Student/Growth		N/A	80	Work Station		1	
Septage	356			350			455
C.C. Tatham - Septage Management							Rental arrangement
Manager		188	150	Office - Medium	1		
Reception		168	80	Work Stn/Counter	1		
Students in Field		N/A	120	Workroom		3	
Emergency Services	0			1,730			2,249
Manager of Emergency Services / Fire Chie	188		150	Office - Medium	1		
Fire Secretary	118		120	Work Stn/Counter	1		
Deputy Chief / FPO	117		120	Office - Small	1		
Deputy Chief / Training Officer	-		120	Office - Small	1		
Public Education Officer - Future Office			120	Office - Small			
Emergency Services Office	241		180	Work Room	1		files + storage
Control Room			400				
Communication Room			120				
Work Stn. / Rest / Kitchen			400				
Station Captain and Work Stations	445			5 Work Stn's			
Janitor's Closet	31						
Mtg/Lunchroom/Break out Rooms	971						
Training Room	1,147						
Bylaw Enforcement	404			510			663
Chief Municipal Law Enforcement Officer		113	150	Office - Medium	1		
FT Bylaw Enforcement Officer		108	80	Work Station	1		
FC Administrative Assistant		49	80	Work Station		1	
Seasonal By-Law Staff		134	200	Workroom		8	8 students
Common Support Areas	2,135			3,820			4,966
Lunch Room / Kitchen		448	800				patio access
Health + Wellness Room		N/A	200				
Records and File Storage / Records Management		1,200	1,200				
Active Filing		in above	200				
Staff Resource Room / Library		in above	120				
Main Copier/Fax Workroom		in above	180				
Janitors Room		in above	80				
Receiving		in above	80				
Misc. Storage / Bylaw / Recreation		in above	600				some exterior access
Staff Washrooms		54	240	3 female, 2 male			+ Showers- Lockers
Mechanical/Electrical		117	in Gross-Up				
IT Server Room		166	120	Clean, Air Cond.			centrally located
Elevator and Machine Room			??				
Feature Stairs (Exit Stairs in Gross-up)	547	150	??				
	9,639			15,930			20,709
Net Floor Area		9,639	15,930				
Net Area per staff		124	204				
Gross up @ 30%	33%	3,196	4,779				
Anticipated Gross Floor Total		**12,835**	**20,913**		**48**	**30**	**78**

BURNSIDE

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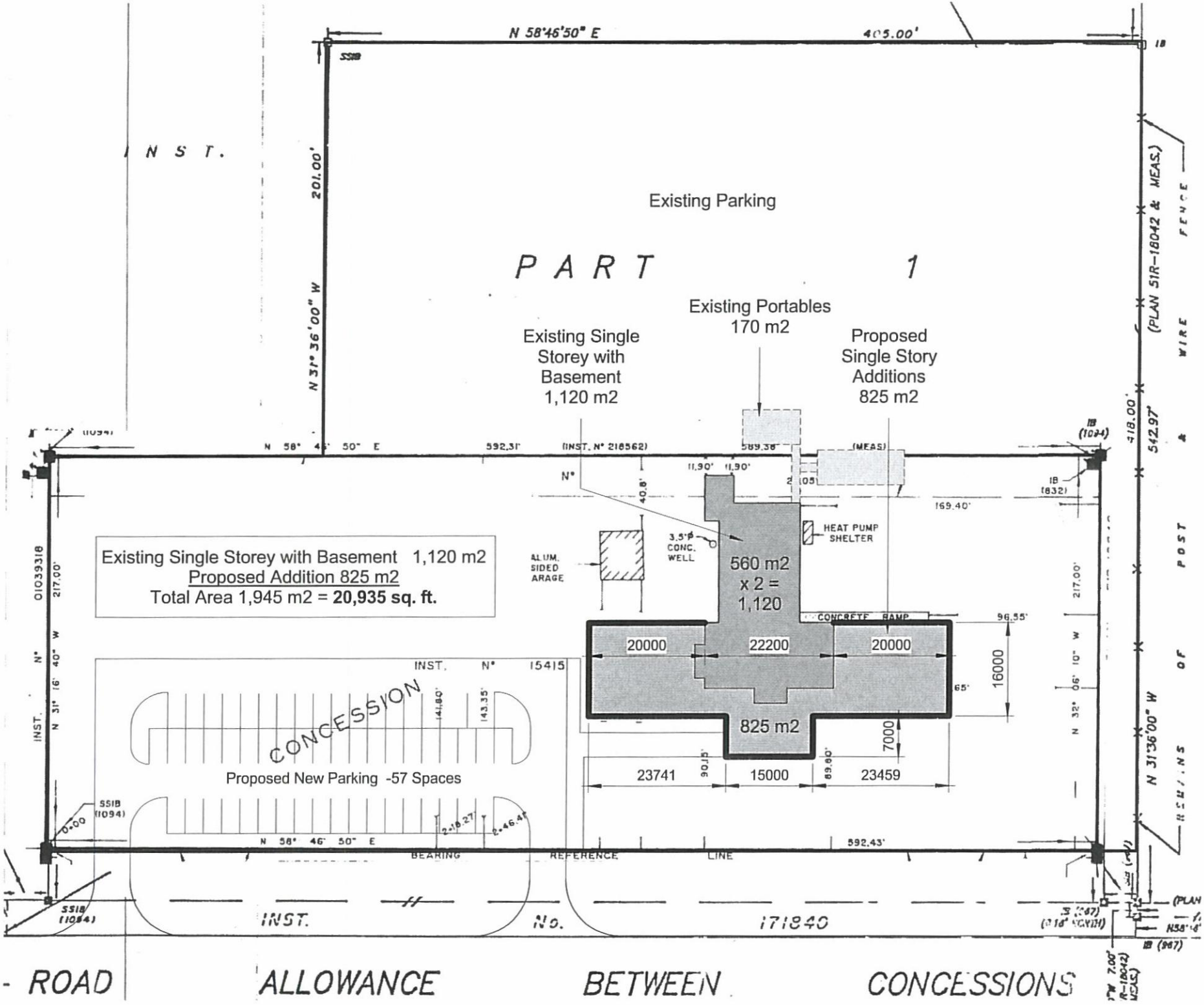
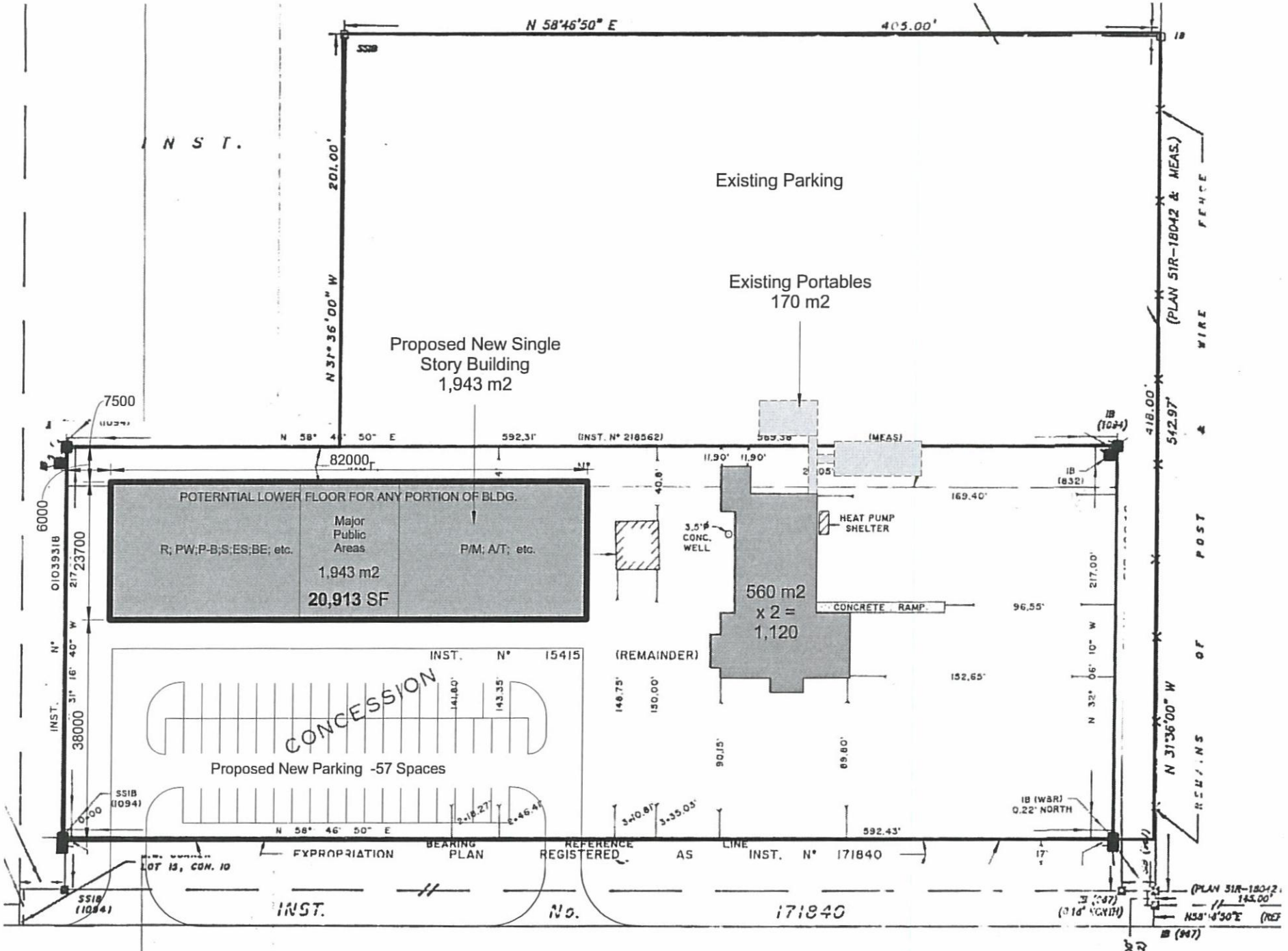
Appendix D

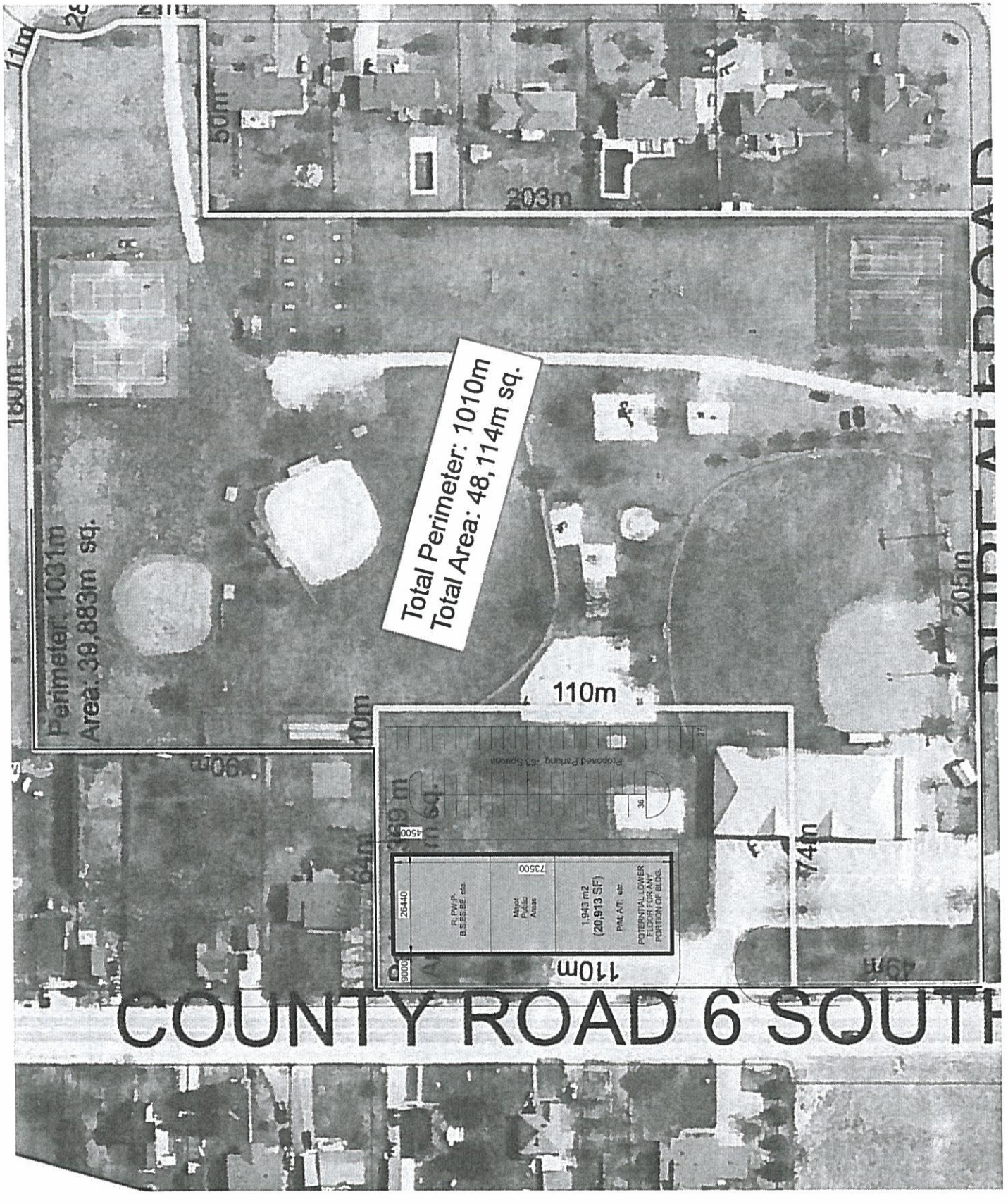
Site Plan for Building Options



OPTION 1 - Renovation and Build Addition



OPTION 2 - Construct New Building On Current Site



OPTION 3 - Construct New Building Offsite

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Appendix E
LEED Checklist

LEED v4 for BD+C: New Construction and Major Renovation

Project Checklist

Project Name

Date

Y	?	N			
			Credi 1	Integrative Process	1

			Location and Transportation	**Possible Points:**	16
			Credit 1	LEED for Neighborhood Development Location	16
			Credit 2	Sensitive Land Protection	1
			Credit 3	High Priority Site	2
			Credit 4	Surrounding Density and Diverse Uses	5
			Credit 5	Access to Quality Transit	5
			Credit 6	Bicycle Facilities	1
			Credit 7	Reduced Parking Footprint	1
			Credit 8	Green Vehicles	1

			Sustainable Sites	**Possible Points:**	10
Y			Prereq 1	Construction Activity Pollution Prevention	Required
			Credit 1	Site Assessment	1
			Credit 2	Site Development--Protect or Restore Habitat	2
			Credit 3	Open Space	1
			Credit 4	Rainwater Management	3
			Credit 5	Heat Island Reduction	2
			Credit 6	Light Pollution Reduction	1

			Water Efficiency	**Possible Points:**	11
Y			Prereq 1	Outdoor Water Use Reduction	Required
Y			Prereq 2	Indoor Water Use Reduction	Required
Y			Prereq 3	Building-Level Water Metering	Required
			Credit 1	Outdoor Water Use Reduction	2
			Credit 2	Indoor Water Use Reduction	6
			Credit 3	Cooling Tower Water Use	2
			Credit 4	Water Metering	1

			Energy and Atmosphere	**Possible Points:**	33
Y			Prereq 1	Fundamental Commissioning and Verification	Required
Y			Prereq 2	Minimum Energy Performance	Required
Y			Prereq 3	Building-Level Energy Metering	Required
Y			Prereq 4	Fundamental Refrigerant Management	Required
			Credit 1	Enhanced Commissioning	6
			Credit 2	Optimize Energy Performance	18
			Credit 3	Advanced Energy Metering	1
			Credit 4	Demand Response	2
			Credit 5	Renewable Energy Production	3
			Credit 6	Enhanced Refrigerant Management	1
			Credit 7	Green Power and Carbon Offsets	2

			Materials and Resources	**Possible Points:**	13
Y			Prereq 1	Storage and Collection of Recyclables	Required
Y			Prereq 2	Construction and Demolition Waste Management Planning	Required
			Credit 1	Building Life-Cycle Impact Reduction	5
			Credit 2	Building Product Disclosure and Optimization - Environmental Product Declarations	2
			Credit 3	Building Product Disclosure and Optimization - Sourcing of Raw Materials	2
			Credit 4	Building Product Disclosure and Optimization - Material Ingredients	2
			Credit 5	Construction and Demolition Waste Management	2

			Indoor Environmental Quality	**Possible Points:**	16
Y			Prereq 1	Minimum Indoor Air Quality Performance	Required
Y			Prereq 2	Environmental Tobacco Smoke Control	Required
			Credit 1	Enhanced Indoor Air Quality Strategies	2
			Credit 2	Low-Emitting Materials	3
			Credit 3	Construction Indoor Air Quality Management Plan	1
			Credit 4	Indoor Air Quality Assessment	2
			Credit 5	Thermal Comfort	1
			Credit 6	Interior Lighting	2
			Credit 7	Daylight	3
			Credit 8	Quality Views	1
			Credit 9	Acoustic Performance	1

			Innovation	**Possible Points:**	6
			Credit 1	Innovation	5
			Credit 2	LEED Accredited Professional	1

			Regional Priority	**Possible Points:**	4
			Credit 1	Regional Priority: Specific Credit	1
			Credit 2	Regional Priority: Specific Credit	1
			Credit 3	Regional Priority: Specific Credit	1
			Credit 4	Regional Priority: Specific Credit	1

			Total	**Possible Points:**	110

Certified 40 to 49 points Silver 50 to 59 points Gold 60 to 79 points Platinum 80 to 110