

To: Mayor Evans and Members of Council

From: Tim Leitch, Director of Public Works
Public Works Department

Prepared By: JF Robitaille, Engineering Manager
Public Works Department

Report Number: PWR-033-23

Meeting Date: 30 Aug 2023

Subject: **New Municipal Building Site Selection**
Our File No: A19/43148/23

Recommendation

THAT Public Works Report PWR-033-23 regarding the site selection for a new municipal administrative building be received;

AND THAT Council directs staff and the Building Needs Assessment Committee to proceed with site #5.

Background/Analysis

Earlier in 2023 the Building Needs Assessment Committee was reconvened. This committee was formed by Council in order to provide direction on the needs of administrative facilities for the Township. The current facility is already lacking in space and functionality for the current staff and is not a feasible long term solution. Council had already directed the committee to focus on new construction rather than an addition to the existing facility and to proceed with the Design-Build construction methodology. It had been put on pause in 2020 due to the uncertainty caused by the coronavirus pandemic.

Prior to being paused, the last direction it had received from Council was through approved recommendation 61/20 which instructed staff to proceed with the adopting a communications strategy, to proceed with a site selection process, and to look at the "Owner's Statement of Requirements". Report PWR-005-20 outlined a methodology that the committee would follow for the site selection process. However, there had been significant staffing and changes in Council since 2020 so the committee decided to revisit the methodology. After the review the following a revised methodology was agreed upon as detailed below.

The committee decided that the baseline requirements for the site should be:

- Have a minimum area of 7,500 square metres
- The area couldn't be zoned Environmentally Protected
- In order to be generally central, it had to be located between the 7th and 12 Concessions and between Baseline and line between lots 15 and 16 (See map in Appendix 1)

The Township has 9 properties that meet these requirements:

1. The current Township office site - 130 Balm Beach Road West
2. Perkinsfield Park / former site of St.Martyr School - 35 County Road 6 South
3. The Public Works Complex Land - 220 Concession 9 East
4. The Public Works Gravel Pit Land - 340 Concession 9 East
5. The Water Complex Land and adjacent parcel - Roll Numbers 436800000530640 and 436800000530620 (accessed off Concession 9)
6. The Tiny Township Community Centre Land - 91 Concession 8 East
7. Lea Debbie Carmichael Park - 112 Goldfinch Crescent
8. The Perkinsfield Storm Water Pond Land - Roll Number 436800000701978
9. Bernie Leclair Park - 99 Balm Beach Road East

These sites are displayed on the map in Appendix 1. In reviewing these 9 sites, the final three were deemed to be inappropriate for a municipal office due to their location in a residential neighbourhood, the fact that the entire property was occupied by a storm management pond, and the dimensions of the site, respectively.

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

The committee used the below decision matrix, which has been modified from the one presented in PWR-005-20, in order to allow the evaluation of the sites to be as open and unbiased as possible.

CRITERIA	WEIGHT
Location (Maximum Score 31)	
- Is public Transit available (linx)?	2
- Is it central to the Township?	8
- Is it easy to find for the public / secure?	5
- Is there good access to amenities (restaurants, parks, trails, etc.)?	5
- Will neighbours support the site usage (extra traffic, views, etc.)?	4
Planning (Maximum Score 10)	
- Is the site location in or adjacent to a settlement area?	2
- Is it properly zoned (Institutional or Rural Employment)?	2
- Are there no known legal or environmental issues with the site?	3
- Impact on Municipal Plans (OP, Rec. Master Plan, etc.)?	3
Site (Max Score 27)	
- Is there room for future expansion of the facility or future rec facilities?	15
- Is the site easy to develop and landscape ?	10
- Does the site have desireable features/ambiance?	6
- Is the entrance to the site safe for traffic?	3
Cost (Max Score 32)	
- Purchase price	15
- Lost tax revenue	3
- Taxes owed	2

- Cost of electrical service/service upgrade	3
- Availability of Municipal Water	3
- Cost of natural gas service/service upgrade	3
- Cost to run a fibre optic line to the site	3
TOTAL	100

Each committee member independently evaluated the six sites based on the above matrix. It then met and discussed large discrepancies in the scoring by different committee members to ensure consistency and that no items were missed. Based on these discussions, members adjusted some of their scoring at their own discretion. The individual scores from each member can be seen in the scoring sheet in Appendix 2. The average score of each site is shown below:

SITE	AVERAGE SCORE
1. Current Office Site	82.23 points
2. Perkinsfield Park	79.89 points
3. Public Works Complex Site	81.64 points
4. Public Works Gravel Pit Site	70.76 points
5. Water Complex Land and Adjacent Parcel	83.43 points
6. Tiny Township Community Centre Land	73.97 points

Reviewed By Other Departments

Not applicable.

Options/Alternatives

Option 1:

Instruct the Building Needs Assessment Committee to proceed with the highest scoring site, the Water Complex Lands and the Adjacent Parcel, as the planned site for a new administrative office. The advantages of this site are it is undevelopped, it is a large parcel of land, it is in close proximity to the Public Works and Water Complexes, it has access to municipal water, it is on a well travelled Township road, it is surrounded by County Forest which gives staff and visitors access to trails, and it is in close proximity to the Tiny Trail.

Option 2:

Instruct the Building Needs Assessment Committee to proceed with the second highest scoring site, the current municipal office property. The advantages of this site are it is well known to the public, it is in close proximity to Balm Beach and Perkinsfield, it is on a road with multi-use paths, and it is already properly zoned.

Option 3:

Instruct the Building Needs Assessment Committee to proceed with one of the other potential sites or to review land available for sale which would meet the site requirements.

Financial Implications

There are currently no financial implications related to this item.

Relationship to Strategic Plan

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

Conclusion

The Building Needs Assessment Committee recommends that Council proceeds with with site #5 for the new municipal administrative building.

Appendices

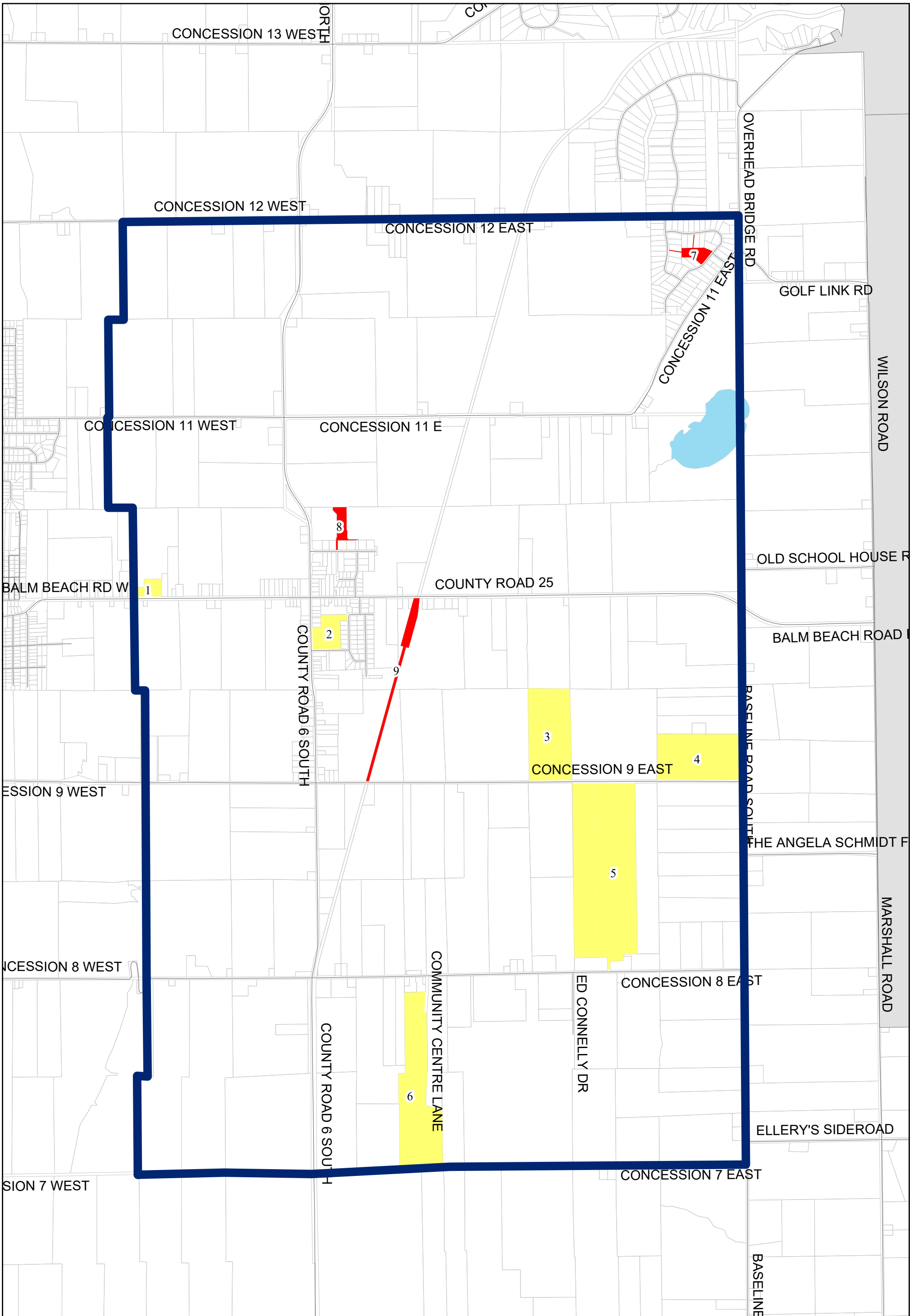
[Site Selection Map \(11x17\)](#)

[Overall Evaluation](#)

Tim Leitch, Director of Public Works Approved - 16 Aug 2023

Haley Leblond, Director of Corporate Services/Deputy CAO Approved - 18 Aug 2023

Robert Lamb, Chief Administrative Officer Approved - 18 Aug 2023



TOWNSHIP OF TINY

SCALE 1:25,000



SITE SELECTION DECISION MATRIX
TINY TOWNSHIP NEW ADMINISTRATIVE BUILDING

CRITERIA	Weight	SITE #1 Current Office (130 Balm Beach Rd W.)							SITE #2 Perkinsfield Park/St. Martyr Land (35 County Rd 6)							SITE #3 Public Works Complex (220 Concession 9E)							SITE #4 Public Works Pit (340 Concession 9E)							SITE #5 Water Complex & Adjacent Land (Frontage on Concession 9E)							SITE #6 Tiny Township Community Centre (91 Concession 8E)												
		Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Avg	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Avg	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Avg	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Avg	Member 1	Member 2	Member 3	Member 4	Member 5	Member 6	Member 7	Avg								
Location (Max Score 31)																																																	
- Is public Transit available (linx)?	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
- Is it central to the Township?	8	10	10	10	10	9	9	10	9.71	10	10	10	10	8	10	10	9.71	10	10	10	9	7	6	8	8.57	10	8	10	4	7	5	7	7.29	10	8	10	5	6	6	8	7.57	10	10	10	8	6	6	7	8.14
- Is it easy to find for the public / secure?	5	10	10	10	8	9	9	10	9.43	10	10	10	10	9	10	10	9.86	10	10	10	8	6	6	7	8.14	10	10	10	6	7	6	8	8.14	10	6	10	6	6	6	8	7.43	5	5	10	6	6	6	3	5.85714
- Is there good access to amenities (restaurants, parks, trails, etc.)?	5	5	8	2	4	8	8	5	5.71	10	10	6	10	7	6	8	8.14	5	7	7	4	5	4	6	5.43	5	8	7	4	5	4	7	5.71	5	8	9	2	5	5	6	5.71429	5	8	9	4	6	7	6	6.43
- Will neighbours support the site usage (extra traffic, views, etc.)?	4	10	10	9	10	8	10	10	9.57	5	6	1	5	5	5	3	4.28571	10	10	9	8	8	10	10	9.29	10	10	9	5	8	10	6	8.28571	5	10	9	5	8	9	10	8.00	5	10	9	5	6	8	5	6.86
Planning (Max Score 10)																																																	
- Is the site location in or adjacent to a settlement area?	2	0	0	0	0	0	0	0	0	10	10	10	10	10	10	10	10.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Is it properly zoned (Institutional or Rural Employment)?	2	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	0	0	0	5	5	5	5	5	5	5	5	0	0	0	0	0	0	0	0	
- Are there <u>no</u> known legal or environmental issues with the site?	3	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	0	0	0	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
- Impact on Municipal Plans (OP, Rec. Master Plan, etc.)?	3	10	6	8	10	10	10	10	9.14	0	10	3	8	5	5	7	5.42857	10	10	7	10	10	10	10	9.57143	10	10	8	7	6	8	5	7.71	10	10	10	7	10	10	5	8.86	10	10	10	7	6	9	6	8.29
Site (Max Score 27)																																																	
- Is there room for future expansion of the facility or future rec facilities?	15	5	6	5	8	8	8	6	6.57	5	2	3	8	2	7	3	4.29	10	10	2	10	10	10	8	8.57	10	10	9	10	10	10	10	9.86	10	10	10	10	10	10	10	10.00	10	10	10	10	10	10	10	10
- Is the site easy to develop and landscape ?	10	10	10	10	10	9	10	10	9.86	10	10	10	10	8	10	10	9.71	10	10	6	8	8	9	8	8.43	5	10	2	5	5	6	7	5.71	10	10	10	7	9	9	9	9.14	10	10	10	7	8	8	7	8.57
- Does the site have desirable features/ambiance?	6	5	5	6	7	8	9	7	6.71	5	10	6	7	5	8	5	6.57	5	10	5	4	6	6	8	6.29	5	7	5	5	5	7	6	5.71	10	10	10	7	5	9	10	8.71	10	10	10	7	8	9	10	9.14
- Is the entrance to the site safe for traffic?	3	5	8	9	10	9	9	10	8.57	5	10	6	10	8	7	5	7.29	5	10	9	7	8	8	8	7.86	5	10	9	10	8	7	8	8.14	5	10	9	10	8	8	10	8.57	5	10	9	10	7	8	10	8.43
Cost (Max Score 32)																																																	
- Purchase price	15	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
- Lost tax revenue	3	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
- Taxes owed	2	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
- Cost of electrical service/service upgrade	3	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	5	5	5	5	5	5	5	5	
- Availability of Municipal Water	3	0	0	0	0	0	0	0	0	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	0	0	0	10	10	10	10	10	10	10	10	0	0	0	0	0	0	0	0	
- Cost of natural gas service/service upgrade	3	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	0	0	0	0	0	0	0	0	
- Cost to run a fibre optic line to the site	3	10	10	10	10	10	10	10	10	5	5	5	5	5	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	100	79	81	78	84	84	87	83	82.23	80	83	75	89	72	84	77	79.89	86	92	71	81	80	81	81	81.64	73	81	70	64	68	69	71	70.76	86	87	91	74	79	82	85	83.43	75	80	82	69	69	73	69	73.97