To:	Mayor Evans and Members of Council
From:	Tim Leitch, Director of Public Works Public Works Department
Prepared By:	Tim Leitch, Director of Public Works Public Works Department
Report Number:	PWR-013-24
Meeting Date:	03 Apr 2024
Subject:	**TTAC – Township of Tiny Administrative Centre Update** Our File No: A19/43148/24

Recommendation

THAT Public Works Report PWR-013-24 regarding the Township of Tiny Administrative Centre (TTAC) Committee be received;

AND THAT Council provides direction to the TTAC Committee and staff for the following four (4) items through separate resolutions:

1. The selection and approval of design Concept Schematic A1 as selected by the TTAC Committee provided in the Options/Alternatives section.
2. The selection and confirmation of the sizing of the Public Space.
3. Proceed with Unity Design Studios writing and submitting Grant applications for the Green Municipal Fund. Upper cost limit of $100,000.
4. Proceed with Unity Design Studios to complete the Planning Documentation package. Estimated upper limit cost is $12,000.

Background/Analysis

This report was created on behalf of the Township of Tiny Administrative Centre (TTAC) Committee (formerly known as the Building Needs Assessment Committee) to present the background, options and financial summaries for Council to provide direction to the Committee and staff. Please note that no final financing decisions are requested in this report.

Historical Background

In May 2016, the Building Needs Assessment Committee was formed to consider the future needs of the Township Administrative building to accommodate Municipal staff and Council. The Committee was made up of Municipal staff and Council members. Its mandate, at that time, was to recommend the next steps in addressing the various accommodation issues faced by the Township. In 2018, the Committee recommended that a new facility should be pursued rather than an addition to the current office to better service the community. Due to the pandemic and the uncertainty it posed, the Committee paused work on this project for several years. Post COVID, the Committee was revitalized in 2022, under the new term of Council. The new Committee, now called Township of Tiny Administrative Committee (TTAC), comprising of 2 members of Council and 5 senior staff, was

directed to move forward under its mandate with the project including the Project Road Map plus reevaluate and update the Project Charter.

The current Township Office was constructed in 1967. Many additions and renovations have occurred over the years to meet the changing and growing needs of the Township (Appendix 3 - Planning and Development Memorandum - 2017). As the number of residents and visitors has grown, so too have the regulations and responsibilities downloaded onto Municipalities. This has led to an increase in the number of employees needed in order to meet the increasing servicing needs of our community. The current Township Office is now antiquated, not accessible, unreliable, not environmentally responsible, crowded, has limited functionality and severe space constraints for staff, and poorly secured. This has resulted in many staff members operating in portables and remote locations.

The current office for the Water Department is located on the upper level of a pump station that required renovations in 2020 to accommodate staff at remote municipal facilities due to the space shortage in the current Township Office. The current water office is not accessible and is restricted in space for the staff and lab. This facility is used to store chemicals which should be the prime use for this facility only.

IT, Public Works Administration, and the Recreation Department, staff operate out of portables located in the parking area at the rear of the Township Office. Portables serve as temporary office spaces but are not accessible or environmentally sustainable and have inadequate air quality and heating/cooling. This may negatively affect staff health and job performance.

The Township strives to deliver efficient and exceptional services, in accordance with the Township of Tiny Strategic Plan - 2022-2026 (Appendix 4). A new Administrative building will assist the Township in meeting current and future resident expectations in the delivery of services, and will provide a sustainable and environmentally responsible healthy workplace for Municipal Council, staff and volunteers.

The Township of Tiny has engaged the services of Unity Design Studios (formerly Lett Architects Inc.) , Architect, to provide direction and leadership in the construction of a new Administrative Centre. In accordance with the Strategic Plan, the Township contracted consultants in 2014 (Appendix 1 - Ted Handy/Burnside Report) and 2017 (Appendix 2 - Ted Handy/Burnside Report Version 2.0) to complete a building needs assessment. At that time the current Municipal Administrative Building, located at 130 Balm Beach Road West, was deemed to be insufficient for the Township's current and future needs.

Working with Unity Design Studios, the Committee has identified many key goals that it believes should be part of the design objectives of the new facility. These include:

Sustainable Environmental Objectives:

- Net-Zero Energy (Emitted Carbon) - The state where a building produces sufficient energy to offset its operational requirements through its lifespan.
- Net-Zero Carbon (Embodied Carbon) - By using construction techniques and materials that produce fewer carbon emissions in the manufacturing and transportation to the site. Net-zero=total carbon emitted- total carbon avoided.

- Facility efficiency to reduce overall costs through natural light, Dark Sky Compliance, solar PV (Photovoltaic) and ground source geothermal heating and cooling.
- Utilizing mass timber harvested from local renewable forests allows for creative architectural design. Mass timber also has a smaller carbon footprint than traditional building materials, enhanced fire protection, and excellent insulation qualities.
- Drainage galleries to capture rain-water to support the landscape design to recharge ground water. Landscaping will minimize hardscaping and utilize native drought-resistant plants.

Work Environment Objectives:

- Centralized staff, Council and services for public convenience and efficiency.
- Provide full accessibility for all users that meets Accessibility for Ontarians with Disabilities Act (AODA).
- Addresses the Asset Management shortfalls of the current facility.
- Facility feature improvements for such as lighting, air quality, staff efficiencies, and designed per Ontario Public Service Modern Office Space Guideline V. 2.0 (Appendix 5). It should be noted this guide was developed during and post COVID to ensure all lessons learned are incorporated in office designs.
- Promote employee satisfaction, improve ability to preserve and attract new staff, improve health and safety, and reduce inefficiencies.

Public Environment Objectives:

- The net-zero Administrative Centre will serve as a community hub, providing a sustainable and resilient space for civic engagement, public meetings, and community events while preserving the health and natural beauty of the surrounding forested landscape.
- Mass timber provides an environment reflective of Tiny's natural features and environment first objective.
- Provide areas within the site for potential offerings such as:
  - Managing the Environmentally Protected areas.
  - Tree planting commitment - Three (3) trees planted for each one cut.
  - Vehicle/e-bike charging stations.
  - Active living and environmental engagement areas within the site and adjoining County of Simcoe forest.
- Large property to enable growth of future public offerings and activities.

The Committee was directed to move forward with the project and pursue the following:

- Establish regular TTAC Committee meetings.
- Revise the previous Project Charter to reflect revised goals, objectives, and Committee protocol. (Appendix 6 - PWR-004-24 dated February 21, 2024).
- Select the location of the new Administrative Centre. (Appendix 7 - PWR-033-23 dated August 30, 2024).
- Develop, advertise, and recommend a consultant for Architectural Services. (Appendix 8 - PWR-034-23 dated August 30, 2024).
- Develop internal plans and documentation that support the project:
  - Financial Planning - See Financial Implications below in this report and Appendices 9-11.
  - Planning reports and approvals. (Appendix 12)
  - Design Concepts:

- Initial 5 concepts. (Appendix 13).
  - Top 2 concepts - Schematic A1 and A3. (Appendix 14).
  - Committee Chosen Final Design - Schematic A1. (Appendix 15).
- Project Timeline. (Appendix 16).
- Public Information Centre results. (Appendix 17).

The key milestones to date for the development of the design concepts created by Unity Design Studios include:

- Staff engagement, November 2023.
- Initial Public engagement December 2023.
- Functional program analysis which defines space needs for the design concept for Schematic A1 and A3. (Appendix 18).
- Final Concept Schematic A1 Rendering. (Appendix 19).

In addition, although these concepts have been reviewed in the past, Unity and the TTAC Committee reinvestigated build cost options based on some current assets and different configurations (Appendices 9-11) to confirm current economics. These included:

1. Build new Administrative Centre that would support all Township staff and services at 260 Concession 9 East.
2. Renovate the current Township Office plus design and construct an addition that would support the Functional Space Analysis.
3. Build a new smaller Administrative Building at 260 Concession 9 East and add a second story to the Public Works Complex at 220 Concession 9 East. This would house Public Works Operations activity including Recreation, Public Works Administration and Water, and Emergency Services would remain at Fire Station 2 in Wyevale.

Although there may be many scenarios that can be investigated these 3 made the most sense to look at for financial implications which will be noted below.

Listed here are some general high level comments about new construction versus renovation/additions:

New Construction:

Pros	Cons
Customization	Higher Initial Cost
Latest Infrastructure	Initial Environmental Impact
Improved Efficiency	Lost Historical Value
Enhanced Accessibility	Unfamiliar Area for Residents
Long Term Viability	Additional planning studies for due diligence
Technological Integration	Need to run new utility services to site
Long-Term Savings	
Enhanced Opportunity for Public Engagement	

|	
Well-Defined Public and Private Space	
Improved Collaboration between Departments	
Public Engagement for Increased Services	
Show Case Local History	
Responsible Asset Management	
Less interruption to operations during construction	

Renovation/Addition:

Pros	Cons
Cost Savings	Space Limitations - Limited growth
Preservation/Historical Value	Functional Limitations
Familiarity/Convenience	Aging Infrastructure
Enhanced Environmental Performance to Current	Accessibility Challenges
Incremental Improvements	Limited Design Flexibility
Cost Estimation Accuracy	Disruption to Operations
Own Property	Unforeseen Challenges
Reduced Planning Studies for due diligence	Difficulty in maintaining Fire Ratings
Ability to reuse some existing utilities	Replacement of Power and Mechanical Systems
	Replacement of Finishes and Fixtures
	Inability to have Extensive Active Areas
	Service Upgrades Required
	More disturbance to operations during

	construction

Communications Strategy

Communication timelines of distribution of information has been a challenge due to municipal protocols such as Council approvals required to be ratified prior to posting. In an effort to improve communications regarding the TTAC project, incorporating feedback from our residents, the following communications methods are utilized to ensure residents are informed and part of the process:

1. The Township has dedicated a section on the website to provide the historical documentation, important updates, minutes, Council direction and other pertinent information. The link to this information is: www.tiny.ca/newtownhall.
2. The TTAC Committee modified the previous Charter which will outline various protocols, which include communications, guidelines to help manage the committee, ensuring the Committee remains open and transparent, define roles and responsibilities and various other items to keep the project focused and on track. The Project Charter is located on the Township website and included for convenience in Appendix 6.
3. Resident feedback is important so the committee has developed a dedicated e-mail address so that questions and comments can be directed to the TTAC Committee. Every e-mail is logged, tracked and reviewed by the committee for consideration. The e-mail address is: newtownhall@tiny.ca.
4. Tiny Connect is the Townships mass notification system that enables subscribers to get up-to-date information about all things in Tiny by text, e mail, phone call, or assistive device. We recommend that everyone signs up for this free service and registration can be found on line at: www.tinyconnect.ca.
5. Tiny also utilizes all the social media sites to provide updates on various projects, programming, and objectives such as Facebook, Twitter and Instagram.
6. Residents can also sign up through CivicWeb which will notify subscribers when Council Agendas are posted. Interested users can subscribe at CivicWeb.net.
7. The high level Major Phases of the Project , as shown on the website, is summarized below:

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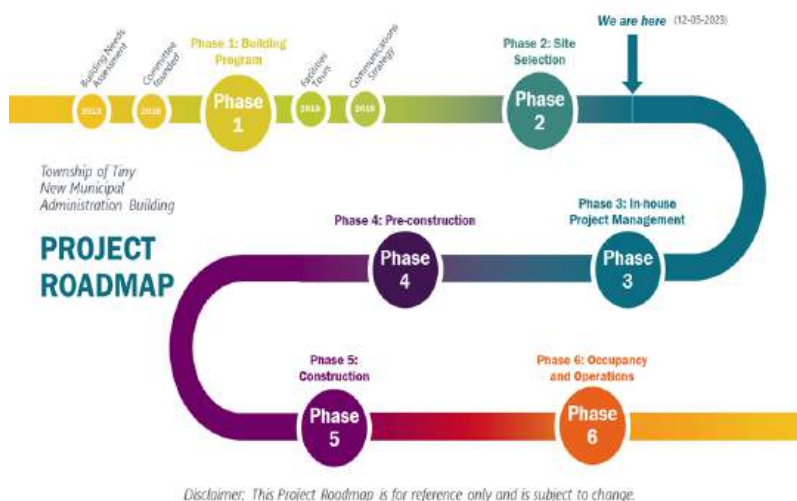
Keys next steps:

- Council to set direction for the Committee and staff based on the 4 Council Directions within this report.

- Start the Green Municipal Fund (GMF) Application process.
- Complete Planning Documents as identified.
- Start the procurement process for the Construction Manager.
- Complete final costing model for Council's chosen concept.
- Complete the site/facility rendering drawings.
- Develop detailed drawings.
- Second Public Engagement Session.
- Phase 2 Architectural services contract award.
- Contract Construction services and commencement.

The TTAC Committee and staff continue to pursue the original Council direction by developing and providing information required to establish the path forward to address the current and future needs of our Administrative Centre.

Reviewed By Other Departments
Corporate Services, Planning and Development.

Options/Alternatives
The following Options are broken down into 4 separate Council Directions, which will each have their own Motion to support direction for Council, TTAC, and staff.

Council Direction 1 - Design Schematic Selection

Option #1.1

Continue with the existing direction from Council to pursue a new facility at 260 Concession 9 East to accommodate all staff, Council activities, public spaces and rental space. Option 1.1 is based on the facility on the Committee's recommended schematic design per Appendix 15 and the objectives identified in the Analysis/Background section - notably net-zero energy and mass timber construction. The Schematic provided will meet current and future Council, staff, volunteers and public needs.

General features include:
- Full accessibility.
- New multi-use Council Chambers.
- Rental/event/programming space.
- Environmental Objectives.
- Rental office space potential.

Option #1.2

Pursue a new addition at the current location (130 Balm Beach Road West) and renovate the current facility. This option would house all staff, Council activities, limited public space and rental space. See Appendix 2 - Handy/Burnside Report (pages 26-28).

General features include:
- Ability to rectify accessibility in new addition and limited in current facility.
- New multi-use Council Chambers.
- Limited environmental improvements to renovated facility and better performance with addition.

- Limited public rental/event space.
- Rental office space potential.

<u>Option #1.3</u>

Pursue a new facility at 260 Concession 9 East to house the majority of Administrative staff and Council activities with public space. This facility would follow the same concept shown in Appendix 15 and the objectives identified in the background/analysis section, just with a smaller footprint. Additionally add a second story on the PW Complex at 220 Concession 9 East to house all Public Works (Roads, Parks, Water, Administration) and recreation staff. Emergency Services would remain at the #2 Hall, 817 County Road 6 South, in Wyevale.

General features include:
- Meet accessibility requirements in new facility with limited accessibility in renovation.
- Limited environmental improvements to renovated facility and better performance with addition.
- New multi-use Council Chambers.
- Potential for rental/event space.
- Rental office space potential.

<u>Option #1.4</u>

Council to advise staff to investigate other alternatives.

Council Direction 2- Public Space

One of the objectives with a new Administrative Centre will be the increased availability of community public space. This will enable the development of areas where programming and events can occur, potential rental space and general public gathering areas would exist. The proposals noted in Council Direction 1 contain various areas that are public space. The tables below will provide some different options for Council to consider. The numbers in the tables are usable space which does not have a gross up factor for wall thickness, utility chases, etc. (typically 25-30%) that are in the overall facility size.

<u>Option #2.1</u>

Proceed with the following proposed spaces which would be considered areas of public use. These are currently included in the Committee's recommended schematic design per Appendix 15.

Functional Area Name	Square Footage	Notes
Council Chambers	2104	A larger Chambers than the current facility. This will allow additional public participation during Council meetings, and for the use of the space as a multi-use area for events, rentals, and programming.
Event/Rental Space	2048	Will permit multiple use for rentals, events, training, public

		engagement, etc.
Lobby	3640	Increased lobby size to promote community hub, larger service areas, waiting areas, displays of local heritage/art, etc.
Committee Boardroom/Hall	463	A boardroom which would accommodate the many Committee's of Council to have a proper set up for effective meetings and not conflict with Council Chamber activities.
Catering Kitchen	272	This feature would enable programming and event planning and offerings. In addition will provide a benefit for rental planning.
Public Washroom	502	The size with accessibility would be adequate for the spaces noted within this report section.
Small Customer Lobby Boardrooms	211	The small boardrooms provide meeting space with staff and residents. Provide a safe and confidential meeting area.
Total Proposed	9240	

Option #2.2

The square footage noted will have the proposed area minus the current square footage in the existing municipal office.

Functional Area Name	Square Footage	Notes
Council Chambers	1294	Reduce proposed Chamber size to reflect current Chambers.
Event/Rental Space	0	Remove and have no rental or event space within the new facility.
Lobby	557	Maintain basic lobby space as per current
Committee Boardroom/Hall	0	Utilize other options such as shared use with Chambers
Catering Kitchen	0	Remove as no community space or rental so this feature would not be required.
Public Washroom	305	Maintain minimum size for reduced public space.
Small Customer Lobby Boardrooms	0	Remove, resident meetings would be in public.
	2156	

Total Reduction	7084	Option 1 - Option 2

Option #2.3

Council provide alternate direction to Committee and staff.

Council Direction 3- Grant Writing Application

Option #3.1

Approve Unity Design Studios(UDS) to proceed with writing of the application for the Green Municipal Fund (GMF). The TTAC Committee has enquired with UDS regarding grant options including the GMF. The GMF is a program that provides funding for municipal and environmental projects such as constructing a Net Zero administrative centre that contributes to environmental and sustainable objectives. This funding would allow the Township to obtain more funding and make an environmental commitment. See Appendix 20 for summary.

The GMF application process would be a 2 phase approach. Phase 1 is the initial application confirming the construction of a new Net Zero Administrative Centre. Once approved, Phase 2 will provide a detailed engineering report that will involve a variety of technical information to support the build and validate the criteria for the grant. The process to write the grant and receive confirmation takes approximately 12 months. This option is being presented based on the expertise required and staff time to efficiently and effectively write and submit the grant application.

Option #3.2

Council directs staff to pursue a different method of GMF Application.

Council Direction 4 - Planning Documentation

The Township's Zoning By-law 22-075 Section 2.24 provides that public uses (including an Administrative Centre) are permitted on any land in the Township, subject to meeting certain criteria including compliance with minimum yard setbacks and maximum height requirements of the applicable zone. These zoning standards have been shared with Unity Design Studios for consideration and compliance in the preparation of the building plans and associated site plan. Based on preliminary designs, compliance has been achieved for minimum setbacks and maximum facility height.

The area of the property that is proposed for the Administrative Centre use is designated 'Rural' and adjacent to lands designated 'Greenlands' on Schedule A to the Township Official Plan and zoned 'Rural' and adjacent to lands zoned 'Greenlands' and 'Environmental Protection 2' on Schedule A to Zoning By-law 22-075. The designations and zoning on the property as it relates to the boundary between the 'Rural' and 'Greenlands' areas was applied based on the findings of the March 2015 report 'Evaluation of Natural Heritage Conditions in the Township of Tiny' prepared by the Severn Sound Environmental Association (SSEA). This study was high-level and did not include site-specific field work to confirm the precise extent or significance of natural heritage features. In order to verify the extent of any significant natural heritage features and/or significant wildlife habitat on the lands, a site-specific Environmental Impact Study (EIS) scoped to the area proposed for development (along with appropriate buffer) will be conducted.

The Township has prepared a list of potential studies and reports (Appendix 12) to support the TTAC site planning process. To ensure that the Township maintains a high standard of transparency and conformance for site development and construction while maintaining a fiscally responsible approach, the list has identified the studies/reports that would require the assistance of third party subject matter experts/project management (see Options and Financial Implications for details).

Option #4.1

Approve Unity Design Studios to proceed with project management for the site planning process for the items identified in Appendix 12. The Planning and Development Report to cover the required documentation, studies and reports to satisfy the Township of Tiny Official Plan and Zoning By Laws as it relates to the construction of the new Administrative Centre. This option is being presented based on the expertise required and staff time to efficiently and effectively complete the required documentation, studies and reports.

Option #4.2

Council directs staff to pursue a different method of managing of the determined Planning and Development documents.

Financial Implications

The following Financial Implications are broken down into four (4) separate Council directions, which will each have their own Motion to support the direction to both the TTAC Committee and staff. Based on the net zero objective, a new facility will show savings per square foot of space. The goal is to run the facility entirely on electric power and no natural gas. Savings will be monitored and reported once fully realized.

This section of the report will provide a high level cost estimate based on a 30 year funding model for all the Financial information below. Council is not being asked to make a decision on the financial information at this time. As the project is further defined more information about the estimated cost of the Administrative Centre will be provided.

Tax implication are top of mind for all Council and staff decisions and directives.

Tiny has historically demonstrated being one of the lowest municipal tax rates in the County of Simcoe and Appendix 21 demonstrates what the projected impact would be if Option 1.1 was incorporated into the budget (based on 2023 tax rates).

Appendix 20 will provide a summary of the Green Municipal Fund that TTAC Committee will be applying for to assist in funding the project.

Council Direction 1- Design Schematic Selection

Option #1.1

Construct a new facility on Concession 9 East to accommodate all staff, excluding current Public Works Operations staff within the Public Work Complex. Sell/repurpose the current Township Office. A detailed cost estimate is currently being developed by Unity Design Studios for the chosen design schematic design (Appendix 9).

Preliminary estimates:

Design, Construction, and Site Works	$25.6m

Potential Grant Funding and Township Office Sale Revenue	($3.7m)
Debt Financing	$21.9m
Estimated Future Municipal Budget Impact Annually	$969.7k
Estimated Annual Impact per average residential home assessed at $350,000	$76.68/year
Estimated Monthly Impact per average residential home assessed at $350,000	$6.39/month

See Appendix 9 for draft details.

Option #1.2

New addition to the current Township Office and renovate the current Township Office.

Preliminary estimates:

Design, Construction, and Site Works	$21.5m
Potential Grant Funding	($2.0m)
Debt Financing	$19.5m
Estimated Future Municipal Budget Impact Annually	$711.6k
Estimated Annual Impact per average residential home assessed at $350,000	$64.06/year
Estimated Monthly Impact per average residential home assessed at $350,000	$5.34/month

See Appendix 10 for draft details.

Option #1.3

Preliminary estimates:

Smaller Administrative Centre at Concession 9 East, second story on Public Works Complex and leave Emergency Services staff at Station 2 in Wyevale. Sell/repurpose the current Township Office. Grant eligibility has been confirmed as applicable with the project activity occurring in separate years.

Design, Construction, and Site Works	$21.5m
Potential Grant Funding	($2.5m)
Debt Financing	$19.0m
Estimated Future Municipal Budget Impact Annually	$781.9k
Estimated Annual Impact per average residential home assessed at $350,000	$61.83/year
Estimated Monthly Impact per average residential home assessed at $350,000	$5.15/month

See Appendix 11 for draft details.

Option #1.4

Council advise staff to investigate alternatives.

Council Direction 2- Public Space

Option #2.1

The overall facility cost would remain as noted in Council Direction 1 - Option #1.

The chart below reflects the proposed public engagement and use space

Total Square Feet Proposed	9240
Cost per Square Foot	$550
Total Cost of Public Space	$5.1 Million

Option #2.2

This option shows the revised cost for Schematic A1 with the public space noted above removed/reduced based on the current Municipal Office from the financial implications. Detailed Financial Implication in Appendix 19.

Total Square Feet of Current Public Space	2156
Cost per Square Foot	$550
Total Current Facility Size Public Space Cost	$1.2 Million
Net Increase in Public Space Cost Difference	$3.9 Million

Financial Implication with Public Space Removed (Appendix 19).

Design, Construction and Site Works	$20.9m
Potential Grant Funding and Township Office Sale Revenue	($3.7m)
Debt Financing	$17.2m
Estimated Future Municipal Budget Impact Annually	$672.9k
Estimated Annual Impact per average residential home assessed at $350,000	$53.22/year
Estimated Monthly Impact per average residential home assessed at $350,000	$4.43/month

Option #2.3

Cost will be based on Council direction.

Council Direction 3 - Grant Writing Application

Option #3.1

Cost to provide the service to write and submit the GMF application will be capped at $100,000. The return on an effective and detailed submission may result in up to 15% of loan amount equating to approximately $1.5M in grant monies. The budget for this expense will be drawn from Capital Reserve

Option #3.2

Staff time and expertise may compromise the timeliness, quality, and grant allocation for a successful submission. Staff time required would result in delays causing longer return time for the funds and impact other customer services needed from staff impacted.

Council Direction 4 - Planning Documentation

Option #4.1

Cost to provide this service will have an upper limit of $12,000. The budget for this expense will be drawn from Capital Reserves.

Option #4.2

Staff time is limited due to current work expectations and in house expertise. This option would entail staff to determine what service priorities will be delayed/compromised to complete an accurate and efficient submission.

Relationship to Strategic Plan
- Sustainable Long Term Fiscal Management
- Infrastructure Revitalization
- Environment and Public Land Management
- Organizational and Corporate Development

Conclusion

Public Works Report PWR-013-24 regarding the Township of Tiny Administrative Centre (TTAC) Committee be received and that Council provides direction to the TTAC Committee and staff for the following 4 items through separate resolutions:
1. The selection and approval of design Concept Schematic A1 as selected by the TTAC Committee provided in the Options/Alternatives section.
2. The selection and confirmation of the sizing of the Public Space.
3. Proceed with Unity Design Studios writing and submitting Grant applications for the Green Municipal Fund. Upper cost limit of $100,000.
4. Proceed with Unity Design Studios to complete the Planning Documentation package. Estimated upper limit cost is $12,000.

In order to provide a quick review of the Appendices, the following chart summarizes their contents:

Appendix #	Appendix Description
1	2014 - Handy/Burnside Facility Report

2	2017 - Handy/Burnside Facility Report V 2.0
3	2017 - Planning and Development Memorandum
4	Township of Tiny Strategic Plan 2022-2026
5	Ontario Public Service Modern Office Space Guideline V 2.0
6	PWR-004-24 - Dated February 21, 2024 - Committee Charter Revision
7	PWR-033-23 - Dated August 30, 2023 - Site Selection
8	PWR-034-23 - Dated August 30, 2023 - Architect Selection
9	Finance - Option 1 - New Build
10	Finance - Option 2 - Renovate Current/Add New Build
11	Finance - Option 3 - Expansion PW/New Build
12	Planning Report and Approvals Summary
13	Initial 5 Concepts
14	Top 2 Concept Selection - Schematic A1 and A3
15	Final Committee Concept Selection - Schematic A1
16	Project Timeline
17	Public Information Centre 1 Results - December 11, 2023
18	Functional Program Analysis - Schematics A1 and A3
19	Draft Estimated Financing TTAC Remove Public Features
20	Green Municipal Fund Summary
21	County of Simcoe Municipalities Tax Rate Summary

Appendices

PWR-013-24 - Appendix 1 - Ted Handy and RJ Burnside Needs Assessment Report
PWR-013-24 - Appendix 2 - Tiny Admin Bldg Needs Assessment Report_ January 2017 Update
PWR-013-24 - Appendix 3 - Memo Feb 23 2017 - Planning and Development Memorandum
PWR-013-24 - Appendix 4 - CAO-003-23 - Strategic Plan for the 2022-2026 Term of Council
PWR-013-24 - Appendix 5 - Ontario Public Service Modern Office Space Guideline -v2.0
PWR-013-24 - Appendix 6 - PWR-004-24 - Township of Tiny Administrative Centre Project Charter
PWR-013-24 - Appendix 7 - PWR-033-23 - New Municipal Building Site Selection
PWR-013-24 - Appendix 8 - PWR-034-23 - Consulting Services for a New Municipal Building
PWR-013-24 - Appendix 9 - DRAFT_Estimated Financing_TTAC Option 1
PWR-013-24 - Appendix 10 - DRAFT_Estimated Financing_TTAC Option 2
PWR-013-24 - Appendix 11 - DRAFT_Estimated Financing_TTAC Option 3
PWR-013-24 - Appendix 12 - Planning Study-Report List
PWR-013-24 - Appendix 13 - Schematic Plans 1-5_ 2024-01-16
PWR-013-24 - Appendix 14 - TTAC Plans Schematic A1 and A3 March 2024
PWR-013-24 - Appendix 15 - TTAC Schematic A1 Plans
PWR-013-24 - Appendix 16 - TTAC Draft Project Schedule
PWR-013-24 - Appendix 17 - TTAC Public Engagement Sessions-11 December 2023
PWR-013-24 - Appendix 18 - Option A1-A3 Functional Program March 2024
PWR-013-24 - Appendix 19 - DRAFT_Estimated Financing_TTAC Remove Public Features
PWR-013-24 - Appendix 20 - Green Municipal Fund Summary
PWR-013-24 - Appendix 21 - County of Simcoe Municipalities Tax Rate Summary

| Haley Leblond, Director of Corporate Services/Deputy CAO | Approved - 25 Mar 2024 |
| Robert Lamb, Chief Administrative Officer | Approved - 25 Mar 2024 |

Township of Tiny
Municipal Administration Building

Needs Assessment Report

BURNSIDE
[THE DIFFERENCE IS OUR PEOPLE]

TED HANDY and ASSOCIATES Inc. ARCHITECT

Summary of Presentation

- Purpose of report
- Review of existing facility
- Building condition assessment
- Functionality
- Building program options
- Sustainable design opportunities (LEED, Green Globes)

TED HANDY and ASSOCIATES inc ARCHITECT

BURNSIDE [The Difference is our People]

Purpose of Report

Report addresses following questions:

1. How much space is needed over next 15 – 20 years
2. Would it be more economical to retrofit/expand existing facility or construct new?
3. Can existing facility be made fully accessible?
4. What is cost to accommodate all admin staff if they were relocated to the main admin building?
5. What is an appropriate size for a Council Chamber?
6. If it is too expensive to renovate existing facility, where should new building be located?
7. Can LEED elements be incorporated, and to what cost?
8. What will a renovated or new facility look like?

TED HANDY and ASSOCIATES Inc ARCHITECT

BURNSIDE [THE DIFFERENCE IS OUR PEOPLE]

Existing Facility

- Main building and two portables
- 42 full-time and 22 part-time employees, plus Mayor and 4 councillors
  - 15 full-time and 11 part-time employees are currently housed in portables
- Main building (including basement): 11,000 square feet
- 2 portables: 1,300 square feet and 750 square feet respectively
- Combined building area: 13,000 square feet

TED HANDY and ASSOCIATES Inc. ARCHITECT

BURNSIDE
[The Difference is our People]
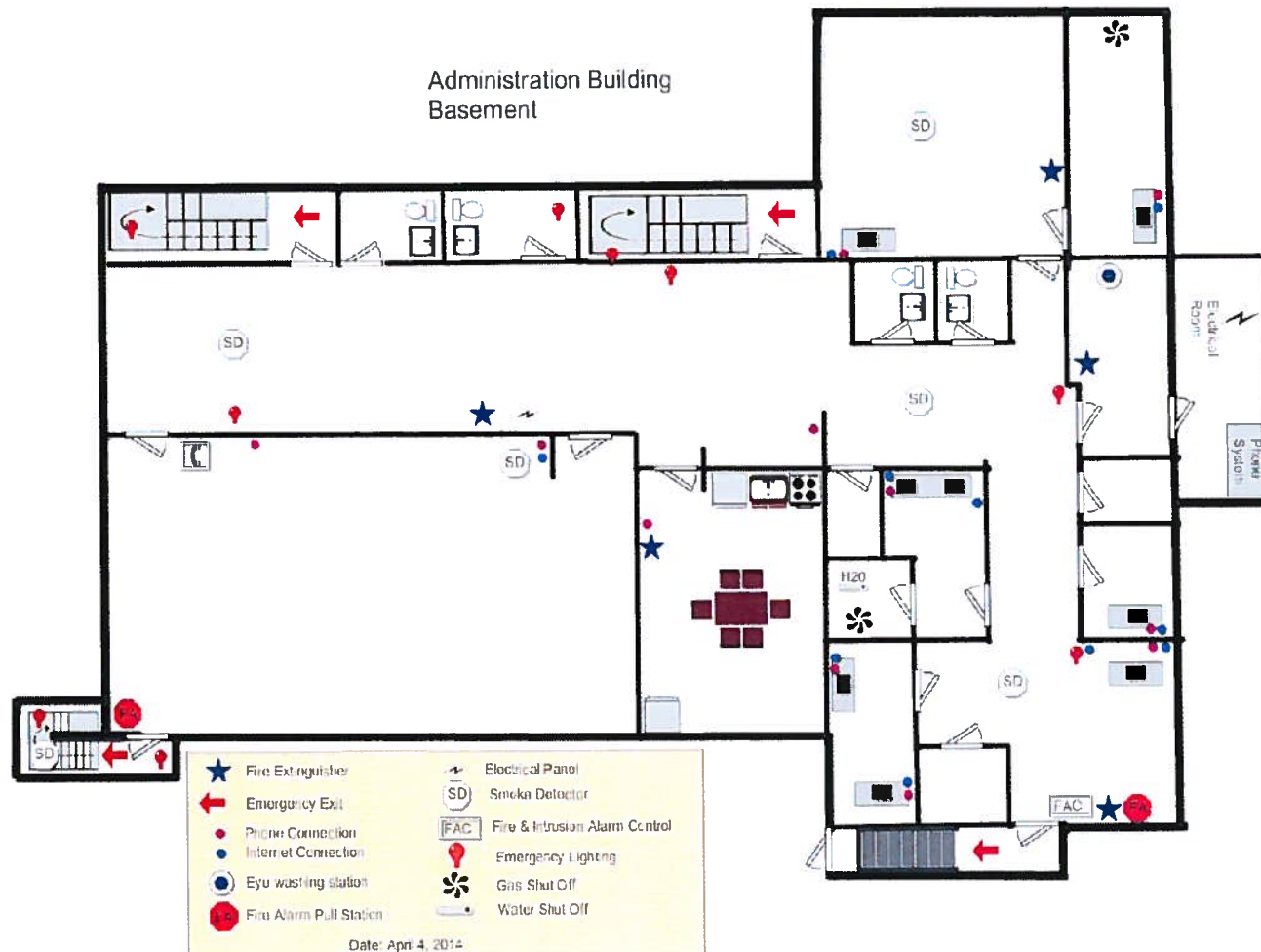
Existing Facility

Balm Beach Rd. W.

TED HANDY and ASSOCIATES Inc. ARCHITECT

BURNSIDE
[THE DIFFERENCE IS OUR PEOPLE]

Existing Facility

Administration Building
Basement

Legend:

★	Fire Extinguisher	∿	Electrical Panel
←	Emergency Exit	SD	Smoke Detector
●	Phone Connection	FAC	Fire & Intrusion Alarm Control
●	Internet Connection		Emergency Lighting
◉	Eye washing station	✳	Gas Shut Off
	Fire Alarm Pull Station		Water Shut Off

Date: April 4, 2014

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Existing Facility

Generator

Administration Building
First Floor

Server Room

Network Hub

	Fire Extinguisher		Radio
	Emergency Exit		Defibrillator
	Network Connection		Phone Connection
SD	Smoke Detector		Gas Shut off
FAC	Fire & Intrusion Alarm Control	HAD	Heat Actuated Device
	Electrical Panel		Emergency Lighting
	Fire Alarm Pull Station		Alarm Bell

Date: April 4, 2014

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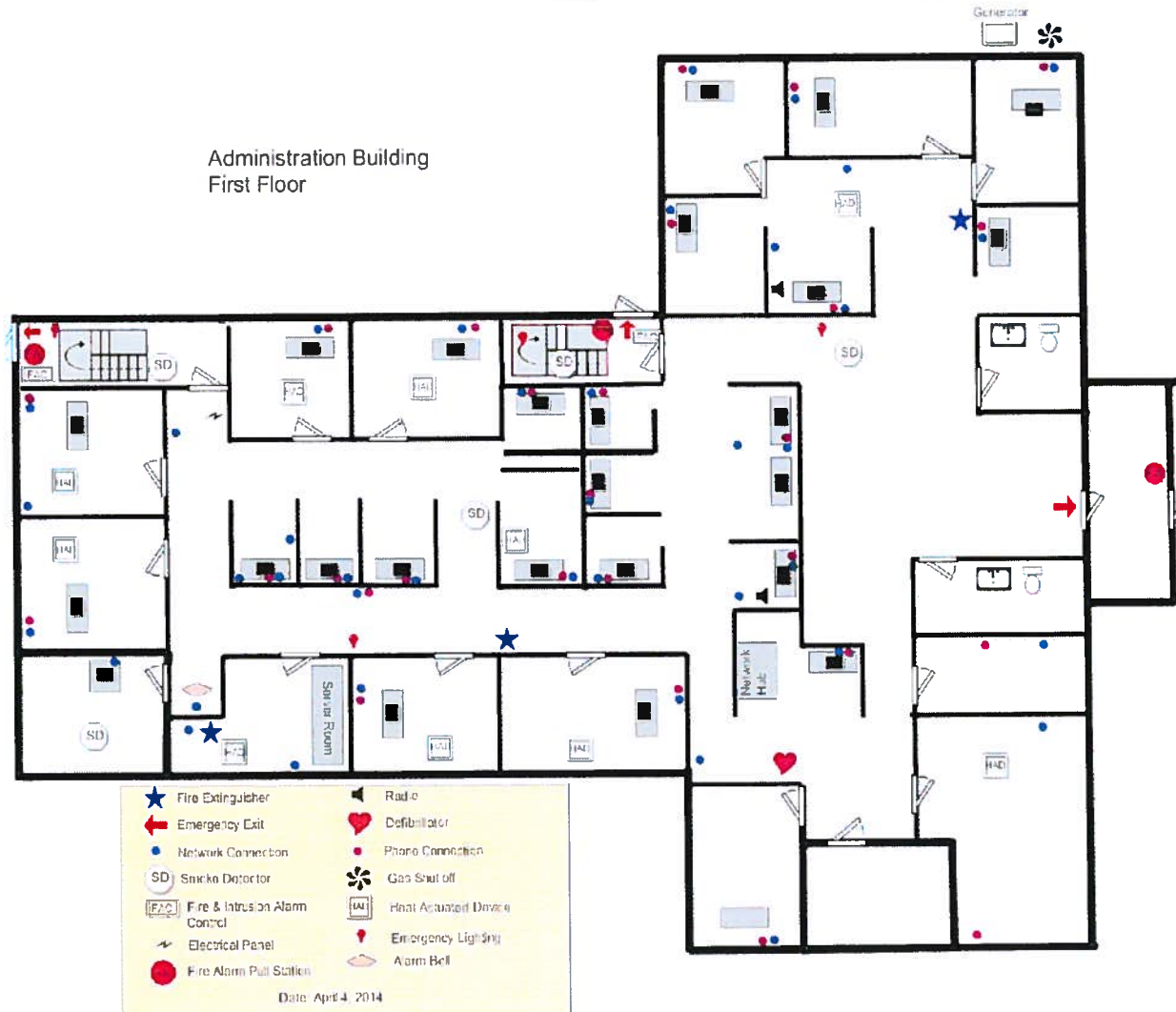# Existing Facility

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Tiny Township Administration Building, South East Corner

Existing Facility

Brick Paved Ramp at South Side of Building

Existing Facility

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Two Temporary Portable Structures at
Rear of Addition

Building Condition Assessment

- Visual condition assessment was conducted to determine areas requiring major repair or replacement within 5 years

- Majority of windows and exterior doors will need to be replaced

- HVAC equipment will need to be replaced

- Carpet will need to be replacement

- Total cost: $216,300 + HST

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Building Condition Assessment

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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Effects on Functionality

1. Tight and inefficient work spaces – 115 net sf per person is significantly less than 185 sf per person in buildings of similar function.

2. Council Chamber space does not function well as Operations Centre for emergency response.

3. Location of related departments results in inefficient work areas that do not promote interaction.

4. Duplication of equipment in portables.

5. Insufficient space for growth or modification of functions.

6. Files and storage not well organized or readily accessible.

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Effects on Functionality

6. Location of communal printers and correlation services not well related to users and effects means of egress

7. Difficulty booking meeting rooms during tax and other high-use times

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Effects on Functionality

8. Reception area: no sense of public lobby, confusion for users, no space for display of public information, not connected to related departments

9. Key departments, such as Fire Department and Roads / Parks / Superintendent offices are located in remote, off-site locations

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Effects on Functionality

10. Location of Council Chamber in basement is not prominent, difficult to find, lacks lobby and washroom facilities

11. Separate entrances, accessibility difficult to address in existing building

12. Administrative assistants' offices lack privacy for discussing sensitive matters

13. Public washrooms are located too close to front counter

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Effects on Functionality

14. Lack of daylight, visual connection to exterior has detrimental effect on productivity and well-being

15. Poor ventilation has detrimental effect on performance and well-being

16. Building security is compromised, no barriers or impediments to prevent public from wandering through building

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Effects on Functionality

17. Corridors are used for active functions, become repositories for combustible material due to lack of functional / storage space

18. Parking areas are disjointed and inefficient to meet current needs

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Building Program

- **Public Management:** increase size of area to meet needs of Mayor, Council, CAO/Clerk and other senior administration

- **Major Public Areas:** modest increase in size of Council Chamber, significant increase in size of Lobby

- **Recreation:** add 2 new work stations

- **Public Works:** relocate Roads/Parks Superintendent's work space to Public Works department, add 1 medium office and 1 work station along with hoteling work stations for 6 water operators, add drawing/storage area and 2 new work stations

- **Administration/Treasury:** add 3 new work stations for Financial/Accounting Analyst, and to accommodate future need

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Building Program

- **Planning – Building Department:** add 1 new work station for future growth
- **Septage:** add work room for students working in field
- **Emergency Services:** relocate Manager of Emergency Services/Fire Chief and administrative staff to main facility, add space to be used as Emergency Operations Centre
- **By-law Enforcement:** relocate of existing spaces and provide workroom
- **Common Support Areas:** Increase size of lunch room, add health/wellness facility, additional spaces for main copier, fax machine, records and file storage, janitor's room, receiving and misc. storage

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Building Program

Area	Existing Area (SF)	Proposed Area (SF)	Gross up @ 30% (SF)
Public/Management	614	1,270	1,651
Major Public Areas	2,478	3,330	4,329
Recreation	613	830	1,079
Public Works	1,071	1,840	2,392
Administration/Treasury	1,209	1,470	1,911
Planning – Building Department	758	780	1,014
Septage	356	350	455
Emergency Services	0	1,730	2,249
Bylaw Enforcement	404	510	663
Common Support Areas	2,135	3,820	4,966
Net Floor Area	9,639	15,930	
Gross Floor Area	12,835	20,709	

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Building Program

	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

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Building Program

	AREA (SF)		DESC.	STAFF		COMMENTS
	EXISTING	PROPOSED		Full	Part	
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

Building Program

	AREA (SF)		DESC.	STAFF		COMMENTS
	EXISTING	PROPOSED		Full	Part	
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	

Building Program

	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	

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Building Program

	AREA (SF)		DESC.	STAFF		COMMENTS
	EXISTING	PROPOSED		Full	Part	
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

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Building Program

	AREA (SF)		DESC.	STAFF		COMMENTS
	EXISTING	PROPOSED		Full	Part	
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**

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Options to Address Needs

- **Option 1**: Renovate and build addition

- **Option 2**: Construct new building on current site

- **Option 3**: Construct new building offsite

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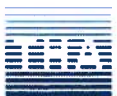
Option 1: Renovate and Build Addition

- Involves adding three single-storey "wings" to existing two-storey building
- Phased to allow existing operation of facility to be maintained
- Removal and reconstruction of HVAC system
- Reconfiguration of interior spaces
- May require temporary re-location of some services
- Cost: approximately $300/sf for new construction, $150/sf for renovation and upgrades
- Total approximate cost: $4,882,525.00

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Option 1: Renovate and Build Addition

Option 2: Construct New Building on Current Site

- Construction of new single storey building adjacent to existing Administration Centre

- Advantage: operation of Administration Centre would be uninterrupted during construction

- Cost: approximately $250/sf

- Total approximate cost: $5,489,000.00

- Alternate approach – two-storey building may result in minor reduction of cost

- More energy efficient and more efficient in terms of operation than Option 1

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Option 2: Construct New Building on Current Site

Option 3: Construct New Building Offsite

- Advantage – allows for uninterrupted operation of Administration Centre
- Potential locations:
    - Old school site at Perkinsfield
    - Works Yard in 9th concession
    - 100 acre site beside Works Yard
- Further study would be required for potential uses of existing building if Option 2 or 3 were chosen
- Similar cost to Option 2
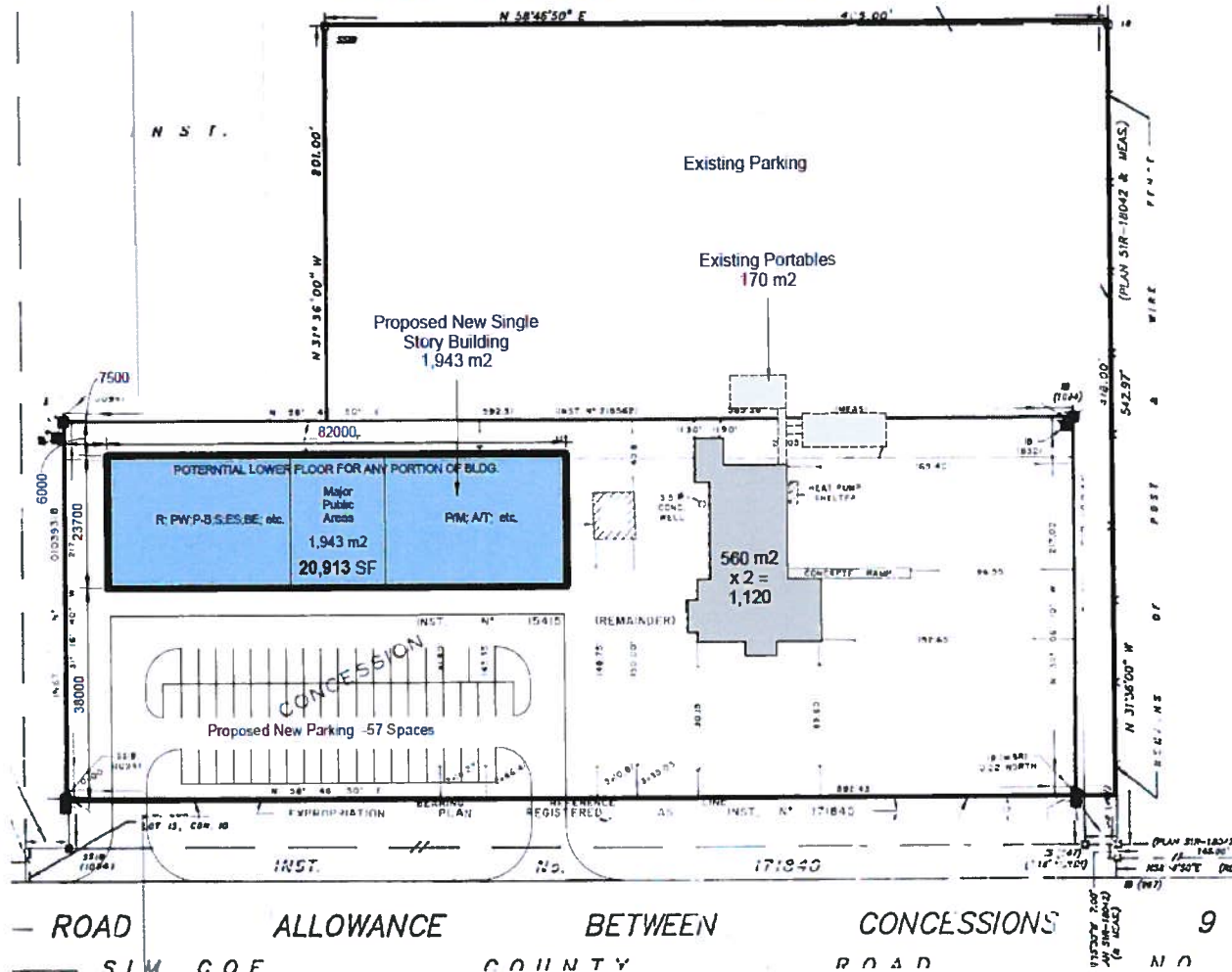
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Option 3: Construct New Building Offsite
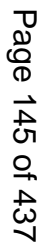
Sustainable Design Opportunities

LEED (Leadership in Energy & Environmental Design)

- — Certification process that helps all sectors of the building industry integrate and evaluate best methods for sustainable design and construction
- — Sends message of professionalism and respect for the community
- — Other benefits: cost effectiveness, energy efficiency, healthy interiors, durable materials, green housekeeping, natural day lighting, reduction of maintenance and operation costs
- — Potential costs: contractor mark-ups, time required for payback or higher cost items

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LEED Checklist

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

Project Name
Date

Y	?	N				
			Credit	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		

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Sustainable Design Opportunities

Green Globes

- Less extensive and expensive than LEED
- Not as well established as LEED but gaining popularity

Questions?

http://www.verticalgardendesign.com/

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 $4,880.000. 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.
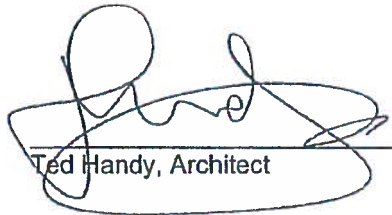
- This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with the facilities. No physical or destructive testing and no design calculations have been performed. Conditions existing, but not recorded or documented, were 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.

Township of Tiny Municipal Administration Building Needs Assessment Report
May 2014

This report is respectfully submitted by:

_____   Date   *May 28, 2014*

Mina Tesseris, P.Eng., LEED AP

_____   _28 May 2014_

Ted Handy, Architect   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

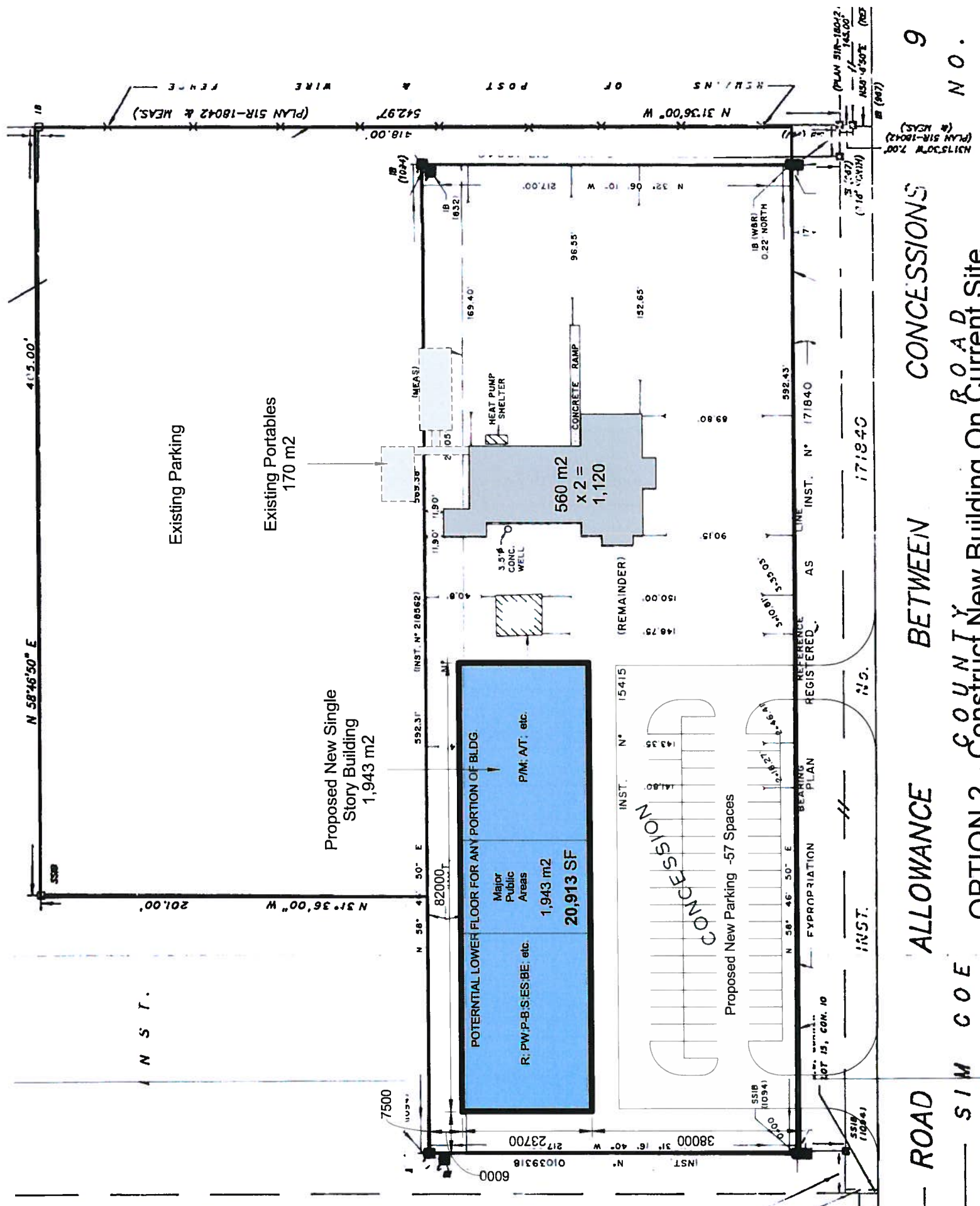Project Nc **1312**

30 April, 2013

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

[THE DIFFERENCE IS OUR PEOPLE]

Appendix D

Site Plan for Building Options

ROAD ALLOWANCE BETWEEN CONCESSIONS

CONCESSION

INST. N° 01039318

N 31° 16' 40" W 217.00'

N 58° 46' 50" E

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

Proposed New Parking -57 Spaces

INST. N° 15415

N 31° 36'00" W 201.00'

N 58° 46' 50" E

PART 1

Existing Parking

Existing Single Storey with Basement 1,120 m2

Existing Portables 170 m2

Proposed Single Story Additions 825 m2

560 m2 x 2 = 1,120

825 m2

ALUM. SIDED GARAGE

3.5'Φ CONC. WELL

HEAT PUMP SHELTER

CONCRETE RAMP

20000
23741
90.15
22200
15000
89.80
23459
20000
65
7000
16000

(INST. N° 218562)

N 32° 06' 10" W 217.00'

N 31°36'00" W 542.97'

418.00'

(PLAN 51R-18042 & MEAS.)

REMAINS OF POST & WIRE FENCE

N 58° 46' 50" E 405.00'

OPTION 1 - Renovation and Build Addition

OPTION 2 - Construct New Building On Current Site

Existing Parking

Existing Portables
170 m2

Proposed New Single
Story Building
1,943 m2

POTENTIAL LOWER FLOOR FOR ANY PORTION OF BLDG.

P/M; A/T; etc.

Major
Public
Areas

R; PW-P-B:S:ES:BE; etc.

1,943 m2

20,913 SF

Heat Pump Shelter

CONCRETE RAMP

560 m2
x 2 =
1,120

3.5" CONC. WELL

(REMAINDER)

Proposed New Parking -57 Spaces

CONCESSION

ROAD

SIM COE

ALLOWANCE BETWEEN COUNTY ROAD CONCESSIONS NO. 9

Total Perimeter: 1010m
Total Area: 48,114m sq.

Perimeter: 1031m
Area: 39,869m sq.

203m

60m

110m

110m

94m

49m

205m

Major Public Areas

R. PW P. B.S.ES.BE. etc.

1,943 m2 (20,913 SF)

POTENTIAL LOWER FLOOR FOR ANY PORTION OF BLDG.

PAK. AT. etc.

COUNTY ROAD 6 SOUTH

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			
			Credit 1	Integrative Process	1

Y	?	N		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

Y	?	N		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

Y	?	N		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

Y	?	N		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

**Township of Tiny
Municipal Administration Building
Needs Assessment Report**

**Report Update to Reflect
Present Office Conditions and
Proposed Construction Costs**

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

Original Report May 2014
Report Update January 2017

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 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

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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

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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

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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.

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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

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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.

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Township of Tiny Municipal Administration Building Needs Assessment Report
February 8, 2017

This report is respectfully submitted by:

_____   _____
Mina Tesseris, P.Eng., LEED AP   Date

_____   _____
Ted Handy, Architect   Date

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Appendix A

Building Program

Tiny Township Administration Centre - Program 6

Project No **1312**

30 April, 2013

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**

Appendix B

Site Plan for Building Options

OPTION 1 - Renovation and Build Addition

- ROAD
- ALLOWANCE
- BETWEEN
- CONCESSIONS
- INST. N° 01039318
- N 31° 16' 40" W 217.00'
- N 58° 46' 50" E
- N 31° 36' 00" W 201.00'
- N 58° 46' 50" E 405.00'
- N 32° 06' 10" W 217.00'
- N 31°36'00" W 418.00'
- 542.97'
- (PLAN 51R-18042 & MEAS.)
- WIRE FENCE
- REMAINS OF POST &
- CONCESSION
- Existing Single Storey with Basement   1,120 m2
- Proposed Addition 825 m2
- Total Area 1,945 m2 = 20,935 sq. ft.
- Proposed New Parking -57 Spaces
- 141.80'
- 143.35'
- INST. N° 15415
- REFERENCE LINE
- BEARING
- 592.31'
- 592.43'
- ALUM. SIDED GARAGE
- 3.5"Ø CONC. WELL
- Existing Single Storey with Basement 1,120 m2
- (INST. N° 218562)
- P A R T   1
- Existing Parking
- Existing Portables 170 m2
- Proposed Single Story Additions 825 m2
- 825 m2
- 560 m2 x 2 = 1,120
- HEAT PUMP SHELTER
- CONCRETE RAMP
- 20000
- 22200
- 20000
- 23741
- 15000
- 23459
- 7000
- 16000
- 90.15'
- 89.80'
- 40.8'
- 169.40'
- 96.55'
- 11.90'
- SSIB (1094)

OPTION 2 - Construct New Building On Current Site

Total Perimeter: 1010m
Total Area: 48,114m sq.

Perimeter: 1031m
Area: 39,883m sq.

11m

28m

21m

50m

203m

180m

205m

110m

10m

90m

64m

74m

49m

Proposed Parking - 63 Spaces

27

36

4500

73500

26440

9000

R: PW/P-
B:S;ES;BE; etc.

Major
Public
Areas

1,943 m2
(20,913 SF)

P/M; A/T; etc.

POTERNTIAL LOWER
FLOOR FOR ANY
PORTION OF BLDG.

110m

COUNTY ROAD 6 SOUTH

Structure Notes

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

To:	Mayor Evans and Members of Council
From:	Robert Lamb, Chief Administrative Officer Office of the CAO
Prepared By:	Robert Lamb, Chief Administrative Officer
Report Number:	CAO003-23
Meeting Date:	28 Jun 2023
Subject:	**Strategic Plan for the 2022-2026 Term of Council** Our File No:

Recommendation

THAT CAO Report CAO-003-23 regarding the Strategic Plan for the 2022-2026 Term of Council be received;

AND THAT Council approve the draft plan for implementation by staff.

Background/Analysis

It is good business practice for newly elected Councils to prepare a strategic plan to identify their goals and objectives for the municipality during their term of office. Strategic plans are developed to ensure open transparency on Council's strategy for policy direction. This plan will provide the public with a clear vision for the future of the Township, while supplying staff with a guiding document to achieve these objectives and develop budgets accordingly.

Council and Senior Leadership participated in a strategy session on March 27, 2023 at the Township of Tiny Community Centre. Public Notice of a Special Meeting of Council for the purposes of developing a strategic plan was given in early March, for any residents who wished to attend and observe the process. All members of Council and the Senior Leadership Team participated in the strategic planning session.

This session was facilitated by Erik Lockhart, of Lockhart Facilitation and the Queen's Executive Decision Centre, utilizing an electronic meeting system (EMS) which combines expert facilitation with a state-of-the-art group decision support system to enable groups to rapidly accelerate idea generation and consensus building. The tool supports, but does not replace, verbal interaction; typically 25% of interaction takes place on the computers.

The session began with a review of the existing strategic plan document, it's mission and vision statements, and corporate values. The previous Strategic Plan was circulated to all participants ahead of the meeting for review, and to identify any areas they wished to discuss further at this session. At the beginning of the session the consensus was that the Corporate Values would remain the same, subject to minor grammatical updates.

While the Corporate Values remained the same, amendments were made to the Corporate Mission and Vision Statements; a synopsis of those changes is provided below:

Previous Mission Statement:

"Delivering extraordinary municipal services for all of our residents"

Revised Mission Statement:

"Creating a prosperous, engaged and healthy community that respects culture and diversity through responsible environmental and financial stewardship"

Previous Vision Statement:

"An environmentally focused diverse family of communities providing an economically sustainable and healthy lifestyle"

Revised Vision Statement:

"A culturally diverse community, that respects the traditions of the past, is future focused, while protecting our environment and heritage for generations to come"

During the Strategic Planning session, participants were asked, for example, "what are the critical issues that we need to address in the near future?" Participants typed in ideas on the laptops all of which appeared on a public screen at the front of the room. These ideas were then discussed and categorized into common themes. The group was then asked "if we could only address five of these in the next year, which ones are most critical?" Individuals selected their top 5 and the overall results were then displayed to the group and further discussed.

Through the process, four key top priorities and objectives of the municipality emerged that will guide the direction of the Township's Strategic Plan for the 2022-2026 Term of Council and beyond. The areas of priority were then compiled into the draft Strategic Plan document accompanying this report. The following are key highlights of the priorities identified:

Priority	Objectives by end of 2025
Asset management plan and financial planning	1. Stay on course with Asset Management Plan. Meet legislative requirements by 2025 and complete all core and non-core condition assessments. 2. Develop a long-term financial plan for the next 20 years by end of 2025 which includes a five-year budget outlook, reserves, reserve investments. 3. Multi-year capital budgeting in place by 2025 (Council decision point).
New building & community hub	1. Public consultation & engagement on design and scope of community hub 4th quarter 2023 including Communications. 2. Site selection confirmed Summer 2023. 3. Request for Proposals for project management in 2023. 4. Financing in place for new building 2024.
Public lands management including shoreline	1. Multi-year capital budgeting in place by 2025 (Council decision). 2. Delineation complete by 2023 (major beaches with Master Plans). 3. Shoreline management by-laws completed and in front of Council by spring 2024. 4. Encroachment Identification and Management strategy by August 2023.
Organizational development & structure	1. New work structure implemented over three-year period. 2. Flex work policy created. 3. Employee engagement survey and follow through with policy & program creation. 4. Performance Appraisal program modernized.

The draft Strategic Plan document is attached for Council's consideration. In the first quarter of each subsequent year of the Strategic Plan, a formal report will be prepared for a special session to be held with Council, for a review of the previous year's achievements and progress in accomplishing key aspects of the identified goals and priorities.

Reviewed By Other Departments
Not applicable.

Financial Implications
Any financial implications with respect to this Strategic Plan (if required) will be captured in individual budgets in the coming years, as we move forward with the implementation of the individual action items contained within the Plan.

Conclusion
Staff recommends the adoption of the attached Strategic Plan document, and that staff be directed to proceed with the implementation of the action items within, and that the document be circulated to all staff, and posted on the Township's website.

Appendices
CAO-003-2023 Appendix 1 Draft Strategic Plan for the 2022-2026 Term of Council

Township of Tiny

Strategic Plan

2022-2026 Term of Council

Executive Summary:

Council and Senior Leadership held a strategy session on March 27, 2023.   The purpose of the session was to develop the major elements of a strategic plan for the next four years. The group began by defining a desired future state, then conducted a current state analysis by identifying trends, opportunities and threats. Based on this, four priorities were agreed upon with goals and objectives created for each priority, and revisions were made to the corporate mission and vision.

Mission:

Creating a prosperous, engaged and healthy community that respects culture and diversity through responsible environmental and financial stewardship.

Vision:

A culturally diverse community, that respects the traditions of the past, is future focused, while protecting our environment and heritage for generations to come.

Corporate Values:

Operational Performance Excellence: We are committed to providing services to our community while protecting future generations from the burden of debts and deficits. We are committed to delivering efficient and extraordinary municipal services including the ability to manage and mitigate both man-made and natural emergencies.

Building Strong & Vibrant Communities: We are committed to supporting our diverse communities and to making decisions that are in the best interests of all Township residents. As our Township grows, we will work hard to provide a safe and accessible community with recreational opportunities for all.

Growing Our Local Economy: We are committed to healthy economic growth and to supporting our strong local economy.

Respect for Our Rural Environment: We are committed to ensuring that growth across the Township is sustainable and in keeping with existing rural character and charm. We will address legacy issues that threaten our environmental health.

Responsible & Responsive Government: We are committed to finding collaborative and creative solutions. Council and Staff will operate in an open, honest and transparent manner to offer equitable services to all of our residents. We will work hard to engage our community members and strengthen our partnerships with others.

Technology: We are committed to improving technology for our residents through collaboration with our municipal partners and exploring opportunities for expanded service.

Strategic Planning Process Overview

The purpose of a strategic session is to agree on high-level Corporate priorities, then identify objectives and outcomes for the next four years. The specific objectives for the March 27, 2023 session were to:

1. Confirm our vision and mission;
2. Develop a statement of long-term success;
3. Discuss issues, opportunities, and risks that we need to consider;
4. Agree on 4-5 priorities for 2023-2026;
5. Agree on what we want to accomplish against each priority in the next 18-24 months;
6. Share next steps to complete the plan.

Current State Assessment

Opportunities

1. Shoreline management
2. Asset management
3. Emerging technologies
4. Execute Parks & Recreation Master plan
5. Increased Community engagement
6. More people moving to the municipality

Threats and Risks

1. Asset management & infrastructure deficit
2. Financial pressures & rising capital costs
3. Climate change impacts on infrastructure
4. Changing demographics & dynamics
5. Attraction and retention of staff

Trends and Developments in our environment

1. Growth pressure
2. Lack of affordable housing
3. Increased demands of residents and ability to deliver
4. Multi-year budgeting
5. Flexible work arrangements

Modernizing our services in every capacity through ongoing innovation and efficiencies

A Vibrant, Engaged, and Cohesive Community

Completion of a new Municipal Office

Township of Tiny

Long Term Aspirations

Create a Strong Financial Picture

Achieve our PCP Goals, with a 6% Reduction in Community Green House Gases, and a 30% Township of Tiny reduction goal as committed to in 2018. This would be monitored via Severn Sound Environmental Agency and the target date to hit these goals is 2028

Manage our Community and Shoreline In A Way That Respects Our Environmental Objectives

Build a Highly Engaged and Talented Staff

Fiscal Planning

Asset Management Plan & Financial Planning

Goal: healthy long term fiscal position

Infrastructure Revitalization

New Municipal Office Building and Community Centre/Hub and Other Facilities

Goal: enhance efficiencies, engagement and pride with better physical space

Public Lands Management

Public Lands Management including shoreline

Goal: protect the environment through better land management

Corporate Development

Organizational Development & Structure, Succession Plans

Goal: a more resilient organization

Strategic Goals and Objectives (by Priority)

The Township of Tiny is committed to four inter-related strategic priorities that on their own and together, will allow us to continue to Build Our Community, and our future.

Priority	Objectives by end of 2025
Asset management plan and financial planning	1. Stay on course with Asset Management Plan. Meet legislative requirements by 2025 and complete all core and non-core condition assessments. 2. Develop a long-term financial plan for the next 20 years by end of 2025 which includes a five-year budget outlook, reserves, reserve investments. 3. Multi-year capital budgeting in place by 2025 (Council decision point).
New building & community hub	1. Public consultation & engagement on design and scope of community hub 4th quarter 2023 including Communications. 2. Site selection confirmed Summer 2023. 3. Request for Proposals for project management in 2023. 4. Financing in place for new building 2024.
Public lands management including shoreline	1. Multi-year capital budgeting in place by 2025 (Council decision). 2. Delineation complete by 2023 (major beaches with Master Plans). 3. Shoreline management by-laws completed and in front of Council by spring 2024. 4. Encroachment Identification and Management strategy by August 2023.
Organizational development & structure	1. New work structure implemented over three-year period. 2. Flex work policy created. 3. Employee engagement survey and follow through with policy & program creation. 4. Performance Appraisal program modernized.

Staying on Track: Monitoring Framework for Success

✓ Annual Report Card to be completed every January, with highlights and progress to date.

✓ Strategy Session updates to be held in January to February each year, with progress to date, a mini e-scan and updated priorities.

Ontario Public Service (OPS) Modern Office Space Version 2.0

Enterprise design standards, principles, concepts, strategies and best practices relating to the transformation of office workplaces across the OPS.

December 2023

INTRODUCTION

The workplace as a concept continues to evolve and is influenced by a range of factors including the need to maximize productivity, encourage collaboration, integrate technology and support work-life balance. Modern, efficient, customer-focused government requires new ways of working and these standards can provide support when designing a more flexible office workplace.

The Ontario Public Service (OPS), like other public and private sector organizations, has been updating enterprise workplace strategies to support the shift in how the OPS works. The Ministry of Infrastructure (MOI) and Infrastructure Ontario (IO) are taking an enterprise approach to office space planning that involves the alignment of **People** (Human Resources), **Space** (Real Estate) and **Technology** (Information Technology) across the OPS.

The OPS Modern Office Space (OMOS) is an enterprise design standards document that outlines design principles, concepts, strategies and best practices relating to the transformation of workplaces across the OPS. It serves as a standard for anyone working on office workplace projects (project teams, office space-related design professionals, service providers, consultants, etc.) and provides the foundation, tools and parameters to optimize workplace design. It supports ministries and users of OPS office space with understanding the approach to building modern, flexible office workplaces.

222 Jarvis St.

ABOUT THIS DOCUMENT

The OMOS was developed based on industry best practices, interjurisdictional research, and consultation with OPS leaders, subject matter experts and employee networks. It is a living document that will be further developed and regularly reviewed to support the needs of all users of our office workplaces.

The initial version of the OMOS focused on core elements of the office workplace, with an emphasis on work settings that support both focused and collaborative work. As part of its ongoing evolution, the OMOS has been enhanced to incorporate design elements for common shared spaces that support a diverse range of user needs. These new additions include quiet rooms, ceremonial rooms, and wellness/first aid rooms. They also include the colour strategy for office workplaces, which is based on the iconic nature of Ontario. The OMOS will continue to undergo annual updates to reflect further consultation with subject matter experts, partners and stakeholders; refinement of design elements based on experience in OPS office workplaces; and evolving needs for other elements that are critical to modern workplaces, such as:
» integration of technology within the office workplace; and
» sustainable and energy-efficient design approaches that enable both tenant wellness and operational cost savings.

Consultation will continue to be an important part of the OMOS development process as additional elements are introduced over time. Engagement with partners and stakeholders is also advised for office transformation projects that include implementation of common shared spaces. This helps to gain user insight into the design and build of these spaces to ensure they meet the needs of the users and the intent of the space while working within the site, building and

budget requirements. Continuous engagement with stakeholders and partners will help ensure continuous improvement in the design and implementation of the space and may be included in future releases of the OMOS.

While the OMOS focuses on design standards for office space, we recognize that additional considerations for how OPS office space is constructed and used are also critical in meeting individual user and business requirements for office workplaces. As the OMOS is further developed and enhanced, operational protocols will be developed and documented to continue supporting the transformation of OPS office workplaces.

The OMOS is informed by [Ontario's Realty Directive](#) to create consistent, efficient and sustainable office accommodation standards for real estate activities across the entire OPS office real estate portfolio. Ontario's Realty Directive sets out the principles, requirements, and responsibilities for the effective and efficient management of government realty, including active consideration of provincial interests with respect to social, environmental and economic purposes for realty.

The standards apply to OPS office space for all ministries and for provincial agencies without realty authority. Provincial agencies with realty authority are not mandated to use the OMOS but may consult them when undertaking any office space projects.

The OMOS should be consulted when planning or implementing any office space project, regardless of the size or scope, including where space is refreshed (limited changes), reworked (moderate changes) or reconstructed (significant

changes). These standards are effective immediately; however, the scope of work for individual projects will depend on the specific needs and feasibility of each project as they are planned and implemented.

The OMOS is divided into four (4) sections: **OPS Modern Office Space Framework, Key Strategies, Key Planning Considerations and Kit of Parts.** It is an interactive document, where each section includes subsections (e.g. 2.1, 2.1.1) allowing the reader to navigate through the guide quickly and efficiently. To navigate through the sections and subsections of the OMOS please see below:
» **Section Navigation:** To navigate to a specific section, click on its section title on the Table of Contents or use the bookmarks navigation column to the left.
» **Sub Section Navigation:** To navigate to a specific subsection, click on its section title on the section title page or use Acrobat's bookmark feature.
» **Return to the Table of Contents:** To return to the Table of Contents, click on "OPS Modern Space" located at the bottom right of corner of each page or use the bookmarks navigation column to the left.

Please note that some links in the document lead to external websites not managed by the Ontario Government. These websites may have different security and accessibility policies.

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777 Bay Street - 5th Floor
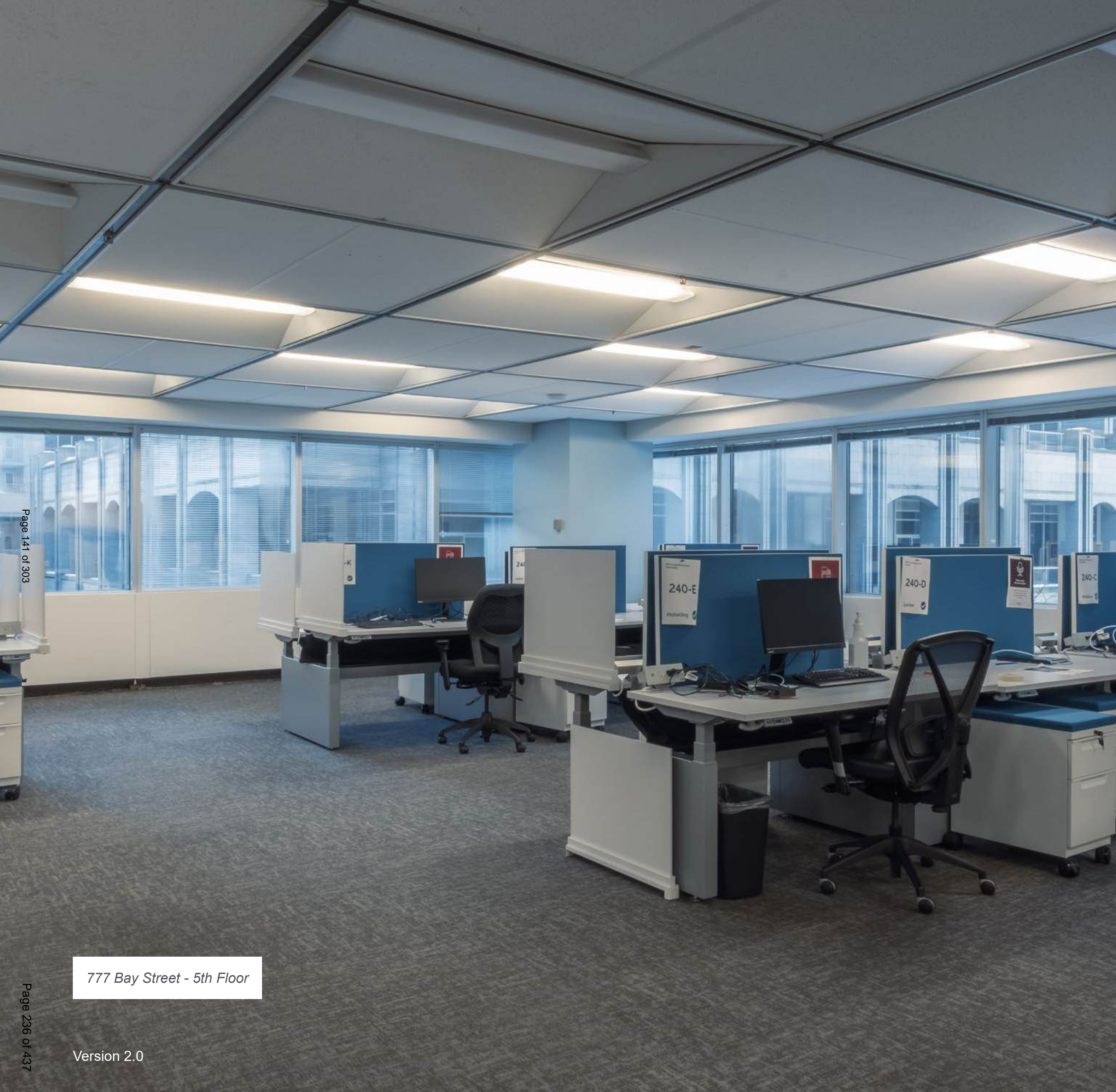
1.0.0 OPS MODERN OFFICE SPACE FRAMEWORK

SECTION 1 INTRODUCES THE CONTEXT FOR THE OPS MODERN OFFICE SPACE STANDARDS AND THE FRAMEWORK ON WHICH IT WAS FOUNDED.

1.1.0   Transforming Our Office Workplace

1.2.0   Guiding Principles

1.1.0 TRANSFORMING OUR OFFICE WORKPLACE

OPS workplaces are embracing a new way of working called Activity-based Working (ABW) and shifting away from the traditional model of one dedicated workspace per person. This new way of working allows more flexibility in how we work in the office and aligns people, space and technology. (Figure 1).

Key aspects to transform the OPS workplace include:
» Supporting largely unassigned workspaces with a staff to workspace sharing ratio that meets or exceeds the Ontario Realty Directive;
» Updating how we design and use existing workplaces to allow for greater collaboration and optimization of the office footprint now and in the future;
» Supporting the office as a destination – enabling the evolution of Activity-based Working and in-person collaboration;
» Incorporating technology that allows flexibility in where and how staff work; and
» Incorporating a focus on digital records management, where feasible.

People
Transform how the OPS works in the office workplace while supporting the needs of the organization and employees and fostering a shared sense of community.

Technology
Enable the OPS with the IT tools, services and infrastructure needed to support productivity and provide the framework for a consistent working experience in all OPS locations.

Space
Design modern workplaces that provide choice and flexibility with how and where work is performed in the office.

1.2.0 GUIDING PRINCIPLES

From March to September 2021, extensive engagement sessions were conducted with various OPS stakeholders that supported the development of these standards. Through these engagements, four (4) Guiding Principles were developed:
1. A future-ready work environment,
2. The office as a destination,
3. Consistent experience; and
4. Frictionless mobility.

The four (4) Guiding Principles contribute to the overall space planning strategy when undertaking projects within our office space and/or broader workplace transformation.
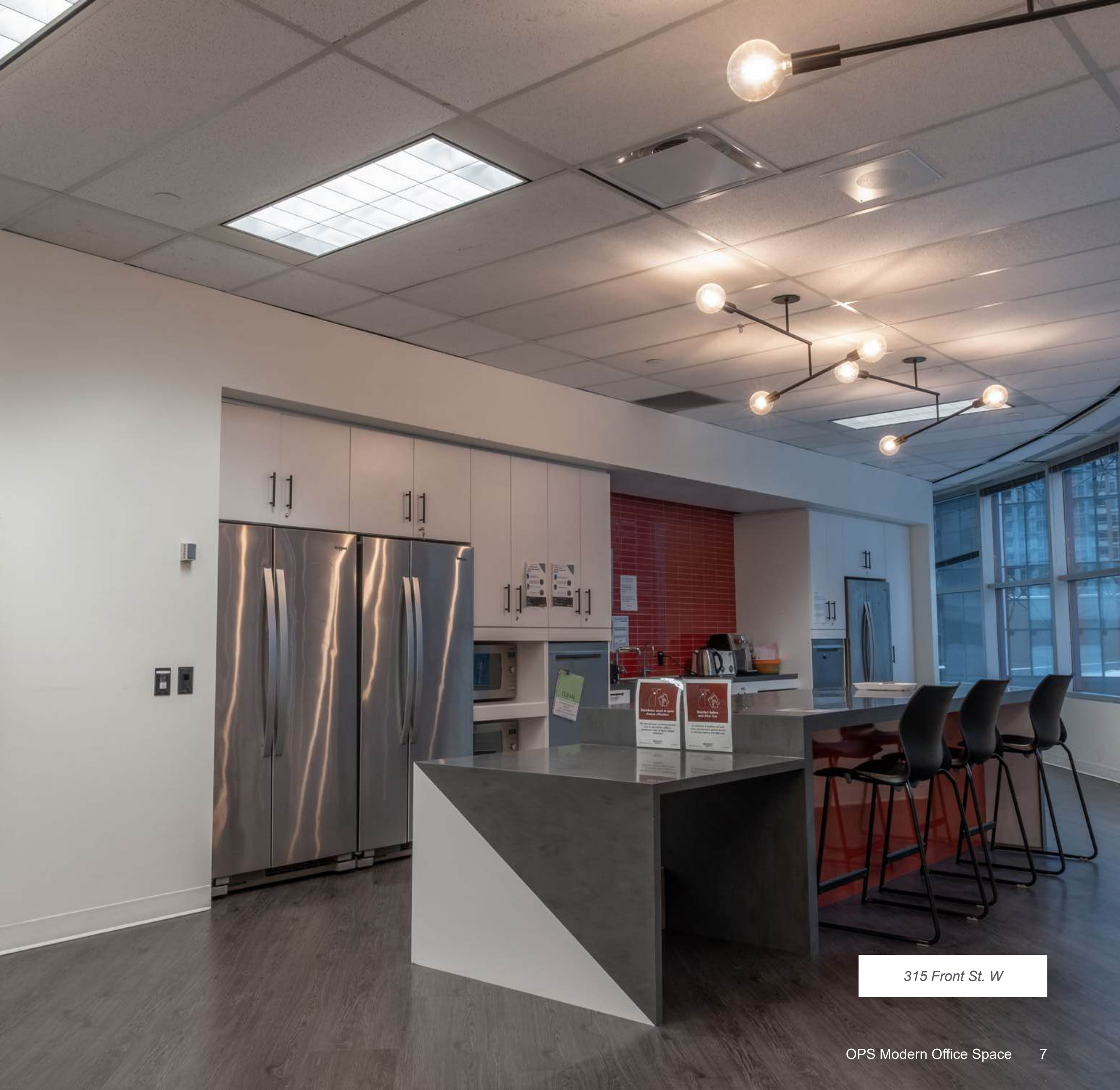
315 Front St. W

1.2.1 Guiding Principle 1: A future-ready work environment

The organizations' and employees' needs have changed over time and will continue to evolve. An office environment that can adapt to meet those future needs will ensure the organization remains competitive and continues to attract and retain talent. A design strategy that embraces flexibility, modularity, and standardization through continuous improvement is the pillar of a future-ready work environment.

1.2.2 Guiding Principle 2: The office as a destination

Interacting with colleagues and clients is a primary reason that employees come into the office. A destination office needs to encourage and support human interaction, as well as provide inspiration, while still supporting productivity.
» Enable employee interaction and integration.
» Create an inspiring environment and a workplace experience.
» Create balance by supporting all work styles.

1.2.3 Guiding Principle 3: Consistent experience

Standardizing space types, aligned with technology and policies across ministries leads to a consistent and equitable experience for all employees.
» Promote equity in the office environment.
» Create an accessible and inclusive workplace.

1.2.4 Guiding Principle 4: Frictionless mobility

To create frictionless days, employees must have greater ease of access to people, space and technology. The workplace, technology and policies should support employees as mobility increases. It is essential to create opportunities and reasons for employees to be mobile and remove or limit behaviours that restrict mobility.
» Provide choice and a variety of work settings within the office workplace.
» Provide intuitive and seamless virtual and physical experiences.

2.0.0 KEY STRATEGIES

THE KEY STRATEGIES OUTLINED IN THIS SECTION MAKE UP THE BUILDING BLOCKS THAT SUPPORT THE OMOS AND MODERN OFFICE WORKPLACES THAT ARE INCLUSIVE, ACCESSIBLE, ADAPTIVE, INNOVATIVE AND SUSTAINABLE.

This enables workspaces to be flexible and adaptable to support the various types of work required within the office workplace and cost-effectively meet changing organizational needs over time.

2.1.0 Planning Strategies

222 Jarvis St.

2.1.0 PLANNING STRATEGIES

The different planning strategies outlined in this section define and support the overall approach to space planning.

2.1.1 Activity-Based Working

We are embracing a new way of working called Activity-based Working and shifting away from the traditional model of one dedicated workspace per person.

This new way of working recognizes that employees perform a variety of activities throughout the day, such as focusing, collaborating, and gathering. The modern and flexible work environment focuses on the employee's experience, offering a range of work settings (i.e. workspaces, alternative workspaces and support spaces within a workplace). Activity-based Working provides increased flexibility and allows employees to be supported and work from various locations while in the office.

In this modern office environment, the furniture and or space will be configured so that the majority of employees are not assigned a designated workspace. Instead, they will have the opportunity to choose their preferred work setting in the workplace (when available), whether a workspace or an alternative workspace (options will vary depending on the location or project).

Meeting rooms, working lounges, open collaboration areas, etc. are examples of alternative work settings where work can take place. These options offer more opportunities for interactions and promote a stronger sense of community.

In the new work environment, most seating will be unassigned, though accommodations can be made when required, (i.e. as part of individual employment accommodation plans or due to ministry program area-specific requirements).

In the new work environment, employees may expect:
» Wi-Fi enabled workplace and/or data network connectivity in the office workplace.
» Increased emphasis on electronic document management and limited centralized filing for business-related items.

A variety of work settings are required to support different types of work, including:

Focus
Requires concentration and a distraction-free environment. Some focus activities include telephone conversations, writing, reading and online learning (examples of work settings where these activities can take place in are offices, individual workspaces, and 60-minute rooms).

Collaborative
Requires enough space for two or more people to meet physically and to participate in meetings, with technology that enables collaboration with people in other locations. The activities can take place in an open or enclosed space, depending on the nature of the collaboration. Some activities include document creation and revision, coaching, conference calls, meetings, one-on-ones and impromptu chats with colleagues (examples of work settings where these activities can take place in are offices, meeting rooms and open collaboration areas).

Gathering
Requires enough space for larger groups to gather away from work settings to reduce auditory and visual distractions. Some activities include meetings, town halls, eating, socializing and learning in groups (examples of work settings that these activities can take place in are meeting rooms and working lounges).

Benefits of the new way working are:
» Better **collaboration** opportunities;
» Better **interactions** across teams and colleagues;
» More choice and variety in work settings;
» A less sedentary and more **active** workstyle;
» Helps foster an equitable **workplace culture**; and
» Better utilization of office space.

2.1.2 Neighbourhoods

Some offices may be organized by **"neighbourhood."** A neighbourhood is a designated area within the office for team members in a division or branch to easily find one another.

Employees may not be required to stay within their neighbourhood. Instead, they may work in other neighbourhoods to meet, collaborate and work with fellow colleagues and fully optimize the range of work settings in the office.

Benefits of Neighbourhood Planning include:

» Fosters a sense of community;
» Supports Activity-based Working;
» Supports unassigned seating in a variety of work settings;
» Convenience for finding people within the office workplace; and
» Enables employee interaction, integration and knowledge transfer.

Base Building Out of Scope

Denotes example of program neighbourhood
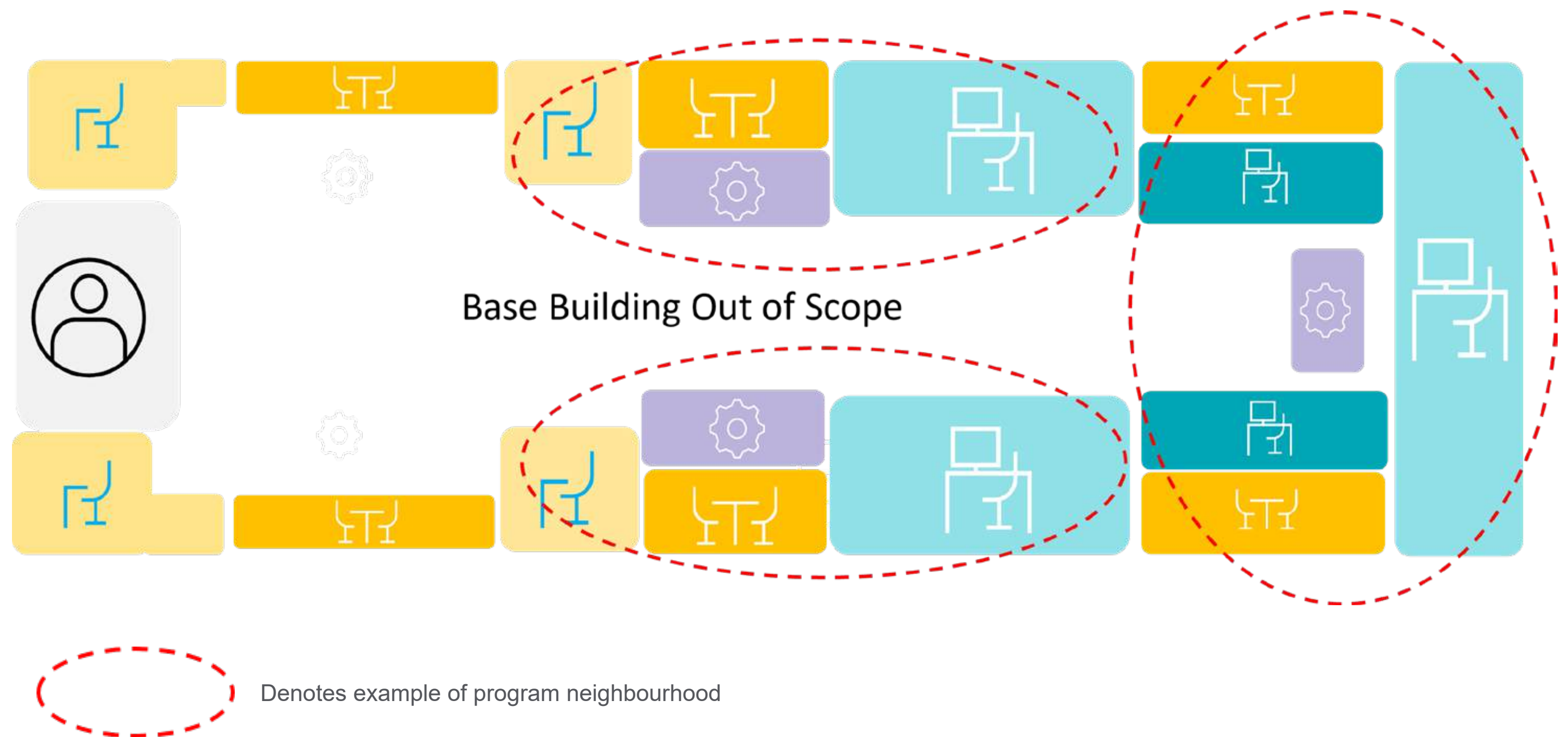
2.1.3 Adjacency Principles

It is important for the workplace to meet the needs of a variety of job roles, support different interactions among employees and provide the right work settings for each type of activity. Therefore, wherever possible, an office workspace and alternative workspace, whether enclosed or open, must have adjacency principles that address ergonomics, acoustics, and lighting.

Open Workspaces
Prioritize access to daylight, height-adjustable worksurfaces and incorporate sound masking (to help drown out background distractions and conversations), where possible.

Enclosed Workspaces
Adjacent to open workspaces and alternative workspaces (enclosed offices are to be planned on the interior (core walls) and not along perimeter windows), provide height-adjustable worksurfaces and sound baffles above dropped ceilings for noise absorption.

Open Alternative Workspaces
Special consideration to plan open alternative work settings away from open workspaces to reduce acoustic impact. Consider height-adjustable worksurfaces or furniture with a variety of heights and proximity to windows.

Enclosed Alternative Workspaces
Small enclosed alternative workspaces are to be adjacent to open work settings. Large enclosed alternative workspaces are to be planned in central locations which can be accessed by all. Implement furniture with a variety of heights and/or height-adjustable worksurfaces.

Support Spaces
Spaces beyond workspaces and alternative workspaces such as print/copy area, storage and filing areas/ rooms, and reception/welcome centre, etc.
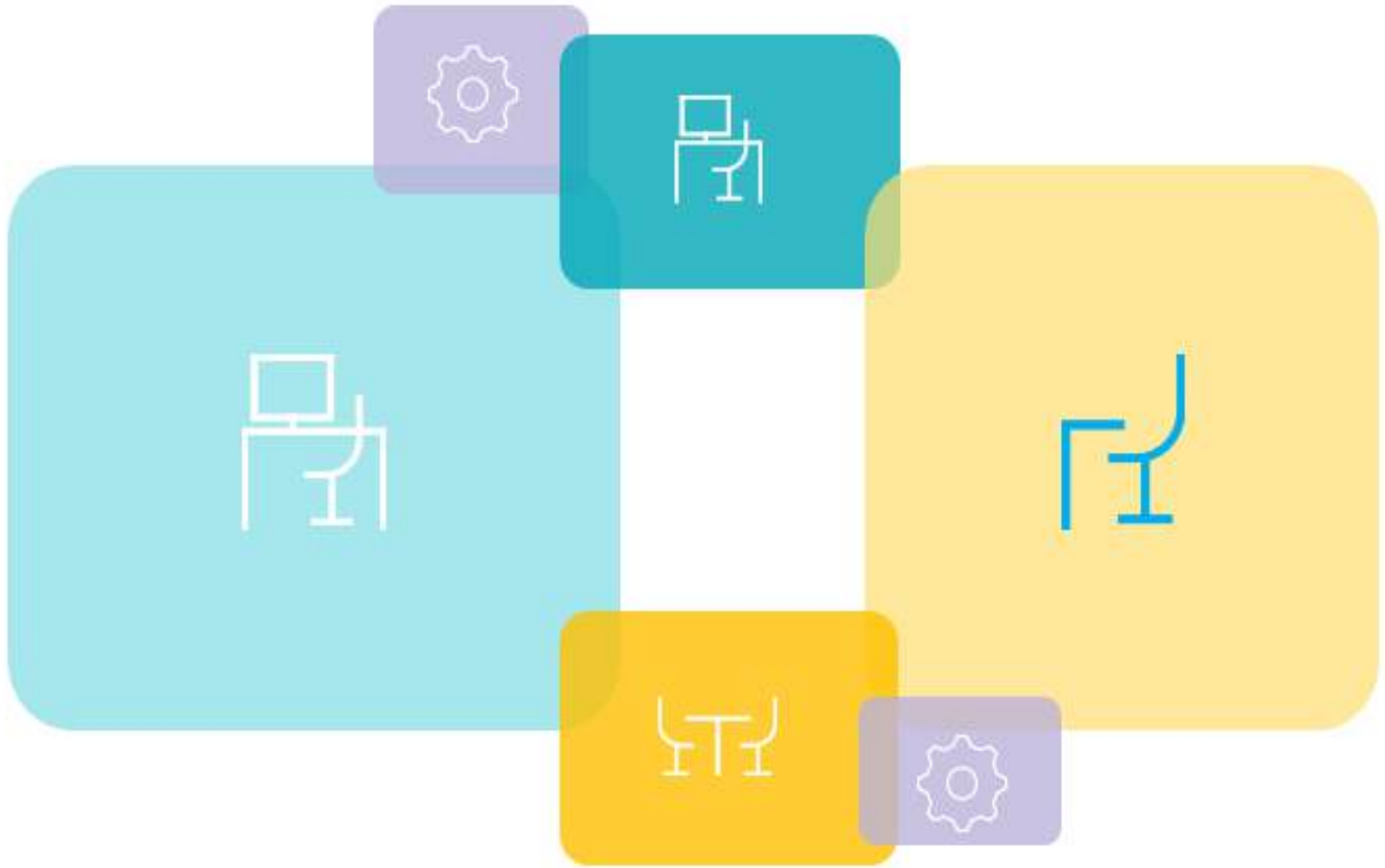
2.1.4 Modularity

Modularity is a design approach that provides a flexible and adaptable environment for different work activities. This allows for greater flexibility and efficiency in the use of office space and can help improve productivity and collaboration among employees. The components can easily be rearranged or reconfigured to accommodate changing business objectives or quickly scaled up or down to fit teams of different sizes while saving time and money.

The use of modularity in designing space requires that power and data conduits be strategically placed in certain partitions. Through the strategic use of demountable partitions, timeframes and costs may be reduced for future reconfigurations. Further information can be found in the "Concept of Flexibility is the Modular Approach" section of the Kit of Parts.

2.1.5 Workforce Block Floor Plans

Block floor plans illustrate the proposed locations, sizes and relationships or adjacencies between work settings. They are used for high-level planning; they are not detailed designs and do not provide details on design specifications.

There are three examples of workforce block floor plans that have been established to support program functionality and activity-based working for focusing, collaborating and gathering. Each workforce block floor plan illustrates an ideal distribution of work settings.

222 Jarvis St.

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2.1.6 Workforce: Focus Block Floor Plan

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Legend

- **Common Shared Area**
- **Path of Travel (both directions)**
- **Open Workspaces:** Prioritize access to daylight.
- **Enclosed Workspaces:** Adjacent to open work area.
- **Open Alternative Workspaces:** Seat types that support different focus / collaborative activities.
- **Enclosed Alternative Workspaces:** Acoustically separate collaboration spaces.
- **Support Areas**

Percentage of Work Settings:

38%		62%
Collaborate	Transition	Focus
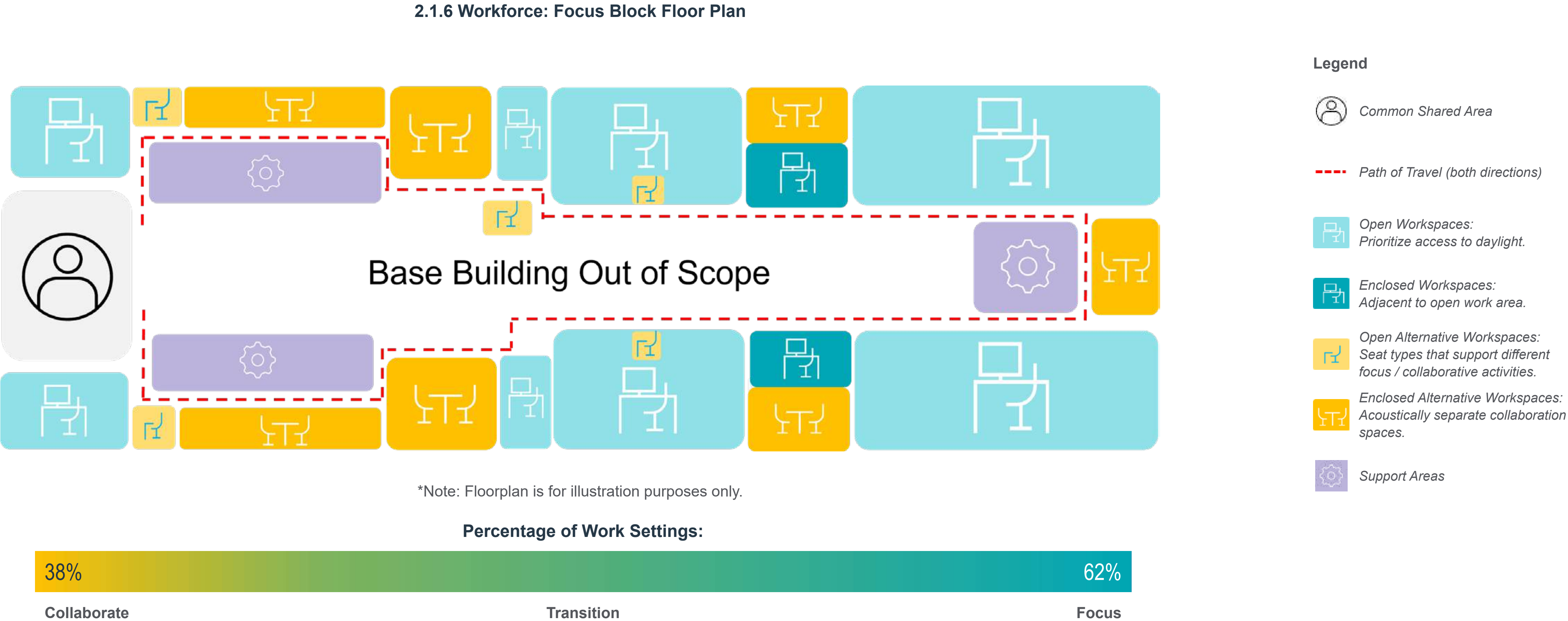
Figure 5: Example of a Balance Block Floor Plan. Includes an equal emphasis on workspaces and collaborative spaces.

2.1.7 Workforce: Balance Block Floor Plan

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Legend

- Common Shared Area
- ----- Path of Travel (both directions)
- *Open Workspaces: Prioritize access to daylight.*
- *Enclosed Workspaces: Adjacent to open work area.*
- *Open Alternative Workspaces: Seat types that support different focus / collaborative activities.*
- *Enclosed Alternative Workspaces: Acoustically separate collaboration spaces.*
- *Support Areas*

Percentage of Work Settings:

50%		50%
Collaborate	Transition	Focus

2.1.8 Workforce: Collaborative Block Floor Plan

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Legend

- Common Shared Area
- Path of Travel (both directions)
- Open Workspaces: Prioritize access to daylight.
- Enclosed Workspaces: Adjacent to open work area.
- Open Alternative Workspaces: Seat types that support different focus / collaborative activities.
- Enclosed Alternative Workspaces: Acoustically separate collaboration spaces.
- Support Areas

Percentage of Work Settings:

68% ————————————————— 32%

Collaborate   Transition   Focus

222 Jarvis St.

3.0.0 KEY PLANNING CONSIDERATIONS

THE KEY PLANNING CONSIDERATIONS OUTLINE THE OVERALL PLANNING CONSIDERATIONS THAT SHOULD BE INCORPORATED INTO ALL OFFICE PROJECTS (WHERE APPLICABLE).

These considerations should be interwoven with design principles and key strategies outlined in sections 1 and 2.

3.1.0 Accessibility in the Built Environment

3.2.0 Accessible, Universal and Inclusive Design

3.3.0 Common Shared Spaces

3.4.0 Enabling an OPS Digital Workplace

3.5.0 Information, Privacy and Archives: The Case for Change

3.6.0 Heritage

3.7.0 Colour Strategy

3.1.0 ACCESSIBILITY IN THE BUILT ENVIRONMENT

Having an accessible environment requires anticipating, identifying and removing barriers so that anyone can access the built environment, regardless of their individual circumstances and needs to deliver a truly inclusive workplace.

Accessibility is defined and governed by the following guidelines, codes, standards and legislations. These governing rules are used in conjunction with each other to inform the delivery of accessible spaces. When there is a conflict between these rules, primacy is always assigned to the highest legislation.

The Accessibility for Ontarians with Disabilities Act (AODA), including the Design of Public Spaces Standards; the Ontario Building Code (OBC); and, the OPS Guidelines for Barrier-Free Design should be observed as the guiding rules and principles to inform planning when new facilities are built or substantially renovated in the Government of Ontario.

Additionally, it should be noted that these rules and guidelines, as outlined below, represent the minimum general criteria and can be referenced as a starting point to inform further improvements to accessible infrastructure design and planning.

3.1.1 Accessibility for Ontarians with Disabilities Act (AODA):
The AODA is a law that governs the process for developing and enforcing accessibility standards. The AODA takes direction from the Ontario Human Rights Code. Other legislation and guidelines (i.e. OBC, OPS Guidelines for Barrier-Free Design, etc.) provide more technical support to accessibility and the removal of barriers in the built environment. In the context of the OPS Modern Office Space standards, it is one of the overarching pieces of legislation that

informs aspects of accessible space design.

Many elements of the Accessibility Standards for the Built Environment that affect the design of buildings and their interiors are enforced through the OBC effective January 1, 2015.

The AODA governs standards that influence the design of space in five areas:
1. Customer Service
2. Employment
3. Information and Communication
4. Transportation
5. Design of Public Spaces (Accessibility Standards for the Built Environment)

Each of these standards provides regulations for removing barriers for employees and visitors with disabilities accessing government facilities.

3.1.2 Design of Public Spaces Standards
Accessibility for Ontarians with Disabilities Act 2005, O. Reg. 191/11 Integrated Accessibility Standards (IASR), PART IV.1, 413/12, s. 6., Design of Public Spaces Standards.

The most recent version of the Design of Public Spaces Standards should be consulted when determining the design, renovation, or construction of public spaces. The Design of Public Spaces Standards applies to any public spaces, whether newly constructed or redeveloped (extensive renovations per the OBC); however, it is not retroactive and does not apply to public spaces or portions of

public spaces that remain untouched. The Design of Public Spaces Standards requirements do not include areas covered by the OBC but work together with the OBC. This standard includes:
» Outdoor paths of travel (i.e. sidewalks, ramps, stairs);
» Accessible parking;
» Service elements (i.e. service/info counters, fixed queuing lines, waiting areas); and
» Maintenance and restoration of public spaces.

Extensive Renovations:
Definition per OBC: Substantially removing existing building's interior wall, ceiling, floor, or roof assemblies and installing new interior wall, ceiling, floor and roof assemblies. This applies to base building structures.

3.1.3 Ontario Building Code
Building Code Act, 1992, S.O. 1992, c. 23, O. Reg. 332/12: Building Code, O. Reg. 88/19, s. 97, Ontario Building Code, Section 3.8 Barrier-Free Design, with 2022 amendments.

The OBC applies to the design and construction of any new building system or extension of an existing building system. It defines accessibility requirements for the newest construction and extensive renovations of buildings and includes requirements for barrier-free paths of travel, fire safety devices, public washrooms, access to pools and saunas, seating in public spaces, etc. Its objectives include:

Accessibility
To limit the probability that, as a result of the design or construction of a building, a person with a disability will be unacceptably impeded from accessing or using the building or its facilities.

Accessibility – Barrier-Free Path of Travel
To limit the probability that, as a result of the design or construction of a building, a person with a disability will be unacceptably impeded from accessing or circulating within it.

Accessibility – Barrier-Free Facilities
To limit the probability that, as a result of the design or construction of a building, a person with a disability will be unacceptably impeded from using the building's facilities.

The code defines that "barrier-free" means when applied to a building and its facilities, that the building and its facilities can be approached, entered and used by persons with disabilities.

The OBC is updated frequently, and the most recent version should be consulted when determining the design, renovation, or construction of a building or facility within a building. Its requirements do not include areas covered by the Design of Public Spaces Standards; rather, the requirements set out in the OBC are designed to work in conjunction with the Design of Public Spaces.

3.1.4 Guidelines for Barrier-Free Design of Ontario Government Facilities
The Guidelines for Barrier-Free Design of Ontario Government Facilities provide an outline of the minimum general requirements and design principles for accessible design, which must be considered when new facilities are constructed, or existing facilities are substantially renovated.

The guidelines are intended as an outline and defer to the OBC (as amended) and should always be referenced for any specific and/or mandatory specifications. They are reviewed annually to support compliance with the OBC and are updated periodically to reflect applicable changes.

The guidelines primarily address base building requirements, such as areas accessible to the public and may not apply to non-public areas of special purpose facilities. The guidelines should be applied to support project planning and design that is as accessible as possible.

Beyond the guidelines, the OPS recognizes that individual Disability Employment Accommodation Plans may require additional changes to facilities to prevent, remove or mitigate barriers for employees with disabilities.

315 Front St. W

3.2.0 ACCESSIBLE, UNIVERSAL, AND INCLUSIVE DESIGN

When it comes to office design/redesign, Accessible, Inclusive and Universal Design are all closely linked and strive to create spaces that reflect and respond to the diverse needs of their potential users. While all three approaches strive to ensure the usability of spaces, it is important to note where there are similarities and differences. Below are definitions for Accessible, Universal and Inclusive Design. Each of the principles and goals of these approaches has an impact on the user experience of persons with disabilities.

Accessible Design anticipates, identifies and removes barriers for persons with disabilities through standards and regulations, including the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Canadian Standards Association Accessible Design for the Built Environment and the Ontario Building Code. It represents the minimum criteria for making design accessible for users with disabilities.

Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. It focuses on providing a single solution that serves the most extensive possible user base (NC State University, The Center for Universal Design, 1997). There are seven principles of Universal Design and eight goals of Universal Design listed below.

Inclusive Design is a process that includes user input in the design process itself and that considers the full range of human diversity with respect to ability, language, culture, gender, race, age and other forms of human difference. This approach aims to include a diverse group of people who have varying abilities and disabilities, personal preferences and other forms of differences. While universal design focuses on a single solution to serve the most extensive possible user base, inclusive design may involve several solutions to meet a diverse group of needs. Further, inclusive design is an iterative process that seeks to update and adapt the product to respond to changing user needs.

Architects and designers should reference the following resources when designing inclusive office environments: the Seven Principles of Universal Design, the Eight Goals of Universal Design and the Three Dimensions of Inclusive Design. Below is a summary and link to each resource.

3.2.1 The Seven Principles of Universal Design

The Seven Principles of Universal Design were developed in 1997 by a working group of architects, product designers, engineers and environmental design researchers, led by the late Ronald Mace at North Carolina State University. The design team should follow these principles when thinking about the project at its initial stages to promote inclusivity to serve end users, regardless of the user or their ability.

» **Principle #1 - Equitable Use:** The design is useful and marketable to people with diverse abilities.
» **Principle #2 - Flexible Use:** The design accommodates a wide range of individual preferences and abilities.
» **Principle #3 - Simple and Intuitive Use:** The use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
» **Principle #4 - Perceptible Information:** The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
» **Principle #5 - Tolerance for Error:** The design minimizes hazards and the adverse effects of accidental or unintended actions.
» **Principle #6 - Low Physical Effort:** The design can be used efficiently and comfortably with a minimum of fatigue.
» **Principle #7 - Size and Space for Approach and Use:** Appropriate size and space are provided for approach, reach, manipulation and use regardless of the user's body size, posture, or mobility.

3.2.2 The Eight Goals of Universal Design

The Eight Goals of Universal Design were developed to expand Universal Design's original focus to include human performance, social participation and health and wellness. The goals define the outcomes of Universal Design practice in ways that can be measured and applied to all design domains within the constraints of existing resources. The goals encompass functional, social and emotional dimensions. Each goal is supported by an interdisciplinary knowledge base of anthropometrics, biomechanics, perception, cognition, safety, health promotion and social interaction. (Steinfeld and Maisel, 2012, University of Buffalo). The Eight Goals of Universal Design are:

» **Body Fit:** Accommodating a wide range of body sizes and abilities.
» **Comfort:** Keeping demands within desirable limits of body function and perception.
» **Awareness:** Ensuring that critical information for use is easily perceived.
» **Understanding:** Making methods of operation and use intuitive, clear and unambiguous.

» **Wellness:** Contributing to health promotion, avoidance of disease and protection from hazards.
» **Social Integration:** Treating all groups with dignity and respect.
» **Personalization:** Incorporating opportunities for choice and the expression of individual preferences.
» **Cultural Appropriateness:** Respecting and reinforcing cultural values and the social and environmental contexts of any design project.

3.2.3 The Three Dimensions of Inclusive Design

The Three Dimensions of Inclusive Design was developed by the Inclusive Design Research Centre at OCAD University. It sets out high-level principles (broken down into three dimensions) and how they can be applied to digital design as well as the design of services, the built environment and physical products. The dimensions focus on:

1. Recognizing diversity and uniqueness (mass solutions to diverse needs do not work).
2. Creating inclusive processes and tools (gathering inclusive teams with a diverse range of expertise and lived experience, using inclusive tools in design processes).
3. Driving broader beneficial impacts (striving to benefit beyond the intended beneficiaries of the design).

The three approaches above should be referred to and implemented whenever possible in each design. They offer guidelines and best practices for designing to ensure that the office environment can meet the needs of future users.
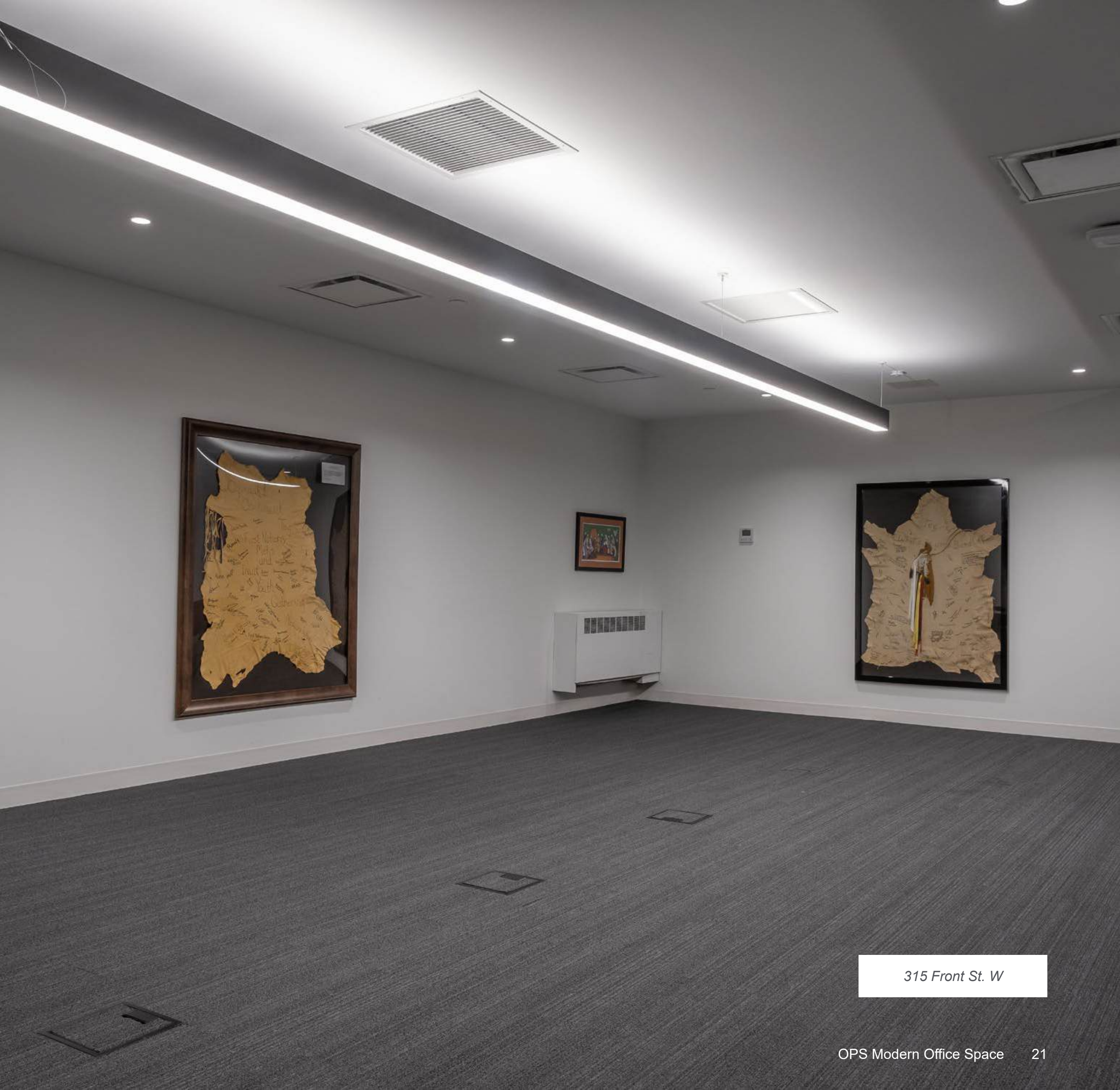
315 Front St. W

3.3.0 COMMON SHARED SPACES

Common shared spaces (e.g. quiet rooms, ceremonial rooms, and wellness/ first aid rooms) serve a diverse range of user needs and are critical to modern workplaces. As a leader committed to supporting excellence in accessibility and diversity and inclusion within the office workplace, the OPS strives to incorporate accessible, inclusive and universal design when creating the design elements for these spaces:

» **Quiet rooms:** An inclusive and comfortable space for OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.

» **Ceremonial rooms:** Can be used to accommodate Indigenous and other Sacred Ceremonies, as well as meetings and training sessions.

» **Wellness/First Aid rooms:** A dedicated space intended to promote self-care and wellness that supports and enhances the physical and mental well-being of OPS employees, as well as providing first aid services. The design follows the Revised Regulations of Ontario (RRO) Reg. 1101: (First Aid Requirements) as a dedicated first aid room is required in buildings/complexes with 200 or more employees.

Partners across the OPS were engaged in collaborative discussions to gather user-centric feedback. Prior project experiences and industry best practices, both within and outside the OPS, were also taken into account to inform the design elements of these spaces. An ongoing collaborative approach, involving subject matter experts, partners, stakeholders and the broader organizational community, is applied to the OMOS as it undergoes an annual review, ensuring an iterative approach to continuous improvement.
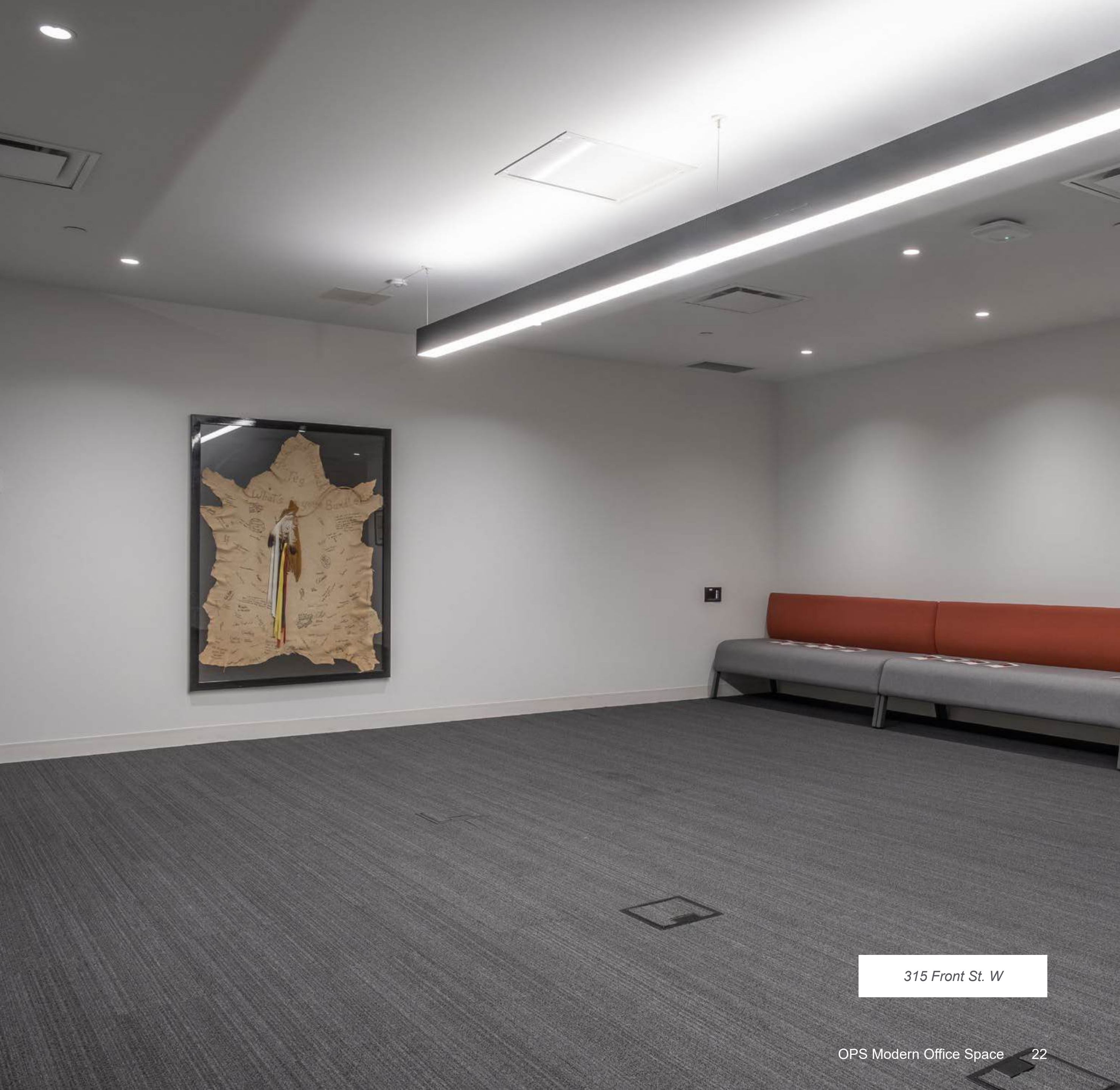
315 Front St. W

3.4.0 ENABLING AN OPS DIGITAL WORKPLACE

Technology continues to remain a critical element when designing and working within a modern workplace. Digital initiatives are transforming our workplace. The OPS GO-ITS 80 standards for cabling and wiring for voice and data communications in government buildings must be followed when designing an OPS workplace. The GovTechON digital workplace strategy equips the OPS with digital tools and service options, on modernized IT infrastructure. This enables a consistent work experience with the added flexibility in how we work in the office while ensuring data and systems are protected.

The GovTechON digital workplace vision allows employees to stay connected anytime, anywhere in the office workplace, with the right supporting infrastructure, furniture and devices to meet business needs.

Key aspects to transform and enable an OPS Digital Workplace include:
» **Connectivity:** Enable the connectivity level required for speed and access to data and applications at OPS work locations in support of data/video needs.
» **Capacity:** Leverage collaborative meeting space technology and expanded Wi-Fi coverage to maximize available spaces and align with MOI's office realty model.
» **Collaboration:** Support both in-person collaboration and connecting people across many locations. Rapid changes in technology are enabling the transformation of government programs and services to continue meeting public expectations.
» **Communication:** Provide ready and timely access to multi-media information that will equip staff with guiding principles, best practices and other resources when considering their business and technology needs.

315 Front St. W

3.5.0 INFORMATION, PRIVACY AND ARCHIVES: THE CASE FOR CHANGE

In addition to other current processes and to support an effective Digital Workplace, Records and Information Management (RIM) need to be implemented and/or aligned.

The OMOS enterprise design standards place increased emphasis on electronic document management with limited centralized filing for business-related items, prioritizing work settings for people over space for storage. By redesigning space to have less storage and focusing on digital records management, where feasible, fewer storage options are required, enabling an easier transition to the digital future.

3.5.1 Records Management is Important for Office Transformation

Key aspects of RIM include an emphasis on:

» **Records Digitization:** Helps to save costs and frees up space in the workspace that can be used for other means.
» **Going Paperless:** Do you need to print what you're printing? The records management team can help you understand what documents can be discarded and which can be safely stored for later use.
» **Revising Retention Schedules:** Retention schedules can be revised to enable early destructions, as well as transferring active/semi-active records to storage to save space.
» **Unscheduled Records:** Don't have a schedule, but need to get your boxes out? Information, Privacy Archives can store unscheduled records until a retention schedule is put in place.

3.5.2 Benefits of Electronic Document Management

» Improve response times to requests for records and supports OPS service delivery.
» Maximize use of space if files are available digitally versus physical boxes.
» Drive efficiency and cost avoidance through the sharing, integration and re-use of information and data and by keeping information and data only as long as required.

It is important to consult with Ministry RIM leads to access supports available and explore options to e-file and digitize records, including reviewing retention schedules. For additional resources, please visit the links below:

» Information Storage and Retrieval Services - InsideOPS (ontario.ca)
» Recordkeeping, Access and Privacy Advisory Services - InsideOPS (ontario.ca)
» "You are not starting from scratch": Getting Started on Implementing Information and Data Governance - InsideOPS (ontario.ca)

595 Bay St.

3.6.0 HERITAGE

Heritage, both built structures and in an archaeological context, is an important consideration in designing and modifying our spaces. Properties owned or controlled by the Province may be identified as having cultural heritage value or interest under the Ontario Heritage Act, making them subject to the Standards and Guidelines for Conservation of Provincial Heritage Properties (2010). The architecture of the building, the surrounding landscape and interior attributes may hold cultural heritage value and therefore, consideration must be given to their conservation. Decision makers must make best efforts to integrate heritage attributes of a property when designing, modifying, or altering a space or feature.

The role of the third-party heritage consultant or the IO Heritage team (in partnership with MOI, Ministry of Citizenship and Multiculturalism and ministry subject matter experts) is to:
» If not already completed, assess the cultural heritage value of the property and identify the cultural heritage value and heritage attributes in the workplace;
» Ensure all heritage work is undertaken by qualified persons with appropriate expertise in the specific project or change being proposed is based on an approved Statement of Cultural Heritage Value and Strategic Conservation Plan (when one is in place);
» Undertake necessary studies to inform and support decisions, such as a Strategic Conservation Plan and/or Heritage Impact Assessments and consult appropriately on such studies;
» Use heritage best practices when designing, modifying, or altering an identified heritage space or feature, supported by recognized guidance such as the Standards and Guidelines for the Conservation of Historic Places in Canada (2010); and

» Balance the needs of the people, the purpose of the project and the conservation of heritage throughout the design process.

Macdonald Block

3.7.0 COLOUR STRATEGY

Just as "heritage" speaks of the past, the intended approach to colour strategy is to help clearly bridge the past and the present. As colours are a key factor in creating unity and coherence within our work environment, the colour strategy sets out a palette that echoes Ontario's natural magnificence. The common loon with its distinct black and white plumage, the shades of green found in our diverse forests of birch, poplar, spruce and tamarack trees, and the deep blues from our vast interconnected lakes, rivers and streams are reflected through the various furniture offerings and finishes.

This colour strategy is designed to be applicable across a spectrum of projects to be applied in various refresh, rework and reconstruct projects. Application of the colour strategy should take into consideration:

» **Aesthetics Synchronization:** alignment with existing furniture elements to promote a sense of cohesion and harmony in the workplace, especially for refresh and rework projects.

» **Sensory Balance:** balancing between vibrant and calming hues to provide an environment that stimulates creativity and productivity while maintaining a sense of tranquillity.

By incorporating the iconic nature colour strategy into the design elements of the office workplace, the OPS aims to embrace Ontario's natural beauty and provide an environment that brings about productivity, creativity and well-being.

Upholstery Fabric

White Plastic Laminate Surface

Furniture Base Finish

Wood Plastic Laminate Surface and Architectural Walls

Carpet

Demountable Wall Panel Finish

Panel Finish

Accent Paint

Wall Tile

Upholstery Fabric

Demountable Partition (Glass Front)

315 Front St. W

4.0.0 KIT OF PARTS (KOP)

THE KIT OF PARTS (KOP) IS A COLLECTION OF APPROVED STANDARDS WITH A VARIETY OF WORK SETTINGS THAT CAN BE APPLIED TO ALL OFFICE WORKPLACES.

The KOP is the building blocks to be used in a variety of ways to create OPS office workspaces that best reflect a program's space needs.

4.1.0 ABOUT THE KOP

The Kit of Parts (KOP) is divided into two separate documents, the workforce KOP (further described below) and the executive KOP. Each workspace, alternative workspace and support space in both KOPs is described by size, accessibility, furniture, infrastructure requirements and its adjacency/location in an office layout.

The workforce KOP outlines typical office work settings that encompass workspaces, alternative workspaces and support spaces. These work settings can be combined to create OMOS standards that accommodate a range of activities in the workplace and offers choice and flexibility. The workforce refers to all ministry employees.

The workforce KOP is organized into three sections:

» **Workspaces:** Workstations and offices.
» **Alternative Workspaces:** A combination of open and enclosed spaces that support the new way of working by providing spaces for collaboration. Open alternative workspaces do not have walls and are set up for informal impromptu meetings, while closed alternative workspaces have walls and are usually set up for more formal meetings or when privacy is required. Examples include 60-Minute Rooms, meeting rooms, break-out rooms, working lounges/ lunchrooms collaboration spaces, etc.
» **Support Areas:** Areas that are not intended for focus or collaboration but are needed for office functions. These spaces include but are not limited to, locker areas, coat closets, storage, print/copy rooms, etc.

The KOP for executive space is a separate addendum to the OMOS to ensure the confidentiality of the executive space, plan and design. While distribution will remain limited, the executive KOP can be shared with the necessary project team members as required when designing the space. The executive KOP outlines typical office work settings and support spaces and refers to the following roles within the Government of Ontario: Ministers, Associate Ministers, Parliamentary Assistants, Deputy Ministers, Chiefs of Staff and corresponding support staff.

720 Bay St.

4.2.0 ACCESSIBILITY SPACE STANDARDS

4.2.1 Clearances

Doors and Doorways:

Maneuvering space at doors should be clear of any obstacles and not overlap with any fixtures, furniture or other parts of the built environment.
- » 1200 mm (3'-9") x 1200 mm (3'-9") on the push side of the door
- » 1500 mm (5'-0") x 1500 mm (5'-0") on the pull side of the door

Turning Circles:

Should be provided at key decision points in paths of travel and in all areas with dead-end conditions to provide adequate space for a person to turn around without having to back up.

Turning Circles should always be clear of any obstruction or overlap with any fixed fixtures, furniture or other parts of the built environment for their full height.
- » 2500 mm (8'-2") turning circle where noted, and as good practice (i.e. Increased Accessible 60-minute Room)
- » 1500 mm (5'-0") turning circle at minimum [2100 mm (6'-8") preferable] (i.e. 60-Minute Room, Offices, Meeting Rooms etc.)

Clear Floor Space:

Clear Floor Space should follow building code and be provided in front of all:
- » Controls such as light switches, push buttons for power operated doors or window blinds
- » Amenities such as waterpoints and coffee stations
- » Appliances such as fridges and microwaves
- » Workplace features and tools, such as technical equipment and whiteboards

All Clear Floor Spaces should be located on an accessible path of travel and should always be clear of any obstruction or overlap with fixtures, furniture or any path of travel.

Clear floor areas to be clear of any obstruction for their full height.
- » Forward approach: 1500 mm (5'-0") x 900 mm (2'-9")
- » Side approach: 2200 mm (7'-2") x 900 mm (2'-9")

Chair Space:

Where seating is provided at tables, allocate a clear space of 600 mm (1'-10"), measured out from the workstation, table, or counter to allow for space taken up by a person seated. Measure all pathways from the edge of the chair space.

4.2.2 Interior Pathways

General:

Hallways, corridors and other circulation spaces should be designed to accommodate everyone. Turning circles should be provided at key decision points in paths of travel and in all areas with dead-end conditions.

Dead Ends:

Design pathways so that they avoid dead ends, including pathways that end in a doorway. Where dead ends are longer than 3 m (9'-8"), provide a 2100 mm (6'-8") turning circle, as a best practice. Note: Currently OBC requirement is 1800 mm (5'-8") for every 30 m (98'-0").

Obstacles:

Where obstacles such as structural columns are located within pathways, they must only limit the clear width to not less than 950 mm (3'-0") wide for not more than 615 mm (2'-0") in length and open to the minimum required width for the pathway on both sides of the obstruction. Ensure objects do not protrude more than 100 mm (3.9") into paths of travel unless they extend low enough (680 mm max) to be detected by a cane.

Primary Pathways:

To be at least 1600 mm (5'-2") in width. Primary Pathways are intended for frequent, two-way travel, allowing two people using mobility devices to pass each other. Primary Pathways to connect with the main entry and main elevator lobby, and to avoid dead ends. 2500 mm (8'-2") turning circles to be provided at key decision points.

Secondary Pathways:

To be at least 1200 mm (3'-9") in width. Secondary Pathways are intended for frequent, one-way travel, allowing a person walking and a person using a mobility device to pass each other. This will also accommodate a person with a service animal. Secondary Pathways to connect with the Primary Pathways within 30 m (98'-4"). Where dead ends exist in Secondary Pathways, provide a 2500 mm (8'-2") turning circle.

Tertiary Pathways:

To be at least 1100 mm (3'-6"). Tertiary Pathways are intended for limited-occupant use, one-way travel and should connect with Secondary or Primary

Pathways within 30 m (98'-4"). Where dead ends exist in Tertiary Pathways, provide a 2500 mm (8'-2") turning circle.

Workstation Pathways (Subsidiary Aisles):
To be at least 1000 mm (3'-6") and include a 600 mm (1'-9") clearance for chair space so that space is provided for chair outside of the clear path. Where the Workstation Pathway serves more than eight (8) seats or is longer than 7.5 m (24'-7"), the Pathway must not terminate at a dead end without providing a 2100 mm (6'-8") turning circle at the dead end outside of workstation chair space. Alternately, provide a through-pathway to avoid an individual having to back up through the Workstation Pathway.

Meeting Room Pathways – Accessible:
To be at least 1000 mm (3'-6") and include a 600 mm (1'-9") clearance for chair space so that space is provided for a chair outside of clear path. Clear path must extend throughout the room to provide access to all services located within the meeting room, including white boards and any technology. Include a 2500 mm (8'-2") turning circle within the meeting room clear of the table and allocate a space outside of the accessible pathway for a chair to allow for clear space at the table.

315 Front St. W

4.2.3 Accessibility Space Standards

Clearances at doors:
Clear floor space at doors
should be clear of any furniture/
obstacles
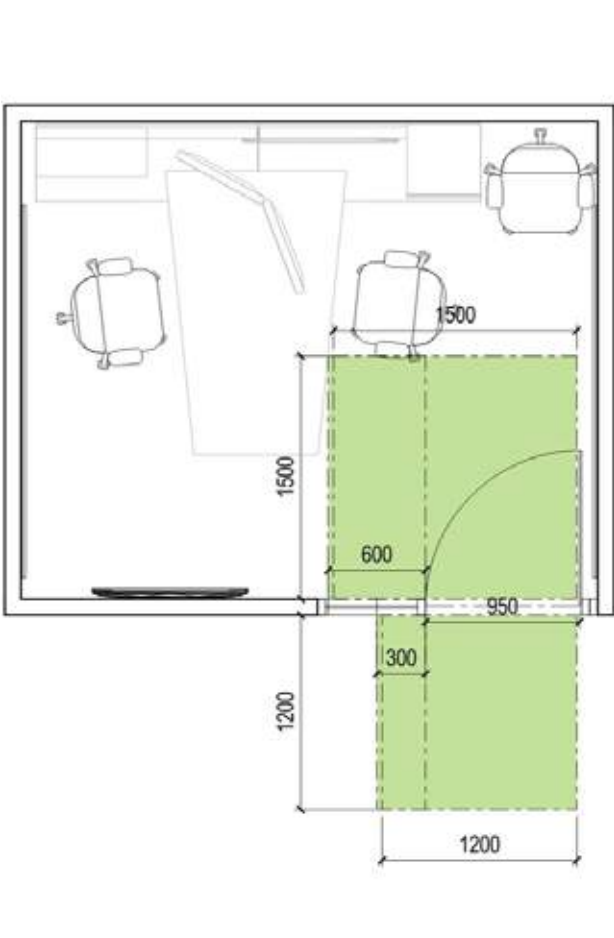
Clearances around meeting tables:
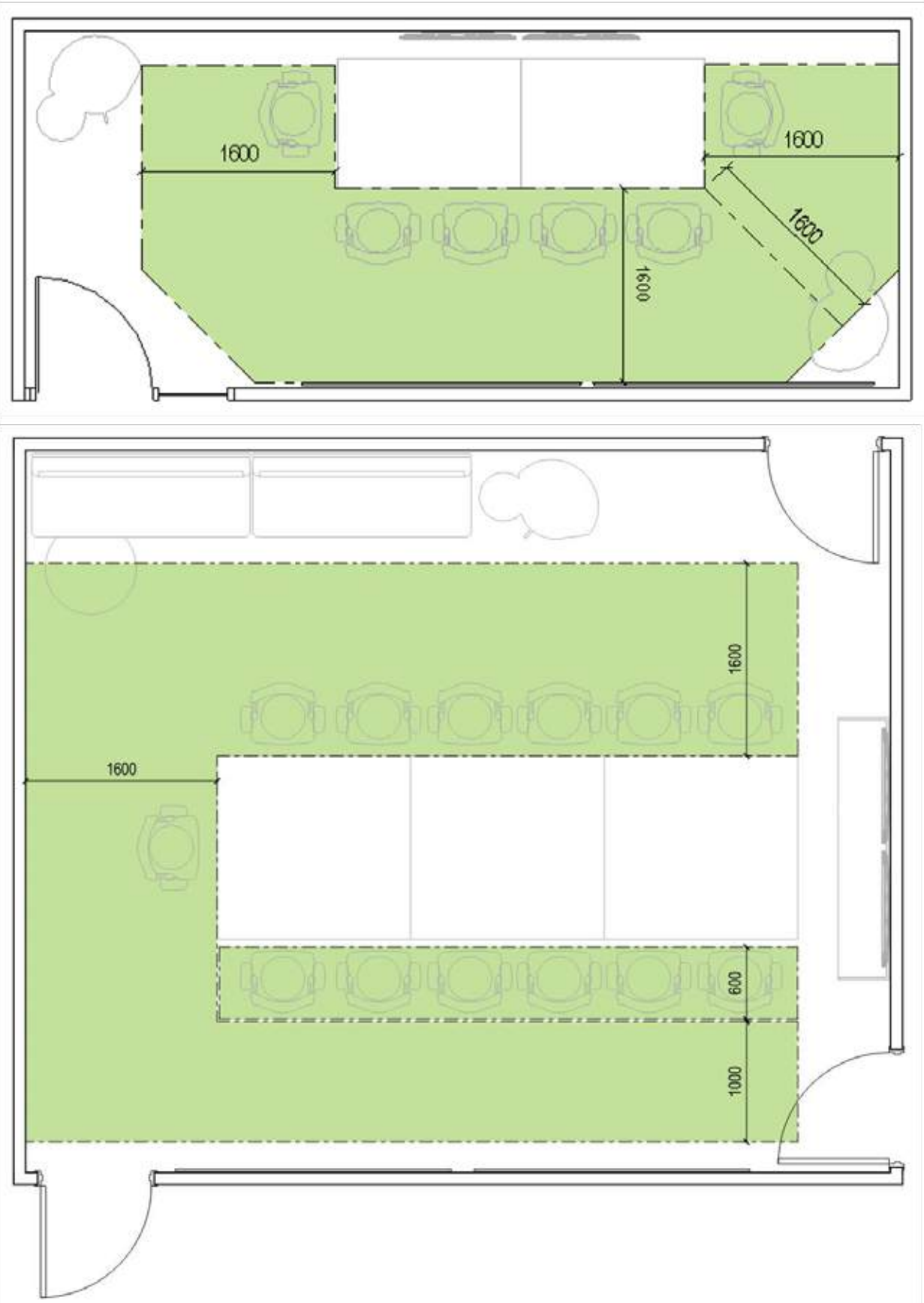
Clearances for accessible seating and service animals:
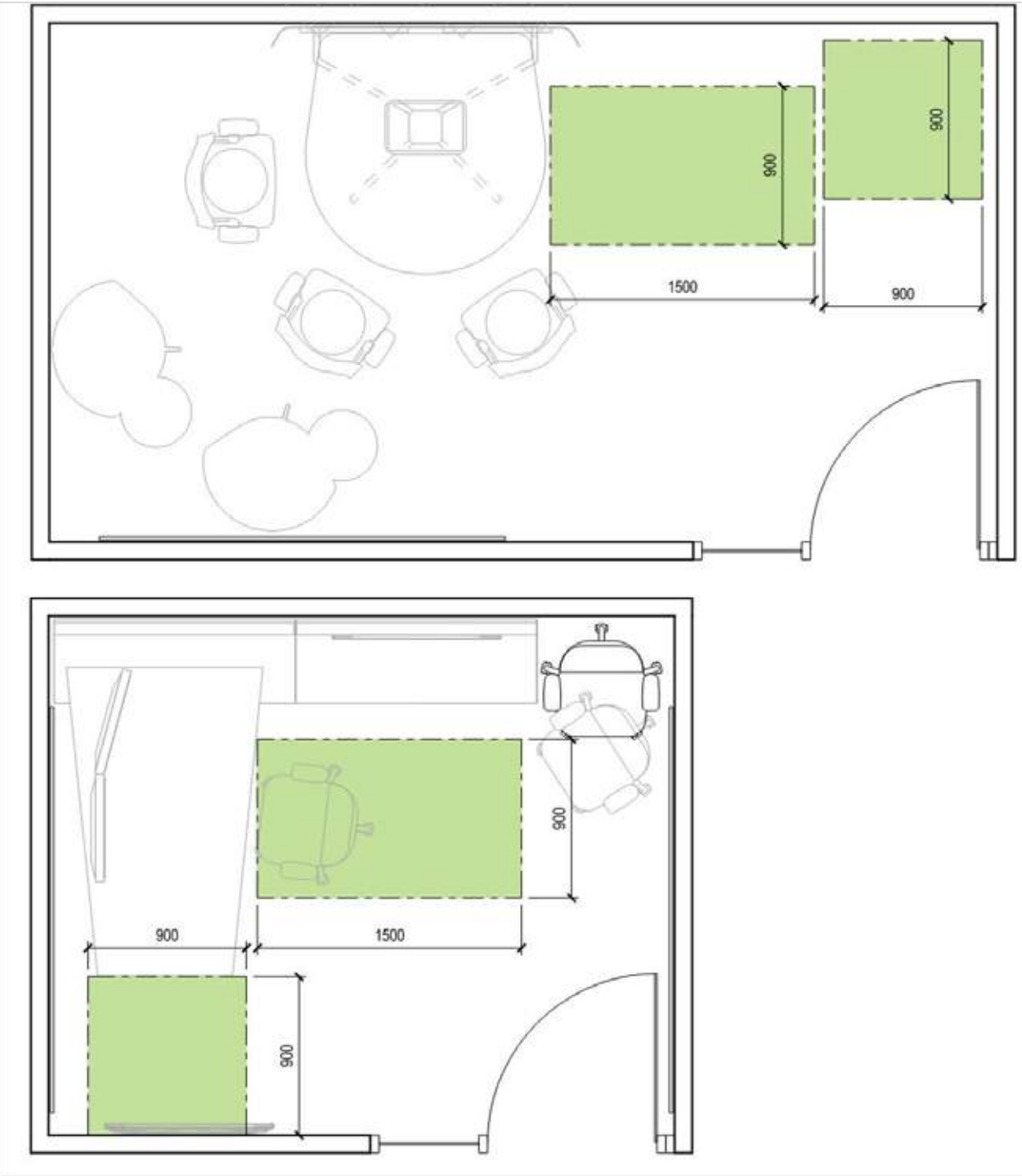
*2D plans are for illustration purposes only, glass front locations and swing/slider doors could change depending on architectural fit of floor plates.

4.3.0 WORKFORCE WORK SETTING ADJACENCIES

By following these design planning principles, the office workspace and alternative workspace (whether enclosed or open) can meet ergonomic, acoustic, and lighting needs for a variety of job roles for each type of activity.

Open Workspaces
Prioritize access to daylight, height-adjustable worksurfaces and incorporate sound masking (to help drown out background distractions and conversations), where possible.

Enclosed Workspaces
Adjacent to open workspaces and alternative workspaces (enclosed offices are to be planned on the interior (core walls) and not along perimeter windows), provide height-adjustable worksurfaces and sound baffles above dropped ceilings for noise absorption.

Open Alternative Workspaces
Special consideration to plan open alternative work settings away from open workspaces to reduce acoustic impact. Consider height-adjustable worksurfaces or furniture with a variety of heights and proximity to windows.

Enclosed Alternative Workspaces
Small enclosed alternative workspaces to be adjacent to open work settings. Large enclosed alternative workspaces to be planned in central locations to be accessed by all. Implement furniture with a variety of heights and/or height-adjustable worksurfaces.

Support Areas
Spaces beyond workspaces and alternative workspaces such as print/copy area, storage and filing areas/ rooms, and reception/welcome centre, etc.
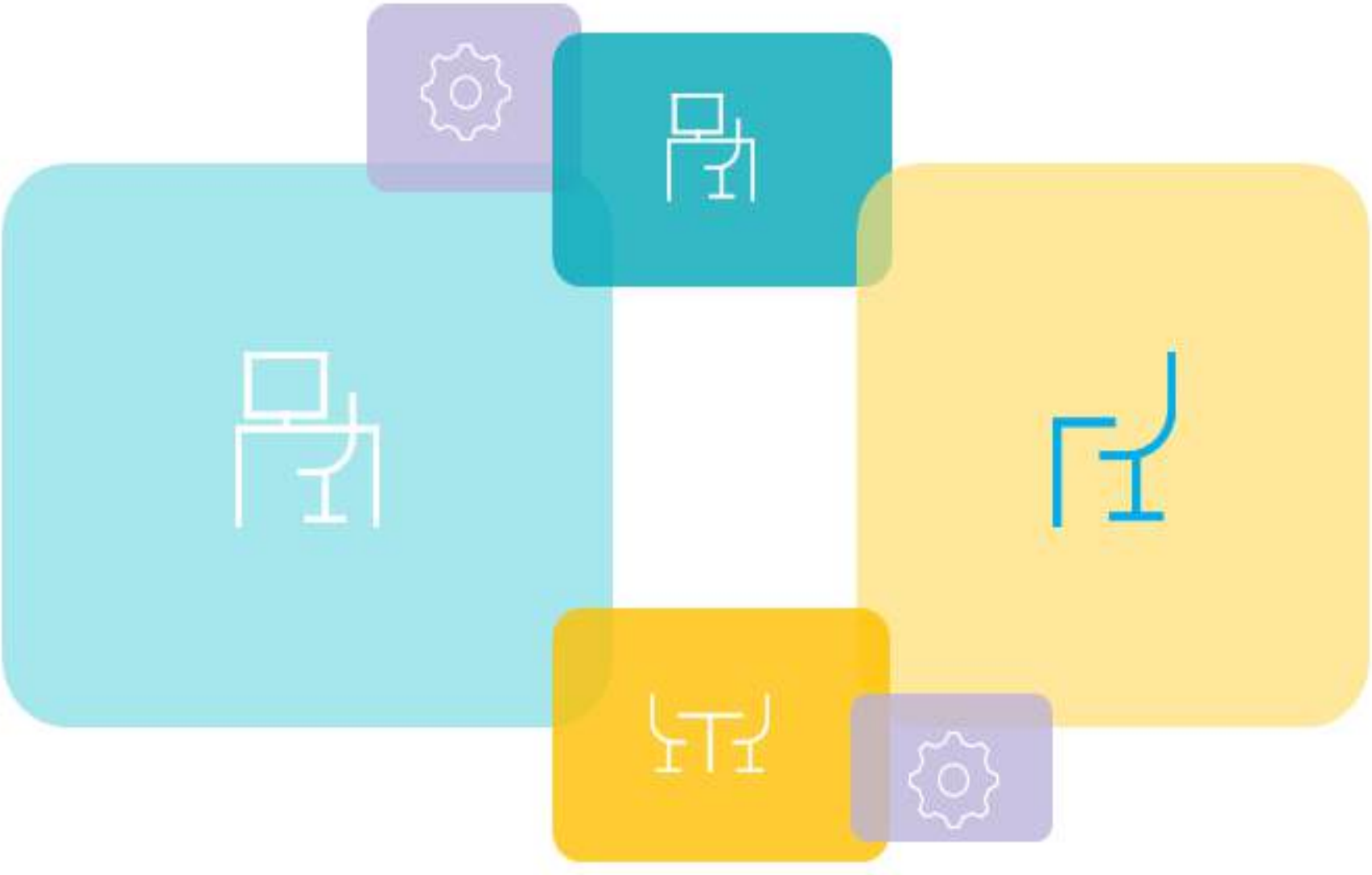
4.3.1 Workforce Work Setting Adjacencies:
Focus Block Floor Plan

The plan is designed with collaborative work settings at the entrance of suite and progresses towards focused work settings.

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Percentage of Work Settings:

38%		62%
Collaborate	Transition	Focus

Legend

Common Shared Area

- - - - Path of Travel (both directions)

Open Workspaces:
Prioritize access to daylight.

Enclosed Workspaces:
Adjacent to open work area.

Open Alternative Workspaces:
Seat types that support different focus / collaborative activities.

Enclosed Alternative Workspaces:
Acoustically separate collaboration spaces.

Support Areas
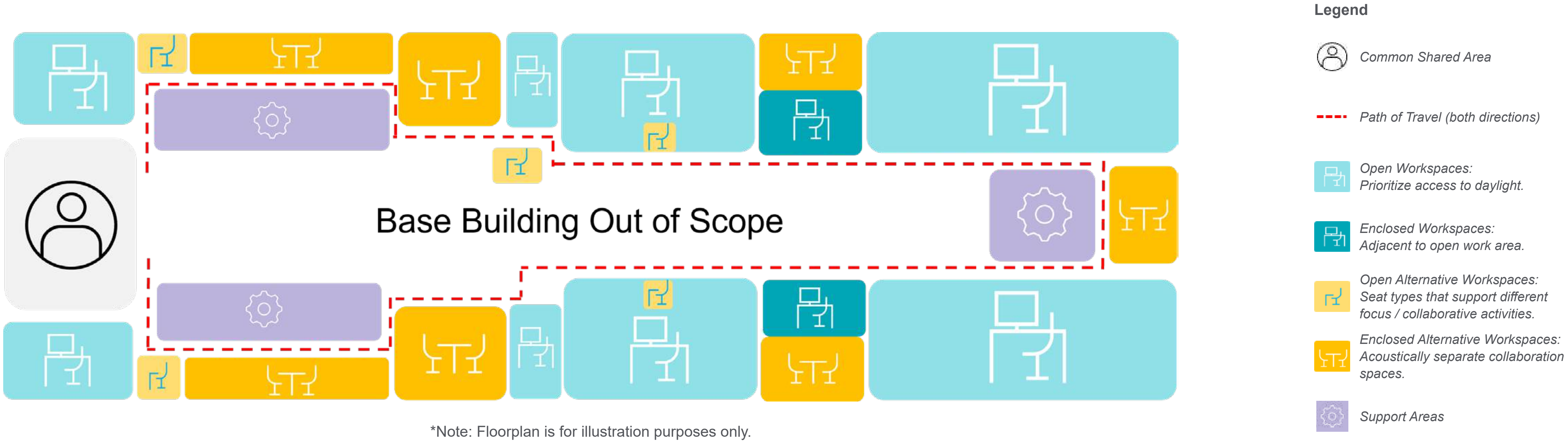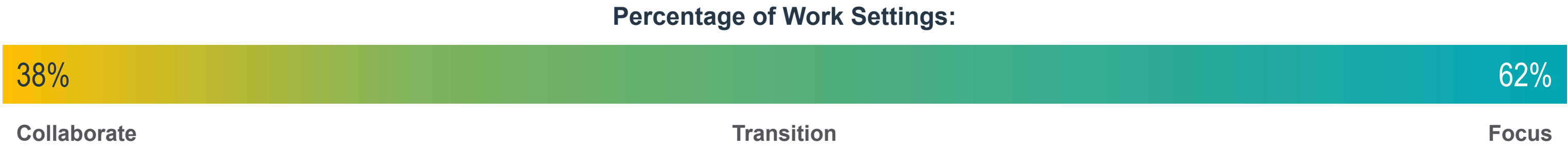
4.3.2 Workforce Work Setting Adjacencies:
Balance Block Floor Plan

The plan is designed with collaborative work settings at the entrance of suite and progresses towards focused work settings.

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Percentage of Work Settings:

50%   50%

Collaborate   Transition   Focus

Legend

👤 Common Shared Area

---- Path of Travel (both directions)

Open Workspaces:
Prioritize access to daylight.

Enclosed Workspaces:
Adjacent to open work area.

Open Alternative Workspaces:
Seat types that support different focus / collaborative activities.

Enclosed Alternative Workspaces:
Acoustically separate collaboration spaces.

Support Areas

4.3.3 Workforce Work Setting Adjacencies:
Collaborative Block Floor Plan

The plan is designed with collaborative work settings at the entrance of suite and progresses towards focused work settings.

Base Building Out of Scope

*Note: Floorplan is for illustration purposes only.

Percentage of Work Settings:

68% | 32%
Collaborate | Transition | Focus
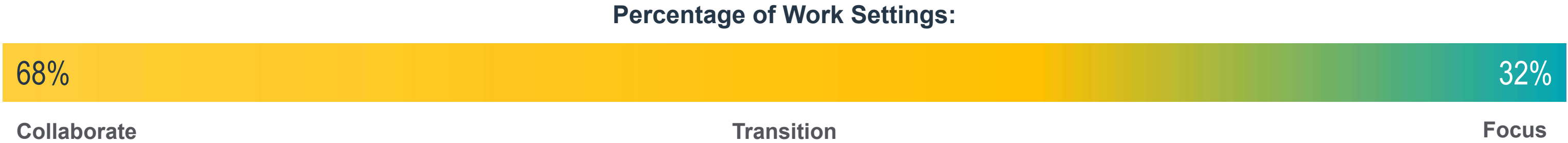
Legend

Common Shared Area

- - - - Path of Travel (both directions)

Open Workspaces:
Prioritize access to daylight.

Enclosed Workspaces:
Adjacent to open work area.

Open Alternative Workspaces:
Seat types that support different focus / collaborative activities.

Enclosed Alternative Workspaces:
Acoustically separate collaboration spaces.

Support Areas

4.4.0 CONCEPT OF FLEXIBILITY IS THE MODULAR APPROACH

A flexible office is a design approach that provides employees with a variety of different places and ways to work. To be easily **rearranged to accommodate changing business objectives** or quickly scaled up and down to fit teams of different sizes.

Two 60-Minute Rooms equals One 120 Useable Square Feet (USF) Office/Meeting Room with various furniture opportunities:

Two 60-Minute Rooms:

Three 60-Minute Rooms or One 60-Minute plus One 120 USF Office/Meeting equals One 180 USF Medium Meeting Room:

60-Minute Room
60 USF

Increased Access 60-min. Rm.
120 USF
Turning Circle 2500 mm (8'-2")

Increased Access Office/
Meeting Room 120 USF
Turning Circle 2500 mm (8'-2")

60-Minute Room   Office / Meeting Room
60 USF   +   120 USF

Small meeting or
office is approximately
two Workstations

Small Meeting Room
120 USF
Turning Circle 1500 mm
(5'-0")

Office/Small Meeting Room
120 USF
Turning Circle 1500 mm
(5'-0")

Medium Meeting Room
180 USF
Turning Circle 1500 mm
(5'-0")
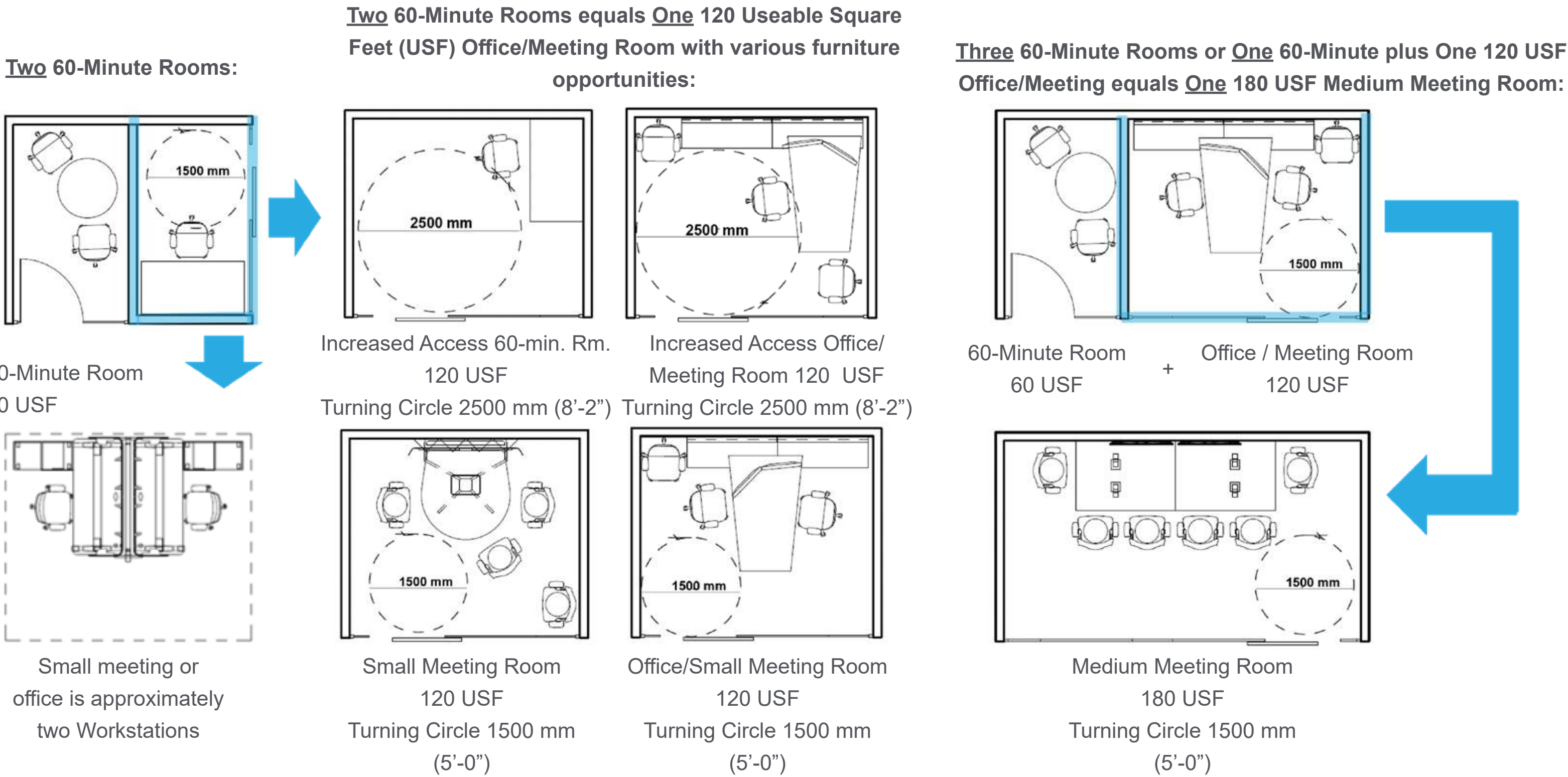
*2D plans are for illustration purposes only, glass front locations and swing/slider doors could change depending on architectural fit of floor plates.

4.4.1 Concept of Flexibility

A flexible office is a design approach that provides employees with a variety of different places and ways to work. To be easily **rearranged to accommodate changing business objectives** or quickly scaled up and down to fit teams of different sizes.

Eight 60-Minute Rooms:

Eight 60-Minute Rooms may equal **Four** 120 USF Office / Meeting Room:

Three 60-Minute Rooms may equal **One** 120 USF Office / Meeting Room plus **One** 180 USF Medium Meeting Room:

Demountable partition - can be adjusted as required to revise space

Demountable partition - Primary infrastructure wall that hosts power and data

*2D plans are for illustration purposes only, glass front locations and swing/slider doors could change depending on architectural fit of floor plates.

4.4.2 Concept of Flexibility Continued

A flexible office is a design approach that provides employees with a variety of different places and ways to work. To be easily **rearranged to accommodate changing business objectives** or quickly scaled up and down to fit teams of different sizes.
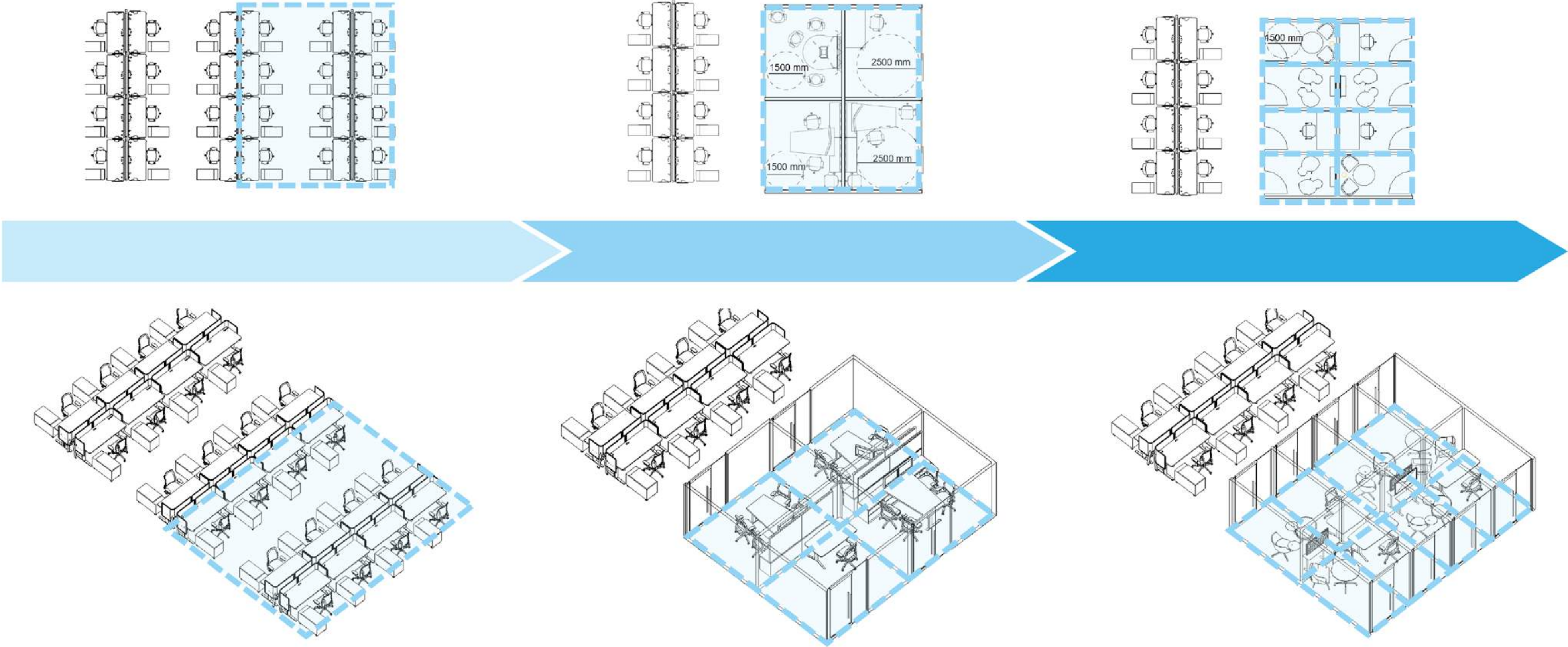
4.5.0 ICONIC NATURE COLOUR STRATEGY

This colour strategy should apply to all Refresh (limited changes), Rework (moderate changes) and Reconstruct (significant changes) projects. However, in the case of Refresh and Rework projects, careful consideration should be given to ensure harmonious alignment with existing furniture elements in order to promote a sense of cohesion and harmony in the workplace.

4.5.1 Iconic Nature Colour Strategy Finishes Palette

Upholstery Fabric

White Plastic Laminate Surface

Furniture Base Finish

Wood Plastic Laminate Surface and Architectural Walls

Carpet

Demountable Wall Panel Finish

Panel Finish

Accent Paint

General Paint

Wall Tile

Upholstery Fabric

Demountable Partition (Glass Front)
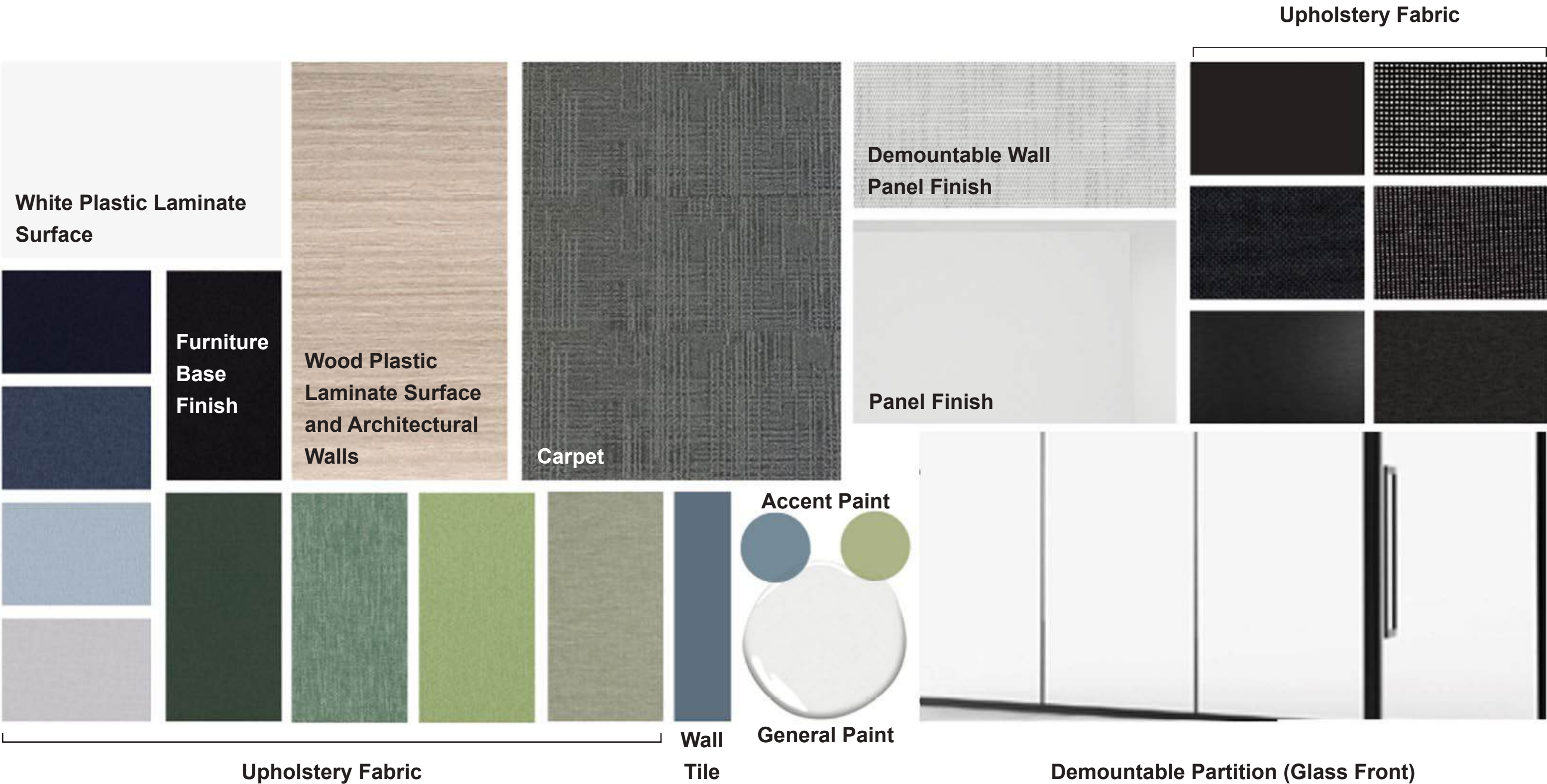
» To ensure an enterprise approach across all OPS offices, when redesigning the space, transformation projects should apply the finishes palette to match as close as possible to the design intent of the colour strategy.

» Please note, finishes and colour palettes are for reference only as fabrics and finishes are provided by various fabric manufacturers who partner with furniture manufactures and as such colour tones may vary.

4.5.2 Iconic Nature Colour Application: Workforce Floor Plan
Overview

In the Iconic Nature colour strategy, complimentary hues of blue and green, are blended and grounded on warm woods, with blacks and whites added for contrast and practicality. The Floor Plan illustrates how the Iconic Nature colour strategy will be applied to furniture and architectural walls for a reconstruct project.
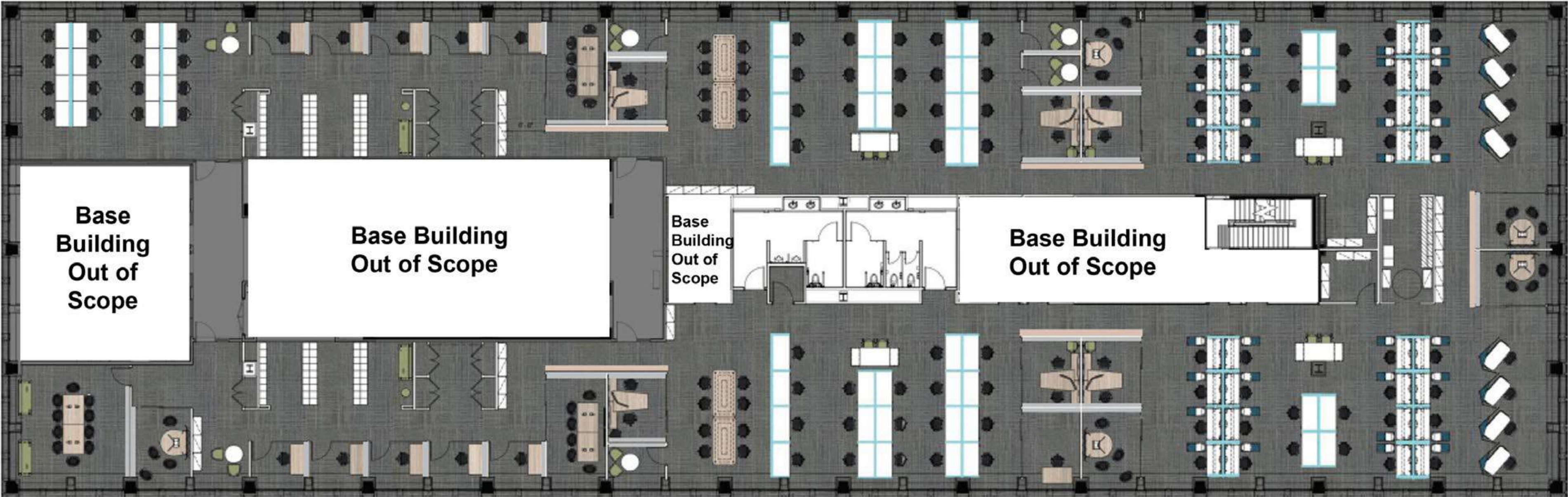
*Note: Floorplan is for illustration purposes only.

Legend

▬	Upholstery Fabric Workstation Privacy Panel
▬	Upholstery Fabric Workstation Privacy Panel
▬	Upholstery Fabric
▬	White Laminate Work Surface

▬	Stretched Fabric Panel
▬	Wood Laminate Work Surface
▬	Laminate Wood Panel Architectural Wall

4.5.3 Iconic Nature Colour Application: Open and Enclosed Workspaces

Workstation Type A

Furniture Fabric Blue Range

Office / Small Meeting Room A

Stretch / Tackable Fabric

White Plastic Laminate: Worksurfaces

Open Workspaces

Shades of blue ranging from the pale blue of freshly fallen snow coating a field, to the deep blues from the depths of the great lakes are applied to the open offices area creating a calm and tranquil space for focus work.

Enclosed Workspaces

Inspired by a crisp winter forest, light brown wood finishes compliment monochromatic fabrics in this space type.

4.5.4 Iconic Nature Colour Application: Open and Closed Alternative Workspaces

Like Ontario's expansive forests, Iconic Nature takes inspiration from the leafy greens and the natural wood to create engaging meeting rooms.

Open Collaboration A

60-Minute Room Type B2
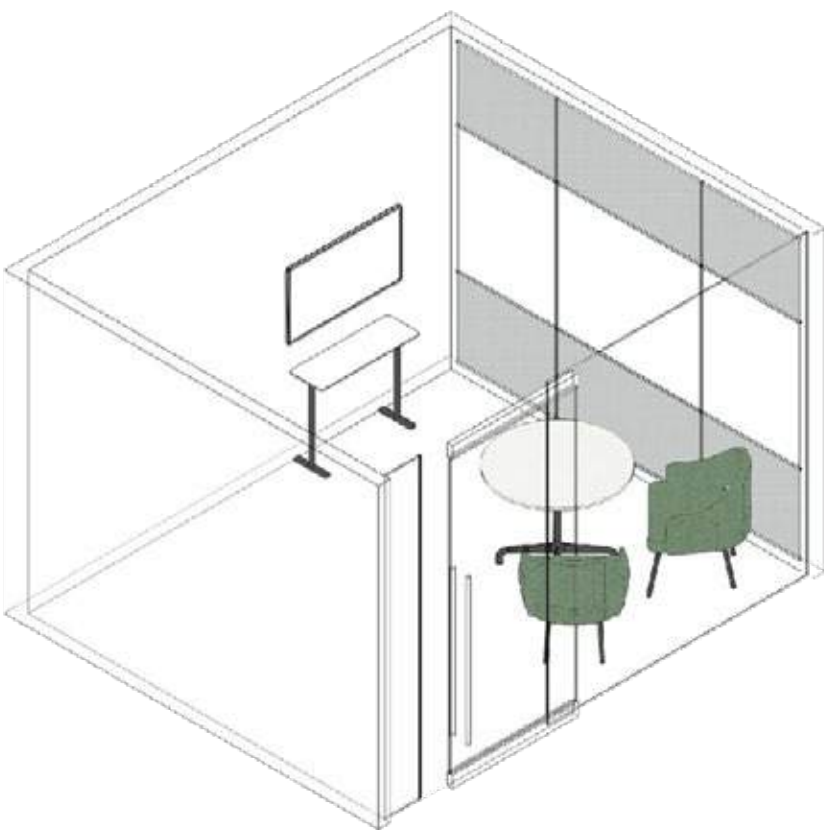
Open Collaboration C2
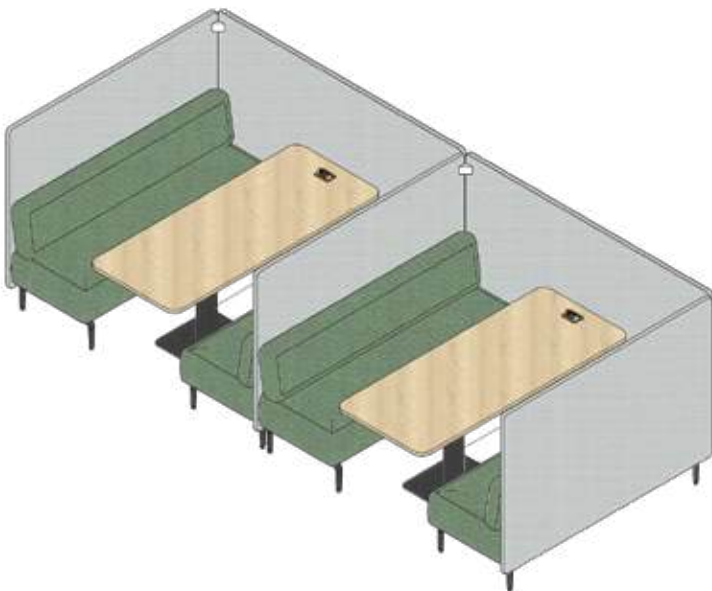
Medium Meeting Room C

Wood Plastic Laminate: meeting tables, surfaces and architectural walls

Furniture Fabric Green Range

Stretch / Tackable Fabric

White Plastic Laminate for Surfaces
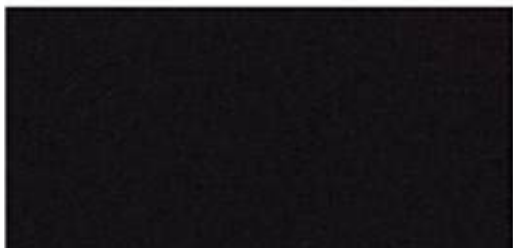
4.5.5 Wood Laminate Paneling Application
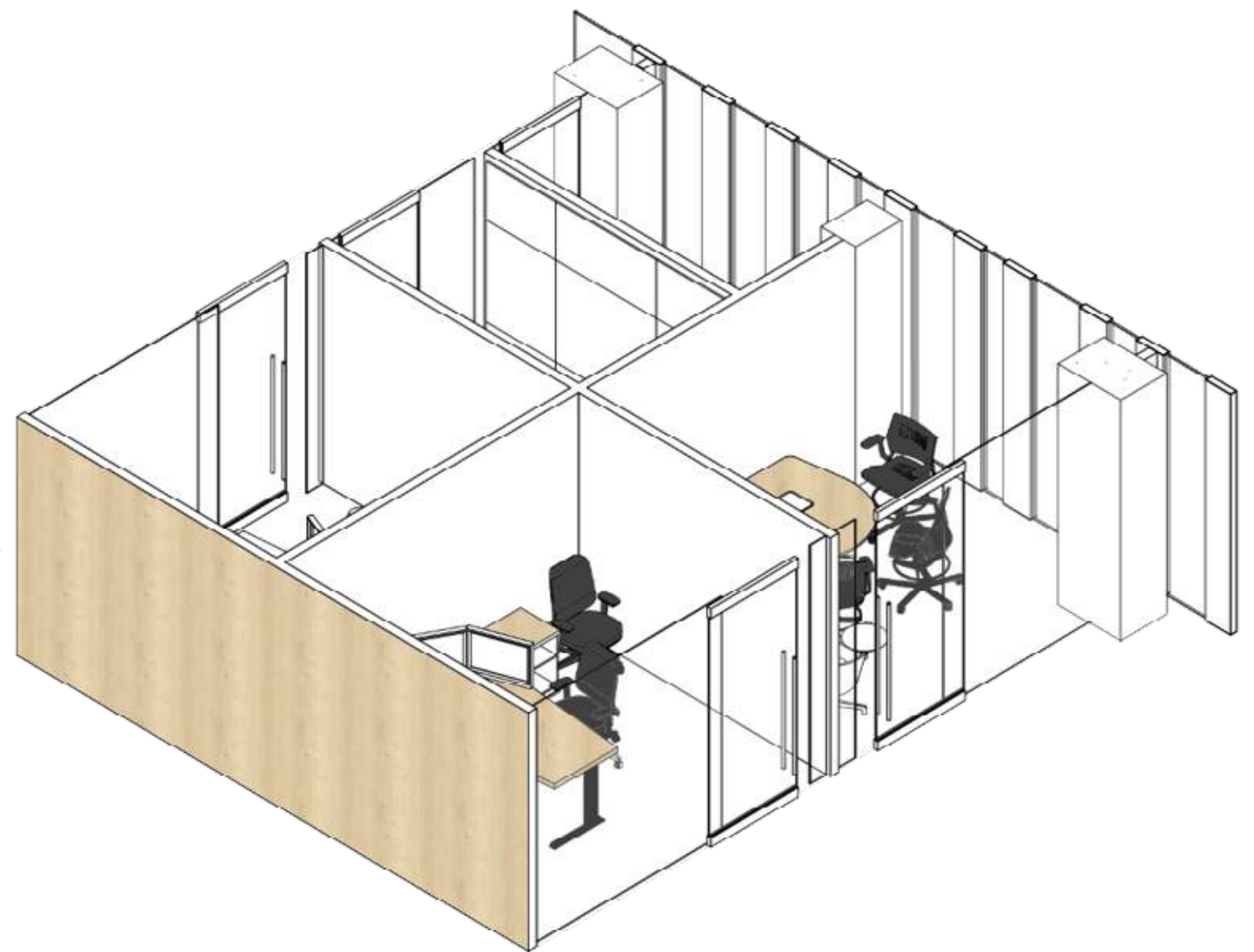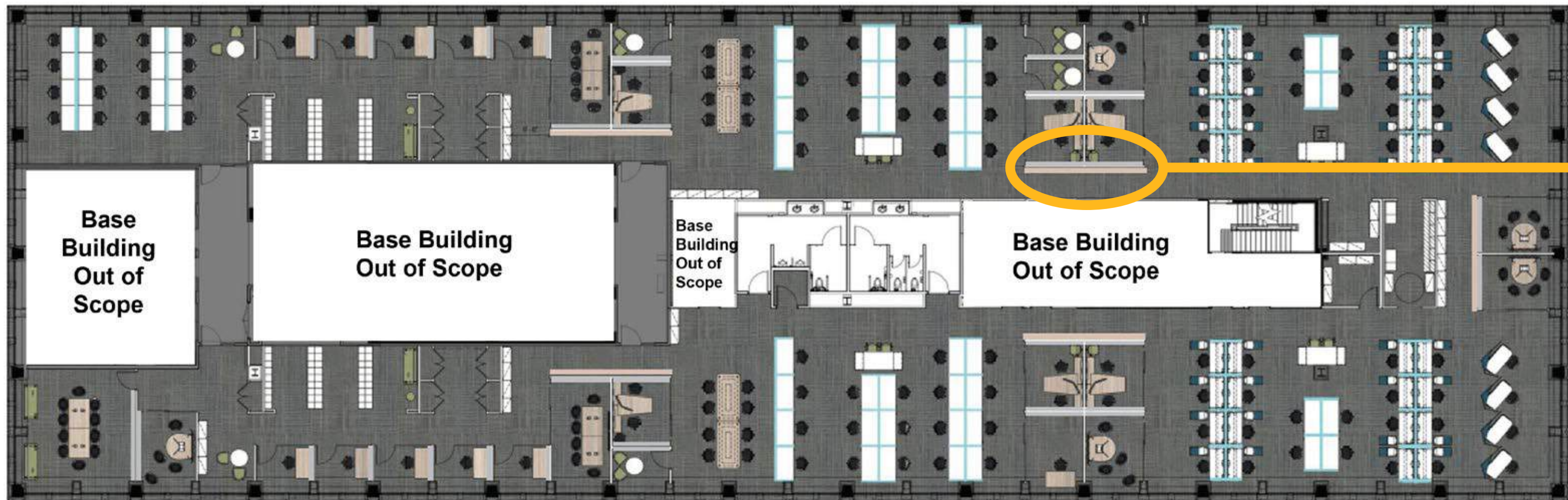
Note: Floor plan is for illustration purposes only.

Isometric View of Wood Laminate Paneling Along Corridor

Legend

- Upholstery Fabric Workstation Privacy Panel
- Upholstery Fabric Workstation Privacy Panel
- Upholstery Fabric
- White Laminate Work Surface

- Stretched Fabric Panel
- Wood Laminate Work Surface
- Laminate Wood Panel Architectural Wall

4.6.0 WORKSPACES

Workspace Type	Size	Usable Square Feet	Comments
Workstation A	6'-0" x 2'-5"	Minimum 15 Maximum 36	6'-0" wide workstation. Convertible to Workstation B by adding a return.
Workstation B	6'-0" x 6'-0"	Maximum 36	6'-0" wide workstation. Convertible to Workstation A by removing the return.
Workstation C	4'-0" x 2'-6"	Minimum 15 Maximum 24	4'-0" wide height adjustable desk with no storage for shorter term focus work.
Workstation D	6'-0" x 4'-0"	Minimum 24 Maximum 36	6'-0" wide height adjustable desk with no storage privacy panels for increased focus.
Workstation E	4'-4" x 2'-6"	Minimum 15 Maximum 24	4'-4" wide height adjustable desk with wraparound privacy panels for increased focus. No storage at desk.
Office / Small Meeting Room A	10'-0" x 12'-0"	Maximum 120	1-person office with 2 guest chairs. By adjusting internal furniture, the room can provide three different options for use. Increased Access: adjustment to work surface orientation allows for a 2500 mm turning circle.

* Measurements for all enclosed spaces are center of walls.

** Please note that the furniture finishes in the following images are for illustrative purposes only and the final product may vary based on the furniture vendor selected.

Isometric View
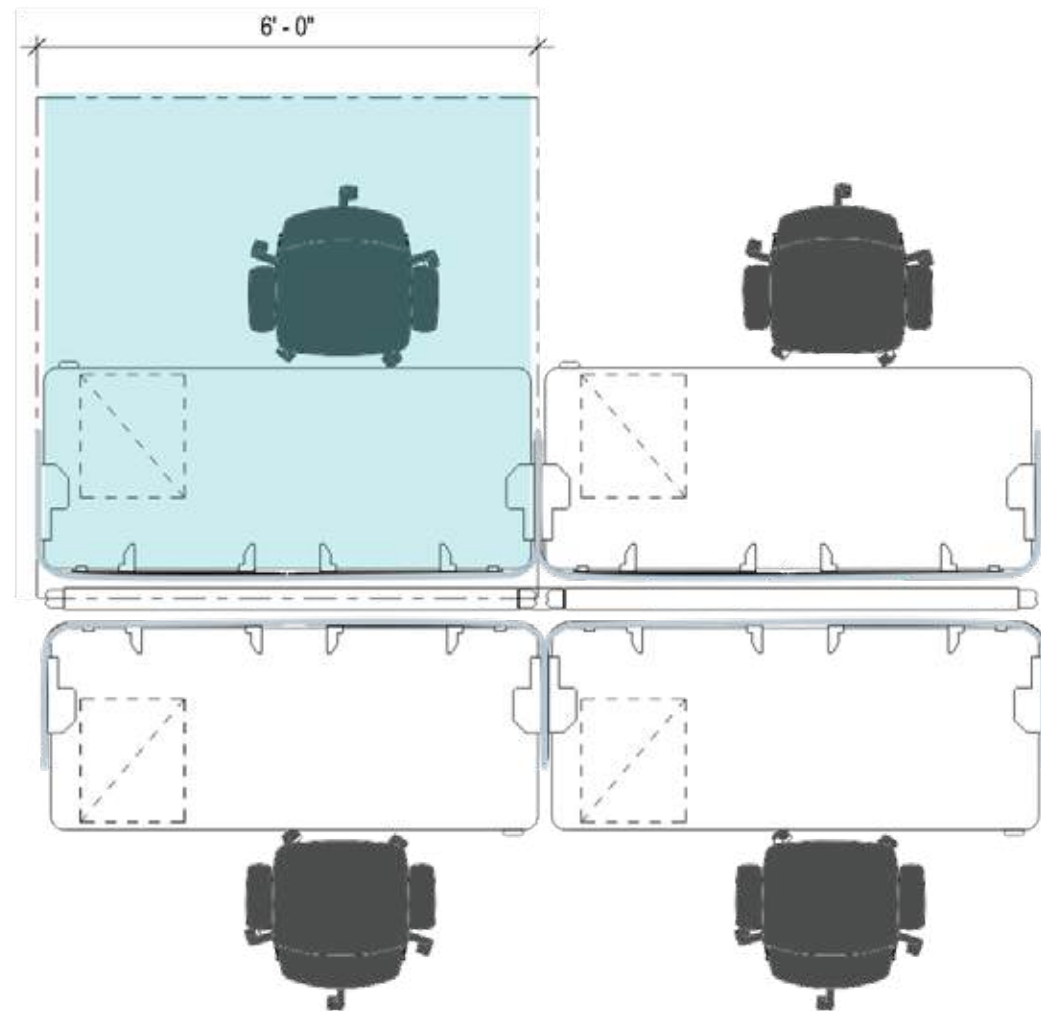
Standard Plan View of four Workstation A cluster
Highlighted in blue is one Workstation A

4.6.1 Workstation A

6'-0" wide workstation. Can be converted to Workstation B by adding a return.

General Information

Size:
Minimum 6'-0" x 2'-5" (15 USF)
(Maximum 36 USF)

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Located along the perimeter for ample access to daylight

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power

Below Work Surface:
3x Duplex power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable desk (including modesty panel)
» Cushion top mobile lockable box/file pedestal
» Task chair
» Seated privacy panel to be tackable
» Dual monitor arms
» Wire management for cables below surface
» Ability to mount an articulating keyboard

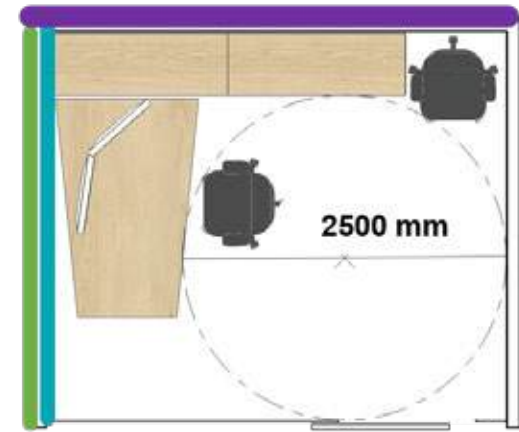*Isometric View*
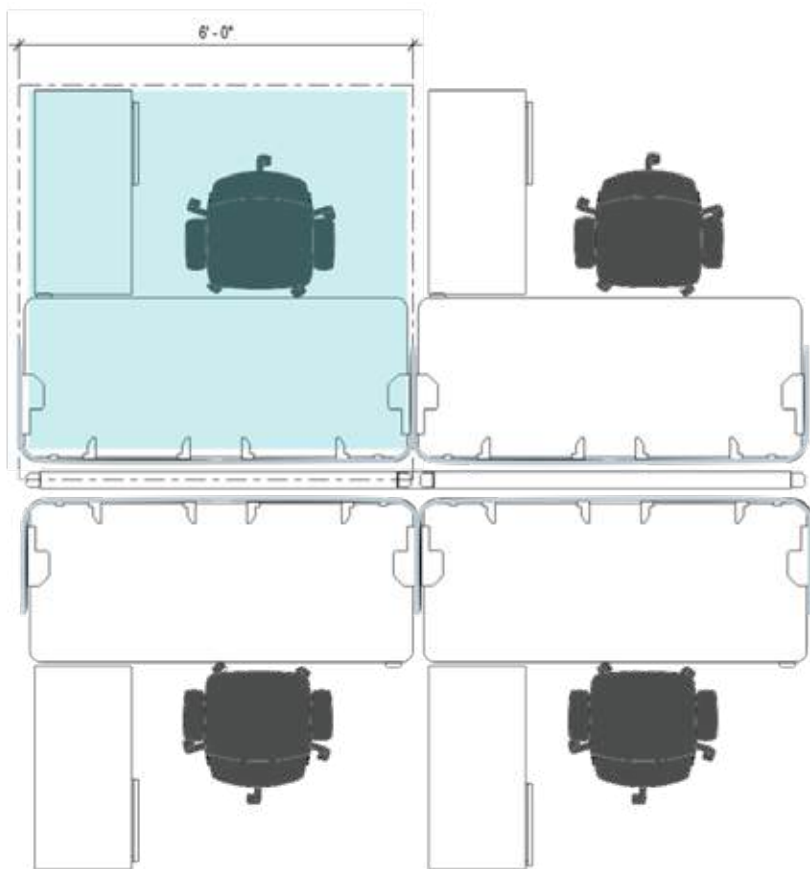
Standard Plan View of four Workstation B cluster
Highlighted in blue is one Workstation B

4.6.2 Workstation B

6'-0" wide workstation. Can be converted to workstation A by removing return.

General Information

Size:
Maximum 6'-0" x 6'-0" (36 USF)

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Located along the perimeter for ample access to daylight

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power

Below Work Surface:
3x Duplex power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable desk (including modesty panel)
» Fixed height return
» Cushion top mobile lockable box/file pedestal
» Task chair
» Seated privacy panel to be tackable
» Dual monitor arms
» Wire management for cables below surface
» Ability to mount an articulating keyboard

Isometric View
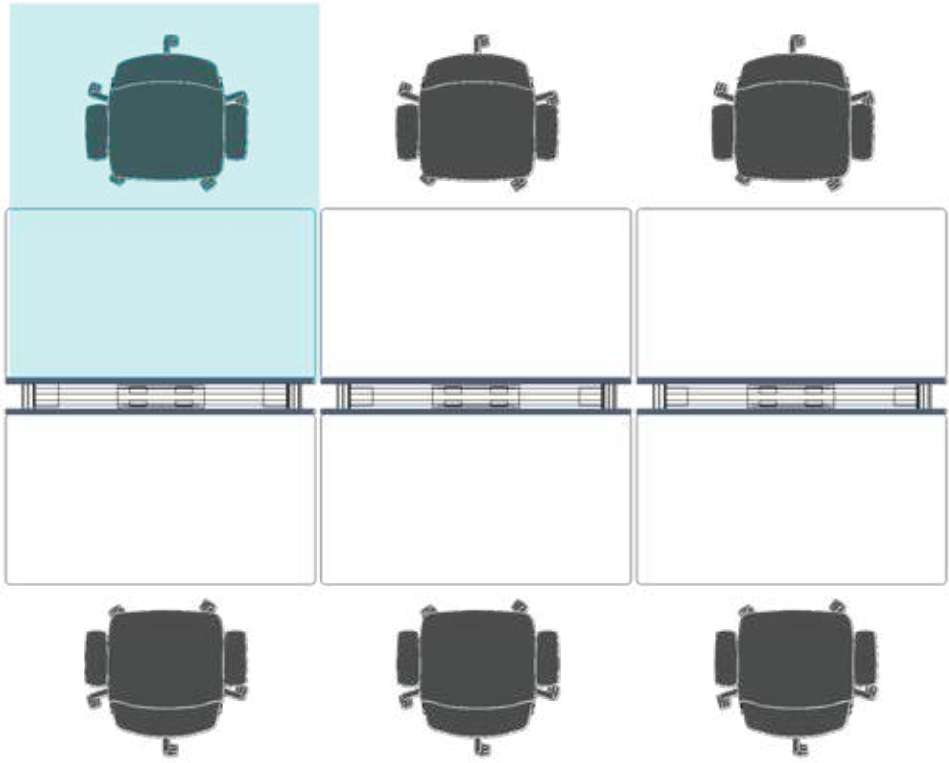
Standard Plan View of six Workstation C cluster
Highlighted in blue is one Workstation C

4.6.3 Workstation C

4'-0" wide workstation for short-term focus work, no storage.

General Information

Size:
Minimum 4'-0" x 2'-6" (15 USF)
(Maximum 24 USF)

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Open areas, adjacent to collaboration areas

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power

Below Work Surface:
3x Duplex power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the
   GOVTechON digital workplace strategy. Please
   reference GO-ITS 80 and applicable KOP
   furniture requirements for technology

Furniture Requirements

» Height adjustable desk (including modesty panel)
» Task chair
» Wire management for cables below surface

Isometric View

*Standard Plan View of two Workstation D cluster
Highlighted in blue is one Workstation D*

4.6.4 Workstation D

6'-0" wide workstation. Privacy panels for increased focus. No storage at desk.

General Information

Size:
Minimum 6'-0" x 4'-0" (24 USF)
(Maximum 36 USF)

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Open areas, adjacent to other workstations

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power

Below Work Surface:
3x Duplex power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable desk (include modesty panel)
» Task chair
» High privacy screen
» Dual monitor arms
» Wire management for cables below surface
» Ability to mount an articulating keyboard

Isometric View

*Standard Plan View of four Workstation E cluster
Highlighted in blue is one Workstation E*

4.6.5 Workstation E

4'-4" wide workstation with wraparound privacy panels for increased focus. No storage at desk.

General Information

Size:
Minimum 4'-4" x 2'-6" (15 USF)
(Maximum 24 USF)

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Located along the perimeter for ample access to daylight

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power

Below Work Surface:
3x Duplex power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable desk (including modesty panel)
» Task chair
» Seated privacy panel to be tackable
» Dual monitor arms
» Wire management for cables below surface
» Ability to mount an articulating keyboard
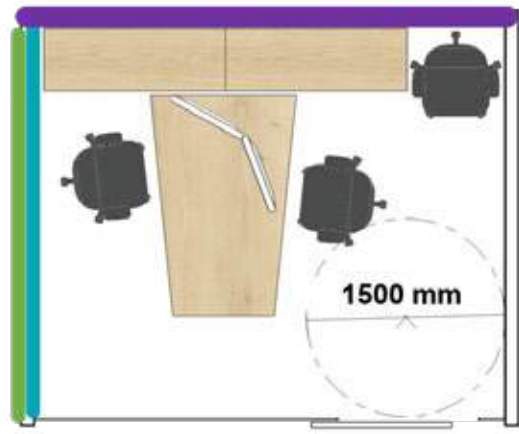
Isometric view

Standard Plan View

Isometric view

Increased Access Standard Plan View

Isometric view
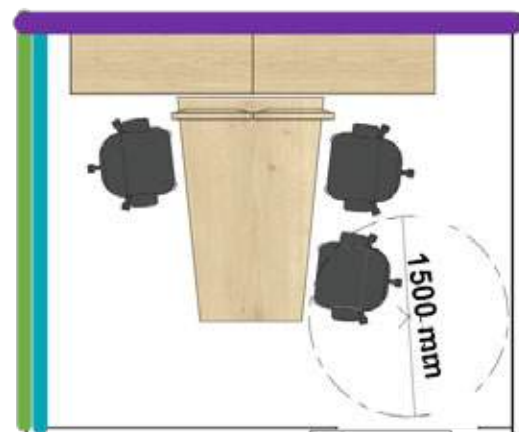
Small Meeting Room Standard Plan View

― Tackable Acoustic Panels
― Writable Surface
― Primary infrastructure wall

4.6.6 Office / Small Meeting Room A

1-person office with 2 guest chairs. By adjusting internal furniture, the room can provide three different options for use.

General Information

Size:
Maximum 10'-0" x 12'-0" (120 USF)

Occupancy:
1-4-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions:
    » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy film
    » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
    » Acoustical privacy baffling in ceiling
    » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Notes: Glass front should be located on 12'-0" wall to ensure the increased access plan is achievable. If architectural fit can't be achieved, 10'-0" wall is acceptable.

Location:
Away from windows, adjacent to office/small meeting room

Infrastructure

At Work Surface:
» 3x Duplex power
» 1x USB-C power
» 1x AV
» 1x Data

Below Work Surface:
3x Duplex power

Demountable Partition Door Frame:
Infrastructure (power/data) for future room booking hardware/system

Per Wall Display:
» 2x Duplex power
» 1x Data
» 1x AV pathway from desk
» 1x IPTV capability

IT/AV:
» To be convertible to a small meeting/office
» Prepare rough-ins to receive displays
» Potential to mount a camera and/or collaboration bar above or below the display
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable desk with return (include modesty panel)
» Task chair
» Locking storage and open shelving below
» 2x Guest chairs
» Coat hook(s)
» Dual monitor arms – the ability to swivel for meeting arrangement
» Gromet hole in desk with cable management tray below surface
» Ability to mount an articulating keyboard

Notes: Height adjustable surface should be easily movable by user to achieve increased access as per plan view.

4.7.0 ALTERNATIVE WORKSPACES (ENCLOSED)

| Workspace Type	Size	Usable Square Feet	Comments
60-Minute Room A	6'-0" x 10'-0"	Maximum 60	Type A1 – Focus Type A2 - Collaborative Private space is provided for conference and video calls, as well as private conversations with acoustic control and fewer distractions.
60-Minute Room B Increased Access	12'-0" x 10'-0"	Maximum 120	Type B1 – Focus Type B2 - Collaborative Private space is provided for conference and video calls, as well as private conversations with acoustic control and fewer distractions, and additional space for a 2500 mm turning circle.
Small Meeting Room B	12'-0" x 10-0"	Maximum 120	Can be converted to office A or small meeting room A with furniture change.
Medium Meeting Room A	10'-0" x 18'-0"	Maximum 180	6-person meeting room. Can be converted into one office and one 60-Minute Room with some construction work and additional furniture.
Medium Meeting Room B	15'-0" x 12'-0"	Maximum 180	6-person meeting room. Can be converted into one office/small meeting room A and one 60-Minute Room with some construction and furniture change.
Medium Meeting Room C	12'-0" x 20'-0"	Maximum 240	10-person meeting room. Can be converted into two Offices/Small Meeting room A or two small meeting room B with some construction and furniture change.

* Measurements for all enclosed spaces are center of walls.

** Please note that the furniture finishes in the following images are for illustrative purposes only and the final product may vary based on the furniture vendor selected.

4.7.1 60-Minute Rooms A and B Overview

Private space provided for conference and video calls, as well as private conversations with acoustic control and fewer distractions.
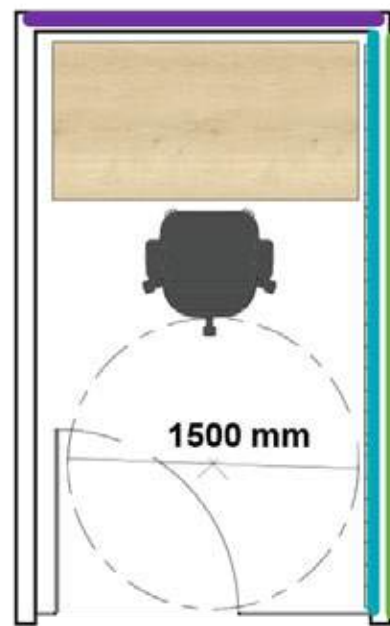
Type A1 – Focus
Space for one person for dedicated focus or acoustic privacy
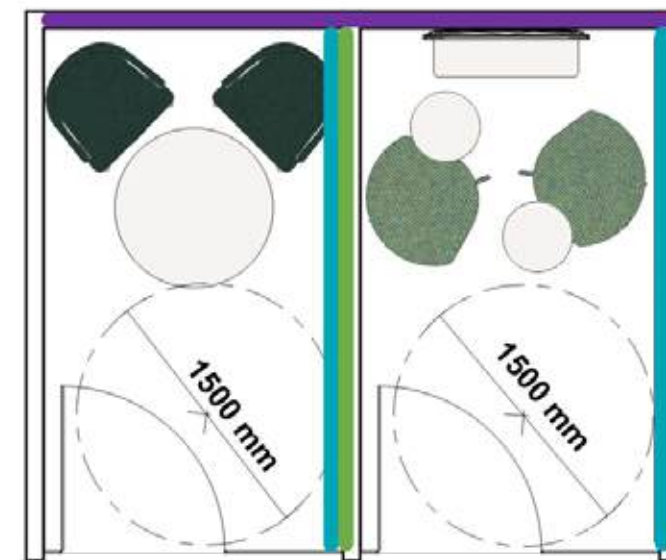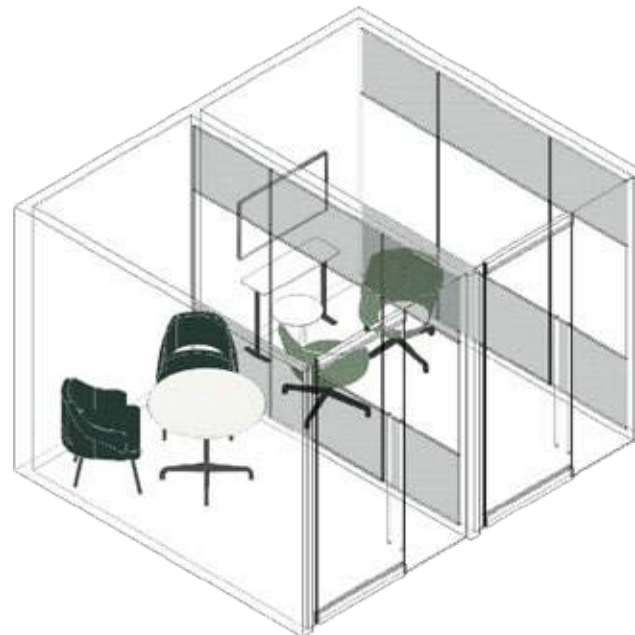
Type A2 - Collaborative
One on one space for collaboration or acoustic privacy
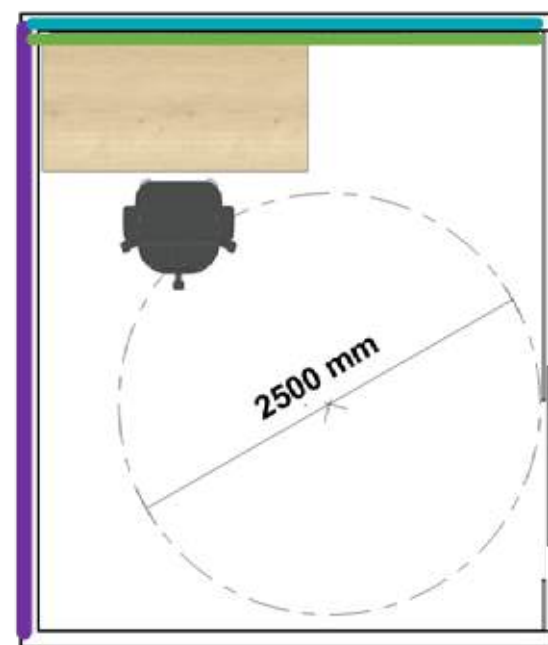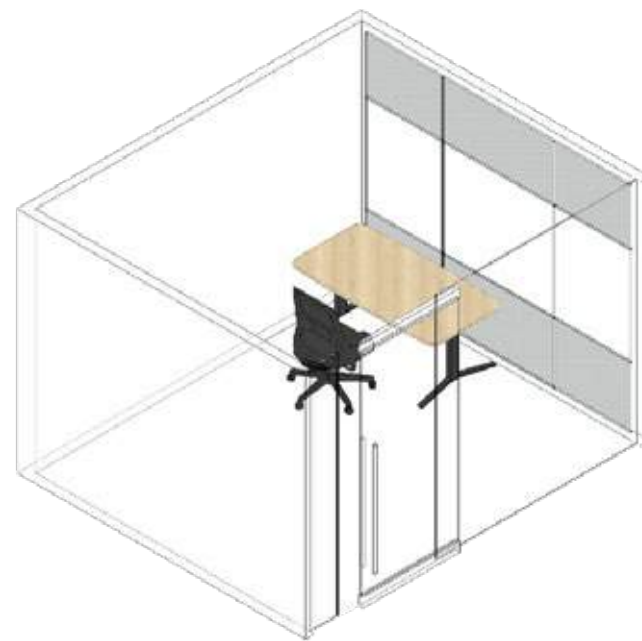
Type B1 – Focus Increased Access
A larger footprint allows for a 2500 mm turning circle
with sliding door
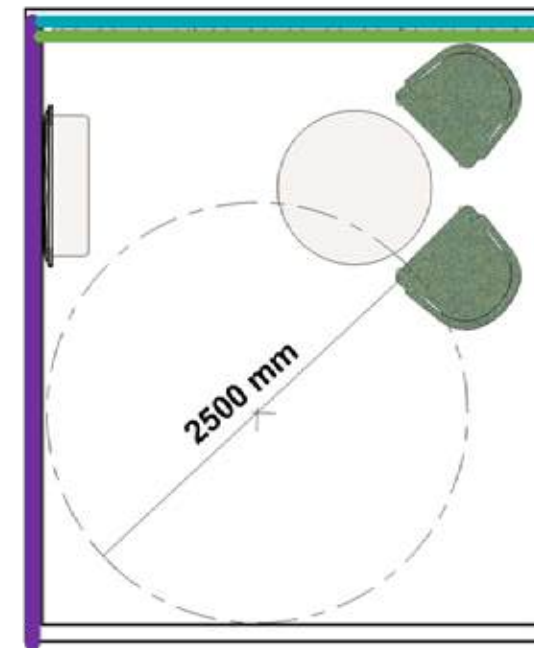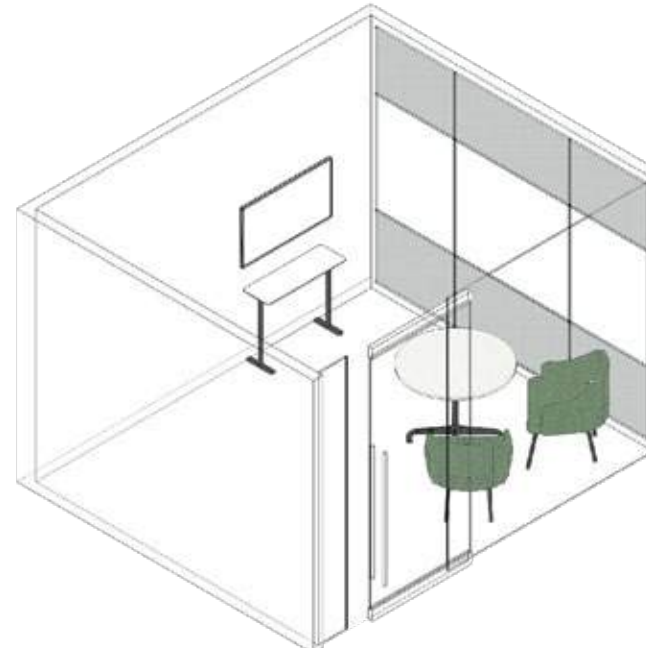
Type B2 – Collaborative Increased Access
A larger footprint allows for a 2500 mm turning circle
with sliding door
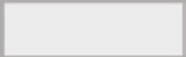
Tackable Acoustic Panels
Writable Surface
Primary infrastructure wall

Privacy Film

Distraction bands are a code mandated strip of film on all glass partitions, to enhance visibility. Privacy film can be used to enhance the space through branding and wayfinding, above this code-mandated minimum.

Signage Mounting

Typical sign mounting to be coordinated with signage standards package. Where glass door and sidelight exist, sign to be glass mounted, with vinyl second surface backing.
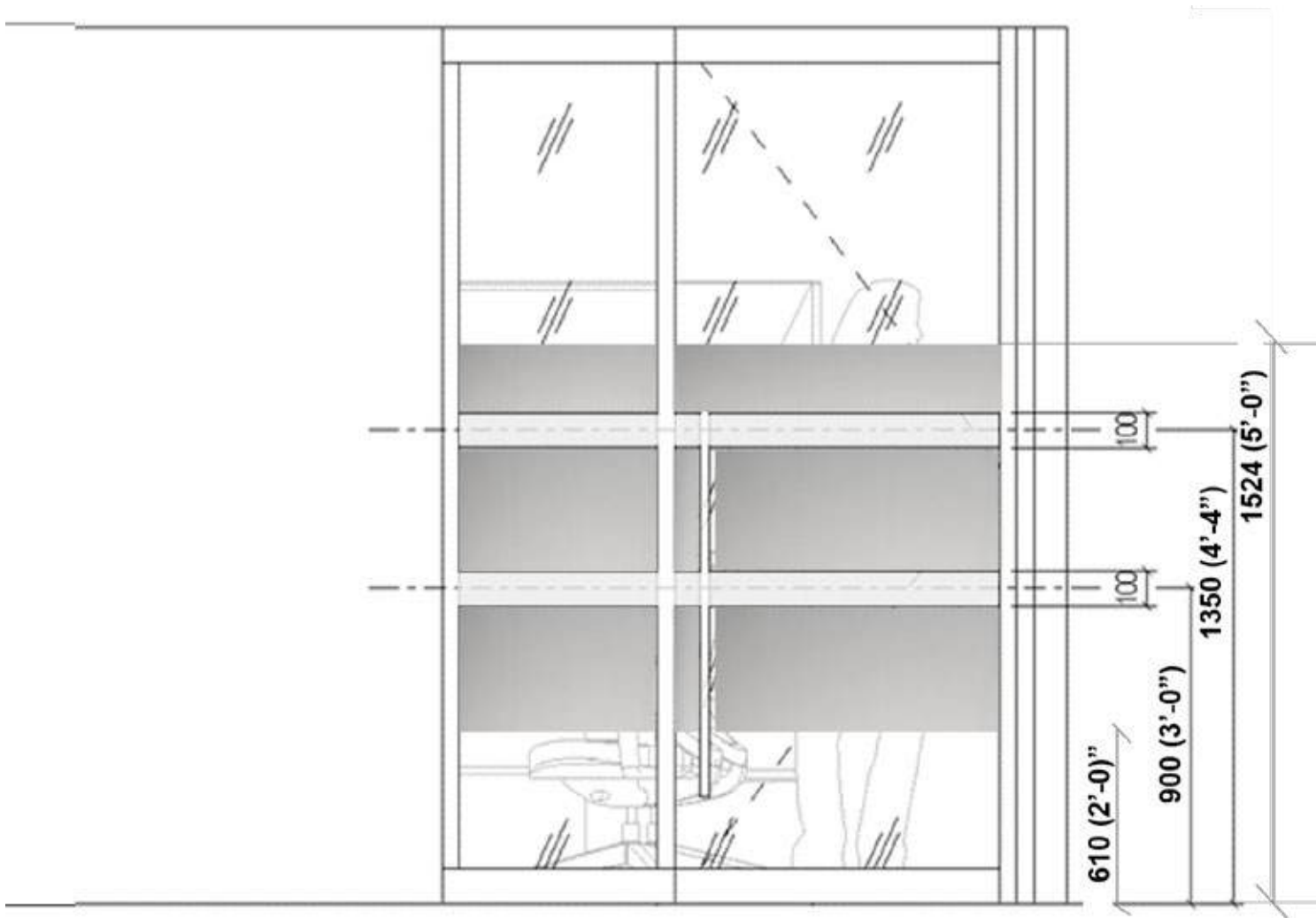
Distraction bands (minimum requirement): Two (2) white matte/opaque 100 mm strips. First strip is located at 1350 mm, 100 mm strip located between 850-1000 mm

Privacy film to begin from 610 mm above finished floor (AFF) and finish at 1524 AFF. Dusted Crystal or similar translucent film 36" band size.
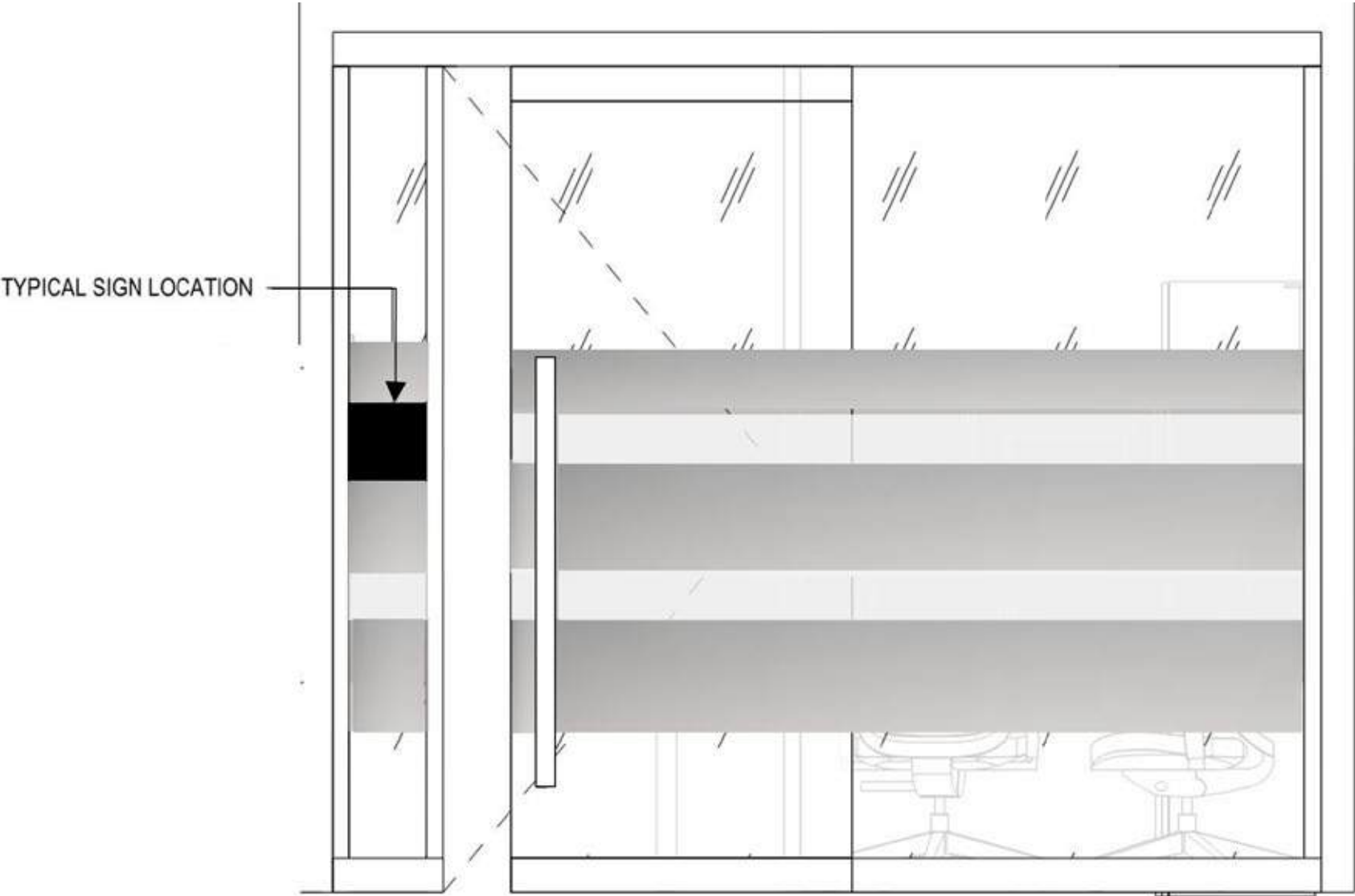
Bottom of sign to be mounted at 1200 mm above finished floor and 100 mm from the edge of the door frame.

Isometric View of A1 60-Minute Room
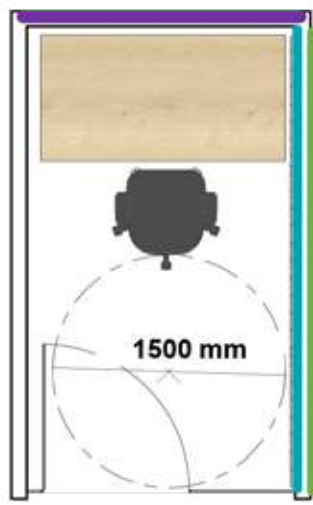
Standard Plan View of A1 60-Minute Room

Isometric View of two A2 60-Minute Rooms
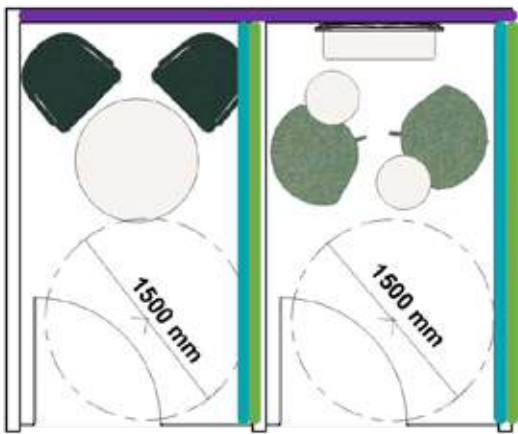
Standard Plan View of two A2 60-Minute Rooms

— Tackable Acoustic Panels
— Writable Surface
— Primary infrastructure wall

4.7.2 60-Minute Rooms Type A

Type A1 - Focus
Type A2 - Collaborative
Private space provided for conference and video calls, as well as private conversations with acoustic control and fewer distractions.
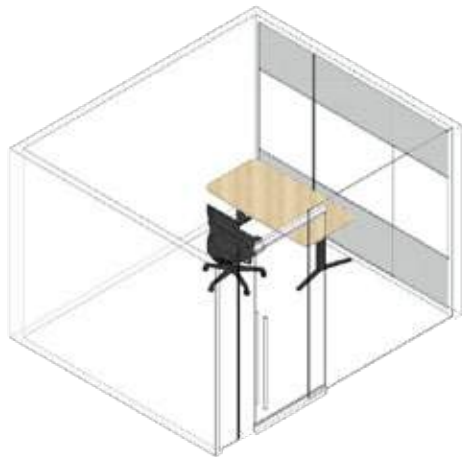
General Information

Size:
Maximum 6'-0" x 10'-0" (60 USF)
Calculated from the center of the walls

Occupancy:
1-2-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions
  » Full glass front with 36" wide privacy film and glass swing door with 36" wide privacy film
  » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
  » Acoustical privacy baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
Throughout the space

Infrastructure

At Work Surface / Accessible Height:
» 1x Duplex power
» 1x USB-C power
» 1x Data

Per Wall Display (for future wall display if applicable):
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability

IT/AV:
» Potential to mount a camera and/or collaboration bar above or below the display
» Prepare rough-ins to receive displays at the furniture/back wall
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

Varies:
» Height adjustable work surface (Type A1)
» Task chair (Type A1)
» Ancillary seating (Type A2)
» Ancillary work height tables (Type A2)
» Tablet armchair (Type A2)
» Laptop table (Type A2)
» Cable management tray below surface (Type A1)

Notes: There are two types of 60-minute rooms. Type A1 is used for focus (table and chair). Type A2 is used more for collaboration (two chairs and a table). Type A1 should have ~60% and Type A2 should consist of ~40% within the floor plan. Type A1 can be used as a workspace when required.
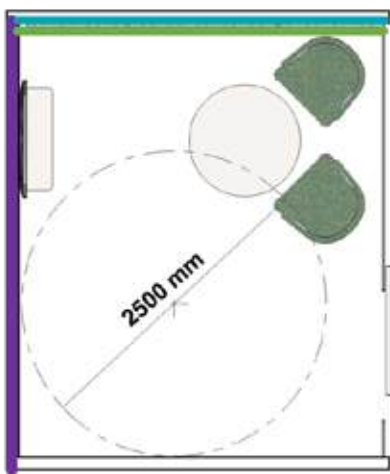
Isometric View of B1 60-Minute Room
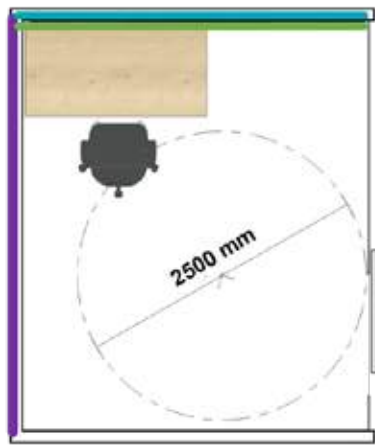
Standard Plan View of B1 60-Minute Room
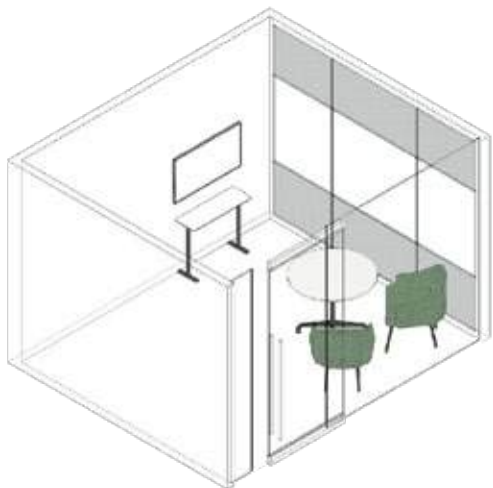
Isometric View of B2 60-Minute Room

Standard Plan View of B2 60-Minute Room

Tackable Acoustic Panels
Writable Surface
Primary infrastructure wall

4.7.3 60-Minute Rooms Type B Increased Access

Type B1 – Focus
Type B2 - Collaborative
Private space provided for conference and video calls, as well as private conversations with acoustic control and fewer distractions.

General Information

Size:
Maximum 12'-0" x 10'-0" (120 USF) for 2500 mm circle (Increased Access)
Calculated from the center of the walls

Occupancy:
2-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» Demountable Partitions:
  » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy film
  » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
  » Acoustical privacy baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
Throughout the space

Infrastructure

At Surface / accessible height:
» 1x Duplex power
» 1x USB-C power
» 1x Data

Per Wall Display (for future wall display if applicable):
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability

IT/AV:
» Potential to mount a camera and/or collaboration bar above or below the display
» Prepare rough-ins to receive displays at the wall opposite the door
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

Varies:
» Height adjustable work surface (Type B1)
» Task chair (Type B1)
» Ancillary seating (Type B2)
» Ancillary work height tables (Type B2)
» Tablet armchair (Type B2)
» Laptop table (Type B2)
» Cable management tray below surface (Type B1)

Notes: There are two types of 60-minute rooms. Type B1 is used for focus work (table and chair) with increased access. Type B2 is used for collaboration (two chairs and a table) with increased access. Type B1 should have 60% and Type B2 should consist of 40% within the floor plan.

Isometric View
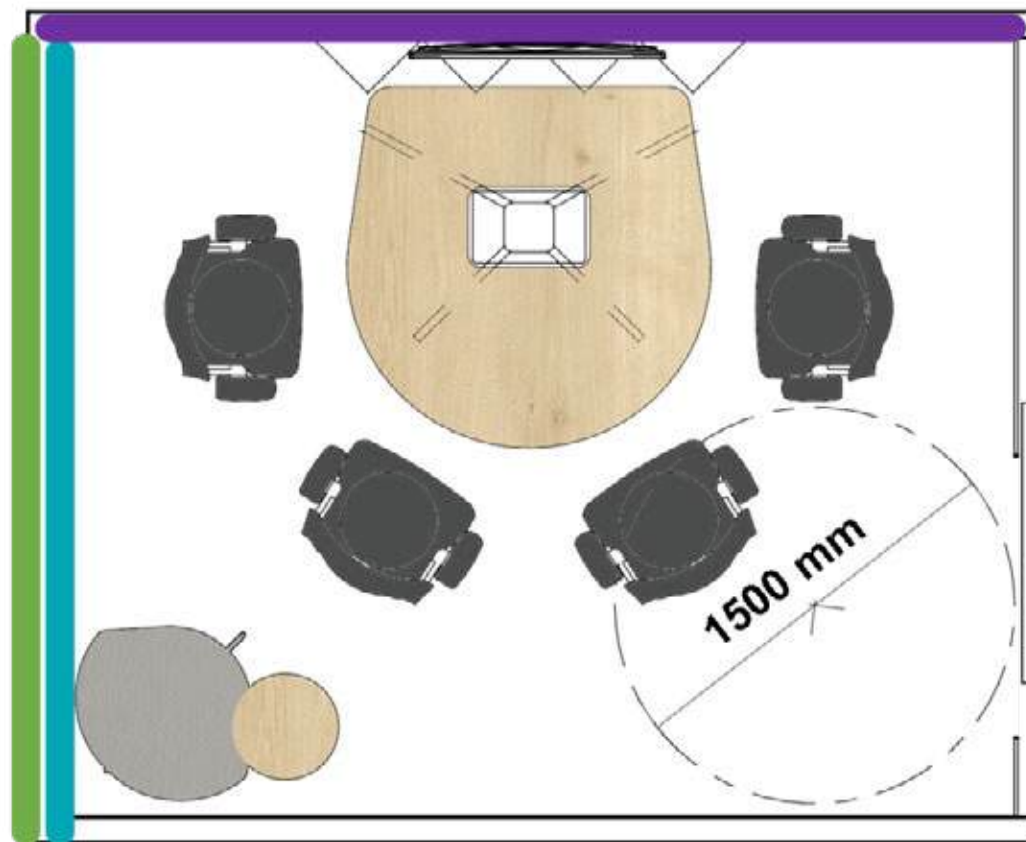
Standard Plan View

Tackable Acoustic Panels
Writable Surface
Primary infrastructure wall

4.7.4 Small Meeting Room B

4-person meeting room. Can be converted to Meeting room A or an office with furniture changes.

General Information

Size:
Maximum 10'-0" x 12'-0" (120 USF)
Calculated from the center of the walls

Occupancy:
4-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions:
  » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy film
  » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
  » Acoustical privacy baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
Away from windows

Infrastructure

At Surface:
» 3x Duplex power
» 1x USB-C power
» 1x Data
» 1x AV (flip top)

Below Worksurface:
3x Duplex power

Per Wall Display:
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability
» 1x AV pathway from surface

**Demountable Partition Door Frame:**
Infrastructure (power/data) for future room booking hardware/system

IT/AV:
» Potential to mount a camera and/or collaboration bar above or below the display
» Prepare rough-ins to receive displays
» Prepare rough-ins to receive room booking panel
» To be convertible to an office
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable D-shape surface
» 4x Stool task chairs
» Electrical grommet with cable management tray below surface
» Coat hook(s)
» Tablet armchair (optional)
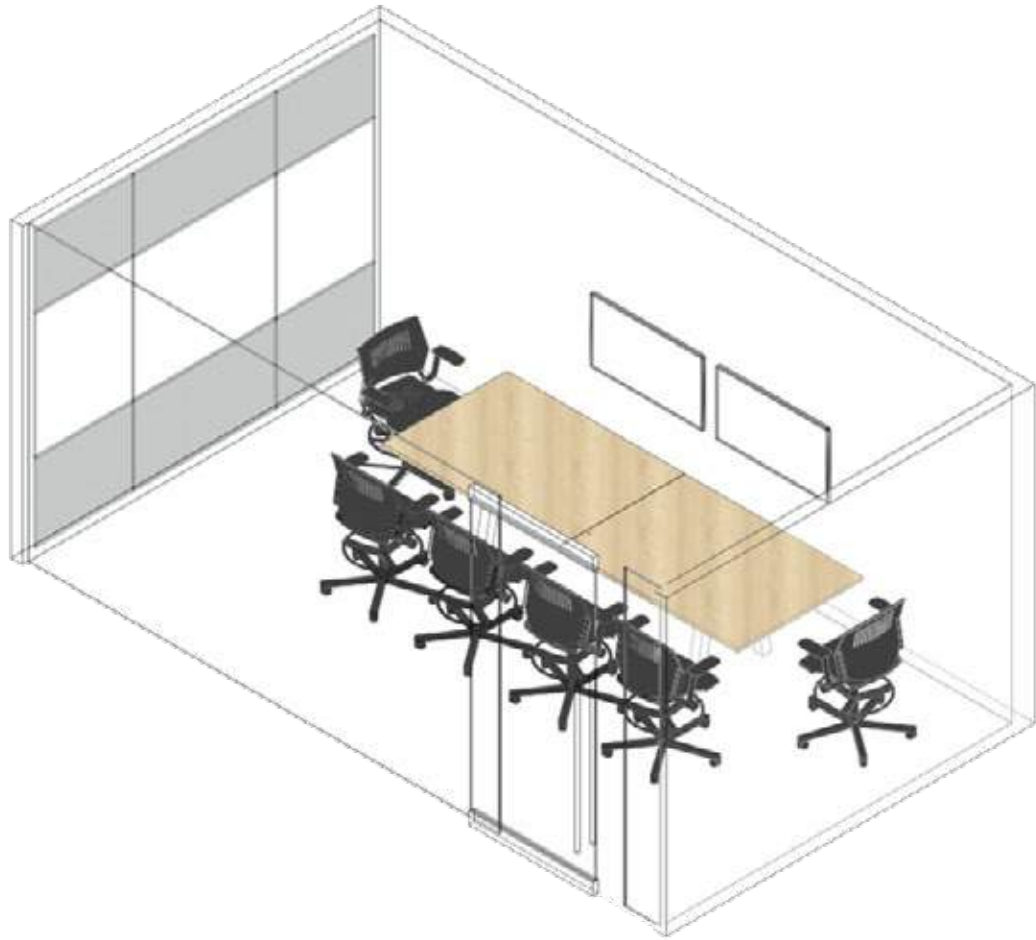
Isometric View
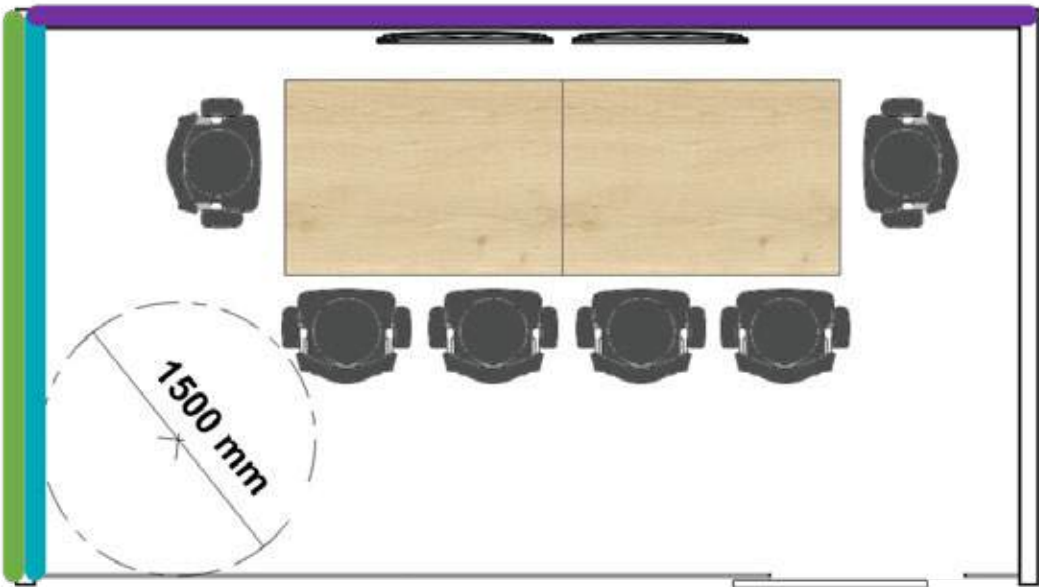
Standard Plan View

━━ *Tackable Acoustic Panels*
━━ *Writable Surface*
━━ *Primary infrastructure wall*

4.7.5 Medium Meeting Room A

6-person meeting room. Can be converted into one office and one 60-minute room with some construction work and furniture changes.

General Information

Size:
Maximum 10'-0" x 18'-0" (180 USF)
Calculated from the center of the walls

Occupancy:
6-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions:
  » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy film
  » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
  » Acoustical privacy baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
At core, distributed

Infrastructure

At Surface:
2x Table monuments each with:
» 2x Duplex power
» 2x USB-C power
» 1x Data
» 1x AV

Per Wall Display:
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability
» 1x AV pathway from surface

Demountable Partition Door Frame:
Infrastructure (power/data) for future room booking hardware/system

IT/AV:
» Prepare rough-ins to receive displays
» Potential to mount a camera and/or collaboration bar above or below the display
» Provide option for dual displays where space allows
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Meeting table on lockable castors
» Electrical grommet with cable management tray below surface
» 6x Meeting chairs

Isometric View
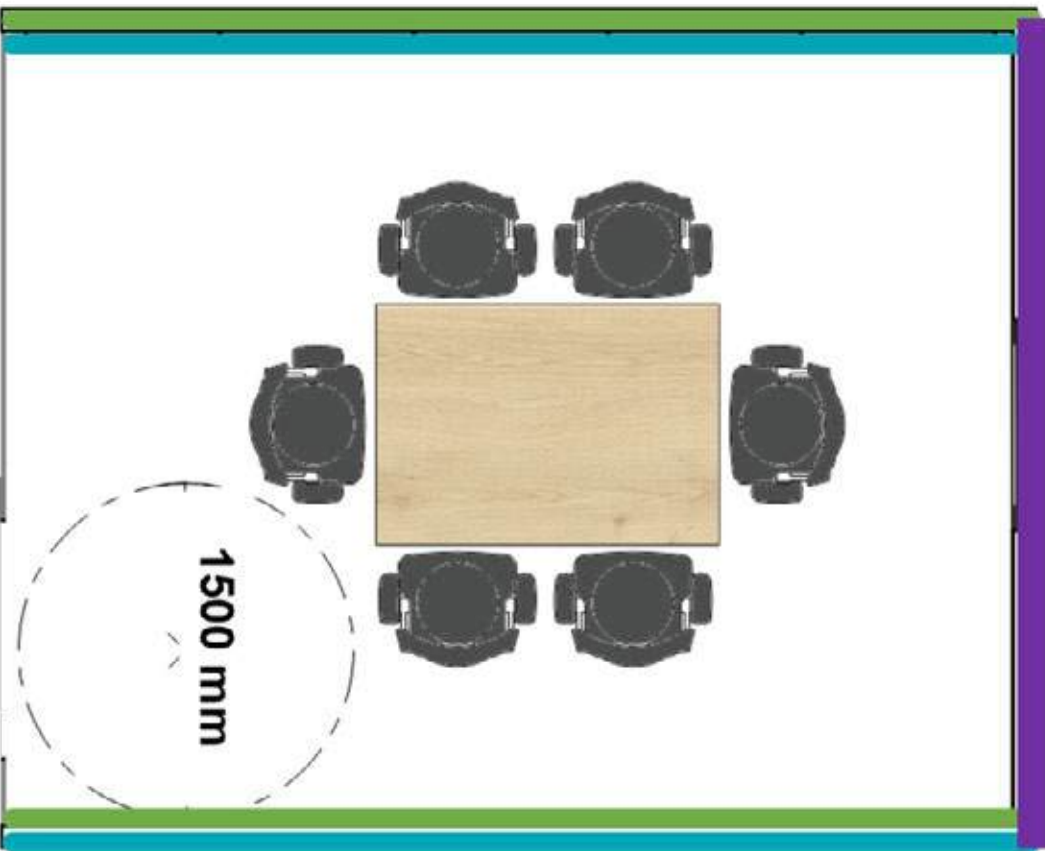
Standard Plan View

— Tackable Acoustic Panels
— Writable Surface
— Primary infrastructure wall

4.7.6 Medium Meeting B

6-person meeting room. Can be converted into one office/small meeting room A and one 60-minute room with some construction and furniture changes.

General Information

Size:
Maximum 15'-0" x 12'-0" (180 USF)
Calculated from the center of the walls

Occupancy:
6-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions:
  » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy film
  » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
  » Acoustical privacy baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
At core, distributed

Infrastructure

At Surface:
2x Table monuments each with:
» 2x Duplex power
» 2x USB-C power
» 1x AV
» 1x Data

Per Wall Display:
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability
» 1x AV pathway from surface

Demountable Partition Door Frame:
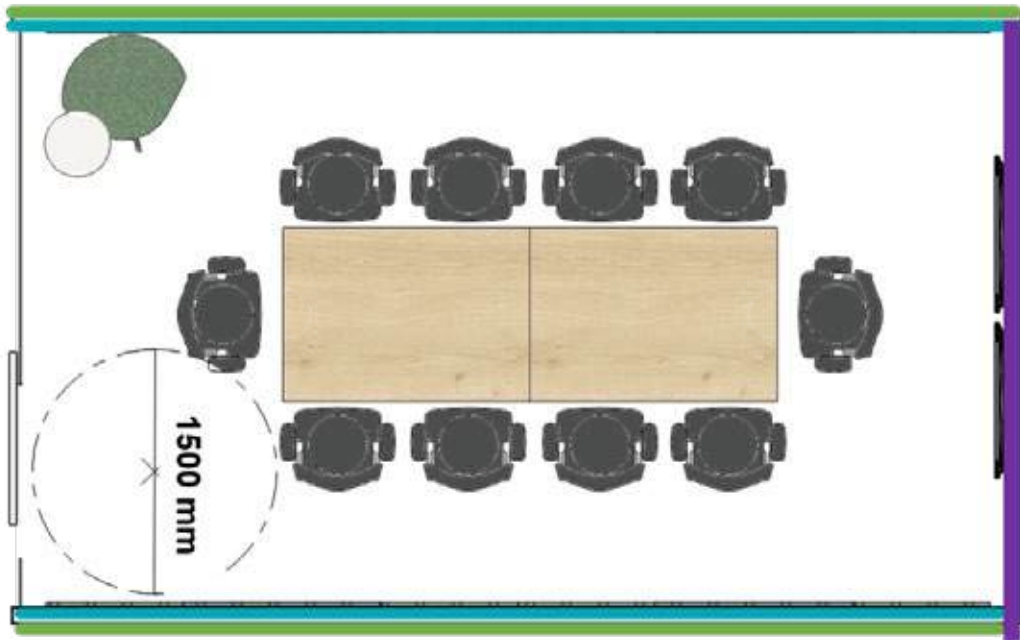Infrastructure (power/data) for future room booking hardware/system

IT/AV:
» Prepare rough-ins to receive displays
» Potential to mount a camera and/or collaboration bar above or below the display
» Provide option for dual displays where space allows
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Meeting table
» Electrical grommet with cable management tray below surface
» 6x Meeting chairs

Isometric View

Standard Plan View

— *Tackable Acoustic Panels*
— *Writable Surface*
— *Primary infrastructure wall*

4.7.7 Medium Meeting C

10-person meeting room. Can be converted to two offices/small meeting room A or two small meeting room B with some construction work and furniture changes.

General Information

Size:
Maximum 20'-0" x 12'-0" (240 USF)
Calculated from the center of the walls

Occupancy:
10-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
» Demountable Partitions:
    » Full glass front with 36" wide privacy film and glass sliding door with 36" wide privacy
    » One (1) wall to have two (2) sections of writable surface and tackable acoustic panels for all other sections (with the option to mount artwork)
    » Acoustical privacy baffling in ceiling
    » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture and displays

Location:
At core, distributed

Infrastructure

At Surface:
2x Table monuments each with:
» 2x Duplex power
» 2x USB-C power
» 1x AV
» 1x Data

Per Wall Display:
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability
» 1x AV pathway from surface

Demountable Partition Door Frame:
Infrastructure (power/data) for future room booking hardware/system

IT/AV:
» Prepare rough-ins to receive displays
» Potential to mount a camera and/or collaboration bar above or below the display
» Provide option for dual displays where space allows
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Meeting table
» Electrical grommet with cable management tray below surface
» 10x Meeting chairs

4.8.0 ALTERNATIVE WORKSPACES (OPEN)

Workspace Type	Size	Usable Square Feet	Comments
Harvest Table	8'-0" x 4'-0"	Minimum 32 Maximum 64	1-8-person meeting table in an open workspace.
Open Collaboration A	10'-0" x 10'-0"	Minimum 100 Maximum 120	1-4-person casual meeting setting in open area.
Open Collaboration B	7'-0" x 7'-0"	Minimum 49 Maximum 100	3-4-person casual meeting setting in open area.
Open Collaboration C1	15'-0" x 3'-0"	Minimum 45 Maximum 50	1-2-person casual meeting setting in open area.
Open Collaboration C2	15'-0" x 6'-0"	Minimum 90 Maximum 100	4-8-person casual meeting setting in open area.
Open Collaboration D	16'-0"' x 14'-0"	Minimum 224 Maximum 240	2-8-person casual meeting setting in open area.
Open Collaboration E	7'-0" x 7'-0"	Minimum 49 Maximum 100	1-3-person casual meeting setting in open area.
Open Collaboration F	7'-0" x 7'-0"	Minimum 49 Maximum 100	2-person casual meeting setting in open area.
Focus Lounge	6'-0" x 10'-0"	Maximum 60	Individual space for work or reprise in an open area.

** Please note that the furniture finishes in the following images are for illustrative purposes only and the final product may vary based on the furniture vendor selected.

Isometric View of Harvest Table
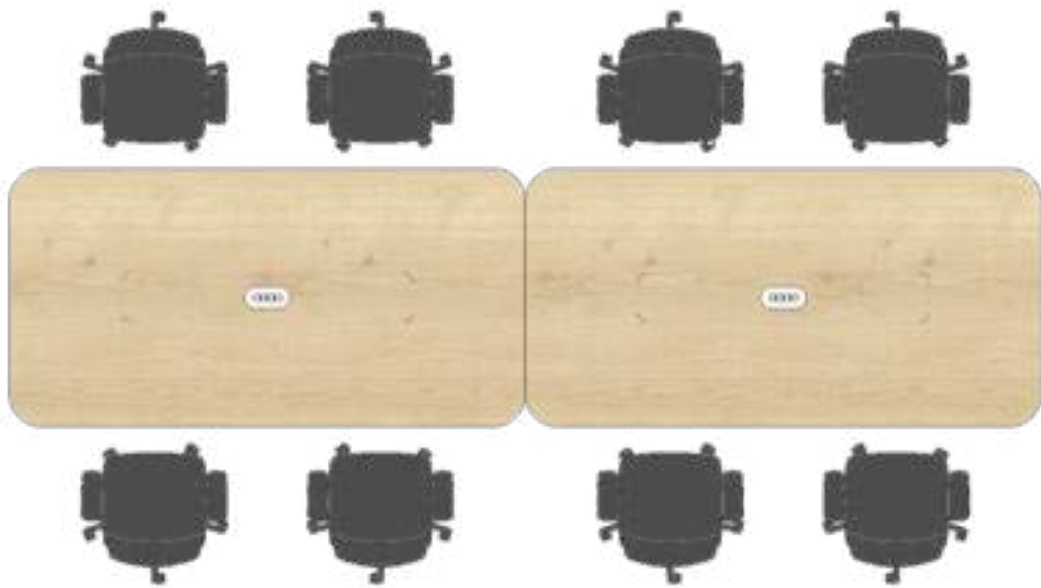
Standard Plan View of Harvest Table

4.8.1 Harvest Table

1-8-person meeting table in an open workspace.

General Information

Size:
Minimum 8'-0" x 4'-0" (32 USF)
(Maximum 64 USF)

Occupancy:
1-8-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Location:
Open areas, adjacent to collaboration areas

Infrastructure

Per 4 persons, at surface:
» 2x USB-C power
» 2x Duplex power

Floor Monument below surface:
2x Duplex power

**IT/AV:**
» Wi-fi throughout
» Infrastructure and furniture to enable the
  GOVTechON digital workplace strategy. Please
  reference GO-ITS 80 and applicable KOP
  furniture requirements for technology

Furniture Requirements

» Harvest Table
» 8x Task chairs
» 4'-0" of table space per chair
» Electrical grommet to accommodate two
  duplex power and two USB-C with cable
  management tray below surface

Isometric View
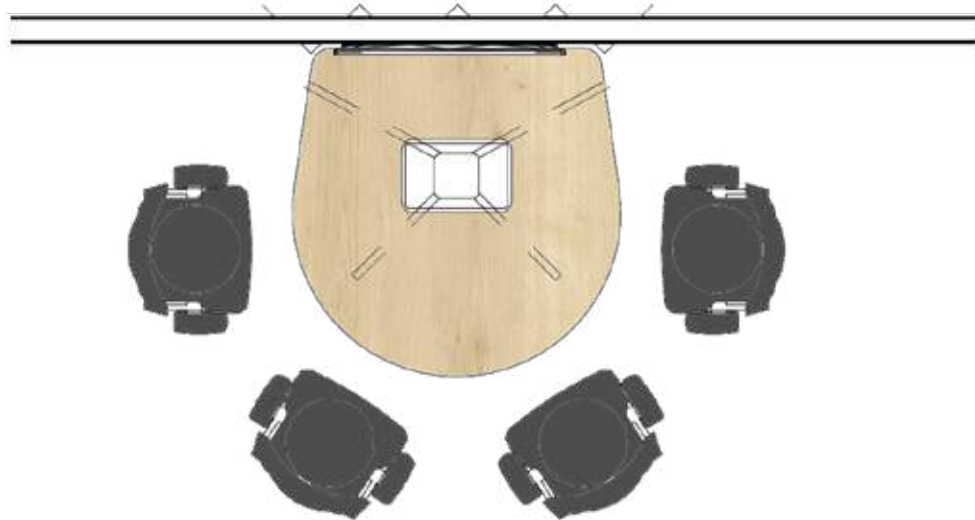
Standard Plan View

4.8.2 Open Collaboration A

1-4-person casual meeting setting in open area.

General Information

Size:
Minimum 10'-0" x 10'-0" (100 USF)
(Maximum 120 USF)

Occupancy:
1-4-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance at each setting

Architectural Requirements:
If mounted on a Gypsum Wall Board partition, 5/8" plywood blocking to support display

Location:
Open areas, not adjacent to focus space

Infrastructure

At Surface:
» 2x Duplex power
» 1x USB-C power
» 1x Data

Per Wall Display:
» 2x Duplex power
» 1x Data
» 1x AV pathway

IT/AV:
» Potential for collaboration bar to be installed
» Provide capabilities for soft-codec VTC using displays and USB cameras, annotation on one of two displays where there are two
» Provide for screen-cast from bring your own device per display
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Height adjustable D-shape surface
» 4x Stool task chairs
» Electrical grommet to accommodate 2x Duplex power, 1x USB-C, 1x Data, 1x IPTV, and 1x AV port with cable management tray below surface

Isometric View
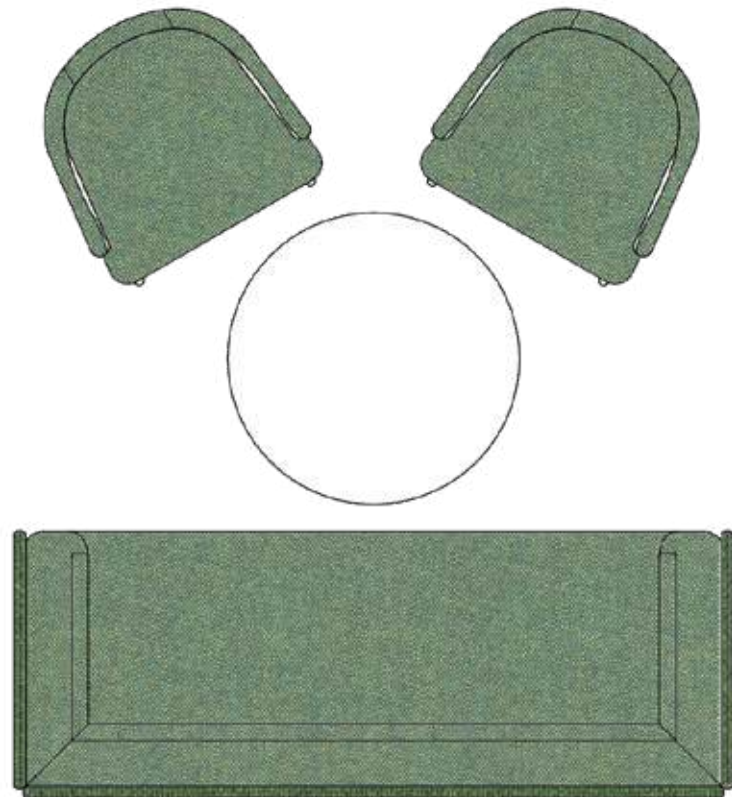
Standard Plan View

4.8.3 Open Collaboration B

3-4-person casual meeting setting in open area

General Information

Size:
Minimum 7'-0" x 7'-0" (49 USF)
(Maximum 100 USF)

Occupancy:
3-4-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
N/A

Location:
Open areas, not adjacent to focus space

Infrastructure

Floor Monument Below Surface:
» 2x Duplex power
» 1x USB-C power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Modular sofa – high back
» Task-height table
» 2x Task-height lounge chairs
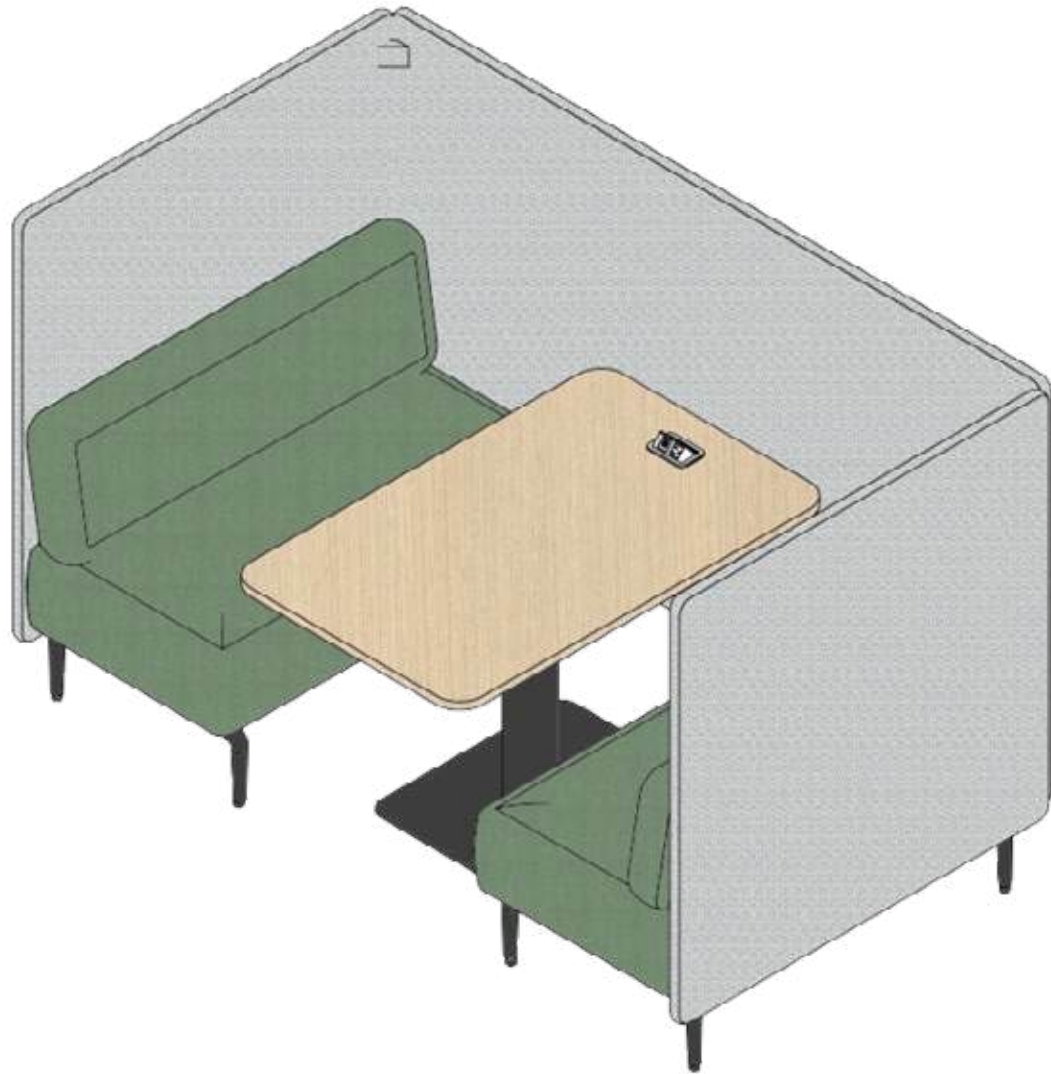
Isometric View

Standard Plan View

4.8.4 Open Collaboration C1

1-2-person casual meeting setting in open area

General Information

Size:
Minimum 15'-0" x 3'-0" (45 USF)
(Maximum 50 USF)

Occupancy:
1-2-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
If mounted on GWB partition, 5/8" plywood blocking to support display

Location:
Open areas, not adjacent to focus space

Infrastructure

At Surface:
» 2x Duplex power
» 1x USB-C power

Per Wall Display (if present):
» 2x Duplex power
» 1x Data
» 1x AV
» 1x AV pathway from surface

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» High panel banquette sofa
» Work-height table

Isometric View

Standard Plan View

4.8.5 Open Collaboration C2

4-8-person casual meeting setting in open area

General Information

Size:
Minimum 15'-0" x 6'-0" (90 USF)
(Maximum 100 USF)

Occupancy:
4-8-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
If mounted on GWB partition, 5/8" plywood blocking to support display

Location:
Open areas, not adjacent to focus space

Infrastructure

At Surface:
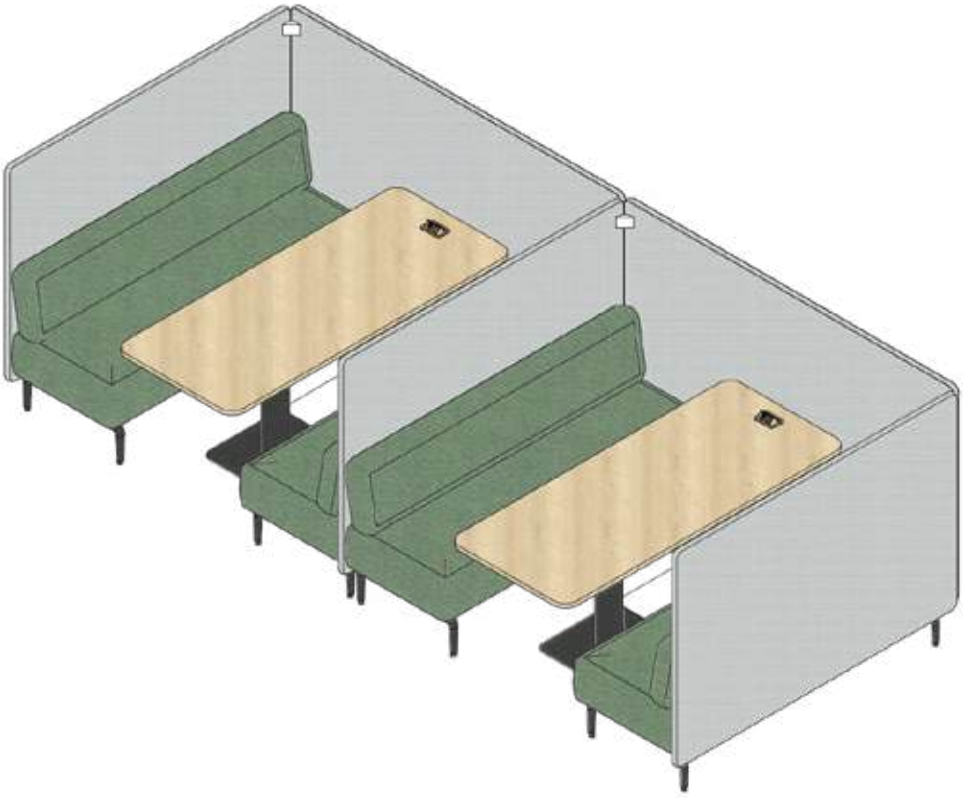» 2x Duplex power
» 1x USB-C power

Per Wall Display (if present):
» 2x Duplex power
» 1x Data
» 1x AV
» 1x AV pathway from surface

IT/AV:
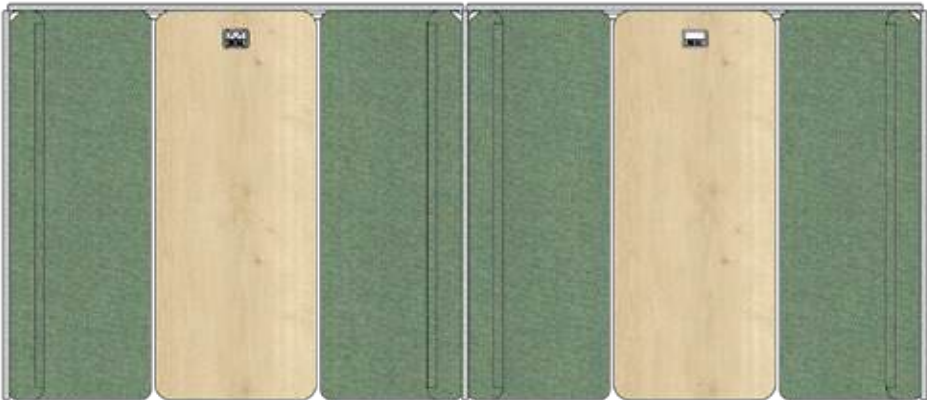» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» High panel banquette sofa
» Work-height table

Isometric View

Standard Plan View

4.8.6 Open Collaboration D

2-8-person casual meeting setting in an open area

General Information

Size:
Minimum 16'-0" x 14'-0" (224 USF)
(Maximum 240 USF)

Occupancy:
2-8-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
N/A

Location:
Open areas, not adjacent to focus space

Infrastructure

Floor Monument Per Table:
2x Duplex power

At Surface:
» 2x Duplex power
» 1x USB-C power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Work height table (rectangle)
» Work-height table (round)
» 6x Meeting chairs
» 2x Lounge chairs on casters
» Free standing privacy screen
» Grommet hole on table with cable management tray below surface

Isometric View

Standard Plan View

4.8.7 Open Collaboration E

2-3-person casual meeting setting in an open area

General Information

Recommended Size:
Minimum 7'-0" x 7'-0" (49 USF)
(Maximum 100 USF)

Occupancy:
1-3-person

Accessibility Requirements:
» AODA / OBC compliant
» Provide at least one seat with 900 mm clearance

Architectural Requirements:
N/A

Location:
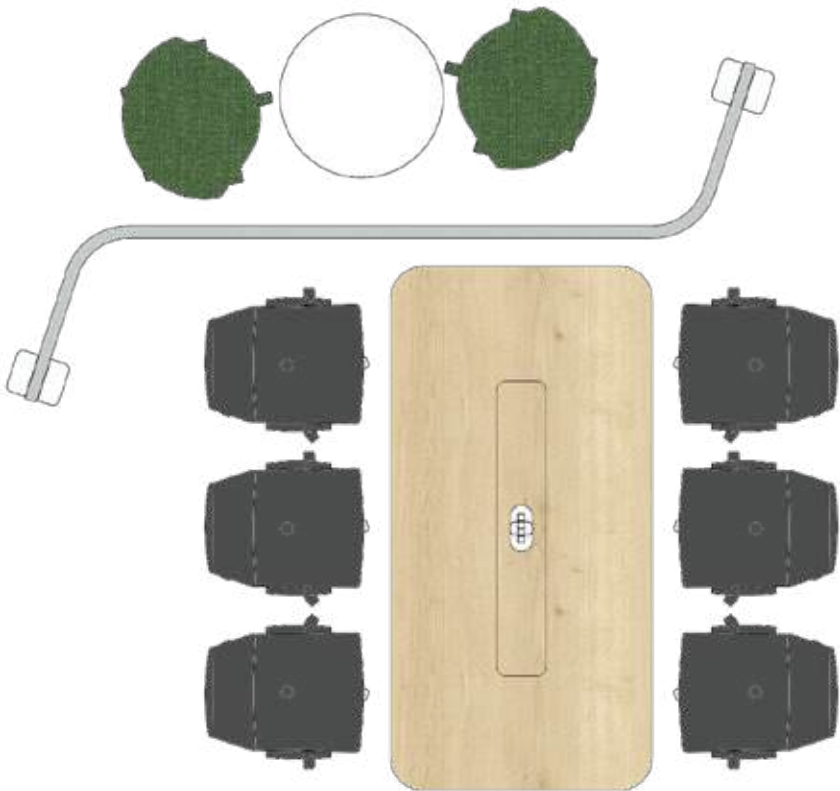Open areas, not adjacent to focus space

Infrastructure

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Lounge chairs on casters (star base)
» Work-height table
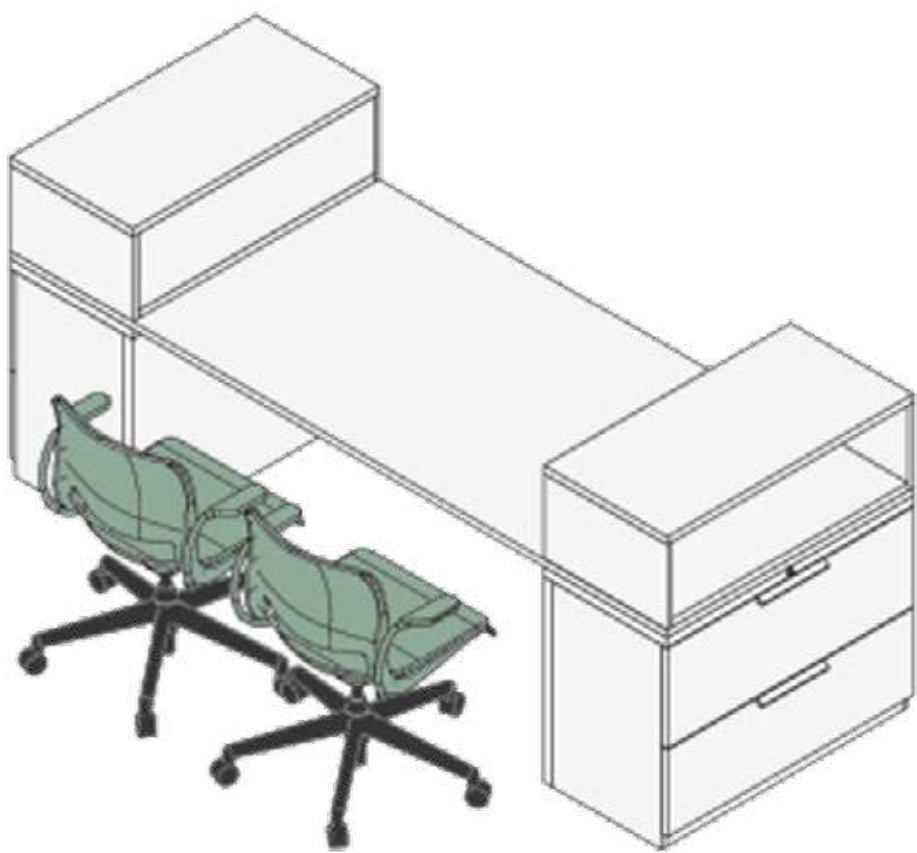
Isometric View

Standard Plan View

4.8.8 Open Collaboration F

2-person casual meeting setting in an open area

General Information

Size:
Minimum 7'-0" x 7'-0" (49 USF)
(Maximum 100 USF)

Occupancy:
2-person

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
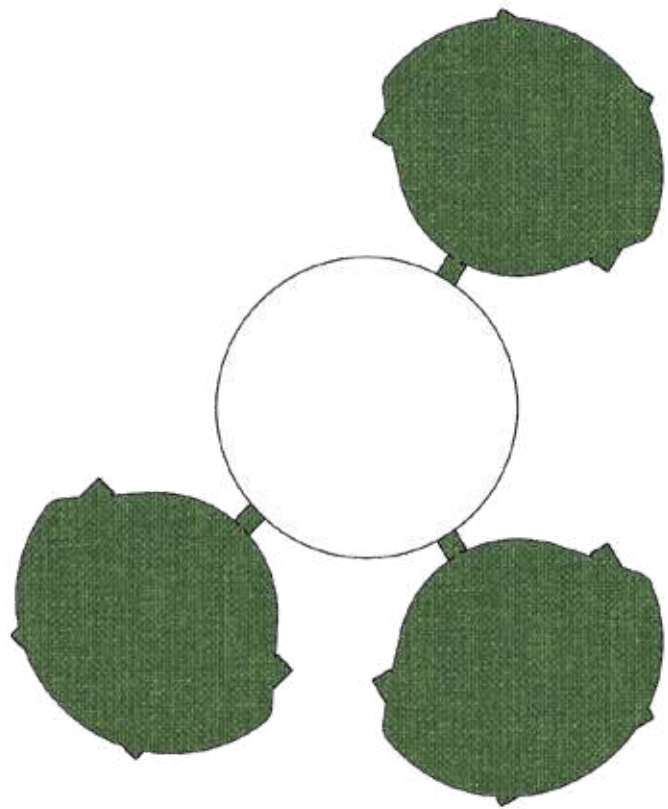Open areas, at the end of a run of workstations

Infrastructure

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Work-height surface
» 2x Chairs on castors
» 2x Lateral filing cabinets

Isometric View

Standard Plan View

1500 mm

1500 mm

4.8.9 Focus Lounge

Individual space in open areas work or reprise

General Information

Size:
Maximum 6'-0" x 10'-0" (60 USF)

Occupancy:
1-person

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
N/A

Location:
Open areas, adjacent to work areas or near windows where possible
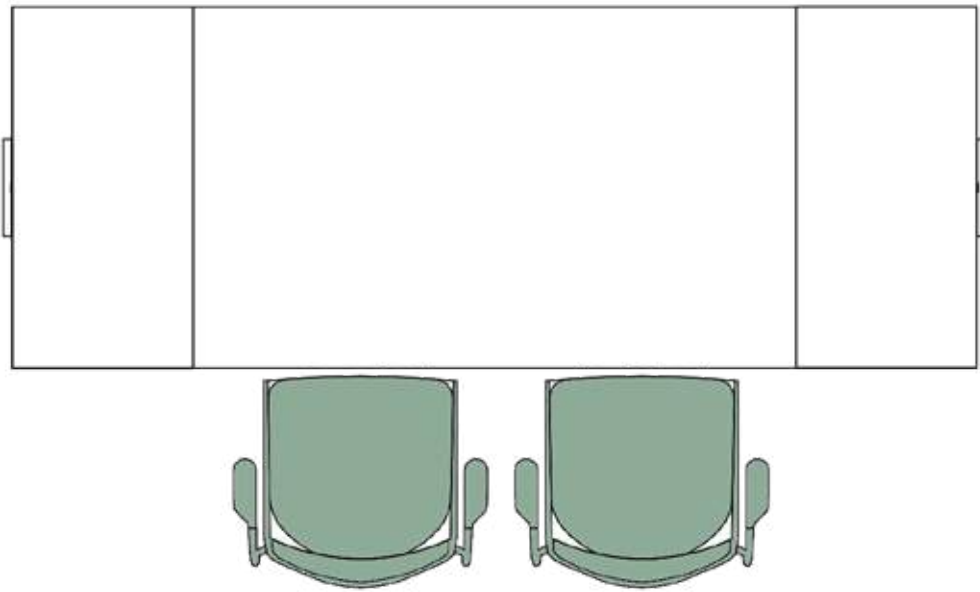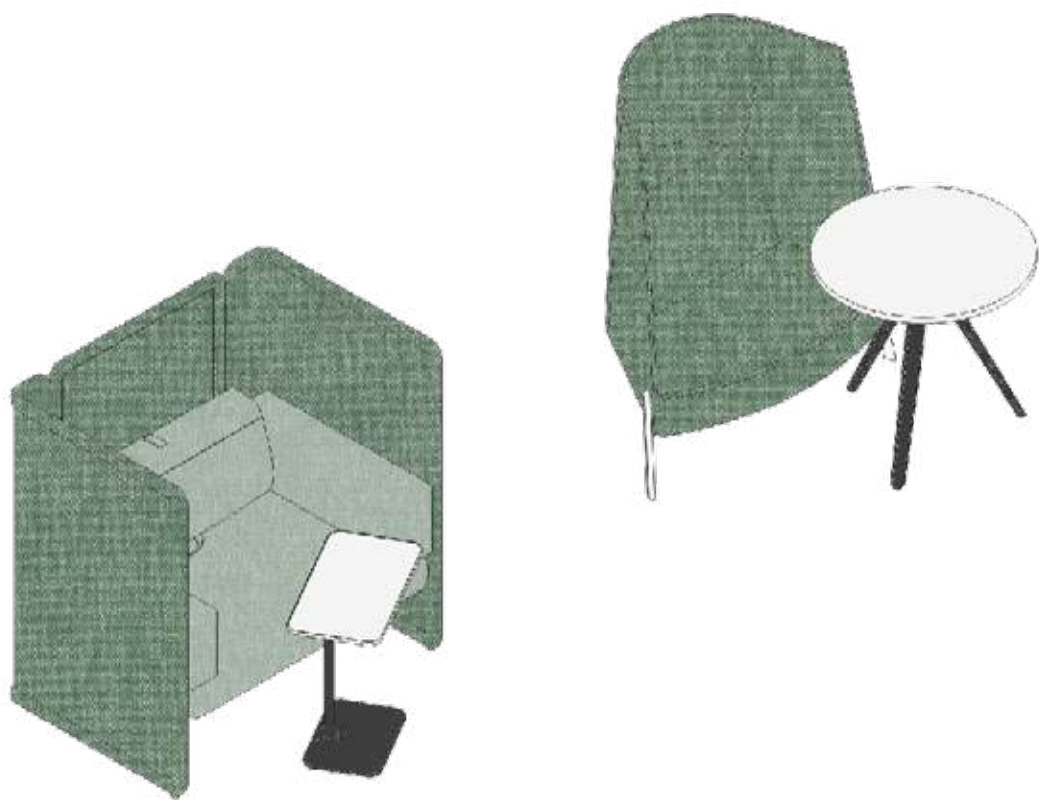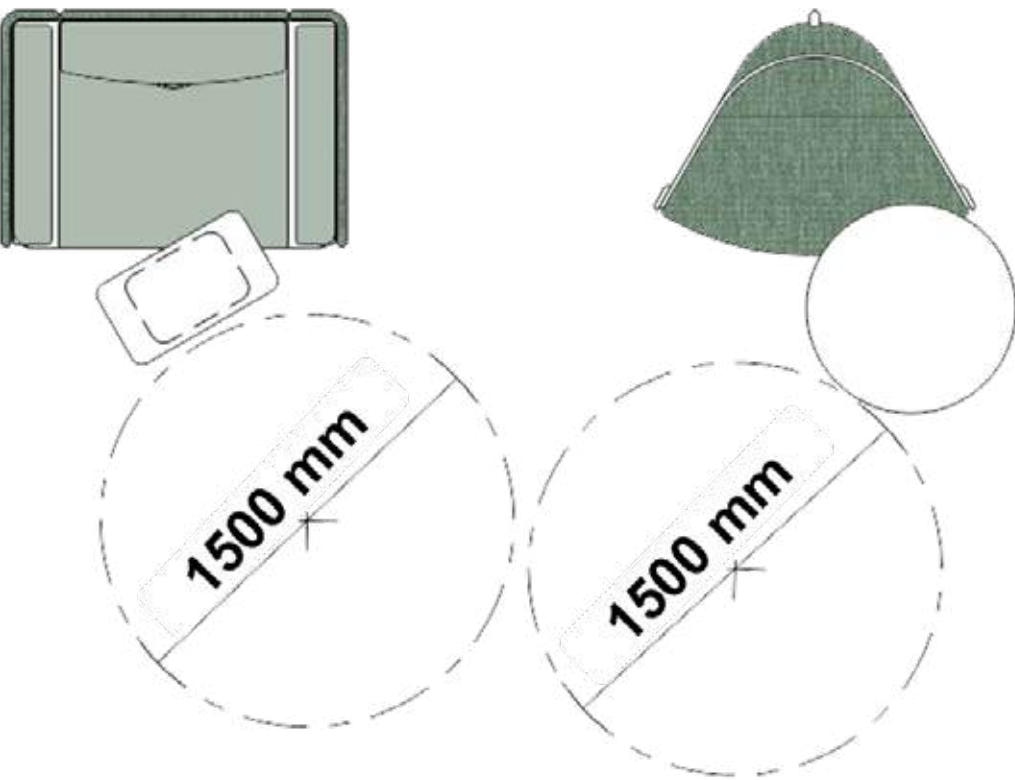
Infrastructure

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Furniture varies
» Work-height surfaces
» Ergonomic seating

4.9.0 SUPPORT

Workspace Type	Size	Usable Square Feet	Comments
Media Kiosk	1'-7" x 4'-0"	Maximum 10	An accessory to support AV components in areas where wall-mounted displays are not an option.
Print and Copy Room	10'-0" x 12'-0"	Maximum 120	Room that contains printer(s)/copier, as well as shredders and recycling for disposal. Storage will be provided for shared resources. To be located adjacent to filing and storage areas for easy access.
Filing and Storage Room	10'-0" x 12'-0"	Maximum 120	File area to be centralised adjacent to print/copy to support reduced paper-based work.
Lockers and Coat Area/Room	10'-0" x 12'-0"	Maximum 120	Lockers should be planned at main entrances to tenant space and are to be AODA compliant 2 high lockers, with a minimum of 2%-5% of lockers being accessible lockers (single locker style). Coat closets should be planned at the main entrance to the tenant space and locker area. Coat closet should include an accessible height coat rod. Ottomans should be provided for staff to place items while using lockers. If space allows, waste disposal should be added with lockers and should include recycling and waste. Area/room with coat closets, boot storage, and seating.

Measurements for all enclosed spaces are center of walls.
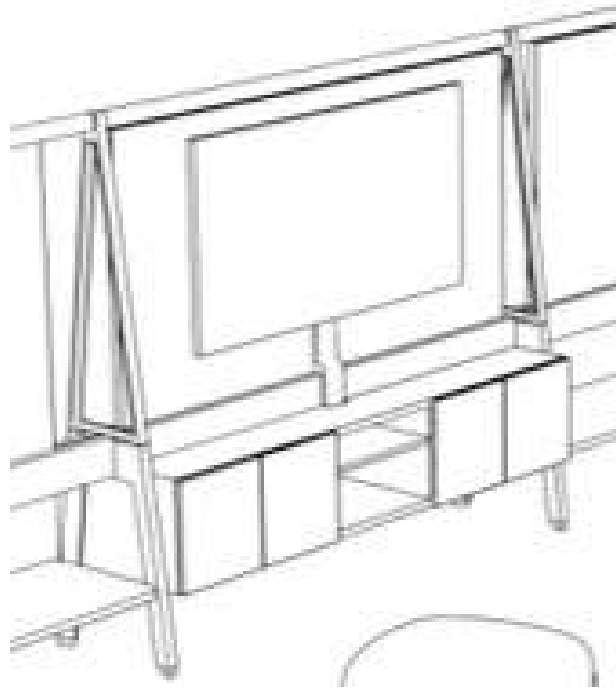
Isometric View

Isometric View - image of table and chairs for display purposes only
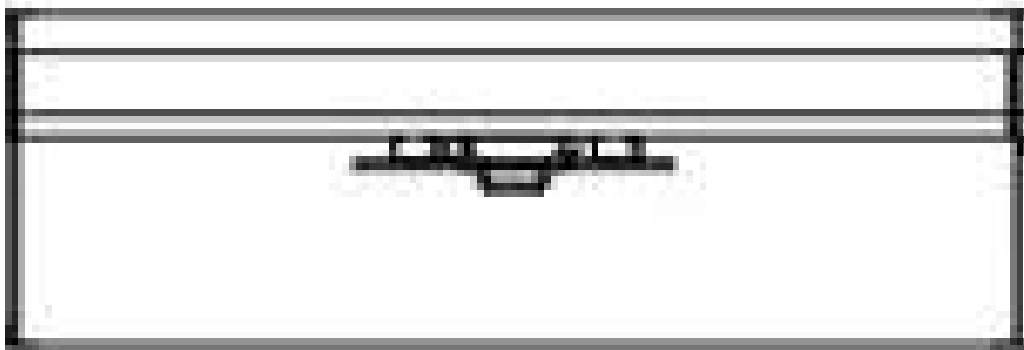
Standard Plan View

4.9.1 Media Kiosk

An accessory to support AV components in areas where wall mounted displays are not an option.

General Information

Size:
Maximum 1'-7" x 4'-0" (6.8 USF)
(Maximum: 10 USF)

Occupancy:
N/A

Accessibility Requirements:
N/A

Architectural Requirements:
N/A

Location:
» Meeting rooms
» Heritage suite

Infrastructure

Per Kiosk:
» 2x Duplex power
» 1x Data
» 1x AV pathway

IT/AV:
» Wi-fi throughout
» Potential to mount a camera and/or collaboration bar above or below the display
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Free-standing kiosk for LCD/AV display
» Kiosk to be on castors which are lockable
» Open and closed storage
» Closed storage to have locks
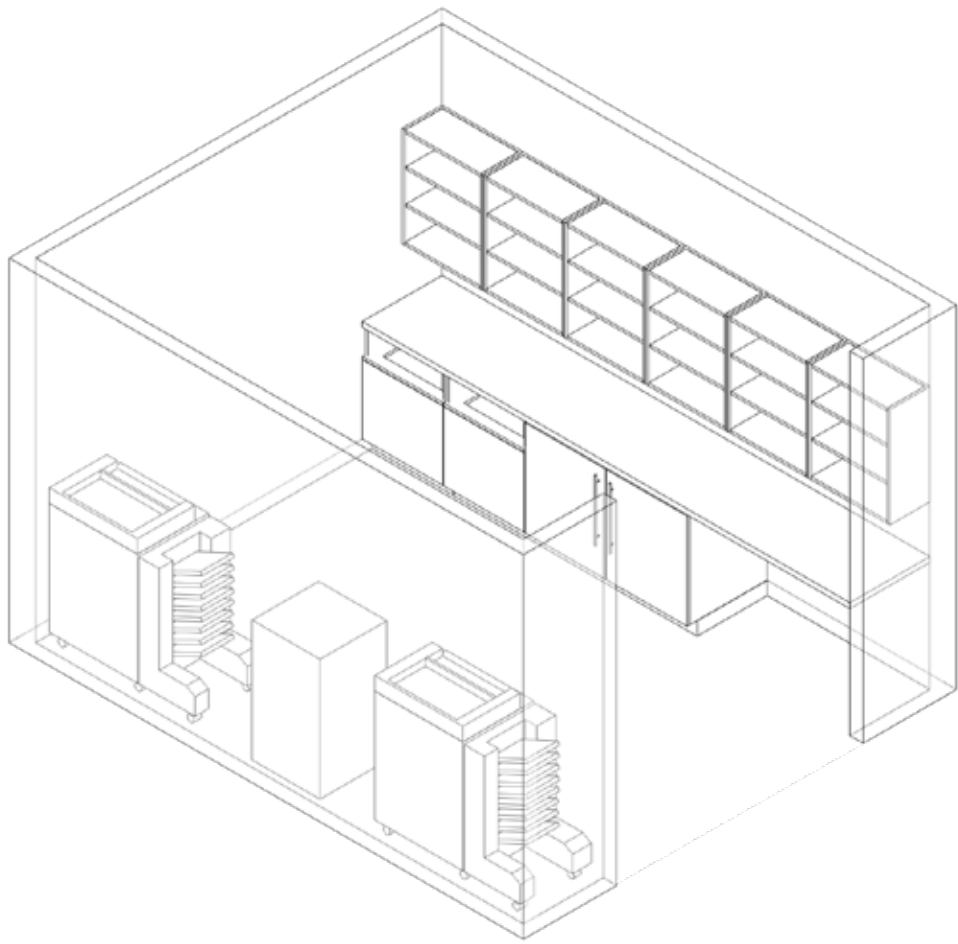
Isometric View
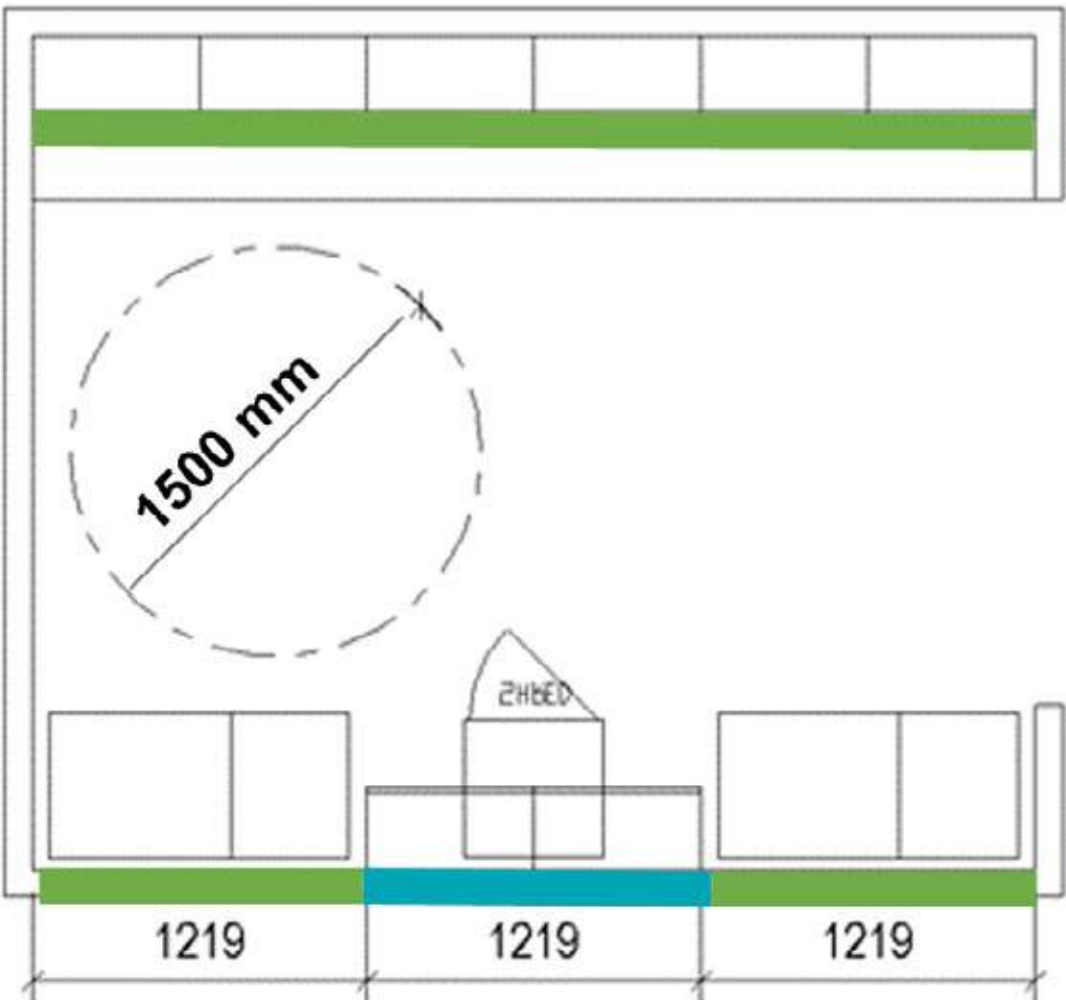
Standard Plan View

—— *Tackable Acoustic Panels*
—— *Writable Surface*

4.9.2 Print and Copy Room

Some printing is still required in a reduced paper environment, the print room will house equipment to support this, as well as shredders and recycling for disposal. Storage will be provided for shared resources. To be located adjacent to filing and storage areas for easy access.

General Information

Size:
Maximum 10'-0" x 12'-0" (120 USF)
Calculated from the center of the walls

Occupancy:
N/A

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
» Negative pressure ventilation
» Demountable Partitions:
  » Two (2) walls (storage and printer/copier walls) to have tackable acoustic panels
  » One (1) wall (printer/copier wall) to have writable surface
  » Acoustical privacy sound absorptive insultation with baffling in ceiling
  » Fire retardant 5/8-inch plywood blocking as required for wall-hung furniture

Location:
At the core of the building, near other support spaces

Infrastructure

» 1x Dedicated T-slot duplex power per printer
» 1x Data per printer
» 2x Analog Plain Old Telephone Service (phone and fax)

At Counter:
3x Locations of:
» 1x Duplex power
» 1x Data

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» 1x Free-standing secure shredder (by tenant)
» 2x Multi-Functional Device Floor Model (by tenant)
» Wall-mounted upper storage with open shelving
» Countertop (standard height with accessible portion)
» 1x Waste below counter
» 1x Recycling below counter
» Remaining below counter to be closed cabinets with opening for accessible portion of counter

Isometric View

Standard Plan View

1500 mm

▬▬ Tackable Acoustic Panels
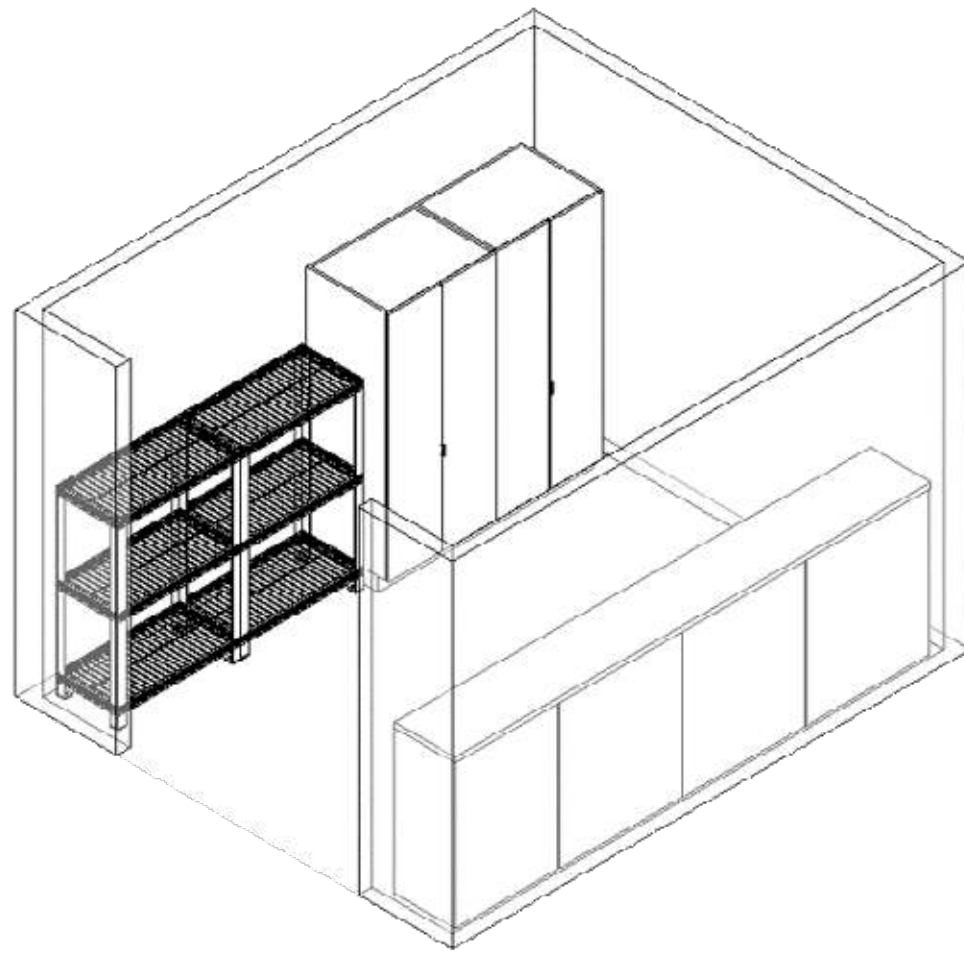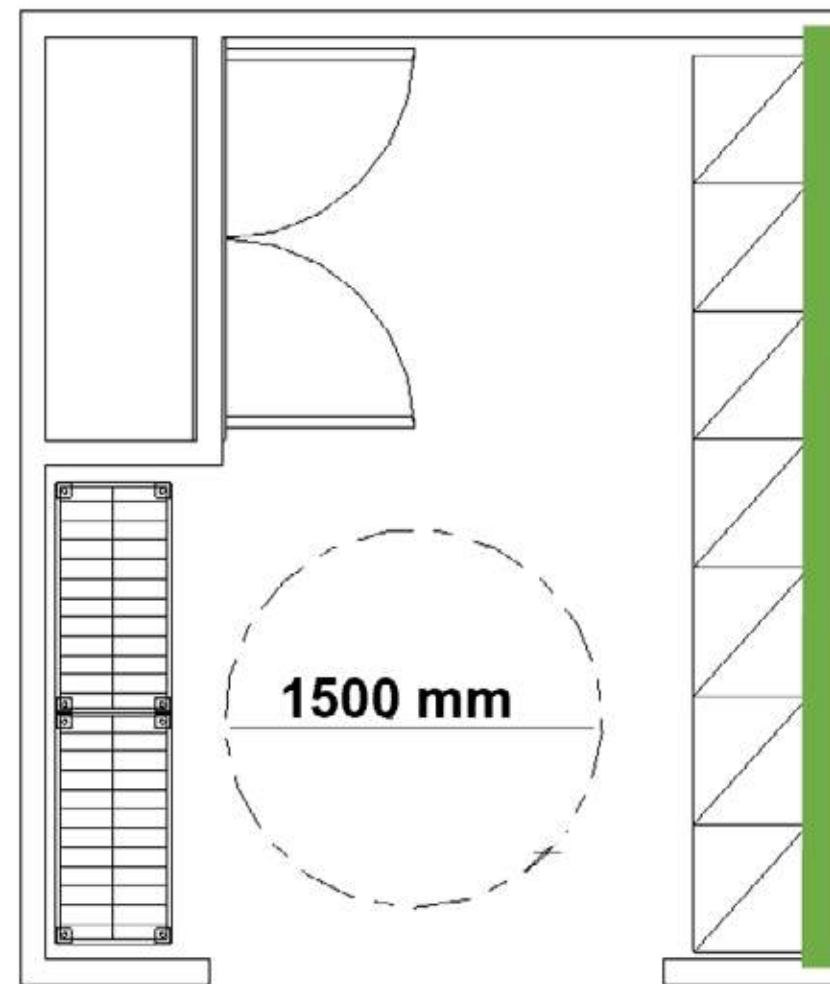
4.9.3 Filing and Storage Room

File area to be centralized and adjacent to print/copy to support reduced paper-based work.

General Information

Size:
Maximum 10'-0" x 12'-0" (120 USF)
Calculated from the center of the walls

Occupancy:
N/A

Accessibility Requirements:
AODA / OBC compliant

Architectural Requirements:
» Demountable Partitions:
  » One (1) wall (storage wall) to have tackable panels
  » Fire retardant 5/8-inch plywood blocking above storage wall for future wall-hung furniture

Location:
At core

Infrastructure

» Power/data to match print/copy locations for future conversion
» Convenience power

IT/AV:
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Open shelving
» Lateral filing storage with common top (4x - 3 high, 3x - 2 high)
» Free-standing secure storage closet with adjustable shelves (one side to be accessible)
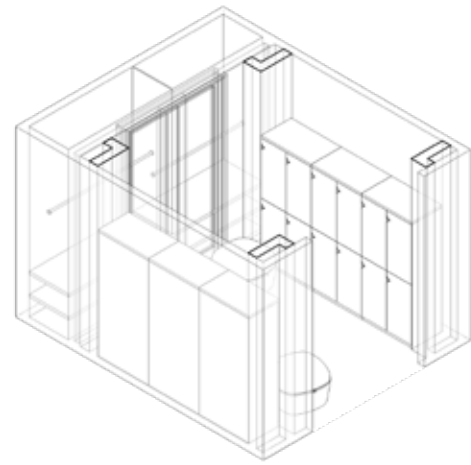
Isometric view of Lockers and Coat Closet
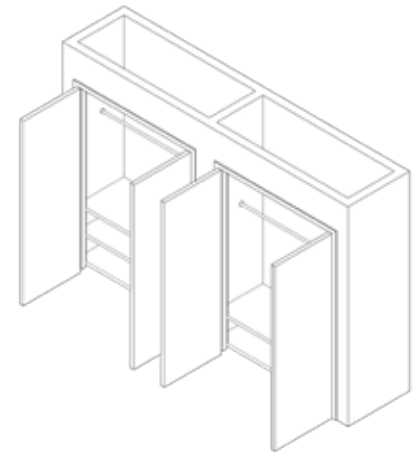
Isometric View of Coat Closet
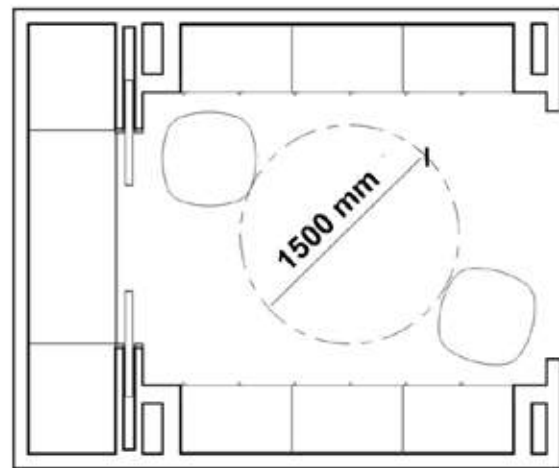
Standard Plan View of Lockers and Coat Closet
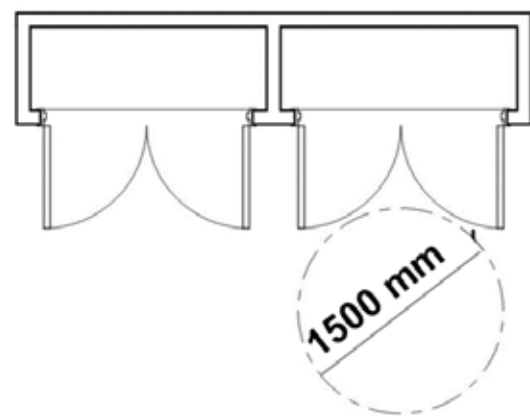
Standard Plan View of Coat Closet

4.9.4 Lockers and Coat Area/Room

All lockers are to be AODA compliant. Lockers and coat closets can be planned in open or enclosed areas depending on architectural fit. Lockers and coat closets should be planned in close proximity to each other whenever possible.

General Information

Size:
Minimum 10'-0" x 12'-0" (120 USF)
Refer to floor plan layouts
Calculated from the center of the walls

Occupancy:
N/A

Accessibility Requirements:
» AODA / OBC compliant
» Accessible height coat rod that spans approximately 2'-0" of closet

Architectural Requirements:
» At Corridor: 5/8" gyp. board, 3-5/8" metal stud with sound absorptive insulation, 5/8" gyp board, from slab to underside of ceiling
» At Adjacent Spaces: 5/8" gyp. board, 3-5/8" metal stud with sound absorptive insulation, 5/8" gyp board, from slab to underside of ceiling, acoustic baffle above.
» Fire retardant blocking as required
» Accessible height coat rod to span approximately 2'-0" of closet
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Location:
At core

Infrastructure

If required, to be coordinated with requirements for locker system

Furniture Requirements

» 2x High lockers and with minimum 2%-5% accessible lockers
» Locker system – mechanical locks, black locks with white numbering for contrast
» Moveable seating
» Coat closet(s): boot storage and coat rails

4.10.0 COMMON SHARED SPACES

Workspace Type	Size	Usable Square Feet	Comments
Common Shared Working Lounge	Varies by building and project	8 USF per workspace	To be used for when headcount is over 50. Under 50 use the refuel option.
Common Shared Meeting Room	29'-0" x 14'-0"	Maximum 420	Adjacent to elevator lobby and common shared Working Lounge within a floor plate.
Universal Washroom	10'-0" x 12'-0"	Maximum 120	Adjacent to elevator lobby and common shared elements within a floor plate.
Common Shared Wellness/First Aid Room	Varies by building and project	Varies by building and project	A dedicated space intended to promote relaxation, stress reduction, and self-care to support the physical and mental well-being of all OPS employees, As per the Revised Regulations of Ontario (RRO) Reg1101: (First Aid Requirements) a dedicated wellness/first aid room is required in buildings/complexes with 200 or more employees. The Guideline on First Aid requirements in the OPS, October 2015 should also be referenced for required first aid kits and supplies (based on estimated maximum occupancy).
Common Shared Single-User Quiet Room with Ablution Station	10'-0" x 12'-0" varies by building and project	Maximum 120 varies by building and project	An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.
Common Shared Multi-User Quiet Room with Ablution Stations	18'-0" x 20-0"' varies by building and project	Maximum 345 varies by building and project	An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.
Common Shared Single-User Quiet Room	10'-0" x 12'-0" varies by building and project	Maximum 120 varies by building and project	An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.
Common Shared Multi-User Quiet Room	18'-0" x 20-0"' varies by building and project	Maximum 345 varies by building and project	An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.
Ceremonial Room	varies by building and project	varies by building and project	The Ceremonial room can be used to accommodate Indigenous and other Sacred Ceremonies, as well as meetings and training sessions.

* Measurements for all enclosed spaces are center of walls.
** Please note that the furniture finishes in the following images are for illustrative purposes only and the final product may vary based on the furniture vendor selected.

Isometric View of Working Lounge
Note: Colour dependant on project and strategy.
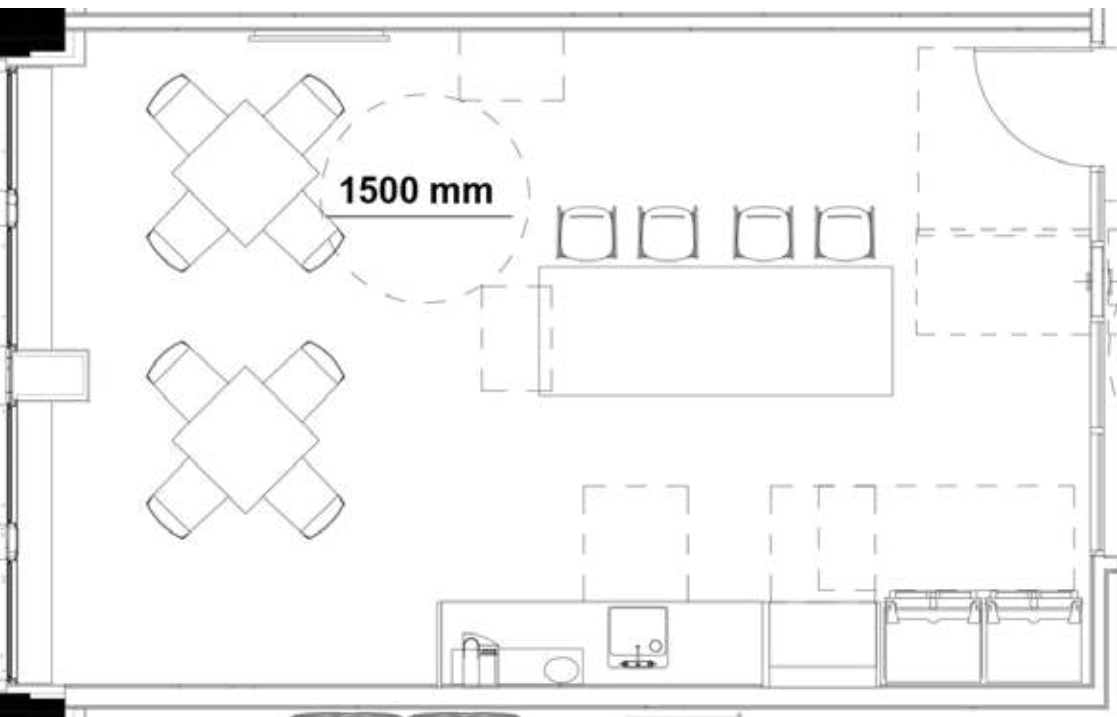
Standard Plan View of Working Lounge with 1500 mm turning circle

4.10.1 Common Shared Working Lounge

General Information

Recommended Size:
8 USF per workspace
Varies depending on the site and project

Occupancy:
Varies according to the size of the room

Accessibility Requirements:
» Wheelchair accessible spot at the table to have minimum 900 mm width clearance
» AODA / OBC compliant

Architectural Requirements:
» Resilient flooring and base
» Upper and lower cabinets
» solid surface countertop
» Residential high-grade appliances: microwave, side-by-side refrigerator/freezer, dishwasher
» Spigot for filtered water
» Under counter water filtration system

Location:
» Near washrooms and common shared meeting room
» Centrally located and accessible to all people within the building

Infrastructure

» Electrical services to suit final kitchenette equipment requirements and layout
» 2x Duplex receptacles for the display monitor
» 1x Housekeeping receptacle
» Receptacles at island

IT/AV:
» Prepare rough-ins to receive display
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Moveable furniture to accommodate seating for twelve (12) people; lounge café tables and chairs
» Island w/ accessible portion, bar stool seating, cabinets, integrated power and integrated waste receptacles. Exact layout and configuration will vary from project-to-project and will be dependent onsite conditions
» Tackboard, size: 10'-0" x 4'-0"
» Fully accessible receptacles that follow building waste and recycling program

Isometric View of Common Shared Meeting Room
Note: Colour dependant on project and strategy
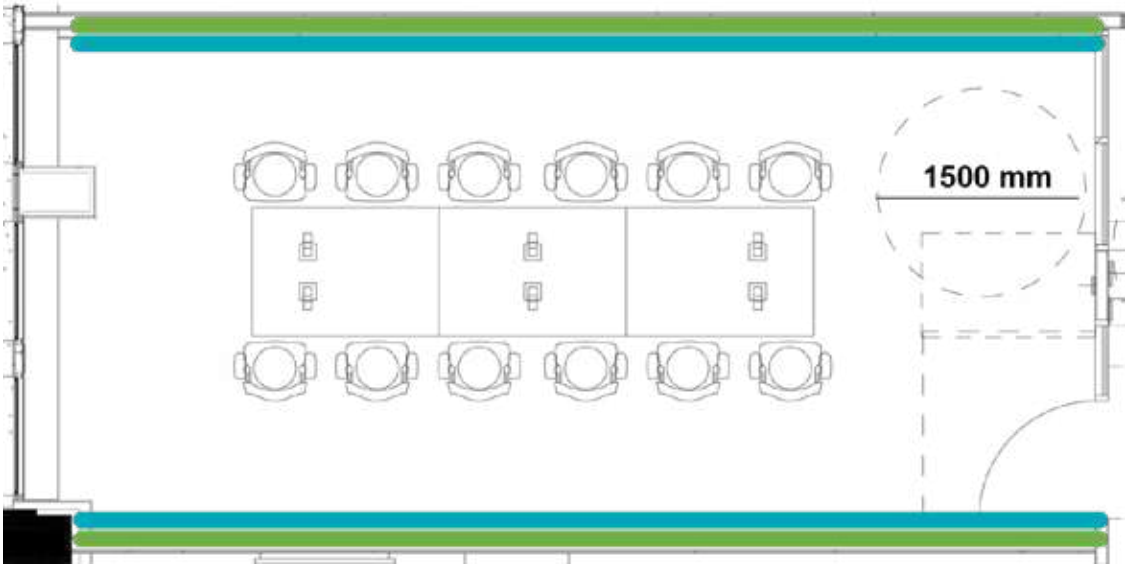
Standard Plan View of Common Shared Meeting Room

— *Acoustic Panels*
— *Writable Surface*

4.10.2 Common Shared Meeting Room

General Information

Recommended Size:
Maximum 29'-0" x 14'-0" (420 USF)

Occupancy:
12-person

Accessibility Requirements:
» Wheelchair accessible spot at table to have minimum 900 mm width clearance
» AODA / OBC compliant

Architectural Requirements:
» Carpet
» Painted walls
» Acoustic wall panels

Location:
» Near washrooms and working lounge
» Centrally located and accessible to all people within building

Infrastructure

» Lighting control station with dimming
» Control and pre-set buttons
» 2x Duplex receptacles in floor box to power table
» Assistive Listening Systems

Demountable Partition Door Frame:
Infrastructure (power/data) for future room booking hardware/system

At Surface:
2x Table monuments each with:
» 2x Duplex power
» 2x USB-C power
» 1x AV
» 1x Data

Per Wall Display:
» 2x Duplex power
» 1x AV
» 1x Data
» 1x IPTV capability
» 1x AV pathway from surface

IT/AV:
» Prepare rough-ins to receive display
» Potential to mount a camera and/or collaboration bar above or below the display
» Provide option for dual displays where space allows
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout

» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Furniture Requirements

» Credenza
» 12-person boardroom table
» 12x Meeting room chairs
» Magnetic glass whiteboard

2500 mm
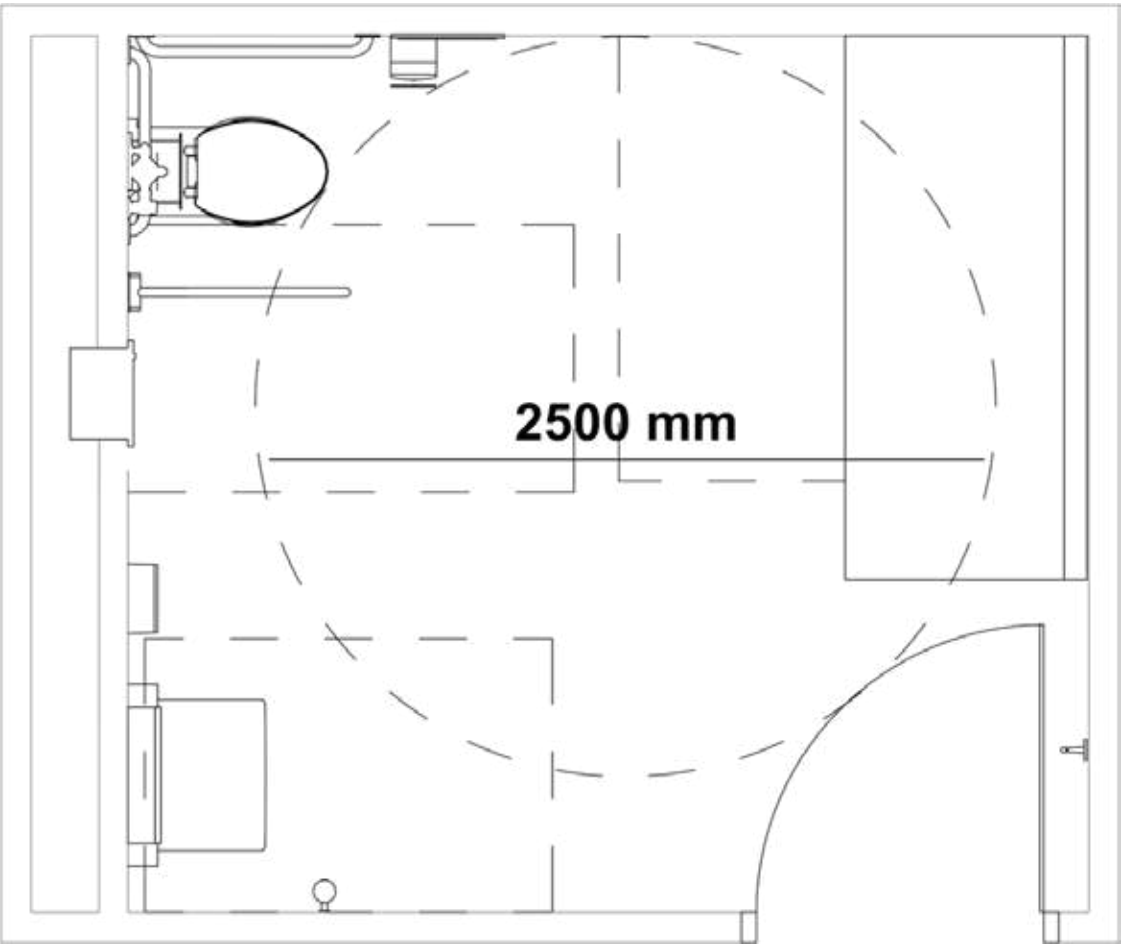
Standard Plan View

4.10.3 Universal Washroom

General Information

Recommended Size:
Maximum 10'-0" x 12'-0" (120 USF)

Occupancy:
N/A

Accessibility Requirements:
» Washroom door to be equipped with electric strike, push to lock button.
» Visual/audible annunciators to be provided on interior and exterior of washroom in compliance with OBC
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» Porcelain tile walls and flooring
» Door to have power door operator, lever handle closer, push to lock button, coat hook, floor stops
» Pull string at side of toilet and emergency release on door
» Stainless steel washroom accessories; mirror; shelf; adult change-table
» Panic Strip
» All washroom fixtures and handrails to be compliant with OBC
» Power hand-dryer

Location:
» Centrally located and accessible to all people within building
» Near common shared meeting room and working lounge

Infrastructure

» 1x Convenience duplex receptacle
» 1x Power for door operator
» 1x Power for hands-free devices
» 1x Power for hand-dryer

Furniture Requirements

N/A

4.10.4 Universal Washroom Signage

Overhead Signage Specification

450
225
150
37.5
37.5
6
125   100   100   125

Pictogram   Sign   Pictogram
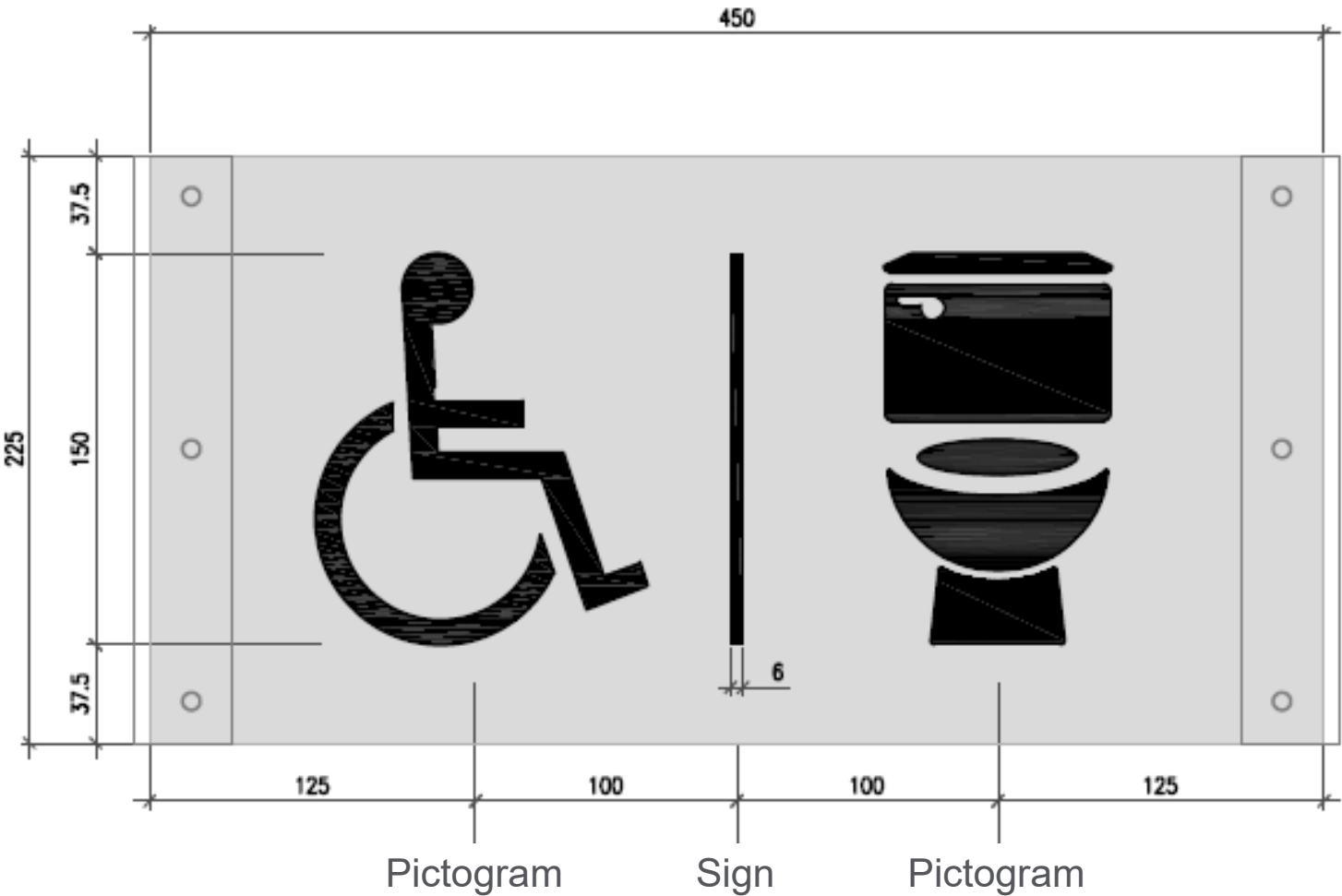
Dashed lines identify mounting angle locations. Angles required one side only.

Assembly and Mounting Details

Sign supported by hanger wires

Ceiling Mount

Sign mechanically fastened to wall using stainless steel screws – use anchors appropriate for wall assembly

38 x 38 4 aluminum angles (typical)

Angles connected to the sign panels using aluminum Chicago screws (binding barrels)

Angle brackets on one side only – dependant upon installation condition

Wall Mount

Note: Please reference the Process Instruments News Standards (PINS) for complete signage specifications.

Overhead Sign Location Criteria
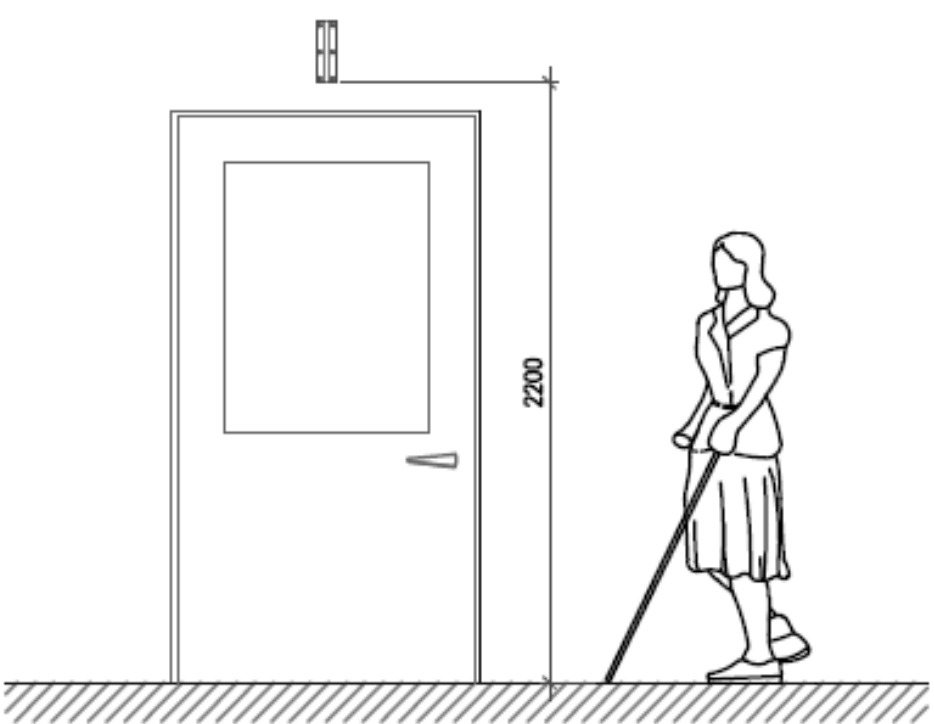
Option 1: Wall Mounted

Sign to be mounted perpendicular to wall, centred on door

2200
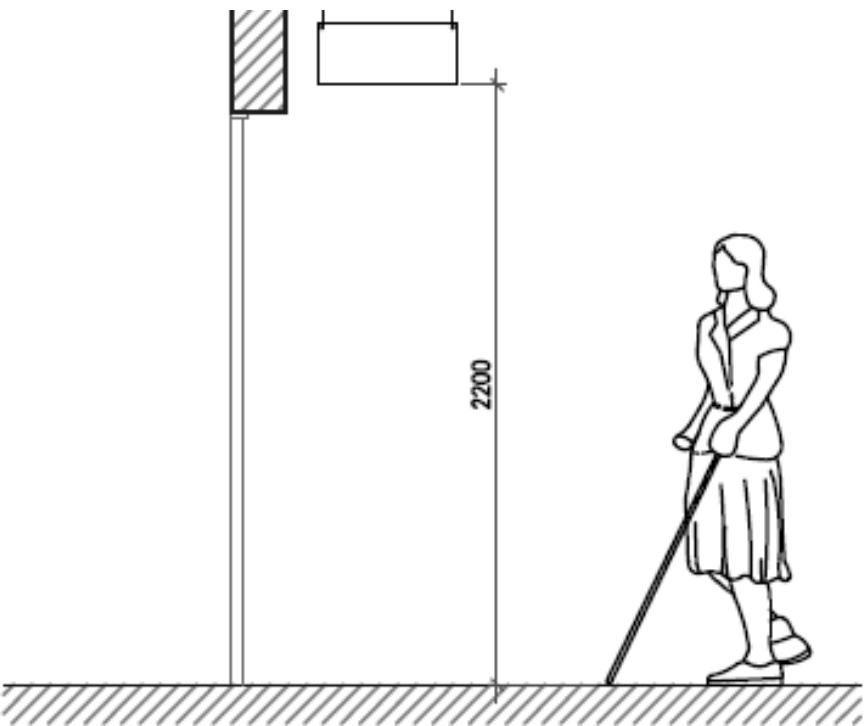
Option 2: Ceiling Mounted

Sign to be hung from T-bar from ceiling

2200

4.10.5 All Gender Washroom Signage

Wall Mounted Identification Signage Specification

Symbol for Proportional Reference

Uncontracted English braille stating "all gender washroom", left aligned with text above

Uncontracted French braille stating "toilettes neutres", left aligned with text above

Notes:
1. Typical pictogram height is 95 mm
2. All text content and pictogram to be non-tactile
3. All dimensions are in millimeters
4. Sign background to be light grey. Pantone ID: Cool Gray 1U
5. Pictograms and text to be black. Pantone ID: Black 6U
6. Sign surface to be matte finish
7. Sign to be 6 mm THICK ACRYLIC

Please reference the Process Instruments News Standards (PINS) for complete signage specifications
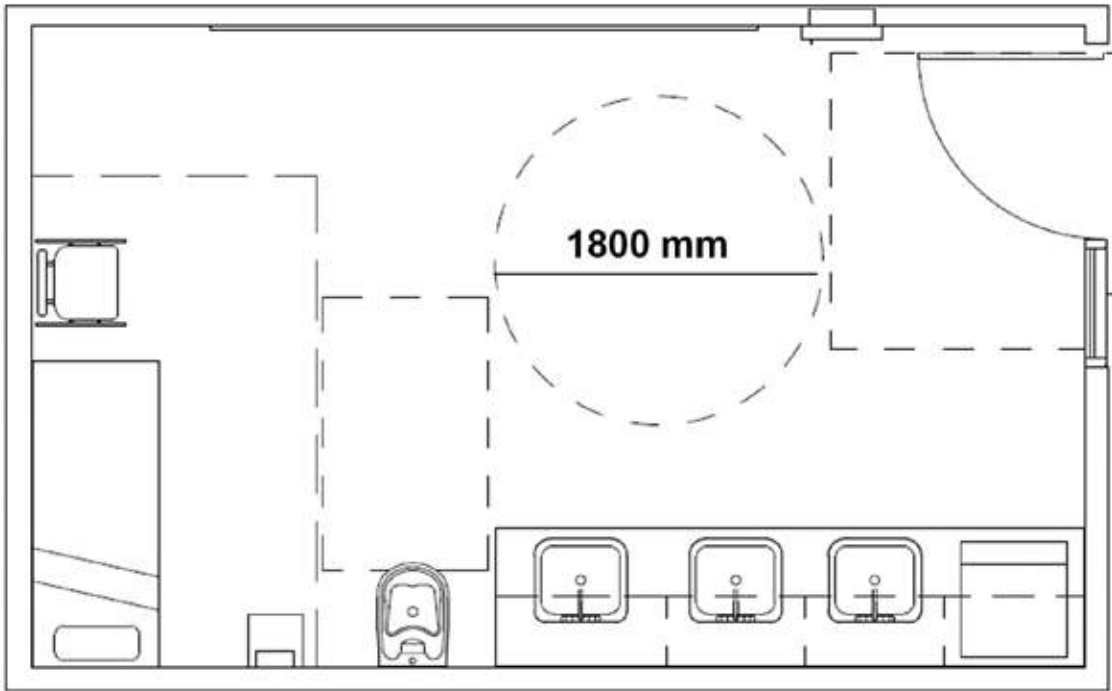
Sample Standard Plan View of Common Shared Wellness/First Aid Room
Note: Room layout is for illustrations purposes only. Size, location and architectural details will vary from project to project.

4.10.6 Common Shared Wellness/First Aid Room

A dedicated space intended to promote relaxation, stress reduction, and self-care to support the physical and mental well-being of all OPS employees, As per the *Revised Regulations of Ontario (RRO) Reg1101: (First Aid Requirements)* a dedicated wellness/first aid room is required in buildings/complexes with 200 or more employees. The *Guideline on First Aid requirements in the OPS, October 2015* should also be referenced for required first aid kits and supplies (based on estimated maximum occupancy).

General Information

Recommended Size:
Size varies according to building and project

Occupancy:
1-3-person

Accessibility Requirements:
» AODA / OBC compliant
» A wheelchair, by regulation, is not required however, it may be useful to have one for situations where it is difficult for an employee to reach the first aid room due to injury or illness

Architectural Requirements:
Entry door to have a power door operator and be lockable and accessible by an access card, to be determined by project

Location:
Near washrooms and centrally located and accessible to all people within the building

Infrastructure

» Phone or safety/security alarm (visual and audible), dependent on emergency management protocol in the building
» Dimmable lighting is not required by regulation; however, it may be useful to have for situations where people are light sensitive

Furniture Requirements

» All required furnishings and equipment of a First Aid Room will be provided as per RRO. Reg. 1101 (First Aid Requirements)
» Grab/rail bars are not required by regulation; however, it may be useful to have them for situations where people require assistance in transferring to the bed

Sample Isometric view of Common Single-User Quiet Room with Ablution
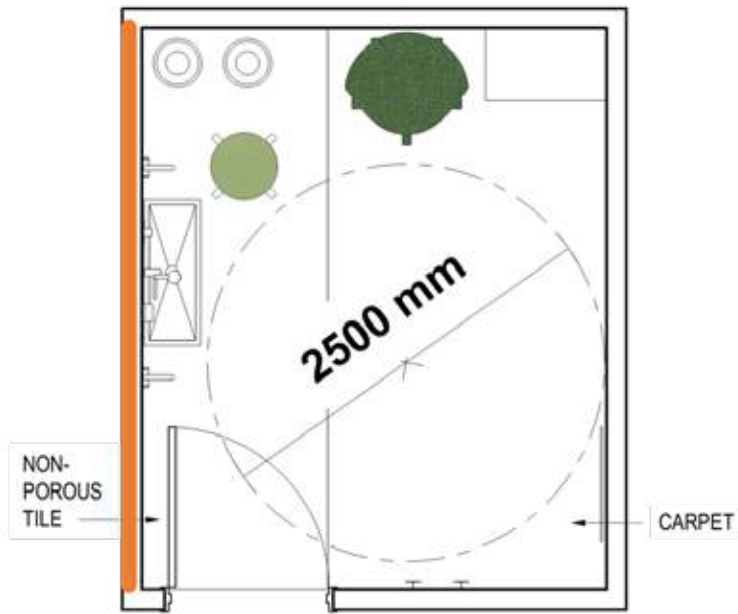
Sample Standard Plan View of Common Single-User Quiet Room with Ablution

Note: Room layouts are for illustrations purposes only. Size, location and architectural details will vary from project to project.

*OPS Guidelines for Accessible Quiet Room, on InsideOPS Resources: QiblaFinder and QiblaFinder Support

—— *Wall to receive ceramic wall tile*

4.10.7 Common Shared Single-User Quiet Room with Ablution Station

An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.*

General Information

Recommended Size:
Maximum 10'-0" x 12'-0" (120 USF)
Size varies according to site and project

Occupancy:
1-person; varies according to size and orientation of room

Accessibility Requirements:
» AODA / OBC compliant
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» A square or rectangular room that is entered from the south-west. This maximizes the space available for Muslim prayer, which is performed facing the north-east*
» Acoustic properties to reduce the noise transmission from outside of the room and from within
» Ablution area to receive Greenboard drywall, and ceramic wall and floor tiles
» Floor surfaces shall be slip-resistant, resilient, durable material; typically carpet but can also be resilient flooring
» Lighting controls (dimmable) and occupancy sensors (where possible)
» Signage on walls showing orientation/direction

Ambience:
» Quiet, neutral colours, soft lighting, and simple abstract designs to set mood that supports meditation, reflection and prayer*
» Avoid images showing people or animals, patterns are acceptable

Location:
» A central, quiet location that all users can enter with their regular access cards, for easy access and users' safety*
» If possible, direct access to natural light, without compromising privacy
» Near washrooms as washing before prayers is required by some religions* (ensuring physical separation from washrooms)
» Avoid washrooms in the direction of Qibla (north-east)

Infrastructure

Phone or safety/security alarm (visual and audible) for summoning emergency help*, dependent on building's emergency management protocols

Ablution Station Area:
» Water basin for ablution
» Hand-held manual faucet with hose, not automatic
» Low-flow fixtures (3 litres per minute or less)
» Paper towel dispenser, soap dispenser
» Fold-down grab bars

Furniture Requirements

» 1x Waste and recycling
» 1x Closed storage cabinet to house mats, books and literature
» 1x Tackboard (10'-0" x 4'-0"), optional
» 1x Mirror, not to be in the direction of prayer, optional
» 1x Lounge chair on castors
» 1x Stool (stackable)
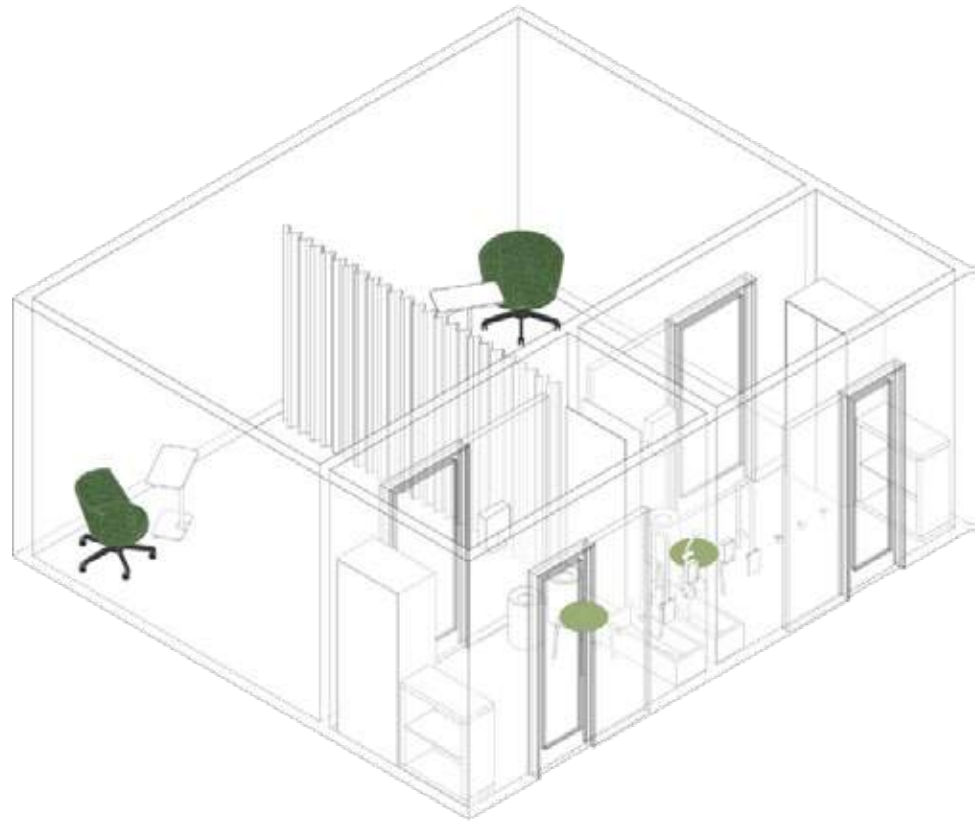
Sample Isometric view of Common Multi-User Quiet Room with ablution station
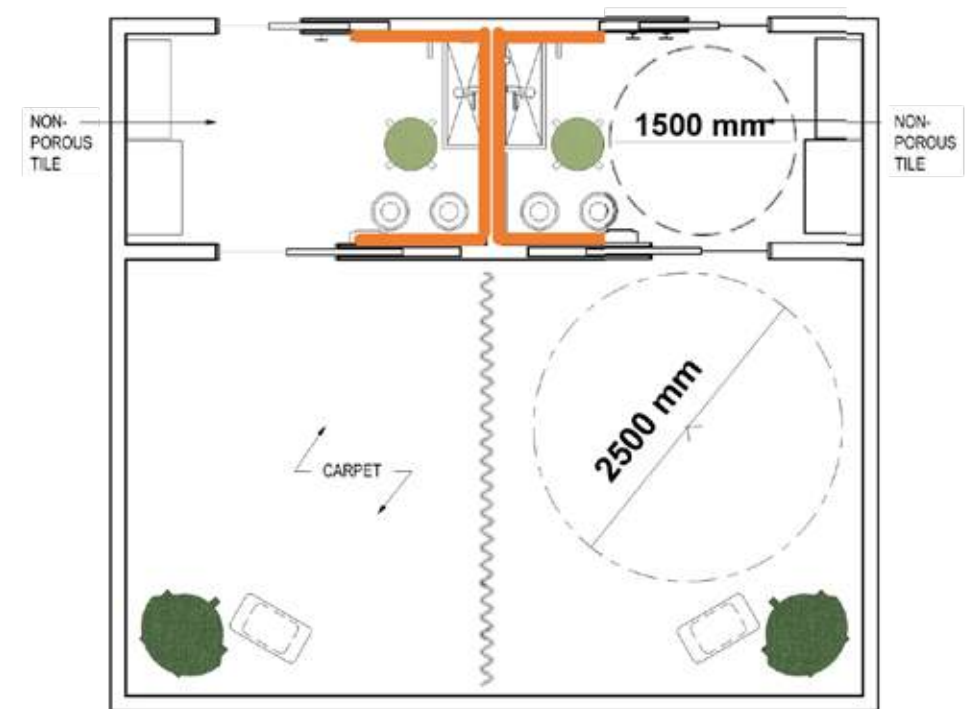
Sample Standard Plan View of Common Multi-User Quiet Room with ablution station

Note: Room layouts are for illustrations purposes only. Size, location and architectural details will vary from project to project.

*OPS Guidelines for Accessible Quiet Room, on InsideOPS Resources: QiblaFinder and QiblaFinder Support

—— **Wall to receive ceramic wall tile**

4.10.8 Common Shared Multi-User Quiet Room with Ablution Stations

An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.*

General Information

Recommended Size:
18'-0" x 20'-0" (345 USF)
Size varies according to site and project

Occupancy:
2 or more people; varies according to size and orientation of room

Accessibility Requirements:
» AODA / OBC compliant
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» A square or rectangular room that is entered from the south-west. This maximizes the space available for Muslim prayer, which is performed facing the north-east*
» Acoustic properties to reduce the noise transmission from outside of the room and from within
» Ablution area to receive Greenboard drywall, and ceramic wall and floor tiles
» Floor surfaces shall be slip-resistant, resilient, durable material; typically carpet but can also be resilient flooring
» Lighting controls (dimmable) and occupancy sensors (where possible)
» Signage on walls showing orientation/direction
» Ceiling mounted curtain track with opaque room dimming, fire-resistant commercial grade curtains to run full length of ceiling height

» Pocket door shall have clear width of 860mm when in open position

Ambience:
» Quiet, neutral colours, soft lighting, and simple abstract designs to set mood that supports meditation, reflection and prayer*
» Avoid images showing people or animals, patterns are acceptable

Location:
» A central, quiet location that all users can enter with their regular access cards, for easy access and users' safety*
» Near washrooms as washing before prayers is required by some religions* (ensuring physical separation from washrooms)
» Avoid washrooms in the direction of Qibla (north-east)
» If possible, direct access to natural light

Infrastructure

» Phone or safety/security alarm (visual and audible) for summoning emergency help*, dependent on building's emergency management protocols

Ablution Station Area:
» Water basin for ablution
» Hand-held manual faucet with hose, not automatic
» Low-flow fixtures (3 litres per minute or less)
» Paper towel dispenser, soap dispenser

Furniture Requirements

» 2x Closed storage cabinets to house mats, books and literature
» 2x Shoe racks
» 2x Tackboard (10'-0" x 4'-0"), optional
» 2x Waste and recycling bins
» 2x Mirror, not to be in the direction of prayer
» 2x Lounge chairs on castors
» 2x Small side table (foldable)
» 2x Stools (stackable)
» Privacy screen or curtain. If automatic (optional) add power controls

Sample Isometric view of Common Single-User Quiet Room
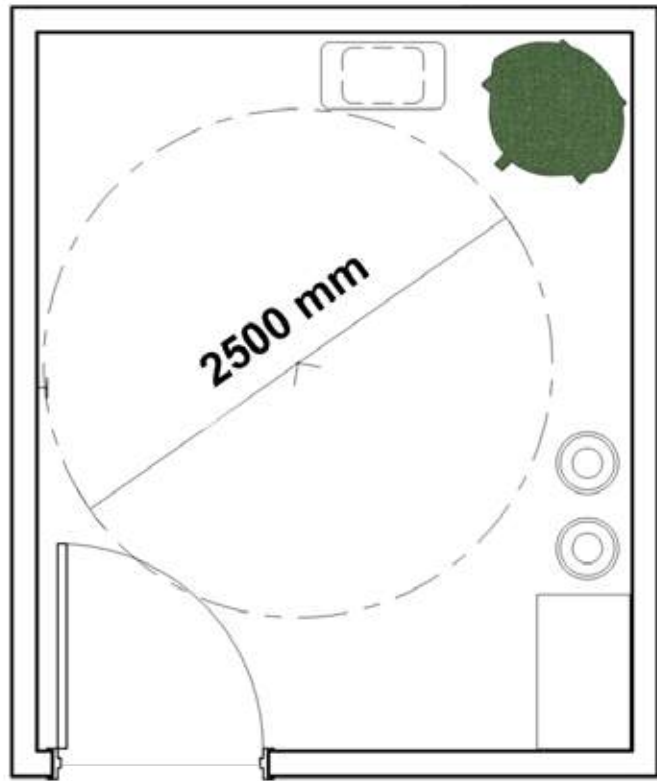
Sample Standard Plan View of Common Single-User Quiet Room

Note: Room layouts are for illustrations purposes only. Size, location and architectural details will vary from project to project.

*OPS Guidelines for Accessible Quiet Room, on InsideOPS Resources: QiblaFinder and QiblaFinder Support

4.10.9 Common Shared Single-User Quiet Room

An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.*

General Information

Recommended Size:
Maximum 10'-0" x 12'-0" (120 USF)
Size varies according to site and project

Occupancy:
1-person; varies according to size and orientation of room

Accessibility Requirements:
» AODA / OBC compliant
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» A square or rectangular room that is entered from the south-west. This maximizes the space available for Muslim prayer, which is performed facing the north-east *
» Acoustic properties to reduce the noise transmission from outside of the room and from within
» Floor surfaces typically carpet but can also be resilient flooring
» Lighting controls (dimmable) and occupancy sensors (where possible)
» Signage on walls showing orientation/direction

Ambience:
» Quiet, neutral colours, soft lighting, and simple abstract designs to set mood that supports meditation, reflection and prayer *
» Avoid images showing people or animals, patterns are acceptable

Location:
» A central, quiet location that all users can enter with their regular access cards, for easy access and users' safety*
» If possible, direct access to natural light, without compromising privacy
» Near washrooms as washing before prayers is required by some religions* (ensuring physical separation from washrooms)
» Avoid washrooms in the direction of Qibla (north-east)

Infrastructure

Phone or safety/security alarm (visual and audible) for summoning emergency help*, dependent on building's emergency management protocols

Furniture Requirements

» 1x Waste and recycling
» 1x Closed cabinets to house shoes, mats, books and literature
» 1x Tackboard (10'-0" x 4'-0"), optional
» 1x Lounge chair on castors
» 1x Small side table (foldable)
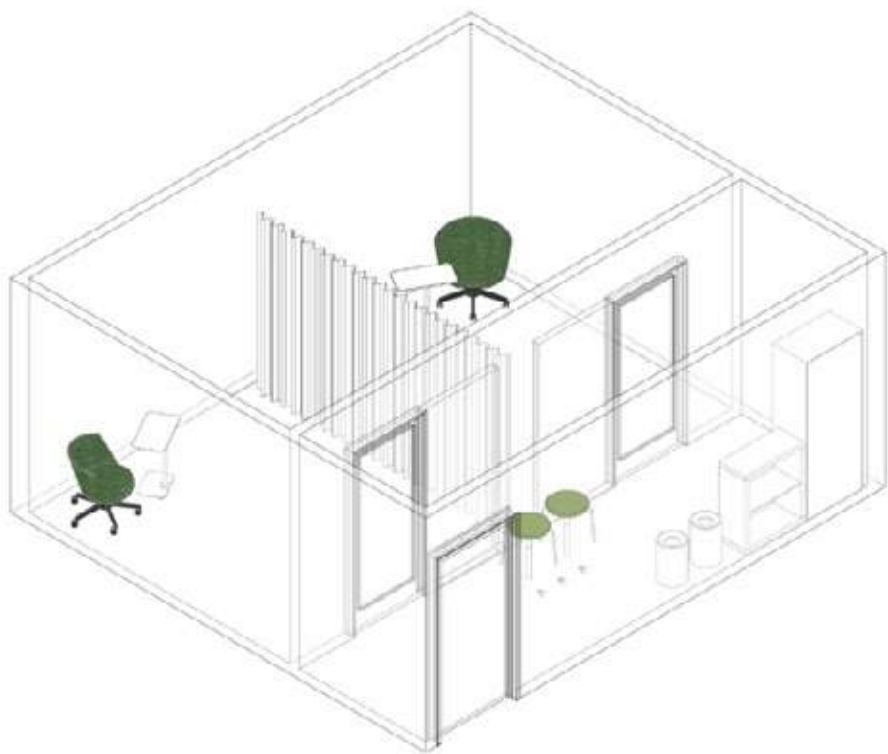
Isometric view of Common Multi-User Quiet Room

1500 mm

2500 mm
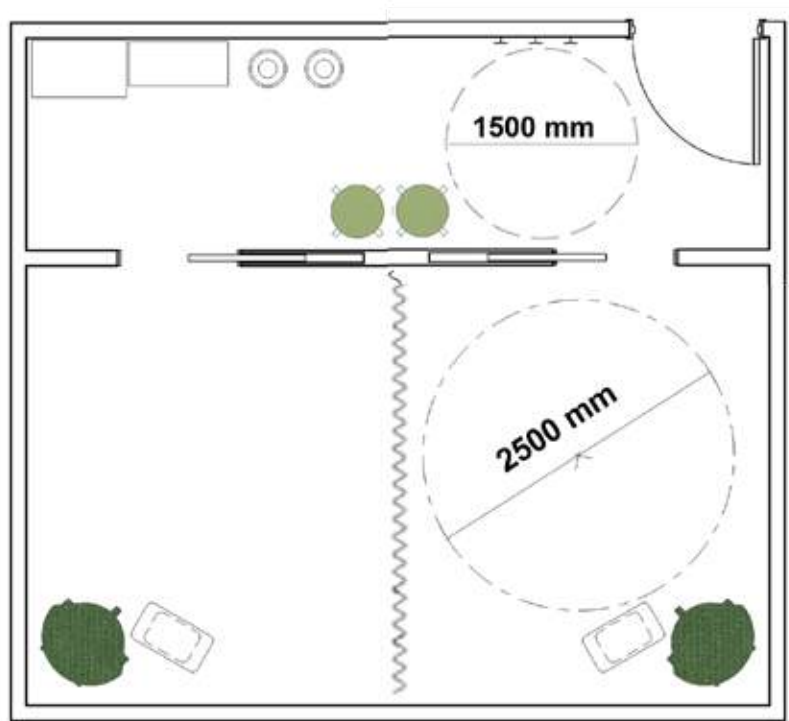
Sample Standard Plan View of Common Multi-User Quiet Room

Note: Room layouts are for illustrations purposes only. Size, location and architectural details will vary from project to project.

*OPS Guidelines for Accessible Quiet Room, on InsideOPS Resources: QiblaFinder and QiblaFinder Support

4.10.10 Common Shared Multi-User Quiet Room

An inclusive and comfortable space for all OPS employees to use in a quiet manner for reflection, contemplation, meditation or personal prayer during the workday.*

General Information

Recommended Size:
Maximum 18'-0" x 20'-0" (345 USF)
Size varies according to site and project

Occupancy:
2 or more people; varies according to size and orientation of room

Accessibility Requirements:
» AODA / OBC compliant
» Provide a clear 2500 mm turning circle

Architectural Requirements:
» A square or rectangular room that is entered from the south-west. This maximizes the space available for Muslim prayer, which is performed facing the north-east *
» Acoustic properties to reduce the noise transmission from outside of the room and from within
» Floor surfaces typically carpet but can also be resilient flooring
» Lighting controls (dimmable) and occupancy sensors (where possible)
» Signage on walls showing orientation/direction
» Ceiling mounted curtain track with opaque room dimming, fire-resistant commercial grade curtains to run full length of ceiling height
» Pocket door shall have clear width of 860mm when in open position

Ambience:
» Quiet, neutral colours, soft lighting, and simple abstract designs to set mood that supports meditation, reflection and prayer *
» Avoid images showing people or animals, patterns are acceptable

Location:
» A central, quiet location that all users can enter with their regular access cards, for easy access and users' safety *
» If possible, direct access to natural light, without compromising privacy
» Near washrooms as washing before prayers is required by some religions* (ensuring physical separation from washrooms)
» Avoid washrooms in the direction of Qibla (north-east)

Infrastructure

Phone or safety/security alarm (visual and audible) for summoning emergency help*, dependent on building's emergency management protocols

Furniture Requirements

» 1x Closed storage cabinet to house mats, books and literature
» 1x Shoe rack
» 1x Waste and recycling bins
» 1x Tackboard (10'-0" x 4'-0"), optional
» 2x Lounge chairs on castors
» 1x Small side tables (foldable)
» Privacy screen or curtain. If automatic (optional) add power controls
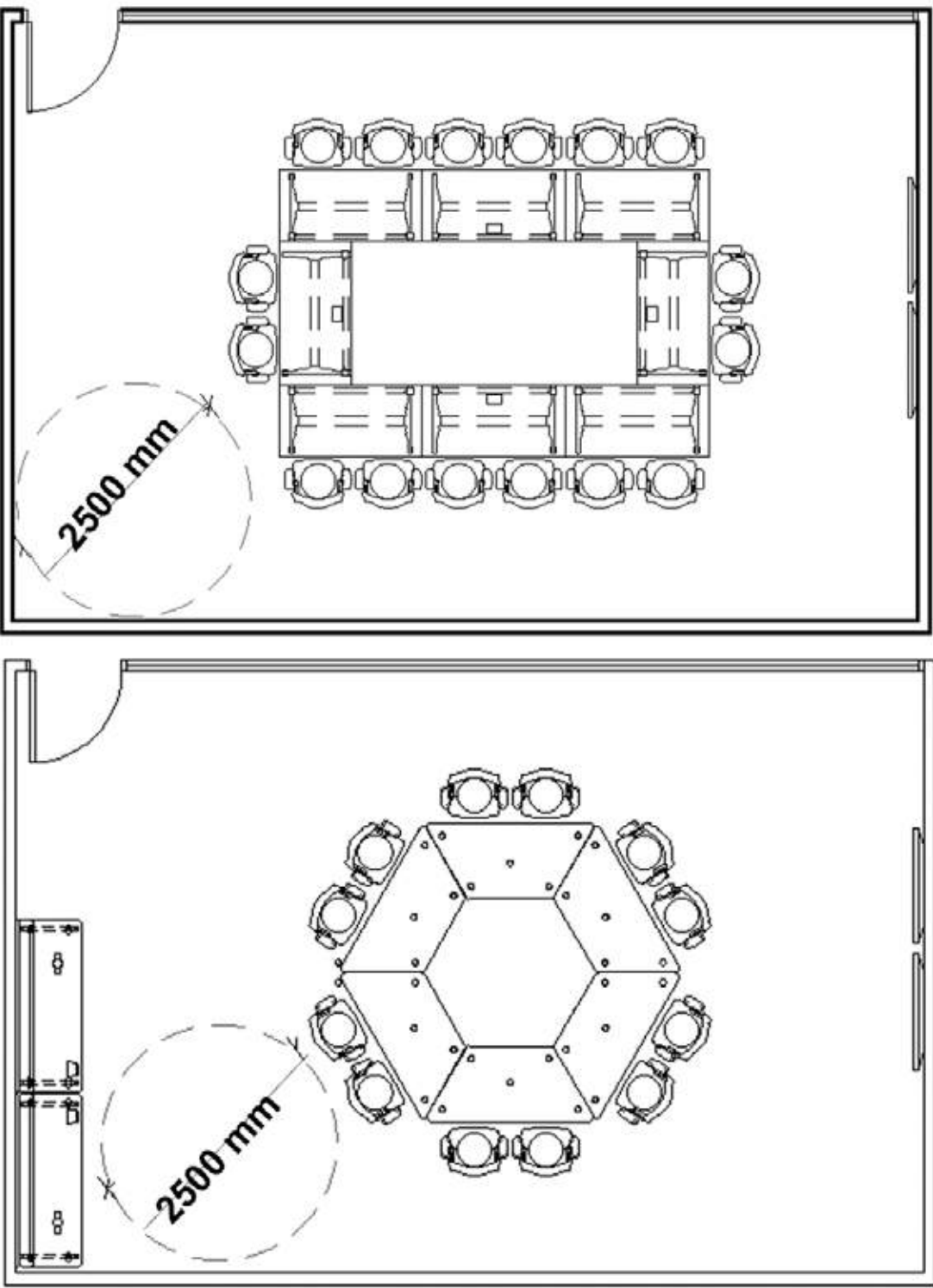
Sample Standard Plan View of Common Shared Ceremonial Room

Note: Room layouts are for illustrations purposes only. Size, location and architectural details will vary from project to project.

4.10.11 Common Shared Ceremonial Room

The Ceremonial room can be used to accommodate Indigenous and other Sacred Ceremonies, as well as meetings and training sessions. Inclusion of ceremonial rooms will be determined on a project-by-project basis.

General Information

Recommended Size:
Size varies according to building and project

Occupancy:
Varies according to size of room

Accessibility Requirements:
AODA /OBC compliant

Architectural Requirements:
» Entry door can have a power door operator and be accessible by an access card, which will be determined by project
» Non-tripping soft carpet
» Finishes shall have a flame spread rating commensurate with smudging ceremonies

Base Building Requirements:
» Upgraded HVAC, where feasible and as required, to support smudging ceremonies
» Heat detector(s), where feasible and as required, to support smudging ceremonies
» Changes dependent on base building capacity to support
» In lease buildings, prior approval and compliance with applicate laws and provisions of the Lease are required

Location:
» A central, quiet location that all users can enter with their regular access cards, for easy access and users' safety
» If possible, located along the perimeter for ample access to daylight

Infrastructure

» Lighting control station with dimming control and pre-set buttons
» 2x Duplex receptacles in floor box to power table
» Phone or safety/security alarm (visual and audible), dependant on building's emergency management protocols
» Where feasible, access to sink to support water ceremonies, varies by building and project

IT/AV:
» Prepare rough-ins to receive display
» Potential to mount a camera and/or collaboration bar above or below the display
» Provide option for dual displays where space allows
» Prepare rough-ins to receive room booking panel
» Wi-fi throughout
» Infrastructure and furniture to enable the GOVTechON digital workplace strategy. Please reference GO-ITS 80 and applicable KOP furniture requirements for technology

Demountable Partition Door Frame:
Infrastructure (power/data) for future room booking hardware/system

Furniture Requirements

» Storage cabinet for sacred items and medicines
» Flip top meeting tables on lockable castors to allow for easy reconfiguration
» Electrical grommet with cable management tray below surface
» Meeting chairs on castors (quantity will depend on size of room)
» Lounge benches (optional depending on layout and size of room)
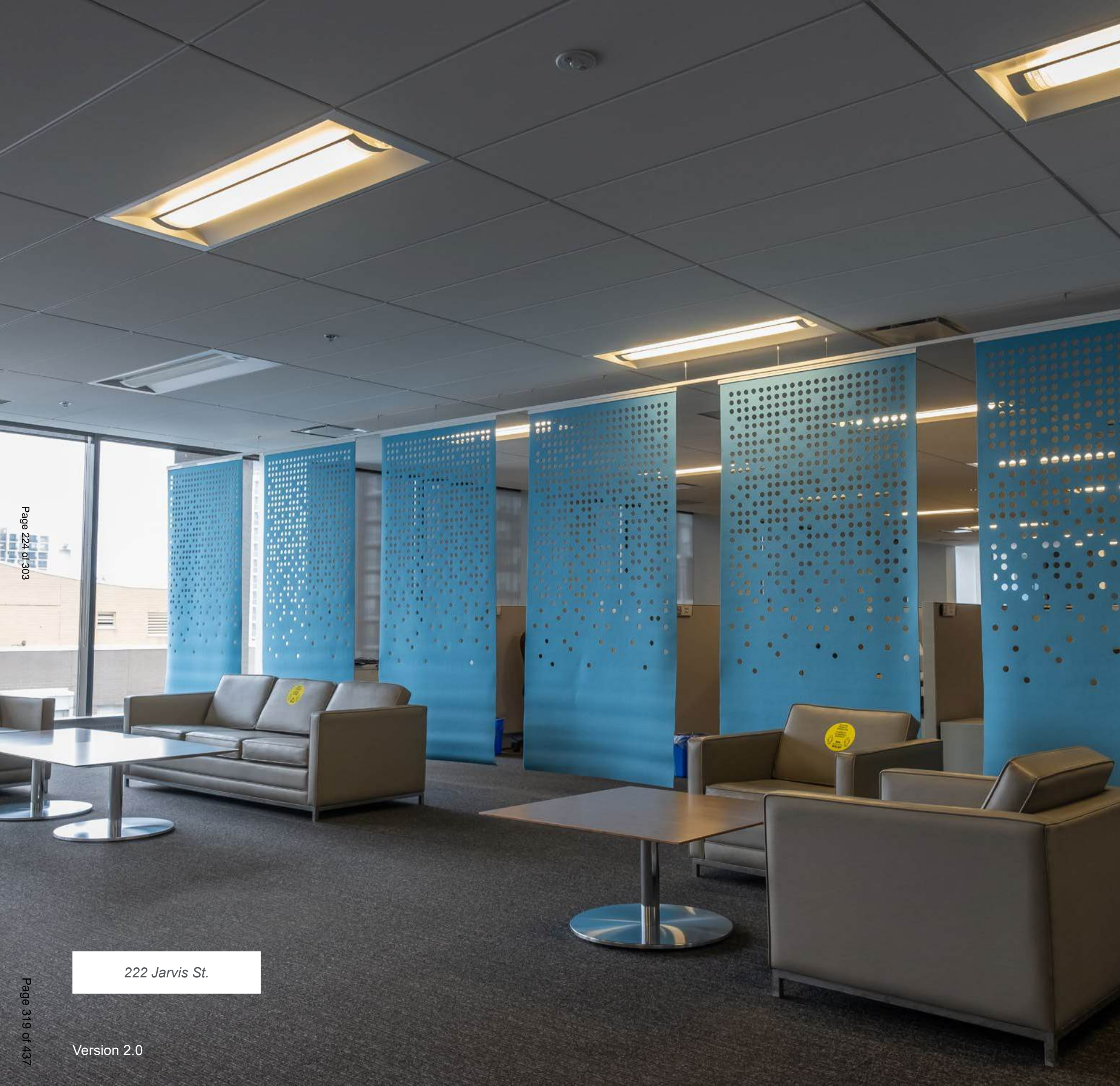
222 Jarvis St.

5.0.0 GLOSSARY

Accessibility

Accessibility is ensuring that people of all abilities have equitable and barrier-free access to physical spaces, products, programs and services, as well as employment opportunities. The term implies conscious planning, design and/or effort to make sure something is barrier-free to persons with disabilities.

Activity-based Working (ABW)

This is a new way of working that recognizes that employees perform a variety of activities throughout the day, such as focusing, collaborating, learning and gathering. ABW environments are characterized as having most employees in unassigned seating.

Adjacency Principles

Refers to the practice of grouping areas or spaces that are frequently used together or have a logical connection, to promote efficiency and functionality. For example, a workspace and alternative workspace, whether enclosed or open, must have adjacency principles that address ergonomics, acoustics and lighting.

All Gender Washroom Signage

Provides a visual to indicate a safe, welcoming and inclusive environment for all users, regardless of their gender, identity or abilities. As part of recognizing an individual's right to use the washroom that corresponds to their gender identity and/or gender expression, all gender washroom signage is required for all OPS owned and leased office accommodation space that is internal to the OPS. This includes single use universal washrooms and newly constructed/reconstructed multi-stall gendered washrooms.

Alternative Workspaces

An open or enclosed space where employees conduct work either individually or in a group setting that is not an office or a workstation. Some alternative workspaces have the technology to support both virtual and in-person collaboration. Examples include 60-minute rooms, meeting rooms, break-out rooms, working lounges/lunchrooms, collaboration spaces, etc.

Anthropometrics

The systematic collection and collation of measurements of the human body in order to establish averages and variations in height and shape. The use of anthropometrics in building design aims to ensure that every person is as comfortable as possible, which means that the dimensions must be

appropriate, ceilings high enough, doorways and hallways wide enough, etc.

Barrier-Free

The building and its facilities can be approached, entered and used by persons with disabilities.

Disability Employment Accommodation

An individualized process by which the employer prevents, removes, or mitigates barriers in the workplace to enable a person with a disability to participate equally in all aspects of recruitment and the employment lifecycle, provided that it can be done without undue hardship for the employer. Undue hardship is defined by the Ontario Human Rights Code to include cost, outside sources of funding and health and safety considerations only.

GovTechON Digital Workplace Strategy

A strategy that equips the OPS with digital tools and service options, on modernized IT infrastructure. This enables the opportunity for a consistent experience with added flexibility in how we work in the office, while ensuring data and systems are protected.

Guiding Principles

Key concepts that inform and drive workplace strategy for planning office reorganization, relocation and/or the transition to activity-based working.

Inclusive Design

Considers the full range of human diversity concerning ability, language, culture, gender, age and other forms of human difference.

Modularity

A design approach that provides an organization with the ability to accommodate changing business objectives and to quickly scale up or down while saving time and money.

Neighbourhoods

Designated areas within the workplace that include various space types from the Kit of Parts (e.g. offices, workspaces, 60-minute rooms, breakout rooms, intersections, etc.) that are adjacent to each other and support activity-based working. Depending on the size of the space there may be multiple neighborhoods on a floor. Neighborhoods can also be designated for team

members in a Division or Branch to easily find one another.

Ontario's Reality Directive

Applies to both government-owned facilities and space leased from third-party property owners. Within the Realty Directive, the Office Accommodation Space standard is up to 180 Rentable Square Feet (RSF) or 160 Useable Square Feet (USF) per workspace and a minimum sharing ratio of 1.3 staff persons per workspace which applies to all newly acquired and renovated office accommodations.

Rentable Square Feet

The space used to calculate rental payments. This includes the tenant's useable area and its proportionate share of floor common area and building common area, less any major vertical penetrations.

Sharing ratio

The number of employees per workspace.

Support Spaces

Spaces beyond workspaces and alternative workspaces that are needed for office function, such as print/copy area, storage and filing areas/rooms, reception/welcome center, etc.

Turning Circle

A circular space that allows an individual using a mobile device to make a 360-degree turn.

Universal Design

Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Universal Washroom

Also known as an accessible washroom, is a washroom that can be used by anyone with any ability. These washrooms are designed to be inclusive and accommodate the needs of a diverse range of individuals, including those who require assistive devices or have mobility impairments. Universal washrooms typically include features such as but not limited to grab bars, ample floor space and accessible fixtures. The goal is to provide a safe, welcoming and inclusive

environment for all users, regardless of their gender, identity or abilities.

Useable Square Feet

The amount of space within a building suitable for occupancy and use, after subtracting non-usable areas such as corridors, mechanical rooms and other non-occupiable spaces.

Work Settings

Any space within an office environment that supports the work of employees on an individual and shared basis (i.e. includes all workspaces, alternative workspaces and support spaces within a workplace).

Workplace

A physical location where people go to work, an office environment located within a building.

Workspaces

An office or workstation that provides a base for activity-based working.

ACKNOWLEDGEMENTS

The content of this document was developed by the Office Optimization Division at the Ministry of Infrastructure, in partnership with Infrastructure Ontario.

We would like to acknowledge all our partners who have provided their expertise, advice, and input into this document.

CO – Corporate Planning and Services Division

TBS – Employee Relations and Negotiations Division

SOLGEN – Office of the Provincial Security Advisor

MOI – Realty Division

Indigenous Affairs Ontario (IAO) - Indigenous Relations and Programs Division

TBS – People and Culture Division

MCM - Heritage, Tourism and Culture Division

MPBSD – Infrastructure Technology Services

MPBSD – Information, Privacy and Archives

OPS Employee Networks

CONTACT INFORMATION

Thank you for your interest in the OMOS. Please direct any enquires or questions
via the OPS Office Space Intake Form.

Version	Date	Comments
Version 1.0	March 2023	» First iteration of the office design standards for OPS office spaces which will be updated in six months and then annually.
Version 2.0	December 2023	» The "About this Document" section has been updated to reflect the recent updates. » A section on common shared spaces has been added to Key Planning Considerations and the KOP, which now includes design elements for the wellness/first aid rooms, quiet rooms and ceremonial rooms. » A section on a common OPS colour strategy has been added to the Key Planning Considerations section and the iconic nature color scheme has been incorporated into the KOP. » Minor edits incorporated into the accessibility space standards section of the KOP to clarify language.

Second iteration of the office design standards for OPS offices spaces, which will be updated annually.

To:	Mayor Evans and Members of Council
From:	Tim Leitch, Director of Public Works Public Works Department
Prepared By:	Tim Leitch, Director of Public Works Public Works Department
Report Number:	PWR-004-24
Meeting Date:	21 Feb 2024
Subject:	**Township of Tiny Administrative Centre Project Charter** Our File No:

Recommendation

THAT Public Works Report PWR-004-24 regarding Township of Tiny Administrative Centre Project Charter be received;

AND THAT Council approves and adopts the revised Township of Tiny Administrative Centre Project Charter.

Background/Analysis

The Township of Tiny's 2022-2026 Council has revitalized the Township of Tiny Administrative Centre Committee to plan for and construct our new Administrative Centre. This Committee was re-formed in early 2023 and will remain in place for the duration of the project.

The new Committee has revised the previous Charter to reflect staffing and elected official changes as well as the revised name of the Committee. The attached Charter (Appendix 1) was developed to ensure that the project of a new Township of Tiny Administrative Centre process is documented with objectives and roles clearly defined. The intent of the charter is to ensure that the Committee, Council, Staff and the public know the process, and that steps and responsibilities are defined. This will also ensure that transparency and efficiencies are obtained throughout the entire process.

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

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

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

Reviewed By Other Departments
Committee Members

Options/Alternatives
Option #1

Approve and adopt the Township of Tiny Administrative Centre Project Charter.

Financial Implications
Option #1

There are no financial implications associated with this item.

Relationship to Strategic Plan
- Sustainable Long Term Fiscal Management
- Infrastructure Revitalization
- Environment and Public Land Management
- Organizational and Corporate Development

Conclusion
Public Works Report PWR-004-24 regarding Township of Tiny Administrative Centre Project Charter be received and that Council approves and adopts the Township of Tiny Administrative Centre Project Charter .

Appendices
PWR-004-24 Appendix 1 Township of Tiny Administrative Centre Project Charter

Haley Leblond, Director of   Approved - 08 Feb 2024
Corporate Services/Deputy CAO
Robert Lamb, Chief Administrative   Approved - 09 Feb 2024
Officer

Purpose

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

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

Scope of the Project:

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

Mission Statement:

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

Township of Tiny Administrative Centre Committee:

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

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

The Committee is made up of the following members and roles as of February 2023:

David Evans
Mayor
Council Representative

Steffen Walma
Councillor
Chair

Robert Lamb
Chief Administrative Officer
Vice Chair

Haley Leblond
Director of Corporate Services/Deputy CAO

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

Sue Walton
Director of Legislative Services/Clerk

Jean-Francois Robitaille, P Eng.
Engineering Manager

Misty Everson
Executive Assistant to the CAO, Mayor and Council
Recording Secretary (Non-voting member)

Committee Roles and Responsibilities:

Chair

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

Vice Chair

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

Staff Project Manager

The Staff Project Manager will be the lead on the construction project and be the point of contact between the consultant, the contractor, and the committee. The staff resource will

lead/manage the schedules, activities, contractor(s), consultant(s), construction budget, tenders, and internal/external communications; attend construction meetings; perform site reviews; and report progress at the Committee meetings.

Committee Members

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

Consultants

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

Communications:

Council

Council will be provided updates via committee minutes on the project status and will be responsible to update the Public through Council meetings or to direct Staff to issue communication with the public through Tiny Connect, web page, Facebook, etc.. Minutes and associated updates will be submitted following the occurrence of a committee meeting at the next following Regular Council Meeting.

Meetings

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

Public

The Public will be informed via Council through Council meetings, Tiny Connect, web page, social media, etc. as directed by Council. Through Council, the Project Manager will be the central contact for public questions. The Project Manager will copy the office of the CAO on all responses to the public as well as keep a record of all communications which will be shared with the Committee on a regular basis. The Committee may decide to have a Public Open House(s) for this project to keep the Public informed.

Team/Committee

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

Contractor

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

Consultants

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

Meetings:

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

Documentation:

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

Township of Tiny Administrative Centre Charter

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

Committee Minutes

The minutes generated throughout this project are Public Documents. These minutes will set the project objectives, timing and actions for all involved. The minutes will be sent to all Committee members and copied to the balance of Council members. Committee minutes will

also reflect Consultant and Construction meeting minutes. The Committee minutes will have an attachment that identifies actions and responsibilities with anticipated timing. This will be an ongoing list maintained throughout the project.

Consultant Reports

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

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

Council Agenda/Motions

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

Financial Reports/Budgets

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

Financial:

The Financial aspect of this project will require close scrutiny as this will be public money being spent to construct the Township of Tiny Administrative Centre. Various methods of funding will be reviewed and reported by the Director of Corporate Services/Deputy CAO. The final funding model will be a line item within the Committee Minutes.

The role of the Committee will be to ensure that the financial objectives and tracking is maintained. Any deviations will require Council approval. In addition, all financial recommendations will be developed by Staff/Committee and presented to Council for consideration and final approval based on the limits set within this charter. Budget performance will be monitored by using Change Order Tracking and internal tracking tools.

The Project Manager has delegated authority to make and execute operational decisions that do not require specific Council approval. They shall inform the CAO and Director of Corporate Services/Deputy CAO of such decisions.

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

Construction Approach:

The Committee has selected and agreed upon the Construction Manager at Risk model for the construction of the new Township of Tiny Administrative Centre. This model will have the Staff Project Manager as the single point contact between the Consultant, Construction Company, the Committee and other outside agencies as required by the project. All communications between these parties will be funnelled through the Staff Project Manager.

Decision Process:

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

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

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

Where consensus is not achieved in the committee, decisions will be taken based on the will of the majority of the members. Quorum must be present, in order to take a vote to come to a decision. A tie vote will be considered lost.

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

Levels of Authority:

All direction to the contractors and consultants must come through the Project Manager and be in writing.

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

- Modification or change orders up to a value of $20,000 can be approved at the discretion of the Project Manager and Director of Corporate Services/Deputy CAO in order to

ensure expediency. These modifications must be reported to the committee and to Council via Change Order Trackers.

- Modification or change orders of a value of $20,000 - $50,000 can be approved by a majority vote by the Committee and be reported to Council within the Contingency Allowance. The Project Manager has the ability to call an emergency meeting should the item require approval based on potential project delays.

- Any modifications or change orders of a value greater than $50,000 must be approved by Council as recommended by the committee.

Acknowledgement/Sign Off:

Dated: <u>January 15, 2024</u>

_____

Mayor David Evans
Council Representative

_____

Councillor Steffen Walma
Committee Chair

_____

Robert Lamb, Chief Administrative Officer
Committee Vice Chair

_____

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

_____

Haley Leblond, Director of Corporate Services/Deputy CAO
Committee Member

_____

Sue Walton, Director of Legislative Services/Clerk
Committee Member

_____

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

_____

Misty Everson, Executive Assistant to the CAO, Mayor & Council
Recording Secretary (non-voting member)

![Township of Tiny logo]

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 Adjacement 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
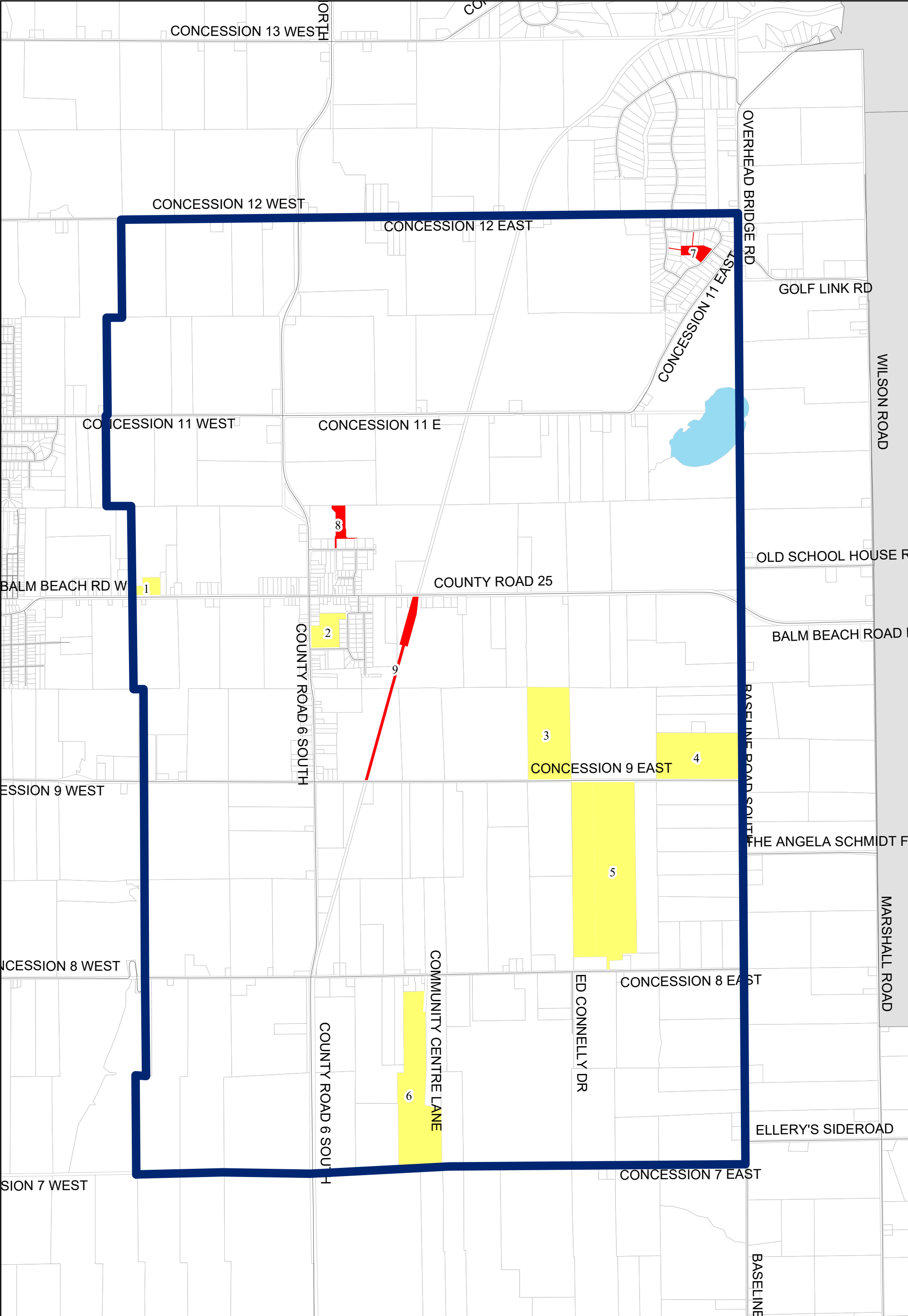
TOWNSHIP OF TINY

SCALE 1:25,000

0   0.25   0.5   1   1.5   2 km

SITE SELECTION DECISION MATRIX
TINY TOWNSHIP NEW ADMINISTRATIVE BUILDING
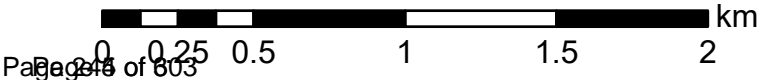
CRITERIA	Weight	SITE #1 Current Office (130 Balm Beach Rd W.)								SITE #2 Perkinsfield Park/St. Martyr Land (35 County Rd 6)								SITE #3 Public Works Complex (220 Concession 9E)								SITE #4 Public Works Pit (340 Concession 9E)								SITE #5 Water Complex & Adjacent Land (Frontage on Concession 9E)								SITE #6 Tiny Township Community Centre (91 Concession 8E)							
		M1	M2	M3	M4	M5	M6	M7	Avg	M1	M2	M3	M4	M5	M6	M7	Avg	M1	M2	M3	M4	M5	M6	M7	Avg	M1	M2	M3	M4	M5	M6	M7	Avg	M1	M2	M3	M4	M5	M6	M7	Avg	M1	M2	M3	M4	M5	M6	M7	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	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	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 no 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	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	7	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 desireable 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	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	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	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	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	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	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**

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-034-23
Meeting Date:	30 Aug 2023
Subject:	**Consulting Services for a New Municipal Building** Our File No: A19/43148/23

Recommendation

THAT Public Works Report PWR-034-23 regarding consulting services for the new municipal building be received;

AND THAT Council directs the Building Needs Assessment Committee to proceed with a Construction Manager at Risk approach rather than Design-Build for the new facility;

AND THAT Council directs the Building Needs Assessment committee to proceed with Phase 1 of the proposal from Lett Architects.

Background/Analysis

As detailed in Public Works Report PWR-033-23, earlier in 2023 the Building Needs Assessment Committee (BNAC) was reconvened. Prior to being paused, the last direction it had received from Council was through approved recommendation 61/20 which instructed staff to look at the "Owner's Statement of Requirements", among other items. This document would be used as part of the Design-Build construction contract methodology which the BNAC had gotten approval from Council to pursue through approved recommendation 284/19. However, there has been significant staffing and changes in Council since 2020 which impacted the makeup of the BNAC.

Construction Manager at Risk Methodology

The newly reformed members of the BNAC met with the procurement team at the County of Simcoe. This team deals with multi-million dollar construction projects on a regular basis and have used several different construction contract methodologies. Based on their experience they were moving away from Design-Build and the traditional Design-Bid-Build and started using Construction Manager at Risk.This has become a more common method over the past few years. They find that the traditional Design-Bid-Build methodology creates too much friction between parties and the Design-Build methodology created too much variation between what they had envisioned and what was actually delivered at the end of the project.

In the Construction Manager at Risk model an architect and consulting team is hired independently from the contractor, similarly to the traditional Design-Bid-Build method. However rather than a General Contractor, a Construction Manager is hired to do the construction. The Construction

Manager is brought on much earlier in the process than a General Contractor would be and provides input on the constructability of the design as it progresses as well as cost estimates. They are paid a lump sum rather than making profit on the actual construction. That way they are incentivized to ensure that construction documents are accurate and the project runs smoothly which isn't always true of the traditional methods. The owner is also privy to all the pricing they receive from subcontractors. Overall it is a much more open and collaborative process. The BNAC would like to proceed with this methodology rather than Design-Build.

Hiring of a consulting team

The BNAC is at a point where to move the project along any further a consultant is needed. In order to get pricing on such services, the committee put out a request for proposal for a consultant with the following scope of work:

- Phase 1: work with the Township to develop a new building program for the new facility, consult with staff and Council to determine the requirements of the new building, provide direction and advice to the BNAC, solicit public input on the new facility at a Public Information Session, and the preparation of schematic design for the new facility and site.
- Phase 2: Provide detailed design for the new building and act as the prime consultant carrying a team of standard sub consultants (mechanical, electrical, structural, civil, landscaping, energy modelling, and interior design), aiding the Township in hiring a Construction Manager, applying for all permits required, acting as contract administrator during construction, reviewing and monitoring construction, and assisting in furniture and equipment layout in the completed building, among other tasks.

The proponents were asked to submit packages detailing their company profiles, their approach to the design and completion of this project, a list of their experience with similar buildings, a list of references, a flat fee proposal to complete the work included in phase 1, and a percentage fee proposal to complete the work in phase 2 at the discretion of the Township.

At the time the Request for Proposals closed on June 29th 2023, twelve proposals had been received. A committee of four members of staff reviewed the proposals based on the following criteria and weighting:

CRITERIA	AVAILABLE SCORE
Company Profile	10
Experience	25
Project Approach	20
References	15
Pricing Proposal - Phase 1	10
Pricing Proposal - Phase 2	20
Total	**100**

The pricing proposals were scored based on the formula below:

(Lowest Proposal Price Among All Proponents ÷ Proponent's Price) x Available Score

After evaluating all criteria save for the references, there were four clear front runners. Therefore only the references of the top four proponents were contacted. The following table lists the final scoring of the proposals received:

PROPONENT	OVERALL SCORE	PRICING PHASE 1	PRICING PHASE 2
Lett Architects	89.89	$78,125	5.63%
McCallum Sather	89.64	$70,212	5.78%
+VG Architects	88.99	$49,600	6.28%
Salter Pilon	85.32	$127,300	5.71%
Ted Handy & Associates	80.03*	$142,475	8.90%
ATA Architects	79.04*	$139,000	6.75%
Mcknight Charron Limited	77.16*	$87,000	9.80%
PAA, IHD, and Quantum	74.59*	$109,950	7.13%
Raw Design Inc.	70.58*	$154,750	7.91%
Thinkform Architecture	65.00*	$36,240	N/A**
Arise Architects	58.20*	$211,275	11%
V.A. Architect	55.83*	$75,000	N/A**

* References were not checked - provided full score of 15 for this criteria
** Did not provide a percentage fee for Phase 2

Reviewed By Other Departments
Not applicable.

Options/Alternatives
Option 1:

Instruct the Building Needs Assessment Committee to proceed with the Construction Manager at Risk methodology and to retain the services of the highest scoring proponent, Lett Architects for the the scope of work included in Phase 1 of their proposal. The advantages of this firm are that they have a significant amount of municipal experience, they are located within the County of Simcoe, they come highly recommended from their references, they are environmentally focused, and they have the lowest proposed fee for Phase 2 should the Township move forward with the project.

Option 2:

Instruct the Building Needs Assessment Committee to proceed with the Construction Manager at Risk methodology and to retain the services of the second highest scoring proponent, McCallum Sather Associates for the the scope of work included in Phase 1 of their proposal. The advantages of this firm are that they have a very strong environmental focus which the BNAC believes is important to consider for this project, they would include a Net Zero Energy and Carbon study as part of their base proposal, they come highly recommended from their references, their proposed fee for phase 1 is

lower than Lett, and they have the third lowest proposed fee for Phase 2 should the Township move forward with the project.

Financial Implications
There is currently no capital budget for this item. To proceed with either Option 1 or Option 2, funds would be drawn from Capital Reserves to pay for billing in 2023. A budget for the project will be included in the 2024 Budget should we move forward.

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 the Construction Manager at Risk methodology and Phase 1 of the proposal from Lett Architects.

Tim Leitch, Director of Public Works	Approved - 18 Aug 2023
Haley Leblond, Director of Corporate Services/Deputy CAO	Approved - 18 Aug 2023
Robert Lamb, Chief Administrative Officer	Approved - 18 Aug 2023

Option 1 - Construct a New Facility on Concession 9 East to house all staff except PW operations

FCM Grant and Loan only applicable if the EXPECTED OUTPUT is a capital project that constructs a new, low-carbon municipally owned building.

Table 1 - Project Costs and Financing

Project Phase	Budget/Estimated Costs		Instrument	Amount		Notes
Consulting and Design	$	463,000	Captial Reserve (2023 In-year)	$	63,000	
Construction: Building	$	17,500,000	Tax Dollars (2024 Budget)	$	400,000	
Inside costs (furniture, fixtures etc) 15%	$	2,625,000	Potential Grant ($200k)	-$	200,000	Note 1
Ground work/Net Zero objectives	$	3,500,000	Net Sale of Exisiting Admin Building (need appraisal)	-$	2,000,000	Note 2
5% Contingency (Construction/ Groundwork)	$	1,050,000	FCM Grant (15% of max $10m)	-$	1,500,000	Note 3
Grant studies and work (esimate $80-$100k)-note 3	$	100,000	FCM Loan (remainder of max $10m)	$	8,500,000	Note 4
HST unrecoverable	$	444,189	Infrastructure Ontario Debenture (balance)	$	13,482,189	Note 4
Total Project Costs	**$**	**25,682,189**	**Total Potential Grant & Sale Revenues**	**$**	**3,700,000**	
			Draft Financing Required (see Table 2 for details)	$	21,982,189	
			Total Revenues & Financing	$	25,682,189	

Table 2 - Financing Costs

					Estimated Total Costs (30 years)		
	Instrument		Estimated Annual Payments (P&I)		Total Principal	Total Interest	
Debenture TBD Infrastructure Ontario	$	13,482,189	$	840,057	$ 13,482,189	$ 11,719,534	Note 4
Loan TBD - FCM	$	8,500,000	$	529,624	$ 8,500,000	$ 7,388,714	Note 4
Total Financing	**$**	**21,982,189**	**$**	**1,369,681**	**$ 21,982,189**	**$ 19,108,247**	

Table 3 - Future Estimated Operating Budget Impact

2024 Base Budget - Tax Dollars raised	400,000	
2026 Base Budget -additional Tax Dollars to be raised	969,681	Note 5
	1,369,681	
Increase per $1 in Returned Roll Assessment based on the 2024 Assessment base ($4,425,794,971)	$ 0.00022	

Table 4 - Future effect on the average residential municipal tax bill

Average Residential Assessed Property ($350,000)	$350,000.00
2026 Tax Bill impact per average home	$76.68
2026 monthly Tax Bill impact per average home	**$6.39**

Note 1: upto 50% of eligible costs of a study for a design of a proposed new high efficiency building to a max of $200k (4 month approval process) - requires a pre-application and a full application approval

Note 2: Appraisal required- for illustration purposes, estimate $2m -assuming building is to be sold

Note 3: Maximum Grant Award - combined grant and loan up to $10m for up to 80% of eligible costs, grant 15% (assuming max available)- Unity can assist in the grant work and studies at a cost of $80-$100k and would take approx 2 months to complete - grant approval can take up to 6 months

Note 4: Estimated debenture (Amortizer) of $13.482m and $8.5M both at 4.71% for 30 year terms (subject to approval), no prepayments on debenture, both fully advanced Jan 1, 2026, monthly payments (note 2025 will require a construction loan which will convert to a debenture/loan once completed -rate TBD) For this illustration the annual payments/interest begin Jan 1, 2025.

Note 5: Additional tax dollars above the $400k built into base budget in 2024 ($1,369,681-$400,000) - depending on construction financing the full budget impact will not be seen until 2026

Option 2 - new addition on current admin. building and renovate current facility

FCM Grant and Loan available funding: Retrofit a municipal building or portfolio of municipal buildings for higher energy performance and significant GHG emissions reduction

Table 1 - Project Costs and Financing

Project Phase	Budget/Estimated Costs	Instrument	Amount	Notes
Consulting and Design	$ 463,000	Captial Reserve (2023 In-year)	$ 63,000	
Construction: Building	$ 14,000,000	Tax Dollars (2024 Budget)	$ 400,000	
Inside costs (furniture, fixtures etc) 15%	$ 2,100,000	Potential Grant ($65k)-Retrofit pathway	-$ 65,000	Note 1
Ground work/Net Zero objectives	$ 2,800,000	Potential Grant ($5k) for the application	-$ 5,000	Note 1
10% Contingency (Construction/ Groundwork)	$ 1,680,000	Potential Grant ($25k) for the project assessments	-$ 25,000	Note 1
Grant studies and work (esimate $80-$100k)-note 2	$ 100,000	FCM Grant (20% of max $10m)	-$ 2,000,000	Note 2
HST unrecoverable	$ 372,117	FCM Loan (remainder of max $10m)	$ 8,000,000	Note 3
Total Project Costs	**$ 21,515,117**	Infrastructure Ontario Debenture (balance)	$ 11,420,117	
		Total Potential Grant Revenues	**$ 2,095,000**	
		Draft Financing Required (see Table 2 for details)	**$ 19,420,117**	
		Total Revenues & Financing	**$ 21,515,117**	

Table 2 - Financing Costs

Instrument		Estimated Annual Payments (P&I)	Estimated Total Costs (30 years) Total Principal	Total Interest	
Debenture TBD Infrastructure Ontario	$ 11,420,117	$ 711,573	$ 11,420,117	$ 9,927,055	Note 3
Loan TBD - FCM	$ 8,000,000	498,469	$ 8,000,000	$ 6,954,085	Note 3
Total Financing	**$ 19,420,117**	**$ 1,210,042**	**$ 19,420,117**	**$ 16,881,140**	

Table 3 - Future Estimated Operating Budget Impact

2024 Base Budget - Tax Dollars raised	400,000	
2026 Base Budget -additional Tax Dollars to be raised	810,042	Note 4
	1,210,042	
Increase per $1 in Returned Roll Assessment based on the 2024 Assessment base ($4,425,794,971)	$ 0.00018	

Table 4 - Future effect on the average residential municipal tax bill

Average Residential Assessed Property ($350,000)	$350,000.00
2026 Tax Bill impact per average home	$64.06
2026 monthly Tax Bill impact per average home	**$5.34**

Note 1:Study: Retrofit pathway for municipal buildings - Available funding: Outline the design of a proposed retrofit of an existing municipal building or portfolio of existing municipal buildings. Grant for up to 50%* of eligible costs.
Up to a maximum of $65,000 for a single building, (4 month approval process) - requires a pre-application and a full application approval

Note 2: Maximum Grant Award - combined grant and loan up to $10m for up to 80% of eligible costs, grant 20% for retrofit projects (assuming max available) - Unity can assist in the grant work and studies at a cost of $80-$100k and would take approx 2 months to complete

Note 3: Estimated debenture (Amortizer) of $11.4m and $8.0M both at 4.71% for 30 year terms (subject to approval), no prepayments on debenture, both fully advanced Jan 1, 2026, monthly payments (note 2025 will require a construction loan which will convert to a debenture/loan once completed -rate TBD) For this illustration the annual payments/interest begin Jan 1, 2025.

Note 4: Additional tax dollars above the $400k built into base budget in 2024 ($1,210,042-$400,000) - depending on construction financing the full budget impact will not be seen until 2026

Option 3 -New facility at Conc. 9 E, second story on PW complex and Emergency services remains at Wyevale Fire Hall #2

FCM Grant and Loan only applicable if the EXPECTED OUTPUT is a capital project that constructs a new, low-carbon municipally owned building and second FCM Grant and Loan available funding for Retrofit of a municipal building or portfolio of municipal buildings for higher energy performance and significant GHG emissions reduction

<div style="background:#90D080">Note: Both FCM potential capital grants and funding are only available if projects are in separate fiscal years</div>

Table 1 - Project Costs and Financing

Project Phase	Budget/Estimated Costs	Instrument	Amount	Notes
Consulting and Design	$ 463,000	Captial Reserve (2023 In-year)	$ 63,000	
Construction: Building	$ 11,600,000	Tax Dollars (2024 Budget)	$ 400,000	
Inside costs (furniture, fixtures etc) 15%	$ 1,740,000	Potential Grant ($65k)-Retrofit pathway	-$ 65,000	Note 1
Ground work/Net Zero objectives	$ 2,800,000	Potential Grant ($200k) - new build study	-$ 200,000	Note 2
5% Contingency (Construction/ Groundwork)	$ 667,000	FCM Grant for retrofit (20% of project - max $10m)	-$ 748,000	Note 2
Reno on PW Building (2nd storey)	$ 3,400,000	FCM Grant for new build (15% of max $10m)	-$ 1,500,000	Note 2
10% Contingency on Reno (Construction/Groundwork)	$ 340,000	FCM Loan (remainder of max $10m)	$ 8,500,000	Note 3
Grant studies and work (esimate $80-$100k)-note 2	$ 100,000	Infrastructure Ontario Debenture (balance)	$ 10,468,536	Note 3
HST unrecoverable	$ 371,536	**Total Potential Grant Revenues**	**$ 2,513,000**	
Total Project Costs	**$ 21,481,536**	Draft Financing Required (see Table 2 for details)	18,968,536	
		Total Revenues & Financing	**$ 21,481,536**	

Table 2 - Financing Costs

			Estimated Total Costs (30 years)		
Instrument		Estimated Annual Payments (P&I)	Total Principal	Total Interest	
Debenture TBD Infrastructure Ontario	$ 10,468,536	$ 652,281	$ 10,468,536	$ 9,099,883	Note 3
Loan TBD - FCM	$ 8,500,000	$ 529,624	$ 8,500,000	$ 7,388,714	Note 3
Total Financing	**$ 18,968,536**	**$ 1,181,905**	**$ 18,968,536**	**$ 16,488,597**	

Table 3 - Future Estimated Operating Budget Impact

2024 Base Budget - Tax Dollars raised	400,000	
2026 Base Budget -additional Tax Dollars to be raised	781,905	Note 4
	1,181,905	
Increase per $1 in Returned Roll Assessment based on the 2024 Assessment base ($4,425,794,971)	$ 0.00018	

Table 4 - Future effect on the average residential municipal tax bill

Average Residential Assessed Property ($350,000)	$350,000.00
2026 Tax Bill impact per average home	$61.83
2026 monthly Tax Bill impact per average home	**$5.15**

Note 1:Study: Retrofit pathway for municipal buildings - Available funding: Outline the design of a proposed retrofit of an existing municipal building or portfolio of existing municipal buildings. Grant for up to 50%* of eligible costs. Up to a maximum of $65,000 for a single building, (4 month approval process) - requires a pre-application and a full application approva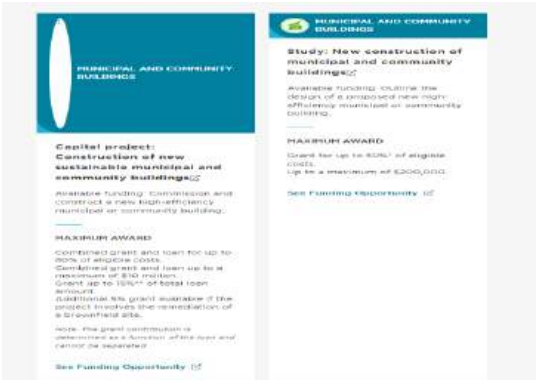l upto 50% of eligible costs of a study for a design of a proposed new high efficiency building to a max of $200k (4 month approval process) - requires a pre-application and a full application approval

Note 2: Maximum Grant Award - **New Build**- combined grant and loan up to $10m for up to 80% of eligible costs, grant 15% (assuming max available) - Unity can assist in the grant work and studies at a cost of $80-$100k and would take approx 2 months to complete, **Retrofit** -Maximum Grant Award - combined grant and loan up to $10m for up to 80% of eligible costs, grant 20% for retrofit projects - Unity can assist in the grant work and studies at a cost of $80-$100k and would take approx 2 months to complete

Note 3: Estimated debenture (Amortizer) of $11.4m and $8.5M both at 4.71% for 30 year terms (subject to approval), no prepayments on debenture, both fully advanced Jan 1, 2026, monthly payments (note 2025 will require a construction loan which will convert to a debenture/loan once completed -rate TBD) For this illustration the annual payments/interest begin Jan 1, 2025.

Note 4: Additional tax dollars above the $400k built into base budget in 2024 ($1,240,973-$400,000) - depending on construction financing the full budget impact will not be seen until 2026

TTAC Planning Summary

Item	Planning Comments	Required	Justification	Target Date
1	Planning Justification Report	YES	zoning compliance memo	completed with site plan
2	Environmental Impact Study	YES	Scoped to area of proposed development; extent of natural features & habitat to be confirmed to determine precise development envelope	spring/summer/fall 2024
3	Master Servicing Study/Servicing Options Report	N/A	not applicable	
4	Traffic Impact Study	YES	to determine what if any right-of way interventions are required to accommodate the anticipated traffic movement	2024
5	D-4 Landfill Study	N/A	not applicable	
6	Settlement Capability Study	N/A	not applicable	
7	Agricultural Impact Assessment and/or MDS calculation	N/A	not applicable	
8	Affordable Housing Report	N/A	not applicable	
9	Fisheries Impact Study	N/A	not applicable	
10	Marina Impact Study	N/A	not applicable	
11	Environmental Site Assessment	N/A	not applicable	
12	Wave Uprush Study/Coastal Engineering Study	N/A	not applicable	
13	Hydrogeological Study/Hydrology Study	YES	See point 21 below	
14	Stormwater Management Report	YES	Will determine how stormwater will be managed on site	2024
15	Growth Management Report	N/A	not applicable	
16	Wellhead Protection – Risk Assessment Report	N/A	not applicable	
17	Spray Analysis – Golf Courses	N/A	not applicable	
18	Flooding, Erosion, Slope Stability Reports	N/A	not applicable	
19	Noise and Vibration Impact Analysis	N/A	not applicable	
20	Odour, Dust and Nuisance Impact Analysis	N/A	not applicable	
21	Geotechnical/Soils Stability Report	YES	Township's existing report peer reviewed and updated as necessary	
22	Wind Study	N/A	not applicable	
23	Archaeological Assessment	YES	Phase 1 to be completed to determine if Phase 2 is required	spring 2024; Phase 2 (if required) summer 2024
24	Cultural Heritage Report and/or Heritage Impact Study	N/A	not applicable	
25	Scoped Water Budget	YES	This will be completed internally for capacity study.	2024
26	Parking Report/Analysis	YES	Part of the zoning compliance memo; In conjunction with needs defined of how many staff and public are anticipated to be parking at given times	2024

27	Shadow Analysis	N/A	not applicable	
28	Tree Inventory and Preservation Plan	YES	Completed by an Arborist once development envelope confirmed	2024
29	Urban Design Report	N/A	not applicable (building renderings to be provided through design process)	
30	Streetscape Study	N/A	not applicable	
31	Functional Servicing Report	YES	to determine septic design/location and municipal water servicing	2024
32	Illumination Study (lighting plan)	YES	part of site plan	2024
33	Servicing Feasibility Study	N/A	not applicable	
34	Market or Financial Impact Study	N/A	not applicable (financial analysis ongoing)	
35	Affordable Housing Report	N/A	not applicable	
36	Water Resource Management (WRM) Report	YES	Tatham/Tiny Water Department	30-Jun-24
37	Any additional information identified by the Township during preconsultation		TBD	TBD
38	Digital Plans, as applicable, including Draft Plans, Condominium Plans, Consent Plans, Site Plans and/or plans which visually depict	YES	TBD	TBD
39	Site Survey	YES	Phase 1 initiated - Overall site survey Phase 2 - Required when specific location identified for detailed topograpghical information	Phase 1 - May 30, 2024 Phase 2 - July 30, 2024
40	Appraisal - Current Municipal Office	YES	Initiated	20-Apr-24
41	Lot merger	YES	cancellation certificates registered with LRO	18-Mar-24

Community Uses

Shared Departmental Uses

Departmental Uses

Group D occupancy

COMMUNITY EVENT HALL

COUNCIL CHAMBERS
50' diameter

30' x 64'
community room

OUTDOOR TERRACE

Group A2 occupancy

PRELIMINARY

Unity

138 Simcoe Street
Peterborough Ontario K9H 2H5
t. 705.743.3311
e. studio@lett.ca

Administrative Space: 1640 m2 17,600 sq.ft.

Community Space: 1060 m2 11,400 sq.ft.

Ground floor area: 2700 m2 29,000 sq.ft.

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

TINY TOWNSHIP
ADMINISTRATION
BUILDING

PRELIMINARY BLOCK
PLANNING

CONCESSION 9 EAST
Perkinsfield, ON

2700 m2
29,000 sq.ft.

SCHEMATIC OPTION 1

1:150 metric
19 December 2023

A1

64 WORKSTATIONS
22 OFFICES, 1 PLAN room, 1 RECORDS ROOM
7 SMALL MEETING, 4 MEDIUM, 2 LARGE MEETING

1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX

PUBLIC: I UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER CLOSETS PER
MALES, 4 WATER CLOSETS PER FEMALES

○ Unity

Administrative Space: 1519 m2 16,390 sq.ft.
Community Space: 836 m2 9,000 sq.ft.

Ground floor area: 2355 m2 25,350 sq.ft.

138 Simcoe Street
Peterborough Ontario K9H 2H5

t. 705.743.3311
e. studio@lett.ca

Community Uses

Shared Departmental Uses

Departmental Uses

Group D occupancy

COMMUNITY EVENT HALL

COUNCIL CHAMBERS

42' x 46'

30' x 64'
community room

OUTDOOR TERRACE

Group A2 occupancy

56 WORKSTATIONS
21 OFFICES, 1 PLAN ROOM, 1 RECORDS ROOM
1 FAX / COPY / MAIL
4 SMALL MEETING, 4 MEDIUM, 1 LARGE MEETING

1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX

PUBLIC: 1 UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER
CLOSETS PER MALES, 4 WATER CLOSETS PER
FEMALES

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

TINY TOWNSHIP
ADMINISTRATION
BUILDING

PRELIMINARY BLOCK
PLANNING

CONCESSION 9 EAST
Perkinsfield, ON

2355 m2
25,350 sq.ft.

SCHEMATIC OPTION 2

1:150 metric
19 December 2023

A2

PRELIMINARY

○ Unity

Community Uses

Shared Departmental Uses

Departmental Uses

50' diameter

COUNCIL CHAMBERS

Group D occupancy

30' x 64'

PRELIMINARY

Group A2 occupancy

Community Space: 886 m2 9536 sq.ft.

Administrative Space: 1409 m2 15166 sq.ft.
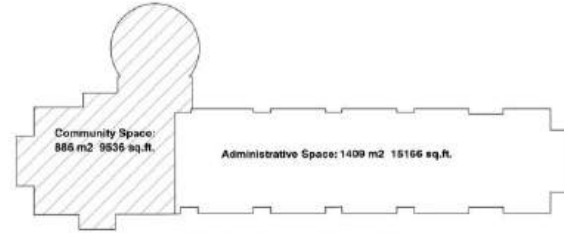
Ground floor area: 2295 m2   24,700 sq.ft.

138 Simcoe Street
Peterborough Ontario K9H 2H6

t. 705.743.3311
e. studio@iett.ca

56 WORKSTATIONS
22 OFFICES, 1 PLAN room, 1 RECORDS ROOM
2 SMALL MEETING, 5 MEDIUM, 1 LARGE MEETING
1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX

PUBLIC: I UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER CLOSETS PER
MALES, 4 WATER CLOSETS PER FEMALES

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

TINY TOWNSHIP
ADMINISTRATION
BUILDING

PRELIMINARY BLOCK
PLANNING

CONCESSION 9 EAST
Perkinsfield, ON

2295 m2
24,700 sq.ft.

SCHEMATIC OPTION 3

1:150 metric
19 December 2023

A3

PRELIMINARY

○ Unity

Community Uses

Shared Departmental Uses

Departmental Uses

FUTURE EXPANSION

Group D occupancy

COUNCIL CHAMBERS
60' x 64'

Group A2 occupancy

Community Space:
773 m2 · 8320 sq.ft.

Administrative Space: 1409 m2 · 15166 sq.ft.

Ground Floor Area: 2182 m2 · 23486 sq.ft.

138 Simcoe Street
Peterborough Ontario K9H 2H5

1. 705.743.3311
e. studio@lett.ca

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

TINY TOWNSHIP
ADMINISTRATION
BUILDING

PRELIMINARY BLOCK
PLANNING

CONCESSION 9 EAST
Perkinsfield, ON

2182 m2
23,486 sq.ft.

SCHEMATIC OPTION 4

19 December 2023

A4

56 WORKSTATIONS
22 OFFICES, 1 PLAN room, 1 RECORDS ROOM
2 SMALL MEETING, 5 MEDIUM, 1 LARGE MEETING
1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX

PUBLIC: I UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER CLOSETS PER
MALES, 4 WATER CLOSETS PER FEMALES

PRELIMINARY

Group F2/F3 occupancy

Group D occupancy

Administrative Space: 26145 sq.ft.

Ground Floor Area: 35292 sq.ft.

Community Space: 5157 + 3990 = 9147 sq.ft.

○ Unity

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e. studio@lett.ca

Community Uses

Shared Departmental Uses

Departmental Uses

DIVISIBLE
COUNCIL
CHAMBERS
75' diameter

Group A2 occupancy

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

TINY TOWNSHIP
ADMINISTRATION
BUILDING

PRELIMINARY BLOCK
PLANNING

CONCESSION 9 EAST
Perkinsfield, ON

3278 m2
35,292 sq.ft.

SCHEMATIC OPTION 5

19 December 2023

A5

B

A C

OFFICE OF THE MAYOR

CORPORATE SERVICES

LEGISLATIVE SERVICES

PLANNING & DEVELOPMENT

FIRE / PUBLIC WORKS

WATER HUDDLE

RECREATION

BY-LAW

GROWTH

SEASONAL

STAFF

MAIL

Tuck Shop / Storage

MECHANICAL

COMMS

ELEC

Storage

Jan.

TATHAM RENTAL

LOADING/WORKSHOP/
FIRE-PW STORAGE

PUBLIC LOBBY

COUNCIL CHAMBERS

COMMUNITY ROOM

OUTDOOR TERRACE

B

C

A

57 WORKSTATIONS + 12 SEASONAL WORKSTATIONS
24 OFFICES, 1 PLAN ROOM, 1 RECORDS ROOM
4 SMALL,1 MEDIUM, 1 LARGE MEETING , 1 BOARD ROOM

TATHAM: 4 WORKSTATIONS, 2 OFFICES, 1 MEETING

1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX

PUBLIC: I UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER CLOSETS PER
MALES, 4 WATER CLOSETS PER FEMALES

PRELIMINARY

○ Unity

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

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PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfield, ON

2709 m2
29,160 sq.ft.

FLOOR PLAN

1:150 metric
19 March 2024

A1

○ **Unity**

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

t. 705.743.3311
e. studio@lett.ca

BASEMENT PLAN

SHOWERS/LOCKERS
LAUNDRY

EOC

STORAGE

RECORDS

STORAGE

FLAT ROOF
5700

ROOF PLAN

B

A C

LOW SLOPE ROOF

FLAT ROOF 4100

SKYLIGHT

2400

SKYLIGHT

FLAT ROOF 4100

FLAT ROOF 4700

2400

B

C

A

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfield, ON

2709 m2
29,160 sq.ft.

**BASEMENT PLAN 1:150
ROOF PLAN: 1:275**
As noted metric
19 March 2024

A2

PRELIMINARY

PRODEMA CLADDING

CLT 3T CURTAIN WALL &
PRODEMA CLADDING
SKYLIGHT

PRODEMA CLADDING

FEATURE FACE STONE

PRODEMA CLADDING

TRIPLE GLAZING

CLT TREE

CLT 3T CURTAIN WALL & PRODEMA CLADDING

CLT 3T CURTAIN WALL & PRODEMA CLADDING

CLT TREE

CLT 3T CURTAIN WALL & PRODEMA CLADDING

CLT 3T CURTAIN WALL & PRODEMA CLADDING

SOUTH ELEVATION

CLT 3T CURTAIN WALL &
PRODEMA CLADDING
SKYLIGHT

PRODEMA CLADDING

PRODEMA CLADDING

CLT 3T CURTAIN WALL & PRODEMA CLADDING

NORTH ELEVATION

PRODEMA CLADDING

PRODEMA CLADDING

PRODEMA CLADDING

CLT 3T CURTAIN WALL & PRODEMA CLADDING

CLT 3T CURTAIN WALL & PRODEMA CLADDING

WEST ELEVATION

PRELIMINARY

○ **Unity**

Unity Design Studio Inc.

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfield, ON

2709 m2
29,160 sq.ft.

ELEVATIONS

1:150 metric
19 March 2024

A3

18" x 36"

CURTAINWALL SKYLIGHT

LOBBY

VESTIBULE

4000

SECTION A

CURTAINWALL SKYLIGHT

CUSTOMER SERVICE

COMMUNITY ROOM

4000

SECTION C

4800

CURTAINWALL SKYLIGHT

COUNCIL CHAMBERS

CLT TREE

SECTION B

PRELIMINARY

Unity

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

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PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfiled, ON

2709 m2
29,160 sq.ft.

BUILDING SECTIONS
1:75 metric
19 March 2024

A4

○ **Unity**

Unity Design Studio Inc.

COUNCIL CHAMBERS

**LOADING/WORKSHOP/
FIRE-PW STORAGE**

Mechanical

Electrical / IT

By-Law

Storage

First Aid

Storage

COMMUNITY ROOM

PUBLIC LOBBY
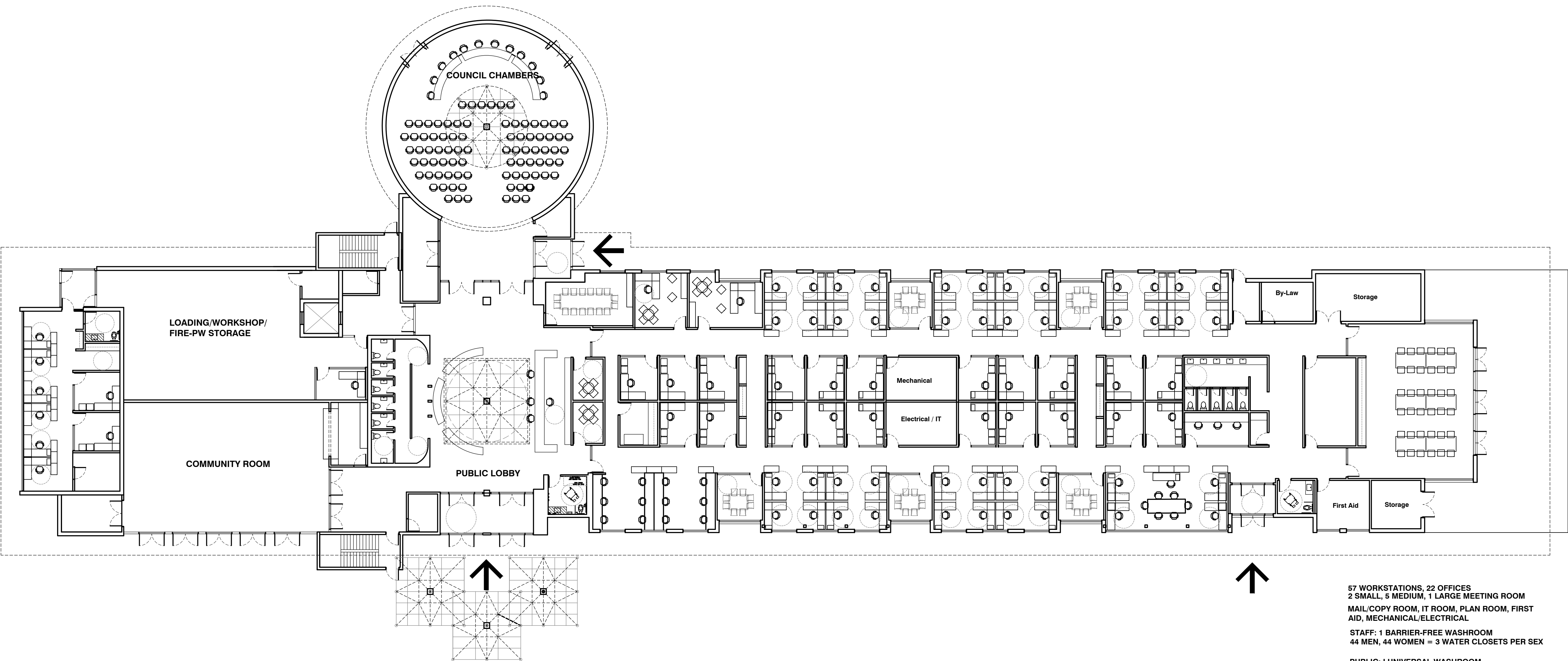
**57 WORKSTATIONS, 22 OFFICES
2 SMALL, 5 MEDIUM, 1 LARGE MEETING ROOM**

**MAIL/COPY ROOM, IT ROOM, PLAN ROOM, FIRST
AID, MECHANICAL/ELECTRICAL**

**STAFF: 1 BARRIER-FREE WASHROOM
44 MEN, 44 WOMEN = 3 WATER CLOSETS PER SEX**

**PUBLIC: I UNIVERSAL WASHROOM
76-100 MEN, 76-100 WOMEN = 2 WATER CLOSETS PER
MALES, 4 WATER CLOSETS PER FEMALES**

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 3

CONCESSION 9 EAST
Perkinsfield, ON

2,668.4 m2
28,722.4 sq.ft.

FLOOR PLAN

1:175 metric
19 March 2024
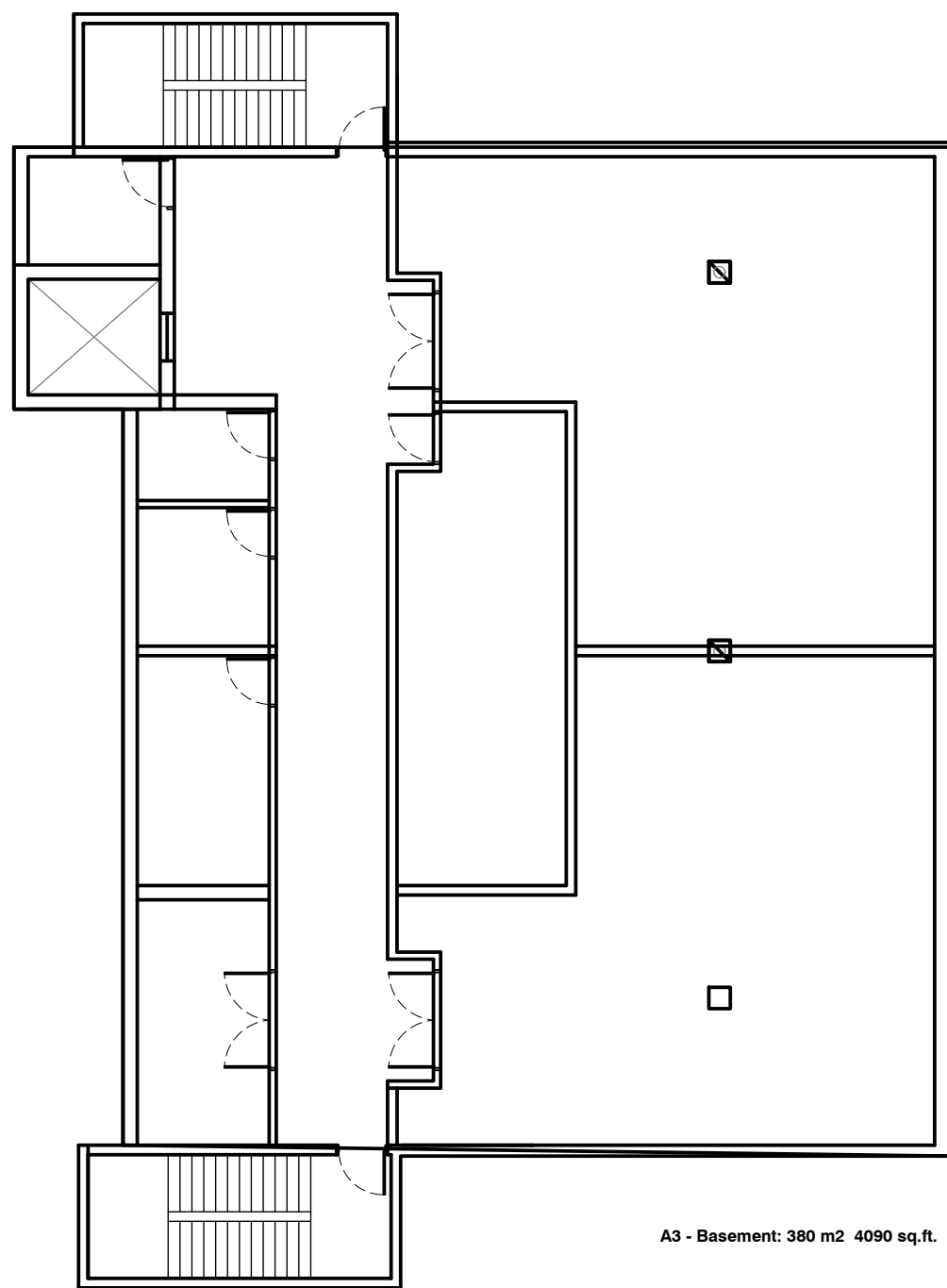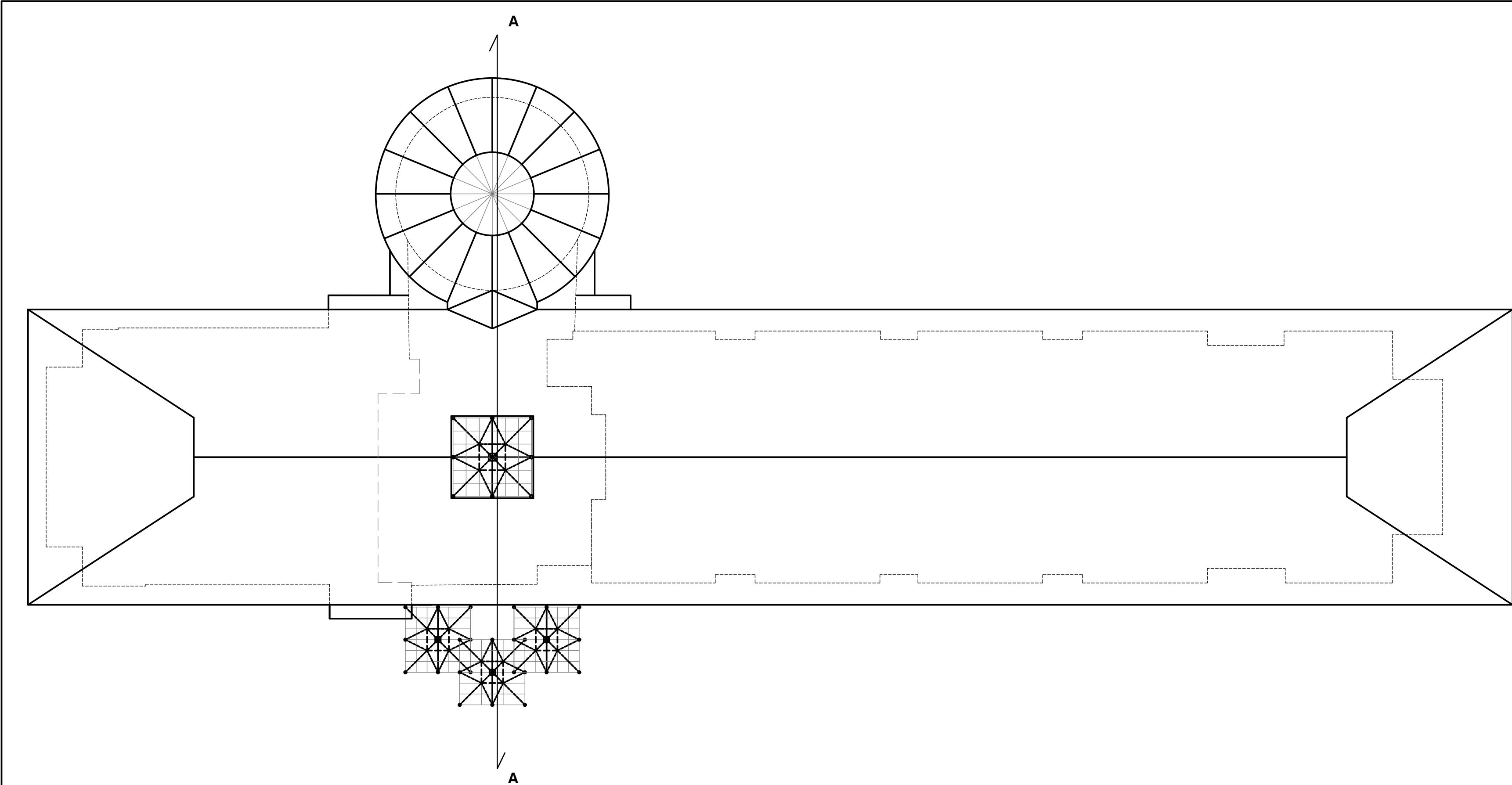
A1

PRELIMINARY

○ Unity

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

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e. studio@lett.ca

A3 - Basement: 380 m2 4090 sq.ft.

BASEMENT PLAN

A

A

ROOF PLAN

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 3

CONCESSION 9 EAST
Perkinsfield, ON

2,668.4 m2
28,722.4 sq.ft.

**BASEMENT PLAN 1:150
ROOF PLAN: 1:275**
As noted metric
19 March 2024
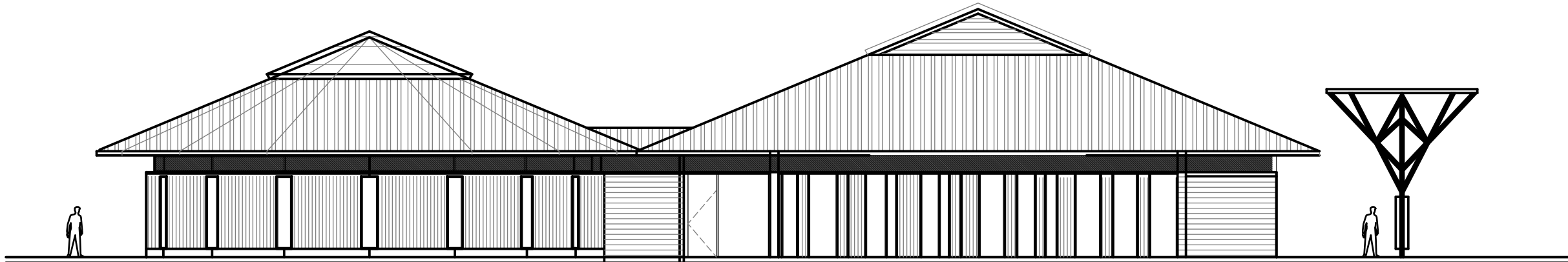
A2

PRELIMINARY

SOUTH ELEVATION

WEST ELEVATION

○ **Unity**

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

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PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 3

CONCESSION 9 EAST
Perkinsfield, ON

2,668.4 m2
28,722.4 sq.ft.

ELEVATIONS

1:150 metric
19 March 2024

A3

PRELIMINARY

18" x 36"
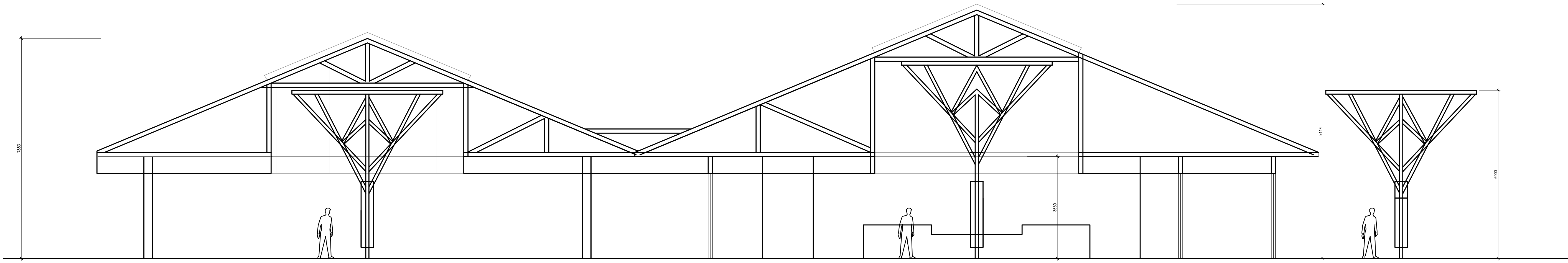
SECTION A

PRELIMINARY

○ **Unity**

Unity Design Studio Inc.

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Peterborough Ontario K9H 2H5

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e. studio@lett.ca

PROJECT PHASE
PRELIMINARY

PROJECT No. 23-135

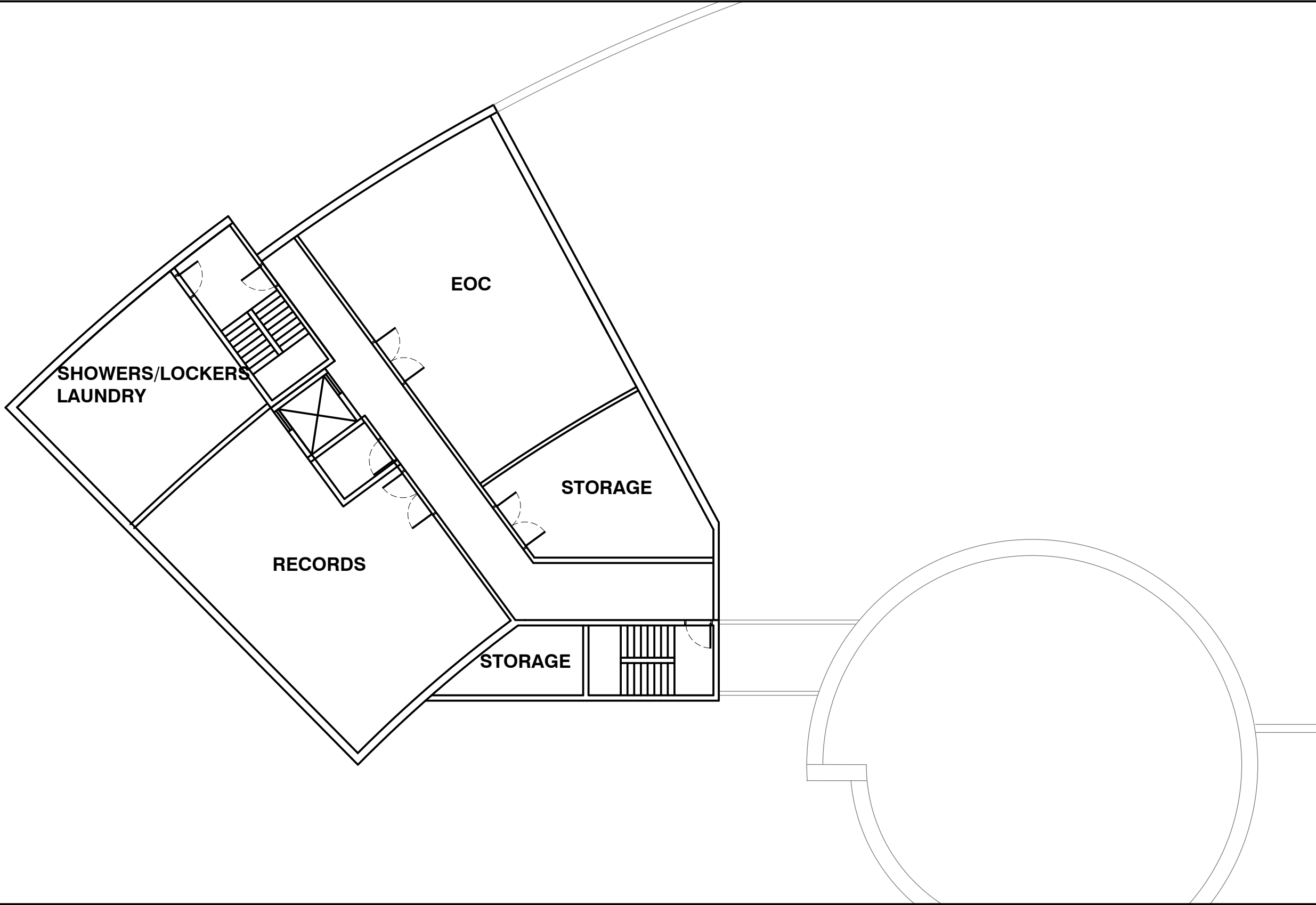**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

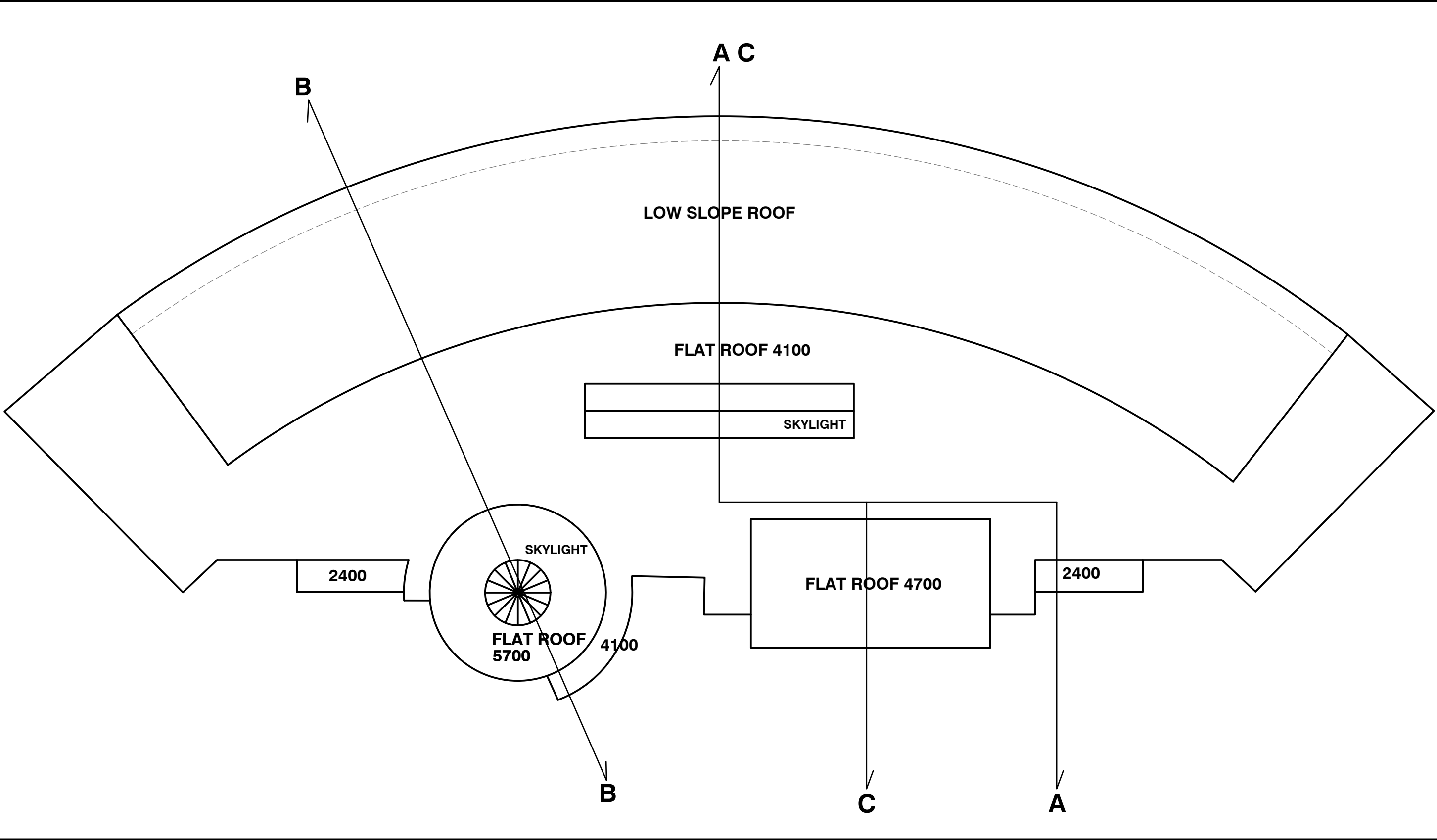**SCHEMATIC OPTION 3**

CONCESSION 9 EAST
Perkinsfield, ON

2,668.4 m2
28,722.4 sq.ft.

BUILDING SECTION

1:75 metric
19 March 2024

A4

18" x 36"

A C

B

PLANNING & DEVELOPMENT

FIRE / PUBLIC WORKS

WATER HUDDLE

LEGISLATIVE SERVICES

RECREATION   BY-LAW

CORPORATE SERVICES

GROWTH

OFFICE OF THE MAYOR

SEASONAL

LOADING/WORKSHOP/
FIRE-PW STORAGE

MAIL

MECHANICAL

COMMS   ELEC

STAFF

Tuck Shop / Storage

Storage

Jan.

TATHAM RENTAL

PUBLIC LOBBY

COUNCIL CHAMBERS

COMMUNITY ROOM

OUTDOOR TERRACE

B

C

A

PRELIMINARY

Unity

Unity Design Studio Inc.

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57 WORKSTATIONS + 12 SEASONAL WORKSTATIONS
24 OFFICES, 1 PLAN ROOM, 1 RECORDS ROOM
4 SMALL,1 MEDIUM, 1 LARGE MEETING , 1 BOARD ROOM

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A1

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**SHOWERS/LOCKERS
LAUNDRY**

EOC

STORAGE

RECORDS

STORAGE

**FLAT ROOF
5700**

BASEMENT PLAN

B

A C

LOW SLOPE ROOF

FLAT ROOF 4100

SKYLIGHT

SKYLIGHT

FLAT ROOF 4100

2400

FLAT ROOF 4700

2400

B

C

A

ROOF PLAN

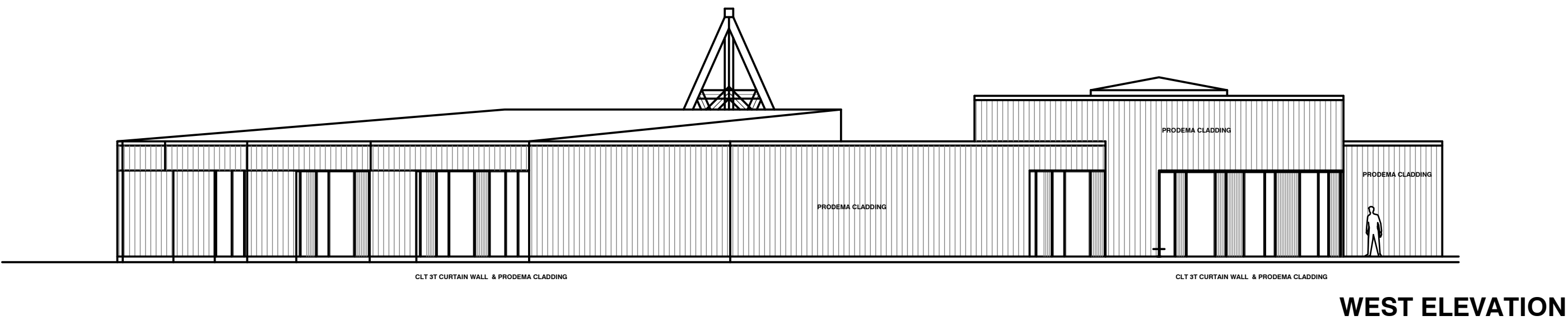PROJECT PHASE
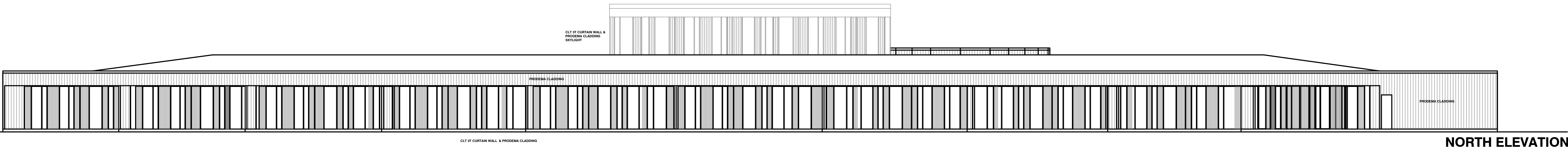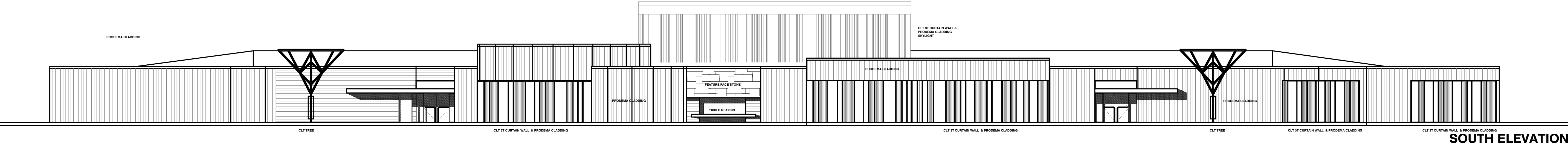**PRELIMINARY**

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfield, ON

2709 m2
29,160 sq.ft.

**BASEMENT PLAN 1:150
ROOF PLAN: 1:275**
As noted metric
19 March 2024

A2

PRELIMINARY

○ Unity

Unity Design Studio Inc.

138 Simcoe Street
Peterborough Ontario K9H 2H5

t. 705.743.3311
e. studio@lett.ca

SOUTH ELEVATION

NORTH ELEVATION

WEST ELEVATION

PROJECT PHASE
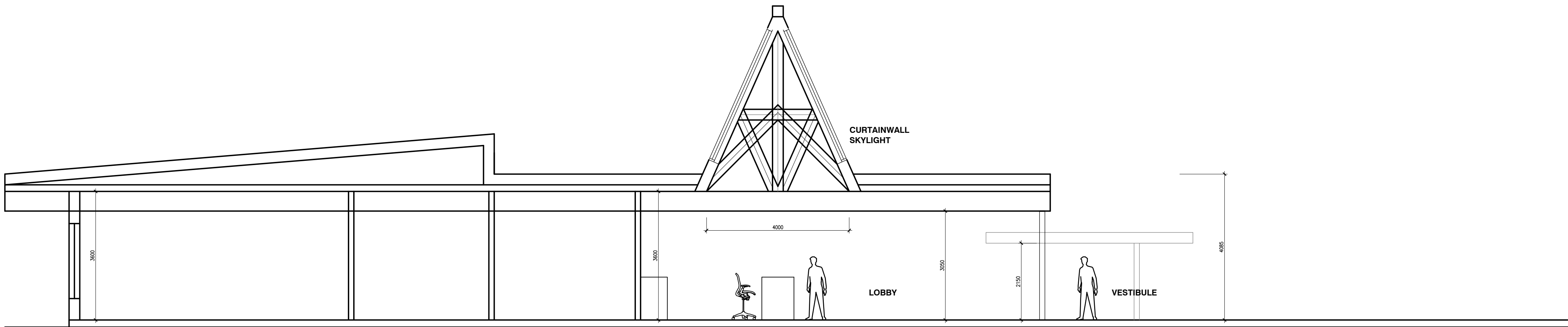**PRELIMINARY**

PROJECT No. 23-135

**TINY TOWNSHIP
ADMINISTRATION
CENTRE**

SCHEMATIC OPTION 1

CONCESSION 9 EAST
Perkinsfield, ON

2709 m2
29,160 sq.ft.

ELEVATIONS

1:150 metric
19 March 2024

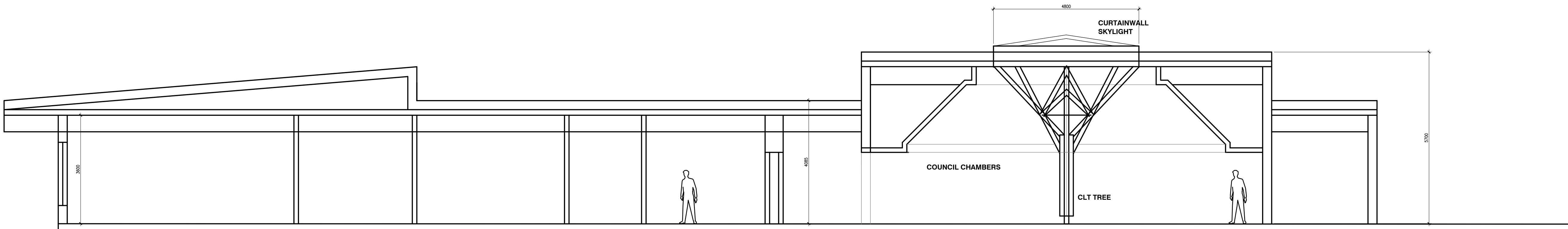**A3**

PRELIMINARY

○ Unity

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CURTAINWALL SKYLIGHT

LOBBY

VESTIBULE

SECTION A

CURTAINWALL SKYLIGHT

CUSTOMER SERVICE

COMMUNITY ROOM

SECTION C

CURTAINWALL SKYLIGHT

COUNCIL CHAMBERS

CLT TREE

SECTION B

A4

Tiny Township Administration Building

Preliminary Design and Construction Schedule

Unity Design Studio

January 24, 2024

#	Activity Name	Duration (Days)	Start Date	Finish Date
1				
2	PHASE 1 - Pre-Design	82.00	2023-10-13	2024-02-05
3	Building Committee Meeting 1	0.00	2023-10-13	2023-10-13
4	Document Gathering	2.00	2023-11-07	2023-11-08
5	Staff Engagement	2.00	2023-11-07	2023-11-08
6	Goals Alignment	2.00	2023-11-07	2023-11-08
7	Building Committee Meeting 2	0.00	2023-11-20	2023-11-20
8	Public Engagement	0.00	2023-12-11	2023-12-11
9	Building Committee Meeting 3	0.00	2023-12-18	2023-12-18
10	Schematic Plan Options	20.00	2023-12-19	2024-01-15
11	Needs Assessment	20.00	2023-12-19	2024-01-15
12	Building Committee Meeting 4	0.00	2024-01-15	2024-01-15
13	Functional Program	7.00	2024-01-16	2024-01-24
14	Schedule Development	2.00	2024-01-25	2024-01-26
15	Site Design Analysis	6.00	2024-01-29	2024-02-05
16	AHJ Requirements	6.00	2024-01-29	2024-02-05
17				
18	PHASE 1 - Schematic Design	91.00	2023-11-01	2024-03-06
19	Schematic Plan Development	13.00	2023-11-01	2023-11-17
20	Schematic Plan Development	21.00	2023-11-20	2023-12-18
21	Schematic Plan Development	19.00	2023-12-19	2024-01-12
22	Energy Goals & Green Building Strategy	11.00	2024-01-24	2024-02-07
23	Arch, Structural, M&E, Civil Design Briefs	11.00	2024-01-30	2024-02-13
24	Class D Cost Estimate Development	16.00	2024-02-14	2024-03-06
25				
26	PHASE 1 - Design Development	47.00	2024-01-25	2024-04-01
27	Develop Permitting Roadmap	11.00	2024-02-01	2024-02-15
28	Design Development Drawings	30.00	2024-01-25	2024-03-06
29	Final Design Presentation Preparation	11.00	2024-03-07	2024-03-21
30	Building Committee Approval	1.00	2024-03-18	2024-03-18
31	Final Design Report	0.00	2024-03-22	2024-03-22
32	Design Publication	0.00	2024-03-22	2024-03-22
33	Approval to Proceed to Phase 2	0.00	2024-04-01	2024-04-01
34				
35	CM PREQUALIFICATION	38.00	2024-02-12	2024-04-04
36	Develop CM RFP	16.00	2024-02-12	2024-03-04
37	RFP Open	19.00	2024-03-05	2024-03-29
38	CM Selection	0.00	2024-04-04	2024-04-04
39				
40	PHASE 2 - Construction Documentation	285.00	2024-04-08	2025-05-12
41	Tender Package #1 - Early Works	115.00	2024-04-08	2024-09-16
42	*Tender Documentation*	81.00	2024-04-08	2024-07-29
43	*Tender Rreleased, Closed and Levelled by CM*	30.00	2024-07-30	2024-09-09
44	*Contracts Awarded*	0.00	2024-09-16	2024-09-16
45				
46	Tender Package #2 - Footings and Foundations	150.00	2024-04-08	2024-11-04
47	*Tender Documentation*	120.00	2024-04-08	2024-09-20
48	*Tender Rreleased, Closed and Levelled by CM*	30.00	2024-09-23	2024-11-01
49	*Contracts Awarded*	0.00	2024-11-04	2024-11-04
50				
51	Tender Pacakge #3 - Super Structure/Envelope	200.00	2024-04-08	2025-01-13
52	*Tender Documentation*	170.00	2024-04-08	2024-11-29
53	*Tender Rreleased, Closed and Levelled by CM*	30.00	2024-12-02	2025-01-10
54	*Contracts Awarded*	0.00	2025-01-13	2025-01-13
55				
56	Tender Package #4 - M&E / FInishes / Landscape	285.00	2024-04-08	2025-05-12
57	*Tender Documentation*	255.00	2024-04-08	2025-03-28
58	*Tender Rreleased, Closed and Levelled by CM*	30.00	2025-03-31	2025-05-09
59	*Contracts Awarded*	0.00	2025-05-12	2025-05-12
60				
61	PHASE 2 - Authorities Having Jurisdiction			
62	Site Plan Approval	80.00	2024-06-03	2024-09-20
63	Conditional Building Permit	45.00	2024-07-22	2024-09-20
64	Full Building Permit	40.00	2024-09-02	2024-10-25
65				
66	PHASE 2 - Construction	568.00	2024-07-22	2026-09-24
67	CM Mobilization	20.00	2024-07-22	2024-08-16
68	Clearing and Grubbing (CM)	30.00	2024-08-19	2024-09-27
69	Heavy Earthworks	26.00	2024-09-30	2024-11-04
70	Fine Earthworks	20.00	2024-11-05	2024-12-02
71	Servicing (Site and Building)	55.00	2024-11-18	2025-01-31
72	Building Construction	415.00	2025-02-03	2026-09-04
73	Siteworks and Landscape	105.00	2026-04-06	2026-08-28
74	Commissioning	31.00	2026-08-03	2026-09-14
75	Occupancy	0.00	2026-09-24	2026-09-24

Township Of Tiny **New Administration Building**
Public Engagement Sessions
11 December 2023

DESIGN FOR THE HUMAN SPIRIT

lett

The purpose of the **Engagement Sessions** is to establish a structured set of objectives and strategic actions that will guide the design decision-making process and provide a benchmark for assessing the success of the new Facility.

lett

WHAT IS POSSIBLE?

lett

Tiny

Themes:

NO:

The ESSENTIALS:

Nice-to-Haves:

Public Engagement Sessions
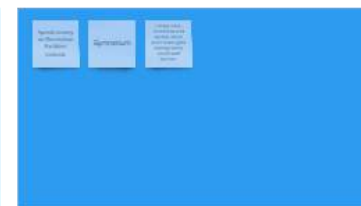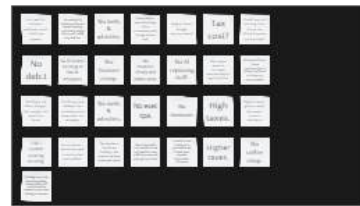
Office pods.

Plan and know cost before the shovel is in the ground.

It all comes down to $ and not having huge debt.

Sized for growth.

Diversify and disperse departments.

Office pods.

Efficient, Safe, Workable

Cost of new building shouldn't exceed $15 million.

Minimalistic but efficient space.

Consider shared services business models. Can help minimize cost and office needs, i.e.Library, Parks & Rec.

Multi-use IF a new build. Share, rent, evolve.

Work from home.

Energy efficient

miro

Public discourse.

French culture, blend in the geology of the region. Include an Indigenous look as well.

Generic look and feel

The concensus around the room seems to be that there needs to be <u>many</u> more public engagement sessions at <u>every</u> step of this process.

We the public don't fee like we were included in this process at all; especially as to whether we want a building or not.

miro

Metis culture.

miro

Discontent for whole process to date. → Lack of factual calirty. → French Heritage Metis → Tourism galleries somewhere else! Invest in local villages. → WHAT ABOUT **AMALG??**

Dated. Bricks & mortar, in-person meetings, board rooms.

Not wanted at this time.

Library

Oversized, palatial, monstrosity of a building. Budget in line with small municipality.

Grand features.

Huge Council Chambers. 150 cap. max.

Sports.

Facilities that will not be used or underused.

No over-the-top building, i.e. fancy entrance.

Work-out facility for staff.

Exterior activity spaces. Garden for staff? No.

Gym.

NOt funded 100% by tax increase.

No "show place". It should be a working space, no waterfalls and showy building.

Nice is good. Fancy not needed.

Retail space.

Basic needs for office.

Library.

We are not here to be recognized for beautiful building.

No big open wasted space when public enters the building.

No need for showers, wellness room, child care spaces.

No making this building a place with higher operating costs due to adding library staff, coffee shop staff, etc.

No bells & whistles.

Not a carbon-neutral building - this is unnecessary with a huge upfront coat.

Higher taxes! Budge appropriately!

Tax cost?

If staff are still sorking from home can shared spaces not be used?

No deb.t

Build a basic building to house emplyees.

No feature creep.

No museum, library and coffee shop.

No AI replacing staff.

Don't want taxes to increase exponentially to pay for all this.

More work from home opportunities to attract staff and cut down on space needed.

No library. No Bistro. No gym. No museum. No work from home.

No library, use Midland. No duplication (too expensive), not necessary.

No bells & whistles.

No exec spa.

No museum.

High taxes.

Higher taxes - give us what we need - consult residents.

Use / update existing building.

No museum - all extras need to be funded and staffed.

Not wanted: a Tiny library building - use space in existing underused space.

Check what staff is truly needed. Do we not need that many staff? How many are working from home?

Locate this new building in a populated area - Hmlaet area - Wyevale, Perkinsfield, Lafontaine.

HIgher taxes.

No coffee shop.

Due diligence on study for existing building. Previous report is 15 yrs old, should be revised to current. New building not required.

No library. No new build.

Rethink needing new building.

Now is not the time to build. Democracy.

No new building.

No new building. Renovate old one.

No need for charging stations, only for municipal vehicles.

Keep current library structure.

We have lots of space in the upper storeys of firehalls in Tiny without building a new city hall.

No larger building than necessary.

No library. No new town hall.

No building needed.

No to new building!

No tax increases exceeding current inflatin rate.No debentures.

NO AI. I want to interact with people.

No gym.

No new building. No library.Not now! No new building.

No new building. Renovate the old. No library. No gymnasium.

NO.

No libary in Tiny.

No library. No library.

Need to relokk at new building. Don't need. Look at renting?

No for new building. Better location: 8th and 9th concession isn't it.

No town hall. No library. No arena. No gymnasium. No EV charging.

No coffee shop or library.

NO UNESCO.

No corporate municipality.

No UN involvement.

Not now! New bulding!

No support for a new building.

Need reset to accommodate hybrid employees.

Do not need a new building.

No Library.

Not agree that we need a new building. Working space is changing.

New building not needed not in sync with current and future needs.

New building is not needed. It's clean and functional. We moved to Tiny for the small community.

NOt necessary. Solutions: rental, shared.

No library.

Absolutely no library.

No library in Tiny.

No library no new building.

No massive debt. Money can be better spent.

I don't feel a library within the Township office is necessary. I go to Midland or Penetang to shop and can use the library there.

No new building.

No new building.

No nw building.

Raising taxes should be undertaken very judiciously in a Twp where many residents are reitred and on limited income.

A new building should be based on need rather than niceties that can be found in surrounding areas.

Not now - new building!

Not watned: library, coffee shop, Museum, Gift shop, walking trails.

Staff may be working in remote location.

Services you're looking at are not required in Tiny.

Do not want.

I do not see a need for a new building. NO TO THE EXPENSE OF A NEW BUILDING.

No building needed. Give back Midland and Penetang library.

No library, etc.

No new municipal building.

Not needed.

No to Net Zero.

A coffee shop is not necessary nor is a park, museum or gift shop.

No Unesco!

No, without total transparency on costs and what is required. Tax payer must be involved.

No library. Even virtual libraries cost $ to buy licenses for ebooks.

No gender-neutral washrooms. If absolutely necessary, build 3 washrooms - men, women and non-binary.

No to huge tax increases to senior residents and all residents.

No library. Status quo with present library situation.

Not wanted. Isolation feeling in the location.

No bells & whistles.

Higher taxes, unaffordable.

No higher taxes.

No library. Work it out with Penetang.

Why are we paying an architect with no basic plan in place?

No museum or gender-based washrooms.

Don't want a library. Happy with current system and don't want ongoing operating costs.

Back up. Involve people on alternative locations, alternative solutions.

Why is Director of Public Works prime on planning? Get a planner.

No bells & whistles. No Taj Mahal.

Office space for staff. No bells & whistles. Not a Taj Mahal. A basic building.

Add and addition to current building.

Council chamber large enough to accommodate large delegations.

Public space for presenting need-to-know info for Community input.

Minimal space to house existing staff with the option to expand if needed.

Welcoming open entrance space, lost of natural light and windows.

Washrooms on each floor

Comparison of new building vs. refurbishment and expansion of old.

Council Chambers and offices for current staff level at 2023.

Public engagement on Finances.

Municipal office building for 100 town employees, based on 84 employees at present (2023).

Green energy-efficient building.

Public members on committee.

Office space only no extras.

Restore existing. Just office. No bells & whistles.

The idea has merit. We need a concept to look at. We need to know the cost, we need to know where the money is coming from. Then Discussion.

Prioritize spending on essentials such as snow ploughs, fire trucks, instead of fancy offices and buildings.

What are the parameters of new build?

What is the minimium size requirement?

Some basic cost analysis of various soptions and the resulting impact on taxes would be helful in getting input!!!

Remodel cost? Addition cost?

House existing staff that require office space. Accessibility. Room for expansion.

No bells & whistles, just basic needs. (No coffee shop, no museum, etc.)

Public involvement in every step.

Essential, independent financial oversight.

Needs assessment based on remote and hybrid work opportunities.

Current needs assessment should be the first step.

Lowest cost possible to meet basic needs.

Enough space to do one-storey building.

Real public input in planning, not this.

No Rec Centre for Tiny. Gym/Courts, Pool, etc., include in New Building.

Renovation and expansion of current building for basic needs if its more economical than new building.

Get professional help.

Most basic building to meet current needs. No extras.

Transparency on cost for a basic building and impact on taxes.

Rentable space.

Ask if we are wanting to incur this debt prior to start at planning. No increase to our taxes.

Essential: Keep taxes low.

Flexible work space.

Hybrid work places.

reduce Carbon footprint.

Essential: public consultation and transparency.

Do more research on Net Zero. Solar is not dependable.

Gendered washrooms.

More people to work from home.

Job sharing, working remotely, on-line work.

Community Input.

Customer Service counter.

Bilingual signage & services. Services et enseignes bilinguels.

Furniture standards.

Room standards.

TALK TO US.

Don't live beyond our means.

There needs to be a representative from various communities in Tiny to provide input to admin office plans.

Keep your commitments previously made.

FIX ROADS.

NO NEW BUILD.

Committee with residents on boards.

Washrooms: Men only. Women only.

miro

More / better communication.

I want to use current system of Library use.

Online service deliveries.

Consider more work from home.

A restored agreement to free use of Tiny residents to use Midland, Penetang & Springwater libraries.

Rent facilities, not borrow to build a new township admin building at today's high interest.

Involve citizens in committees to get broader input in decision making.

Based on post-Covid, there may be a need to revisit Burnside Report to review reno on existing site.

Amalgamation for some of our resources.

Read the POGG Primer. wwwShelaw.ca

SNOW PLOWS.

Need more communication.

TRANSPARENCY NOW.

ANSWER LETTERS.

MAINTAIN EXISTING LIBRARY PLAN.

COMMUNICATE.

Remote workers. ZOOM meetings.

TRANSPARENCY.

cOMMUNICATE WITH YOUR CONSTITUENTS.

Sewage Treatment Plant? Please!

Resident's input opening meeting.

More notice of meetings.Not Dec 4 email blast Dec 11 meeting.

Survey what public wants.

Open Committee meetings - access by Public.

Transparency - input from residents.

Get municipality out of corporate and back to the people. www.shelaw.ca

miro

Design to reduce on-going costs for future.

Sell underutilized properties, buildings, assets.

Existing buildings are underutilized.

More public input neede.

Disperse departments.

Create shared office/cubicle space where possible to reduce footprint.

Safe, secure, healthy work environment.

Leave present library system in place.

Design entrance and customer service for accessibility.

Tiny residents should be asked to vote on things - like how much $ we are willing for building.

Refil water station for staff and visitors.

Partner & share resource base with other communities.

Figure a system so that residents with low income don't need to pay $200 up front to use library now.

Keep it within reason for size and design.

Make sure staff have safe, comfortable environment.

Need the building to keep all staff together for imporoved customer communications, satisfaction and knowldege.

Resource Room throughout the day and community yse after hours with access.

Re-assess your work model. Hybrid work from home. reduce the office space needs.

Plan for future needs as much as possible.

Office building only.

Environment - green - consider alternative to paved parking lots.

Have a system to collate these meetings info to share with other Tiny residents.

Give 3 different plans and costs and then we vote.

Need storage room as all Township plots (title) for cemetaries should not be kept in an individual's garage.

Building that is flexible to needs, can pivot as necessary.

Pods instead of offices. employees to work from home.

Clear business case with needs, costs, funding & sources. Risks.

Larger Public meeting space.

Health & Safety of Staff is essential.

Make a building with future needs in mind. The new generation want everthing web-accessed so why do we need so many office buildings?

Energy efficient. Building Automation system through remote access.

If built - Living roof, natural, no lawn, forest, ponds, birds, flowers, etc.

Have generic offices that all people can use if they come in from remote working.

Bare bones, no extras such as cafe, libary.

More transparency every step. Engage the public.

Basic building to suit needs is all we need. No extras - coffee shops, museums, etc.

Township building to accommodate current employees and 10 year growth and meeting rooms.

Useful office space, meeting room that is multi-functional for council meetings and all other meetings and not a fancy meeting room only for council meetings.

Council Chamber - just a multi-functional meeting space.

Just the basic space for current office staff with some growth (20%).

No Taj Mahal just a basic office building.

Safe work environment.

Fiscal responsibility.

More space for summer staff re: rec and public works.

Must be functionality.

Space for summer staff for the Rec Department.

Exterior and interior accessibility.

Professional help!

The current assemssnet was done over 10 years ago - times change including the need for offices for everyone.

Work out requirements before hiring architects and consultants.

Would like to see a blueprint of what the Township invisions, also energy efficiency is important as is resources for the residents.

A building that is practical, a square brick and mortar building. Not a fancy bells & whisltes building.

Accessibility for crs and mobility challenged individuals.

Fix and expand existing townhall.

Low building cost.

Use some of the existing township owned buildings for multi-use.

Just the basics please.

Tax payer final approval if project causes tax increase.

1. What are the minimum requirements for staffing. 2. What is the budget. 3. How will this be finianced.

This meeting became political and defensive. The public requires parameters.

Modern, big lot, public appealing, go to sites for public, best mechelec system, rock on landscapes and outside walks.

Basic office space.

Use existing buildings throughout Tiny.

the ability to cancel project by tax payers.

Useful office space fora all staff. Nothing fancy.

Natural light, plants, open conept entrance.

Meting spcae - limited.

Small business support.

Welcoming public entry space.

Space for existing staff plus expansion.

Ability to expand the site when its affordable.

Solar power

No deficit.

Minimum spending to maintain low interest rate increases.

Be transparent with tax payers!

The staff came without any idea of basic needs in terms of space, costs. How can we honestly weigh in without even minimum info?

Needs assessment, no extras.

miro

Chairs or seats for customers that enter the building and have dealings with staff.

Senior drop in centre.

A Resource Centre that the public can use to see all Township documents.

Public Use Rooms

Recreational Facility and Change Facility

Integration of local history and culture in design or art.

Needs only.

Community Hub if it can be rented out for events.

Central Locations and accessible.

Library / Tech Room included to share cost of new-build and building maintenance.

More services available on-line. It worked during Covid.

Electric Charging Station and some sort of renewable energy source.

Concept of a hub is nice - a place to meet.

Parking garage vs. a massive uncovered lot.

Rather see some departments i.e. Roads @ Roads, Parks @ Parks.

Transparency / Inclusion

Better Rec programs for Residents & Facilities.

On-line Fire Permits and Dog Tags.

Improved road condition instead of building.

Boat launch better.

Septic dumping? (15 Conc. E) Environmental Planning

Roads fixed.

Vertical Expansion of current building (extra floors).

Public Space. Rental Auditorium..

Public space. Health Dept.- approved kitchen and serving area.

Library: books, computers, & activities.

Nice to have a community centre with pool.

Meeting rooms for Community Groups to rent.

Add an addition.

More opportunity to do things on-line.

Public gardens.

Spend money on Recreation Facilities instead.

Gymnasium

Library, trails, recreational area outside, lots of public space, good meeting rooms, decent staff facilities.

A1 Functional Program

Department	Space	area sq.ft.	Notes
Public Areas	Vestibule - Public / Staff	118.4	Accessible
	Vestibule - Public / Staff	104.4	Accessible
	Lobby / gallery	2565	Not including customer service and vestibules
	Committee Board Room	463	
	Gender-neutral washrooms	502.7	6 stalls w/ integrated sinks.
	Universal Washroom	121.6	1 required per OBC
Customer Service	Reception area / customer workstations	853	
	Meeting Rooms - Small	211	2 @105.5
Council Chambers and Community Room	Council Chambers	1342.3	
	Council Chamber Storage/A/V	762	Could be reduced and added to council chambers
	Community Room	1776	
	Community Room Storage	272.3	
	Catering Kitchen	272.3	
		9364	
Business Rental	Tatham	904	**1000 program**
TOTAL A1	**Public & Business Rental**	**10268**	
Fire & Emergency Services	Director / Fire Chief Office	120	Office
	Deputy Fire Chief	120	Office
	Fire Administrator Coordinator	40	Workstation
	CEMC & Division Chief	40	Workstation
	Fire Prevention Inspector	40	Workstation
	Growth Position	40	Workstation
1000 basement	**EOC**		**Training, emergency operations**
	Lateral File Storage	38.8	6 x 3 h - **distributed**
Parks & Recreation	Director Recreation	120	Office
	Community Engagement Coordinator	40	Workstation
	Recreation Services Coordinator	40	Workstation
	Community Recreation Coordinator	40	Workstation
	Recreation Administrative Coordinator	40	Workstaton
	Growth Position	40	Workstation
	Lateral File Storage	38.8	6 x 3h - **distributed**
1000 basement	**Rec program supplies**		
1000 basement	**Rec event environmental supplies**		
Public Works	Director of Public Works	120	Office
	Engineering Manager	120	Office
	Public Works Administrative Coordinator	40	Workstation - sound isolation, near printer/scanner + additional 10 sq.ft. for filing
	Water Compliance Auditor	40	Workstation
	Engineering Technologist CET	40	Workstation
	Water Supervisor	120	Office
	Water Working Lead Hand	40	Workstation
	Water Operator	40	Workstation

A3 Functional Program

Department	Space	area sq.ft.	
Public Areas	Vestibule - Public / Staff	271.2	Accessible
	Vestibule - Staff	104.4	Accessible
	Lobby (no gallery)	2288.4	Not including customer service and vestibules
	Committee Board Room	288.5	
	Gender-neutral washrooms	557.5	6 stalls w/ integrated sinks.
	Universal Washroom	131.3	1 required per OBC.
Customer Service	Reception area / customer workstations	290.6	
	Meeting Rooms - Small	204.5	2 t@ 102.25
Council Chambers and Community Room	Council Chambers	2163.5	
	Council Chamber Storage/ A/V	375.5	
	Community Room	1930	
	Community Room Storage	183	
	Catering Kitchen	177.6	
		8966	
Business Rental	Tatham	1012	**1000 program**
TOTAL A3	**Public & Business Rental**	**9978**	
Fire & Emergency Services	Director / Fire Chief Office	120	Office
	Deputy Fire Chief	120	Office
	Fire Administrator Coordinator	40	Workstation
	CEMC & Division Chief	40	Workstation
	Fire Prevention Inspector	40	Workstation
	Growth Position	40	Workstation
1000 basement	**EOC**		**Training, emergency operations**
	Lateral File Storage	32.3	5 x 3 h - **distributed**
Parks & Recreation	Director Recreation	120	Office
	Community Engagement Coordinator	40	Workstation
	Recreation Services Coordinator	40	Workstation
	Community Recreation Coordinator	40	Workstation
	Recreation Administrative Coordinator	40	Workstaton
	Growth Position	40	Workstation
	Lateral File Storage	32.3	5 x 3h - **distributed**
1000 basement	**Rec program supplies**		
1000 basement	**Rec event environmental supplies**		
Public Works	Director of Public Works	120	Office
	Engineering Manager	120	Office
	Public Works Administrative Coordinator	40	Workstation - sound isolation, near printer/scanner + 10 sq.ft. for filint
	Water Compliance Auditor	40	Workstation
	Engineering Technologist CET	40	Workstation
	Water Supervisor	120	Office
	Water Working Lead Hand	40	Workstation
	Water Operator	40	Workstation

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	SCADA/Operator	40	Workstation		SCADA/Operator	40	Workstation
	Water Administrative Assistant	40	Workstation		Water Administrative Assistant	40	Workstation
	Facility Maintenance	120	Office - In Basement or near repair area		Facility Maintenance	120	Office - In Basement or near repair area.
	Facility Maintenance	**500**	**Repair area, equipment and storage.**		**Facility Maintenance**	**727**	**Repair area, equipment and storage.**
	Mudroom/PPE	**250**	**Outdoor equipment, tool storage**		**Mudroom/PPE/lockers**	**250**	**Outdoor equipment, tool storage**
	Water Operations Huddle		**Included in Administration area**		**Water Operations Huddle**		**Include in Administration area**
	Water Lab Storage	**300**	**Basement / exterior access**		**Water Lab Storage**	**300**	**Basement / exterior access**
450 sq.ft. basement	**Chemical Storage area**	**210**	**Basement / exterior access**	**500 sq.ft. basement**	**Chemical Storage area**	**160**	**Basement / exterior access**
100 sq.ft. basement	**Lockers**		**PW Admin - 4, Water - 10**	**100 sq.ft.basement**	**Lockers**		**PW Admin - 4, Water - 10**
500 sq.ft.	**Showers/Laundry**		**PW Admin + Water staff**	**500 sq.ft. basement**	**Showers/Laundry**		**PW Admin + Water staff**
	PW Growth Position	40	Workstation		Growth Position	40	Workstation
	PW Growth Position	40	Workstation		Growth Position	40	Workstation
	Engineering Plan Room	120	Office		Engineering Plan Room	143	Office
	Lateral File Storage	38.8	3 x 3h - **distributed**		Lateral File Storage	32.3	5 x 3h - **distributed**
Corporate Services	Director of Corporate Services / Deputy CAO	120	Office	**Corporate Services**	Director of Corporate Services / Deputy CAO	110	Office
	Deputy Treasurer	120	Office		Deputy Treasurer	110	Office
	Payroll & Benefits Administrator & AP Clerk	40	Workstation		Payroll & Benefits Administrator & AP Clerk	40	Workstation
	Tax & Revenue Clerk	40	Workstation		Tax & Revenue Clerk	40	Workstation
	Customer Service & Treasury Administrator	40	Workstation		Customer Service & Treasury Administrator	40	Workstation
	Asset Management Coordinator	40	Workstation		Asset Management Coordinator	40	Workstation
	Senior Treasury Analyst	120	Office		Senior Treasury Analyst	110	Office
	Communications Officer	40	Workstation		Communications Officer	40	Workstation
	IT Coordinator	120	Office		IT Coordinator	120	Office
	GIS/IT Technician	40	Workstation		GIS/IT Technician	40	Workstation
	IT Operations Support Specialist	40	Workstation		IT Operations Support Specialist	40	Workstation
	Lateral File Storage	**38.8**	6 x 3h - **distributed**		Lateral File Storage	**32.3**	5 x 3h - **distributed**
By-law Enforcement	Chief Municipal Law Enforcement Officer	120	Office	**By-law Enforcement**	Chief Municipal Law Enforcement Officer	120	Office
	Municipal Law Enforcement Officer, Supervisor 1	120	Office		Municipal Law Enforcement Officer, Supervisor 1	120	Office
	Municipal Law Enforcement Officer, Supervisor 2	120	Office		Municipal Law Enforcement Officer, Supervisor 2	120	Office
	By-law Storage	140	Uniforms, tickets, parking machine, etc.		By-law Storage	140	Uniforms, tickets, parking machine, etc.
	Licensing Officer	40	Workstation - **needs filing space**		Licensing Officer	40	Workstation - **needs filing space**
	By-law Growth Position	40	Workstation		By-law Growth Position	40	Workstation
	By-law equipment storage	140			By-law equipment storage	140	
	Lateral File Storage	**38.8**	6 x 3h - **distributed**		Lateral File Storage	**32.3**	5 x 3h - **distributed**
Legislative Services	Director of Legislative Services / Clerk	120	Office	**Legislative Services**	Director of Legislative Services / Clerk	120	Office
	Deputy Clerk	120	Office		Deputy Clerk	120	Office
	RMS Coordinator	40	Workstation		RMS Coordinator	40	Workstation
	Committee Coordinator	40	Workstation		Committee Coordinator	40	Workstation
	Seasonal Office Clerk	40	Workstation		Seasonal Office Clerk	40	Workstation
	Growth Position	80	Workstations x 2		Growth Position	80	Workstations x 2
	Lateral File Storage	**38.8**	6 x 3h - **distributed**		Lateral File Storage	**32.3**	5 x 3h - **distributed**
1000 basement	RMS Records Storage		Archive space with tables and adequate storage	**1000 basement**	RMS Records Storage		**Locations TBD, basement?**
Office of the Mayor	Mayor	196	Includes meeting, storage area	**Office of the Mayor**	Mayor	242	Includes meeting, storage area
	CAO	196	Includes meeting, storage area		CAO	194	Includes meeting, storage area

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Left table:

Category	Position	Area	Notes
	Executive Assistant	120	Private worksation
	Human Resources Specialist	120	Office
Planning & Development	Director of Planning & Development	120	Office
	Senior Planner	120	Office
	Junior Planner	40	Workstation
	Junior Planner	40	Workstation
	Planning Administrative Coordinator	40	**Private Workstation**
	Chief Building Official	120	Office
	Deputy Chief Building Official	40	Workstation
	Building Official	40	Workstation
	Building Official (Contract)	40	Workstation
	Junior Building Official - STR	40	Workstation
	Building Permit Coordinator	40	**Private Workstation**
	Lateral File Storage	38.8	6 x 3h - **distributed**
Seasonal Positions	Building Student	40	Workstation
12 seasonal positions in one pod format.	Building Student	40	Workstation
	Community Event Programmer	40	Workstation
	Environmental Steward	40	Workstation (Recreation)
	Human Resources Student/RMS	40	Workstation
	Municipal Law Enforcement Admin Assistant 1	40	Private Workstation, near Supervisor
	Municipal Law Enforcement Admin Assistant 2	40	Private Workstation, near supervisor
	Municipal Law Enforcement Shift Supervisor 1	40	Private Workstation, mudroom access
	Municipal Law Enforcement Shift Supervisor 2	40	Private Workstation, mudroom access
	Office Clerk (Clerk's Dept.)	40	Workstation
	Planning Student	40	Workstation
	Recreation Programmer Co-op (4 month)	40	Workstation
	Roads Engineering / Labourer (2)	80	Workstation x 2 - **can use PW growth station**s
	Water Dept. Co-op (2)	80	Workstations x 2
	Summer Day Camp Supervisor (2)	80	Workstations x 2
Growth Areas	Growth Workstations	495	Workstations
	Growth Offices	240	2 total
Common Areas	Meeting Room - S (4 person)	172.2	2 total
	Meeting Room - M (6-8 person)	180.3	1 total
	Meeting Room - L (10-12 person)	270	1 total
	Meeting Room -XL (14-20 person)		Shared with Committee Meeting Room
	Fax / Copy / Mail Room	188	Ventilation. Include small printer stations throughout admin area. 180-200
	File Storage Room		In basement
	Storage	304.6	
	First Aid Room	120	**Required**
	B-F Washroom	121.6	Staff use only
	Gender-neutral Staff Washrooms	395	
	Lunchroom/Kitchen	736.25	
	Coffee Nooks	130	4 x 32.5

Right table:

Category	Position	Area	Notes
	Executive Assistant	120	**Private workstation**
	Human Resources Specialist	120	Office
Planning & Development	Director of Planning & Development	120	Office
	Senior Planner	120	Office
	Junior Planner	40	Workstation
	Junior Planner	40	Workstation
	Planning Administrative Coordinator	40	**Private Workstation**
	Chief Building Official	120	Office
	Deputy Chief Building Official	40	Workstation
	Building Official	40	Workstation
	Building Official (Contract)	40	Workstation
	Junior Building Official - STR	40	Workstation
	Building Permit Coordinator	40	**Private Workstation**
	Lateral File Storage	32.3	5 x 3h - **distributed**
Seasonal Positions	Building Student	40	Workstation
12 seasonal positions in one pod format.	Building Student	40	Workstation
	Community Event Programmer	40	Workstation
	Environmental Steward	40	Workstation (Recreation)
	Human Resources Student/RMS	40	Workstation
	Municipal Law Enforcement Admin Assistant 1	40	Private Workstation, near Supervisor
	Municipal Law Enforcement Admin Assistant 2	40	Private Workstation, near supervisor
	Municipal Law Enforcement Shift Supervisor 1	40	Private Workstation, mudroom access
	Municipal Law Enforcement Shift Supervisor 2	40	Private Workstation, mudroom access
	Office Clerk (Clerk's Dept.)	40	Workstation
	Planning Student	40	Workstation
	Recreation Programmer Co-op (4 month)	40	Workstation
	Roads Engineering / Labourer (2)	80	Workstations x 2 - **can use PW growth stations**
	Water Dept. Co-op (2)	80	Workstations x 2
	Summer Day Camp Supervisor (2)	80	Workstations x 2
Growth Areas	Growth Workstations	495	Workstations
	Growth Offices	240	2 total
Common Areas	Meeting Room - S (4 person)	0	accounted for in customer service
	Meeting Room - M (6-8 person)	700	140 X 5
	Meeting Room - L (10-12 person)	306.7	1 total
	Meeting Room -XL (14-20 person)		Shared with Committee Meeting Room
	Fax / Copy / Mail Room	111	Ventilation. Include small printer stations throughout admin area.
	File Storage Room		In basement
	Storage	682	
	First Aid Room	175.5	**Required**
	B-F Washroom	84	Staff use only
	Gender-neutral Staff Washrooms	307.8	
	Lunchroom/Kitchen	1180	
	Coffee Nooks	90.4	2 x 45.2

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Building Services	Receiving /storage area	1270	Loading dock for General and Fire.
	Mechanical Room	200	Ground floor
	Electrical Room	100	Ground floor
	Janitor Closets	75	37.5 x 2 in Public and Admin area
	Comms/IT room	100	
	Building Services Storage	215.2	
	Group D/F2 Lobby	90.5	
	Elevator Lobby	157	
	Stairs/elevator	290.6	
Program Total		**13014.85**	
Add A1 Public Area/ Rental:	+ 10268 sq.ft	**23,283**	
A1 Schematic Design Ground Floor Area (GFA)		**29,160**	
Net to Gross Ratio	20%		
Total Basement /A1 design	**3850 sq.ft. required to satisfy program area requested.**	**4,061**	
A1 Total Program GFA - Ground/Basement		**33,221**	
Exterior Structures	Vehicle Storage	**TBD**	**8 covered parking for Water vehicles (5 X 8m).**

3

Building Services	Receiving / storage area	1792	Loading dock for General and Fire.
	Mechanical Room	206	Ground floor
	Electrical Room	300	Ground floor
	Janitor Closets	75	37.5 x 2 in Public and Admin area
	Elec / Comms/IT room	206	
	Building Services Storage	75.3	
	Group D/ F2 Lobby	119.5	
	Elevator Lobby	100	
	Stairs/elevator	338	
Program Total		**14916.3**	
Add A3 Public Area /Rental:	+ 9978 sq.ft.l142	**24894.3**	
A3 Schematic Design Ground Floor Area (GFA)		**28,722**	
Net to Gross Ratio	13.3%		
Total Basement A3 design	**3673 sq.ft. required to satisfy program area requested.**	**4,090**	
A3 Total Program GFA - Ground/Basement		**32,812**	
Exterior Structures	Vehicle Storage	**TBD**	**8 covered parking for Water vehicles.**

3

Unity

Option 1 - Construct a New Facility on Concession 9 East to house all staff except PW operations

FCM Grant and Loan only applicable if the EXPECTED OUTPUT is a capital project that constructs a new, low-carbon municipally owned building.

Table 1 - Project Costs and Financing

Project Phase		Budget/Estimated Costs	Instrument		Amount	Notes
Consulting and Design	$	463,000	Captial Reserve (2023 In-year)	$	63,000	
Construction: Building	$	13,600,000	Tax Dollars (2024 Budget)	$	400,000	
Inside costs (furniture, fixtures etc) 15%	$	2,040,000	Potential Grant ($200k)	-$	200,000	Note 1
Ground work/Net Zero objectives	$	3,500,000	Net Sale of Exisiting Admin Building (need appraisal)	-$	2,000,000	Note 2
5% Contingency (Construction/ Groundwork)	$	855,000	FCM Grant (15% of max $10m)	-$	1,500,000	Note 3
Grant studies and work (esimate $80-$100k)-note 3	$	100,000	FCM Loan (remainder of max $10m)	$	8,500,000	Note 4
HST unrecoverable	$	361,821	Infrastructure Ontario Debenture (balance)	$	8,719,821	Note 4
Total Project Costs	**$**	**20,919,821**	**Total Potential Grant & Sale Revenues**	**$**	**3,700,000**	
			Draft Financing Required (see Table 2 for details)	$	17,219,821	
			Total Revenues & Financing	**$**	**20,919,821**	

Table 2 - Financing Costs

						Estimated Total Costs (30 years)		
	Instrument		Estimated Annual Payments (P&I)			Total Principal	Total Interest	
Debenture TBD Infrastructure Ontario	$	8,719,821	$		543,321	$ 8,719,821	$ 7,579,798	Note 4
Loan TBD - FCM	$	8,500,000	$		529,624	$ 8,500,000	$ 7,388,714	Note 4
Total Financing	**$**	**17,219,821**	**$**		**1,072,944**	**$ 17,219,821**	**$ 14,968,512**	

Table 3 - Future Estimated Operating Budget Impact

2024 Base Budget - Tax Dollars raised	400,000	
2026 Base Budget -additional Tax Dollars to be raised	672,944	Note 5
	1,072,944	
Increase per $1 in Returned Roll Assessment based on the 2024 Assessment base ($4,425,794,971)	$ 0.00015	

Table 4 - Future effect on the average residential municipal tax bill

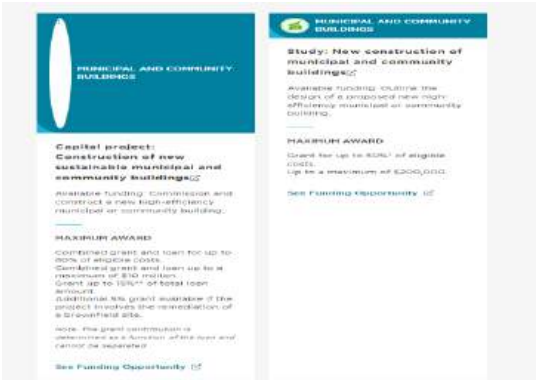|	
Average Residential Assessed Property ($350,000)	$350,000.00
2026 Tax Bill impact per average home	$53.22
2026 monthly Tax Bill impact per average home	**$4.43**

Note 1: upto 50% of eligible costs of a study for a design of a proposed new high efficiency building to a max of $200k (4 month approval process) - requires a pre-application and a full application approval

Note 2: Appraisal required- for illustration purposes, estimate $2m -assuming building is to be sold

Note 3: Maximum Grant Award - combined grant and loan up to $10m for up to 80% of eligible costs, grant 15% (assuming max available)- Unity can assist in the grant work and studies at a cost of $80-$100k and would take approx 2 months to complete - grant approval can take up to 6 months

Note 4: Estimated debenture (Amortizer) of $13.482m and $8.5M both at 4.71% for 30 year terms (subject to approval), no prepayments on debenture, both fully advanced Jan 1, 2026, monthly payments (note 2025 will require a construction loan which will convert to a debenture/loan once completed -rate TBD) For this illustration the annual payments/interest begin Jan 1, 2025.

Note 5: Additional tax dollars above the $400k built into base budget in 2024 ($1,369,681-$400,000) - depending on construction financing the full budget impact will not be seen until 2026

Green Municipal Fund Summary

What is the Green Municipal Fund?

The Green Municipal Fund (GMF) is a program offered through the Federation of Canadian Municipalities (FCM). The program provides municipalities with the opportunity to apply for an array of funding solutions for projects that help to achieve Canada's climate change and sustainability targets.

The grants offered through the GMF are for municipal environmental projects, and funding can be accessed through the entirety of the project.

Municipalities that seek grant funding must achieve set targets and complete a study that assesses technical and financial feasibility, in addition to social, environmental, and economic impacts.

The Township of Tiny has consulted with a GMF advisor about potential options including constructing a new Administrative Office and a retrofit of the current Township Office at the same time. The Committee was advised that the township could qualify for funding for a new construction and a retrofit, however, the new construction and retrofit projects would need to be completed in separate fiscal years.

Can the Green Municipal Fund be used for a new Administrative Centre?

One of the goals of GMF program is to assist local governments in building workplaces which are primarily used by administrative or service staff that fosters resilient, net-zero initiatives that are optimized to reduce Greenhouse Gas (GHG) emissions.

The GMF program indicates that construction of new municipal facilities such as an Administrative Centre must meet best practice energy targets and achieve zero operational GHGs (with the exception of emergency back-up energy).

Can the Green Municipal Fund be used to retrofit the current Township Office?

The GMF program can also be used to assist local governments in retrofitting municipal buildings that implement one or more phases of a GHG reduction pathway that helps to reduce emissions.

The retrofit would need to strive to reach a 50 per cent reduction within 10 years and meet best practice energy targets such as Energy Use Intensity and Thermal Energy Demand Intensity within 20 years.

What are the benefits of net-zero, high-efficiency energy use in new construction?

The GMF highlights some of the benefits of the use of net-zero and high-efficiency energy use in new construction, including to:

- Reduce heating, cooling, and energy costs,
- Accelerate energy savings and keep energy dollars in the community,
- Increase comfort, health, and quality of life for residents,
- Lower operating costs which can be utilized for community benefits,
- Create local jobs, and
- Reduce strain on local energy grids and increase resilience to climate events.

Where can I learn more about the Green Municipal Fund?

For more information about the GMF program, visit: https://greenmunicipalfund.ca/

County of Simcoe Municipal Tax Rates

2023 MUNICIPAL RATE

Municipality	Rate
TOWNSHIP OF ESSA	0.3010%
TOWNSHIP OF TINY	0.3646%
TOWNSHIP OF ADJALA TOSORONTIO	0.3711%
TOWNSHIP OF TINY (+ BUILDING PORTION)	0.3872%
TOWNSHIP OF SPRINGWATER	0.4318%
TOWNSHIP OF SEVERN	0.4640%
TOWNSHIP OF ORO-MEDONTE	0.4988%
TOWN OF BRADFORD WEST GWILLIMBURY	0.5566%
TOWNSHIP OF RAMARA	0.5676%
TOWNSHIP OF INNISFIL	0.6325%
TOWN OF WASAGA BEACH	0.6453%
TOWNSHIP OF TAY	0.6990%
TOWN OF COLLINGWOOD	0.7376%
TOWNSHIP OF CLEARVIEW	0.7528%
TOWN OF NEW TECUMSETH	0.9857%
TOWN OF PENETANGUISHENE	1.0765%
TOWN OF MIDLAND	1.1455%