



**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-017-25

**Meeting Date:** 04 Jun 2025

**Subject:** **Tiny Township Administrative Centre Update**  
Our File No: A19/66063/25

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### **Recommendation**

THAT Public Works Report PWR-017-25 regarding the Tiny Township Administration Centre be received for information;

### **Background/Analysis**

Work is advancing with the development of the Tiny Township Administrative Centre. Staff have been working with both the architect, Unity Design Studio, and the Construction Manager, Bertram Construction, to ensure that the project is delivered in a timely manner while following all the requirements the Township would impose on an external developer.

This report is to give Council an update on where things currently stand with the project. Staff and the Administrative Centre Committee are currently reviewing the 100% architectural design development drawings. Unity Design Studios are actively working on site and landscaping plans as well as coordinating the work of the various subconsultants (structural, mechanical, electrical).

On site, the tree cutting was completed in March and logs are currently being removed from the site now that half loads are off. A portion of the logs will be retained to integrate into architectural features of the project. Geotechnical testing has been completed to inform structural and civil design. The parking area in the meadow where forked three awned grass was found has been blocked off as recommended by Azimuth Environmental. The phase 2 archeological study is underway at the time of the writing of this report and is forecast to be complete by the time it is presented to Council. This involves manually digging test pits every 5 metres by archeological staff and sifting through the topsoil. They are being monitored by a member of the Huron Wendat Nation.



**Fieldworkers from ARA performing test pits at the construction site**

On their end, Bertram is hard at work putting together a Class C estimate based on the latest design drawings. This will be presented to Council in a future report. They are also working on a detailed schedule to attain the 2027 occupancy goal. In order to meet that goal, they have already issued an RFP for a cross laminated timber subcontractor so they can aid in the detailed design and budgeting which will be critical to this project.

Bertram have also met with the Township's Chief Building Official (CBO) to request a Conditional Permit for this project. This would allow work to commence prior to the final detail drawings being completed. This is not typically done in Tiny since the vast majority of our construction is single dwelling residential. However, this type of permit is the prerogative of the CBO under section 8(3) of the Ontario Building Code Act. Given that this project is institutional and in the community's interest and would allow scheduling and financial impacts on the project, they have agreed to a conditional permit tentatively split into three phases - Foundation, Structure, and Final. It is anticipated that with the aid of the conditional permit, foundation work will begin this fall.

### **Reviewed By Other Departments**

Not applicable.

### **Options/Alternatives**

Not applicable.

### **Financial Implications**

There are no new financial implication tied to this report. Staff will return to Council with a report on the Class C estimate once it is finalized.

## **Relationship to Strategic Plan**

- Infrastructure Revitalization
- Environment and Public Land Management

## **Conclusion**

It is recommended that Council receive this report as information.

Tim Leitch, Director of Public Works                      Approved - 22 May 2025

Haley Leblond, Director of Corporate Services/Deputy CAO                      Approved - 26 May 2025

Robert Lamb, Chief Administrative Officer                      Approved - 27 May 2025