



March 6, 2024

Dear Mayor Dave Evans and Council of the Township of Tiny

We are writing to urge Council to significantly change its process for developing a new municipal administration building. The development of a new town hall would be a once in a lifetime initiative which, when undertaken, should engage, inspire and unite the residents of the Township.

FoTTSA believes that there has been inadequate up-to-date information provided to the public regarding the justification and scope of the building project, the priority of the town hall project relative to other essential infrastructure spending demands, the assessment of alternatives, and the rationale for selecting a site remote from any settlement areas.

The sessions held on Monday, December 11, 2023, following only one week of notice, were designed to seek public input exclusively on the matter of features and programming the participants would suggest be included in the project. Not only has the approach adopted by the Township constrained the scope of public input generally, but its process did not provide seasonal residents any reasonable opportunity to be engaged. Nevertheless, as you are aware, the public in attendance expressed concern related to many aspects of the proposal.

On or about January 5, 2024, the Township administration and Council received email correspondence from two Township residents (Ted and Nancy Phelps) which has also been provided to FoTTSA. The Phelps outline a number of serious flaws in the site selection process, including:

- the inappropriately small weight given in the scoring matrix to fundamentally significant planning criteria including adherence to the Township's own Official Plan
- a failure to recognize that a portion of the selected site appears in the County of Simcoe Official Plan as "unevaluated wetland" and is zoned Environmental Protection Two.

FoTTSA believes that the Phelps' well researched and authoritatively articulated allegations are credible and warrant a positive response and thorough consideration.

By July 1, 2024, an Asset Management Plan must be completed for all the Township's infrastructure assets and proposed levels of service, activities and funding required to meet those levels of service and any estimated funding shortfall. The Township will be required to demonstrate that it has undertaken asset management planning so that any requests for provincial funding are supported. A transparent, publicly communicated plan would provide an understanding of all anticipated costs and thus contribute to enhanced accountability. This would afford an opportunity for public discussion of the Township's needs, priorities, and financial requirements, and a more convincing demonstration that Council intends to invest responsibly.



At a minimum, in the near future Council should commit to provide to the public:

- a valid up-to-date assessment of existing administrative building deficiencies and future facility requirements accounting for the capability of new information and communication technology and its impact on office space requirements
- a preliminary program of proposed building elements identifying those that are deemed essential and those in the discretionary category
- a preliminary estimate of the cost of the proposed essential and possible discretionary projects and realistic financing options and implications
- an assessment of the priority of the possible town hall investment relative to all anticipated Township infrastructure investment requirements.

Furthermore, the town hall site selection process should be entirely re-done in a better-informed and fully documented and transparent manner incorporating expert land-use planning and environmental assessment input and including a broad analysis of costs and benefits.

Finally, and most importantly, the Township must engage the public, both permanent and seasonal residents, in much more meaningful engagement with a view to gaining broad consensus and support for this important community building initiative. If a new town hall really required, then let's have one that makes the residents of the Township feel proud, not angry.

To achieve this outcome, Council must immediately direct that its staff significantly revise the approach to advancing this project. Be assured that should this request be dismissed, FoTTSA and others will petition the County and Provincial government agencies and ministries for their effective intervention.

Please respond at your earliest convenience with a commitment to this direction.

to be answered. Additional questions

1) For over a year during COVID-19 the municipal offices were closed to the public. The majority of staff worked offsite very effectively, investment was made by the township to support remote working and for the residents to access services online. Is working remotely a potential alternative for employees of certain departments instead of constructing new workspaces for them?

2) While we can understand that the portables have become an unfit and unsafe environment for staff, has consideration been given to relocating certain staff to



other areas? Could the recreation staff be accommodated at the existing Community Centre with minor modifications. Since, the Public Works building on the 9th concession was built to support it, could the construction of a second level space house the Public Works/Water staff?

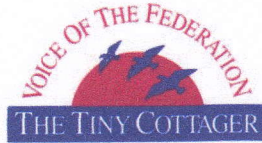
3) If there is a shortage of space for staff accommodation, why does the Township rent office space to Tatum engineering?

4) Once completed (by July 1, 2024), will the Asset Management Plan for infrastructure assets, and proposed levels of service, activities, and funding be accessible to taxpayers on the website? We feel that a transparent, publicly communicated asset management plan, provides a foundation for this council, and its taxpayers to understand the costs of providing services. This would contribute to enhanced accountability for decision-making, would open an opportunity for council to discuss needs, priorities, and financial requirements, on a more informed basis, and would demonstrate that public money is being invested responsibly by showing that results are being achieved.

5) What is the scope of architectural service related to the new municipal building which is being presently requested by the Township and funded by the \$400,000 identified in the recently adopted budget?

6) Is there any way in which the information provided to the public on the dedicated web page could be provided more expeditiously? On March 5, 2023 the most recent Committee meeting minutes available were from December 18, 2023.

7) How does it make sense to Council that the minutes of the December 18 meeting of the Committee indicate that the project consultants have created a functional program while at the same meeting they were directed to update to the building needs assessment study done in 2017? Seems like the cart before the horse. Shouldn't the functional program of a new building be entirely based on the identified needs?



Paul Cowley

A handwritten signature in black ink that reads "Paul Cowley".

President – FoTTSA (Federation of Tiny Township Shoreline Associations)

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