	Report Title	Town Hall Project Committee – Proposal Summary and Public Engagement Process
	Report No.	DCS 19-29
	Author	Cephas Panschow on Behalf of the Town Hall Project Committee
	Meeting Type	Council Meeting
	Council Date	SEPTEMBER 23, 2019
	Attachments	Summary of Town Hall Proposals

RECOMMENDATION

THAT Council receive Report DCS 19-29 Town Hall Project Committee – Proposal Summary and Public Engagement Process;

AND THAT the Town Hall Project Committee be authorized to move forward with the public engagement process as outlined in this report.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of the three Town Hall proposals received by the Town and to provide additional information on the public consultation process. The public consultation is intended to meet the Town's commitment to the community consistent with the goals and objectives of the Town's Public Engagement Guidelines (Bylaw 3880). This report will serve as the launch of the public engagement process for this project. This report is being provided on behalf of the Town Hall Project Committee.

BACKGROUND

Council approved the following resolution at their August 12, 2019 meeting:

THAT Council receive Report DCS 19-20 Town Hall Project Committee – Status Update and Public Consultation as information.

However, Council requested that they be provided with an overview of the proposal information that would be used in the public consultation for the project. In that regard, staff is providing a summary of the following information:

- Building Elevations;
- Building Floor Plans; and,
- Site Plan of the property.

This information has been included Appendix A, B and C to this report.

CONSULTATION/COMMUNICATION

The Town Hall Project Committee has made a number of suggestions to consider for the Public Consultation sessions:

- Provide a variety of Open House dates and times;
- Consider starting the consultation with a social event;
- Provide feedback sheets for residents to submit;
- Provide summary financial information; and,
- Ensure open house information is shared widely and to Town Advisory Committees, the Chamber of Commerce, BIA, etc.

Based on this, the following schedule for public consultation is being recommended:

Project Schedule

Item	Target Date
Summary of proposal provided to Council (Open)	September 23
Public Launch Event <ul style="list-style-type: none">• Release of:<ul style="list-style-type: none">○ Website information○ Online survey & feedback form	Week of September 30
Public Information Sessions	Weeks of: <ul style="list-style-type: none">• September 30• October 7• October 14
End of Public Consultation Period	October 25
Committee Review and preparation of final report and recommendation	November
Presentation of Final Report and Recommendation to Council	December 9
Transaction Close	To be negotiated

The following questions will form the basis for the feedback sheets that will be provided to residents for their input:

- Do you know where all of the Town's offices are now? If yes, please describe.
- Do you feel that the Town's current way of doing business with different departments spread out across multiple locations serves the public well?
- Do you believe that consolidating the majority of the Town's administration into one central location is a good idea? Why or why not?
- After reviewing the proposals, what design elements do you like best?
- After reviewing the proposals, what design elements do you like least?
- Is there anything missing from the proposals that should be considered/included?
- Do you believe that consolidating Town operations will provide additional value to taxpayers even if it means increased costs?
- Do you have any other questions or comments that you would like to be considered by the Town in making this decision?

As Public Engagement is a Town responsibility, the information gained from the process will be provided to Council for their consideration.

FINANCIAL IMPACT/FUNDING SOURCE

There are minor financial impacts associated with the public consultation including refreshments as appropriate as well as staff resources to summarize and prepare the information for release, launch the identified website and related infrastructure and review the input received.

Due to workload, the Economic Development & Marketing (Communications) department is unable to provide full communications support for the public engagement process. Hence, staff will be looking to retain communications support and this will also result in additional costs.

The lease and additional costs associated with a new Town Hall will be brought forward along with a recommendation at a future date.

A summary of the proposals is as follows:

- Building size ranges from 25,025 square feet in the E&E McLaughlin proposal to 26,905 for the S.E.M Construction proposal and 27,198 square feet in the Dancor proposal.
- Average Annual Lease Costs over the 30 year period range from approximately \$800,000 (\$29/square foot) to \$850,000 (\$31/square foot).

The Town is currently paying approximately \$217,500 in annual lease costs for the 12,000 square feet of space it is currently leasing in the Town Centre Mall. Consolidating additional staff into an expanded presence in the mall would also result in additional costs and these will be brought forward the future.

There is no commitment for the Town to proceed with any proposals received.

COMMUNITY STRATEGIC PLAN

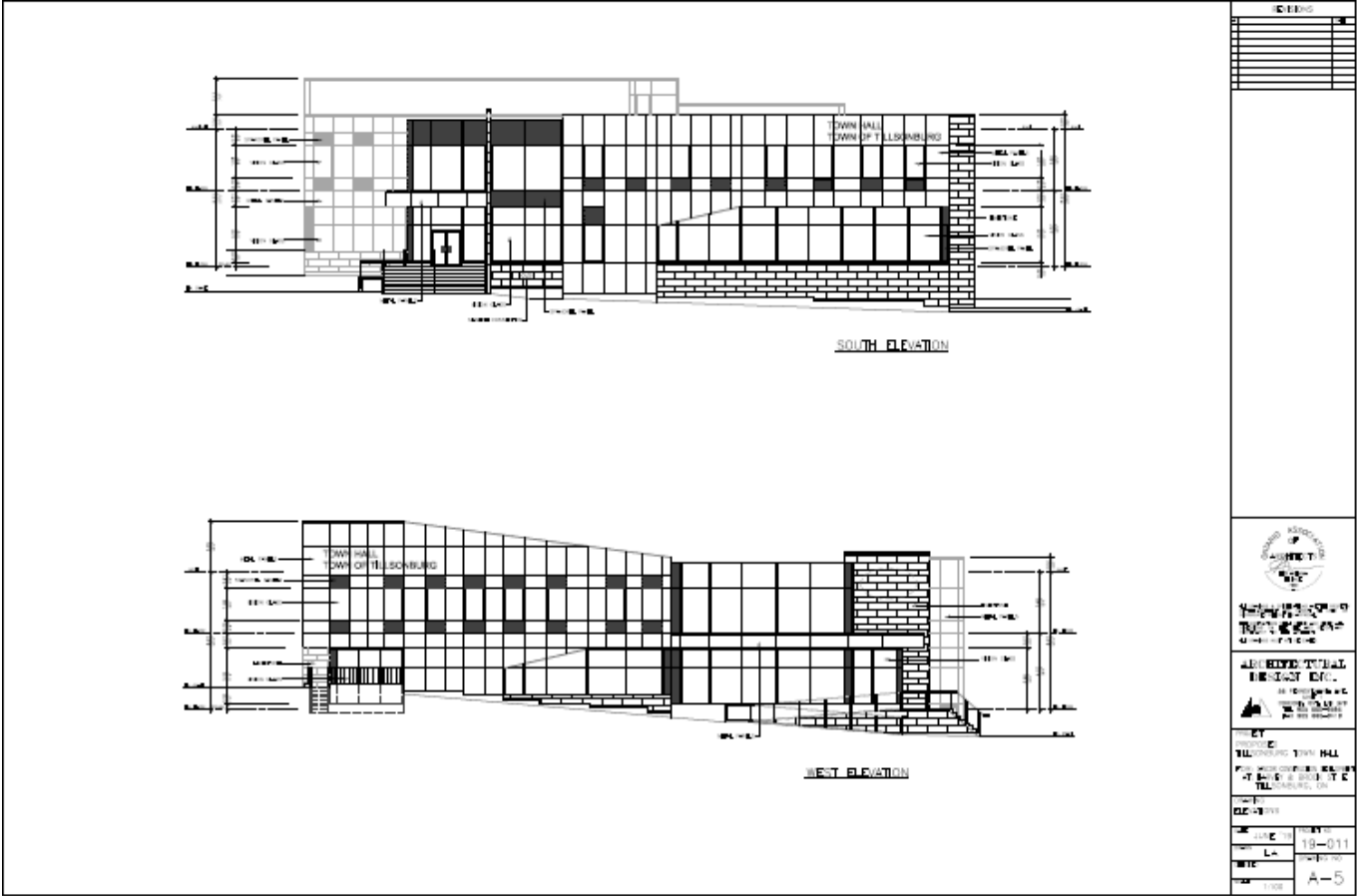
1. Excellence in Local Government
 - ☒ Demonstrate strong leadership in Town initiatives
 - ☒ Streamline communication and effectively collaborate within local government
 - ☒ Demonstrate accountability
2. Economic Sustainability
 - ☐ Support new and existing businesses and provide a variety of employment opportunities
 - ☐ Provide diverse retail services in the downtown core
 - ☐ Provide appropriate education and training opportunities in line with Tillsonburg's economy
3. Demographic Balance
 - ☒ Make Tillsonburg an attractive place to live for youth and young professionals
 - ☐ Provide opportunities for families to thrive
 - ☐ Support the aging population and an active senior citizenship
4. Culture and Community
 - ☒ Promote Tillsonburg as a unique and welcoming community
 - ☐ Provide a variety of leisure and cultural opportunities to suit all interests
 - ☐ Improve mobility and promote environmentally sustainable living

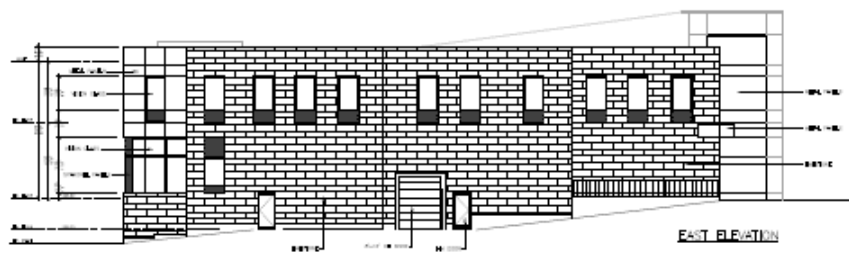
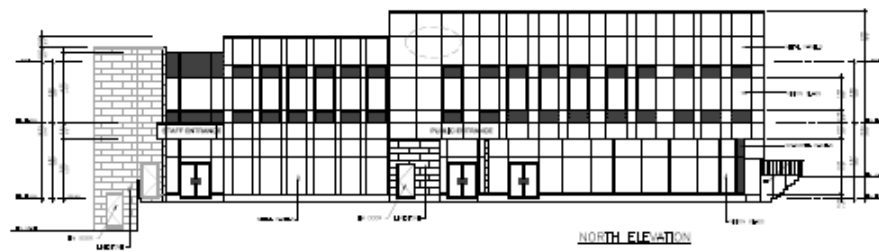
Appendix A – Dancor Proposal Summary

Site Plan – Corner of Brock Street East and Harvey Street



Building Elevations



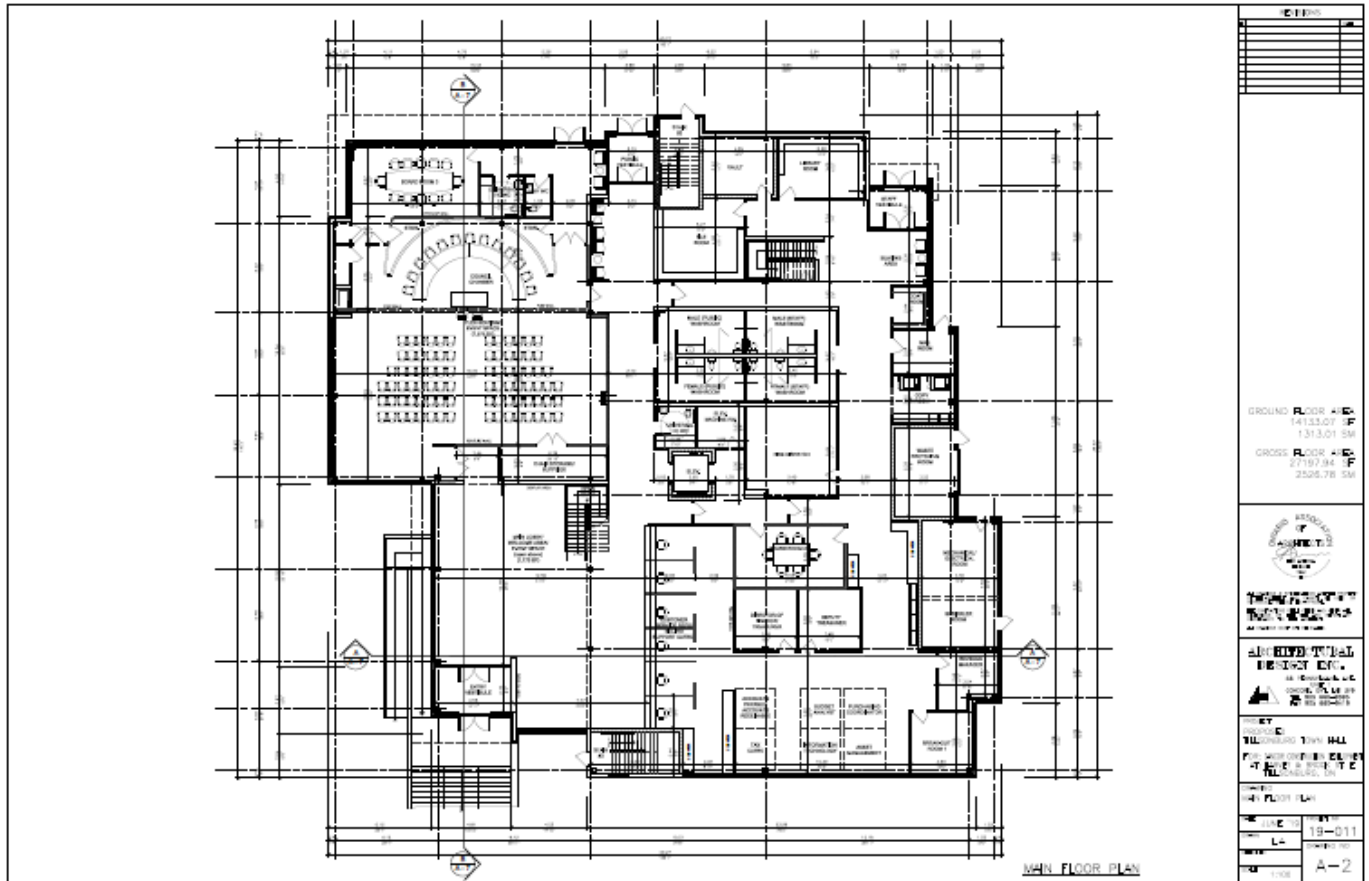


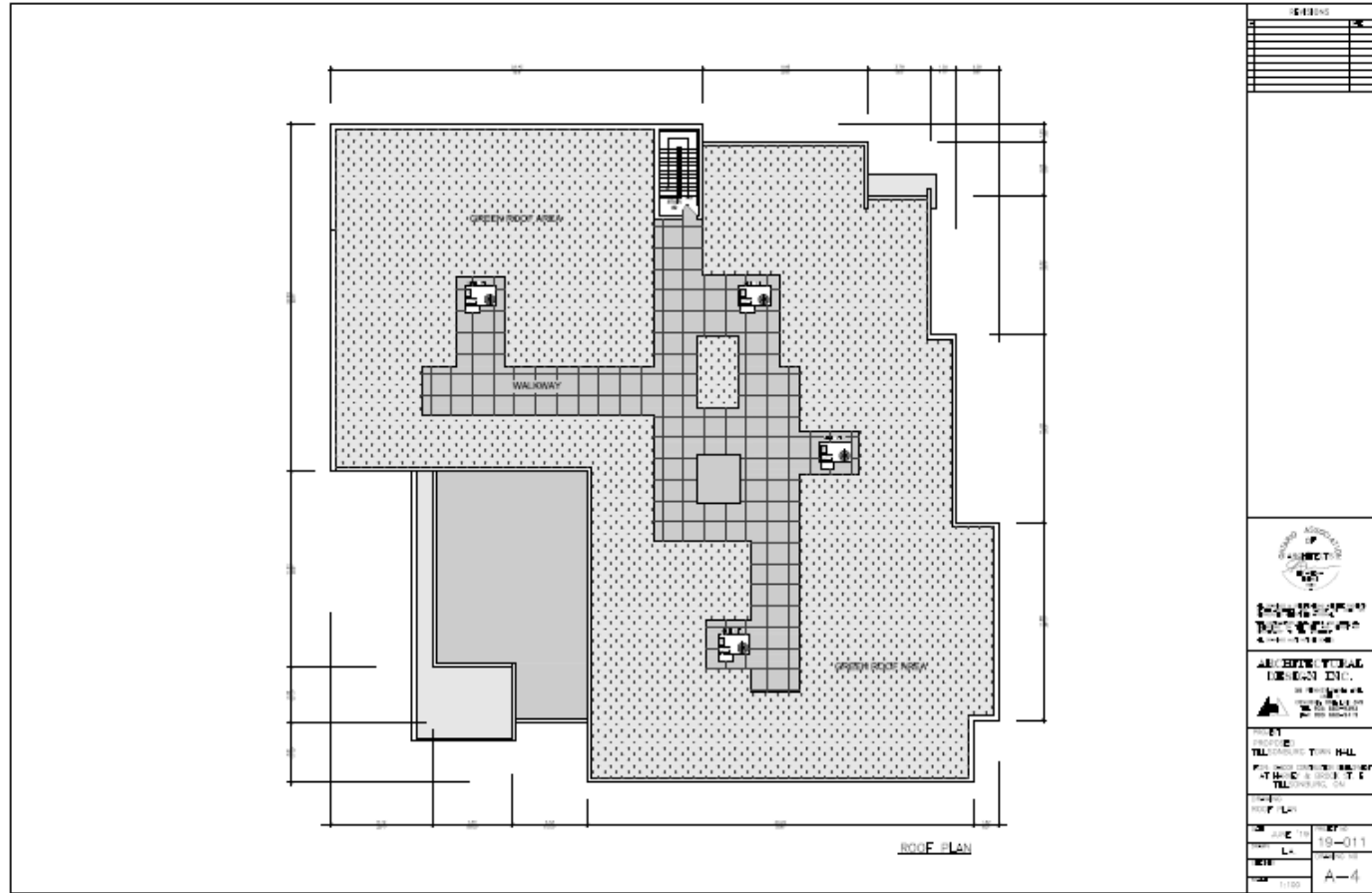
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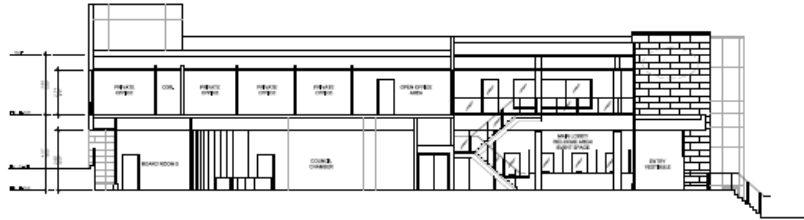
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Floor Plans

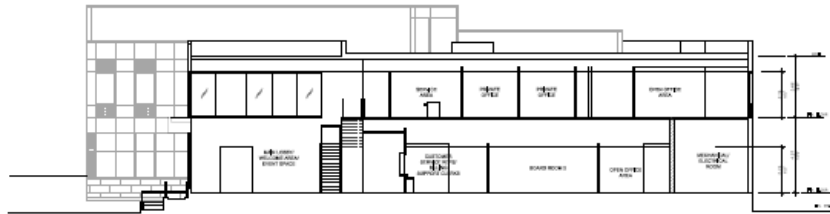




Cross Section – Public Space



SECTION 'B-B' THRU COUNCIL CHAMBER AND MAIN LOBBY



SECTION 'A-A' THRU OFFICES, CUSTOMER SERVICE AND MAIN LOBBY

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4. 下列各句，没有语病的一项是（ ）
A. 通过这次活动，使我们增长了见识，开阔了眼界。
B. 为了防止这类事故不再发生，我们必须采取有效措施。
C. 即使你在学习上取得多大成就，也不能骄傲自满。
D. 只有你不断努力，才能取得优异的成绩。

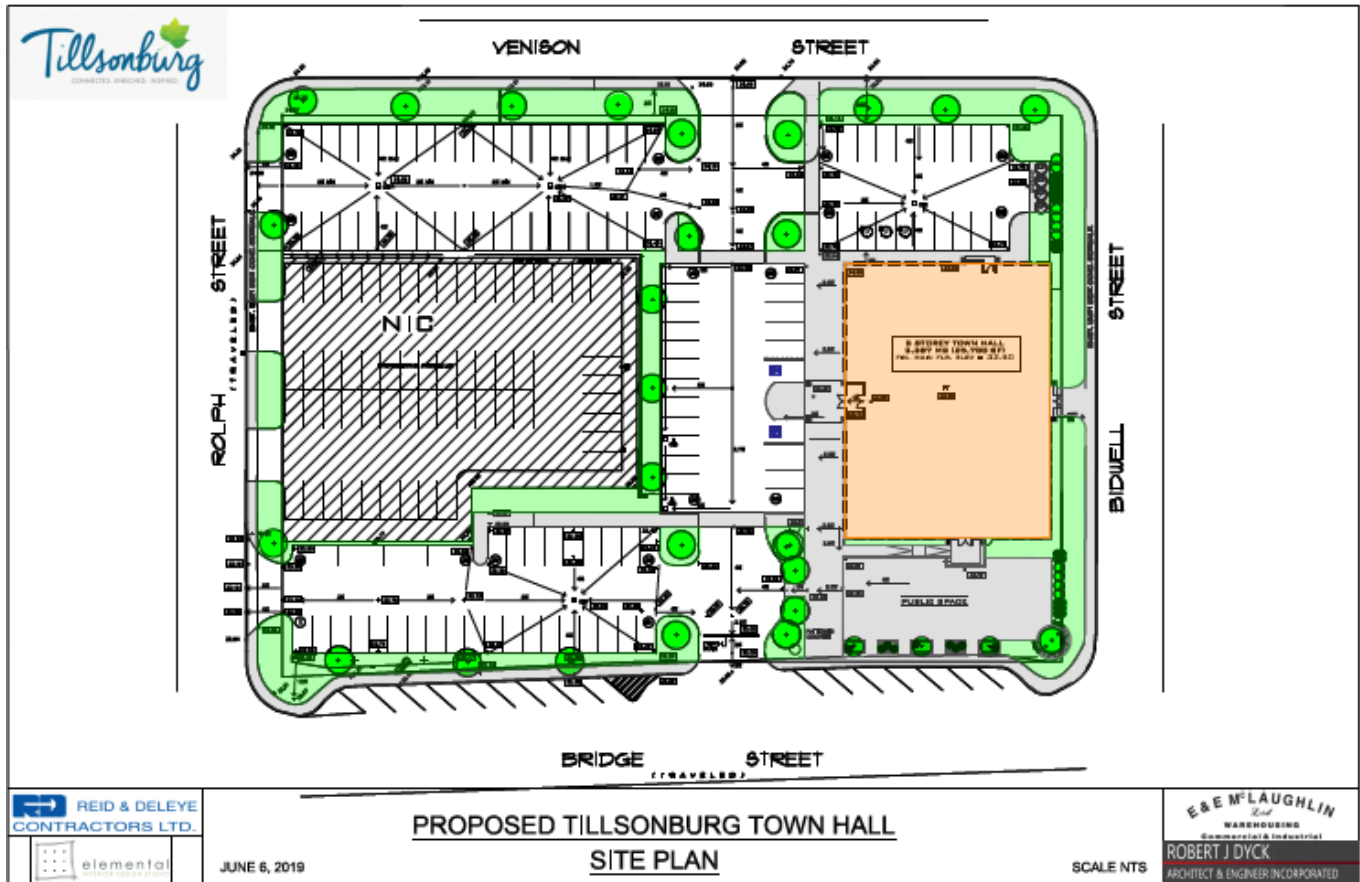
**ARCHITECTURAL
DESIGN INC.**
26 E. 10TH AVE. - 4th FL.
CONCORD, N.H. 03301
TEL: 603-225-2275
FAX: 603-225-2478

PROJECT
PROPOSED
TILSONBURG TOWN HALL
FROM: MOORE COUNTY ENGINEERING
-T. HARRIS & ASSOCIATES
TILSONBURG, NC

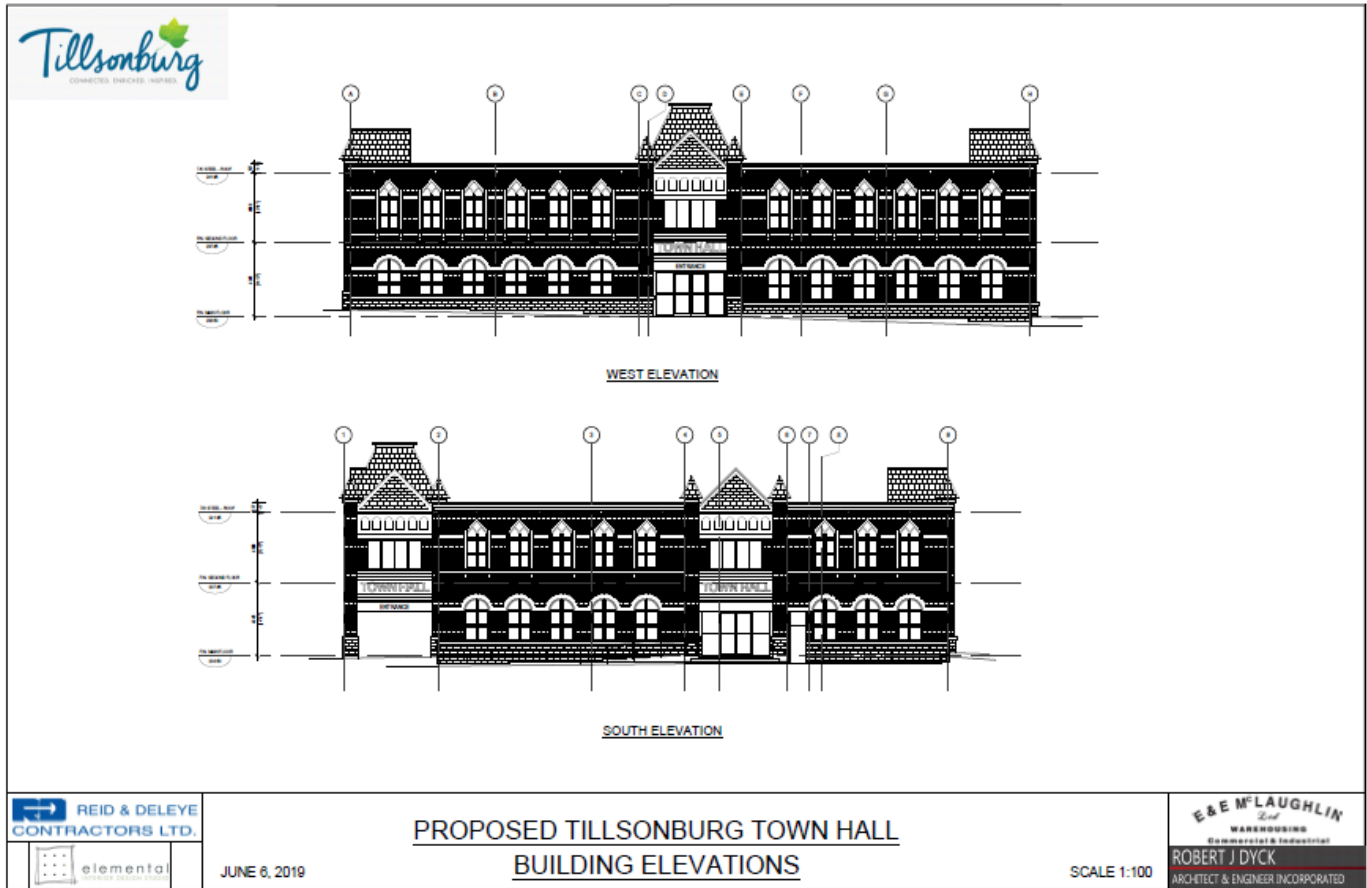
SECTION 5	
DATE: JUN 19	KEY: 19-011
CITY: LA	CHARGED NO:
STATE:	A-7
TIME: 1:30	

Appendix B – E&E McLaughlin Ltd Proposal Summary

Site Plan – Bridge Street and Bidwell Street

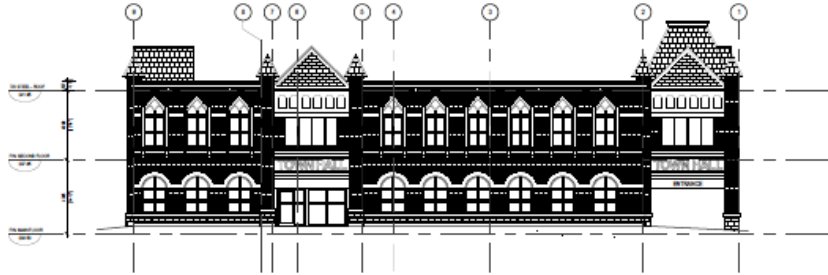


Building Elevations





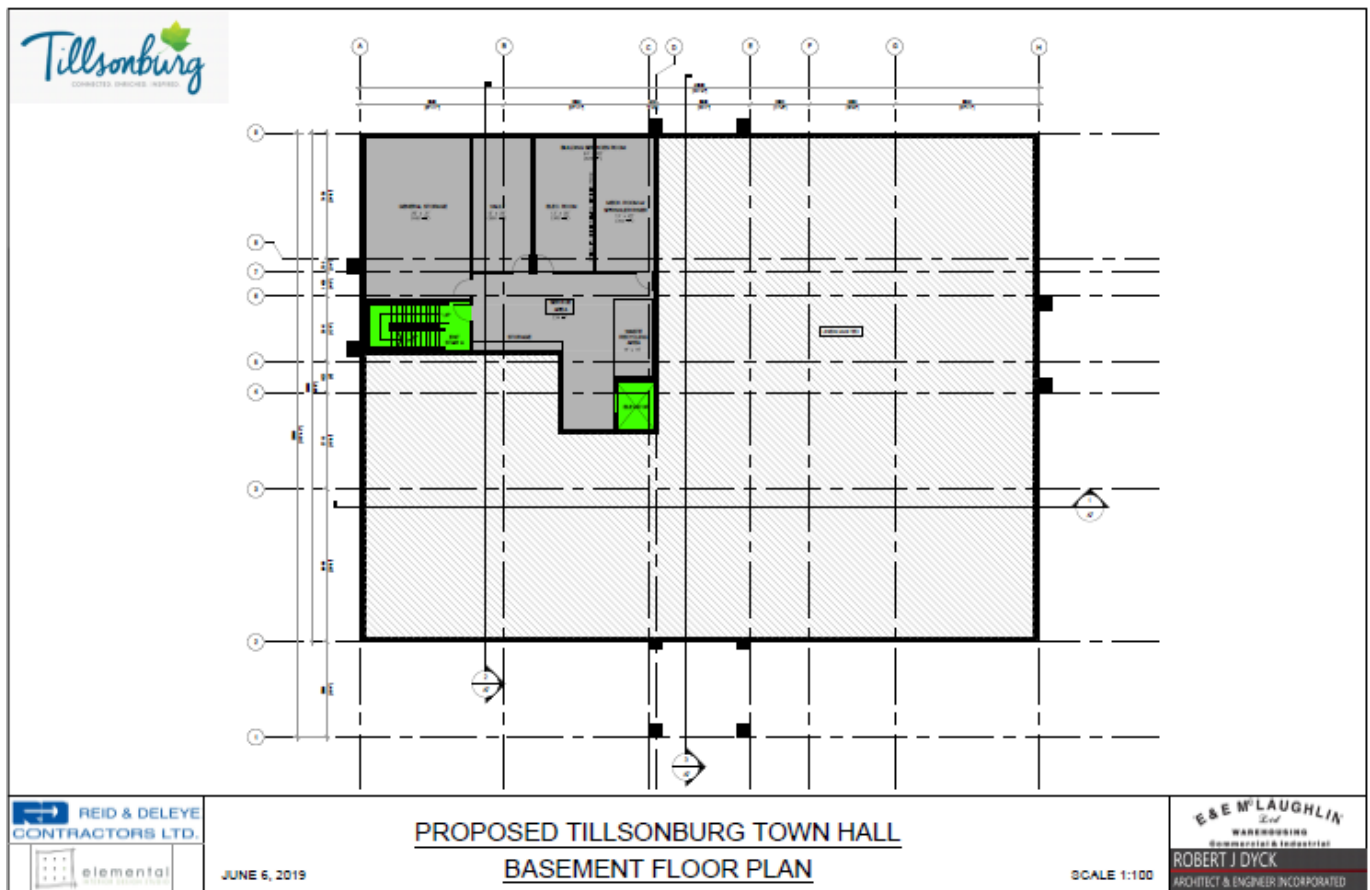
EAST ELEVATION

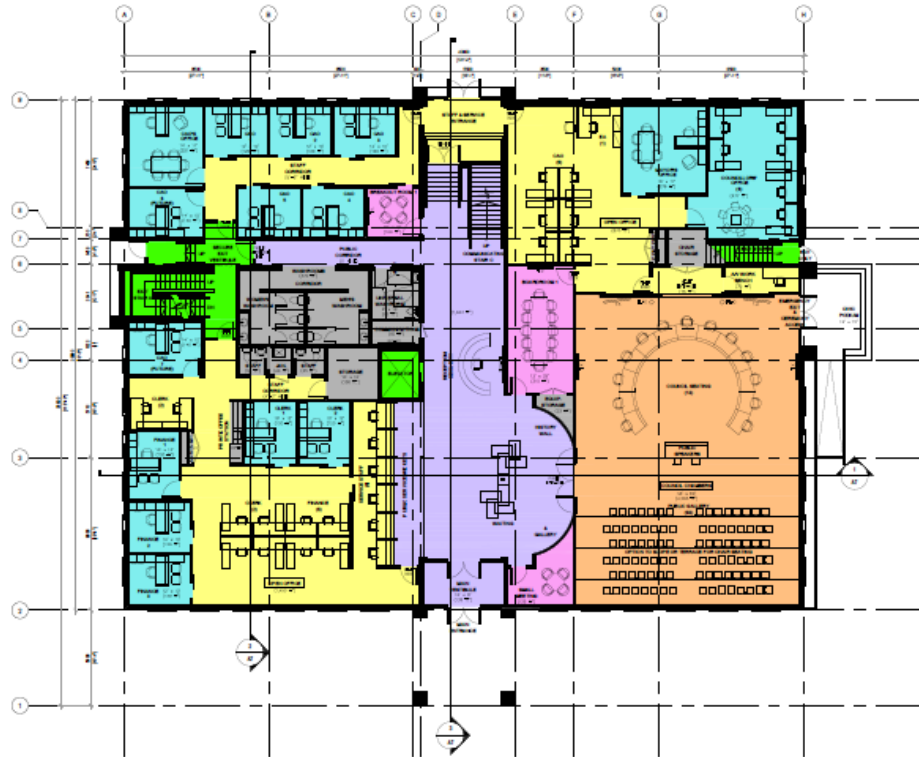


NORTH ELEVATION

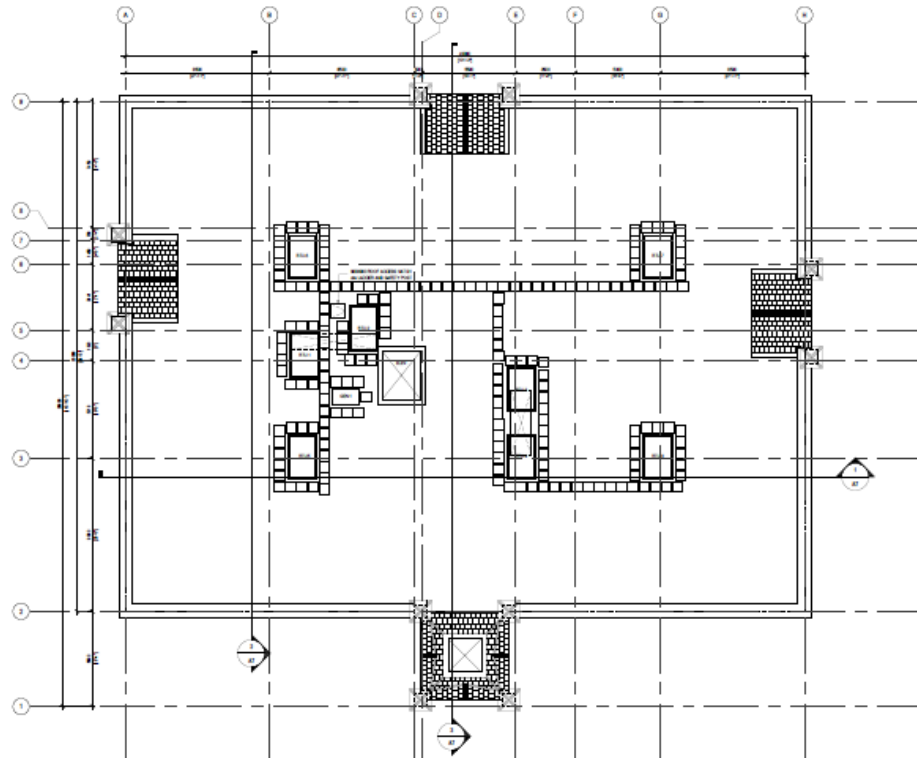


Floor Plans

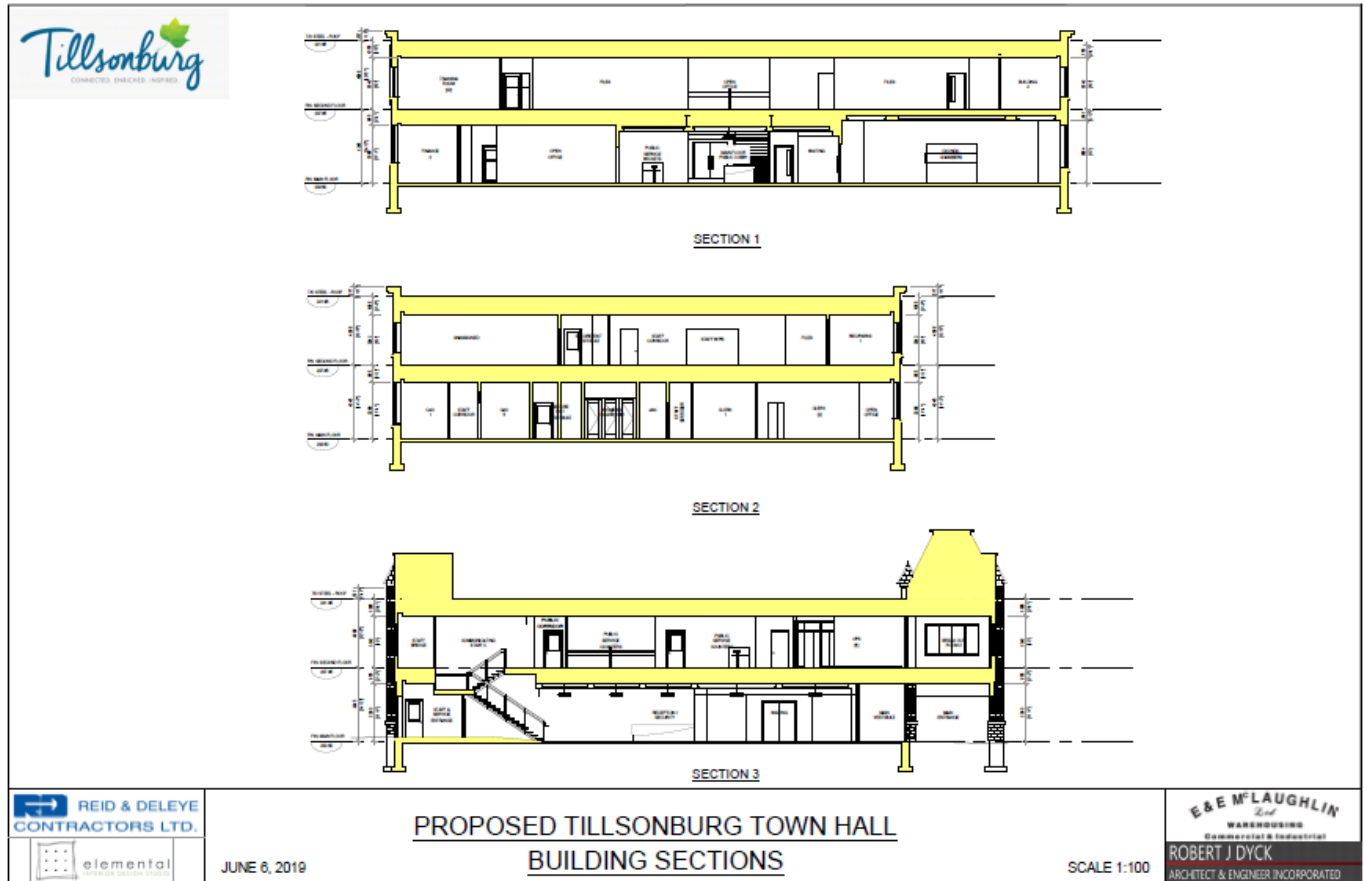




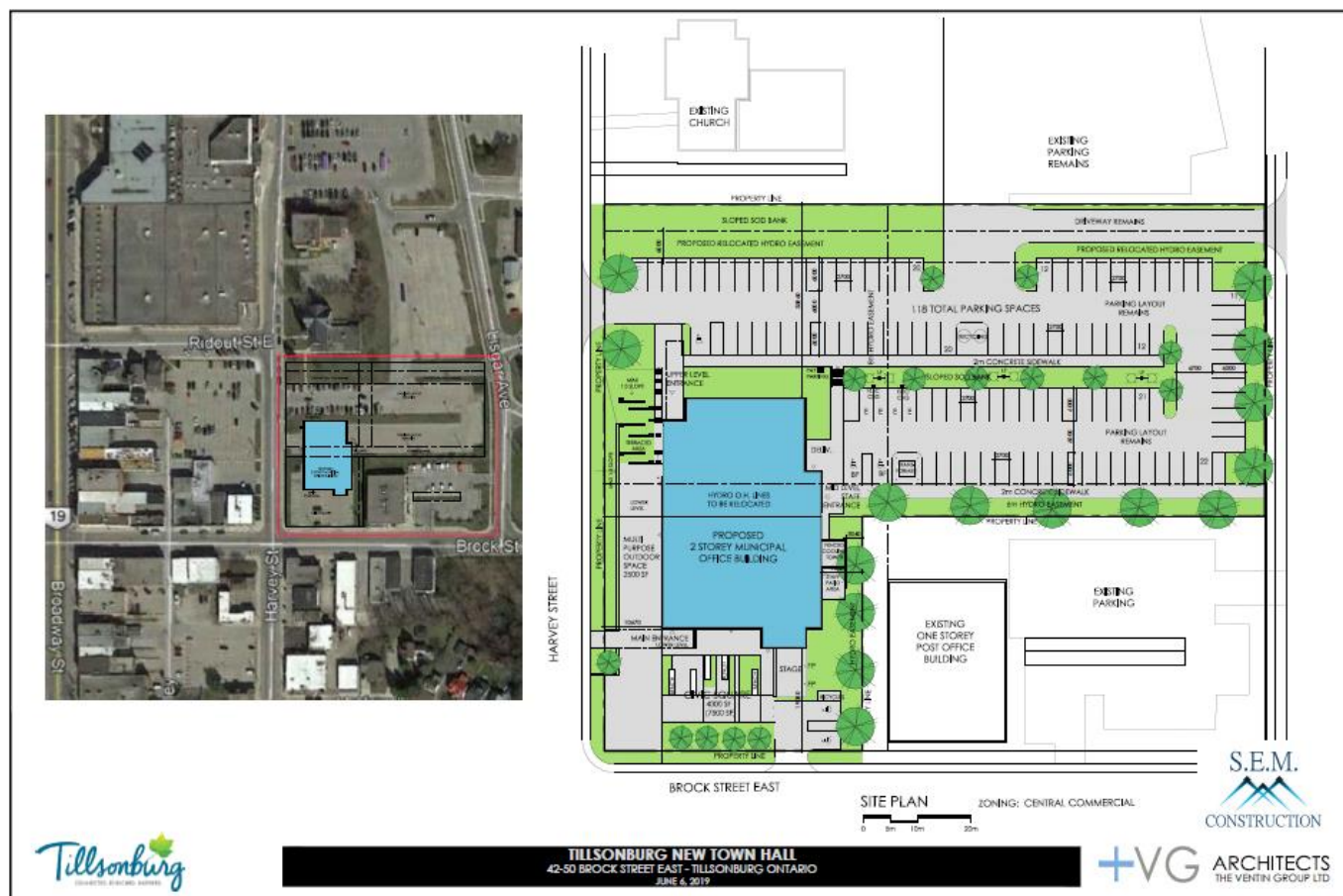




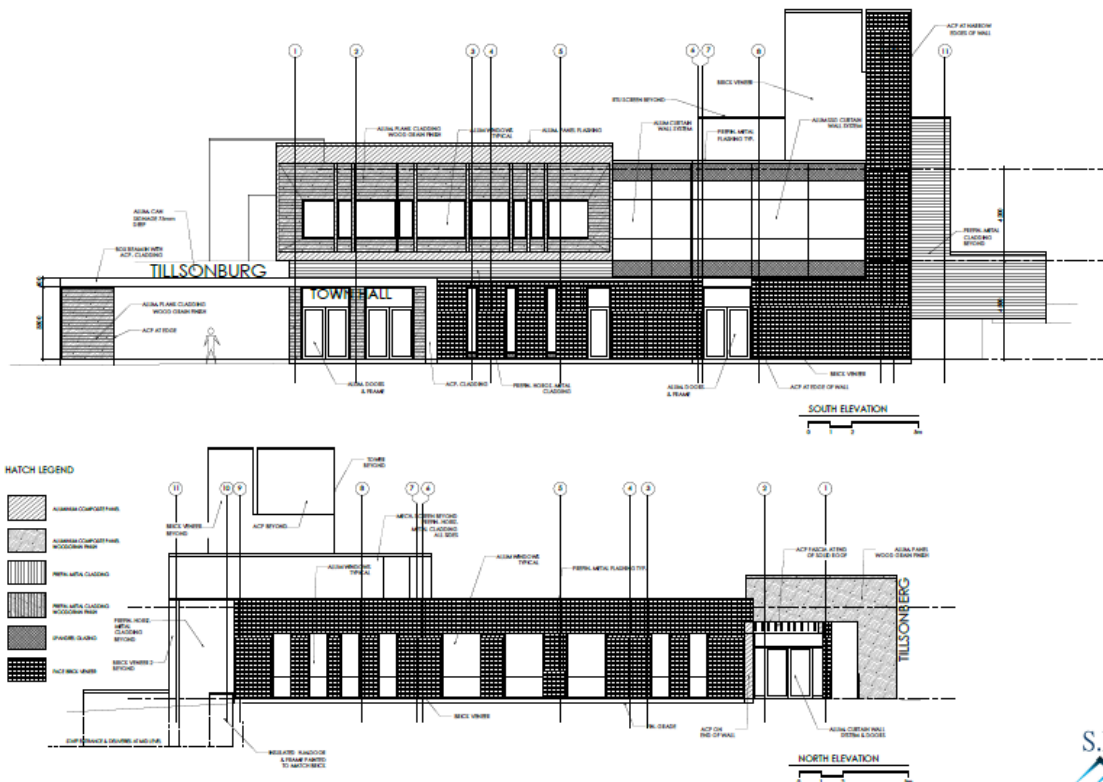
Cross Section – Public Space



Site Plan – Corner of Brock Street East and Harvey Street

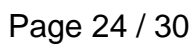


Building Elevations



TILLSONBURG NEW TOWN HALL
42-50 BROCK STREET EAST - TILLSONBURG ONTARIO
JUNE 6, 2019







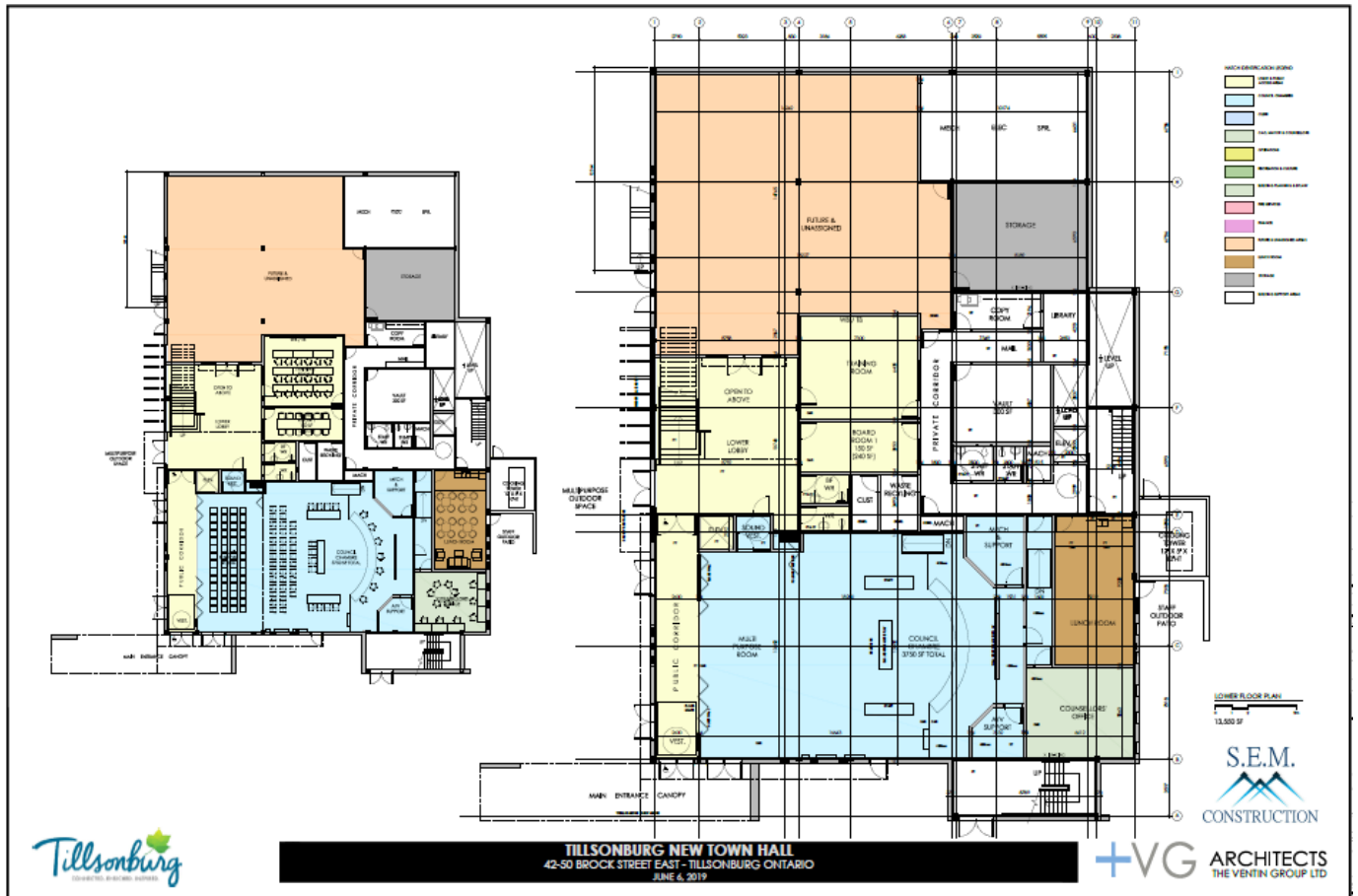
EXTERIOR RENDERING
AERIAL VIEW FACING MAIN ENTRANCE

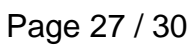


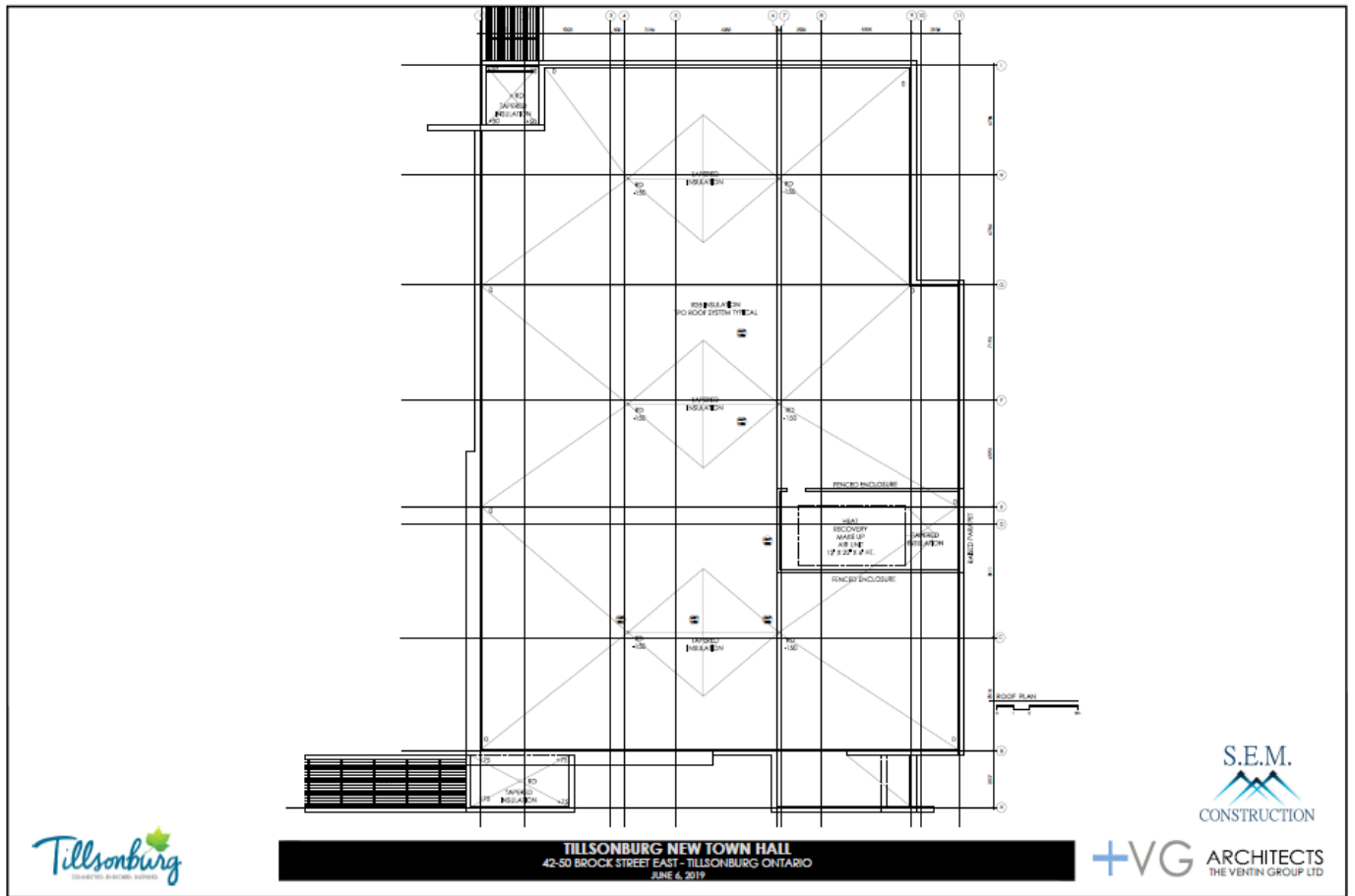
TILLSONBURG NEW TOWN HALL
42-50 BROCK STREET EAST - TILLSONBURG ONTARIO
JUNE 6, 2019



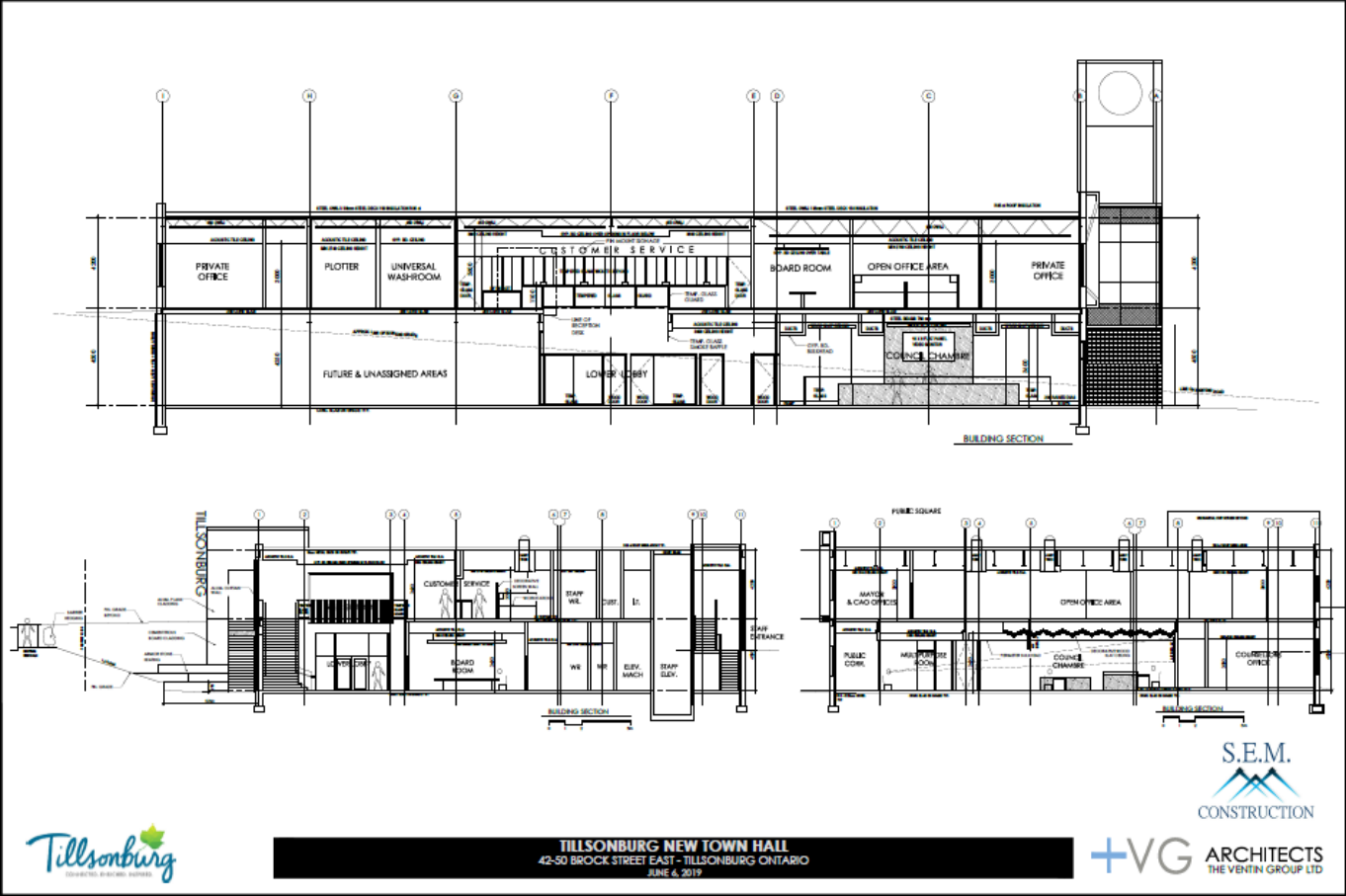
Floor Plans







Cross Section – Public Area



Report Approval Details

Document Title:	Report DCS 19-29 Town Hall Project Committee - Proposal Summary and Public Engagement Process.docx
Attachments:	
Final Approval Date:	Sep 17, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Sep 16, 2019 - 5:20 PM

A handwritten signature in black ink, appearing to be 'DR', with a long horizontal line extending to the right.

Ron Shaw - Sep 17, 2019 - 11:35 AM

Donna Wilson - Sep 17, 2019 - 12:10 PM