Staff Report #AD-12-26

Meeting: Regular Council - 13 Jul 2026

Staff Contact: Laura Pye, Melissa Gowanlock,

Subject: Brechin Municipal Buildings - Demolition Costing and RFI/RFP Framework

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Suggested Motion

THAT Report AD-12-26 Brechin Municipal Buildings – Demolition Costing and Request for Information/Request for Proposal Framework be received;

AND THAT staff be directed to include the demolition of the municipally owned buildings located at 2287 and 2291 Highway 12, Brechin, within the proposed 2027 Budget for consideration;

AND THAT staff be directed to proceed with a Request for Information (RFI) process regarding the future opportunities for the municipally owned properties located at 2287 and 2291 Highway 12, Brechin, generally in accordance with the framework attached as Schedule "A" to Report AD-12-26;

AND THAT staff be authorized to engage Colliers Project Leaders to develop and administer the Request for Information process in accordance with the Township's Procurement of Goods, Services and Construction Bylaw;

AND THAT Council authorize the expenditure of up to $19,000 plus HST for consulting services related to the development and administration of the Request for Information process, to be funded from Capital Project - Capital Buildings;

AND THAT staff report back to Council with the results of the Request for Information.

Background & Discussion

The purpose of this report is to provide Council with demolition costing and a Request for Information (RFI)/Request for Proposal (RFP) framework for the municipally owned properties at 2287 and 2291 Highway 12 in Brechin.

- At its February 23, 2026, meeting, Committee of the Whole considered Report AD-04-26 - Community Engagement Results – Brechin Municipal Buildings, which provided an overview of community engagement results and potential pathways for the properties at 2287 and 2291 Highway 12 in Brechin.
- At its meeting on March 9, 2026, Council adopted the following motion:

  THAT Report AD-04-26, Community Engagement Results – Brechin Municipal Buildings, be received;
  AND THAT staff report back to Council with detailed demolition cost estimates, site remediation considerations and regulatory requirements;

AND THAT staff incorporate opportunities for heritage commemoration or salvage of architectural features where feasible;
AND THAT staff be directed to develop a proposed framework for a Request for Information (RFI) and/or Request for Proposal (RFP) process regarding the future of the properties at 2287 and 2291 Highway 12 and report back to Council.

Demolition
To respond to Council's direction, staff undertook additional due diligence to better understand the scope, costs and regulatory requirements associated with demolition.

The Township retained Pinchin Ltd. to complete pre-demolition Designated Substance Surveys (DSS), for both buildings. A DSS identifies hazardous materials that may be present within a building and must be managed in accordance with applicable legislation during demolition. Completing a DSS prior to tendering or pricing demolition work is considered a best practice, as it provides contractors with a clear understanding of existing site conditions and reduces the likelihood of unforeseen costs once work begins.

The assessments identified several designated substances requiring appropriate management during demolition, including asbestos-containing materials, lead-containing coatings, mercury-containing lamps, presumed PCB-containing electrical components and mould-affected materials. The reports also outline the applicable regulatory requirements governing the removal, handling and disposal of these materials. The findings of the DSS were generally consistent with what would be expected in buildings of this age and construction.

Following completion of the DSS, staff requested an updated demolition estimate from Priestly Demolition Inc. that incorporated the findings of the assessments. The revised budget estimate totals $225,492.15 plus HST and includes:

- demolition of both buildings;
- removal of the confirmed and quantified asbestos-containing materials identified in the DSS;
- engineering required to safely complete the demolition; and
- backfilling of the excavated foundations.

The estimate excludes several project-specific costs, including utility disconnections, hydro protection, road closures, permits and other owner-related costs that would be confirmed through detailed project planning should Council choose to proceed with demolition.

Based on the due diligence completed to date, staff are recommending that demolition of the buildings be considered as part of the Township's 2027 Budget process, recognizing the limitations of the existing buildings, the ongoing risks associated with maintaining vacant structures and the opportunity to prepare the site for future redevelopment while preserving Council's flexibility regarding its long-term use.

Building Condition and Investment Requirements
The buildings have been vacant for an extended period and would require significant investment to restore, relocate or substantially redevelop. In addition, Ministry of Transportation setback requirements associated with Highway 12 limit redevelopment options and increase the complexity and cost of retaining the existing buildings.

Ongoing Risk and Liability
As vacant municipal buildings, the properties continue to present risks related to vandalism, trespassing, deterioration and public safety. The Township also continues to incur costs associated with insurance, maintenance, security monitoring and property upkeep while the buildings remain unused.

Preparing the Site for Future Opportunities
Demolition would remove a significant barrier to future redevelopment and create a site that provides greater flexibility for a range of future opportunities, regardless of the eventual use selected by Council. It should be noted, demolition does not preclude the Township from continuing to explore future opportunities through the proposed RFI process.

Financial Planning
Staff are recommending that demolition be considered through the 2027 Capital Budget process to allow Council to evaluate the project alongside other municipal capital priorities and consider the financial implications through the annual Budget process. Subject to budget approval, staff would undertake a competitive procurement process in accordance with the Township's Procurement of Goods, Services and Construction By-law.

Heritage Considerations
As part of its March 9, 2026, direction, Council requested that staff incorporate opportunities for heritage commemoration or salvage of architectural features where feasible.

While neither building is designated under the *Ontario Heritage Act*, the community engagement process demonstrated that many residents value the historical significance of the former Standard Bank and St. Andrew's Hall and their longstanding contribution to the character of downtown Brechin.

Should Council determine that demolition is the preferred future direction, staff would incorporate requirements within the procurement documents for the successful contractor to work with the Township to identify and preserve architectural features, where feasible.

Longer-term commemoration opportunities would be dependent on Council's future direction for the properties.

Proposed Framework for Request for Information (RFI)/Request for Proposal (RFP) Process
The Township's Procurement of Goods, Services and Construction Bylaw identifies an RFI as a non-binding information-gathering process used to better understand the marketplace, define project requirements and gather information before determining an appropriate procurement strategy. An RFP is a subsequent procurement process used where the Township has established a defined scope and is seeking formal submissions for a specific project.

To respond to Council's direction, staff undertook preliminary research to develop a proposed framework for an RFI and RFP process. This work included benchmarking procurement approaches and engaging Colliers Project Leaders to obtain preliminary information regarding industry best practices, market engagement strategies and the scope of work required to support a future procurement process.

Should Council wish to pursue an RFI, staff propose a staged approach beginning with the preparation of a comprehensive property information package, followed by the issuance of an RFI. The property information package would provide prospective respondents with relevant background information to support informed responses, including the results of the community engagement process, property information, planning and regulatory considerations, completed technical studies, demolition due diligence such as the DSS, and other information relevant to the future of the properties.

The purpose of the RFI would be to better understand the level of interest in the properties, identify potential opportunities, explore partnership models, funding approaches and other considerations that may assist Council in determining the future direction of the properties. Respondents would not be expected to submit detailed proposals or fully developed concepts; the RFI would provide an opportunity for interested parties to identify potential opportunities, outline their experience and capacity, and identify considerations the Township should be aware of before determining whether a formal Request for Proposal (RFP) or another course of action is appropriate.

Upon completion of the RFI, staff would review and summarize the responses received and report back to Council.

A draft framework outlining the proposed process is attached as Schedule "A" for Council's consideration. Should Council determine that it wishes to proceed with issuing an RFI, staff recommend engaging Colliers Project Leaders to assist with the development and administration of the procurement process. Colliers Project Leaders has extensive municipal experience providing technical input and project management on capital projects, and the firm is available through the Township's cooperative purchasing arrangements.

The proposed scope of work would include:

- reviewing the completed due diligence and demolition estimates;
- preparing a comprehensive property information package;
- developing the RFI documentation in consultation with Township staff;
- coordinating and administering the RFI process;
- reviewing and summarizing responses received; and
- reporting findings and potential next steps to Council.

Engaging Colliers would provide specialized expertise in municipal procurement and market engagement to help ensure the process is comprehensive, reflects current procurement best practices and reaches the broadest possible audience of potential respondents.

While this report recommends both advancing demolition through the 2027 Capital Budget process and proceeding with an RFI, the two actions are independent and do not need to occur in a specific sequence. The RFI is intended to gather information regarding future opportunities for the properties and may proceed regardless of whether Council ultimately approves demolition. Similarly, considering demolition through the Budget process does not preclude the Township from exploring future opportunities for the site through an RFI. These recommendations provide Council with flexibility while allowing both work streams to advance concurrently.

Alternatives

Brechin Municipal Buildings - Demolition Costing and RFI/RFP Framework

Report AD-04-26 presented Council with several potential pathways for the future of the municipally owned properties. Staff are recommending that demolition be considered through the 2027 Capital Budget process and that an RFI be undertaken to explore future opportunities for the properties. However, should Council wish to accelerate demolition, Council could direct staff to commence the procurement process immediately and identify an alternate funding source outside of the 2027 Capital Budget process. Alternatively, Council may choose to pursue one recommendation independently of the other, revisit one of the alternative pathways identified in Report AD-04-26, or provide other direction.

Financial Information

The Township has secured funding through the Rural Economic Development (RED) Program, which provides a 30/70 cost-sharing arrangement with the Province, to a maximum provincial contribution of $148,780, toward eligible project costs. The approved project has a total value of approximately $495,933 and includes technical studies, assessments and preparatory work related to the revitalization of the municipally owned properties. To date, the Township has incurred approximately $30,000 in eligible expenses related to high-level cost estimates and assessments of the buildings.

Staff are recommending that demolition of the buildings be considered as part of the Township's 2027 Capital Budget process. At this time, there is no approved capital budget for demolition of the buildings. Should Council approve funding through the 2027 Capital Budget process, demolition would proceed through a competitive procurement process in accordance with the Township's Procurement of Goods, Services and Construction Bylaw (2026.26), with final costs established through the tender process.

The approved RED Program funding scope does not include demolition, construction or redevelopment activities and was based on the revitalization and renovation of the existing buildings. Should Council approve the recommendations contained within this report, staff will engage with the Ministry to discuss the implications of Council's direction on the RED Program funding agreement and determine whether the project scope may be amended.

The RFI process can be accommodated within the existing approved Capital Buildings project budget. The proposed consulting fee of $19,000 plus HST for Colliers Project Leaders forms part of the Township's approved project budget and, subject to the terms and conditions of the funding agreement, is anticipated to be eligible for cost sharing under the RED Program.

Strategic Priority Areas:

Do the recommendations of this report advance the Strategic Priority Areas of the Township?

☑ Yes ☐ No ☐ N/A

Which Priority Area(s) does this report support?

- ☐ Service Excellence
- ☐ Sustainable Infrastructure
- ☐ Community Connection

☑ Strategic Growth

Policy Implications:

This report has been prepared in consideration of the Township's Procurement of Goods, Services and Construction Bylaw.

Recommended Action:

THAT Report AD-12-26 Brechin Municipal Buildings – Demolition Costing and Request for Information/Request for Proposal Framework be received;

AND THAT staff be directed to include the demolition of the municipally owned buildings located at 2287 and 2291 Highway 12, Brechin, within the proposed 2027 Budget for consideration;

AND THAT staff be directed to proceed with a Request for Information (RFI) process regarding the future opportunities for the municipally owned properties located at 2287 and 2291 Highway 12, Brechin, generally in accordance with the framework attached as Schedule "A" to Report AD-12-26;

AND THAT staff be authorized to engage Colliers Project Leaders to develop and administer the Request for Information process in accordance with the Township's Procurement of Goods, Services and Construction Bylaw;

AND THAT Council authorize the expenditure of up to $19,000 plus HST for consulting services related to the development and administration of the Request for Information process, to be funded from Capital Project – Capital Buildings;

AND THAT staff report back to Council with the results of the Request for Information and any recommended next steps.

Attachments:

Schedule "A" - Brechin Buildings Request for Information Framework

Reviewed By

Approved By:	Department:	Status:
Gayle Jackson, Chief Administrative Officer	**Chief Administrative Office**	Approved - 06 Jul 2026
Rebecca Zanussi, Clerk	**Legislative Services**	Approved - 07 Jul 2026

Schedule “A”

Proposed Framework for a Request for Information (RFI) Process
Future Opportunities for the Municipally Owned Properties
2287 and 2291 Highway 12, Brechin

Purpose

The purpose of this framework is to establish a structured, transparent and consistent process for exploring future opportunities for the municipally owned properties located at 2287 and 2291 Highway 12, Brechin.

The purpose of the proposed process is to:

- gather information regarding potential future opportunities for the properties;
- better understand the level of interest from the marketplace, public agencies, community organizations, non-profit organizations and other stakeholders;
- identify potential partnership opportunities, funding approaches and implementation considerations;
- assist Council in understanding opportunities, constraints and considerations before determining a preferred future direction; and
- provide Council with the information necessary to determine whether a formal Request for Proposal (RFP) process or another course of action is warranted.

A Request for Information (RFI) is intended to be an information-gathering exercise only and would not constitute a procurement, create any contractual obligation or commit the Township to a particular future direction for the properties.

Guiding Principles

The following guiding principles have been developed based on the results of the community engagement process, Council discussions to date and the Township's Strategic Plan. They are intended to guide the development of the Request for Information (RFI), the review of responses received and future Council decision-making regarding the properties.

1. Community Vitality

Future opportunities should contribute to the long-term vitality of Brechin and Ramara by supporting a vibrant, welcoming and resilient community that enhances the quality of life for residents and visitors.

2. Community Benefit

Future opportunities should demonstrate meaningful social, cultural, recreational, economic or community benefits that respond to the needs and priorities of the community.

3. Long-Term Sustainability

The preferred future direction should support a sustainable long-term use of the properties that avoids prolonged vacancy and contributes to the growth and success of downtown Brechin and Ramara.

4. Financial Responsibility

Potential opportunities should demonstrate financial responsibility by considering capital investment, long-term operating implications, lifecycle costs and opportunities to leverage external funding or investment.

5. Partnerships and Collaboration

The Township should encourage opportunities that foster partnerships with public agencies, Indigenous communities, community organizations, not-for-profit organizations, educational institutions and the private sector, where appropriate.

6. Heritage Recognition

The historical significance of the properties should be recognized, and opportunities to commemorate the site's history or preserve significant architectural features should be considered where feasible.

7. Innovation

The process should encourage creative and forward-thinking ideas that respond to community needs while recognizing the unique opportunities presented by the properties.

8. Transparency and Fairness

The process should be open, transparent and equitable, ensuring all interested parties have access to the same information and an equal opportunity to participate.

9. Feasibility

Potential opportunities should recognize applicable planning policies, regulatory requirements, technical considerations and site constraints, including Ministry of Transportation requirements associated with Highway 12.

10. Strategic Alignment

Future opportunities should align, where appropriate, with the Township's Strategic Plan, Official Plan, economic development objectives and other applicable municipal policies and priorities.

Proposed Property Information Package Contents

Property Information

- Municipal address and legal description
- Property boundaries and dimensions
- Site maps and aerial photography
- Property ownership information

Planning and Regulatory Information

- Official Plan designation
- Zoning and applicable planning policies
- Ministry of Transportation (MTO) considerations associated with Highway 12
- Known planning approvals or regulatory requirements
- Municipal servicing information, where available

Background Information

- History of the properties
- Previous studies and investigations
- Community engagement summary and key themes
- Council direction to date

Technical Information

- Designated Substance Survey (DSS)
- Demolition due diligence
- Available engineering or environmental information
- Known site constraints and opportunities

Heritage Information

- Historical significance of the properties
- Opportunities for heritage commemoration or preservation of architectural features, where feasible

Response Review Framework

As a Request for Information (RFI) is intended to gather information rather than solicit formal proposals, responses would not be scored or ranked. Instead, responses would be reviewed and summarized using the following considerations to identify common themes, opportunities and information that may assist Council in determining future direction.

Evaluation Area	Considerations
Community Benefit	How the response may contribute to the community and support local priorities.
Alignment with Guiding Principles	How the information aligns with the guiding principles established by Council.
Organizational Experience	Relevant experience or expertise of the respondent, where applicable.
Partnership Opportunities	Potential collaboration with the Township or other organizations.
Financial Considerations	Potential funding models, investment opportunities or financial considerations identified.
Feasibility	Recognition of planning, regulatory, servicing and implementation considerations.
Heritage Considerations	Opportunities to recognize or commemorate the history of the properties.
Innovation	New or creative ideas that may assist Council in considering future opportunities.

Responses would be summarized and presented to Council for information. The purpose of the evaluation is not to identify a preferred respondent, but to assist Council in understanding the range of opportunities and considerations before determining future direction.

Governance Considerations

The proposed framework is intended to ensure the process is fair, transparent and consistent with the Township's Procurement of Goods, Services and Construction By-law. As such:

- the Request for Information (RFI) is a non-binding information-gathering exercise only;
- the RFI would not constitute a procurement or create any contractual relationship;
- participation in the RFI would not create any obligation on the part of the Township or respondents;
- respondents would not receive compensation for participating in the RFI;
- all information provided through the RFI would be subject to applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*;
- Council would retain decision-making authority throughout the process;
- the Township reserves the right to modify, suspend or discontinue the RFI process at any time without obligation to respondents.
- any future Request for Proposal (RFP), partnership agreement, property disposition or redevelopment initiative would require Council approval.

Anticipated Timelines

Should Council direct staff to proceed with issuing an RFI, the anticipated timeline is outlined below. Timelines are estimates only and are based on engaging a consultant to administer the process.

Phase	Estimated Duration
Engage Project Consultant	2 weeks
Prepare Property Information Package	3 to 4 weeks
Develop Request for Information (RFI) Documentation	3 to 4 weeks
Issue Request for Information (RFI)	6 weeks
Review and Summarize Responses	4 weeks
Report Back to Council	TBD