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TEMPORARY RELOCATION

KENILWORTH MUNICIPAL OFFICE

Effective May 1, 2017, the Kenilworth office will be closed for renovations for approximately 8 weeks. Administration staff will be relocated to the Mount Forest & District Sports Complex, 850 Princess Street, upper leisure hall. Building department staff will remain in the Kenilworth location.

Hours of operation (8:30am to 4:30pm), telephone, fax numbers as well as email addresses will remain the same. Council meetings will take place at the Sports Complex. Please refer to the Council Meeting section of the Township website for meeting dates, times and locations.

Staff will make every effort to ensure the public experience little inconvenience during this time and we appreciate your patience and understanding during the renovation period.

Michael Givens, Chief Administrative Officer

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Notice issued: April 18, 2017

FAQ's Kenilworth Municipal Office Renovation

The municipal office is being renovated. Staff and offices are relocating temporarily during the construction process.

When is the move?

The move will take place the weekend of April 29 and 30th. All municipal office staff will be working in the Mount Forest Sports Complex on May 1, 2017 .

Where is the new location?

Township of Wellington North Municipal Office staff and offices are relocating to:

Mount Forest & District Sports Complex
Second Floor, Upper Leisure Hall
850 Princess Street
Mount Forest, ON

Will phone numbers remain the same?

Yes, all staff phone numbers,, e-mail, and mailing addresses will remain the same. Extensions will change.

How long is this temporary relocation?

The Municipal Office renovation is expected to last approximately 8 -10 weeks.

Which entrance do I use when I arrive at the Mount Forest & District Sports Complex?

You should arrive at the West Entrance (2nd parking lot, past building) on Princess Street. Signs will be posted once you enter the building to clearly identify office location.

Is there parking available at the Mount Forest & District Sports Complex?

Yes, there is ample parking for visitors and guests. There is also accessible parking for persons with disabilities.

Is any office not involved in the move?

Building Department staff will remain at the office in Kenilworth, enter through the rear shop door. Permit application may also be dropped off at the Mount Forest Sports Complex.

What is the total budget for the renovation project?

The project's total budget is anticipated to be \$218,000.00

Who is the Contractor?

Domm Construction Ltd., 563 Louisa Street, Ayton, Ontario N0G 1C0.

What is the timeline for the project?

- May 1, Staff move into the Mount Forest & District Sports Complex.
- May / June 2017: Renovation project is expected to conclude.

What are the objectives of the renovation and major work of the Municipal Offices?

- improving accessibility and customer service
- creating one main reception to enhance customer service
- improve employee safety through controlled access to the building
- repairing ongoing plumbing issues
- rework some interior walls to make better use of space and eliminate redundancies
- flooring and painting