



Date: February 15, 2022
To: Mayor and Council
Author: G.A. Plancke / Director of Infrastructure & Engineering
RE: Municipal Office Space Needs – Supplemental
Report No.: IED 2022-06

RECOMMENDED ACTION

1. That short-term, medium-term and long-term options for additional municipal office space, including the use of municipal facilities for that purpose, **BE CONSIDERED** after a facility needs assessment is complete.

BACKGROUND

On December 13, 2021, Council considered a report from the Director of Infrastructure and Engineering regarding Municipal Office Space Needs. The December 13th report proposed the following:

That the repurposing of the Unico Community Centre for relocation of the Planning and Building divisions of the Community and Development Services Department **BE APPROVED**; and,

The allocation of \$250,000 from Facilities Lifecycle and Building Reserves to engage a consultant to complete detailed design and tendering to support design, construction, permits and contingencies to complete the renovations **BE APPROVED**.

Discussion ensued and the following motions were passed by Council on December 13th, 2021:

658-2021

Moved By Councillor Tony Gaffan

Seconded By Deputy Mayor Gord Queen

The Petition of residents requesting that the Unico Community Centre remain as a community centre **BE RECEIVED**.

659-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Laura Lucier

That Administration BE DIRECTED to remove the Unico Community Centre facility as an option for conversion to municipal office space.

660-2021

Moved By Deputy Mayor Gord Queen

Seconded By Councillor Kimberly DeYong

That the motion included in the report from Director Plancke regarding Municipal Office Space needs BE DEFERRED for ninety (90) days so that Administration can investigate and bring back to Council, other short-term, medium-term and long-term alternatives;

And further that, until then, the Kingsville Arena Complex be used for additional office space.

As per the direction of Council, Administration has not and will not consider the Unico Community Centre as an option for the conversion of municipal office space. The remaining action deferred by Council from the December 13th report is:

The allocation of \$250,000 from Facilities Lifecycle and Building Reserves to engage a consultant to complete detailed design and tendering to support design, construction, permits and contingencies to complete the renovations BE APPROVED.

DISCUSSION

Ongoing review of all municipal facilities continues. There are considerable logistics to consider with each option currently being reviewed. Administration requires more than 90 days to draft a comprehensive report identifying short-term, medium-term, and long-term alternatives.

The Kingsville Arena, specifically Room D will be used in the interim for any short-term office space requirements as directed by Council on December 13, 2021.

Administration recommends that Council further delay the consideration of other short-term, medium-term and long-term alternatives for additional municipal office space, including the use of municipal facilities for that purpose, until staff have completed a facility needs assessment. At this time, Administration no longer recommends a transfer of \$250,000 from Facilities Lifecycle and Building Reserves.

FINANCIAL CONSIDERATIONS

The approved 2022 Budget includes \$50,000 for short-term office space requirements that may be required in Room D at the Arena.

The funding for these temporary measures is being provided by the Safe Restart (Covid) Grant, as social distancing requirements are a significant contributing factor to these expenditures. Wherever possible, any desks, partitions, or IT equipment acquired for these temporary measures will be incorporated into the long-term office expansion strategy.

ENVIRONMENTAL CONSIDERATIONS

None at this time

CONSULTATIONS

Senior Management Team

PREPARED BY:



G.A. Plandke Civil Eng.Tech (Env)
Director of Infrastructure & Engineering

REVIEWED BY:



John Norton
Chief Administrative Officer

LINK TO STRATEGIC PLAN

Strive to make the Town of Kingsville a more accessible community.
Manage growth through sustainable planning.
Effectively manage corporate resources and maximize performance in day-to-day operations.

Link to Council 2021-2022 Priorities

- ☒ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☐ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☐ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities