



**Date:** June 22, 2023

**To:** Committee of the Whole (COTW)

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**RE:** Facilities Assessment - Public Works and Environmental Services Yard

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## COMMITTEE OF THE WHOLE

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### RECOMMENDED ACTION

1. That Committee of the Whole **DIRECT** Administration to complete a review of the yard and buildings for Public Works and Environmental Services located at 2021 Division Road North.

### BACKGROUND

#### Facility Description:

The Public Works and Environmental Services Yard is located to the rear of the 3.51-acre Town Hall property on Division Road.

The Public Works and Environmental Services Yard consists of five buildings including Town Hall:

- Public Works pole barn is approximately 10,000 sq. ft. (125 ft. x 80 ft.).
- The Environmental Services pole barn is approximately 6,000 sq. ft. (100 ft. x 60ft).
- Both Public Works and Environmental Services use a shared pole barn of approximately 6,000 sq. ft. (150 ft. by 40ft). An addition to the front of the original pole barn was added in 2014. The floor of the addition is dirt while the others have cement floors.
- A very large salt dome.
- Open concept fueling station.
- A fenced-in open aired storage area located behind the Public Works and Environmental Services pole barn.
- Open air pile of cold patch beside the fueling station.

- A very large pile of gravel is located opposite the salt dome.
- A municipal truck and car parking lot for 12 vehicles on the south/west side of the Public Works pole barn.
- Parking for approximately five employee vehicles between the Environmental Services pole barn and the joint-use pole barn.
- Parking behind the south side of the Public Works pole barn for the winter trucks and employee vehicles.
- Parking right behind Environmental Services pole barn for Town Truck and employees.
- Behind the Environmental Services pole barn there are five separate open-air sections to store sand, gravel, stone, dirt, and different grades of gravel.
- On the north side of the salt dome there is a green dumpster, salt spreaders for the back of pickup trucks, and other miscellaneous equipment.

Replacement values are:

- Salt Dome \$248,000
- Enviro Shop \$518,000
- PW Shop \$799,000
- Enviro / Pole Barn \$476,000

### **Facility Use:**

The Public Works and Environmental Services Yard is a four-season service location. The original intent of the facility is to accommodate a small fleet of trucks and equipment, however, over time, the demands for the site have increased and the facility is struggling to find space to accommodate space for seasonal trucks and equipment and the other functions that take place in the yard and buildings. The increase in staffing has also challenged the primary use of the building. Today the buildings have offices, lunchrooms, washrooms and single lockers that were added into the buildings but were not part of the original design. There are no locker rooms.

Today, the site has mixed uses that were never intended to be associated with a working yard including:

- An increase in the number of Town Hall employees that require parking spaces that work at Town Hall, as well as an increased number of visitors attending Town Hall (post amalgamation) and increased interest in attending Council and other meetings that take place at Town Hall.
- Increased demand for municipal vehicles that require parking spaces.
- Increased demand for outdoor storage of seasonal equipment and large service delivery trucks entering the yard to deliver gravel and salt.

There is an increase in employees walking in the yard during business hours. The general public is also entering the yard in vehicles. These issues are all indicators that

the yard has moved away from a single purposed yard to a multi-use yard that is now unsafe for workers to perform their duties and does not provide sufficient space for a safe working environment.

## **DISCUSSION**

### **Needs Assessment:**

The Public Works and Environmental Services yard and buildings are operating beyond their original capacity. The buildings are nearing the end of their life cycle.

### **PREPARED BY:**

*Terry Fink*

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### **REVIEWED BY:**



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John Norton  
**Chief Administrative Officer**