



**Date:** June 22, 2023  
**To:** Committee of the Whole (COTW)  
**Author:** Terry Fink, Special Projects Coordinator  
**RE:** Facilities Assessment - Town Hall

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## COMMITTEE OF THE WHOLE

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### RECOMMENDED ACTION

1. That Administration **BE DIRECTED** to explore new opportunities for the use of the municipal facility located at 2021 Division Road North; and
2. That Administration **BE DIRECTED** to explore other potential locations for Town Hall through the use of a feasibility study.

### BACKGROUND

#### Facility Description:

Kingsville Town Hall is a 7,590 sq.ft. concrete block and steel framed building. This includes a 3,600 sq.ft. addition in 2013. The current Town Hall consists of Council Chambers, approximately 25 closed offices, a reception area, four open office spaces, two sets of washrooms, two small conference rooms, and storage and IT spaces. Town Hall gardens facing Division Road are maintained in partnership with the Kingsville Horticultural Society. Town Hall does have an emergency backup generator.

Town Hall is located on a 3.5-acre property and includes public parking off of Division Road, and fronting onto the Public Works and Environmental Services Yards.

#### Facility Use:

Town Hall provides municipal services for residents of Kingsville and hosts public Council meetings and other Committee meetings. In addition, Town Hall provides general administrative offices for approximately 40 staff.

The Capital Replacement Value of the property is set at \$4,556,250.

## **DISCUSSION**

### **Needs Assessment:**

Town Hall has exceeded its capacity and expansion is further limited by septic tank capacity. In addition, Council Chambers has limited space for community delegations and alternate locations for Council meetings have IT and communication challenges.

Having Public Works and Environmental Services located on the same site as municipal offices creates safety conflicts between core business operations, staff and the public.

County Road statistics show approximately 7,000 vehicles per day drive by making access dangerous at times, especially since the Town is operating heavy equipment in and out of this location.

Access is further limited by lack of bike lanes and sidewalks on Division Road making it only accessible by car.

The present Town Hall is viewed only as a place to pay taxes and complete business transactions and is not viewed as a source of civic pride. It is not the anchor point of a civic plaza where the community can gather, and it has very limited opportunities to show leadership in public landscapes and spaces.

### **PREPARED BY:**

*Terry Fink*

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Terry Fink  
**Special Projects Coordinator**

### **REVIEWED BY:**



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John Norton  
**Chief Administrative Officer**