



Date: September 15, 2025

To: Mayor and Council

Author: Tim Del Greco, Senior Manager, Capital Projects and Engineering

RE: Town Hall, Ontario Provincial Police (OPP) and Public Operations -
Facilities Needs Assessment

RECOMMENDED ACTION

1. That Council **authorize** Administration to proceed with retaining the architectural consulting services of Architectura Inc. to:
 - a. Review the feasibility of relocating the Ontario Provincial Police – Kingsville Detachment (“OPP”) to the Municipal Office Building located at 2021 Division Road North (“Town Hall”), and;
 - b. Complete a programming and needs assessment of all Town Hall Departments (including Public Works and the Water and Wastewater Department) to conceptualize the required building and property size needed to accommodate a future Town Hall and Public Operations yard.
2. That a reserve transfer of up to \$46,620 from the Property Acquisition & Development Reserve **be authorized** to fund the architectural consulting services.

BACKGROUND

In 2023, Council completed a Facilities Review. At that time, it was determined that the Ontario Provincial Police – Kingsville Detachment Building located at 41 Division Street South (“OPP Building”) is aging and would require significant investment to repair and make functional for the current needs of the OPP.

The following resolution was passed by the Committee of the Whole on July 17, 2023, and approved by Council on August 14, 2025:

Kingsville OPP Station

1. *That Administration prepare a report on potential options for the use of the site, including market appraisal.*

2. *That Administration prepare a report, in consultation with OPP, on potential options for relocation of the OPP into a new or renovated facility (2024).*

The Town has been saving in a reserve account for the potential construction of a new OPP facility. To date, that savings totals \$1.1M. However, that amount is not sufficient to build a new facility at this time.

In addition to the current issues at the OPP Facility, Town Hall is now operating beyond its practical capacity. Offices originally designed for single occupancy are now being shared by two or even three staff members, and in some cases from different departments which disconnects departmental staff. The former Council Chambers room now is occupied by up to a dozen staff who share temporary office space. This presents challenges to workplace functionality, internal efficiency, and in providing service to residents. Meeting space is also severely limited, creating logistical challenges for meeting with residents, developers, and other customers of the Town. This is also impacting on the Town's ability to attract and retain staff and maintain staff morale. Council meetings are now held outside Town Hall at the Unico building.

DISCUSSION

Feasibility of OPP Relocation

As noted, current Town reserves are not sufficient to replace or construct a new OPP Station, as is required. Administration has reviewed potential alternatives to new construction, and has identified the potential to relocate the OPP to the existing Town Hall facility. This would allow the Town to sell the current OPP Building and property, if desired, with revenues being used to undertake any required building improvements.

The OPP has very specific building standards that must be followed. In order to obtain access to the standards, security clearances are required. Architecttura Inc. is a local architect with experience in designing OPP facilities and as such has the necessary security clearances (which otherwise would take months to achieve) and is well positioned for this type of project. Architecttura has provided a cost of \$25,120 to review the existing OPP Building, Town Hall, and OPP requirements in order to confirm the feasibility of converting Town Hall into an OPP Detachment.

Municipal Programming and Needs Assessment

As the Town continues to grow and new staff positions are added to meet community expectations and demands for service (in accordance with the Town's 2040 Staffing Plan), the limitations of the existing facility will become increasingly unsustainable. Therefore, review of corporate functionality and facility needs including decentralized and centralized options is necessary to ensure the Town can continue to deliver services effectively and support its expanding workforce.

Architecttura has worked with a number of local municipalities during the planning stages of new municipal facilities. Architecttura, in consultation with Administration, can

develop a feasibility and functional space program for all Municipal Departments. The future needs of all Departments can be determined in order to conceptualize corporate/organizational needs for all services, including its Public Works and the Water and Wastewater Department currently co-located on the Town Hall site.

By completing this exercise, the Town will have a high-level understanding of service delivery and functional demands, optimal flow of operations, and associated spatial needs and associated costs. A functional space program and floor plans will be completed by Architectura as part of this assessment. Architectura has provided a cost of \$21,500 to complete this work.

The timing is favorable to complete this work as it is expected that the Greater Essex County District School Board will be looking to sell the former Kingsville High School in the near future. The High School lands have been previously identified as a potential for new municipal facilities.

FINANCIAL CONSIDERATIONS

The total cost of the architectural consulting services is \$46,620. Over the past several years, Council has been setting aside funds in a Property Acquisition & Development Reserve to address issues identified in the 2023 Facility Review. Both Town Hall and the OPP Detachment were identified as facilities in need of expansion and/or relocation.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

Senior Management Team

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