

The Corporation of the Town of Lakeshore

Report to Council

Engineering & Infrastructure Services

Public Works



To: Mayor & Members of Council

From: Nelson Cavacas C.E.T.
Director, Engineering and Infrastructure Services

Date: March 4, 2020

Subject: Staff Accommodation at Rourke Line Facility

Recommendation

Report is provided for information only.

Background

Council adopted the following resolution at its November 26, 2019 meeting:

That a report be provided on increasing the number of staff to be accommodated at the Rourke Line site.

Council has approved a \$3,730,700 to complete the renovation and site works for the Rourke Line Operational Centre ("RLOC") renovations of the former Rourke Line Arena and Library. The facility under the current design, once construction is completed, will provide two primary functional uses.

Comments

Current Design

The former library area (front and westerly) portion facing Rourke Line consists of a total gross area of 9,300 sq.ft. for municipal offices and staff basic amenities. The back (easterly) portion being the former arena ice rink area consists of a total gross area of 25,000 for an operational shop with various storage rooms for materials, record archival storage of paper documents which are currently not in ideal climate conditions below grade at the Lakeshore Water Treatment Plant, and vehicle and equipment storage of the Water Distribution, Public Works, Parks and Facilities departments.

The front (westerly) part of the facility provides a customer waiting area and service counter, workstations for working foreman, training room that doubles as staff lunch room, two meeting rooms, washrooms, individual male and female change rooms with showers, and offices for the Engineering and Infrastructure Services (EIS) staff.

A combined total of 47 staff will be using the 9,300 sq.ft. building area. This equates to a building area to staff ratio of 198 sq.ft. per staff member. The 9,300 sq.ft. building area can be further broken down into 4,300 sq.ft. of office space for 19 EIS staff and 5,000 sq.ft. of basic amenity space for 28 EIS operational staff. These respectively equate to 226 sq.ft. per staff member and 180 sq.ft. per staff member. These are below the 300 sq.ft. per staff member space ratio identified in the 2017 Strategic Facility Plan (SFP) for Town Hall which was described as being a space ratio lower than industry standards and demonstrative of the fact that the Town Hall building is already above capacity.

To accommodate more staff would result in offices and work spaces being reduced to less than standard size office desks and furniture. Further, the shoehorning of more staff into the current design layout spaces will result in the visual and mental aspects of a crowded work environment that is not conducive to a healthy work environment. As Council has recently adopted Organizational Excellence as a strategic priority, recreating a cramped work environment at the new facility would be counter to establishing Lakeshore as an employer of choice for employee attraction and retention.

Aside from increasing capacity in the manner described above, JP Thomson Architects Limited (the architecture firm working on the Operational Centre Renovations) concluded that there are two approaches to increase the number staff.

The two approaches to increase number of staff consists of the following:

- 1) Use 5,000 sq.ft. of shop area for office space and reduce shop area to 20,000 sq.ft.
- 2) Expand the existing footprint of the former library space southerly towards Oakwood.

The current building floor design considered the existing building characteristics of the previous building structure and occupancy code requirements. As such, there is an existing masonry wall that satisfies the Building Code requirement for fire separation between the front office use and the back operational shop use.

Option 1 – Figure A – Cost \$1,760,000

For Option 1 a new fire separation will be required to be constructed to create the 5,000 sq.ft. area of office space. This will involve excavating for a footing and foundation to build the new fire separation wall from the ground up to the high ceiling height of the former arena so it can be anchored to roof beams at the top. In addition to the fire wall construction, there will be a need to add a fire sprinkler system to the facility because of the expanded area use changes under the Building Code and, as well, additional mechanical HVAC equipment. Also the parking lot area will need to be expanded by an additional 14 spaces. Attached to the report is a plan illustrating this labelled as option 1.

The total cost to complete the added scope of facility construction and parking lot along with the associated professional cost (for design and project management) and FFE (Furniture, Fixtures & Equipment) costs for option 1 is \$1,760,000. The new combined total project cost would be \$5,485,700.

Option 2 – Figure B – Cost \$2,130,000

The existing exterior building footprint of the former library space would expand southwards Oakwood Avenue. This would involve constructing exterior walls and roof over the additional 5,000 sq.ft. expansion. Similarly, as result of the expanded area the building will likely require the addition of fire sprinkler system along with the expansion to the parking lot and addition of mechanical HVAC equipment. This option would result in the highest cost by roughly an extra \$375,000 (costs associated with the exterior wall and roof construction renovations).

The total cost to complete the added scope of facility construction and parking lot along with the associated professional cost (for design and project management) and FFE (Furniture, Fixtures & Equipment) for option 2 is \$2,130,000. The new combined total project cost would be \$5,860,700.

Conclusion

In developing the current design, Administration, in consultation with J.P. Thomson Architects Limited, took into consideration the use of the existing building construction as well existing features of existing washrooms, reuse of existing mechanical HVAC units and particularly the use of the existing fire separation wall as required under the building code. As such, Administration attempted to maximize the repurposing the facility while trying to minimize significant additional costs.

Currently, the design of new Rourke Line Operational Centre will have a total of 47 staff members working at this facility that will be relocated from five different municipal facility sites. More importantly considering current space pressures at Town Hall there will be 10 staff members relocating from Town Hall to the newly repurposed facility. Further, the shop area will provide the area to house a total of 50 pieces of equipment. This will consist of the following from each operational divisions:

- 17 pieces of equipment for Water Distribution,
- 29 pieces of equipment for Parks.
- 4 pieces of equipment for PW.

The 4 pieces of Public Works equipment noted above are units that will be better served being centrally located at the RLOC to deploy this equipment which are primarily used in urban areas such as the street sweeper.

Lastly, considering the two options described above would result in an additional cost of either \$1,760,000 or \$2,130,000 to the current project cost, Administration did not

consider pursuing these additional renovations. As such, it is recommended that the current renovation project be completed as designed.

Others Consulted

JP Thomson Architects Limited

Financial Impacts

Although the recommendation does not have any additional budget implications, should Council consider directing Administration to implement any of the options discussed above, it will result in potential significant budget implications affecting the Town's Facility Lifecycle reserve account.

Attachment(s): Figure A - Option 1 Plan for Rourke Line Operational Centre
Figure B - Option 2 Plan for Rourke Line Operational Centre

Report Approval Details

Document Title:	How Can More Staff be Accommodated at Rourke Line Facility.docx
Attachments:	- 2020-02-20 - Option 1 - Proposed Renovation.pdf - 2020-02-20 - Option 2 - Proposed Addition.pdf
Final Approval Date:	Mar 4, 2020

This report and all of its attachments were approved and signed as outlined below:

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