

Seating Plan for Town Hall Renovation Period

September 2024
Committee of the Whole

Council Goals for Service Delivery during Renovation

Primary Goals

- Maximize existing space and defer significant capital investment
- Customer service at Town Hall.
- Do not disrupt Recreation programming
- Engineering, Development Services and Capital Projects synergies
- Use portables at the ATRC if there is no other space in municipal facilities

Vision to Full Council Goals

- All customer service and front-facing positions move to Town Hall post renovation
- Positions that do not meet with the public move to Operations Centre

Administrative Considerations during Renovations

- Aligning synergies based on functions to **support service and facilitate growth** (e.g. Planning, building, and engineering)
- **Access to frontline staff** (e.g. Administrative Assistants) and Public Service Representatives
- Compliance with **accessibility standards** and legislation (AODA)
- Compliance with health and safety standards and legislation (OHSA)

Administrative Considerations during Renovations

- **Sharing Workspace and rotation in a temporary hybrid program:**
 - A number of employees using the same workspace on a rotation basis
 - Alternative work program where employees who qualify for the pilot program will work remotely some days of the week and the rest of the days at the office
- **Confidential workspaces** for Legal and Workforce Development staff
- **Lack of public washroom** at Operations Centre

Considerations for Renovation Period

- Accessibility standards and legislation (AODA)
- Health and safety to staff and residents during renovations (OHSA)
- Residents accustomed to Town Hall as the main service location
- Secure space for deposit storage
- Parking needs for staff and visitors
- Limit staff exposure to liability during construction
- Limited number of space at municipal facilities
- Limit the number of service locations to reduce the need for residents to travel to access services.
- Relocation of approximately 40 staff who deliver front line services, with space for approximately 20 in alternative locations
- Temporary hybrid work pilot program during the renovation period

Considerations for Renovation Period

Alternative Lakeshore Facilities

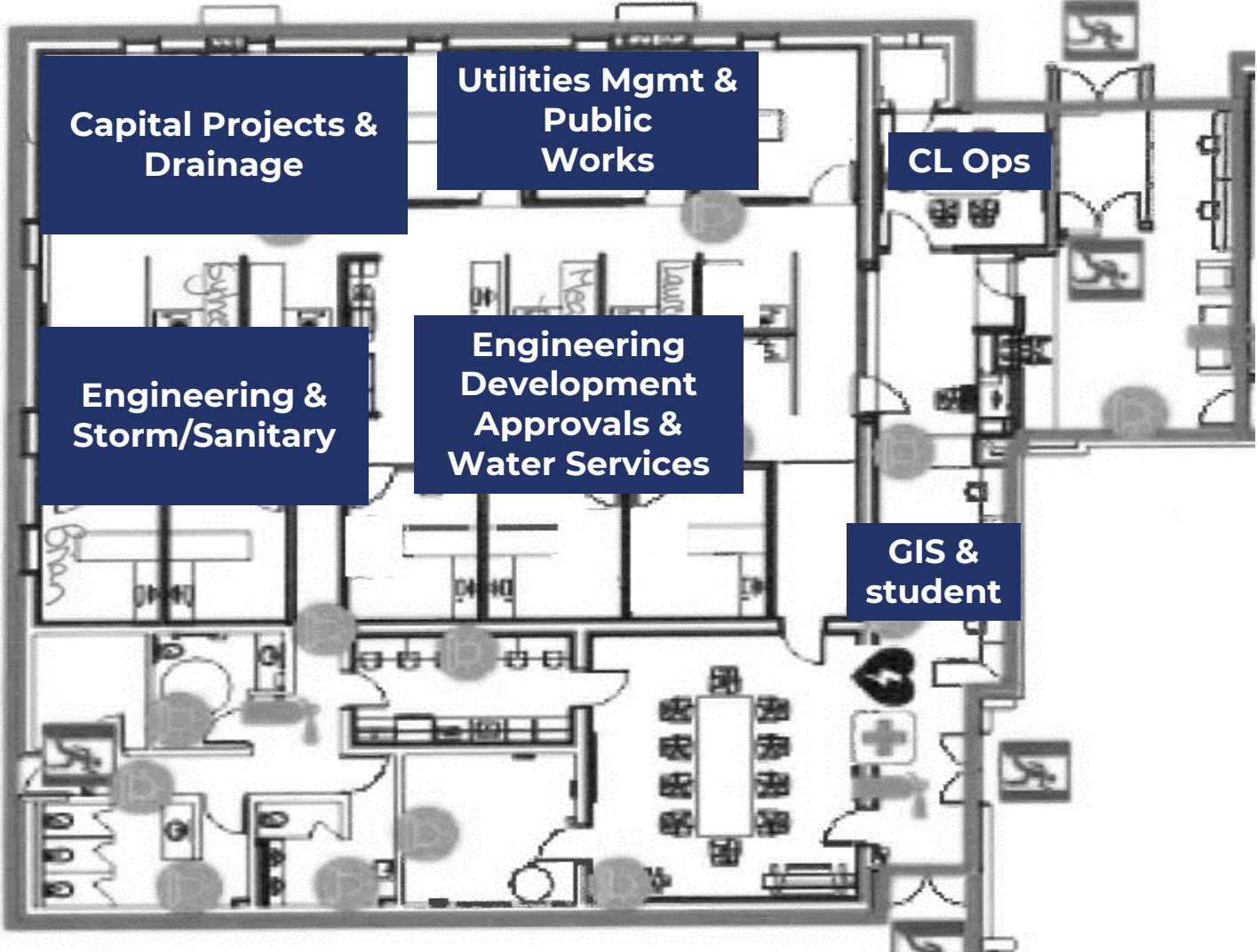
- Fire Stations 1, 3, and 4 training rooms may be converted to daytime workstations with space for 6 to 12 staff.
- Temporary conversion of Marina Boardroom and training/lunchroom at Operations Centre
- **Portables**
 - 1 at ATRC for additional workspace
 - 1 at Operations for alternative lunchroom while convert existing lunchroom into workspaces
 - Potential for 3rd portable depending on the success of the temporary hybrid program
 - Negative impact on staff morale and culture

Revised Seating Plans for Renovation Period

- **During Renovation:**

- Hybrid work with position eligibility based on front-facing service and managerial approval.
- Rotation of staff in:
 - Accounts Payable and Payroll
 - Digital Transformation and Cloud Services
 - Workforce Development
 - Communications and Engagement
 - Legal Services
 - Other positions on a case by case basis

Operations Renovations



Operations Office and Training Centre



15 workstations

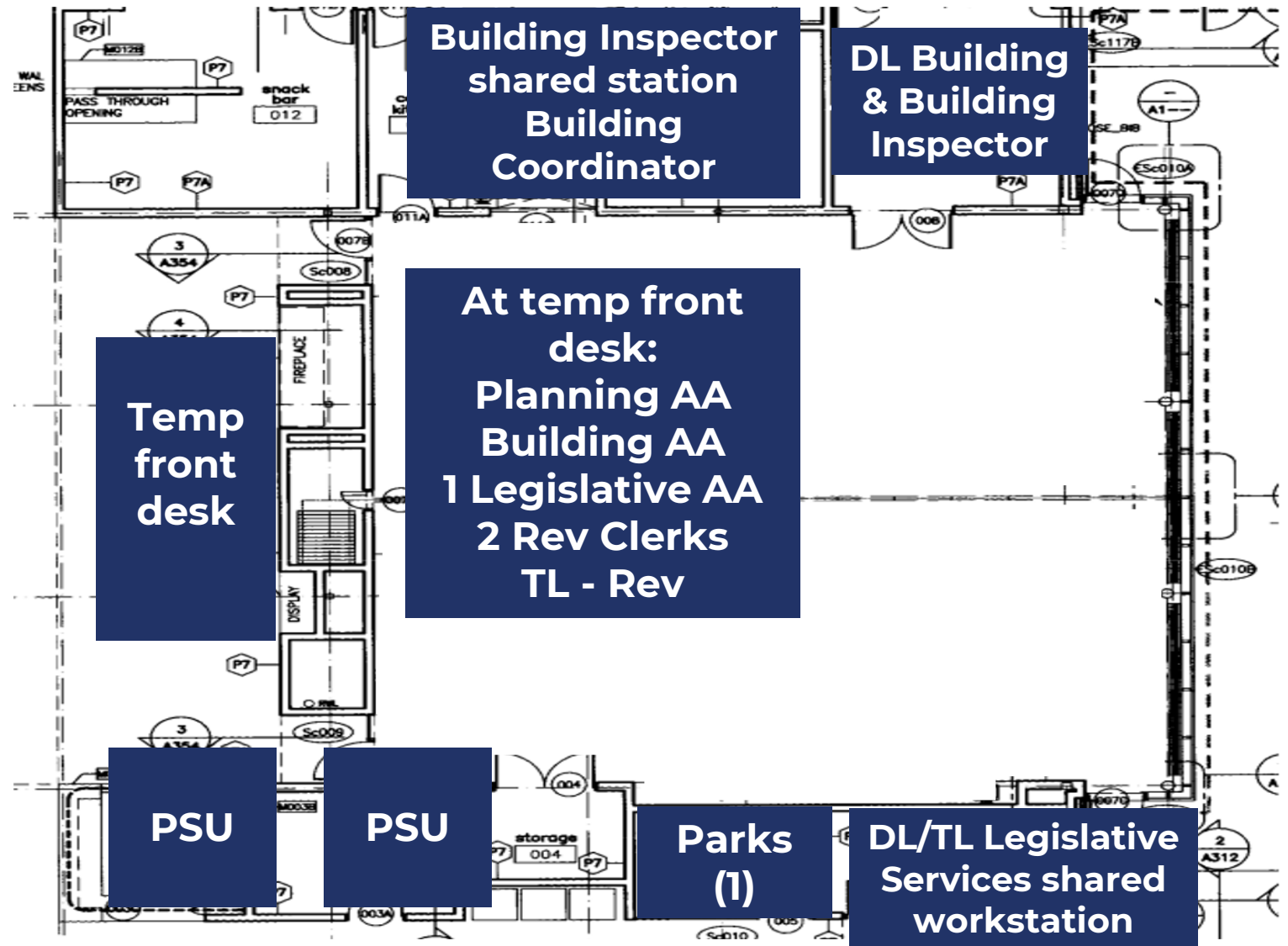
Relocate lunch room to portable

Portable at Operations

- Convert lunchroom at Operations to workspaces and add portable for temporary lunchroom

Lunchroom

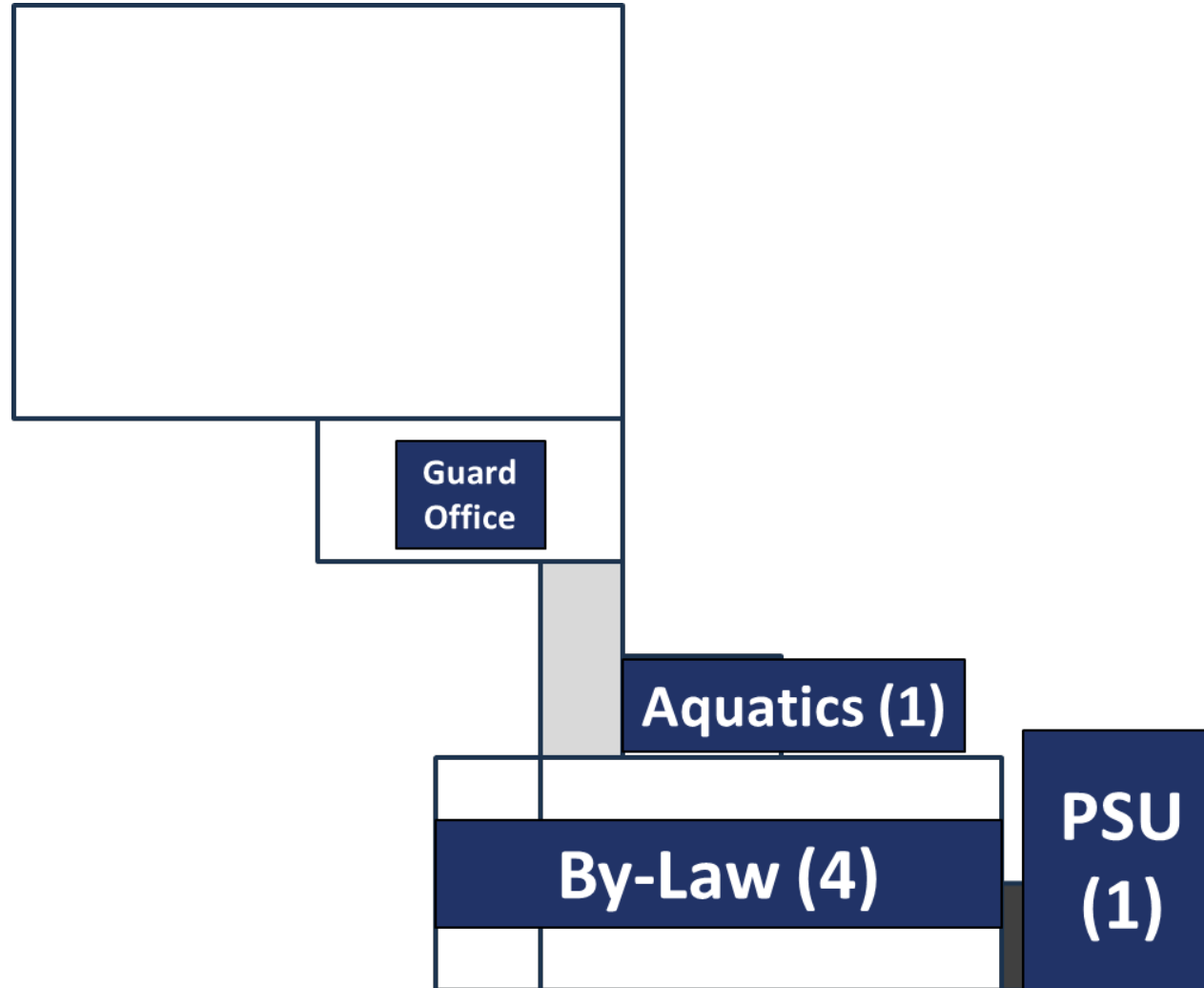
ATRC Main Entrance



ATRC - Upper Floor

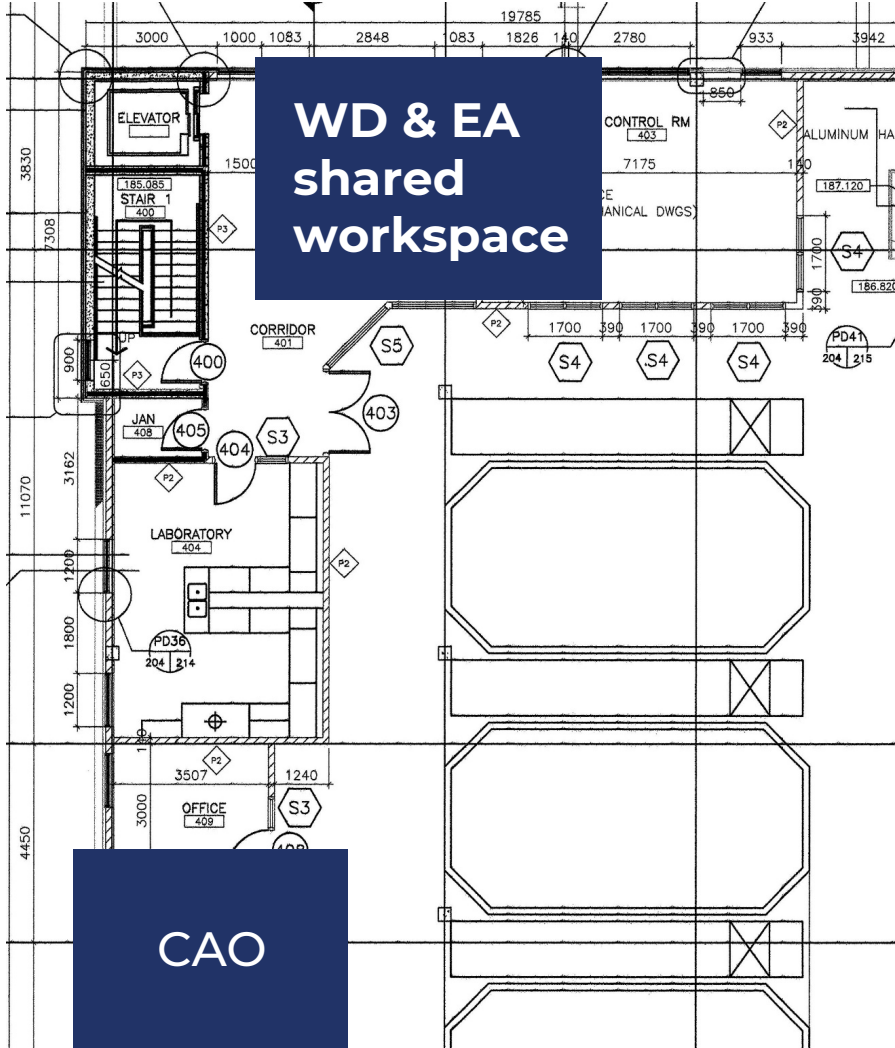
- CL – CHS, CL – Growth & Sustainability, Chief Growth Officer to share workspace
- DL – Facilities & Parks
- Board Room
- Staff lunchroom
- Meeting room that should be reverted to office – DL – Recreation
- Office space for Belle River District Minor Hockey Association

ATRC – Pool Area



Planning

BR Water Treatment Plant



Additional Spaces

- Marina – Legal shared workspace
- Fire Station 1 – meeting rooms as required
- Fire Station 3 – meeting rooms as required
- Fire Station 4 – meeting rooms as required

Questions?

TOGETHER WE ARE
Lakeshore