

# Seating Plan Options for Town Hall Renovation Period

**July 9, 2024**

Committee of the Whole

# Council Goals for Service Delivery

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## Primary Goals

- Maximize existing space and defer significant capital investment
- Customer service at Town Hall.
- Recreation service at ATRC
- Engineering, Development Services and Capital Projects synergies

## Vision to Full Council Goals

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

# Administrative Considerations

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- 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)
- Workstations **tied to certifications** (e.g. office spaces at Water Treatment Plant)

# Administrative Considerations

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- **Permanent and hotel spaces:**
  - Flexibility for CLT to support CAO at Town Hall and manage staff at facilities
  - Flexibility for DL Client Service Delivery to oversee staff at ATRC and customer service at Town Hall to support Council goals
- **Confidential workspaces** for Legal and Workforce Development staff
- Presence of WD in multiple buildings to **support culture** management

# Administrative Considerations

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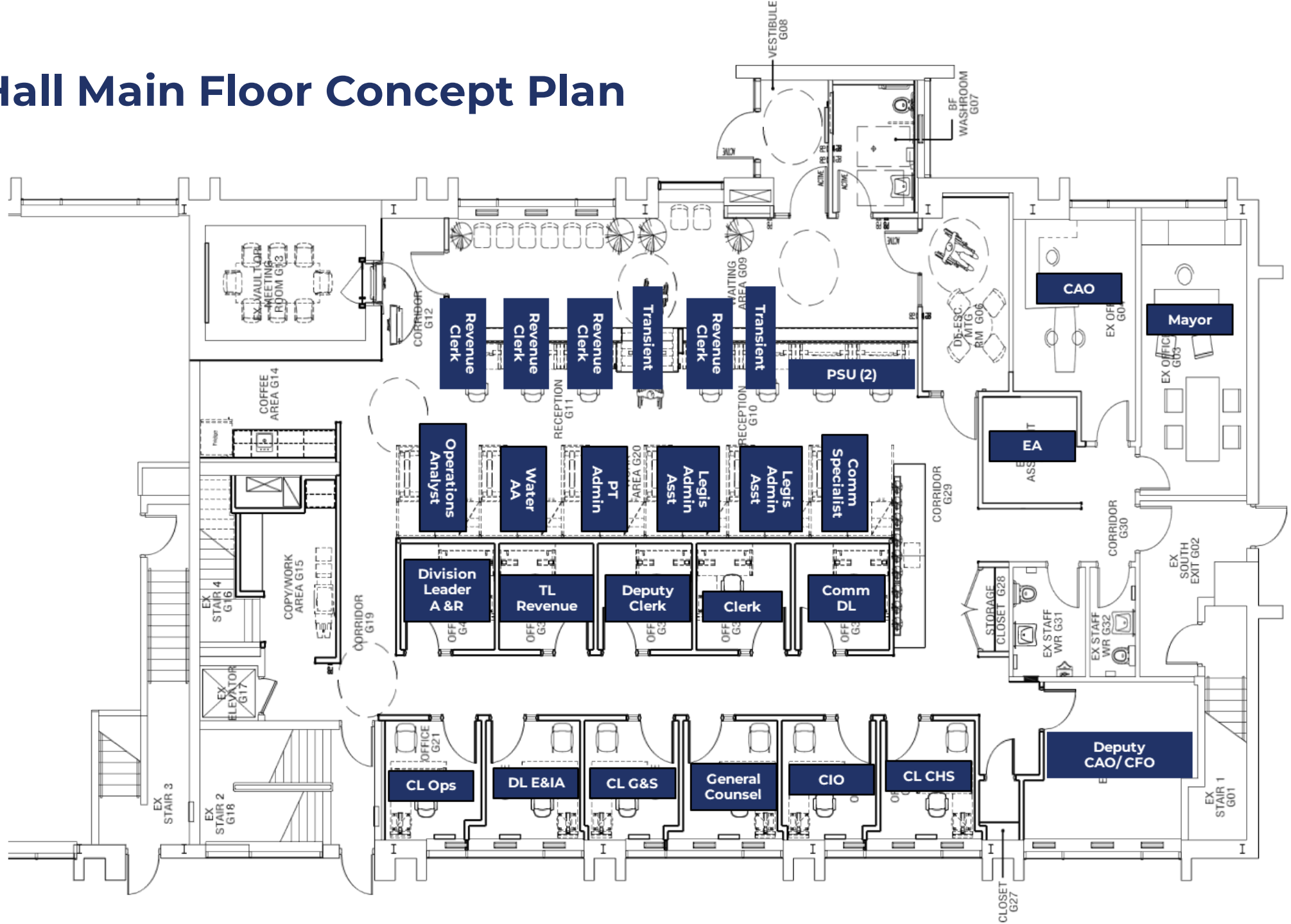
- Bylaw Services moves to a facility open on weekends and after hours to **enhance staff safety** and **customer support**.
- **Lack of public washroom** at Operations Centre
- **Synergy between Revenue and Water** (e.g. water meter delivery and billing)

# Draft Seating Plans for Post-renovation

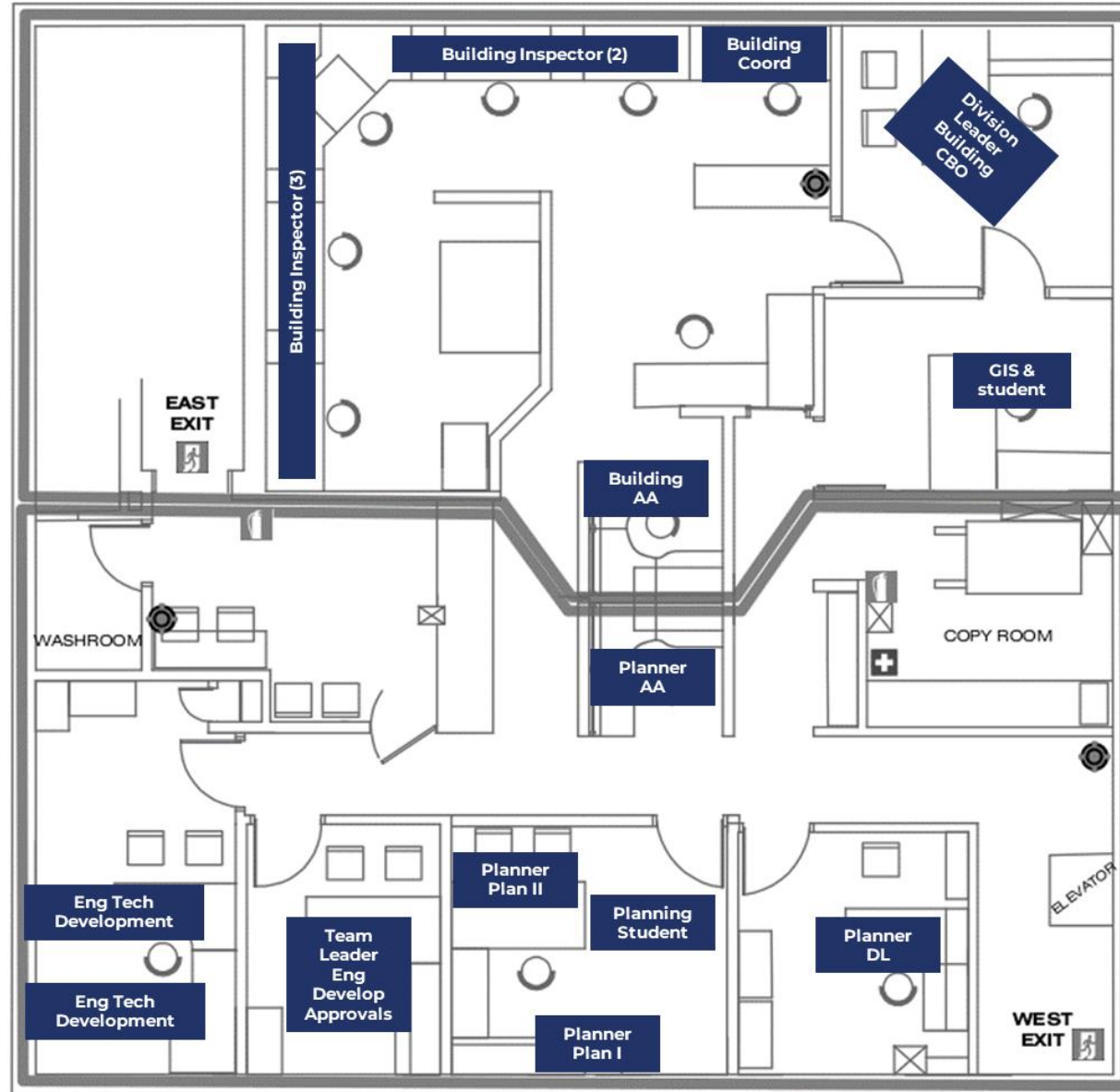
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- **Post-renovation:** focus on customer service, team synergies, and maximization of currently available space with room for growth.
  
- **Please note these plans are not finalized and can be changed to meet staff and customer service needs.**

# Town Hall Main Floor Concept Plan

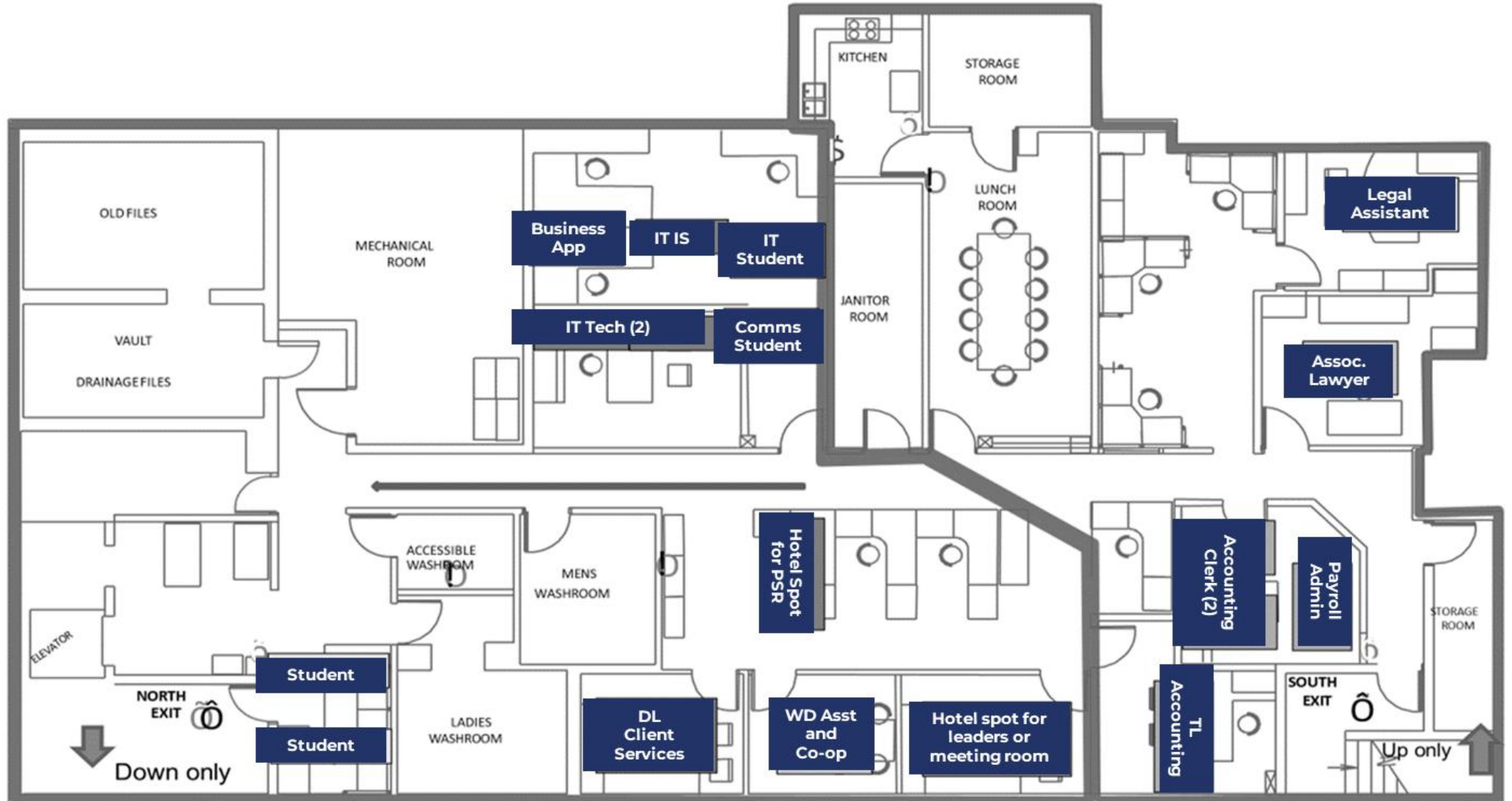


# Town Hall Second Floor Concept Plan

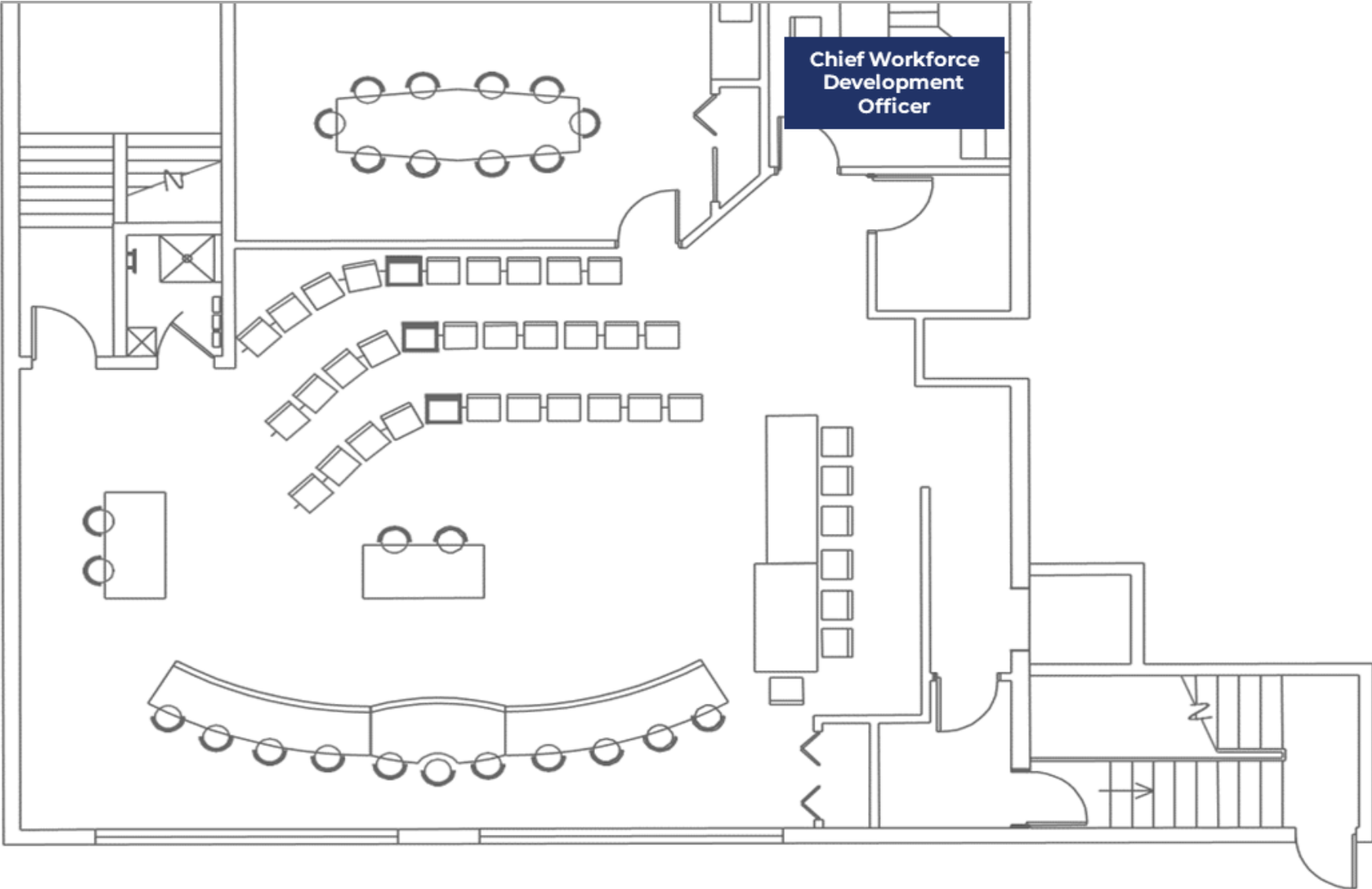




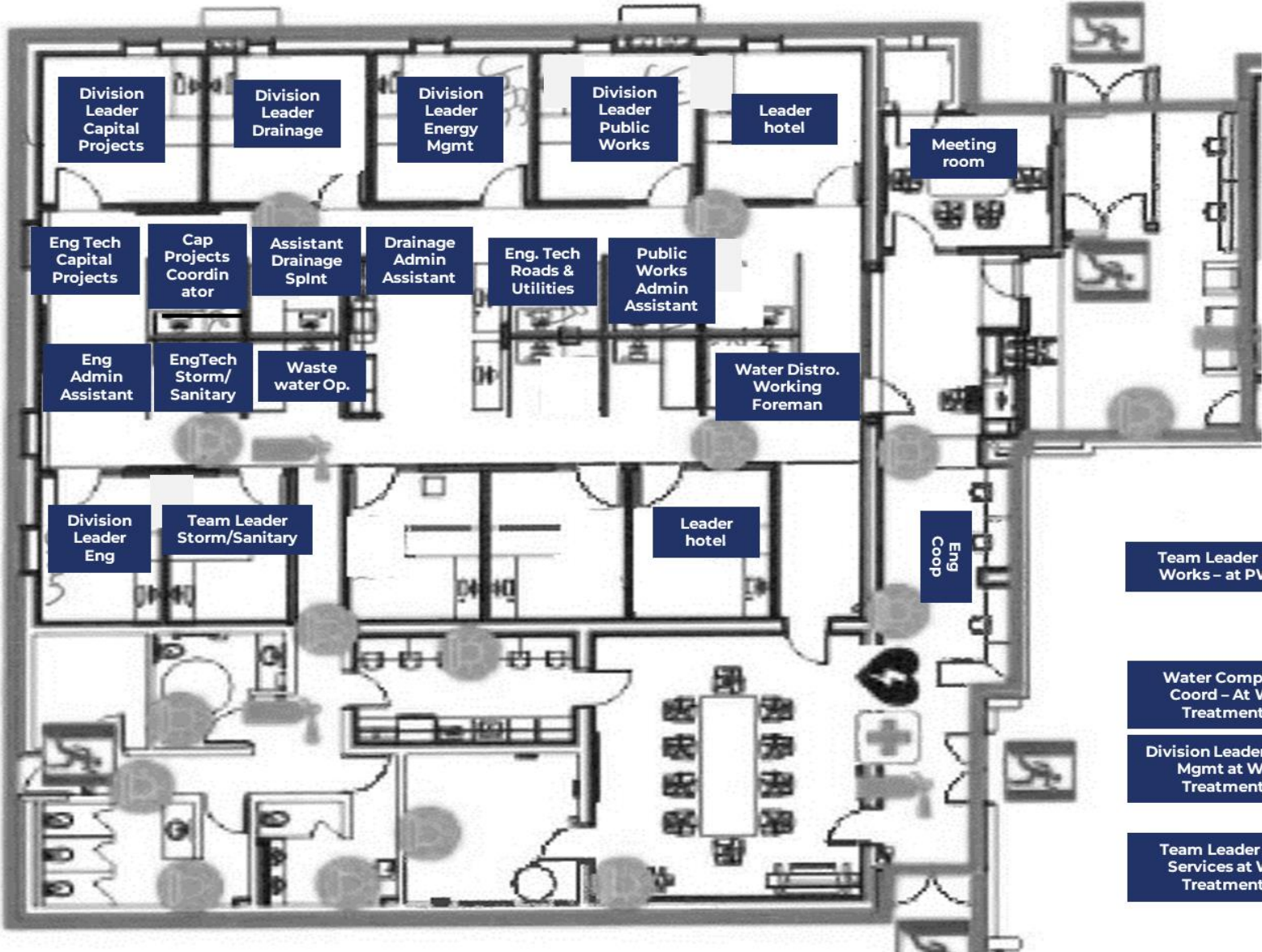
# Town Hall Basement Floor Concept Plan



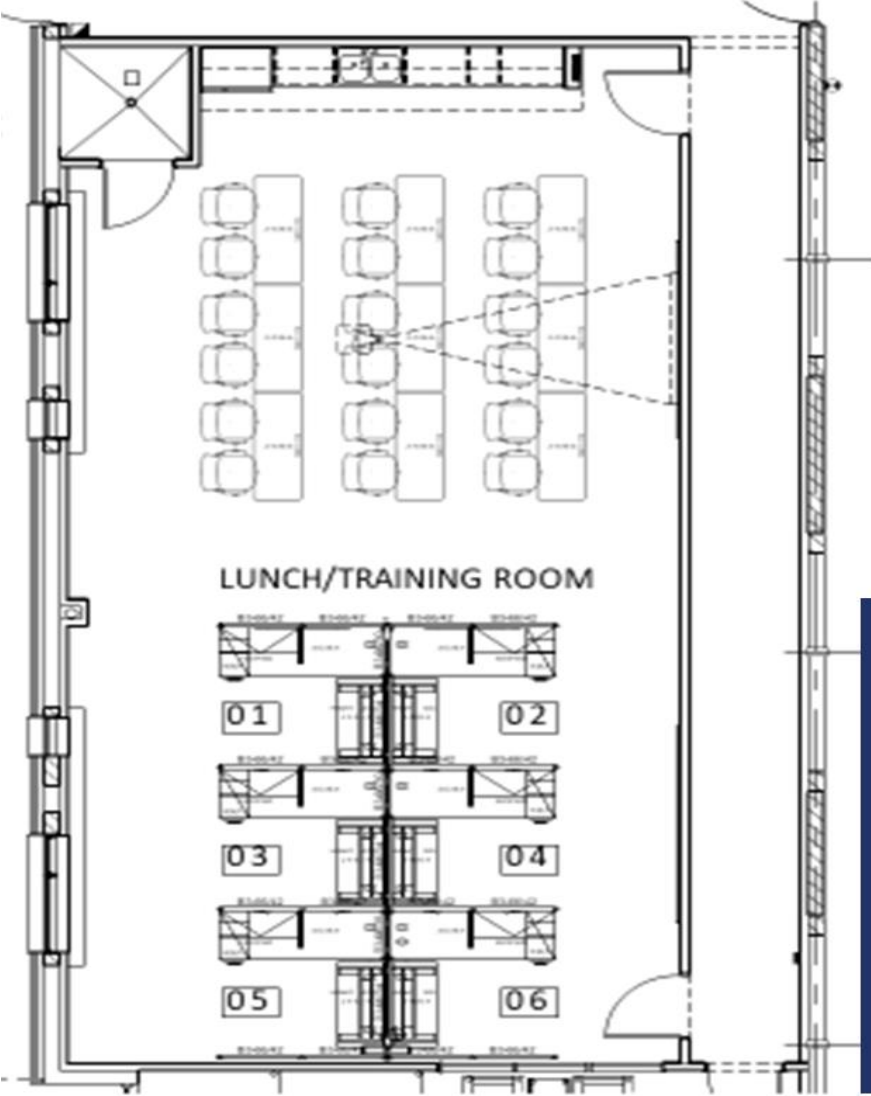
# Council Chambers Post Renovations Concept Plan



# Operation Centre Concept Plan

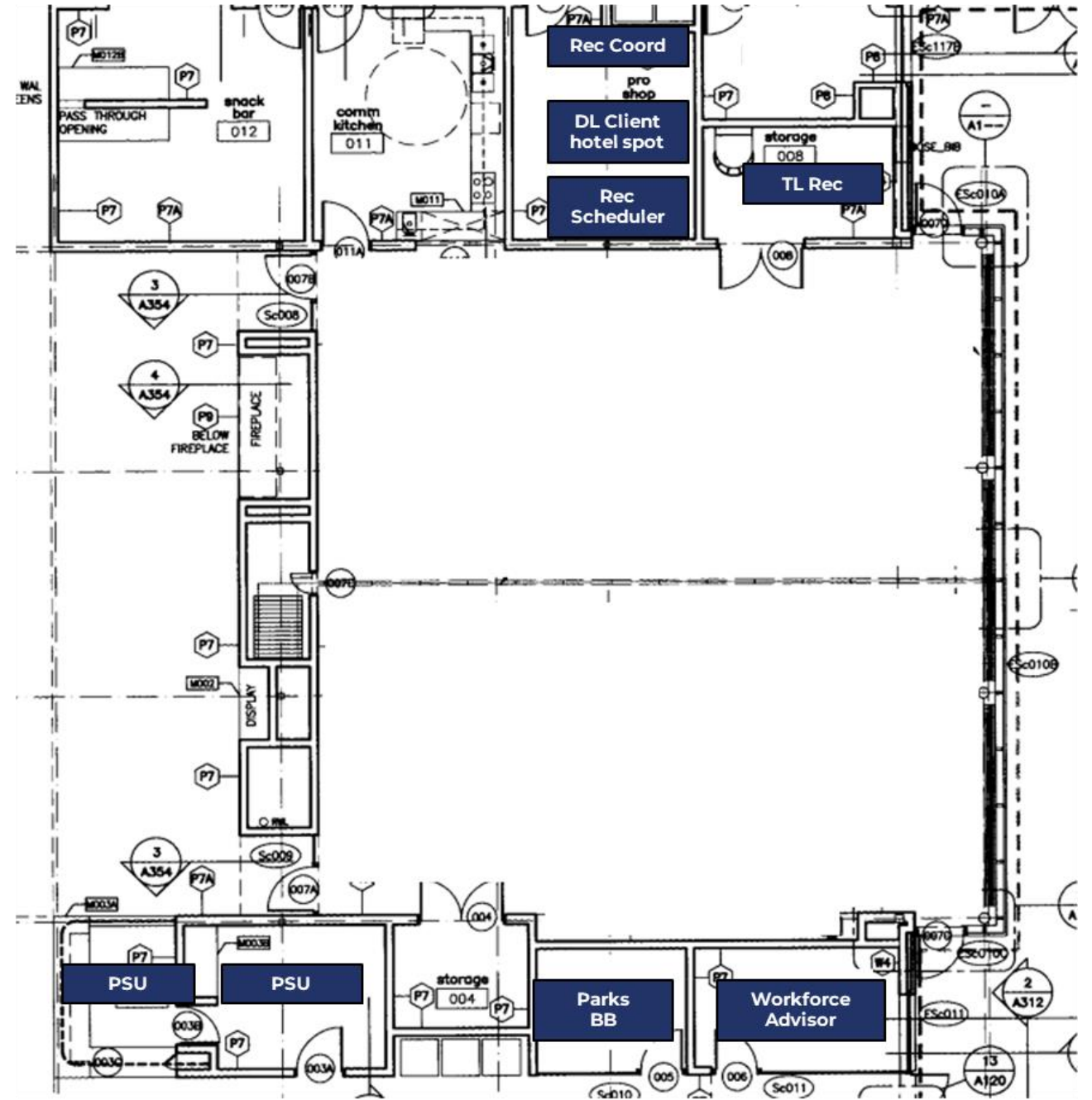
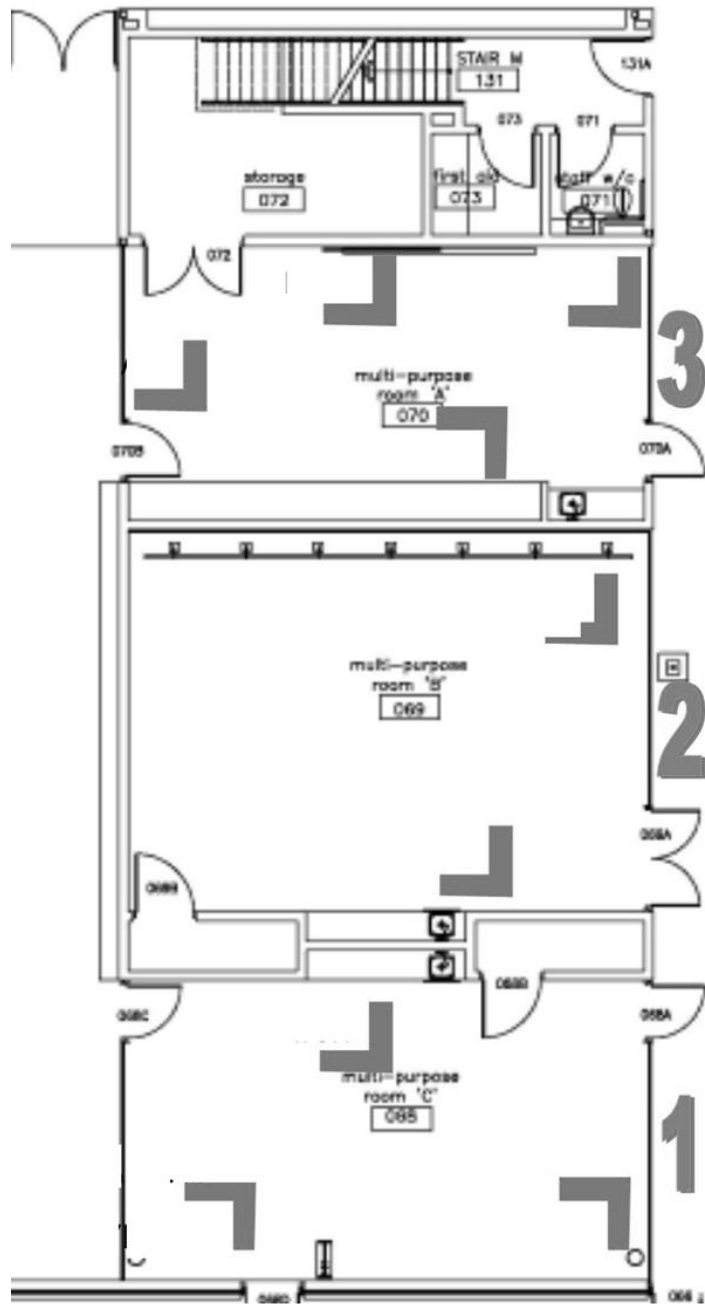


# Operation Centre Concept Plan



Converting to 3 offices and 3 cubicles

- 1) Workforce Advisor
- 2) DL - FPA
- 3) TL - AM
- 4) Financial Analyst
- 5) Financial Analyst
- 6) Purchasing Specialist



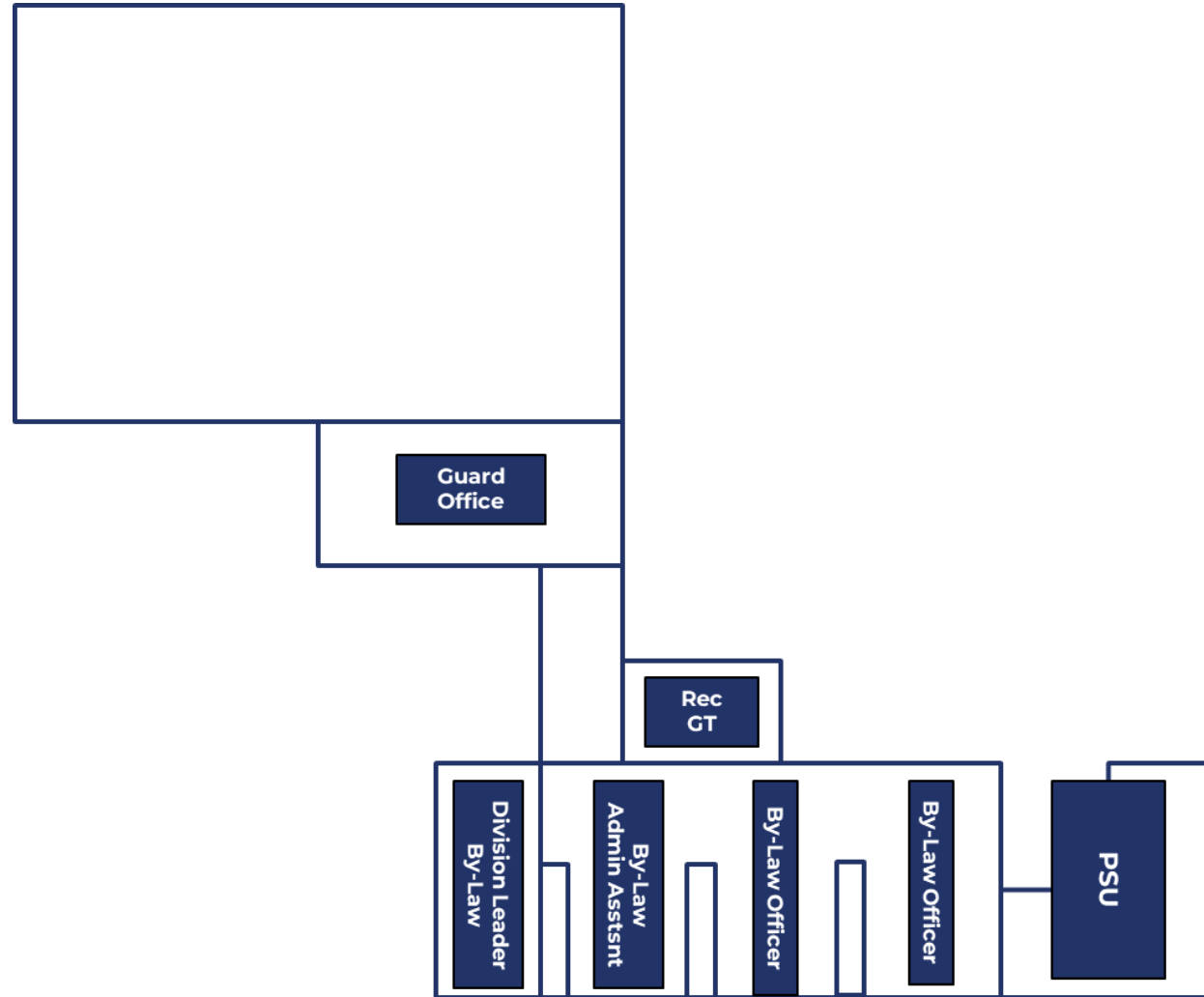
# Upper floor of ATRC

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- DL - Rec
- DL – Facilities & Parks
- Board Room
- Staff lunchroom
- Meeting room or office for leader hotel spot
- Office space for Belle River hockey
- Office space for Lakeshore Lightning

# ATRC – Pool Area

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# Considerations for Renovation Period

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- Accessibility standards and legislation (AODA)
- 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 safety risks, and liability, during construction
- Recreational programs hosted at other facilities
- Limited number of space at municipal facilities (ATRC, Comber Community Centre, Libro Community Centre, and Belle River Marina)
- 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 ( Libro, ATRC, Comber)



# Considerations for Renovation Period

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## 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 Libro Centre with recreation programming relocated to ATRC or Comber Community Centre

# Alternatives for Renovation Period

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- **Portables**

- Impact on construction zone
- Lack of security for deposit storage
- Current lack of parking
- Negative impact on staff morale and culture

- **Commercial space rental in Belle River**

- Limited supply
- AODA compliance

- **ATRC community rooms**

- Significant impact on recreation programming

- **Comber Community Centre**

- Increased drive time for residents to access services
- AODA compliance

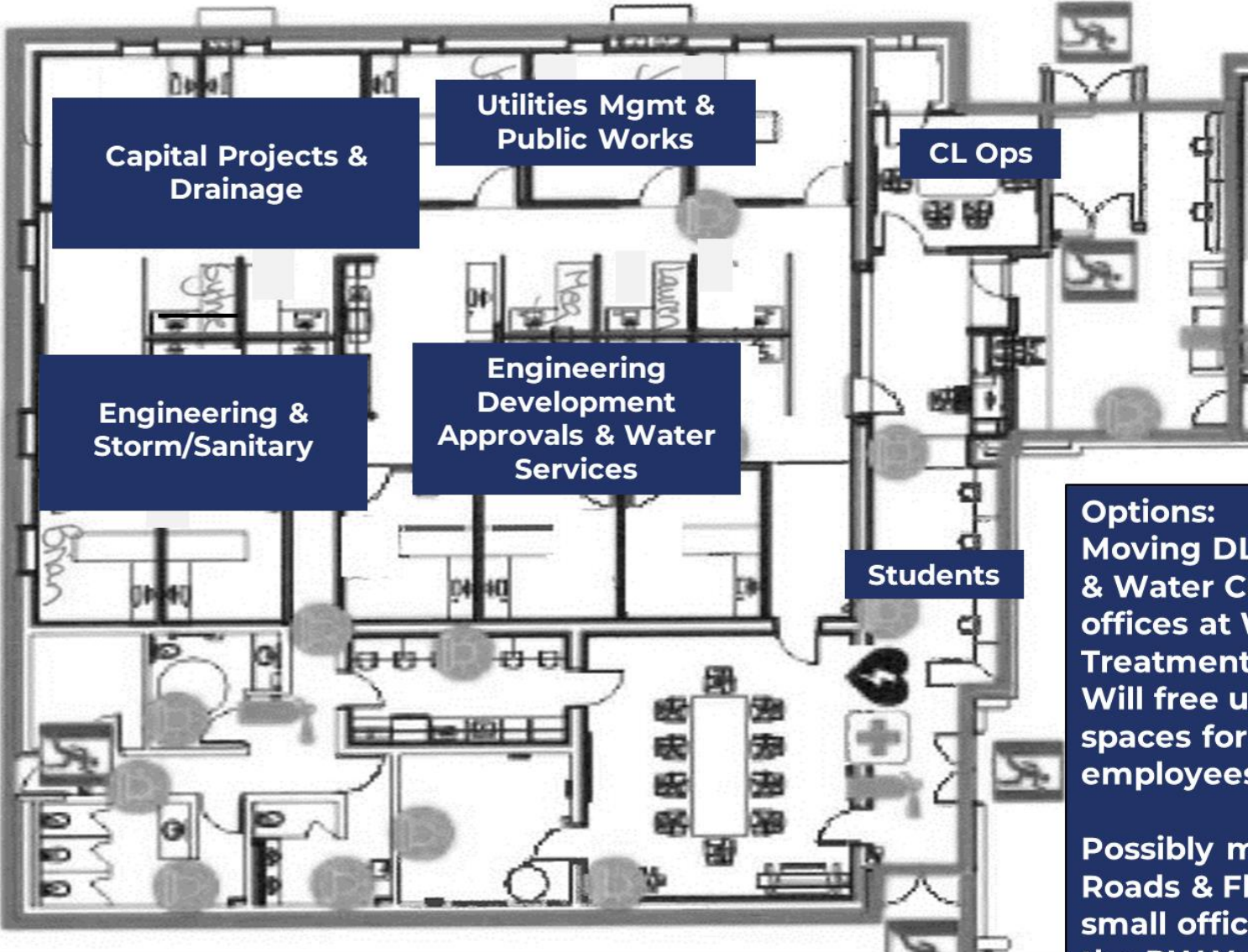
# Draft Seating Plans for Renovation Period

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- **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

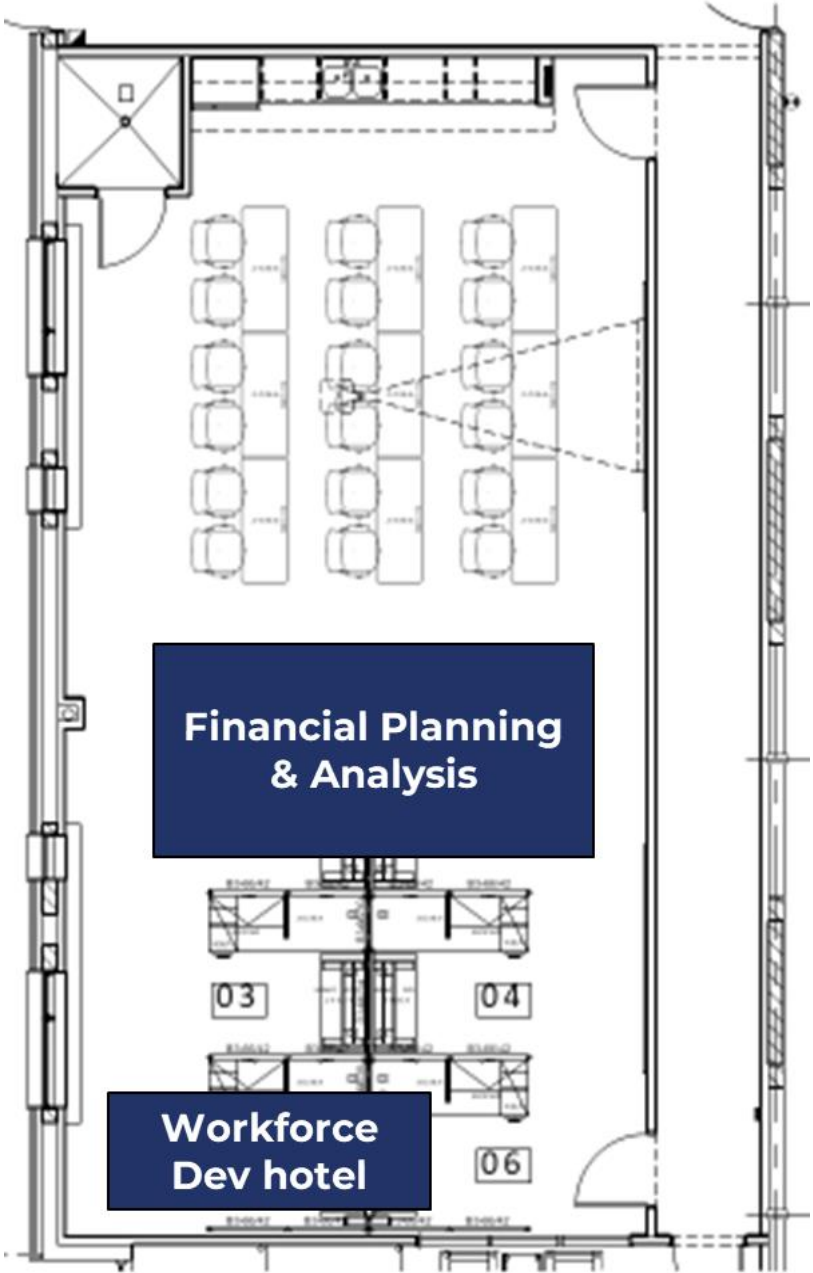
# Renovations



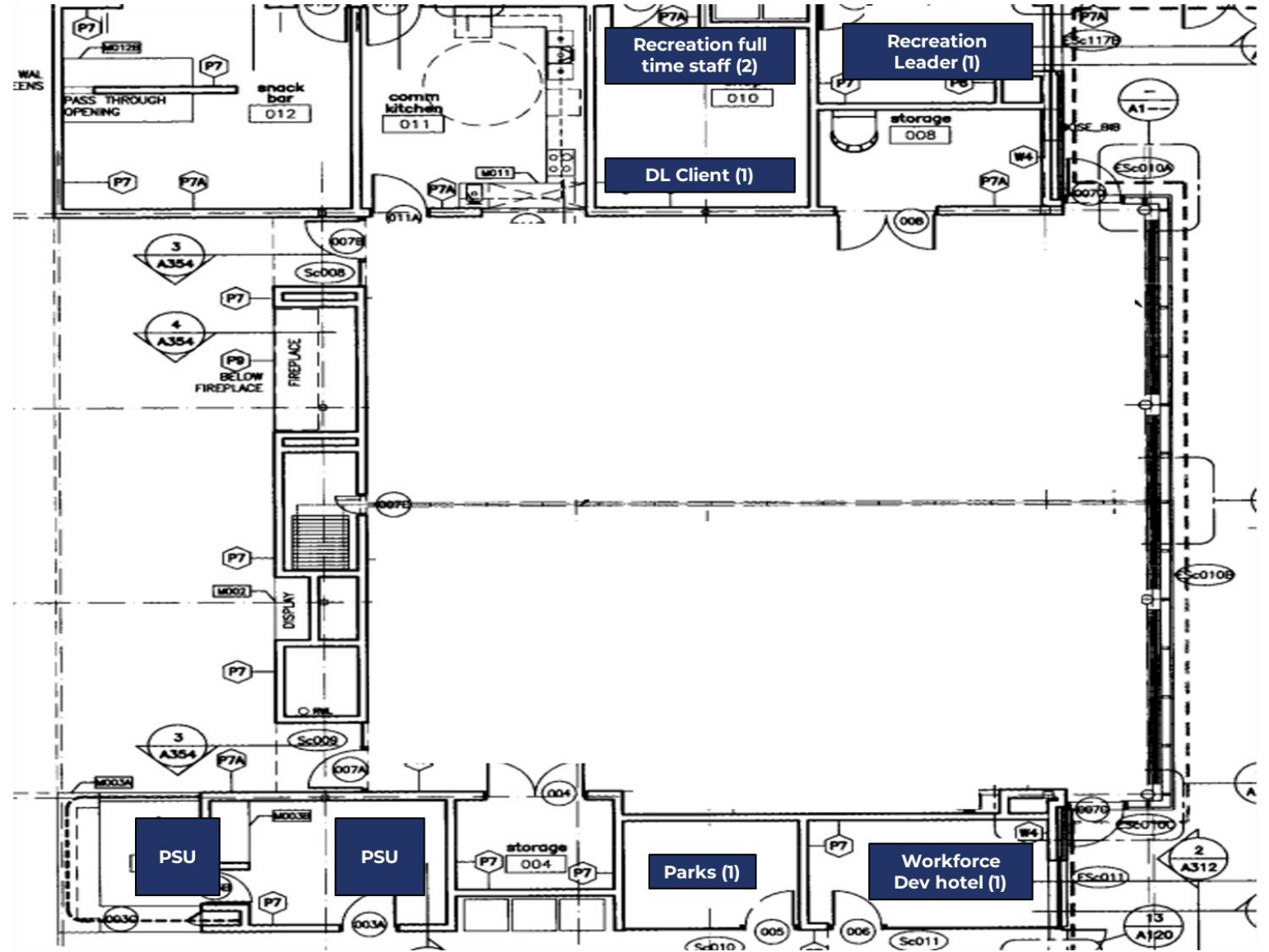
**Options:**  
Moving DL & TL Water & Water Compliance to offices at Water Treatment BR  
Will free up a few more spaces for displaced employees

Possibly move TL - Roads & Fleet to a small office at one of the PW Yards to free another spot

# Operations Office and Training Centre



# ATRC Main Entrance



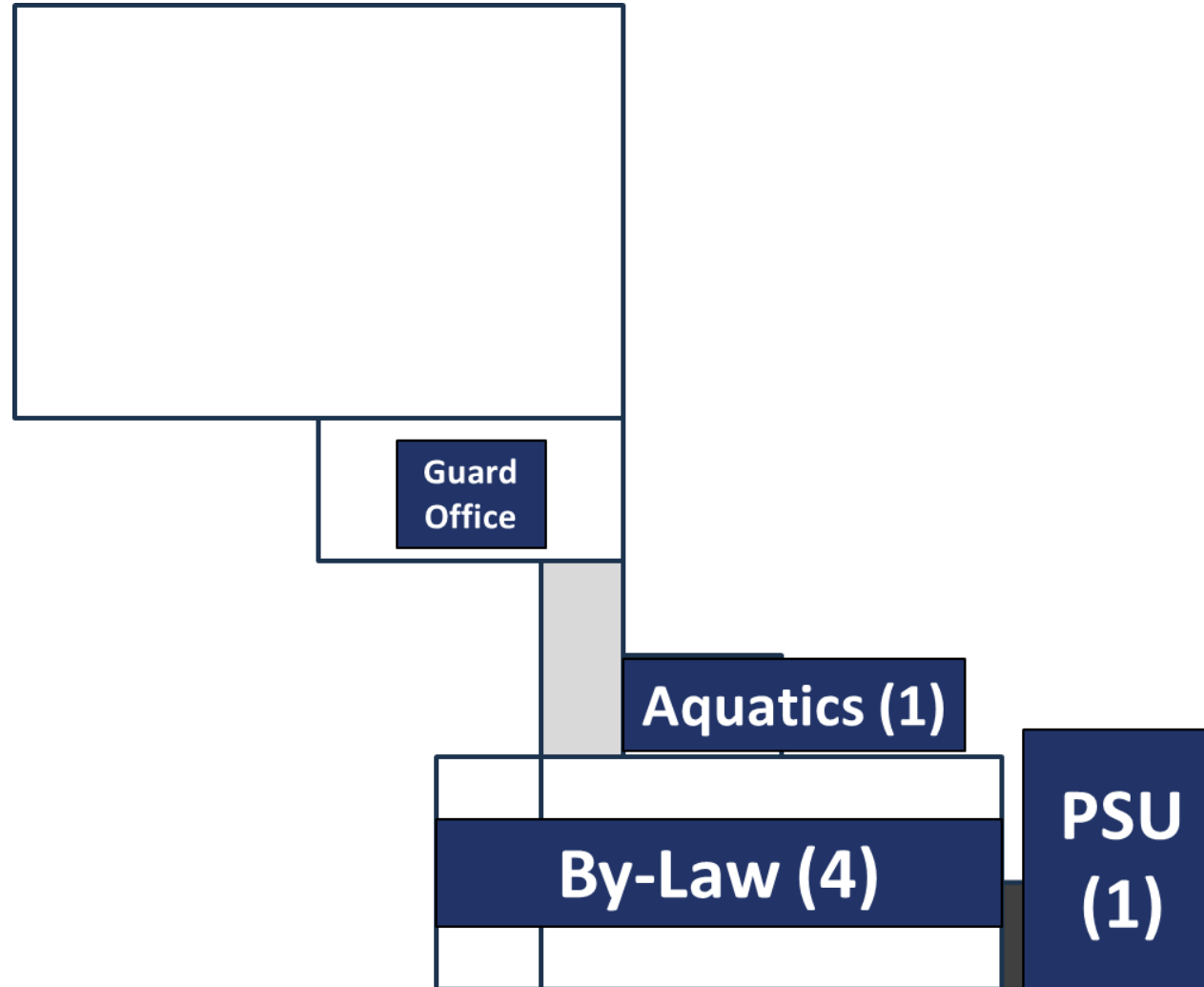
# ATRC - Upper Floor

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- CL – CHS
- 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
- Office space for Lakeshore Lightning

# ATRC – Pool Area

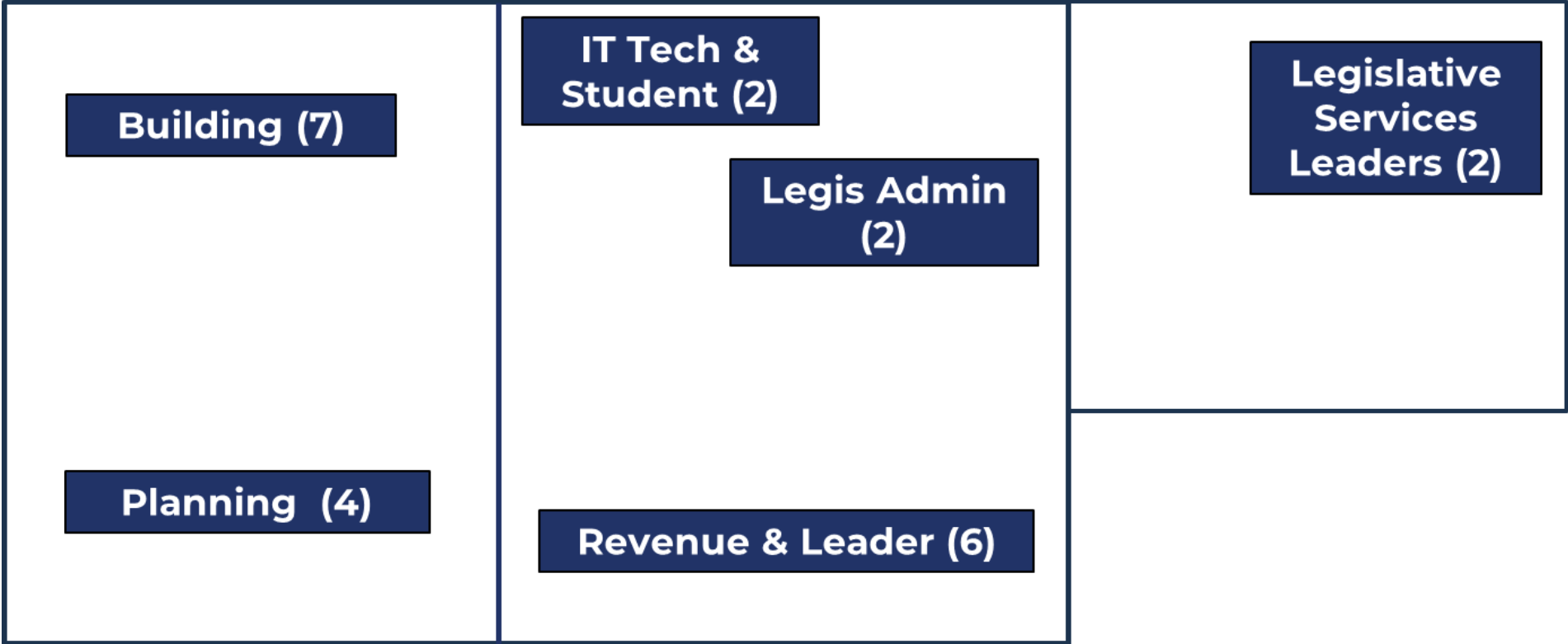
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# Libro Community Centre Relocation Layout

- Relocate displaced Recreation Programming out of this location for duration of renovations to ATRC or Comber.



# Out of the Box Alternatives

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- Partner with community groups or school boards (excess space and short-term leases) in Belle River area
- Rotate Revenue, Building, Planning and Legislative Services to the ATRC back office to deliver frontline services with a limited staffing model due to lack of space/
- Use Fire Station training rooms during the daytime.
- Use of ATRC program rooms during off-peak hours.

# Questions?

TOGETHER WE ARE  
**Lakeshore**