



The Corporation of the Town of Tillsonburg  
Town Hall Steering Committee Meeting

April 14, 2021  
11:30 a.m.  
Electronic Meeting

## MINUTES

**Present:** Councillor Esseltine, Councillor Luciani, John Veldman, Andrew Gilvesy, Rick Strouth, Mayor Stephen Molnar, Jesse Goossens

**Staff:** Laura Pickersgill, Executive Assistant; Kyle Pratt, CAO; Chris Baird, Director of Recreation, Culture & Parks; Geno Vanhaelewyn, Chief Building Official; Cephass Panschow, Development Commissioner

**Regrets:** Sheena Pawliwec, Director of Finance

**Guest:** Carlos Reyes, Director of Operations & Development

### 1. Call to Order

The meeting was called to order at 11:35 a.m.

### 2. Adoption of Agenda

#### Resolution #1

Moved by: Councillor Esseltine

Seconded by: Councillor Luciani

THAT the agenda as prepared for the Town Hall Steering Committee meeting of April 14, 2021, be adopted.

Carried

### 3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

### 4. Adoption of Previous Minutes

#### Resolution #2

Moved by: Rick Strouth

Seconded by: Councillor Esseltine

THAT the Minutes as prepared for the Town Hall Steering Committee meeting of March 18, 2021, be adopted.

Carried

### 5. Closed Session

#### Resolution #3

Moved by: Andrew Gilvesy

Seconded by: Rick Strouth

THAT the Town Hall Steering Committee moves into closed session to discuss: a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

## **6. General Business & Reports**

### **6.1 Space Needs Study- Operations- Carlos Reyes**

Carlos provided an overview of the space needs study results from the consultant. It was noted that this would be a four phase project. Phase one is the addition of the salt facility, phase two is the fleet addition, phase three would be the admin and roads renovation and phase four 4 would be the hydro, parks and water renovation. The consultant indicated that by including the proposed additions there would still be plenty of room to accommodate these staff members and parking needs. The project would result at an addition of approximately 40,000 square feet of new construction at a cost of \$300 per square foot which results in approximate project estimate of \$10-\$12 million.

Carlos noted that the General Manager of Hydro operations was involved in this process and is agreeable to this proposed layout. It was noted that there is only one bay and storage area for THI in this concept which has been noted as sufficient by the General Manager.

Staff would like to have a report to Council in one to two months time to allow Council to provide direction on how to proceed. The salt facility and fleet addition phases have already been pre-approved by Council. There should not be any concerns regarding zoning under the Planning Act that would prevent this concept from moving forward.

### **6.2 Employee Survey Results- Kyle Pratt**

Kyle provided an overview of the employee survey results and noted that there have been some additional changes made since the release of these results with individuals categorized under the wrong section (administrative vs. operational)

Kyle noted that COVID-19 has had a huge impact and has allowed many staff to work remotely.

Kyle mentioned that the City of Brantford has announced they are not going forward with a Town Hall but rather are going to follow a remote work first model with hub still available for residents to access services in-person. It was noted that the private sector has been following the remote work model for much longer and the public sector is just now following suit.

Cephas outlined that based on the survey results and those who indicated they could work from home that it would roughly reduce the footprint required in office space by one-third. It was noted that this will result in significant cost savings.

It was suggested that staff keep an eye on manufacturing buildings that come up for sale that could be used to meet the Town's operational staff needs rather than expanding the existing building at 20 Spruce Street.

Staff will move forward with sending these results to the space needs study consultant to have the existing study updated.

It was cautioned that staff be aware of potential legislation changing in the future regarding hybrid work models and 40 hours work weeks as well as considering future growth of the Town and future staffing requirements.

It was suggested that the question about employee productivity be directed to managers rather than having the staff answer as that may alter the results by staff answering the question based on their 'best behaviour' answer. Kyle noted that already in this past year while working remotely managers are keeping track of employees with reduced productivity and have been bringing them back into the office to work instead.

Mayor Molnar left the meeting at 12:49 p.m.

Staff will have the space needs consultant update the scope of work based on the survey results. This scope will be circulated by email to this Committee and then staff will proceed with having the consultant officially update the space needs study based on these results.

## **7. Round Table**

## **8. Next Meeting**

To be determined

## **9. Adjournment**

### Resolution #4

Moved by: Jesse Goossens

Seconded by: Councillor Luciani

THAT the April 14, 2021 Town Hall Steering Committee meeting be adjourned at 1:05 p.m.

Carried