



fabrik

ARCHITECTS

TILLSONBURG TOWN HALL SPACE NEEDS STUDY PRESENTATION



Inspired design - for everyone.

Presentation Order

Summary

Survey Results

Existing Condition

Space Needs Analysis

Site Design & Selection

Basis for Interior Design

Accessibility

Next Steps

Summary



Summary Continued

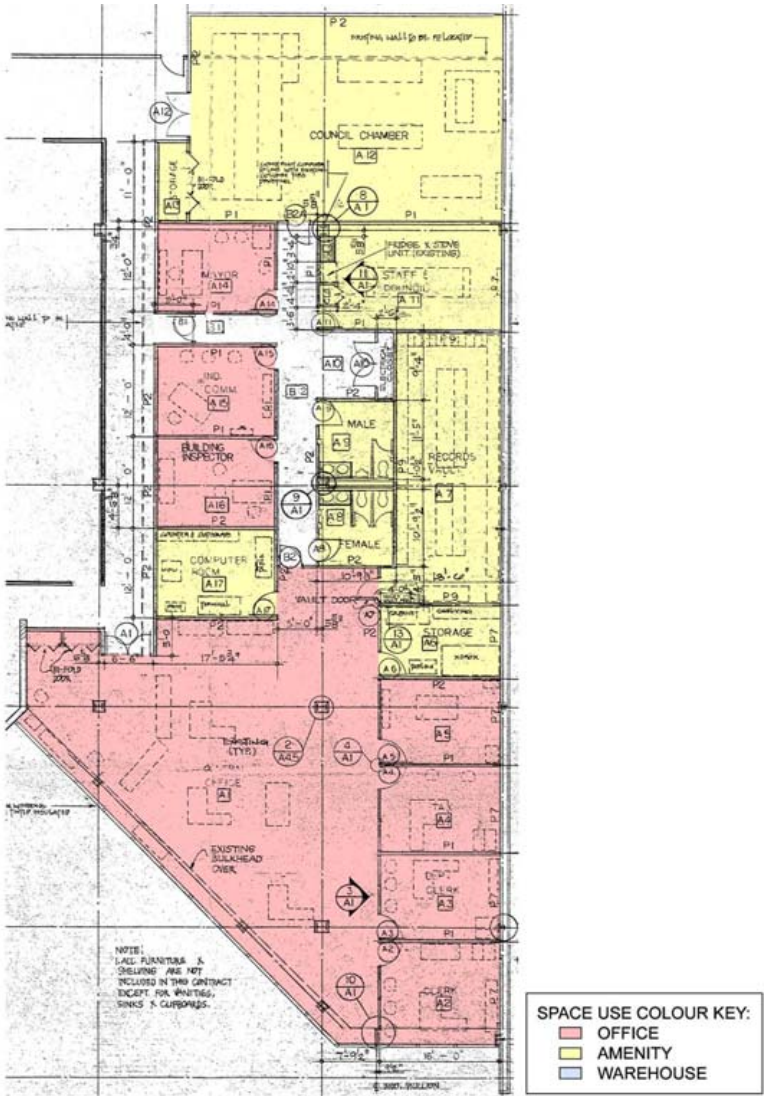
2.2 Current Facilities



200 Broadway Street
Town Hall

Office / Amenity Area - 9,000 SF. +/-

- Year Built 1980
- Located on the second floor of Tillsonburg Town Centre
- Functions for Mayor, Council, CEO, Clerk, Finance
- Spaces include Council Chambers, Offices, and amenity spaces
- No. of Offices – 10
- No. of Workstations - 10
- Spaces are not contiguous in operations
- Public access is via an elevator or fire stair
- Lacks sense of arrival, presence and spirit of a Town Hall
- Staff working environment is dated with poor access to natural daylight
- Expansion for more space is unknown at this time
- Chamber is not presentation friendly
- Accessibility and way finding is a problem
- Chamber space suggested to be multi-functional

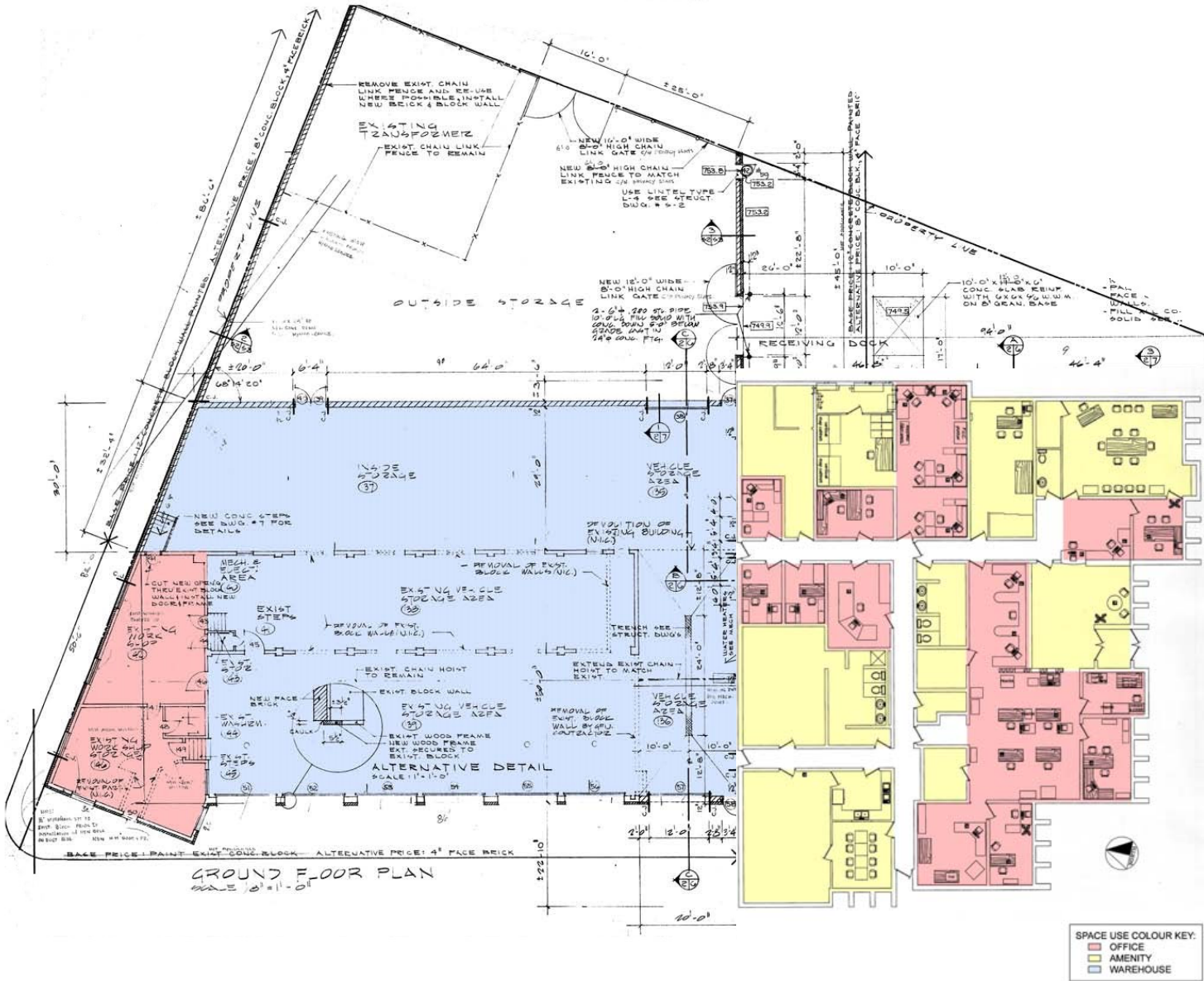


10 Lisgar Street
Customer Service Centre

Office Area – 8,496 SF+/-
Warehouse – 10,114 SF+/-
Total – 18,609 SF+/-



- Year Built - Circa 1970
- Functions for Customer Services, Building, Engineering
- Tillsonburg Hydro
- Call Centre for Town Departments
- Spaces include Offices, truck storage and amenity spaces
- No. of Offices – 10
- No. of Workstations - 15
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- The building envelop requires a great detail of repair
- Expansion to this building would be difficult
- Was constructed for public utilities



20 Spruce Street
Operation Services

Office Area – 3,326 SF+/-
Warehouse – 14,327 SF+/-
Total – 17,653 SF+/-



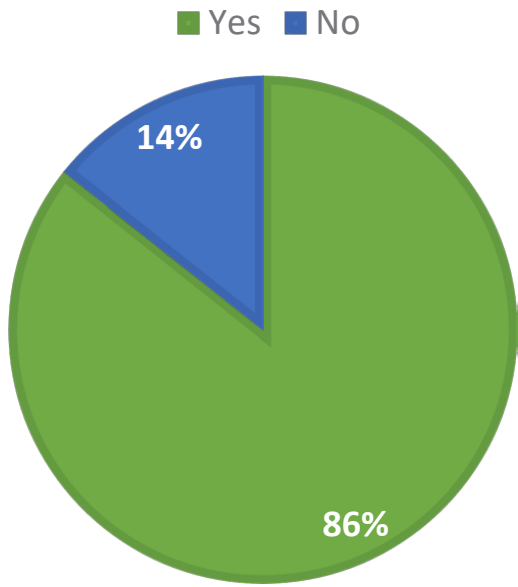
- Year Built – Circa 1970
- Functions for Public Works, Roads, Water
- Spaces include Offices, Fleet Warehouse and amenity spaces
- No. of Offices – 6
- No. of Workstations - 0
- Spaces are connected via corridors
- Public access at grade
- Staff working environment is dated, however acceptable
- Expansion to this building is possible but unlikely for a location for a Town Hall



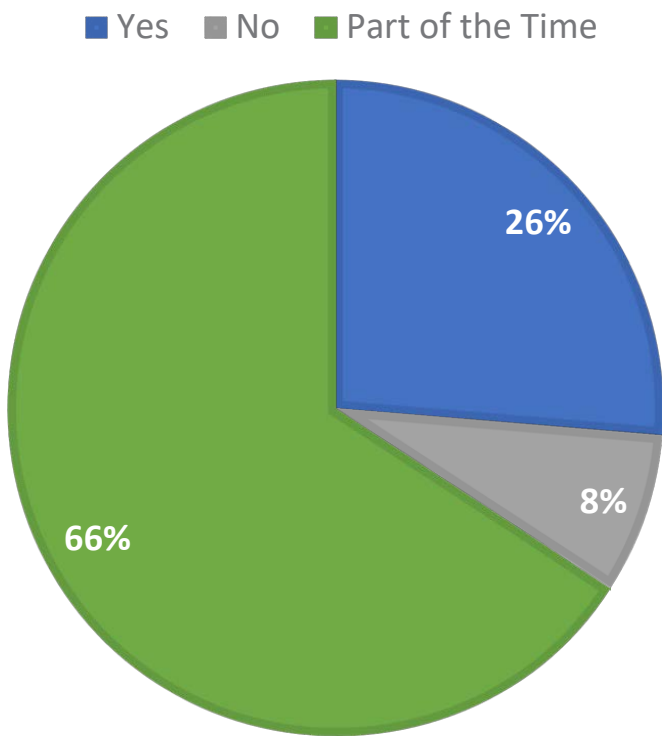
Survey Results

Staff Survey - Administration

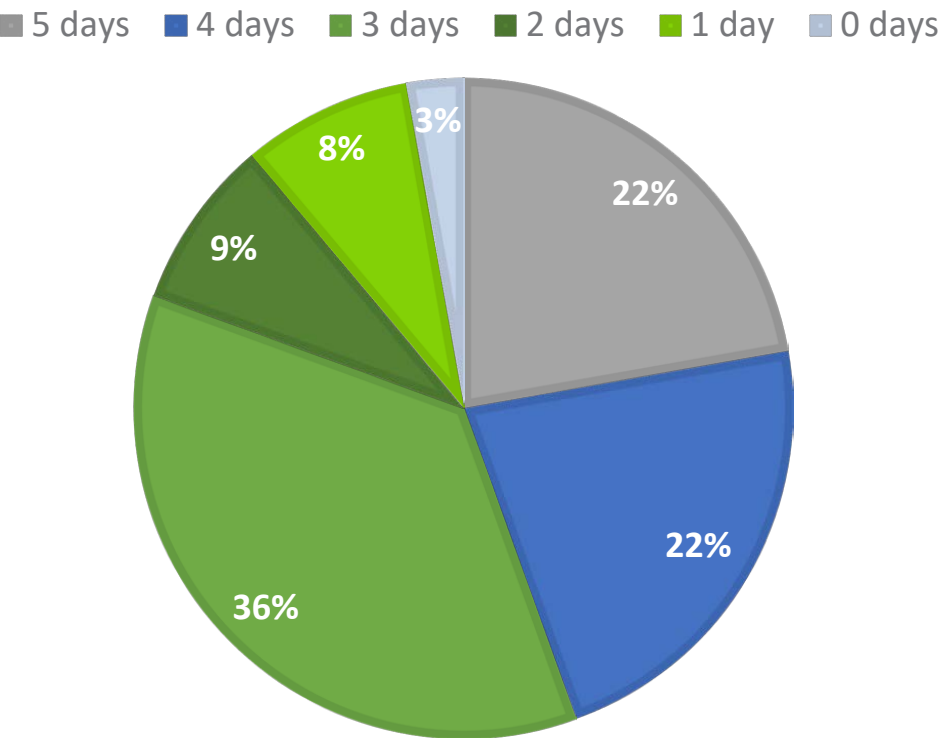
DOES YOUR JOB ALLOW YOU TO WORK FROM A REMOTE WORKPLACE?



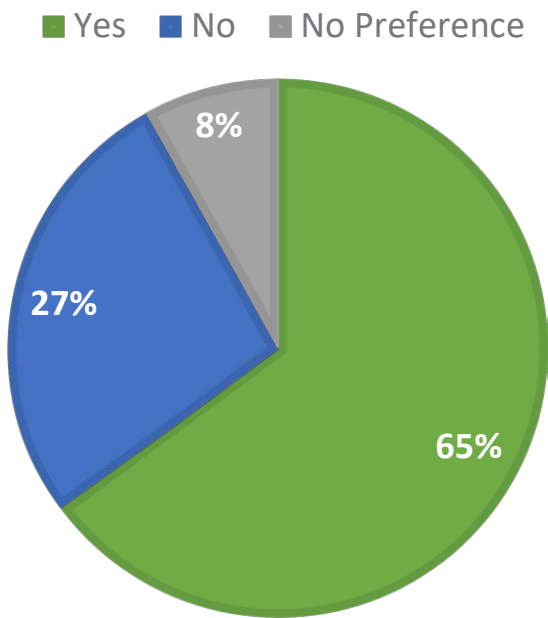
IF YES, WOULD YOU PREFER TO WORK FROM A REMOTE WORKPLACE?



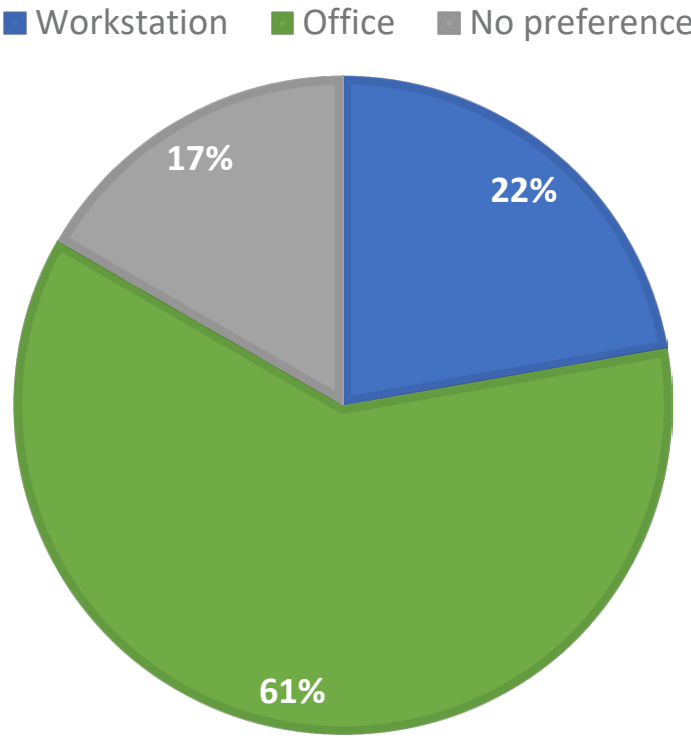
HOW MANY DAYS OF THE WEEK WOULD YOU PREFER TO WORK REMOTELY?



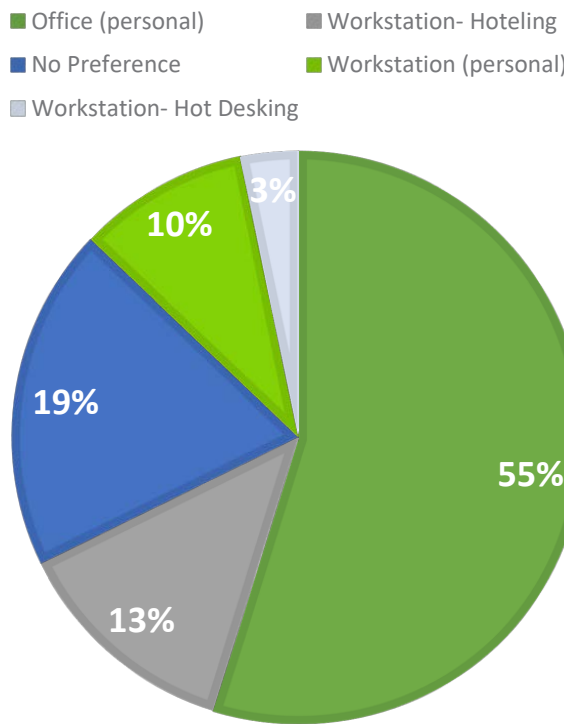
IF YOU WERE ENROLLED IN A REMOTE WORK MODEL, WOULD YOU BE FINE WITH SHARING A WORKSPACE WITH OTHER EMPLOYEE(S) WHEN YOU WERE WORKING IN THE OFFICE?



IF NO, WHAT KIND OF FIXED IN-PERSON DEDICATED WORKSPACE DO YOU REQUIRE?



IF YES, WHAT KIND OF SHARED WORKSPACE WOULD YOU REQUIRE?

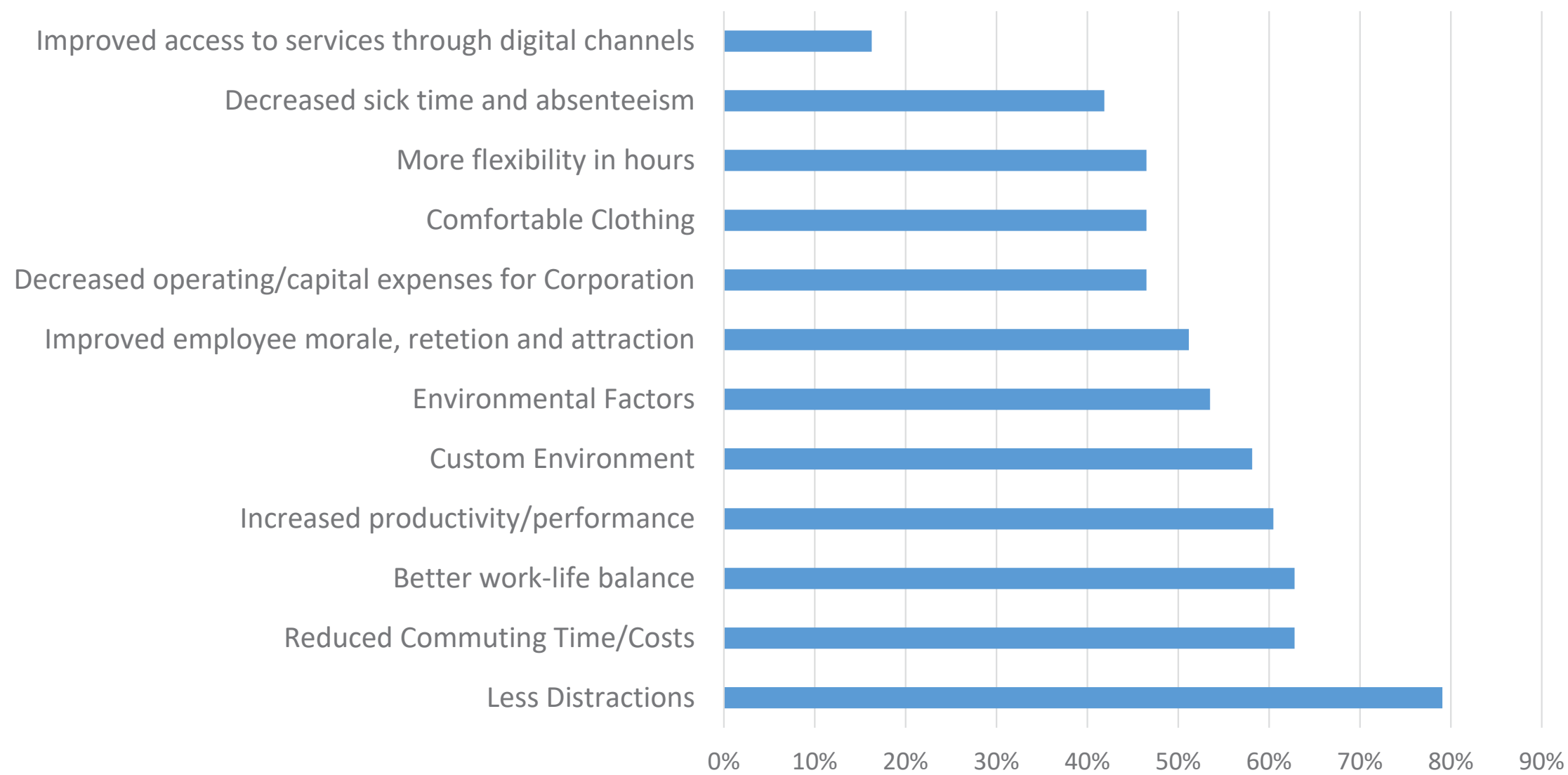


• **“Hoteling”** Desk Space involves pre-booking and checking in to access a space, much like at an actual hotel. Regardless of the occupancy of desk usage, a person still has to check in via a central booking to access their spot.

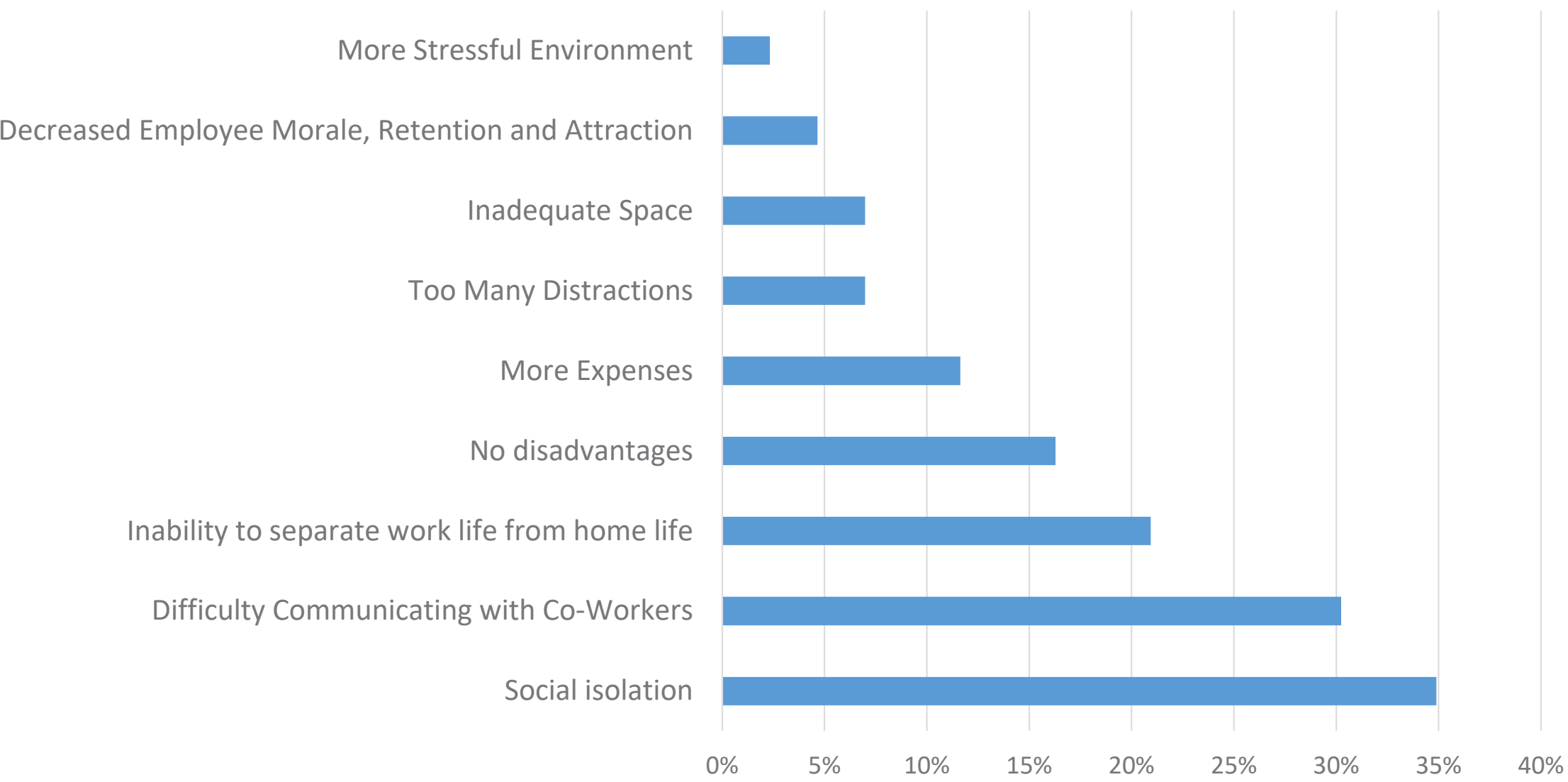
• **“Hot Desking”** is more free-wheeling. It is based on an unassigned desk concept, but the execution is first-come, first-served. If any employee sees an open space, they are welcome to claim it as their own and get to business—no reservation required.

Survey Results Continued

What kind of advantages do you feel could arise from working remotely?



What kind of disadvantages do you feel could exist from working remotely?



Space Needs - Maximum Flexibility

Department	Program	Staff		Space Type	Number Required	Unit Area (SF)	Net Area (SF)	Description
		Current	Future					
Office of the CAO/Council	Chief Administrative Officer	1	0	Office	1	200	200	Private Office
	Mayor	1	0	Office	1	200	200	Private Office
	Councillor	6	0	Workspace	6	60	360	Individual Workstations
	Executive Assistant (CAO/ Mayor)	1	0	Workspace	1	60	60	Individual Workstation
	Total	9	0		9	520	820	
Economic Development	Development Commissioner	1	0	Office	1	100	100	Shared Office
	Economic Development & Marketing Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Summer/Co-op (Share with CAO Office)	0	1	Workspace	1	30	30	Shared Workstation
	Total	2	1		3	160	160	
Corporate Services/Clerk	Clerk	1	0	Office	1	75	75	Shared Office
	Deputy Clerk	1	0	Office	1	75	75	Shared Office
	Records & Legislative Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Communications Officer (Corporate Services)	1	0	Workspace	1	60	60	Individual Workstation
	Manager of Human Resources	1	0	Office	1	150	150	Private Office
	Human Resources Generalist	1	0	Office	1	30	30	Shared Workstation
	Health & Safety Officer	1	0	Workspace	1	30	30	Shared Workstation
	Customer Service Reps / Billing Support Clerks	7	0	Workspace	7	60	420	Individual Workstations
	Information Techonology	1	0	Workspace	1	30	30	Shared Workstation
	PT CSR	0	1	Workspace	1	30	30	Shared Workstation
	Summer Student	0	1	Workspace	1	30	30	Shared Workstation
	Total	15	2		17	600	960	
Building/ Planning / Bylaw	Chief Building Official	1	0	Office	1	200	200	Private Office
	Deputy Chief Building Official	1	0	Office	1	150	150	Private Office
	Property Standards / Bylaw Officer	1	0	Office	1	150	150	Private Office
	Municipal By-Law Officer	1	0	Office	1	150	150	Private Office
	Development Technician	1	0	Workspace	1	60	60	Individual Workstation
	County Planner	1	0	Office	1	150	150	Private Office
	Building Inspectors	3	0	Workspace	4	30	120	Shared Workstation
	Summer Students	0	2	Workspace	2	30	60	Individual Workstations
	Total	9	2		12	920	1040	
Finance	Director of Finance/Treasurer	1	0	Office	1	100	100	Shared Office
	Senior Financial Analyst/Deputy Treasurer	1	0	Office	1	150	150	Shared Office
	Purchasing Coordinator	1	0	Workspace	1	60	60	Individual Workstation
	Accounts Payable / Accounts Receivable	1	0	Workspace	1	60	60	Individual Workstation
	Financial & Utility Analyst	1	0	Workspace	1	60	60	Individual Workstation
	Financial Analyst (RCP)	1	0	Workspace	1	60	60	Individual Workstation
	Revenue Manager	1	0	Office	1	150	150	Private Office
	Tax Clerk	1	0	Workspace	1	60	60	Individual Workstation
Recreation, Culture & Parks	Director of RCP	1	0	Office	1	75	75	Shared Office
	Manager of Park & Facilities	1	0	Office	1	150	150	Private Office
	RCP Administrative Assistant	1	0	Office	1	150	150	Private Office
	Total	3	0		3	375	375	
Operation Services	Director of Operations	1	0	Office	1	75	75	Shared Office
	Operations Administrator	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Engineering	1	0	Office	1	150	150	Private Office
	Senior Operations Technologist	1	0	Workspace	1	60	60	Individual Workstation
	GIS Technician	1	0	Workspace	1	60	60	Individual Workstation
	Operations Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Design Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Civil Designer	1	0	Workspace	1	60	60	Individual Workstation
	Asset Management Coordinator	1	0	Workspace	1	60	60	Individual Workstation
	Transit Coordinator	1	0	Office	1	75	75	Shared Office
	Summer/Co-op Students	1	0	Workspace	1	30	30	Shared Workstation
	Total	11	0		11	720	720	
Total Office Space		57	5				4775	
Hydro	THI - General Manager/CEO	1	0	Office	1	150	150	Private Office
	Operations Regulatory Affairs Officer	1	0	Workspace	1	30	30	Shared Workstation
	Development & Design Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Instrumentation Technologist	1	0	Workspace	1	60	60	Individual Workstation
	Manager of Operations	1	0	Office	1	150	150	Private Office
	Hydro Operations Coordinator	1	0	Workspace	1	60	60	Individual Workstation
Total		6	0		6	510	510	
Total Office Space Including Hydro		63	5				5285	

Common Spaces	Entry Vestibule						80	
	Staff Vestibule						80	
	Reception						100	
	Main Lobby / Welcome Area / Display Area						400	
	Council Chamber	100					3000	
	Board Room - 1	12					280	
	Board Room - 2	6					150	
	Training Room	20					500	
	Break - Out Room - 1						80	
	Break - Out Room - 2						80	
	Lunch Room / Kitchen Staff						450	
	Mail Room						80	
	Copy Room						150	
	File Room						150	
	Library Room						120	
	Map Room						150	
	Plotter Room						150	
	Washrooms - Public						300	
	Washrooms - Staff						300	
	Universal Barrier Free Washroom						100	
	Waste Recycling Room						120	
	Loading Area						64	
	General Storage						600	
	Vault						300	
	IT/Server Room						225	
	Mechanical Room						225	
	Electrical Room						225	
	Sprinkler Room						225	
	Elevator						100	
	Elevator Equipment Room						100	
	Stair 1						250	
	Stair 2						250	
	Stair 3						375	
	Total Common Space						9759	
Total Common Space + Office Space							14534	
External Agencies	Chamber of Commerce - 20 Oxford St.						800	
	BIA						400	
	Total External Agencies						1200	
	External Agencies + Common + Office Space						15734	
Circulation & Walls - 30%							4720	
Total Project Area							20454	
Future Growth - 10%							2045	
Total Project Area + Future Growth							22500	

Space Needs - Optimized Floor Plate

Department	Program	Staff		Space Type	Number Required	Unit Area (SF)	Net Area (SF)	Description
		Current	Future					
Office of the CAO/Council	Chief Administrative Officer	1	0	Office	1	100	100	Shared Office
	Mayor	1	0	Office	1	200	200	Private Office
	Councillor	6	0	Workspace	6	30	180	Shared Workstations
	Executive Assistant to CAO/ Mayor	1	0	Workspace	1	30	30	Shared Workstation
	Total	9	0		9	360	510	
Economic Development	Development Commissioner	1	0	Office	1	100	100	Shared Office
	Economic Development & Marketing Coordinator	1	0	Workspace	1	30	30	Shared workstation
	Summer Student/Co-op (Share with CAO Office)	0	1	Workspace	1	30	30	Shared workstation
	Total	2	1		3	160	160	
Corporate Services/Clerk	Clerk	1	0	Office	1	75	75	Shared Office
	Deputy Clerk	1	0	Office	1	75	75	Shared Office
	Records & Legislative Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Communications Officer (Corporate Services)	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Human Resources	1	0	Office	1	75	75	Shared Office
	Human Resources Generalist	1	0	Office	2	0	0	Work from Home
	Health & Safety Officer	1	0	Workspace	1	0	0	Work From Home
	Customer Service Reps / Billing Support Clerks	7	0	Workspace	7	30	210	Shared Workstations
	Information Technology	1	0	Workspace	1	30	30	Shared Workstation
	PT CSR	0	1	Workspace	1	30	30	Shared Workstation
	Summer Student	0	1	Workspace	1	30	30	Shared Workstation
	Total	15	2		18	405	585	
Building/ Planning / Bylaw	Chief Building Official	1	0	Office	1	200	200	Private Office
	Deputy Chief Building Official	1	0	Office	1	150	150	Private Office
	Property Standards / Bylaw Officer	1	0	Office	1	75	75	Shared Workstation
	Municipal By-Law Officer	1	0	Office	1	75	75	Shared Workstation
	Development Technician	1	0	Workspace	1	30	30	Shared Workstation
	County Planner	1	0	Office	1	150	150	Private Office
	Building Inspectors	3	0	Workspace	4	30	120	Shared Workstations
	Summer Students	0	2	Workspace	1	30	30	Shared Workstation
	Total	9	2		11	740	830	
Finance	Director of Finance/Treasurer	1	0	Office	1	100	100	Shared Office
	Senior Financial Analyst/Deputy Treasurer	1	0	Office	1	75	75	Shared Office
	Purchasing Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Accounts Payable / Accounts Receivable	1	0	Workspace	1	30	30	Shared Workstation
	Financial & Utility Analyst	1	0	Workspace	1	30	30	Shared Workstation
	Financial Analyst (RCP)	1	0	Workspace	2	30	60	Shared Workstation
	Revenue Manager	1	0	Office	1	75	75	Shared Office
	Tax Clerk	1	0	Workspace	1	30	30	Shared workstation
	Total	8	0		9	400	430	
Recreation, Culture & Parks	Director of RCP	1	0	Office	1	100	100	Shared Office
	Manager of Park & Facilities	1	0	Office	1	75	75	Shared Office
	RCP Administrative Assistant	1	0	Office	1	75	75	Shared Office
	Total	3	0		3	250	250	
Operation Services	Director of Operations	1	0	Office	1	100	100	Shared Office
	Operations Administrator	1	0	Workspace	1	0	0	Work From Home
	Manager of Engineering	1	0	Office	1	75	75	Shared Office
	Senior Operations Technologist	1	0	Workspace	1	30	30	Shared Workstation
	GIS Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Operations Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Design Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Civil Designer	1	0	Workspace	1	30	30	Shared Workstation
	Asset Management Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Transit Coordinator	1	0	Workspace	1	30	30	Shared Office
	Summer/Co-op Students	1	0	Workspace	1	30	30	Shared Workstation
	Total	11	0		11	415	415	
Total Office Space		57	5				3180	
Hydro	THI - General Manager/CEO	1	0	Office	1	75	75	Shared Office
	Operations Regulatory Affairs Officer	1	0	Workspace	1	30	30	Shared Workstation
	Development and Design Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Instrumentation Technologist	1	0	Workspace	1	30	30	Shared Workstation
	Manager of Operations	1	0	Office	1	75	75	Shared Office
	Hydro Operations Coordinator	1	0	Workspace	1	30	30	Shared Workstation
	Total	6	0		6	270	270	
Total Office Space Including Hydro		63	5				3450	

Common Spaces	Entry Vestibule						80	
	Staff Vestibule						80	
	Reception						100	
	Main Lobby / Welcome Area / Display Area						300	
	Council Chamber	50					1800	
	Board Room - 1	12					280	
	Board Room - 2	6					150	
	Break - Out Room - 1						80	
	Break - Out Room - 2						80	
	Lunch Room / Kitchen Staff						350	
	Mail Room						80	
	Copy Room						150	
	File Room						150	
	Library Room						120	
	Map Room						150	
	Plotter Room						150	
	Washrooms - Public						300	
	Washrooms - Staff						300	
	Universal Barrier Free Washroom						100	
	Waste Recycling Room						120	
	General Storage						550	
	Vault						200	
	IT/Server Room						200	
	Mechanical Room						200	
	Electrical Room						200	
	Sprinkler Room						200	
	Elevator						100	
	Elevator Equipment Room						100	
	Stair 1						250	
	Stair 2						250	
	Stair 3						325	
	Total Common Space						7495	
	Total Common Space + Office Space						10675	

Circulation & Walls - 30%							3203	
Total Project Area							13878	
Future Growth - 10%							1388	
Total Project Area + Future Growth							15265	

Site Design & Selection



Site Selection Continued



OPTION A: 200 BROADWAY STREET

PROJECT TYPE: Tenant Fit Out **PROJECT AREA:** 11,743-26,000 SF **TIMELINE:** Flexible, 1-3 Years
COSTS: Recurring, Rent, Renovation **NUMBER OF STOREYS:** 2

PROS

- Make use of existing space
- Maintain good relationship with landlord
- Located within community space
- Allows sale of 10 Lisgar property
- Defined project scope
- Lower up front construction costs

CONS

- Limits to layout and area
- Mall location inhibits creation of clear town hall identity, autonomy
- Potentially, limited project scope



OPTION B: 10 LISGAR AVENUE

PROJECT TYPE: Renovation **PROJECT AREA:** 18,609 SF +/- **TIMELINE:** Fixed 1-2 Years
COSTS: Renovation **NUMBER OF STOREYS:** 1

PROS

- Make use of existing space
- Existing building is the perfect area
- Centrally located and visible
- No rent or development costs
- Single storey building

CONS

- Requires rework of newly re-cladded hydro bays
- Limited opportunity for future growth
- Tight timeline, would likely require temporary relocations in the interim
- Limited on site parking



OPTION C: GREENFIELD SITE, CORNER OF BROCK & HARVEY

PROJECT TYPE: New Build **PROJECT AREA:** 1.854 Acres +/- **TIMELINE:** Fixed, 1-2 Years
COSTS: Development, Construction **NUMBER OF STOREYS:** TBD

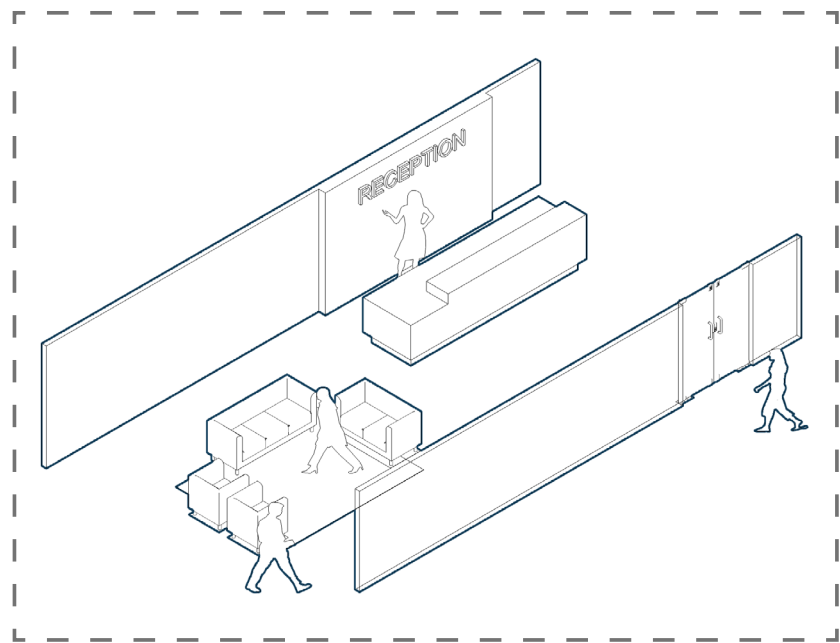
PROS

- No limits on size, layouts, appearance
- Allows relocation of all departments, sale of 10 Lisgar property
- Centrally located and visible
- Sufficient parking area

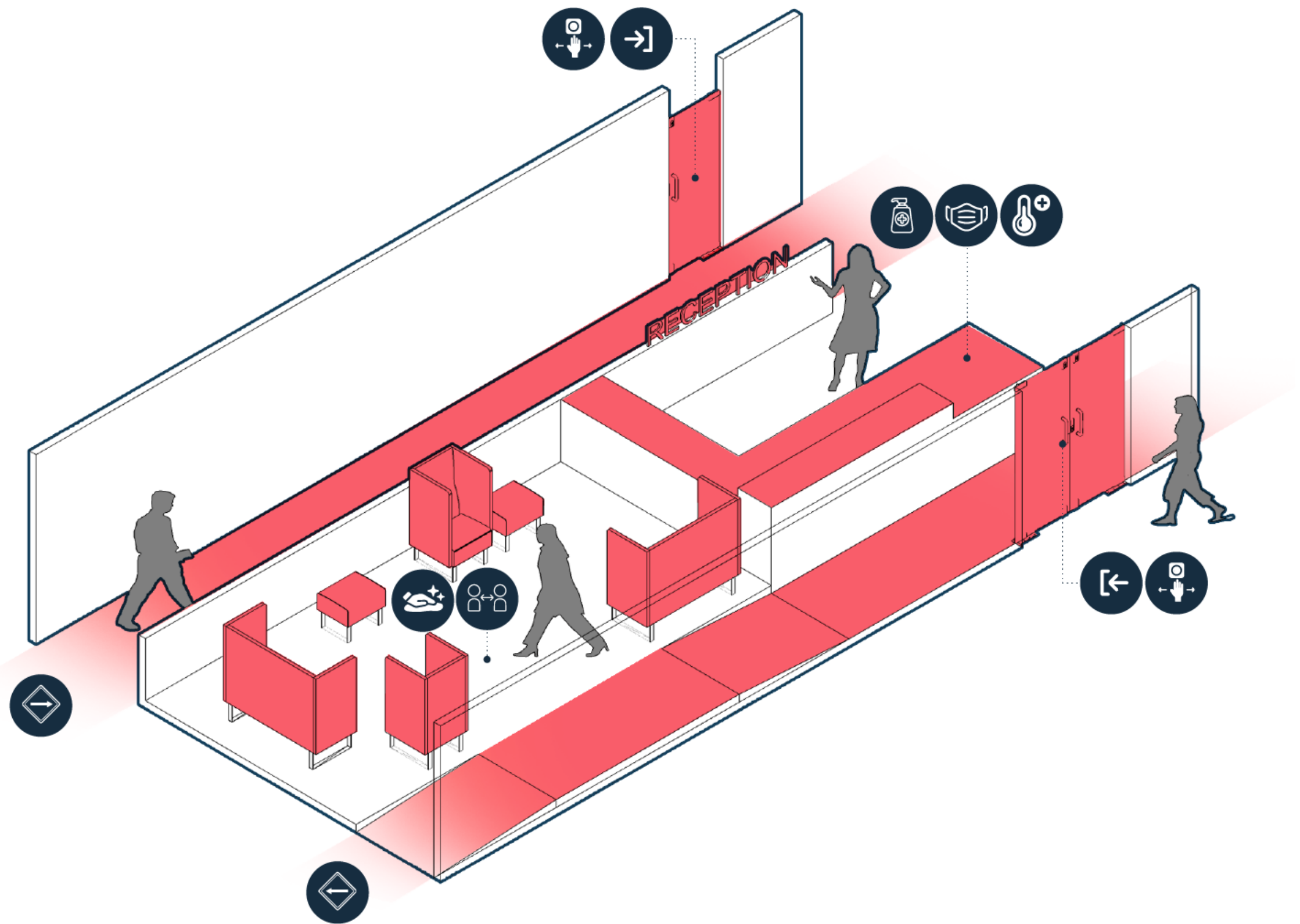
CONS

- Highest cost option
- Development complications (flood plains, utility lines)
- Aggressive timeline, would require temporary relocations in the interim,multi-year project

Basis for Interior Design - Reception



TYPICAL LAYOUT



PROPOSED LAYOUT



Touchless Operation



Exit / Entrance



Travel Direction (One Way)



Regular Sanitation



Social Distancing



Occupancy Sensor



Acoustic Panels



Integrated AV System



Sanitation Station



Pre-Screening



Face Masks Required



Repurpose as Storage



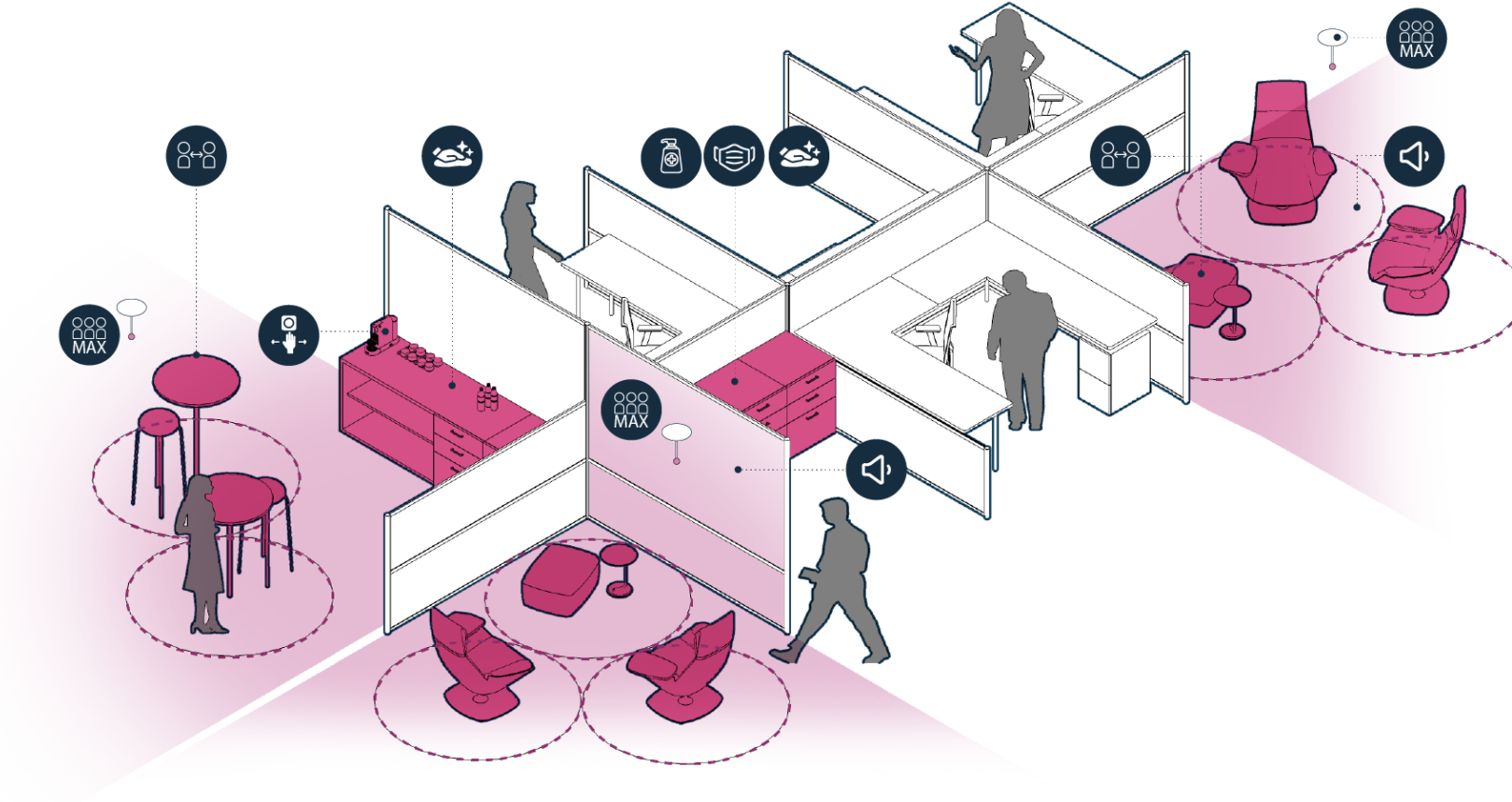
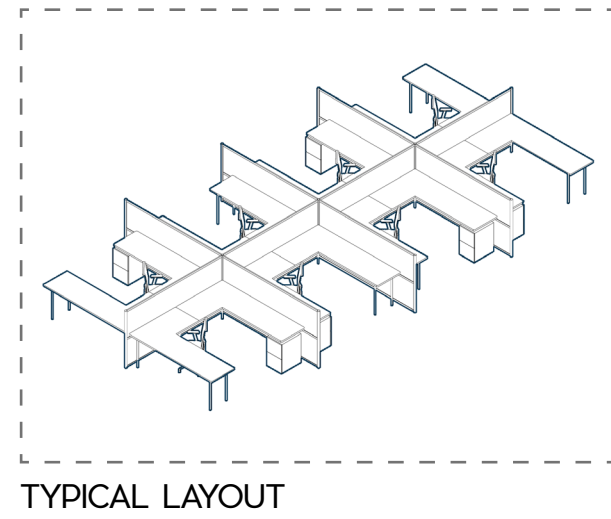
Anti Microbial Surfaces



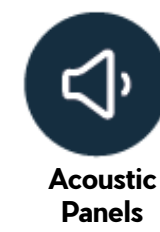
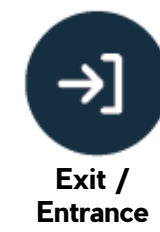
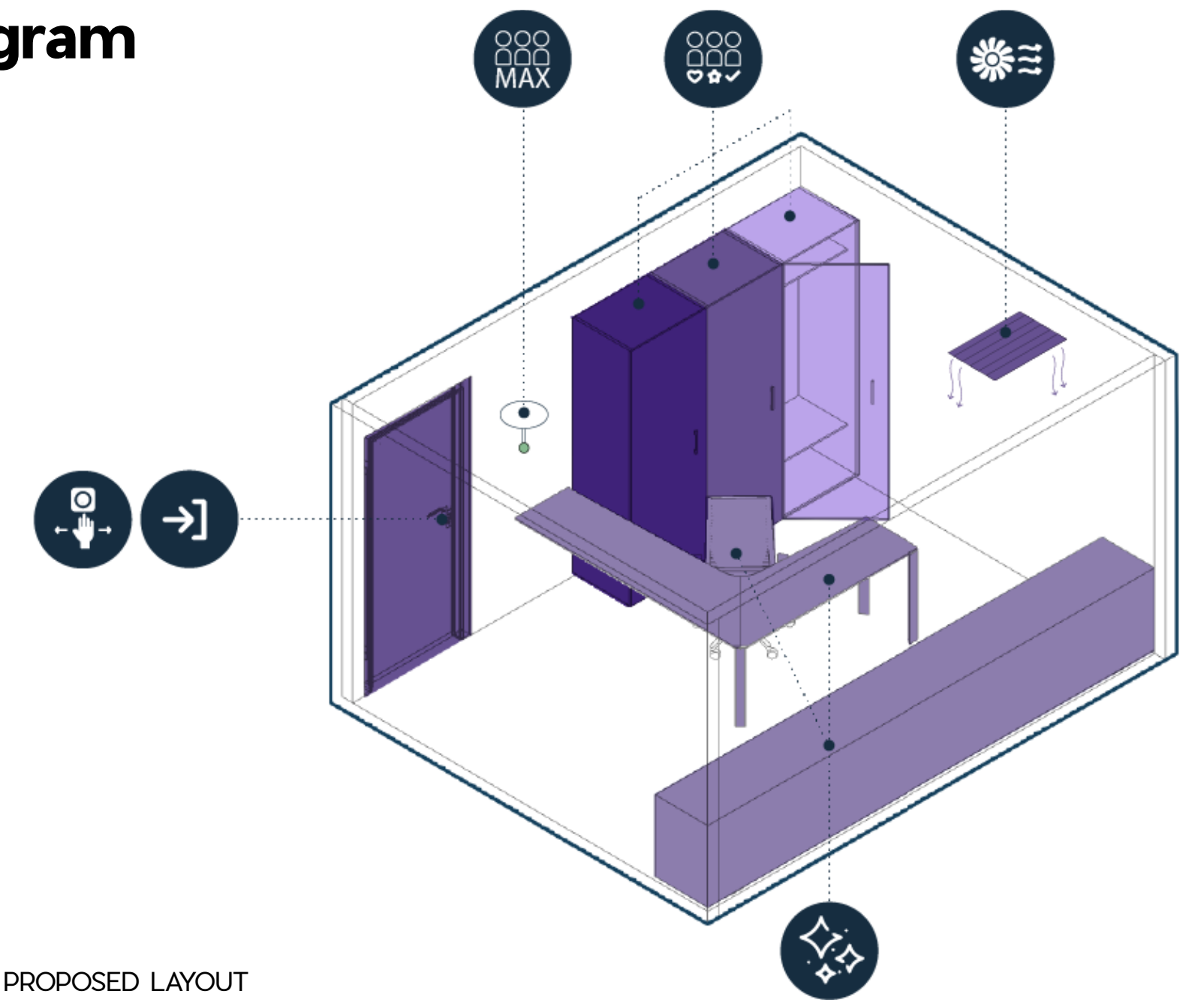
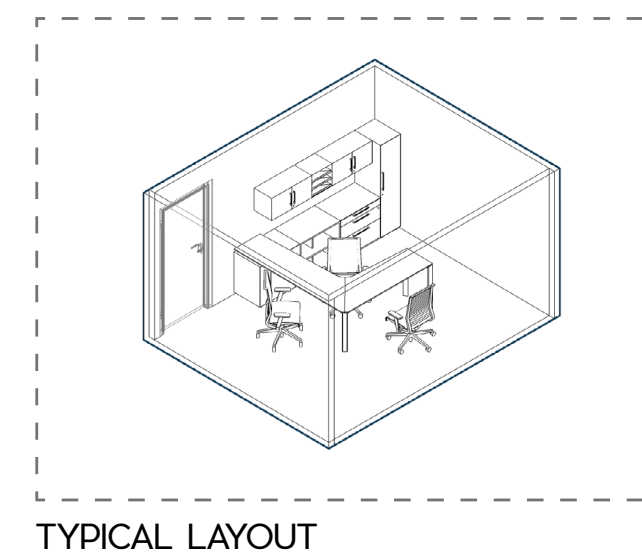
Enhanced HVAC System

Basis for Interior Design - Offices

Open Office Diagram



Private Office Diagram



Touchless Operation

**Exit /
Entrance**

Travel Direction
(One Way)

Regular Sanitation

Social Distancing

Occupancy
Sensor

Acoustic Panels

**Integrated AV
System**

Sanitation Station

Pre-Screening

**Face Masks
Required**

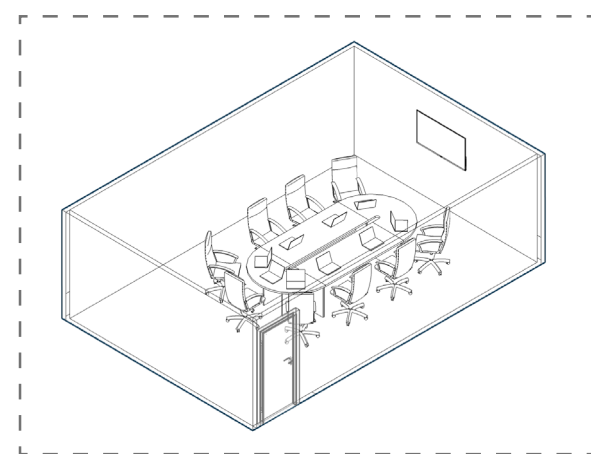
Repurpose as Storage

**Anti Microbial
Surfaces**

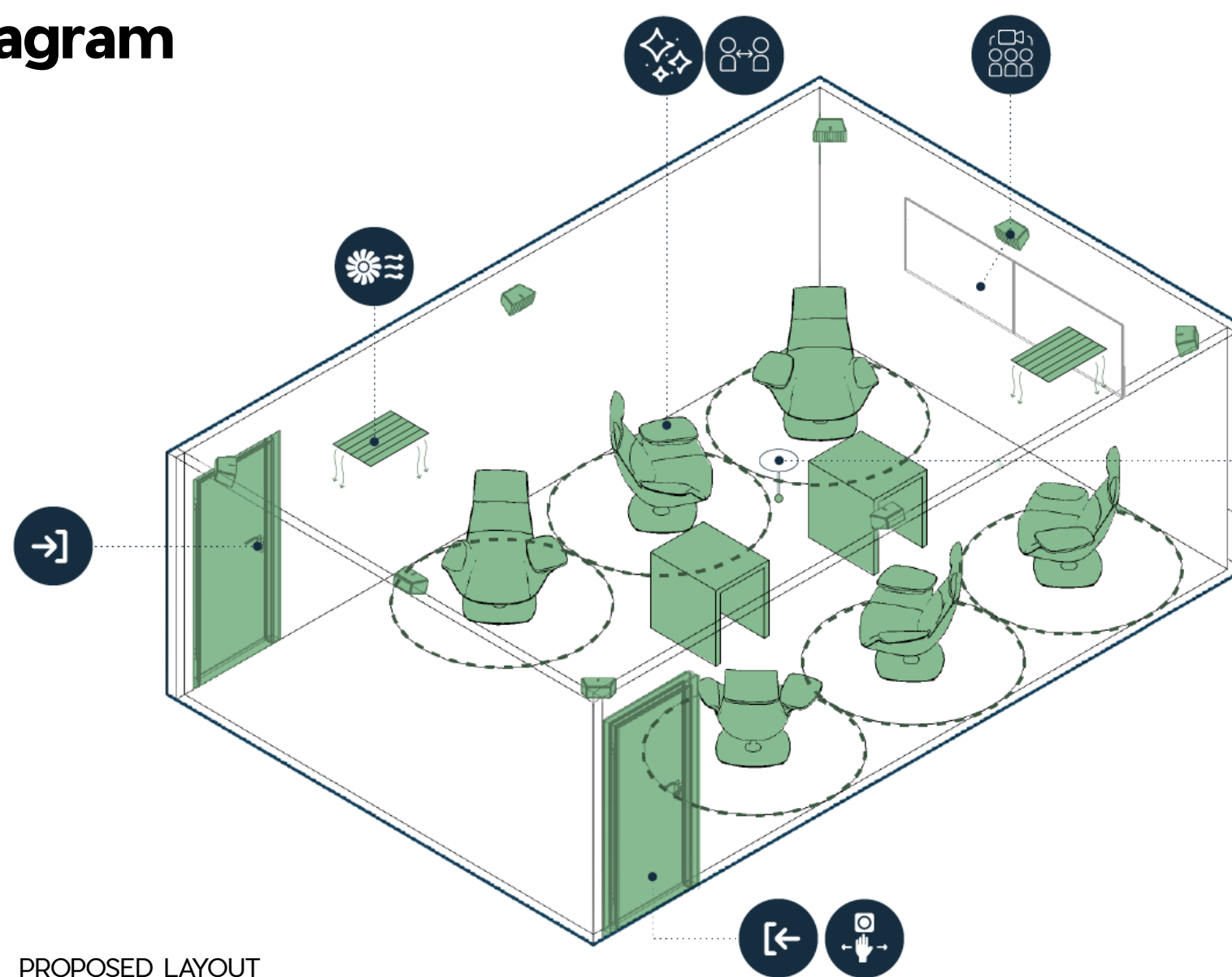
Enhanced HVAC System

Basis for Interior Design - Meeting Spaces

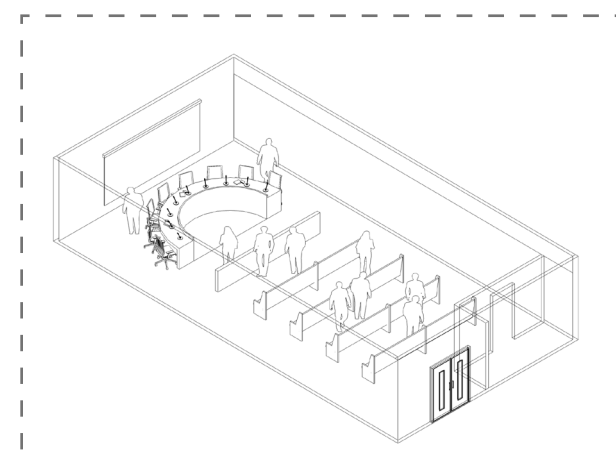
Meeting Room Diagram



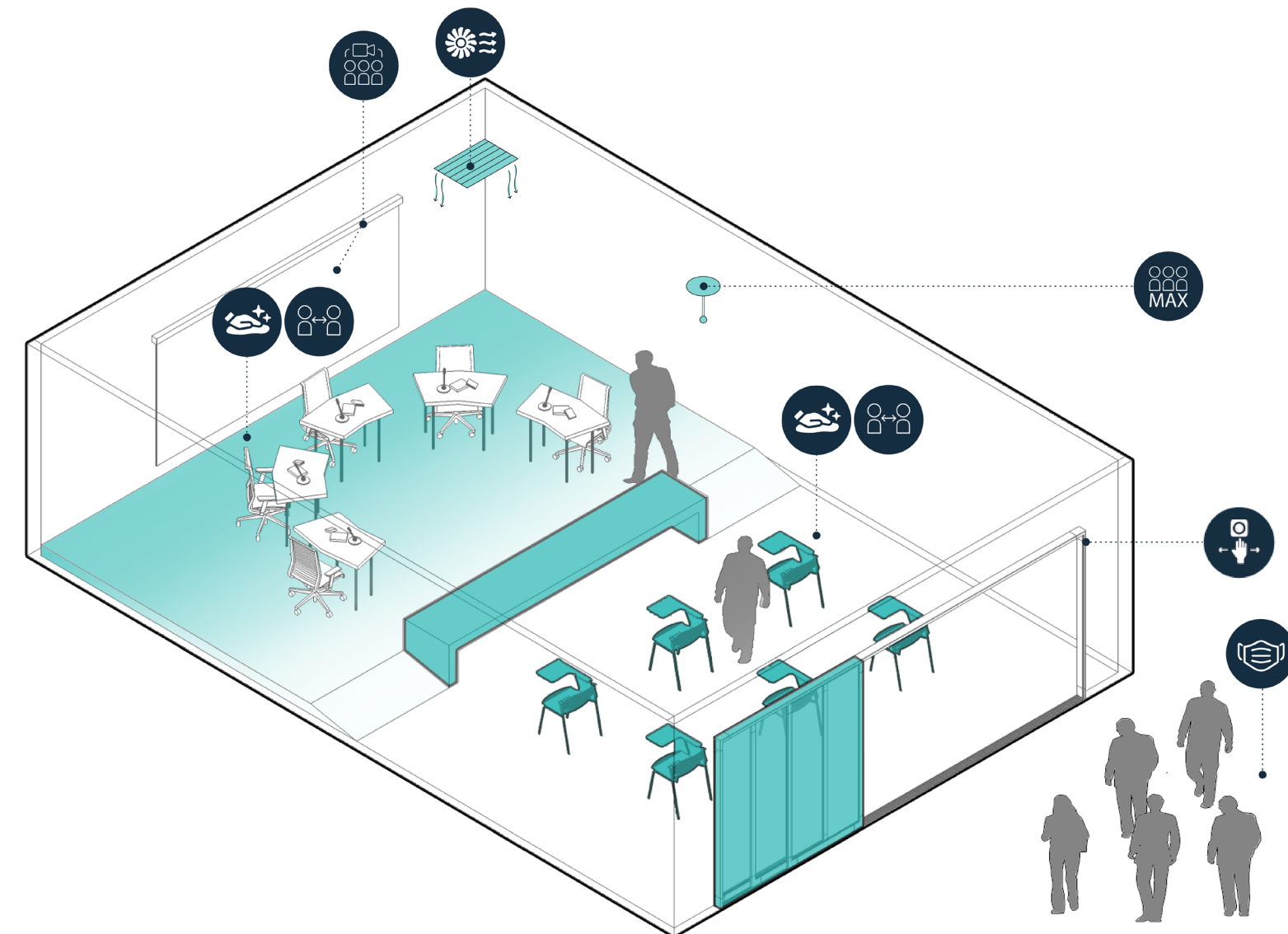
TYPICAL LAYOUT



PROPOSED LAYOUT



TYPICAL LAYOUT



Touchless Operation



Exit / Entrance



Travel Direction (One Way)



Regular Sanitation



Social Distancing



Occupancy Sensor



Acoustic Panels



Integrated AV System



Sanitation Station



Pre-Screening



Face Masks Required



Repurpose as Storage



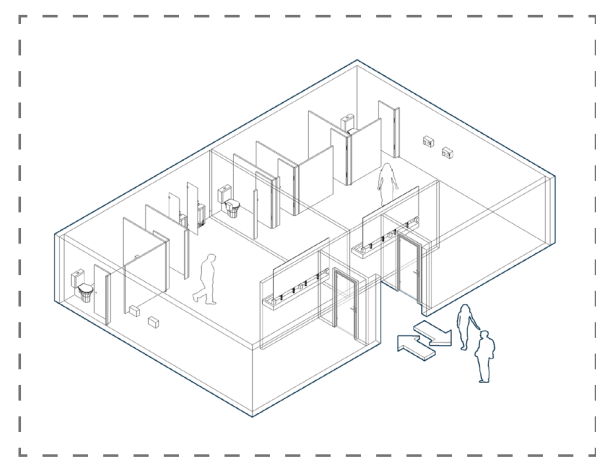
Anti Microbial Surfaces



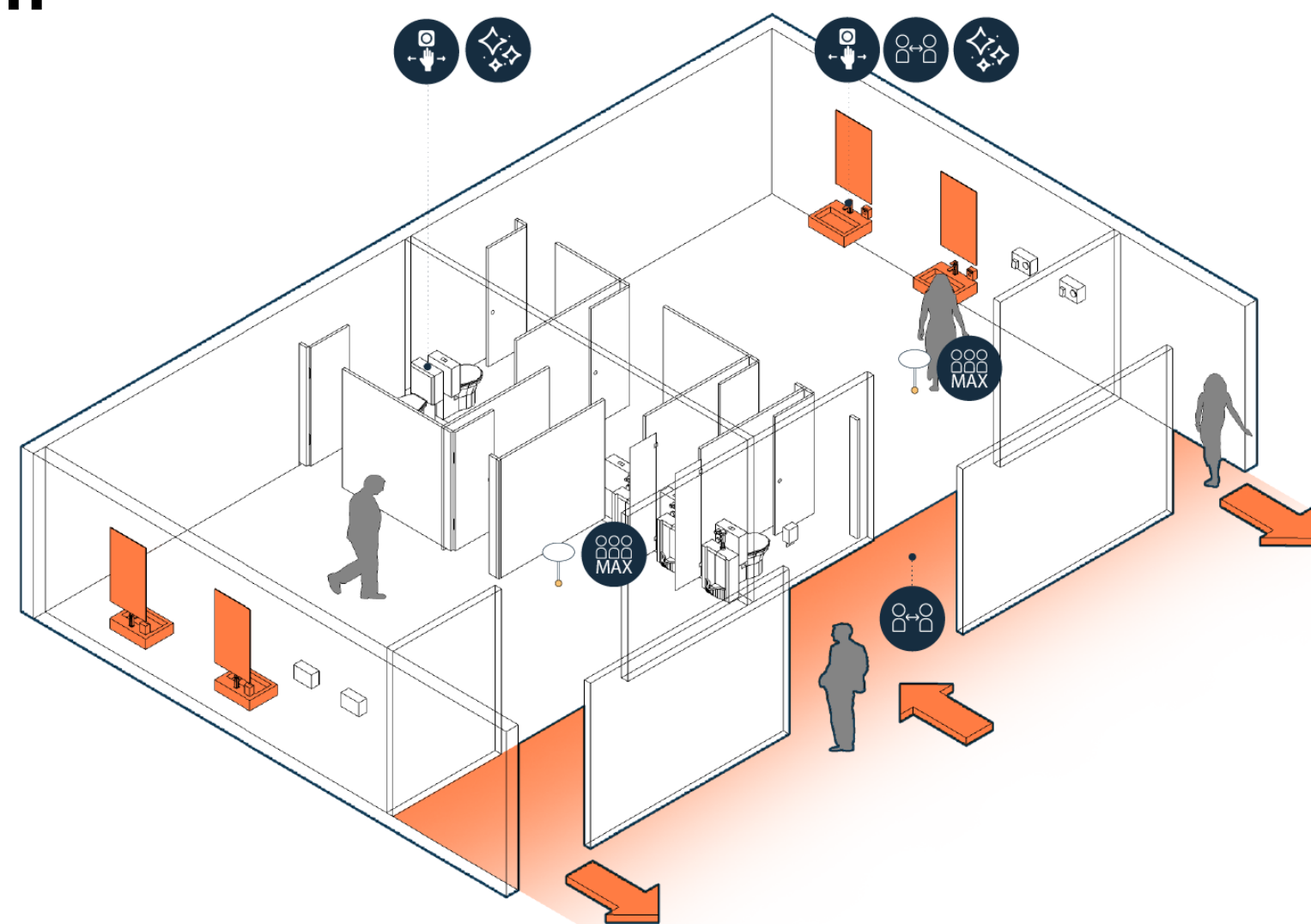
Enhanced HVAC System

Basis for Interior Design - Common Spaces

Washroom Diagram

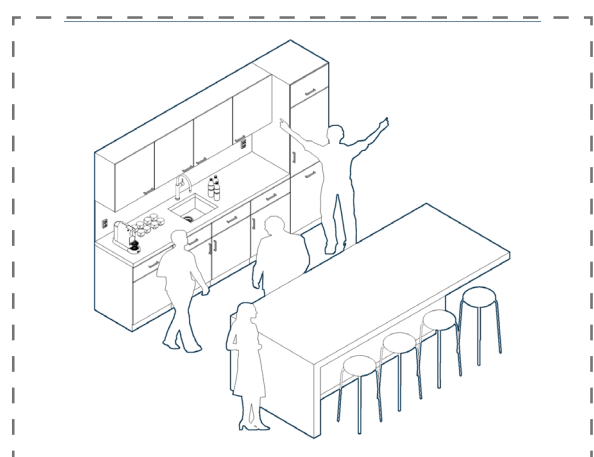


TYPICAL LAYOUT

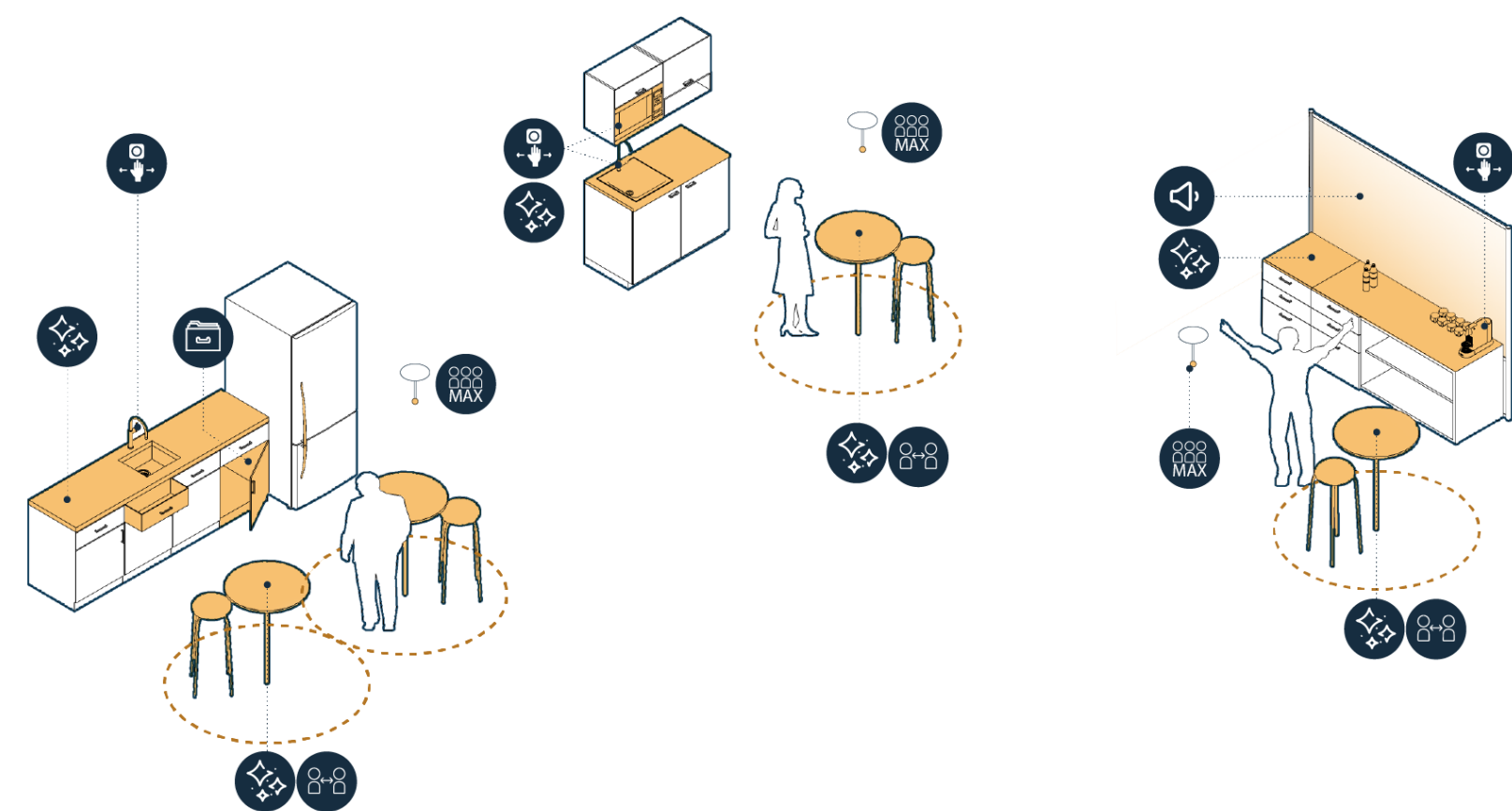


PROPOSED LAYOUT

Kitchen Diagram



TYPICAL LAYOUT



PROPOSED LAYOUT



Touchless Operation



Exit / Entrance



Travel Direction (One Way)



Regular Sanitation



Social Distancing



Occupancy Sensor



Acoustic Panels



Integrated AV System



Sanitation Station



Pre-Screening



Face Masks Required



Repurpose as Storage

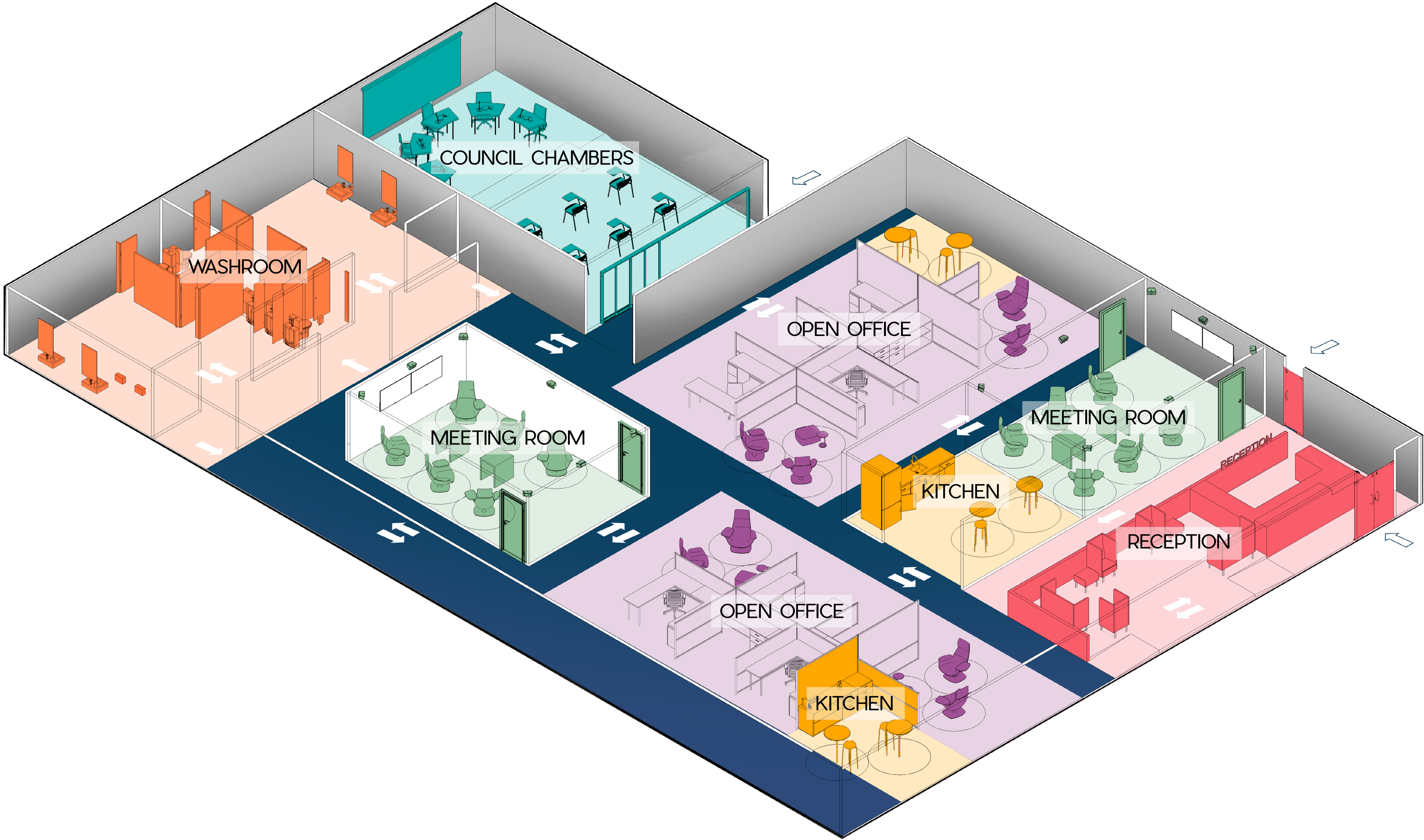


Anti Microbial Surfaces



Enhanced HVAC System

Basis for Interior Design - Overall Floor Plate



Accessibility

7.0 ACCESSIBILITY IN THE WORKPLACE

On June 13, 2005, the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) received Royal Assent and is now law. The purpose of the AODA 2005 is to benefit all Ontarians by developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities by 2025. A disability is any restriction or incapacity that prevents one from doing something.



A disability can be visible or invisible, for example:

- Mobility - People requiring the use of a mobility device (wheelchair or scooter), an assistive device (cane/crutch or walker) or persons of short stature.
- Sensory - People experiencing deficits in sight, hearing or smell.
- Coordination - People with multiple sclerosis, arthritis or pregnant women.
- Strength and endurance - People with heart conditions or breathing difficulties.
- Cognitive - People who experience memory loss or have an intellectual disability.

Planning For Accessibility: Key Points

7.1 General

- The goal of renovations should be to provide universal access for all people, including all ages and abilities, an overall functional environment, which will benefit everyone and offer equal opportunity to employment, community services and volunteer experiences.
- Design considerations should include accommodation of the needs of persons with mobility/agility impairments, sensory impairments, co-ordination impairments, strength/endurance impairments and cognitive impairments.

7.2 Accessible Routes

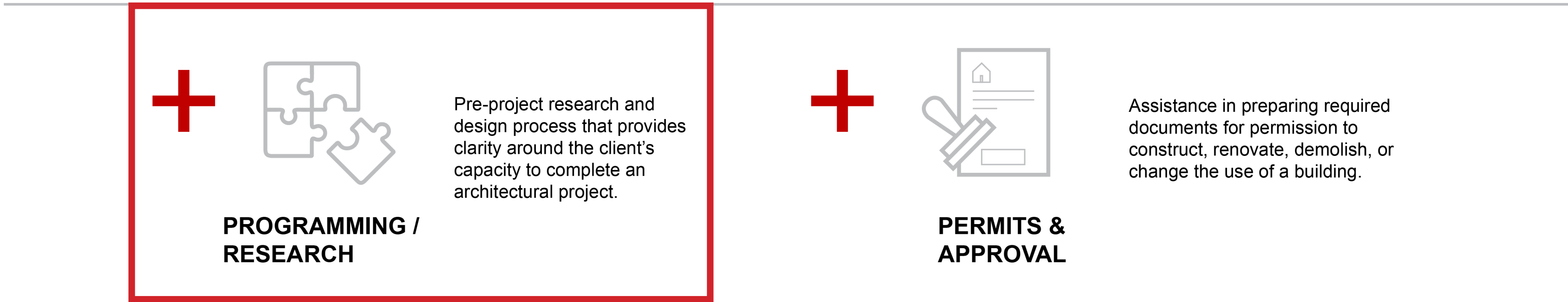
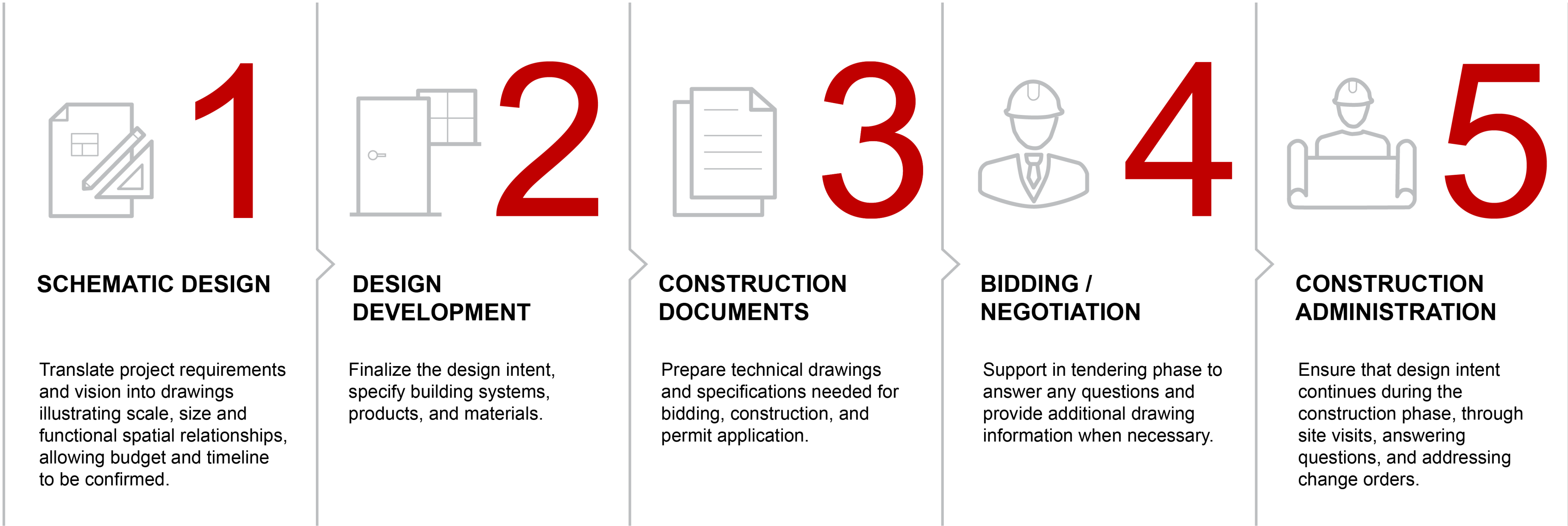
- The minimum turning radius required by most mobility devices is 1500 mm (5'). Appropriate maneuvering space should be available in areas such as landings, at intervals along longer paths and within any room type (washrooms, offices, meeting rooms).

7.3 Accessible Entrances

- Main entrances should provide barrier-free access. However, where it is not possible to alter these entrances, an alternate accessible entrance may be provided in conjunction with the above accessible routes and parking.
- It is recommended that access be provided to main accessible entrances by both ramps and stairs with handrails.
- Ramp slopes should be a maximum of 1:12. Slopes of 1:16 to 1:20 are easier for most people to negotiate. That is: for every 1" of vertical rise, 12" of horizontal ramp is required (e.g. a 5" step would require a 60" ramp to be built).



Next Steps



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