



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

October 8, 2021

10:00 a.m.

Electronic Meeting

MINUTES

Present: Councillor Luciani, Mayor Molnar, John Veldman (Left 10:10 a.m.), Andrew Gilvesy, Jesse Goossens and Councillor Esseltine.

Absent with Regrets: Rick Strouth.

Also Present:

Kyle Pratt, CAO

Cephas Panschow, Development Commissioner

Sheena Pawliwec, Director of Finance/Treasurer

Renato Pullia, Interim Director of Finance/Treasurer

Carlos Reyes, Director of Operations and Development

Haley Gamble, Fabrik Architects

1. Call to Order

The meeting was called to order at 10:05 a.m.

2. Adoption of Agenda

Resolution #1

Moved by: Councillor Luciani

Seconded by: Councillor Esseltine

THAT the Agenda as prepared for the Town Hall Steering Committee meeting of October 8, 2021, be adopted.

Carried

3. Minutes of the Previous Meeting

Resolution #2

Moved by: John Veldman

Seconded by: Councillor Luciani

THAT the Minutes as prepared for the Town Hall Steering Committee meeting of August 24, 2021, be adopted.

Carried

4. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest declared.

5. General Business and Reports

5.1. Space Needs Study – Final Draft (Presented by H. Gamble, Fabrik Architects)

Haley Gamble of Fabrik Architects was present to provide an overview of the updated space needs study. Fabrick Architects re-evaluated the original 2016 study by KNY Architects which included a review of Administrative and Operational floorplans. Fabrik has since completed a Public Works space review.

One of the driving factors was the potential impact of the pandemic Work-from-home models on a new Town Hall and future space needs.

Provided two scenarios in updated space needs study with one being Maximum Flexibility (and larger floor area with less Work-from-home) and the second being an Optimized Floorplan (increased Work-from-home).

Original space needs accounted for 45 staff in the new Town Hall whereas the current study includes 63 staff.

Despite this increase in projected occupant load Fabrik was able to find a space needs reduction between 1,028 square feet (4%) and 8,413 square feet (35%) through the incorporation of work space sharing and a hybrid work from home model.

Considered three locations: 200 Broadway (Renovation & Expansion), 10 Lisgar (Renovation and re-purposing), and Municipal Parking Lot (new development).

There was discussion regarding the potential redevelopment of the Public Works space (20 Spruce Street) and how that would impact space needs. Fabrik is willing to elaborate more on the connection to the Public Works Space Needs study.

Staff will be reviewing the potential overlap.

Staff to circulate report on Public Works Space Needs.

It was suggested that this committee do a tour of the various space locations.

There was discussion about pandemic considerations in design.

6. Closed Session

Resolution #3

Moved By: Jesse Goossens

Seconded By: Mayor Molnar

THAT the Town Hall Steering Committee go into Closed Session to consider a matter in accordance with the Municipal Act section 239: (b) personal matters about an identifiable individual, including municipal or local board employees.

Carried

7. Resolutions resulting from Closed Session

Resolution #4

Moved by: P. Luciani

Seconded by: P. Esseltine

RESOLVED THAT the Town Hall Steering Committee endorse the staff recommendation regarding RFP 2021-008 (Town Hall Space Need Design and Information Technology Strategy)

Carried

8. Round Table

Design and IT Modernization Strategy to be completed by December 31 and report to Province by January 2022.

It was discussed that the timing of the site feasibility study would be a good time to conduct space tours.

9. Next Meeting

To be determined in conjunction with input from selected consultant.

Tour to be scheduled outside of meeting.

10. Adjournment

Resolution #5

Moved by: Councillor Luciani

Seconded by: Councillor Esseltine

THAT the October 8, 2021 Town Hall Steering Committee meeting be adjourned at 11:42 p.m.

Carried