



REPORT

Council

Meeting Date: August 15, 2023

FROM: Community Services Commission

DATE: August 1, 2023

SUBJECT: Town Hall Relocation

LOCATION: 1225 Trafalgar Rd.

WARD: Ward 6

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RECOMMENDATION:

That staff proceed with the programming and building requirements for a new town hall on the existing site, 1225 Trafalgar Road.

KEY FACTS:

The following are key points for consideration with respect to this report:

- A new town hall building will be required due to the future construction of a road through the current location, projected to be constructed in the late 2020's.
- Council approved funding for a feasibility study to find a suitable site for a new town hall.
- Preliminary analysis has determined that the existing site at 1225 Trafalgar Road is a suitable location for the new town hall that also eliminates the need to purchase land.
- To meet the deadline of having a new town hall operational by late 2020s, staff are recommending that they be authorized to proceed with site analysis and the development of a blocking and stacking plan in 2023 / 2024 at the existing town hall site, 1225 Trafalgar Road.

BACKGROUND:

The funding in 2023 Budget was approved for a feasibility study to find a suitable site for a new town hall. There are time constraints which are of significant consideration given that the road construction is being considered in the late 2020s.

Preliminary analysis has determined that the existing site at 1225 Trafalgar Road is a suitable location for the new town hall for the following reasons:

- a. Proximity to the existing town hall: Being close to the current town hall offers advantages in terms of convenience and accessibility for both town officials and residents. It ensures a smooth transition of operations and minimizes disruption to the functioning of the town's administrative processes.
- b. Ownership by the town: The fact that the town already owns the property at 1225 Trafalgar Road eliminates the need for significant acquisition costs. This will result in substantial cost savings during the construction and development of the new town hall
- c. Public familiarity: The existing location has already gained public recognition over time. Residents and visitors are accustomed to accessing town services at this site. Choosing a familiar location will help maintain continuity and ease the transition for the public, as they will not have to adjust to a completely new address for town hall services.
- d. Alternate Sites: Centennial Square, Mid-town and Uptown Core were considered as potential sites for town hall but were ultimately dismissed due to site size, land ownership and timing.

Considering these factors, the existing site at 1225 Trafalgar Road presents a favorable option for establishing the new town hall. Further studies and evaluations will be required to assess crucial aspects, such as infrastructure requirements, space utilization, and potential environmental considerations that will result with a site plan and blocking and stacking plan for the new Town Hall at 1225 Trafalgar Road.

COMMENT/OPTIONS:

The vision for the new town hall in Oakville is to create a future-proof, technologically advanced, and environmentally conscious facility that supports a hybrid work environment for 600 staff members. The town hall will prioritize accessibility, inclusivity, and smart technologies while aligning with Oakville's goal of achieving net-zero carbon emissions by 2050. The new town hall is recommended to be constructed on the existing town hall site, to the west of the future road construction.

Architectural Design:

- a. Local Character: Design the town hall to harmonize with the existing architectural character of Oakville, incorporating local materials and architectural elements.

- b. Landmark Status: Create a landmark structure that stands out as a civic symbol and contributes to the town's identity.
- c. Public Art: Integrate opportunities for public art installations within the building and its surrounding area.

Functional Requirements:

- 1. Community Engagement Spaces:
 - a. Create multi-purpose spaces that can be utilized for public meetings, community events, and exhibitions.
 - b. Explore potential for a public plaza or courtyard to serve as a gathering place for residents and employees.
 - c. Include a visitor center/information hub (Service Oakville) to promote community engagement and interaction.
- 2. Accessibility and Inclusivity:
 - a. Ensure barrier-free access to all areas of the town hall, including ramps, elevators, accessible washrooms and accessible passenger drop-off areas.
 - b. Install appropriate signage, wayfinding systems, and audio-visual aids to assist individuals with disabilities.
 - c. Provide 13 accessible + 2 Family designated parking spaces – per Oakville Universal Design Standards for accessible parking; along with 16 double-head charging stations for electric vehicles.
- 3. Environmental Sustainability:
 - a. Design the town hall to meet or exceed LEED (Leadership in Energy and Environmental Design) SILVER certification standards.
 - b. Incorporate energy-efficient building materials, renewable energy systems, and green roofs to minimize carbon emissions.
 - c. Provide bicycle storage facilities and electric vehicle charging stations to encourage sustainable transportation options.
- 4. Public Art and Cultural Integration:
 - a. Collaborate with local artists and community groups to incorporate public art and cultural elements within the town hall.
 - b. Create exhibition spaces or galleries to showcase local art and cultural heritage.
 - c. Integrate indigenous design principles and artwork to recognize and honor the local indigenous community.

5. Office Spaces:

- a. Provide flexible office spaces to accommodate 600 staff members, considering both individual and collaborative work environments. (town hall currently supports 450 staff – the new town hall building will support 600 staff - 25% growth)
- b. Include meeting rooms, conference rooms, and breakout areas for effective communication and collaboration.
- c. Incorporate ergonomic furniture and adjustable workstations to promote employee well-being and productivity.

6. Hybrid Work Environment:

- a. Design the town hall to support a hybrid work model, facilitating both in-person and remote work arrangements.
- b. Establish dedicated remote workspaces equipped with technology infrastructure to ensure seamless virtual collaboration.
- c. Implement video conferencing capabilities in meeting rooms and individual workstations for remote communication and participation.

7. Smart Technologies:

- a. Integrate smart building management systems to optimize energy consumption, lighting, and HVAC systems.
- b. Deploy advanced sensor networks for monitoring and controlling environmental factors, such as air quality and temperature.
- c. Implement digital signage and interactive displays for information dissemination and wayfinding.

8. Future Expansion and Flexibility:

- a. Allow for future expansion of the town hall, considering potential growth in staff or additional community services.
- b. Design flexible spaces that can be easily reconfigured to adapt to changing needs and technologies.
- c. Ensure infrastructure readiness for future advancements, such as 5G connectivity and 16 double-head electric vehicle infrastructure (more stations can be added depending on results of Corporate Electric Vehicles Standards. Will also look at accommodating alternate sustainable fuel stations if available – hydrogen, etc);

9. Safety and Security:

- a. Install state-of-the-art security systems, including access control, surveillance cameras, and alarm systems.

- b. Implement fully addressable fire suppression systems and emergency evacuation plans to ensure the safety of occupants.
- c. Consider resilient design principles to mitigate the impact of natural disasters and climate-related risks.

10. Sustainable Construction Practices:

- a. Prioritize sustainable construction practices, such as waste reduction, recycling, and responsible sourcing of materials.
- b. Incorporate green construction techniques to minimize construction-related environmental impacts.
- c. Monitor and manage construction noise and dust to minimize disruption to the surrounding area.

By incorporating these functional requirements, the new town hall in Oakville will be a modern, sustainable, and inclusive facility that meets the evolving needs of the community and supports the town's long-term goals.

PROJECT SCHEDULE

Following a single phased procurement approach for this project, the process includes procuring a planning consultant responsible for situating a new town hall facility on the existing property. The project is scheduled to start in Q4-2023 and be completed by mid-2024.

A detailed needs analysis will be conducted by the consultant to determine the project scope and implementation. We will also review various options with the client groups and project stakeholders to select the most desirable building orientation and massing.

Once conceptual design is completed a presentation will be made to Council for review and approval.

CONSIDERATIONS:

(A) PUBLIC

- Public consultation regarding the town hall design will be conducted. Residents will be provided with the opportunity to provide input and commentary through public meetings, social media, and stakeholder groups.

(B) FINANCIAL

- The site analysis and blocking & stacking plan will be conducted as part of the approved capital project for the Town Hall Feasibility Study. Staff will report back on the overall cost and timing of the town hall relocation as this process unfolds.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

N/A

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:

- The new town hall in Oakville will create a future-proof, technologically advanced, and environmentally conscious facility that supports livability, an engaged community and delivers a facility where town business can be effectively carried out (Accountable Government).

(E) CLIMATE CHANGE/ACTION

- Net-Zero Energy: The town hall will be designed to achieve net-zero carbon, utilizing renewable energy sources such as solar panels, geothermal systems, and energy-efficient HVAC systems.
- Energy Efficiency: Implement advanced insulation, efficient lighting systems, and smart controls to minimize energy waste.
- Water Conservation: Incorporate water-efficient fixtures, rainwater harvesting systems, and low-maintenance landscaping to reduce water consumption.
- Sustainable Materials: Prioritize the use of locally sourced, recycled, and environmentally friendly materials throughout the construction process.

APPENDICES:

Appendix A – 2023 Budget Committee Referral

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Submitted by:

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