



## Community Services *Staff Report*

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REPORT NO: CS-2024-17

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: July 29, 2024

SUBJECT: Operations at Parks and Fire Administration Building 30 Neville Street

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### RECOMMENDATION:

THAT Report CS-2024-17 Operations at Parks and Fire Administration Building 30 Neville Street be received for information.

### SUMMARY:

This report provides Council an update to the municipal property at 30 Neville Street in New Hamburg, the required fit up, occupancy and operations for Fire Administration and the Parks/Facilities branch of Community Services.

### BACKGROUND:

On February 13, 2023, Report CAO 2023-01 was approved that the capital costs for the acquisition and other matters incidental to the purchase of 30 Neville Street in the amount of approximately \$3,600,000 be debt financed through development charges.

The property at 30 Neville Street (formerly owned by Nachurs Alpine) is 3.3 acres and includes the following features:

- 11,082 sf building with 6,157 sf of warehouse space, 1,384 sf of mezzanine space and the balance office, storage, and meeting space.
- 400 Amp service with fiber optics internet
- Paved entrance with gravel fully fenced and gated secure yard with two formal entrances
- Twelve (12) offices of varying sizes, a lobby entrance area
- Two receiving/loading docks
- A commercial garage entrance for trucks etc. to enter the warehouse
- Two (2) stories in the main building (office area) and basement
- Electrical charging stations in yard.

### **Suitability for Community Services Parks and Facilities Operations**

It was determined that the property at 30 Neville Street in New Hamburg would meet the operational needs of the Parks and Facilities division, while also having the potential to generate significant capital savings by utilizing an existing building and avoiding high construction costs for any new facility.

The items listed below were identified as basic needs for the Parks Operation site and are already included in the building at 30 Neville Street.

- Secure parking for Township Vehicles and Equipment
- Bay doors for vehicle / equipment access
- Indoor areas for servicing equipment (and vehicles) including a drive through
- Access to power for Township vehicles, particularly as the fleet transitions to electric
- Covered, heated storage for vehicles / equipment to protect them from the elements
- Wash bay for vehicles and equipment to increase the life and resale value of units as well as present a positive image for the Township
- Workshop areas for woodworking and welding
- Exhaust system for workshop/service area
- Office space for the Manager / Supervisor along with other space that may eventually be required for additional positions as the staff complement grows with the population
- Meeting / training area
- Wi-Fi throughout building, phone, and laptop/tablet charging stations
- Outdoor materials storage with proper drainage
- Indoor materials storage
- Storage for paint and hazardous materials

### **Suitability for Fire Services**

With suitability for Parks and Facility Operations, Fire Service Administration was consulted and noted that 30 Neville Street was an opportunity to further explore with the option of co-locating at the site with Parks and Facilities Operations. At the time of purchase, it was determined the 30 Neville Street was suitable with two key access points to the property. Fire

Administration staff would occupy a portion of the office space (2<sup>nd</sup> Floor) located within the existing building on site.

Strategically, Fire Administration at 30 Neville Street provides immediate synergies for future site considerations of a potential new Station 3 (New Hamburg) for design and construction.

### REPORT:

With the Township purchase of 30 Neville Street, Nachurs Alpine required 17 months of lease-back time while construction was being completed to their new facility. Income of \$140,000 excluding taxes generated from the lease-back for the Township would help to offset a portion of the purchase price of the building and land. The lease expired June 30, 2024 and at that time, the Township was able to take possession and undertake minor renovations to the 2<sup>nd</sup> floor and necessary furniture, fixture and equipment requirements for a proper phased occupancy.

### **Community Services Parks and Facilities Operations**

The Parks/Facilities Team has begun their move into the facility at 30 Neville Street, alleviating prior operational pressures and improve on efficient services across the Township. Industrial racking in the garage bays has been installed, with the relocation of Parks and Facilities' equipment, fleet, and hardware taking place and continuing through the week of July 15th.

The main floor of the office building at 30 Neville Street will undergo a complete renovation to better align with the daily operations of the Parks and Facilities staff. Capital has been approved in the 2024 budget to address main floor accessible, universal lavatories with showers, the addition of locker/change rooms, climate-controlled storage areas, and a communal gathering space to accommodate daily team meetings.

### **Wilmot Fire Administration**

Since the occupancy of the 30 Neville Street property, the facility has undergone "minor" functional improvements to the second floor of the office building. This has included flooring, painting, hardware, security enhancements, furnishing offices and networking capabilities. These minor renovations are complete and ready for operational use by the Wilmot Fire Department's Administrative Division. Fire's administrative staff, including the Fire Chief, the Chief Fire Prevention Officer and the Public Education Officer, have started to transition out of the Administrative Township offices and are currently functioning out of new workspaces at 30 Neville Street. Fire administration services, including the sale of burn permits, still continue seamlessly and communications will be shared if any specific to changes in process are related to Fire administration with the relocation to 30 Neville Street.

Revised contact numbers have been posted on various Township media channels to reach the Fire Administration and Parks/Facilities teams.

## **Future Space Needs Planning**

Concurrently with the relocation of staff to 30 Neville Street, The Township is working on a Space Needs Analysis to look at, and plan for, the medium to long-term workspace needs of Township employees at the Township Administrative Building. Once the analysis of the Space Needs Study is completed, staff will seek Council's review with financial implications and approval to move forward with its medium to long-term space planning strategy. The draft Space Needs Analysis report is expected to be completed Fall 2024 with future staff report back to Council.

### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

- Responsible Governance through Infrastructure Investments
- Responsible Governance through Service Reviews and Master Planning

### FINANCIAL CONSIDERATIONS:

The 17 months of lease-back time of 30 Neville Street provided a source of income of \$140,000 excluding taxes. In 2024, that income is \$40,000 excluding taxes. With Township occupancy July 1, 2024, expenditures in operating/utility costs have been budgeted for \$24,250.

Both revenue and expenditures have been approved in the 2024 operating budget for Community Services.

### ATTACHMENTS:

1. Appendix A – Pre and Post Occupancy Photos of Parks & Fire Administration Facility