



ISSUE PAPER

Parks & Recreation

Budget Year: 2026

Issue Paper No.: FAC-01-26

Description: Issue Paper – Town Hall Basement Renovations

BE IT RESOLVED THAT Council receive budget issue paper FAC-01-26 for information.

Purpose: To receive approval to use the Town Hall Building Reserve to renovate the first floor of the Municipal Office to create additional staff offices.

Background:

Cramahe Townships Municipal Office is located at 1 Toronto Street in Colborne. This 3-storey building hosts various departments and 13 staff offices throughout the second and third floors. The first floor consists of technology, archival, and storage rooms as well as bathrooms and a large open meeting space. This floor is connected to the rest of the building by a stairwell and elevator. It also has its own exterior entrance. Cramahe is currently at its full staff complement and staff share offices. Operations managers either have offices at other locations or don't have one.

The large open space on the first floor can be renovated to create a workspace for 4 staff members. Various ideas have been discussed but one of them would be to have an operations department work out of this space as they are currently scattered throughout the township. This would put the department in one area and free up office space, so other departments don't need to share.

Consultations/Options:

This has been discussed at Cramahe management meetings, and the Facility Manager and the CAO have also had discussion about these renovations. As per the townships procurement policy, an RFQ or RFP would be required for this work.

Financial Impact:

Staff believe \$30,000 would cover the costs of the required renovations on a basic level.

CORPORATION OF THE TOWNSHIP OF CRAMAHE

P.O. Box 357, Colborne, Ontario K0K 1S0 T: (905) 355-2821 F: (905) 355-3430

Recommended Source of Funding:

Reserves.

Risk Considerations:

Employee Well-Being & Morale Risks

- Lack of personal space and constant interruptions can increase mental fatigue or burnout.
- Sharing offices may signal to staff that the organization is not investing in their comfort or work environment.

Productivity & Performance Risks

- Shared offices increase noise and interruptions, which can lower individual productivity and work quality.
- Staff may avoid phone calls, discussions, or tasks that require privacy, slowing work down.
- Having one department work in one area makes discussions easier to ensure that all are on the same page.

Operational & Strategic Risks

- Lack of dedicated space complicates staff expansion, onboarding, and team restructuring.
- Departments may be unable to reorganize effectively due to lack of physical room.
- Shared or overcrowded offices can appear unprofessional and harm reputation.

Impact on Member Municipalities/Partners:

None.

Alignment with the Strategic Plan Pillar:

Growth Through Diversity

Ensuring that infrastructure assets meet the emerging needs of our growing community

Environmental Resilience

Invest in environmentally conscious infrastructure and municipal building efficiencies

Submitted by:



Chris Curwin, Mngr. Parks, Rec and Facilities

Reviewed by:

Holly Grant, CAO/Clerk