

Staff Report



To	City Council
Service Area	Infrastructure, Development and Environment
Date	Tuesday, June 17, 2025
Subject	Operational Facilities Long-term Plan

Executive Summary

Purpose of Report

This report builds on information previously provided to Council in Reports [IDE-2019-102](#) and [IDE-2023-17](#) on the current state of the City’s operational facilities and the long-term plan for each of these sites. This report is a companion report to the Fleet Electrification, Transit and Facility Needs, ICIP Funding and Budget Update Report and provides Council further details and impacts for operational departments to continue to function out of these sites, along with the timing and budgetary implications to bring these facilities into a state of compliance with the City’s asset management policy.

Key Findings

City operational facilities that are required for delivering critical community services are beyond capacity and are near or at end-of-life. The departments that operate out of these facilities complete the essential services that keep the City operational, including basic functions like collecting garbage, plowing, and maintaining roads, trails, and sidewalks, cutting grass and pruning trees, moving people around the City, and fixing the City’s vehicles and equipment. As the City unlocks new housing developments, especially with the Guelph Innovation District (GID) lands, downtown intensification, and Clair Maltby, additional resources and updated operational facilities are required to keep up with growth.

As a new Guelph Transit and Fleet Services facility is planned for the Watson Parkway and Stone Road site, as per report IDE-2023-17, a long-term facilities plan is required for the remaining operational departments to allow growth within the City and maintain levels of service. This plan includes the following:

- Public Works and Parks are to remain and expand in their current facilities at Municipal Street and Riverside Park.
- Solid Waste will remain at 110 Dunlop Drive as the Blue Box program removal has meant the materials recycling facility at the site can be utilized to help meet the operational needs of the department.
- The City’s Corporate Building Maintenance team will continue to operate at 186 Eastview Road with the ability to partially utilize the Alectra energy plant facility which is being vacated by Alectra and turned over to the City at the end of 2025.

All these sites and facilities which are beyond their capacity, and at, or near, end of life, require capital upgrades and expansion to both meet the City's asset management policy and to allow operational departments to continue to meet expected service levels for essential services as the City grows.

Strategic Plan Alignment

The operational facilities long-term plan supports the City Building and Foundations strategic plan pillars by facilitating City operational departments to expand and meet the demands of a growing City now and into the future. The City's operational departments are responsible for maintaining our community parks, buildings and spaces, roads, waste collection among many other essential services and continue with delivering expected service levels and remaining an employer of choice.

Future Guelph Theme

City Building

Future Guelph Objectives

City Building: Grow and care for our community space and places

Financial Implications

The costs for the facility expansions and capital upgrades at the City's operational departments (Parks, Public Works, and Solid Waste) is estimated at \$75.05M and is included in the fully funded 10-year capital forecast. Staff will continue to look at opportunities for efficiency to refine scope, budget, and implementation timing. Any revisions to budget and implementation timelines will be brought forward in the budget confirmation process.

Report

Background

Multiple operational departments within the City of Guelph require facility expansions and enhancements to meet their current and future needs to maintain service levels within the City of Guelph. This will become more critical as the City grows and expands into new development areas, including the GID lands and in the Clair Maltby area. The City's operational departments complete the day-to-day essential services that residents expect and rely on. These include critical activities such as plowing City streets, collecting waste, managing, and maintaining City Facilities, and repairing City-owned vehicles. These operational departments include Fleet Services, Public Works, Parks, Corporate Building Maintenance, Solid Waste and Guelph Transit.

In 2019, report IDE-2019-102 was presented to Council after facility needs assessments were completed for the above-mentioned departments describing the facility condition as well as requirements to meet expected service levels for growth projections in the 25-year horizon. The existing City facilities out of which these departments currently operate do not meet the current needs of the department, and without further investment, will continue to hinder departments in meeting their target service levels as the city grows. In 2019, the conceptual plan was to investigate building a large, centralized operations campus at the corner of Waston Parkway South and Stone Road East to house all of these departments.

In 2023, report IDE-2023-17 was presented to Council with an update after background studies were completed. With more knowledge and information about the limitations of the site, it was determined that there was not enough space to house all of the operational departments and it was recommended that the site focus on housing facilities for Guelph Transit and Fleet Services.

Since the IDE-2023-17 report was presented to Council, staff have had the opportunity to further refine the design concepts and complete a feasibility study for Public Works and Parks at Municipal Street and Riverside Park. Staff have also been able to update the requirements in accordance with the City’s space planning policies and hybrid work to maximize the existing available space in all City facilities prior to constructing new facilities. This policy works well for administrative spaces, like City Hall, which are near or over capacity and can potentially delay costly additions or new builds with renovations that occur at a fraction of the cost. However, operational departments still require growth for equipment and “boots on the ground” to maintain service levels.

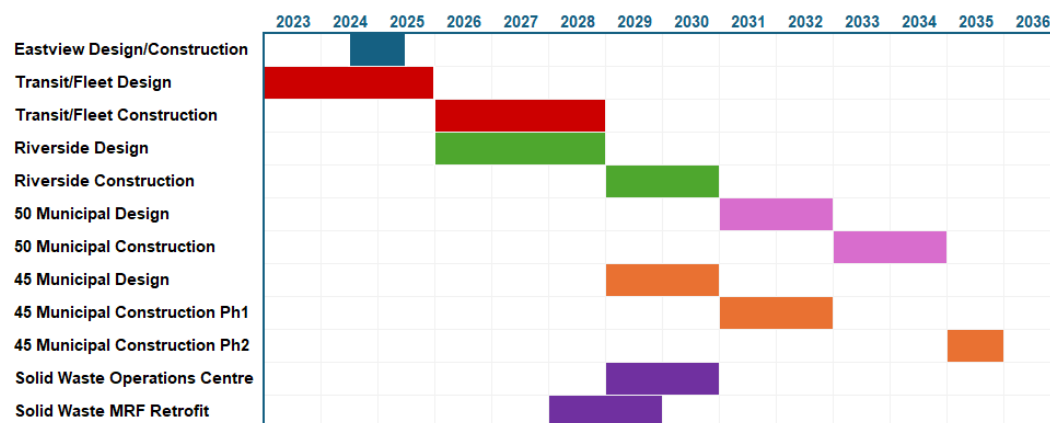
Implementation

Further work has been completed to understand the future needs of the City’s operational departments at the locations previously earmarked and how that translates into a master schedule and budget. The plans presented herein are captured in the 10-year capital forecast but remain flexible to allow the scope and timing within the multi-year budget to be adjusted to match affordability.

Figure 1 below shows the implementation timelines as currently planned in the 10-year capital forecast, subject to any modification in future years.

Figure 1: Operations Long-term Plan Implementation Schedule

Operational Facilities Long-Term Plan



Current Site Constraints and Challenges

The facilities listed below identify the challenges associated with the current site and the conceptual long-term plan. These conceptual plans still require detailed analysis to address numerous site constraints for each facility that will be part of the detailed design process and will still need to follow the City’s planning processes. As such, all conceptual plans and details presented within this report are subject to change.

Departmental and Facility Updates

Parks - Riverside Park (69 Marilyn Drive)

The Riverside Park site at 69 Marilyn Drive has maximized the usage of the current developed area and buildings, however there is sufficient area at the site to grow and meet the current forecasted departmental needs. Currently, the site suffers from congestion for vehicular traffic, staffing and personnel, and the available area for administrative and operational functions.

The existing site has two main operational buildings that are more than sixty years old and require significant capital repairs and upgrades to meet the needs of the department, current codes, accessibility standards, and the City's Asset Management Policy. Given the current state of the buildings at this site, and the needs of the department moving forward, the feasibility study recommended re-organization of the site along with constructing new facilities that are more efficiently organized and meet current codes and accessibility standards.

The primary constraints of this site currently are:

- The building size is inadequate to accommodate current staff numbers.
- The buildings do not meet the current Ontario Building Code accessible design standards and have high operational costs due to poor energy efficiency.
- Inadequate separation between occupied spaces and equipment storage in the garage.
- Storage spaces have been repurposed as office areas, creating inadequate and inefficient work areas.
- Space for circulation and maneuvering vehicles and equipment on site is minimal and, in some areas, non-existent.
- Staff washroom and locker facilities are not accessible. The locker area is a communal space providing access to and from other areas on the floor.
- The Administrative and Shop Building may not be complying to the ASHRAE 90.1 Energy Standard for Buildings and has minimal energy-efficient components.

Parks - 50 Municipal Street

The 50 Municipal Street site consists of one main building that contains an Administration Office Area, Garage and Workshop/Storage wing, and a Public Works Storage Garage.

The indoor equipment storage facilities at the site are currently used by the Public Works Department, limiting the overall useable building area for the Parks Department; primarily the offices for administrative services, office functions and staff amenities along with space in the yard. Once Fleet Services relocates out of 45 Municipal to the Guelph Transit and Fleet Services (GTFS) facility, the Public Works department can consolidate their operations at 45 Municipal, and the indoor storage space at 50 Municipal can be utilized by Parks to meet their long-term needs with expansion of the exterior storage areas. In addition, an expansion to the administration space is required to meet the long-term needs of the department. The existing building also requires major capital repairs to meet the City's asset management policy and bring the building into a state of good condition.

Overall, the primary constraints of this site for future use by the Parks department are currently:

- Facilities are undersized for current staffing numbers and equipment.
- The current layout does not permit efficient traffic flow, causing congestion during peak activity, resulting in wasted time and resources.
- Staff amenities area (i.e., locker rooms & lunchrooms) are undersized for current staffing numbers.
- Administrative areas and field staff kiosk workstations are inadequate / overcapacity.
- The building design is lacking in many accessibility requirements and renovations / capital upgrades are required to bring the buildings up to current standards.
- The building is more than sixty years old and has high operational costs due to poor energy efficiency and overall building components being in poor condition.

Public Works - 45 Municipal Street

Public Works operates primarily at 45 Municipal Street, with equipment storage in the vehicle storage garage at 50 Municipal Street. The plan is to keep Public Works at 45 Municipal for the long term and to update the facility and existing yard to meet the current and future anticipated service needs. The current facility is undersized for current operations and will require additional space and renovations for future growth.

The primary constraints of the site currently are:

- The locker and shower facilities are undersized for current staffing numbers and do not meet barrier free design guidelines.
- There is an imminent need for more indoor storage, office space, meeting/presentation rooms and parking.
- There are challenges with the vehicular flow of traffic through the site.
- The Salt/Sand/Calcium storage building requires envelope maintenance to ensure its longevity.

The building at 45 Municipal Street is currently occupied by Public Works and Fleet Services. Relocating Fleet Services to the new GTFSS facility will provide additional spaces for administration, storage and vehicle repair/ garage and wash bay spaces.

Corporate Building Maintenance – 186 Eastview Road

The Corporate Building Maintenance team within the Facilities and Energy Management department currently operates out of the site at 186 Eastview Road (Eastview Site). The building maintenance facility is a renovated storage building constructed for use when the Eastview landfill was operational. Moving forward, capital repairs are scheduled for this facility outside of the 10-year capital forecast. With Alectra decommissioning the landfill energy plant, there is an opportunity to utilize space in the existing Alectra energy building for multiple departments. This building will be transferred into City ownership at the end of 2025 which will help alleviate space pressures for multiple operational departments. The City will continue to manage the landfill site in accordance with environmental approvals and obligations and will remain good environmental stewards.

Transit - 170 Watson Road

Guelph Transit currently operates out of 170 Watson Road. The long-term plan is for this site to remain in use for Guelph Transit. More information about this is provided in the Fleet Electrification, Transit and Facility Needs, ICIP Funding and Budget Update Report.

Guelph Transit and Fleet Services - Watson Parkway South and Stone Road Site

Staff are currently in design of a new Guelph Transit and Fleet Services facility at the Watson Parkway South and Stone Road site. More information about this is provided in the Fleet Electrification, Transit and Facility Needs, ICIP Funding and Budget Update Report.

Solid Waste - 110 Dunlop Drive

Solid Waste operations can stay consolidated at the 110 Dunlop Drive site due to recycling going to a circular materials model, and the transition away from City blue box collection. The existing Materials Recovery Facility, which has become available due to this transition, will be repurposed for multiple solid waste needs as well as money invested to maintain the building in alignment with the City's asset management policy. Capital funding for both the site operational and collection operational needs are currently in the budget, and further review will be completed, and updates provided in future multi-year budgets to ensure that existing infrastructure is best utilized prior to building new.

Financial Implications

Budget for the design and construction of the operational facilities have been included in the most recent multi-year budget and 10-year capital forecast. Included in Table 1 is the current budget forecast which was included in the 2025 confirmation as part of the fully funded 10-year capital budget and forecast. Not all of these works are fully conceptualized, and budgetary updates will be made through the multi-year budget process as staff refine the design and gain updated costing information.

Table 1: 10-year Capital Forecast by Building

Building	Current 10-year Capital Forecast (budget year)
Parks - 69 Marilyn Drive – Riverside Park (PO0059)	\$600K design (2026) \$15M construction (2029)
Parks - 50 Municipal Street (PO0060)	\$1.2M design (2030) \$15M construction (2032)

Building	Current 10-year Capital Forecast (budget year)
Public Works - 45 Municipal Street (GG0267)	\$1.5M design capital repairs to the fleet building(2029) \$18M construction capital repairs to the fleet building(2031) \$1.5M design for yard and building expansion (2032) \$10M construction for yard and building expansion (2033)
Solid Waste – 110 Dunlop Drive – Operations Centre (WC0045)	\$500K design (2029) \$5M construction (2030)
Solid Waste – 110 Dunlop Drive – Collections Centre (WC0046)	\$1.5M design (2028) \$5.25M construction (2029)
Total	\$75.05M

Consultations and Engagement

None

Attachments

None

Departmental Approval

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