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**Date** September 12, 2024 **Report No.** 2024-538  
**To** Chair and Members  
Accessibility Advisory Committee  
**From** Jennifer Elliott, LET, C.E.T., Dipl.M.M  
Director, Engineering Services

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## 1.0 Type of Report

Consent Item   
Item For Consideration

## 2.0 Topic Provincial Offences Administrative Accommodations Project Update

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## 3.0 Recommendation

A. THAT Staff Report 2024-538 – Provincial Offences Administrative Accommodations Project Update BE RECEIVED.

## 4.0 Background

In December 2022, staff report no. [2022-717](#)<sup>1</sup> was approved by City Council which provided direction to initiate the design and construction process for an expanded Provincial Offences Court and Administration (POA) facility to be

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<sup>1</sup> chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://brantford.escribemeetings.com/COWO\_Dec06\_2022/eSCRIBE%20Documents/eSCRIBE%20Attachments/PW-PFS%20-%20Accommodations%20Update%20-%20POA%20and%20CSSD%20-%202022-717.pdf

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relocated from 102 Wellington Street to the premises leased from Wilfrid Laurier University (WLU) at 220 Colborne Street.

The subject property is located between Dalhousie Street and Colborne Street, to the west of Charlotte Street. City of Brantford was previously leasing approximately 73,257 sq. ft. of space at this location but have negotiated a reduction in leased space of approximately 64% to 26,641 sq. ft. of space to relocate the POA. This will almost triple its current space of 9,151 sq. ft. available at 102 Wellington Street.

The current POA location at 102 Wellington Street is too constrained in terms of both space and accessible features to continue to function as a courthouse and administrative offices. This is especially important given the planned future expansion of the City's POA functions to include an Administrative Penalty System (APS) and receipt of Part III Provincial Offences Act prosecution responsibilities from the Province of Ontario. The creation of a new, modern courthouse facility will also allow Brantford to explore further shared service opportunities as well as a partnership with Wilfrid Laurier University to advance educational opportunities.

## 5.0 Analysis

The project is being managed by City of Brantford Engineering Services - Facilities Capital Development staff who will deliver this project along with services from the prime consultant, NGA Architects (NGA), and a team of sub-consultants. NGA has proven expertise and experience in POA build projects and has completed the detailed design and construction drawings that has allowed for the tendering and eventual contract administration of the construction portion of this project. The construction of the facility will consist of the following:

- A) Public area consisting of an entry vestibule with security screening, public lobby and waiting area with universal men's and women's washrooms;
- B) Court rooms consisting of three (3) courtrooms of which one (1) is designed for Indigenous community room sentencing circle layout, two (2) courtroom vestibules, two (2) interview rooms and a secured vestibule;
- C) Justice of the Peace (JOP) area consisting of two (2) JOP Chambers, washroom, lunchroom and an entrance vestibule;

- D) Police area consisting of two (2) detention cells, corridor, control room, washroom, change room, shower, lunchroom and a newly constructed sally port;
- E) Staff area consisting of lunchroom, universal men's and women's washrooms, training and meeting rooms, and dedicated areas for IT, A/V, and security;
- F) Administrative Penalty System (APS)/Administration area consisting of offices, teaming area, business center, service wickets and file storage, and;
- G) Prosecution area consisting of meeting room, workspace, service wicket, two (2) screening rooms, offices and file storage.

Figure 1 below shows the overall proposed floor plan identifying locations for parking, entrances and other amenities on site

Figure 1 - Overall Proposed Floor Plan

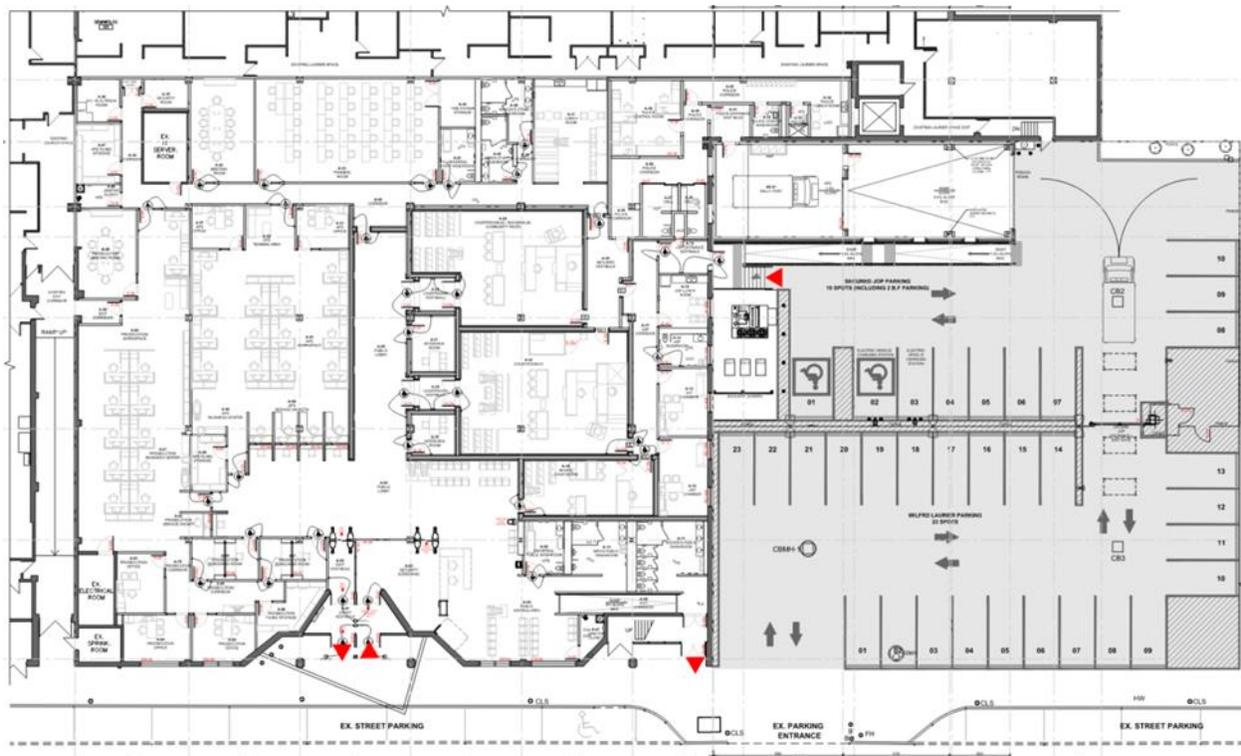
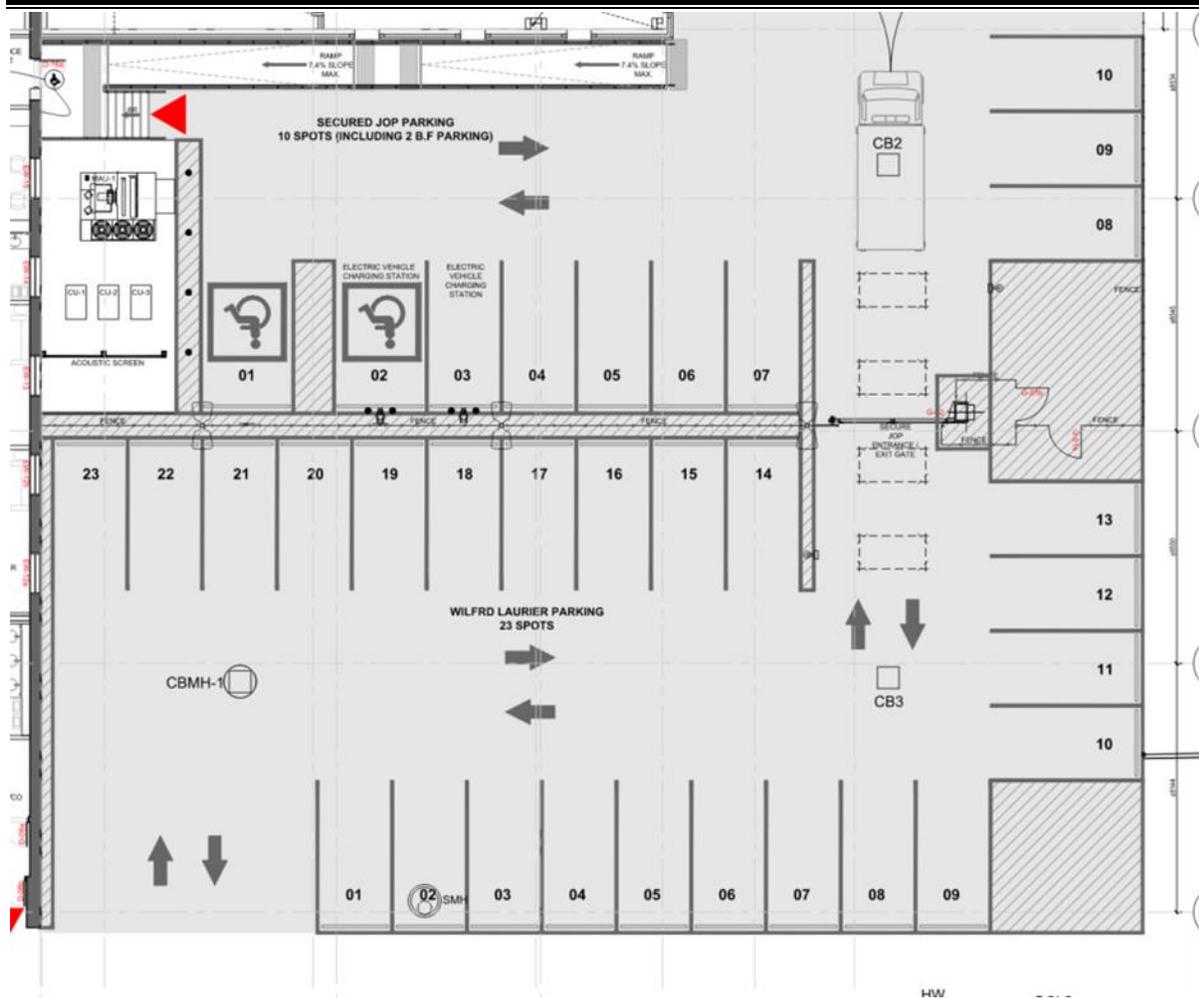


Figure 2 below shows the location of barrier-free parking locations for POA staff in the parking lot and the barrier-free entrance with ramp to the facility. There are also barrier-free parking spaces located on Colborne Street in front of the main barrier-free entrance for the public to use.

Figure 2 - Main Parking and Barrier Free Entrance



There are a total of 2 barrier-free spaces, one Type A and one Type B, allocated to the site out of a total of 10 parking spaces which is 20% of the total spaces and meets Ontario Building Code (OBC) and City of Brantford Facility Accessibility Design Standards (FADS) requirements.

There is one main entrance to the facility located on Colborne Street, which is the south side of the building. There is a vestibule at the main entrance that leads into security screening and a public lobby and waiting area with a gender inclusive universal public washroom, and a men's and women's public washroom.

Figure 3 below shows the vestibule, security screening, public lobby and waiting area, gender inclusive universal public washroom, and a men's and women's public washroom that meet OBC and FADS requirements.

**Figure 3 - Vestibule, Security Screening, Lobby and Waiting Area, Public Washrooms Plan**

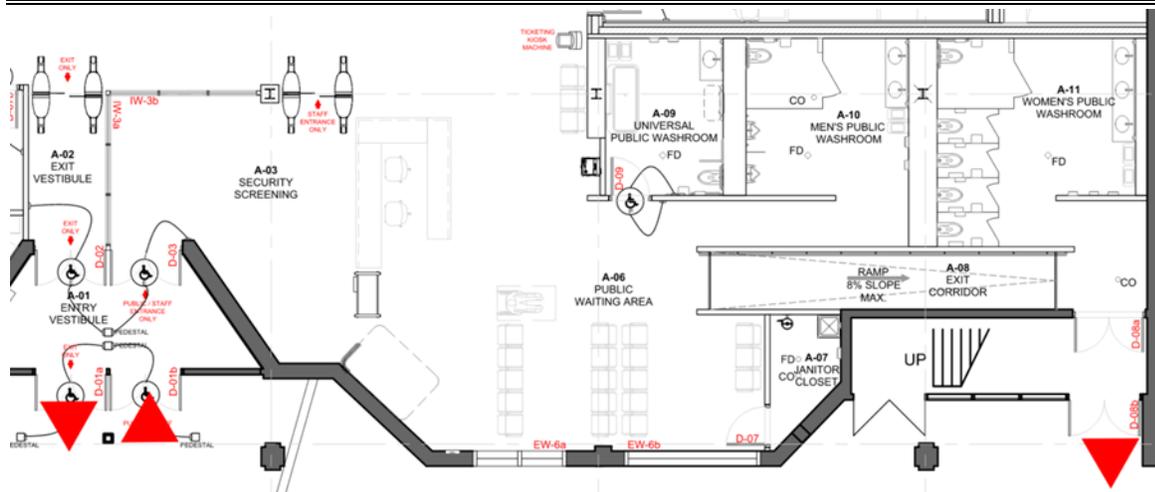
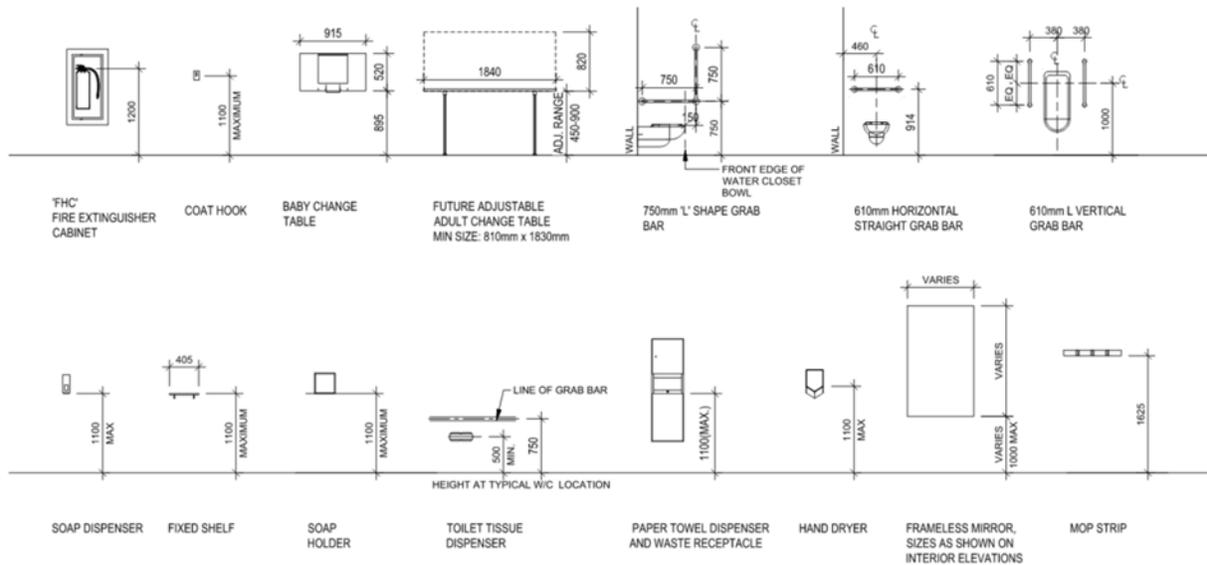


Figure 4 below shows the typical mounting heights of fixtures and accessories within the washrooms that meet OBC and FADS requirements.

Figure 4 - Typical Mounting Heights

ACCESSORIES LEGEND AND MOUNTING HEIGHTS SCHEDULE

NOTE:  
 1. THE DIMENSIONS ON THIS LEGEND TAKE PRECEDENT OVER ANY CONFLICTS WITHIN THE DRAWINGS.  
 2. PROVIDE ALL REQUIRED REINFORCING WITHIN PARTITION AS NECESSARY.



The POA facility will have spaces accessible to the public including the lobby, waiting area and courtrooms as well as staff only accessible spaces including training rooms, lunchroom, prosecution areas, APS area, JOP area, and the police area.













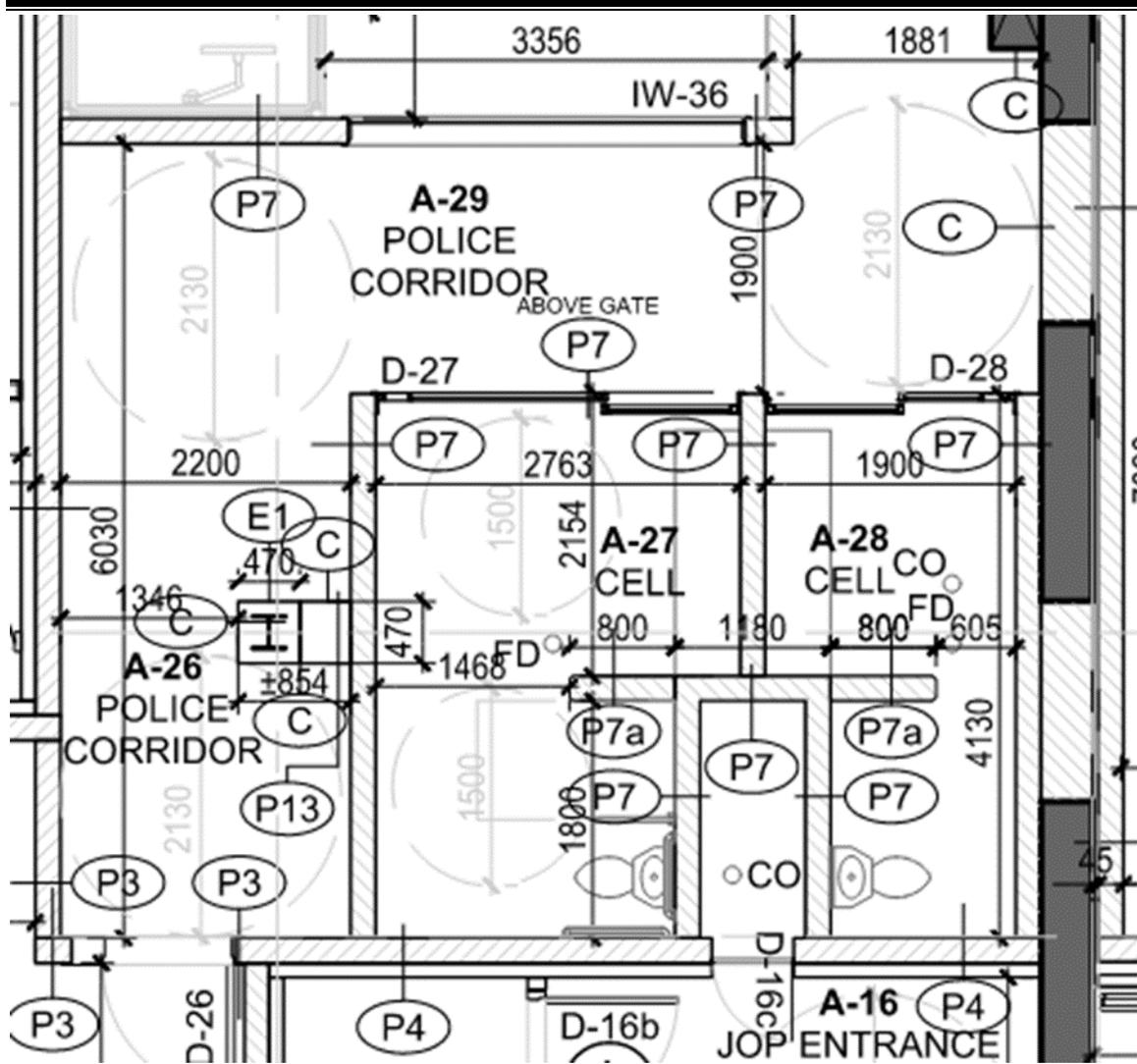


Figure 6F - Staff Accessible JOP Area



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## 6.0 Financial Implications

There are no financial implications with receiving this report. All costs associated with the accessibility design criteria for the Provincial Offences Administrative Accommodations project are included in the approved capital budget for this project.

## 7.0 Climate and Environmental Implications

The result of divesting of the 100/102 Wellington property and shrinking the footprint of the space used at 220 Colborne Street by 64% is a significant reduction in the GHG emissions generated by City facilities.

## 8.0 Conclusion

The proposed POA renovations to the existing facility at 220 Colborne Street will be an asset to the City of Brantford and will provide accommodations to allow for the expansion of POA operations, update the facility to current Building Code compliance and the Accessibility for Ontarians with Disabilities Act (AODA) requirements as well as present exciting opportunities for the City to explore a unique educational partnership with WLU. The POA renovations are currently in the tender phase with a scheduled construction start date of later in September 2024 with completion of construction and opening of the facility currently anticipated for fall of 2025.



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Jennifer Elliott, LET, C.E.T., Dipl.M.M.  
Director, Engineering Services

Prepared By:

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Attachments (if applicable)

Copy to:

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required  yes  no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk  yes  no

Is the necessary by-law or agreement being sent concurrently to Council?  yes  no