



Staff Report

Administration – Chief Administrative Officer

Report To: Committee of the Whole
Meeting Date: June 29, 2021
Report Number: FAF.21.106
Title: Potential Location for a Craigleith Service Area Multi-Use Operations Facility
Prepared by: Shawn Everitt, Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.21.106, entitled “Potential Location for a Craigleith Service Area Multi-Use Operations Facility”;

AND THAT Council endorse, in principle, the Town owned property on Grey Road 19 (PLAN 529 PT LOT 159 RP 16R2536 PR PART 1) as the preferred potential location of a future Town facility to provide a range of yet to be determined municipal services as conceptually outlined in this report;

AND THAT Council authorize Town staff to formally initiate a public consultation process to engage the community and local stakeholders to assist with moving forward with the second phase of the proposed six (6) year process outlined in this report.

B. Overview

This report provides an overview of the preliminary stage of a potential project to establish a Town facility in the Craigleith area that would provide an enhanced level of service with what is anticipated to be a range of municipal services.

C. Background

Staff have been considering increasing the operational facilities for the Town’s Roads and Drainage Division for approximately fifteen (15) years. This project, along with a number of other growth-related facilities, have been identified in the current and previous Development Charges Studies.

Over the past two (2) years, Town Management have been working with staff in the Operations, Planning and Development Services, Community Services, Fire Services and Legal Services Departments as well as high level consultation with Grey County staff on uncovering efficiencies and opportunities to build a community that will be sustainable over the long-term. These efforts have been focused on examining the long-term sustainability of the Town’s

current assets and considering the needs of residents and visitors within the municipality, particularly in the Craighleith area.

D. Analysis

As outlined in the 2021 Capital Project Sheet (Attachment 1), an element of this potential project includes the possible relocation of the existing Teed Fire Hall and the Grey County Ambulance Service Depot located at 796338 Grey Road 19.

Town staff have identified the following operational and municipal services for consideration and potential inclusion in the project;

- **Equipment Depot**
 - Roads and Drainage Division
 - Eastern depot for dump trucks and snowplows ranging from single axle to tandem axle
 - Backhoe tractors
 - Potential future fleet of sidewalk clearing equipment
 - Parks and Trails Division
 - Mid-sized landscaping equipment ranging from 1/2-ton trucks to one ton landscape trucks and trailers and range of lawn mowers and other relevant equipment
- **Library Services (potential consideration)**
 - Satellite Location
 - The Blue Mountains Public Library Board and management will be key stakeholders in this project to determine if the proposed location has potential for the extension of library services in the Craighleith area
 - This consideration does not suggest the closure or repurposing of the Craighleith Depot.
- **Municipal Service Provision**
 - Ability for residents and visitors to access municipal services
 - Customer Services
 - Community Services (facility rentals, etc.)
 - Financial Services (tax payments, utility payments, address changes, etc.)
 - Legal services (range of municipal licensing services, parking ticket payments, etc.)
 - Operations Services (garbage tags, recycle bins, entrance permits, etc.)
 - Planning and development services (building permits, zoning amendments, etc.)

- **Fire Services**

- Potential replacement of the existing Teed Fire Hall located on Grey Road 19 that would allow for an expansion of the Teed Fire Hall
 - Staff have consulted with the Teed Family to assure them that staff will be recommending that the relocated Fire Hall would retain its current name to respect the memory of the late Jerry Teed
 - Given the amount of development taking place in the Craigleith area, it is anticipated that the existing Fire Hall floor space will need to be increased regardless of the status of this project and will be considered through the recently initiated Fire Master Plan project

- **Grey County Paramedic Services**

- Town staff have consulted with Grey County staff regarding the concept of relocating the current Grey County Ambulance Depot

Other community benefits that could be considered include potential attainable housing development opportunities, additional medical clinic services, and/or additional parking opportunities to serve the area. Each of these ideas have only been considered at a high level but are based on identified needs within the community.

Town staff have completed a mapping exercise as the first step of this project and in preparation for this report. Staff considered the limits of the eastern portion of the municipality to be the area between Wards Road and Grey Road 21 and between the Nottawasaga Bay Shoreline to the toe of the escarpment. Attachment 2 includes mapping, prepared by Town staff, identifying the two (2) publicly owned properties within the Eastern portion of the municipality that were considered for this report. Four (4) other properties were also considered, however each of those four (4) properties are currently privately owned and staff did not feel it was appropriate to identify those lands within this report.

The properties included for consideration were:

1. Grey Road 19 Town owned property
2. Provincially owned property south of Craigleith Provincial Park and Highway 26

Staff Recommended Location

Upon review of six (6) properties, the Grey Road 19 Town owned property, commonly referred to as the former Board of Education property, has been identified as the staff preferred site in this preliminary stage.

The Grey Road 19 property provides a variety of benefits which include:

- Central location within the Craigleith area;
 - Site is a minimum of 5 acres

- Approximately 2,600 – 3,750 meters to eastern boundaries being The Blue Mountains/Collingwood Townline and Long Point Road
 - Approximately 4,050 meters to the western boundary being Wards Road
- Municipal servicing is available and is adequately sized to support the development
- Current access to County Road 19
- Adjacent lands to the east, that front Grey Road 19, has an established buffer between existing residential dwellings
- Location provides for easy east/west connectivity for potential sidewalk snow removal
- Location is within a range of 1,500 – 2,100 meters from the Blue Mountain Village

Additional Benefits

- Pending the relocation of the existing Teed Fire Hall and Grey County EMS Station to this staff preferred property, the relocation could allow for a transportation connection to be established from Jozo Weider Boulevard to Grey Road 19 via Wintergreen (Attachment 5). The Town's 2009 Comprehensive Transportation Plan identified this connection from Jozo Weider Boulevard to Grey Road 19 to be via Wintergreen and Drakes Path.

Proposed Next Steps and Timeline

2021 (second phase)

- Continue to engage the Community and collect feedback from residents and stakeholders regarding the proposed project location and provide it to Council
- Perform a final needs assessment for the various municipal departments to determine workspace requirements in the proposed facility
- Establish a proposed Capital Project Sheet for the 2022 Town budget process
- Proposed costing will be estimated based on the identified needs and similar type, recently built facilities in Southern Ontario in the past three (3) years
- Review the site to ensure limited clearing of vegetation during development
- Review the site to determine if additional studies or reports are required to assess the viability of the preferred location
- Determine if additional archeological surveying is required that focuses on the cultural and historic significance of the local area
- Complete a land survey of the property to establish property lines and provide clear boundaries of any areas of the property that require protection and or buffering
- Receive Council endorsement on a selected location for a potential Multi-Use Operations Facility in the Craighleith Service area (4th Quarter 2021 - 1st Quarter of 2022)

2022 (pending successful completion of the process identified as 2021 steps)

- Begin the preliminary site plan design process
- Continue to collect feedback from residents and stakeholders regarding the proposed preliminary site plan design and provide report back to Council
- Council will consider the proposed Capital Project Sheet during the budget process and determine how to proceed with the project
- Continue active engagement with the indigenous communities to ensure appropriate and proactive consultation and collaborative relationship building throughout the project
- Begin preliminary architectural design of the facility and collect feedback from residents and stakeholders regarding the design and provide report to Council
- Site plan approval by 3rd Quarter of 2022 and approval of 30% design by 1st Quarter of 2023
- Preparation of the site for pre-construction, including landscaping and buffering of neighbouring properties and strategic and appropriate greening of the property prior to construction to ensure three (3) years of vegetation growth before construction completion

2023

- Achieve 90% overall design approval by Council in the 2nd Quarter of 2023
- Develop all related Request for Proposals (RFPs) and Tenders for siteworks and construction in the 3rd Quarter of 2023

2024

- Award RFP's and Tenders in the 2nd quarter of 2024
- Begin the siteworks and construction in the 2nd Quarter of 2024

2025

- Continue construction through to 2026

2026

- Facility is fully constructed and operational in the 2nd Quarter of 2026

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

This project would potentially provide additional services to residents in the Craigleith area of the municipality and could reduce the need for residents to travel to Thornbury to access these services.

G. Financial Impacts

The Town's 2021 Budget (Attachment 1) identifies this initial process, including early public engagement and communications and a conceptual review of a preferred location with the overall needs of a fully developed site and the required and proposed amenities and elements to be determined through a more detailed review of best options.

H. In Consultation With

Senior Management Team

Service Area Managers

Range of Town Staff

Teed Family

Area residents within a 250 meter radius of the subject property

I. Public Engagement

With the direction from Council after the presentation of this report, a dedicated project webpage will be established on the Town's website. A Hot Topic quick link will also be added to the Town's homepage in an effort to make navigation easier for the public.

Town staff also provided notification of the potential project (Attachment 3) via regular mail, to local residents and stakeholders who own property within 250 meters of the staff preferred potential project location outlined in this report. Members of the public and stakeholders who wish to participate in upcoming engagement sessions and/or wish to be kept informed of the status of the proposed project, will be encouraged to do so, and will be provided with clear, easy and accessible engagement options throughout the entire process and, in particular, at key milestone and decision-making points.

Depending on the direction provided by Council, the topic of this Staff Report may be the subject of future Public Meeting(s) and/or future Public Information Centre(s) where required as well as determined through the Communication Plan that will be developed by the Town's Communications Team.

Comments regarding this preliminary report should be submitted to Chief Administrative Officer, Shawn Everitt at cao@thebluemountains.ca.

J. Attached

1. 2021 Capital Project Sheet
2. Craighleith Area Land Review Map
3. Letter to Area Residents

Respectfully submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:

cao@thebluemountains.ca

519-599-3131 extension 234

Report Approval Details

Document Title:	Potential Location for a Craigleith Service Area Multi-Use Operations Facility FAF.21.106.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 2021 Capital Project Sheet.pdf- Attachment 2 Craigleith Area Land Review Map.pdf- Attachment 3 Letter to Area Residents.pdf
Final Approval Date:	Jun 22, 2021

This report and all of its attachments were approved and signed as outlined below:

Shawn Everitt - Jun 22, 2021 - 4:25 PM

Chief Administrative Officer

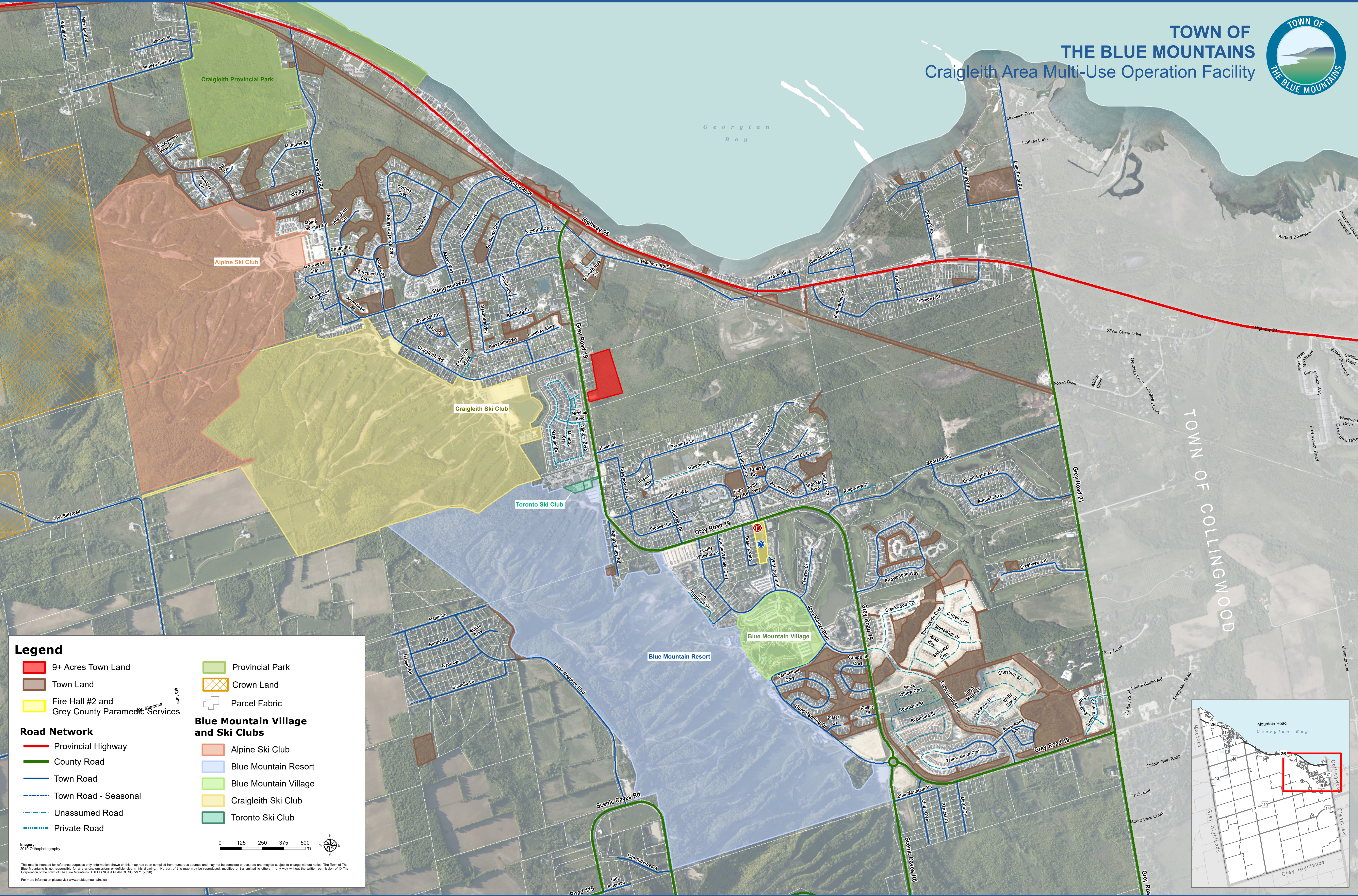
Project	Craigleith Area Multi-Use Operation Facility
Description	<p>Town staff is proposing the initiation of process to consider the location and construction of an Operational Hub in the Craigleith Service Area. The most pressing needs for this project is to add space for a Roads and Drainage Operations centre.</p> <p>Over the past 5 plus years staff have discussed this project and see great value and need for this facility to be shared with the Community Services Department, and potentially administrative work areas.</p> <p>This process would consider the potential of an increased Fire Hall #2, EMS Station to meet the needs of growth and could likely see these existing facilities being relocated.</p> <p>At this time, staff are looking to hire an 18-month contract and budget some consulting dollars to allow the Town to begin to explore options for this type of facility.</p> <p>This work will look at ideal location, current and long-term needs of the Town, increasing the level of service in the easterly side of the municipality, as well as explore other options.</p> <p>With a number of questions left to answer, staff have not included a budget for the facility as there are too many unknowns at this time. A high-level cost estimate can be calculated from the 2019 Development Charges Background Study which includes \$9.8M for various additional facility requirements in Fire and Rescue Service, Public Works, and Parks and Recreation.</p>
Project Manager	Chief Administrative Officer (Phase 1 of this project)
Budget	<p>\$ 100,000 Consulting</p> <p>\$ 150,000 Contract Salaries and Benefits</p> <p>\$ 250,000 Total Budget</p>
Funding	<p>\$ 10,000 Parks and Recreation Development Charges</p> <p>\$ 85,000 Fire Development Charges</p> <p>\$ 155,000 Public Works Development Charges</p> <p>\$ 250,000 Total Funding</p>

Total Number of Projects:	2
Total Budget:	\$ 275,000
Total Funding by Source:	<p>\$ 10,000 Parks and Recreation Development Charges</p> <p>\$ 25,000 Unfinanced</p> <p>\$ 85,000 Fire Development Charges</p> <p>\$ 155,000 Public Works Development Charges</p>

Five-Year Capital Forecast

Proposed schedule is to have a facility constructed by 2026.

TOWN OF
THE BLUE MOUNTAINS
Craigleith Area Multi-Use Operation Facility



Legend

- 9+ Acres Town Land
- Town Land
- Fire Hall #2 and Grey County Paramedic Services

Road Network

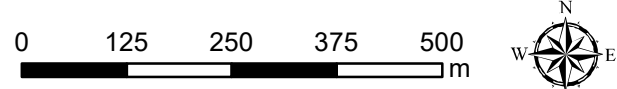
- Provincial Highway
- County Road
- Town Road
- Town Road - Seasonal
- Unassumed Road
- Private Road

- Provincial Park
- Crown Land
- Parcel Fabric

Blue Mountain Village and Ski Clubs

- Alpine Ski Club
- Blue Mountain Resort
- Blue Mountain Village
- Craigleith Ski Club
- Toronto Ski Club

Imagery
2019 Orthophotography



This map is intended for reference purposes only. Information shown on this map has been compiled from numerous sources and may not be complete or accurate and may be subject to change without notice. The Town of The Blue Mountains is not responsible for any errors, omissions or deficiencies in this drawing. No part of this map may be reproduced, modified or transmitted in any way without the written permission of The Corporation of the Town of The Blue Mountains. THIS IS NOT A PLAN OF SURVEY (2020)
For more information please visit www.thebluemountains.ca





PUBLIC INFORMATION NOTICE

32 Mill Street, Box 310, Thornbury ON, N0H 2P0

Phone: 519-599-3131 – Fax: 519-599-7723

cao@thebluemountains.ca www.thebluemountains.ca

Date: June 4, 2021

From: Shawn Everitt, Chief Administrative Officer

Subject: Proposed Preferred Location for a Craigleith Service Area Multi-Use Operations Facility

Dear Resident,

The purpose of this notice is to provide preliminary information about a potential Town project being considered that has been identified as being near your residence as outlined on the map contained within this package. Town staff are looking for early engagement with our community to get your input, specifically, on the proposed preferred location of this potential project. The proposed preferred location will be considered by Council at the June 29, 2021 Committee of the Whole meeting.

The project involves the potential construction of a Multi-Use Operations Facility in the Craigleith area. You have received this letter as your property is within 250 meters of the proposed preferred location. The Multi-Use Operations Facility could be used by the Town to potentially provide a range of municipal services, similar to what is currently offered at Town Hall in Thornbury as well as a public works yard for storing equipment and potential relocation of the current Teed Fire Hall and the Grey County Emergency Medical Services (EMS) Station in Craigleith.

Selecting a Location

Through the 2021 budget process, Town Council authorized staff to begin the initial stage of the Craigleith Service Area Multi-Use Operations Facility project. This initial stage includes the identification of a staff recommended preferred location.

Staff will be bringing forward a report outlining the process to consider potential lands and a staff preferred location for this project at the June 29, 2021 Committee of the Whole meeting.

A final decision will not be made at this meeting. Committee of the Whole is a meeting that provides Council members the opportunity to consider, debate and analyze topics before a decision is made. The recommendation for the proposed preferred project location will be sent to the July 12, 2021 Council meeting where a decision may be made to determine a preferred location. Within this letter, staff have included a number of engagement methods available for you to have your say about this project.

When reviewing suitable locations for this project, the following factors were considered as key features:

- A site five 5 acres in size or larger (as determined by reviewing other comparable municipal facilities in the region)
- A site currently zoned to permit the use of a Multi-Use Operations Centre to avoid the need for any Official Plan Amendment(s) or Zoning Amendment(s)
- A site that is currently owned by the Town or other government agency
- A site that is able to be developed without causing significant impact to adjacent properties based on the current permitted uses
- A site that is located centrally within the Craighleith area
- A site with existing access to appropriately sized utilities and services such as water and wastewater and other utilities
- A site with access to appropriately constructed road network

Town staff have considered six properties as potential locations for this project. The staff preferred location is on Grey Road 19 and is identified on the attached map.

It is important to note that the Town is currently within the early stages of project development. No conceptual designs have been prepared and there are still many details that need to be worked out. This is why the Town would like to get you involved now, so you have a chance to share feedback early in this process and be engaged throughout the process if the project next steps are approved by Council through future budget processes.

It is important to note that if Council endorses a preferred location, there are several key aspects of this project that require consideration before proceeding with the actual development and construction of a facility. However, this is a critical step in the project that allows staff to focus on a site:

Key Aspects and Considerations

- Applicable First Nations will be consulted on the proposed location
- Consider the valuable input from local area residents, stakeholders and agencies through the project planning processes
- If any community benefits can be incorporated into the site development to address any missing or desired services identified by the community
- If the preferred site can provide for other community needs such as attainable housing, medical clinic and or access to additional parking
- If this project can achieve efficiencies and support development needs for Emergency Services (Fire and Paramedic Services)

- If this site can enhance overall transportation and traffic management in the Craighleith area

Although the project is just in the early stage, Town staff have considered potential next steps for the project as well as a proposed project schedule. We cannot stress enough that these potential next steps and project schedules are preliminary and will be subject to change based on the feedback received and decisions made by Council in the future.

Proposed Next Steps and Timeline

2021

- Collect feedback from residents and stakeholders regarding the proposed project location and provide it to Council
- Perform a needs assessment for the various municipal departments to determine workspace requirements in the proposed facility
- Establish a proposed Capital Project Sheet for the 2022 Town budget process
- Proposed costing will be estimated based on the identified needs and similar type, recently built facilities in Southern Ontario in the past 3 years
- Review the site to ensure limited clearing of vegetation during development
- Review the site to determine if additional studies or reports are required to assess the viability of the preferred location
- Determine if additional archeological surveying is required that focuses on the cultural and historic significance of the local area
- Complete a land survey of the property to establish property lines and provide clear boundaries of any areas of the property that require protection and or buffering
- Receive Council endorsement on a preferred location for a potential Multi-Use Operations Facility in the Craighleith Service area (4th Quarter 2021 - 1st Quarter of 2022)

2022 (pending successful completion of the process identified in 2021 above)

- Begin the preliminary site plan design process
- Collect feedback from residents and stakeholders regarding the proposed preliminary site plan design and provide report back to Council
- Council will consider the proposed Capital Project Sheet during the budget process and determine how to proceed with the project
- Continue active engagement with the indigenous communities to ensure appropriate and proactive consultation and collaborative relationship building throughout the project

- Begin preliminary architectural design of the facility and collect feedback from residents and stakeholders regarding the design and provide report to Council
- Site plan approval by 3rd Quarter of 2022 and approval of 30% design by 1st Quarter of 2023
- Preparation of the site for pre-construction, including landscaping and buffering of neighbouring properties and strategic greening of the property prior to construction to ensure 3 years of vegetation growth before construction completion

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- Achieve 90% overall design approval by Council in the 2nd Quarter of 2023
- Develop all related Request for Proposals (RFPs) and Tenders for siteworks and construction in the 3rd Quarter of 2023

2024

- Award RFP's and Tenders in the 2nd quarter of 2024
- Begin the siteworks and construction in the 2nd Quarter of 2024

2025

- Continue construction through to 2026

2026

- Facility is fully constructed and operational in the 2nd Quarter of 2026

How to Participate in the Process

The Town is committed to listening and engaging with residents and stakeholders throughout the project. Questions about this project should be directed to:

Shawn Everitt, Chief Administrative Officer
cao@thebluemountains.ca

If you would like to participate in the process, you are encouraged to send written correspondence directly to Council through the Town Clerk. Submissions related to the June 29, 2021 Committee of the Whole meeting **must be received by the Town Clerk no later than 12:00 p.m. on Friday June 25, 2021.**

However, you can also **submit a deputation request** to present your opinions during a Council or Committee of the Whole meeting or you can participate in the regularly scheduled **public comment periods** during a Council or Committee of the Whole meeting.

For more detailed information about these engagement options and necessary deadlines, please visit our website at www.thebluemountains.ca/correspondence-deputations.cfm or contact the Town Clerk at 519-599-3131 ext.232 or via email at townclerk@thebluemountains.ca.

Pending Council direction and approval at the July 12, 2021 Council meeting, a project webpage will be created on the Town's website www.thebluemountains.ca and will be updated regularly with new information pertaining to this specific project.

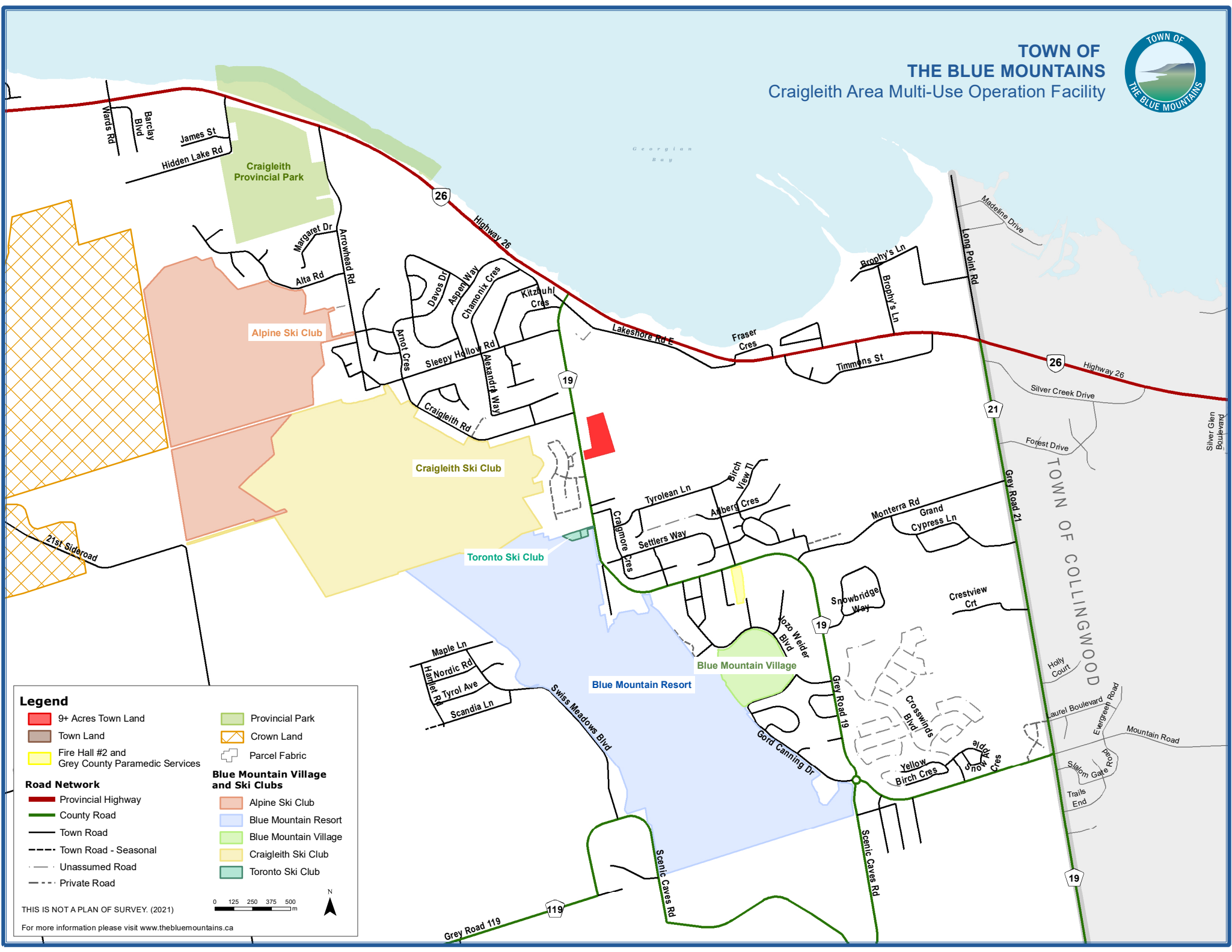
Your input will be considered by Town staff and Council and will provide the basis of future Frequently Asked Questions (FAQ's) documents related to this project.

Sincerely,

Shawn Everitt,
Chief Administrative Officer
Town of The Blue Mountains
519-599-3131 ext.234
cao@thebluemountains.ca

TOWN OF THE BLUE MOUNTAINS

Craigleith Area Multi-Use Operation Facility



Legend

9+ Acres Town Land

Town Land

Fire Hall #2 and Grey County Paramedic Services

Provincial Park

Crown Land

Parcel Fabric

Road Network

Provincial Highway

County Road

Town Road

Town Road - Seasonal

Unassumed Road

Private Road

Blue Mountain Village and Ski Clubs

Alpine Ski Club

Blue Mountain Resort

Blue Mountain Village

Craigleith Ski Club

Toronto Ski Club

THIS IS NOT A PLAN OF SURVEY. (2021)

For more information please visit www.thebluemountains.ca