



# Staff Report

## Administration – Chief Administrative Officer

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**Report To:** Council Meeting  
**Meeting Date:** April 11, 2022  
**Report Number:** FAF.22.084  
**Title:** Options for 125 Peel Street Community Campus of Care Task Force Structure  
**Prepared by:** Shawn Everitt, Chief Administrative Officer

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### A. Recommendations

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THAT Council receive Staff Report FAF.22.084, entitled “Options for 125 Peel Street Community Campus of Care Task Force Structure”;

AND THAT Council endorse selecting one (1) member of Council as the Lead Council Representative to support staff during the development and implementation of the Request for Proposal materials, and the formal Request for Proposal Development Selection process relating to the 125 Peel Street Community Campus of Care Development Project;

AND THAT Council appoint \_\_\_\_\_ as the Lead Council Representative for the 125 Peel Street Community Campus of Care Development Project.

### B. Overview

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Council directed staff to bring forward a report directly to the April 11, 2022 Council meeting with recommended next steps with regards to the structure of the 125 Peel Street Campus of Care Task Force that was previously established by Council.

### C. Background

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During this Term of Council, the Working Group/Task Force model has been used where a member of Council is appointed as the Council Representative and tasked with working collaboratively with staff and stakeholders on specific projects. Projects such as the Tree By-law (Councillor Matrosovs), Legalization of Cannabis (Councillor Matrosovs), Municipal Licensing and Administrative Monetary Penalty By-law (Deputy Mayor Bordignon) are examples of this working group Task Force model.

Early in the 125 Peel Street Campus of Care process, Council established two (2) Steering Committees relating specifically to the proposed Community Campus of Care project.

The establishment of two (2) Steering Committees was done in a Closed Session of Council and staff now recommend that if Council wishes to continue with either of these Steering Committees, Council may wish to make that recommendation of such through this staff report.

### **RFP/RFQ Steering Committee**

This Steering Committee was established by Council with one (1) Lead member of Council, being Councillor Matrosovs, and one (1) alternate member, being Deputy Mayor Bordignon. The purpose of this Steering Committee is to work directly with staff to develop a Request for Proposal (RFP) for the purposes of selecting a Development Management Consultant to develop and implement an RFP or Request for Quotations (RFQ) for the purposes of pre-qualification and selection of a successful proponent to develop, manage and operate a future Community Campus of Care. The successful proponent would acquire, through lease or purchase, portions of the 125 Peel Street property to service and develop the Community Campus of Care facilities and acquire the allocation of the 160 Long-Term Care Beds from the Ministry of Long-Term Care.

The two (2) members of this Steering Committee were active in the drafting and approval of the initial RFP to retain the services of a Development Management Consultant, and Councillor Matrosovs also participated as an observer in the RFP evaluation process that resulted in the awarding the contract to SHS Consulting.

### **The Blue Mountains/Ministry of Long-Term Care/Ministry of Municipal Affairs and Housing Steering Committee**

This Ministry related Steering Committee has yet to formally meet. The Council member selected to work with staff on this Steering Committee was Councillor Sampson. The purpose of this Steering Committee was to assist with supporting the concept of the Community Campus of Care and establishing buy in from related Ministries.

Town staff have been successfully able to work directly with Ministry of Long-Term Care (MLTC) staff and Ministry of Municipal Affairs and Housing (MMAH) staff on elements of the project. Staff are working with MLTC staff on the provisional allocation of 160 Long Term-Care Beds and the ongoing support and commitment of the MLTC to assist in the qualification process of potential Long-Term Care Providers. Staff are having positive and proactive discussions with MMAH staff regarding drafting a Ministerial Zoning Order (MZO) and have not required the use of the Steering Committee.

## **D. Analysis**

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To date, the process has been extremely fast paced and a number of staff reports have gone directly to Committee of the Whole and Council without being vetted by the RFP/RFQ Steering Committee.

Staff suggest that, given the Town's commitment to process transparency and information sharing, utilizing the working group model of having one (1) Lead Council representative would assist with the efficiency required to complete this project. The Lead Council representative

would leave with staff and be an active conduit between staff, Council and the community. This model also promotes information being shared with the entire community through the typical Council and Committee of the Whole reporting process.

Alternately, Council may wish to consider the continuation of the two (2) Steering Committees.

Staff have included the recommendation to shift to the one (1) member of Council being the Lead representative, however staff fully appreciate that Council may wish to consider continuation of the two (2) Committees.

If Council wished to continue with either of these Steering Committees, staff suggest the following recommendation:

**THAT Council establish the 125 Peel Street Community Campus of Care Task Force and appoint \_\_\_\_\_ as the Lead Council Representative and \_\_\_\_\_ as the Alternate Council Representative.**

**THAT Council establish the 125 Peel Street Community Campus of Care Ministry Collaboration Task Force and appoint \_\_\_\_\_ as the Lead Council representative.**

Staff acknowledge that during the March 18, 2022 Council discussion, there was specific reference made to the potential inclusion of members of the public with areas of expertise that could support future discussions regarding the Community Campus of Care.

It is the opinion and recommendation of staff that the public will have the opportunity to provide input and comments throughout the process. However, it is important to highlight that the Request for Proposal (RFP) process is an internal Town process and requires that the procurement, review, evaluation, and selection processes of the RFP be performed by Town staff and Council.

The Town has retained the services of SHS Consulting as the Development Management Consultant and P1 Consulting as the Town's Fairness Advisor to ensure all required processes are followed and that the process is conducted fairly.

## **E. Strategic Priorities**

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### **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**

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The Town is committed to limiting the impact to environment and ensuring that innovation and best practices are key deliverables and evaluation aspects when considering the proposals submitted through the RFP process.

## **G. Financial Impacts**

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The financial impacts of this project will be determined through the RFP process and staff resourcing will be tracked and reported on in future reports.

## **H. In Consultation With**

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None

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, [cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

## **J. Attached**

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None

Respectfully submitted,

Shawn Everitt  
Chief Administrative Officer

For more information, please contact:  
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### Report Approval Details

Document Title:	FAF.22.084 Options for 125 Peel Street Community Campus of Care Task Force Structure.docx
Attachments:	
Final Approval Date:	Apr 1, 2022

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

**Shawn Everitt - Apr 1, 2022 - 2:32 PM**