



MEMORANDUM

To: Committee of the Whole of Council

From: Aaron Karmazyn – General Manager
Community Parks, Recreation and Culture Department – Facilities Branch

Date: December 6th, 2016

Subject: Update – Operations Centre Design Project

The following is an update on the design work and planned activities related to the Operations Centre project:

East Gwillimbury Operations Centre will support important operational services

Attachment 1 is a summary of some of the services the Operations Centre will support.

On-Site Preparation and Background Work

Over the last 16 months there has been background analysis, studies and work performed on-site.

- Demolition, clearing and access road and gate install.
- New municipal address assigned to the property, 19850 Woodbine Avenue.
- Storage of materials on-site.
- Environmental Assessment.
- Tree inventory.
- Tree preservation and planting plan.
- Tree Drip-line stakeout and survey.
- Ministry of Natural Resources Provincially Significant Wetland stakeout and survey.
- Hydrology and groundwater study.
- Geotechnical capacity for facility septic and well water systems.
- Storm water management plan including Phosphorus budget.

Extensive Consultation with Stakeholders

CPRC staff and the architect have lead a number of meetings and workshops to seek input from all operational departments including senior management, management staff, supervisory and field staff.

- Conducted 16 stakeholder workshops to develop space requirements plan and concept design.
- Toured 6 operations centres and Provincial Emergency Operations Centre with Operations staff and Fire and Emergency Services.
- Continuing internal consultation related to site plan approvals (LSRCA and Town Development Services staff).
- Planned public outreach will be conducted through the Town website and social media.

Concept Design

- Schematic Design for the Site and Facility and renderings of each is now complete and included with **Attachment 2**.
- Cost Estimates (one class B and one class C construction estimate is included with the design contract) will be undertaken.

Responsible Design

Attachment 3 provides Operations centre functionality and efficiency details incorporated with the design work.

- Facility is being designed with a responsible level of capacity with some modest space for future growth based on intensive space needs analysis with Town staff. Site and facility can include future phases in response to growth.

Financial Strategy

- Staff continues to design the site and facility focusing on efficiency, functionality and cost control.
- The primary funding source for the project will be development charges (CIES, CPRC, Fire and Emergency Services). Additional funding sources may include Community Capital Contribution and reserve funding sources.
- A detailed Capital and Operating financial strategy will be presented to Council in 2017. As per the 2017 budget staff are preparing and pre-planning for the operating costs for the new facility.

Dedicated Project Management

- Staff will include a dedicated project management presence for the project with the detailed financial strategy and further reporting to Council. A dedicated project manager will focus on quality assurance related to procurement, construction timing and coordination, cost control and quality of work.

Next Steps

Table A – Planned Activities and Timing

Planned Activities	Timing
Report to Council – Financial Strategy	Quarter 1 2017
Budget Approval	Quarter 1 2017
Pre-Qualification of General Contractors	Quarter 1 2017
Tendering and Award of Contract	Quarter 2 2017
Construction – Earth Works and Site Services	Quarter 2/3 2017
Facility Construction	Quarter 4 2017/18
Anticipated Occupancy Date	2019

Attachment 1 – Summary of Town of East Gwillimbury Operational Services

Fleet

- Maintenance on approximately 130 vehicles and pieces of equipment.
- Operate a fuel management system for entire town fleet.

Waste Management

- 7,700 tonnes of waste collected from curbside.

Roads Operations

- Maintenance of 395 kms of roads.
- Maintenance of 70 kms of sidewalk.
- Maintenance of 65.1 kms of storm sewers.
- Maintenance of all Municipal Drains.
- Maintenance of 28 wet/dry storm water management facilities.
- Placement of 540 tonnes of asphalt.
- Excavation and haulage of 900 tonnes of silt from ditches.
- 1700 catch basins cleaned.
- 370 tonnes of sand swept from roads in the spring.
- Roads Patrols 365 days per year.
- 2200 work roads orders annually.

Winter Operations

- 50-60 winter events consisting of sand/salting and plowing.
- 9 distinct road plow routes.
- 6 sidewalk plow routes.
- Placement of 3,000-5,000 tonnes of sand and salt.

Infrastructure Management

- 4600 Infrastructure locates (storm, water, wastewater, streetlights).
- 300 Road Occupancies Permits annually.

Water Operations

- Regulatory compliance with the SDWA.
- 3,200 regulated water samples.
- Internal audits of the DWQMS.
- External surveillance of the DWQMS.
- MOECC announced and unannounced drinking water system inspections.

- Maintenance of the Municipal Drinking Water Licenses.
- Responsible to operate in accordance with the Drinking Water Works Permit.
- Approval Authority for installation of new watermain related to growth.
- Maintenance of over 780 fire hydrants.
- Maintenance of over 828 mainline valves.
- Water meter maintenance and quarterly meter reading of 6000 accounts.
- Maintenance of 106kms of watermain.
- 2200 work water/wastewater orders annually.

Wastewater Operations

- Operation and maintenance of 3 sanitary pumping stations.
- Maintenance of 39.2 kms of sanitary sewers.
- Maintenance of 1.5 kms of sanitary forcemain.
- Annual CCTV inspection and flushing of all sanitary sewers.

Parks

- Operate and maintain over 30 parks.
- Maintain and manage 200 acres of parkland and open space which includes 26 sports fields containing soccer and baseball facilities.
- Maintain 9 tennis courts.
- Seasonal operation and maintenance of 4 splash pads.
- Maintain a 30 km parks trail system.
- One BMX and one mountain bike course.
- 20 playgrounds with equipment.
- 5 parkettes and 14 annual flower beds and 40 perennial/shrub beds.
- 8 basketball/all-purpose courts.
- 4 Picnic shelters and 7 gazebos.
- Maintenance to over 9000 trees in urban parks.

Facilities

- Asset management, repairs and maintenance to over 200,000 square feet of municipally owned and operated facilities.
- Services to Over 30,000 hours of permitted and programmed operational hours.

Fire and Emergency Services

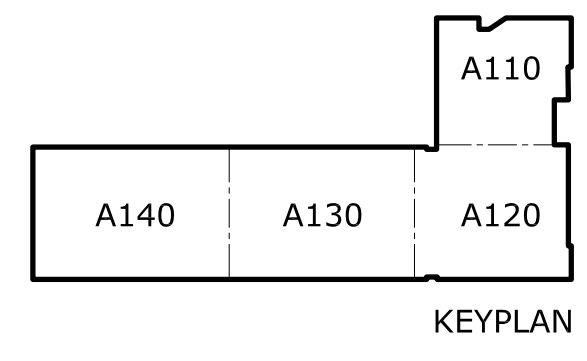
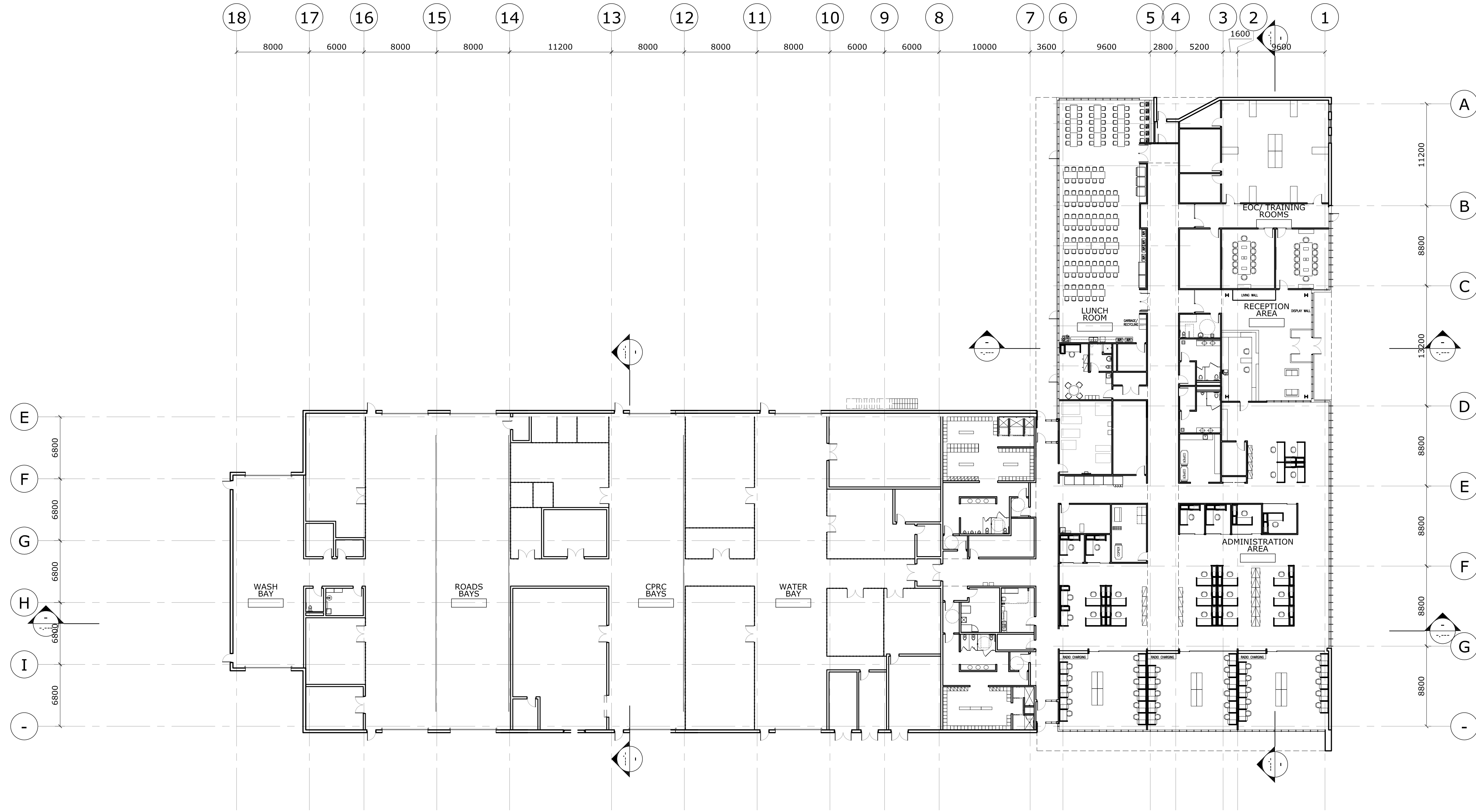
- A fleet of vehicles that includes 9 fire trucks with additional 6 support vehicles and specialty trailer requiring annual inspection and regular maintenance (new Operations Centre maintenance bays shared resources) and fuel depot services (Critical infrastructure as the new operations centre will have generator back up for fuel facility).
- Requirement for Emergency Management Program essentials such as a primary Emergency Operations Centre (EOC) which will be a shared facility in a new Operations Centre.
- Driver training facility to support EGES response to approximately 1000 emergency and non-emergency incidents annually, consisting of medical, motor vehicle collision, rescue, and fire and burning related incident types.







EAST GWILLIMBURY OPERATIONS CENTRE
VIEW OF OPERATIONS CENTRE FROM SOUTH ENTRANCE



OWNER

Consultants

Electrical: _____

Civil: _____

Landscape: _____

Project Name:
**EAST GWILLIMBURY
 OPERATIONS CENTRE**

Location:
 19836 Woodbine Ave.
 Town of East Gwillimbury
 Number:
 15-470

Sheet Title:
Ground Floor Plan

Scale: 1:250

Drawn: SAI ARCHITECTS

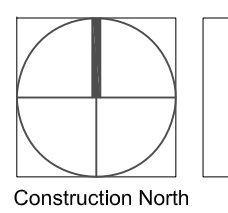
Checked: -

Date: OCTOBER 16, 2016

Revisions:

No.	Description	Date
01	PRELIMINARY REVIEW	16/10/28

Text in *Italics* refer to existing information provided by Client to be confirmed by contractor.



A-100

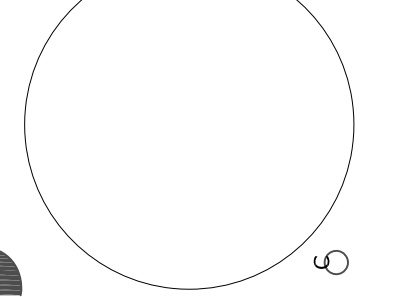
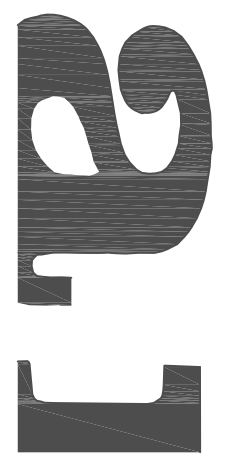
Drawing Number



Strasman Architects Inc.
 1941 Gerrard Street East
 Toronto, Ontario, M4L 2C2
 Tel: 416 588 1800
 Fax: 416 588 1009
 Email: info@strasmanarch.com
 www.strasmanarch.com

This drawing shall be used only for the purpose indicated below:

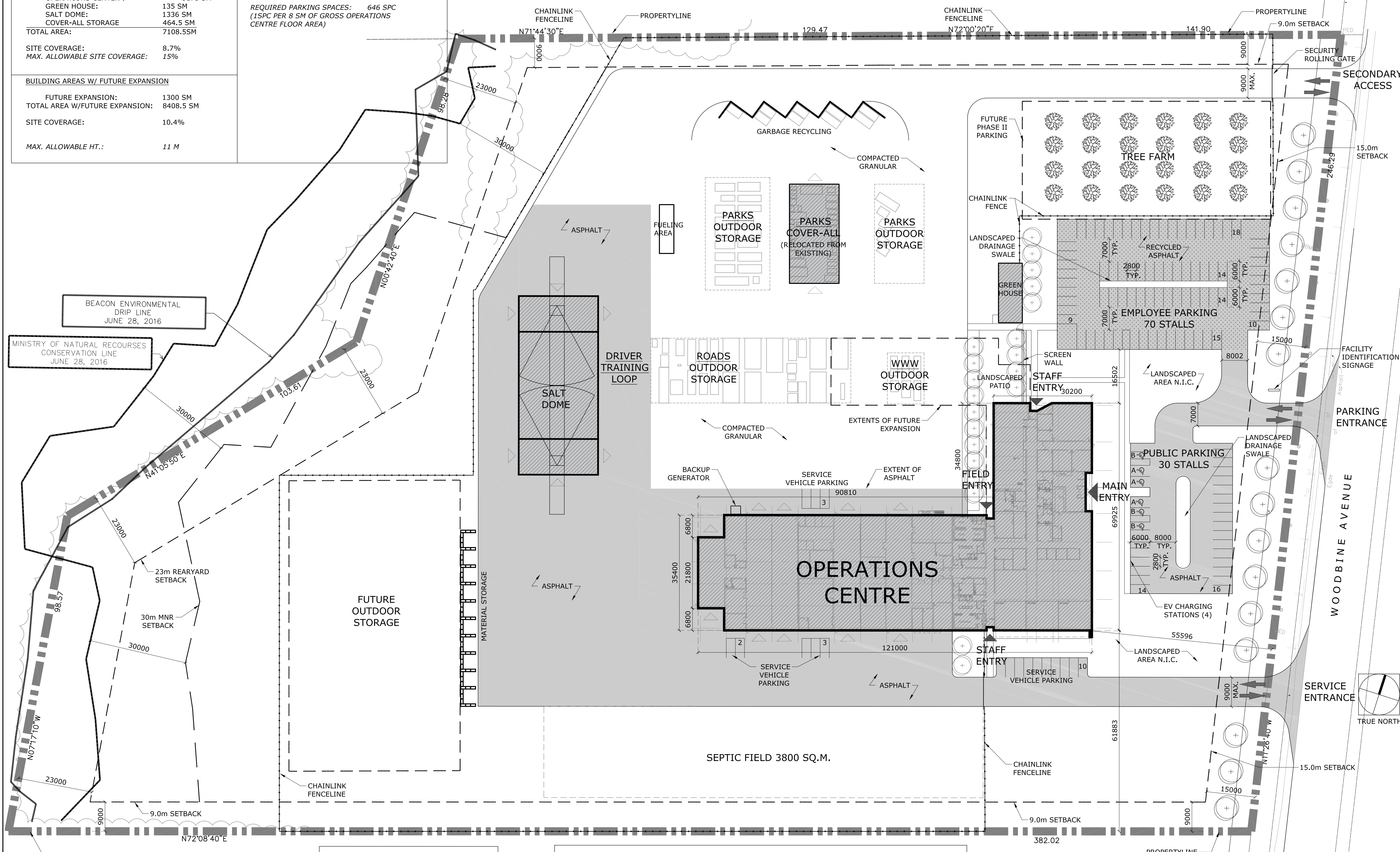
- Preliminary Tender
- Permit Construction



October 31, 2016 11:08:16 AM
P:\15-470 EG Operations Centre\2.0 Planning Design\2.5 Project Development\2.5.1 Drawings\Architectural Drawings\CAD\A-010 Site Plan.dwg

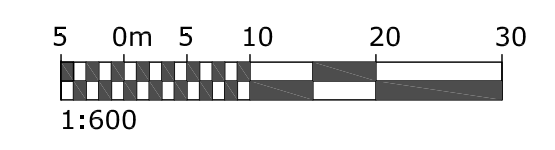
SITE STATISTICS	
CIVIC ADDRESS:	19836 WOODBINE AVENUE, EAST GWILLIMBURY, ONTARIO
ZONING:	RU- RURAL
USE:	INDUSTRIAL
*SITE AREA:	*80,888.34 SM
BUILDING AREAS	
OPERATIONS CENTER :	5173 SM
GREEN HOUSE:	135 SM
SALT DOME:	1336 SM
COVER-ALL STORAGE	464.5 SM
TOTAL AREA:	7108.55M
SITE COVERAGE:	8.7%
MAX. ALLOWABLE SITE COVERAGE:	15%
BUILDING AREAS W/ FUTURE EXPANSION	
FUTURE EXPANSION:	1300 SM
TOTAL AREA W/FUTURE EXPANSION:	8408.5 SM
SITE COVERAGE:	10.4%
MAX. ALLOWABLE HT.:	11 M

PARKING STATISTICS	
STAFF PARKING:	70SPCS
(NORTH LOT)	
VISITOR PARKING:	30 SPCS
(SOUTH LOT)	
TOTAL SPACES=	100 SPCS
*BARRIER FREE PKG:	6 SPCS
(INCLUSIVE)	
REQUIRED PARKING SPACES:	646 SPC
(1SPC PER 8 SM OF GROSS OPERATIONS	
CENTRE FLOOR AREA)	



LEGEND	
	ASPHALT
	RECYCLED ASPHALT

GENERAL NOTES:
 1. REFER TO TOPOGRAPHIC SURVEY SKETCH PREPARED BY LLOYD & PURCELL LTD., 1228 GORHAM STREET, UNIT28, NEWMARKET, ONTARIO, DATED JULY 31, 2014.
 *2. SITE AREA, BOUNDARIES ETC. TO BE CONFIRMED UPON RECEIPT OF CERTIFIED TOPOGRAPHIC SURVEY.



OWNER

Consultants

Electrical: _____

Civil: _____

Landscape: _____

Project Name:
 EAST GWILLIMBURY
 OPERATIONS CENTRE

Location:
 19836 WOODBINE AVE.
 EAST GWILLIMBURY

Number:
 15-470

Sheet Title:
 SITE PLAN

Scale: 1:600

Drawn: SAI ARCHITECTS

Checked: SS

Date: OCTOBER 16, 2016

Revisions:

No.	Description	Date
01	PRELIMINARY REVIEW	16/10/31

Text in *Italics* refer to existing information provided by Client to be confirmed by contractor.

Construction North

A-010

Drawing Number

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This drawing shall be used only for the purpose indicated below:

Preliminary Tender
 Permit Construction

ATTACHMENT #1

Attachment 3 - Operations centre functionality and efficiency details

- Improved administration and field staff support areas including staff kitchen, training and meeting room space, locker room and storage space.
- Drive through Salt and Sand Structure increases efficiency for loading.
- Detailed efficient vehicle and equipment site circulation planning.
- Efficient fuel dispensing and management system.
- Dedicated and organized storage bays, garbage and recycling and outdoor storage for materials, vehicles and equipment.
- Efficient parking and facility access.
- Drive-through service bays with adjacent storage supplies and equipment.
- Low impact design environmentally friendly storm water management systems.
- Backup generator system.
- Driver training area for all operational departments including Fire and Emergency Services.
- Planned EOC centrally located to operational services to support Incident Management System including private break-out rooms, communications room and access to Town reference materials and files.
- Greenhouse and tree farm for growing local species and reducing costs for parks arboricultural products.
- High efficiency HVAC and building environmental systems.
- Use of natural lighting.
- Use of natural materials for exterior cladding including zinc metal siding and natural stone.
- Low flow hands free plumbing fixtures.
- High Efficiency lighting (LED where practical) and use of motion sensor switches where practical.
- Improved access control and site security.
- Recycled road material for staff parking areas and secondary access road.
- Dedicated staff entryway and heavy equipment and vehicle access route and dedicated visitor access route.