



# Town of East Gwillimbury

## COMMUNITY PARKS RECREATION & CULTURE MEMORANDUM

To: Council

From: Aaron Karmazyn, General Manager  
Chris Catania, Manager Municipal Facilities  
Community Parks, Recreation and Culture

Date: June 15, 2021

Subject: Operations Centre Project Completion – Facilities Branch

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### Operations Centre Project Now Complete

The following memorandum provides Council with an update related to the Completion of the Operations Centre project and continuous improvements to support critical Town field operations and staff.

### Project Under the Approved Budget

- The facility construction and Woodbine Avenue road widening project has tracked under the approved budgets.
- Project budget for facility construction along with Woodbine Avenue road widening construction is provided in **Appendix A**.
- Council approved **\$18,965,724** including taxes that included the base budget construction contract, consulting and contingency. The total projected committed/spent budget including tax is **\$18,500,000**. The net amount excluding taxes projected to be allocated back to reserves is **\$465,724**.

### Project Completed within Revised COVID Schedule

The Operations Centre was completed within the revised schedule as a result of schedule adjustments due to Covid-19 that were beyond the control of Town staff. The schedule was adjusted by approximately three months. Contributing to the revised schedule was a provincial shut-down to construction and some supply chain challenges with materials and equipment required for construction.

## **A Centre Built to Support Critical Town Services and Future Growth**

The new Operations Centre at 19850 Woodbine Avenue received substantial completion March 17, 2021. The facility will support critical Town infrastructure and core services including Roads, Fleet, Water and Wastewater, Parks, Facilities and Emergency Services training and emergency operations. This includes operating and maintaining:

- Roads & Fleet – Over 450 kilometers of municipal road, 100 kilometers of sidewalk and 100 vehicles and major equipment
- Water & Wastewater – Over 3500/year regulatory water samples, 162 kilometers of watermains, 89 kilometers of sewer lines
- Parks & Trails – Over 40 Parks, 280 Acres of Parkland, 30+ kilometers of trails
- Facilities – 16 large scale facilities (300,000 square feet)
- Emergency Services – Primary Emergency Operations Centre (EOC)

This facility will support over 120 full-time and seasonal staff throughout the year with some capacity for future growth.

## **Efficiency and Environmental Leadership by Design**

Moving to a 58,000 square foot facility, Town staff that support critical municipal infrastructure and core services have access to new & improved facilities designed with efficiency and environmental leadership as guiding principles. **Appendix B – Efficiency and Environmental Leadership by Design** details the many efficiency and environmental features of the new Operations Centre facility and site.

## **Collaborative Phased Approach for Occupancy & COVID-19 Considerations**

A collaborative approach between CPRC & CIES branches, Emergency Services, Corporate Services and Human Resources has prepared occupancy to be phased for the remainder of Q2 to early Q3 2021. This phased approach will ensure a seamless transition for occupancy, strategically moving CPRC and CIES branches from the Sports Complex to the new Operations Centre in an efficient manner mitigating any disruption to essential services. This will involve movement of personnel, fleet, equipment, materials and necessary IT infrastructure. Fit up of furniture for offices, workstations and staging areas are in place including appliances and equipment for lunchroom, EOC/training room, and meeting rooms. Responsible fit up will continue during phased occupancy to include automation of the EOC, facility equipment and organized storage solutions. Along with this transition, the General Contractor will be responsible to provide close out project documentation, operating/maintenance manuals, training of staff on all facility systems and correction of all documented deficiencies.

Staff occupancy will further consider COVID-19 and any restrictions. These include creating smaller work (Pods) teams, staggering of start/ending of shifts, staggering break and lunches. All occupied rooms will have limits on occupancy based on public health guidelines. COVID floor markers, circulation routes and physical plexiglass

barriers on workstations have been designed to mitigate contact concerns. These strategies along with existing health and safety measures for facility disinfection/sanitation, social/physical distancing, and wearing of proper personal protective equipment will continue to ensure the safety of essential staff.

### **Team Building and Creating a Collaborative Environment**

Prior to the phased occupancy of the new facility and site, Human Resources utilized staff predictive indexing and virtual team building exercises between the operational staff groups to facilitate an efficient transition into a shared facility. This work will continue to help foster a collaborative team environment.

### **Virtual Facility Tour and Public Communication**

A video link is provided for a virtual facility tour of the completed facility and site at [www.eastgwillimbury.ca/opscentre](http://www.eastgwillimbury.ca/opscentre). Once restrictions are eased from COVID-19 and it is safe to do so and opening event and in-person facility tours participation for residents will be organized to showcase the services and amenities of the Operations Centre.

**Appendix C** is provided with updated photos post substantial completion of the facility administration area, service bays and site elements.

### **Attachments**

1. Appendix A – Financial Implications Operations Centre Facility Construction
2. Appendix B – Efficiency and Environmental Leadership by Design
3. Appendix C – Pictures of Operations Centre Facility and Site

Video Link – Operations Centre Virtual Tour [www.eastgwillimbury.ca/opscentre](http://www.eastgwillimbury.ca/opscentre)

## Appendix A

<b>Project Funding Details</b>	
<b>Phase 2 Construction of Municipal Operations Centre</b>	<b>Amount</b>
Consulting (Contract Administration & Project Management)	\$235,800
Construction (Base Contract)	\$16,729,000
Contingency	\$1,672,900
<b>Total Approved Budget (Excluding Taxes)</b>	<b>\$18,637,700</b>
Non Recoverable HST Tax @ 1.76%	\$328,024
<b>Total Approved Budget (Including Taxes)</b>	<b>\$18,965,724</b>
<b>Total Spent/Committed (Including Taxes)</b>	<b>\$18,500,000</b>
<b>Projected Under/(Over) Budget</b>	<b>\$465,724</b>

<b>Project Funding Details</b>	
<b>Woodbine Road Widening Construction of Municipal Operations Centre</b>	<b>Amount</b>
Tendering Costs Road Widening Construction	\$618,728
Contingency (7%)	\$43,311
Region of York Contract Administration & Project Management	\$74,248
<b>Total Approved Budget (Excluding Taxes)</b>	<b>\$736,287</b>
Non Recoverable HST Tax @ 1.76%	\$12,959
<b>Total Approved Budget (Including Taxes)</b>	<b>\$749,246</b>
<b>Total Spent/Committed (Including Taxes)</b>	<b>\$738,801</b>
<b>Projected Under/(Over) Budget</b>	<b>\$10,444</b>





East Gwillimbury

# OPERATIONS CENTRE

OPENING JUNE 2021



ADMINISTRATIVE MEETING ROOM



WATER/WASTEWATER SERVICE BAY AND STORAGE



SERVICE DRIVE ENTRANCE AT WOODBINE AVE.



## EFFICIENCY BY DESIGN

- 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.
- Efficient vehicle and equipment site circulation.
- Efficient full 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.
- Backup generator system.
- Driver training area for all operational departments including Fire and Emergency Services.
- WIFI enabled facility and site.
- Modern training space with integrated technology.
- Planned and modern Emergency Operations Centre (EOC) with integrated technology. EOC is centrally located to operational services to support incidents.
- Open collaborative spaces, private break-out rooms, communications room and access to Town reference materials and files.
- Improved site access control and security.
- Dedicated staff entryway and heavy equipment and vehicle access route and dedicated visitor access route.



East Gwillimbury

# OPERATIONS CENTRE

OPENING JUNE 2021



PARKING WITH LOW IMPACT DEVELOPMENT BIOSWALE



GREENHOUSE



ENVIRONMENTAL CONTROLLED GREENHOUSE WITH PLANTER TABLES



## ENVIRONMENTAL LEADERSHIP BY DESIGN

- Environmentally Friendly White Roof Technology reducing the heat island effect.
- Low impact development environmentally friendly storm water management systems. Including rain-water harvesting of the entire operations centre site from the 58,000 square foot flat roof space.
- Greenhouse and tree farm for growing local species and reducing costs for parks tree and arboricultural products.
- High efficiency HVAC and building environmental systems.
- Use of High Volume Air Distribution Fans in Service Bays.
- Intelligent Building Automated Controls.
- EV Charge Stations and Bicycle Storage.
- Carpool Parking.
- Use of natural lighting.
- Use of natural and sustainable materials for exterior cladding including zinc metal siding and wood and natural stone.



EV CHARGING STATION



## Appendix C



Aerial view east elevation from Woodbine Avenue



South elevation viewing to the north

## Appendix C



Front of house east elevation view from Woodbine Avenue



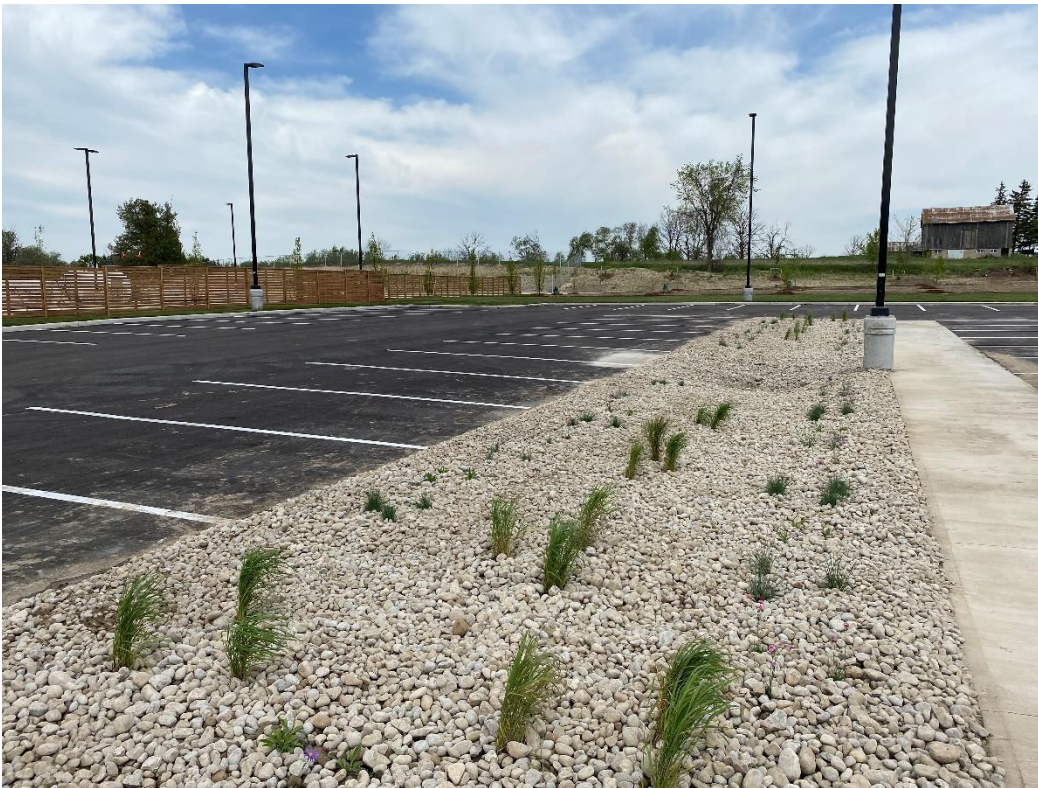
Employee entrance east elevation off Woodbine Avenue



## Appendix C



Employee/Visitor parking with accessible spaces



Employee/visitor parking with low impact development bioswale



## Appendix C



Landscaping and perennial plantings along greenhouse



Interior courtyard off kitchen viewing greenhouse

## Appendix C



Front of house east elevation night view from Woodbine Avenue



South elevation and service drive viewing to the east



## Appendix C



East elevation public entrance connected to public parking



North elevation parking and employee field operator entrance



## Appendix C



Lunchroom fit up with tables and chairs



Lunchroom fit up including appliances

## Appendix C



Field operator entrance viewing to the north employee parking



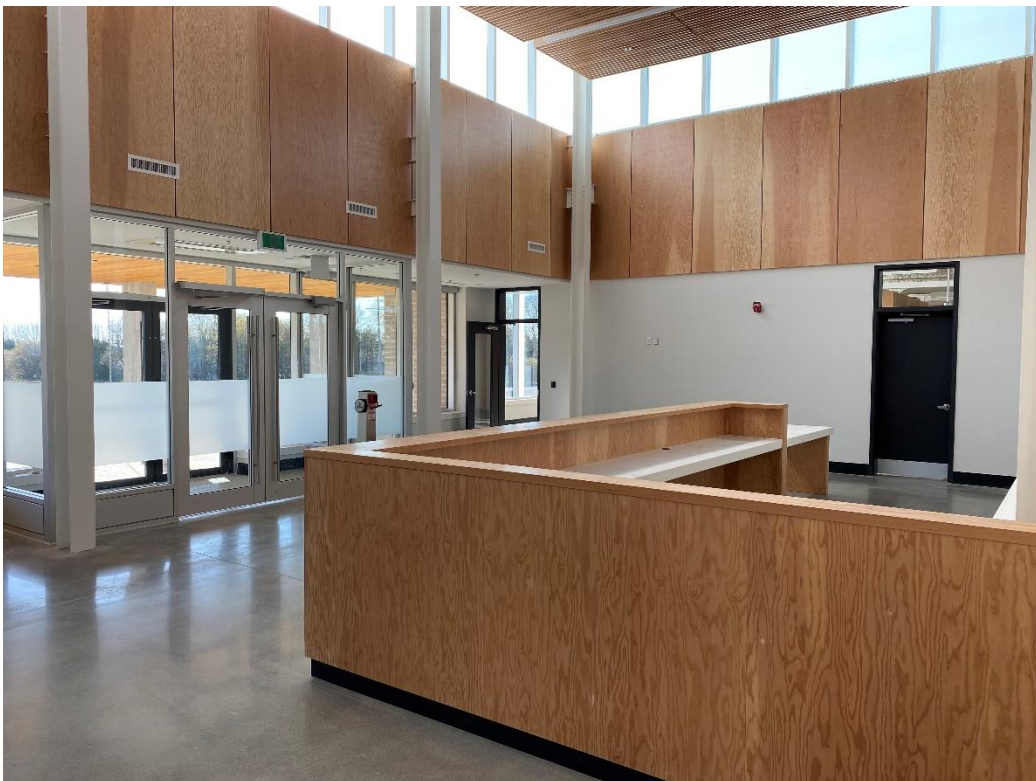
Administrative corridor washrooms and lunchroom to the right



## Appendix C



Main public lobby and customer service desk



Front public entrance, main lobby and customer service desk

## Appendix C



Main public lobby universal washroom



Administrative meeting room with views of Woodbine Avenue



## Appendix C



EOC breakout room and meeting room



EOC breakout room and meeting room

**Appendix C**



Administrative EOC/training room



Administrative EOC/training room



## Appendix C



Administrative area open office work stations



Administrative area Roads open office work stations and staging room

## Appendix C



Administrative Water/Waste Water staging room



Administrative Parks open office work stations



## Appendix C



Administrative area private office



Corridor connecting administrative area to service bays

## Appendix C



Changeroom corridor between administrative and service bays



Changeroom facilities including lockers, washroom and showers



## Appendix C

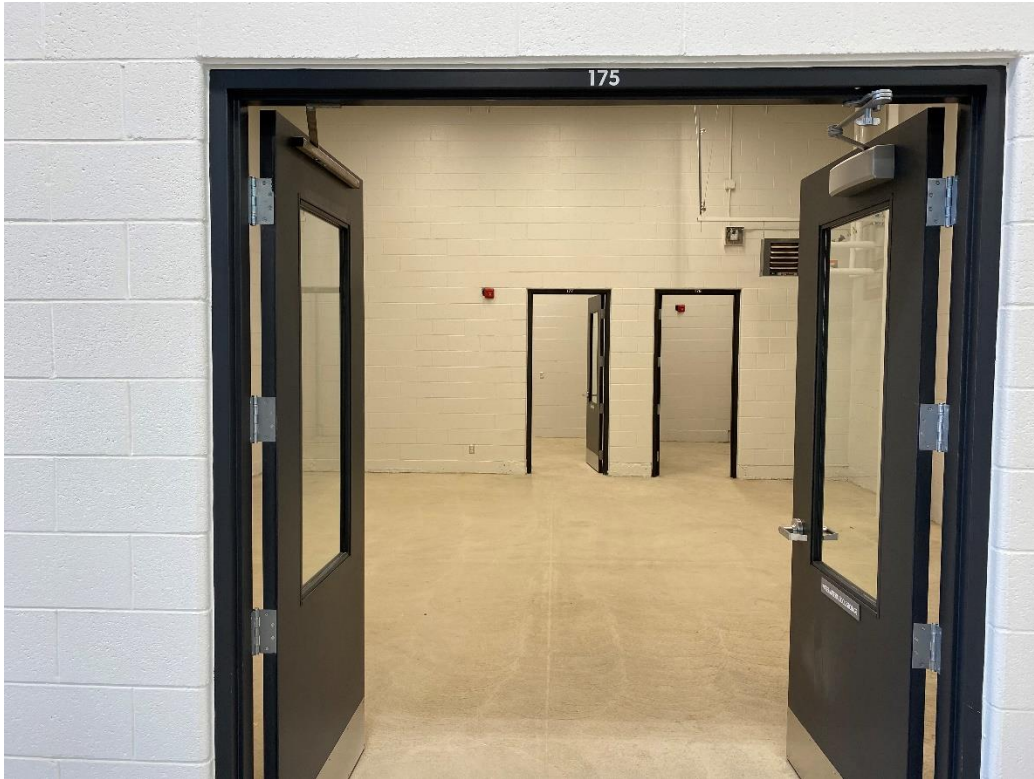


Water/Waste Water service bay and storage



CPRC service bay and storage cages

## Appendix C



Water equipment and clean rooms



Roads service bays with generous high ceilings



## Appendix C



Roads service bays with generous high ceilings and storage cage



Wash service bay



## Appendix C



Mechanical room with water treatment system



Main electrical room and switchgear



## Appendix C



Sprinkler and fire suppression room



Environmental controlled greenhouse with planter tables



## Appendix C



Operations yard viewing north toward fueling island and greenhouse



Operations yard viewing north to cover storage building and fueling island



## Appendix C



South elevation fire safety system pumphouse and material storage bays



South elevation service drive viewing toward Woodbine Avenue