

**STAFF REPORT:      Engineering & Public Works Department**

**REPORT TO:**            Engineering & Public Works Committee  
**MEETING DATE:**      June 14<sup>th</sup> 2011  
**REPORT NO.:**          EPW.11.058  
**SUBJECT:**             Relocation of EPW Office Trailer to  
Ravenna Public Works Yard and  
Preparation of Site Plan Design for  
Phase 1 Expansion  
  
**PREPARED BY:**       Jim McCannell, Manager of Roads and  
Drainage Division

**A.    Recommendations**

THAT Council receives Report EPW.11.058 entitled "Relocation of EPW Office Trailer to Ravenna Public Works Yard and Preparation of Site Plan Design for Phase 1 Expansion"; and

THAT Council direct Staff to proceed with an application for a minor variance required to allow for the re-location of the Engineering and Public Works Office Trailer to Ravenna Works Yard; and,

THAT Council direct Staff to prepare the site plan design and obtain approval necessary for Phase 1 of the Ravenna Public Works Yard Expansion Project.

**B.    Background**

R.J. Burnside & Associates Limited (Burnside) was retained in May 2009 to assist the Town with a Roads and Drainage Works Yard Needs Study. The purpose of the study was to identify current and 20 year needs, and to identify and evaluate possible alternative solutions. The key findings were that the Roads and Drainage Division has outgrown the existing Public Works Facility located on Grey County Road 2 in the Community of Ravenna but that the current site is ideally located with respect to its location within the service area and is suitable for expansion. The recommendations in the Burnside report are conceptual in nature, providing flexibility to make modifications at the detailed design stage and to phase implementation as service demands grow.

A Public Information Centre was held on April 12 2011 at the Ravenna Community Centre to introduce the findings of the report and Burnside's recommended expansion schematics. Staff also presented their recommendation on how to proceed with implementing the expansion. The local media attended the PIC along with seven (7) residents of which 2 provided comments. The items of concern raised were the re-establishment of the east fence line and the preservation of the Ravenna Community Centre open space areas. The comment sheets can be viewed at the Engineering Office at Town Hall. In addition, verbal concerns were raised regarding the need and

timing of the expansion with suggestions that the expansion be considered to be deferred for the time being.

Some of the reasons to proceed with the expansion of the Ravenna Public Works Yard Expansion within the next few years are:

1. Equipment Life Extension
  - a. Covered and heated storage extends the life of equipment.
  - b. Higher salvage /resale value – borne out in sale of single axle snowplow in 2009 (expected \$15,000 resale value yet received \$30,000)
2. Health and Safety Implications
  - a. Operators working around cold, icy and frozen equipment and materials at start of shift have increased risk of injury
  - b. Scrapping and snow clearing at height raises risk and consequences of slip and fall
3. Lost time
  - a. Time taken to prepare machine stored outside is time not available for active snow removal and/or other work
    - i. Equipment cleaning
    - ii. Hydraulic and other warming
    - iii. Increased idling required
4. Implications for other capital projects
  - a. Ravenna Community Centre
    - i. Before a parking lot can be provided, the old red barn must be removed
    - ii. Space must be available for materials and equipment stored in red barn
    - iii. Reuse of block building for cold storage requires heated space to relocate equipment
  - b. Slabtown Bridge
    - i. Project construction was deferred to 2012 to permit capital funding for Works Yard.
    - ii. Both Works Yard and Slabtown Bridge require \$100,000 annually from taxation (1 yr for Works Yard, 5 yrs for Bridge)
    - iii. Unless reallocate from other taxation funded projects, building will be deferred over 5yrs until Slabtown payment completed (option available to set \$100,000 allocated in 2011for Works Yard in reserve for use when required)
5. Reduction in available Development Charges (DC)
  - a. Every 5yrs a DC Background Study is prepared to set DC rates
  - b. DC amount is based on historical level of service
  - c. If building deferred to beyond the next DC review cycle in 2013, the historical level of service is reduced by an amount equal to \$40 per unit. Therefore the DC funding available for buildings is reduced by that amount for every unit constructed and which will amount to an estimated \$60,000 over the next ten year cycle period.

The reason to not proceed with the building include:

1. \$100,000 is available for reallocation
  - a. Use to fund road or drainage infrastructure or programs needed
  - b. Use for other taxation funded needs in the Town
2. Lower Development Charges
  - a. A reduction in service will reduce the Development Charges necessary to be collected
3. Reduce negative position of Public Works DC funds
  - a. Fund at \$192k at the end of 2010 but will dip to \$-884k in 2015 to pay for building, equipment and related
  - b. Negative DC funds is normal for roads and related because services are needed prior to and/or shortly after development takes place but yet is before collection of roads related DC funds
  - c. Overall DC funds for Town is in positive position (\$388k at end 2010 and increases to \$5,062k in 2015)

Although Staff recognises the need to continue to review the project, on balance, Staff recommend that the Town continue with the planning of an expansion of the Ravenna Works Yard with construction within the next few years before the next DC review cycle. The decision to undertake the final design and proceed to tender can be made at a later date.

In light of the availability of the redundant Engineering and Public Works (EPW) Trailer at the old Town Hall, Staff recommend that appropriate steps be taken to relocate the EPW Trailer to the Ravenna Works Yard in the near term. Regarding administrative space, the Burnside Report recommends:

*That the office and washroom areas of the existing main shop be renovated and the adjacent garage bay converted to provide additional administrative and support space;*

The Burnside recommendation to reconfigure the first storage bay into expanded offices will not be necessary at this time if the EPW Trailer is relocated. The administration expansion can be deferred for approximately 15 years given that the life span of a portable office trailer is around 20 years. The EPW Trailer is planned to be relocated next to the main building due the need for power, computer connections and washrooms. Refer to Attachment 1 for a conceptual site plan. The intended location for the trailer is on the west side of the steel building, facing Grey County Road 2. This location complies with the County set back requirements but will require a minor variance to address the side yard setback of 30 m. The current steel works building is set back 2.9 m from the adjacent residential property.

To begin the process of obtaining a site plan and building permit for the EPW Trailer, Staff will need to contact the following agencies:

- a. TBM Planning and Building Department
- b. Grey County for their comments and moving permits may be applicable;

- c. Grey Sauble Conservation Authority – the regulated area goes through the back of this property;
- d. Electrical Safety Authority for electrical permits; and
- e. TBM Fire Department

The Building Department has identified several items that need to be addressed, these include:

- a. Wind loads – need to come up with an anchorage system for the trailer.
- b. Barrier free requirements – ramp to entrance.
- c. A minimum 3m separation from existing buildings.

The EPW Trailer could be moved as early as late summer or early fall once the approvals are in place. The cost of relocation including minor variance, other approvals, moving and hook-ups is expected to be less than \$7,500.

To continue to move the project along, Staff recommend that the Town proceed with the preparation of a site plan to determine the concepts and get the various approvals in place for Phase 1 works which include: i) addition east of steel building, ii) repurpose block building, iii) demolish red barn, iv) site grading and v) covered outside storage (option). Staff anticipate that the site plan can be completed over winter 2012 / 2013. Some external consulting costs will be incurred for specialised advice and design capabilities. Construction could occur as early as late summer / fall 2012 if Council wishes. It is anticipated that the site plan can be obtained for less than \$20,000.

### **C. The Blue Mountains' Strategic Plan**

The expansion of the Ravenna Works Yard furthers the Town's Strategic Goal #2, "Addressing the Town's municipal infrastructure needs".

### **D. Environmental Impacts**

None

### **E. Budget Impact**

The proposed budget sheet for this project has allocated \$100,000 from taxation and \$903,750 from Development Charges Roads Reserves. Staff consider that \$7,500 be assigned to the EPW Trailer relocation and \$20,000 for the site plan preparation.

**F. Attached**

1. Ravenna Public Works Yard – Conceptual Plan

Respectfully submitted,

***Jim McCannell***

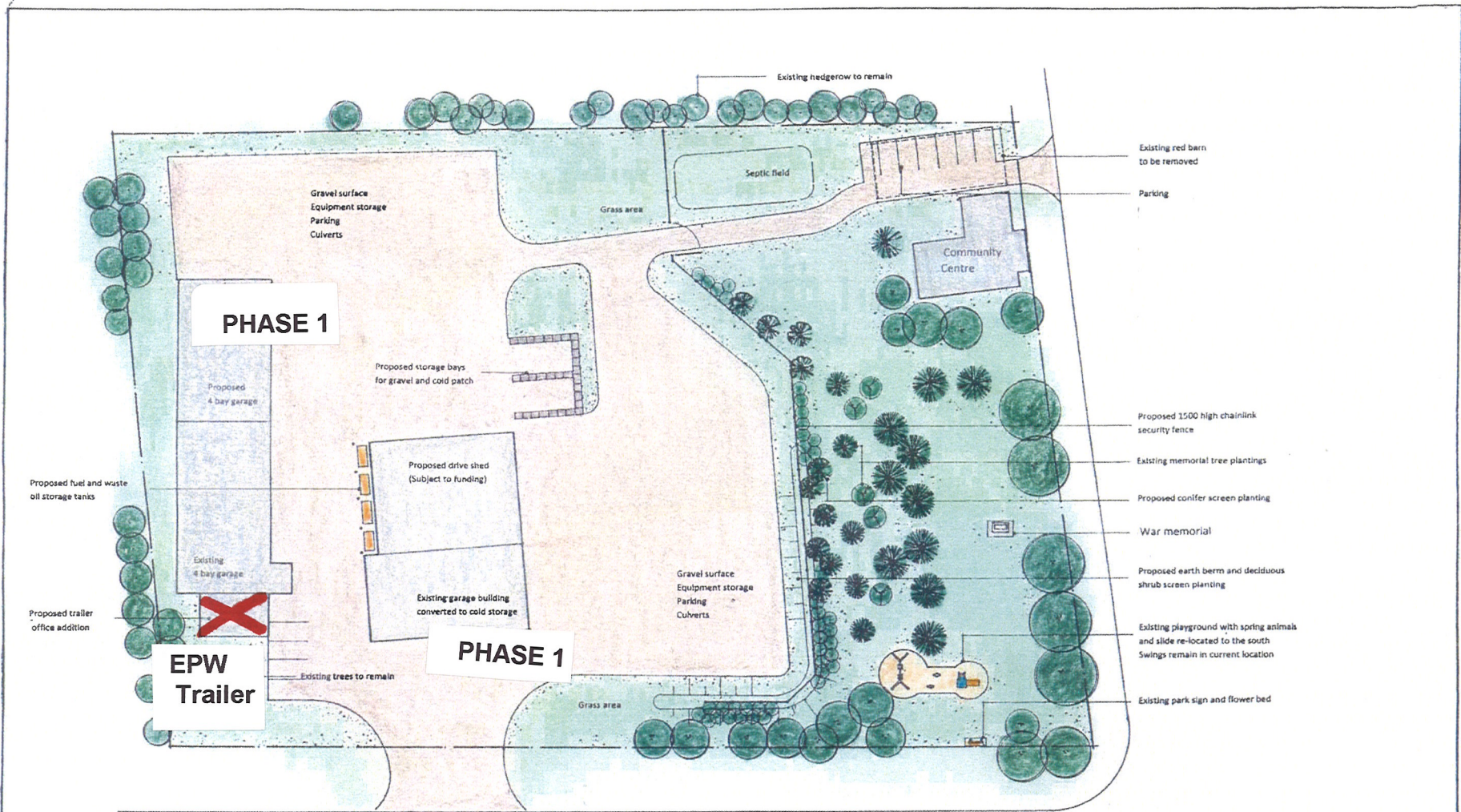
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***Reg Russwurm***

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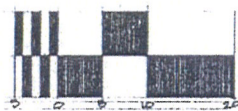
Reg Russwurm  
Director of Engineering and Public Works



Town of The Blue Mountains

Engineering and Public Works Department

Ravenna Works Yard



# Conceptual Site Plan

Scale 1:250

April 2011