



Regular Council Meeting

To:	Mayor and Council
Date:	February 22, 2022
From:	Yvette Hurley, C.A.O.
Report Number:	C.A.O. 2022-02
Subject:	Parks and Recreation Plan/Short Term/Temporary Use of the CMCC Lands

Recommendation:

That Council receive Report C.A.O. 2022-02 for consideration and direction be provided for the 2022 budget process.

Overview:

During the budget meeting of January 20, 2022 Council directed Staff to work with Robert Lockhart of the Rethink Group to consider the options if the Township was to identify short-term recreational uses for the remaining Cavan Monaghan Community Centre lands and the long term Parks and Recreational Plan for the future given that the current plan is dated May 2011.

Long Term Parks and Recreation Plan

A Parks and Recreation Plan is a strategic policy document for the future planning and development of both parks and recreation facilities and services within the Township. The intent of the plan is to examine existing parks and recreational opportunities (indoor/outdoor), gather stakeholder and public feedback to identify future uses, gaps and formulate recommendations and estimate costs. Given the projected growth and possible partnership opportunities, it is important to update this plan so that we may plan for the future needs of Cavan Monaghan. The plan will account for a growing and changing community profile and settlement pattern, and specific development plans. It will also account for any other planning initiatives relevant to this planning exercise.

In 2019, Council stated that there would be public engagement on the Millbrook Arena and the remaining lands of the CMCC. In 2021, we were advised that an ICIP grant be received for renovating the Millbrook Arena should Council wish to carry out a

renovation of the old facility only after public engagement was received on the future use. The intent is to draft the Term and Reference for the plan outlining the tasks over the next year. For Council's consideration, we have separated the tasks into the following three phases and provided a tentative schedule for Council's consideration (Figure 1).

Figure 1: Proposed Approach to Complete an Update of the Parks and Recreation Plan, Twp. of Cavan Monaghan, 2022/23

Tasks	Schedule
Phase One: Research, Analysis and Conclusions	
Task 1: Getting Started (meet with the municipal staff team and the Parks and Facilities Committee)	Mar. 2022
Task 2: Complete a Community Profile (current and projected future population) – in cooperation with municipal staff	Mar. - Apr. 2022
Task 3: Inventory, Map and Conduct a High-Level/Strategic Assessment of Leisure Services Delivery, Culture and Recreation Facilities, and Parks and Open Space (an initial look to inform the community engagement program and the conclusions presented in Task 9).	Apr. - July 2022
Task 4: Update the 2019 Structural Investigation Report of the Former Millbrook Arena (including renovations required to meet accessibility standards, document changes in the condition of the facility, and identify and cost alterations and improvements required to maintain it as highly functional, safe, accessible and appealing facility for at least 20 years).	Apr. - July 2022
Task 5: Assess the Opportunities and Constraints of the Site of the Former Millbrook Arena and the Site of the CMCC. Also, examine the potential for the CMCC to be expanded if proposed.	Apr. - July 2022
Task 6: Examine Utilization of the Former Millbrook Arena.	Apr. - July 2022
Task 7: Assess Leisure Demand (current and predict future) <ul style="list-style-type: none"> ▪ Leisure trends ▪ Community engagement (incl. consultation re: options for the future use of the former arena and site – and implications for the CMCC and site and any other important properties) – household survey, workshops, user group surveys, other techniques ▪ Other demand indicators 	Apr. - Dec. 2022 (July - Oct. period avoided for community engagement)
Phase Two: Development of the Parks and Recreation Plan	
Task 8: Identify Key Findings, Issues, Gaps and Opportunities	Jan. 2023
Task 9: Present Key Findings, Issues, Gaps and Opportunities (conclusions will be further informed and enhanced by the results of Tasks 11, 12 and 15) – presentation to the Parks and Facilities Committee and Township Council	Feb. 2023
Task 10: Prepare a Long-Term Vision and Goals for the Plan	Feb. 2023
Task 11: Leisure Services Delivery Assessment and Recommendations	Mar. - May 2023
Task 12: Culture and Recreation Facility Assessment and Recommendations (will inform Tasks 13 and 14.)	Mar. - May 2023
Task 13: Identify and Evaluate all Options Associated with: i) Repurposing the Former Millbrook Arena, ii) Redeveloping the Arena Site into a Community Park iii) Expanding the CMCC and Fully Developing the Remaining Lands and	Mar. - May 2023

iv) any other identified facility and site to be considered in this evaluation of options. (Will include identification of evaluation criteria, evaluation of options via criteria, community engagement and input from the Parks and Facilities Committee and Township Council to gauge support for the options.)	
Task 14: Recommend the Preferred Option. Provide high-level capital costing.	Mar. - May 2023
Task 15: Parks and Open Space Assessment and Recommendations (including Official Plan and possibly other parks and open space policies)	Mar. - May 2023
Task 16: Implementation Strategy (the need for capital costing of all recommendations TBD)	June 2023
Task 17: Prepare, Review and Present the Draft and Final Reports/Plans	June - July 2023
Phase Three: Conceptual Design and Costing Associated with the Former Millbrook Arena and Site and the Remaining Lands at the CMCC	
Detail the Preferred Option (see Task 14). For each site, prepare a conceptual design/plan (buildings and associated site development), estimate capital and operating costs, and prepare an implementation strategy.	2024

Prepared by The Rethink Group, Leisure Services Planning and Management, February 2022

Short Term/Temporary Development of the CMCC Lands

1. Conduct a high-level assessment of the current condition of the site and prepare a simple base plan - to determine what can be accommodated with minimal grading and other site preparation work. Consider drainage, access and other basic requirements such as parking. (engineering review)
2. As soon as possible, put out a call for suggestions from community groups and residents for what to consider for temporary development of the site. Provide a tight timeline to allow enough time to process the suggestions, make a decision and begin preparation of the site as soon as possible.
3. Consult municipal staff regarding their thoughts about lands needs that could be accommodated on the site including but not limited to rental bookings/maintenance. Consider leisure trends and background documents/reports in those suggestions.
4. While the above tasks are being completed, prepare criteria to evaluate the suggestions. This critical tool must be effective, credible and acceptable.
5. Evaluate all suggestions to determine what types of temporary facilities can be reasonably accommodated within the site's capability, required timeline and available resources.
6. Prepare a site plan, and estimate capital and operating costs.
7. Conduct a risk assessment regarding liability/insurance.
8. Determine if what is being proposed is feasible and of sufficiently good value to proceed.
9. Report back to Council and associated costs for development.

10. If approved, amend the User Fee By-law, establish a schedule and develop the site to accommodate the selected facilities.

Pros and Cons of This Initiative

Pros	Cons
The site will be utilized for recreation activities until a permanent, long-term plan can be researched, recommended and implemented.	The process will raise expectations from the community about what could be accommodated on the site. The temporary facilities that can reasonably be provided will likely underwhelm expectations.
The initiative will add to the Township's inventory of facilities and recreational opportunities, even if only temporarily.	The current grading of the site into three sloped sections will severely limit what the site can accommodate – without extensive and expensive grading.
Use of lands from the fall of 2022 to 2024	Development costs are unknown at this time
	Considerable cost will be incurred to assist municipal staff to evaluate the site, prepare a base plan, consult the community, establish evaluation criteria, help to evaluate the many suggestions, decide on the facilities that can be provided, prepare a site plan and estimate capital cost.
	Given that the development of this site will be temporary, and that the update of the Parks and Recreation Plan will likely recommend different facilities, most or all of what is invested in the short-term use could be wasted.

As directed, there are two options before Council for consideration. Staff is recommending that Council move forward with a Parks and Recreation Plan in 2022/2023 and that the short-term temporary plan for the CMCC land be deferred until the plan is completed in 2023. However, should council wish to move ahead on a short-term temporary plan that some type of public consultation take place, as there has been interest from many local community groups.

Financial Impact:

A). Update of the Parks and Recreation Plan - 2022-2023 Estimated Costs

Phase One (2022) \$30,000 - \$ 35,000

Phase Two (2023) \$50,000 - \$ 80,000

Total **\$80,000 - \$115,000**

Assessment of Options for the Former Millbrook Arena and Site, As Well As the Remaining Lands Associates with the CMCC, Selection of the Preferred Option, and High-Level Costing (Tasks 5, 6, 13 and 14 in Figure 1)	\$22,000-\$26,000
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Update of the Structural/Architectural Assessment of the Former Millbrook Arena (Task 4 in Figure 1)	TBD
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Conceptual Design and Costing Associated with the Former Millbrook Arena and Site, as Well as the CMCC and Associated Remaining Lands (Phase Three - 2024)	TBD
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B) Short Term/Temporary use of the CMCC lands

We have identified \$15,000* in the 2022 Capital

We have identified \$50,000 in the 2022 Capital budget, \$15,000 for a short-term use of the CMCC lands and \$35,000 for Parks and Recreation Plan. Important to note that 75% of the costs for a Parks and Recreation Plan can be covered off in Development Charges.

These costs are estimated and have been provided with the assistance of Mr. Lockhart.

Respectfully Submitted by,

Yvette Hurley
Chief Administrative Officer