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FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Ron Venter, Vice-Provost, Space and Facilities Planning
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DATE: September 5th, 2002 for September 17th, 2002

AGENDA ITEM: **ITEM 7.6**

ITEM IDENTIFICATION:

Project Committee for the re-location of University Services, reporting to the V-P Business, to the 255/257 McCaul Street [Warehouse Building on the 155 College Street Property]

JURISDICTIONAL INFORMATION:

Under the Policy on Capital Planning and Capital Projects, section 5.A, the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

BACKGROUND:

In April 2002, the University of Toronto purchased the Board of Education properties at 155 College Street. The acquisition of the properties includes three buildings:

1. The Board of Education Building [155 College Street] having direct frontage on College Street planned to become the new academic home for:
 - The Faculty of Nursing,
 - The Department of Public Health Sciences within the Community Health Sector of the Faculty of Medicine,
 - The Department of Health Policy, Management & Evaluation within the Community Health Sector of the Faculty of Medicine,
 - The Department of Family & Community Medicine within the Clinical Sector of the Faculty of Medicine, and
 - The Offices of the Associate Dean, Postgraduate Medical Education.
2. The Administrative Building [263 McCaul Street], immediately south and linked to of the Board of Education Building. The basement and first floor of this building will, by mutual agreement, continue to accommodate a reference library facility for the Toronto Board of Education. Other floors in this Administrative Building will be used to accommodate academic programs for the University of Toronto.
3. The Warehouse Building at 255/257 McCaul Street, south of the Board of Education Building. This building presents an unusual opportunity for the relocation and consolidation of the office of Business Affairs within the University of Toronto.
4. Parking Garage [240 McCaul], south of College Street extending from McCaul Street to Henry Street. This facility will continue to be operated as a parking ancillary in the near

term [post possession of the property], but offers the possibility for future development for academic or residential purposes.

Independent Project Committees will be established for the Board of Education Building at 155 College Street and the Warehouse Building at 255/257 McCaul Street.

The University will gain access to these properties in September 2003. The intent is therefore to prepare project planning reports in order that necessary renovations can commence as soon as these buildings are transferred to the University. For the Warehouse Building it may be possible to acquire the building prior to the scheduled September 2003.

University Services reporting to the Vice-President Business Affairs and Chief Financial Officer include a number of administrative and service functions on the campus that are presently located at various sites including 215 Huron Street. These major activities are identified below:

- Controller and Director of Financial Services
- Chief Capital Projects Officer [Capital Projects Department; Real Estate Division]
- AVP Operations & Services [Buildings & Grounds; Utilities & Property Management; Administration & Services (Parking, Police, Mail Services); Ancillary Services]
- Risk Management & Insurance
- Procurement Services
- Administrative Management Systems

Given the unique character and location of warehouse building at 255/257 McCaul Street and easy access for service vehicles, there is good reason to explore this site with a view to the consolidation of the activities identified within this portfolio. Furthermore, 215 Huron Street which currently accommodates a number of functions, is now also located in an increasingly important academic area of the campus because of its proximity to the Bahen Centre for Information Technology and the Fields Institute making it the ideal location to accommodate academic units such as the Departments of Mathematics and Statistics in the future.

PROJECT COMMITTEE MEMBERSHIP:

Felix Chee [Chair] V-P Business
Sheila Bown, Controller and Director of Financial Services
John Bisanti, Chief Capital Projects Officer
Catherine Riggall, Assistant V-P, Operations & Services
Julian Binks, Capital Projects
Phil Garment, Facilities & Services
Elizabeth Sisam, Campus and Facilities Planning
Ron Venter, Vice-Provost, Space & Facilities Planning, ex-officio

TERMS OF REFERENCE:

This Project Committee will be chaired by Felix Chee, V-P Business and will fully investigate the relocation of all administrative and service functions of the V-P Business Affairs to endeavour to consolidate all services at the 255/257 McCaul Street site including the Offices of the V-P Business Affairs. The terms of reference for the Project Committee are identified below.

1. Establish a reference base for all space presently used to support all activities with the portfolio of the V-P Business Affairs. This reference base should include all St. George

- campus locations (personnel count, site specific nasm and the total nasm for all activities).
2. Identify all elements of the space program that are to be accommodated at 255/257 McCaul Street.
 3. Demonstrate, as appropriate, that the proposed space programs will take into account the Council of Ontario Universities and the University's own space standards.
 4. Identify any additional space needs that might or should preferably be located at 255/ 257 McCaul Street beyond the space that presently exists [should this be necessary to consolidate all activities at this site].
 5. Identify all space on the University of Toronto campuses as well and all rental space that will become available for re-allocation centrally as a result of the relocation of these administrative activities to 255/257 McCaul St.
 6. Identify the change in space assigned to the activities of the V-P Business and the potential advantages of the consolidation of these activities.
 7. Consult with the Food Services Ancillary should any food services be anticipated or recommended within the building.
 8. Identify new equipment and moveable furnishings, which will be necessary to be included the project.
 9. Identify all standards pertaining to types of fixtures, paint and carpet colours etc. to be adhered to throughout the project.
 10. Identify requirements for networking and other electronic and data communication in the facility.
 11. Provide a Total Project Cost [TPC] estimate that identifies all resource implications, secondary effects and change in the annual operating costs for the space allocated.
 12. Identify all sources of proposed funding for this project.
 13. The final Project Planning Report to be filed by December, 2002.