



University of Toronto

OFFICE OF THE VICE- PROVOST, SPACE AND FACILITIES PLANNING

TO: Planning and Budget Committee

SPONSOR: Ron Venter, Vice-Provost, Space and Facilities Planning

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DATE: May 6th, 2004 for May 18th, 2004.

AGENDA ITEM: 10

ITEM IDENTIFICATION:

Project Planning Committee for Replacement of Windows and Balcony Doors at 30 and 35 Charles Street West (Student Family Housing Ancillary).

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:

The buildings at 30 and 35 Charles Street West contain a total of 713 apartments which serve as residences for University of Toronto student families. These buildings were acquired by the University in 2001. The previous owner, Ontario Housing Corporation, had a trust fund established which was used to fund major maintenance projects in the buildings. This fund was transferred to the University along with the buildings, under the condition that it only be used for major maintenance projects at 30 and 35 Charles Street West. An engineering study was undertaken in the buildings shortly after acquisition and a significant deferred maintenance bill was identified. The largest item identified (in terms of scope and of cost) was replacement of windows and balcony doors. The windows and balcony doors currently in place in the buildings are made of single-paned glass and have long passed the end of their useful life. Replacement will have a significant impact on the quality of life of residents, and is also expected to result in a measurable reduction in heating costs.

It is proposed that the complete Project Planning Report comprising two phases with separate Total Project Costs [TPC] produced for each phase will be tabled for approval by the Planning & Budget Committee. If either or both of the phases are under \$2 million dollars these will be approved by the Accommodations and Facilities Directorate [AFD] and reported to the Planning & Budget Committee annually as is the current practice. Each phase, once approved, will follow standard university procedures. However as a result of the multi-phase approach it is most likely that the same consultants

will be used throughout both phases of the project, subject of course to demonstrated performance and fair costing. The consultant selection process for this project, as required, will adhere to established guidelines and procedures in place at the University of Toronto.

The project is presently proposed to proceed as a two-phase project, with the north face of each building addressed as the first phase, followed by south faces in the second phase. There are no apartments with either an eastern or western exposure.

PROPOSED COMMITTEE MEMBERSHIP:

Anne Macdonald [Chair], Director, Ancillary Services
Fraser Anderson, Property Manager, Charles Street Family Housing
Ron Swail, Interim Assistant Vice-President, Facilities & Services
Ray Cheung, Manager, Facilities and Services Property Management Group
Stepanka Elias, Campus & Facilities Planning
Julian Binks, Capital Projects representative.
Resident of 30/35 Charles Street West, TBD

TERMS OF REFERENCE:

The Project Committee will be chaired by Anne Macdonald, Director of Ancillary Services. The terms of reference for the Project Committee are as follows:

1. Develop the overall project planning proposal which identifies the staging of the two phases of the project and well as the detailed elements to be completed within each of the phases.
2. Identify the precise space program and schedule for each phase.
3. Identify any secondary effects, including impact on residents.
4. Identify all resource implications and the proposed staging of the phases of the project. Include a preliminary estimate of capital costs, financing and cash flow costs for each of the phases.
5. Report as appropriate, consistent with the resources available for each subsequent phase.

FINANCIAL IMPLICATIONS:

None. The funds required to undertake this project are available and will be provided by the Charles Street Ancillary. No funds will be required to be borrowed.

RECOMMENDATION:

For information only.