



University of Toronto

OFFICE OF THE VICE- PROVOST, SPACE AND FACILITIES PLANNING

FOR INFORMATION:

TO: Planning and Budget Committee

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DATE: January 11th, 2005 for January 25th, 2005.

AGENDA ITEM: 8

ITEM IDENTIFICATION:

Project Planning Committee for the Department of Anthropology.

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 new Leslie L. Dan Pharmacy Building on College Street will be completed in the fall of 2005. This, together with the completion of the Terrence Donnelly Centre for Cellular and Bio-Molecular Research, will permit the entire Faculty of Pharmacy to be relocated to their new home. Some activities of the Faculty of Pharmacy are also required to be accommodated within the Terrence Donnelly Centre for Cellular and Bio-Molecular Research.

The relocation by the Faculty of Pharmacy creates an opportunity to modify and update the Norman Hughes Building to accommodate the Department of Anthropology. Locating the Department of Anthropology at this site is consistent with the continuing intent and planning to reduce the occupancy load within Sidney Smith Hall. Furthermore, the existing laboratory and office composition within the Hughes Building better matches the needs and size of the Department of Anthropology and, as a result, makes the Department the preferred candidate for this space.

It would be advantageous to initiate this project, once all funding has been identified so that the renovation could commence in January, 2006 with the possibility for completion in September of 2006.

PROPOSED COMMITTEE MEMBERSHIP:

Hy van Luong	Chair, Dept of Anthropology [Co-Chair]
Elizabeth Sisam	Director, Campus and Facilities Planning [Co-Chair]
Max Friesen	Associate Chair, Department of Anthropology
TBA	Professor, Department of Anthropology
Annette Chan	Administrative Officer, Department of Anthropology
Heather Taylor	Office of Campus and Facilities Planning
Monica Contreras	Assistant Dean, Director of Planning and Information Technology, Faculty of Arts and Science
Ron Swail	Acting Assistant V-P, Facilities and Services
Julian Binks	Manager, Project Planning, Capital Projects
TBA	Graduate Student
Becky George	Undergraduate Student

TERMS OF REFERENCE:

1. Make recommendations and provide a detailed space program indicating how space and facilities for the Department of Anthropology can be consolidated and relocated to the Norman Hughes Pharmacy Building, 19 Russell Street.
2. Demonstrate that the proposed space program will take into account the Council of Ontario Universities and the University's own space standards.
3. Provide a functional plan/layout of space to be used by the Department of Anthropology in the Hughes Building.
4. Identify all space surplus to the requirements of the Department which can be made available to other units.
5. Identify all deferred maintenance issues as well as regular maintenance that should be addressed concurrently with this renovation.
6. Identify all communications requirements, equipment and furnishings.
7. Identify all security and personal safety requirements and their related costs.
8. Identify all space vacated by the Department of Anthropology on campus and include recommendations for the renewed use of this space by the Faculty of Arts and Science.
9. Provide an estimate of total project cost, including construction, data and communications.
10. Include an estimate of the projected increase to the annual operating cost for the University.
11. Identify all sources of funding for the project.
12. Report by June, 2005.