



FOR INFORMATION:

TO: Planning and Budget Committee

SPONSOR: Elizabeth Sisam, Assistant Vice-President Campus and Facilities Planning

CONTACT INFORMATION: 416-978-5515; avp.space@utoronto.ca

DATE: March 24th for April 1st, 2009

AGENDA ITEM: 7(d)

Project Planning Committee Terms of Reference for Faculty Offices in the Science Wing at the University of Toronto Mississauga.

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 the recent years, UTM has experienced significant enrolment growth along with increased number of faculty and staff. During the same time no new office space has been added.

In July 2009, UTM expects to welcome nearly twenty new faculty hires requiring offices and laboratories. The proposed addition to the Science Wing will create faculty offices and graduate student space. Some office functions currently in laboratories will be relocated to the new space thus effectively increasing available laboratory facilities.

COMMITTEE MEMBERSHIP

Paul Donoghue, Chief Administrative Officer UTM (Chair)
Judith Poe, Chair of Chemical & Physical Sciences UTM
Robert Reisz, Chair of Biology UTM
Jessica Hawthorn, Graduate student
Sang Yang Jia, Undergraduate student
Stepanka Elias, Facilities Planner, Facilities Management and Planning UTM
Paull Goldsmith, Director, Facilities Management & Planning UTM
Sarah Birtles, Planner, Office of the Assistant Vice-President Campus & Facilities Planning
Julian Binks, Manager, Capital Projects Planning, Real Estate Operation

TERMS OF REFERENCE:

1. Review faculty office space utilization across campus to determine office space requirements.
2. Review space usage in existing research laboratories to identify activities that should be relocated to office space.
3. Make recommendations and demonstrate that the proposed space program will be consistent with the council of Ontario Universities' and the University's own space standards.
4. Identify equipment and moveable furnishings necessary to the project and their estimated costs.
5. Identify all data, networking, safety, security and accessibility requirements and their related costs.
6. Determine a total project cost estimate (TPC) for the capital project, increased operating costs and identify all other resource costs to the University.
7. Identify all sources of funding for capital and operating costs.
8. Report by September 2009.