



University of Toronto

Office of the Assistant Vice-President, Campus and Facilities Planning

FOR INFORMATION:

TO: Planning and Budget Committee

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

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DATE: October 9 for October 28, 2009

AGENDA ITEM: 11

Project Planning Committee for the Relocation of the Department of Family and Community Medicine (DFCM) to 500 University Avenue

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 2009, Facilities Management and Space Planning at the Faculty of Medicine reviewed the space allocation to the Department of Family and Community Medicine (DFCM) and determined that the department's current premises at 263 McCaul Street were inadequate to meet their needs. The critical space shortage is temporarily being alleviated by the assignment of space for DFCM's International Unit in the Banting Institute at 100 College Street.

A review of existing available space has identified an area in Rehabilitation Sciences at 500 University Avenue which, after renovation, that could accommodate DFCM. In addition, this relocation will maximize the utilization of Faculty of Medicine resources existing at 500 University Avenue.

Membership

Lynn Wilson (committee chair), Chair, DFCM, Faculty of Medicine
Jennifer McCabe, Undergraduate Program Director, DFCM, Faculty of Medicine
Marcus Law, Recruitment Coordinator and Strategic Plan, Implementation Lead, Educational Technology and Innovation, DFCM, Faculty of Medicine
Paul Krueger, Associate Research Program Director, DFCM, Faculty of Medicine
Caroline Turenko, Senior Administrative Officer, DFCM, Faculty of Medicine
Lindsey Fechtig, Undergraduate Research and Data Management Assistant, Undergraduate Program, DFCM, Faculty of Medicine

Lela Sarjoo, Admissions and Awards Officer, Postgraduate Program, DFCM, Faculty of Medicine
Sole Fernandez, Professional Development/Graduate Studies Coordinator, DFCM, Faculty of Medicine
Lindy Chan, Research Program Coordinator, Research Program, DFCM, Faculty of Medicine
Carmen Victor, International Program and CIDA Brazil Administrator, International Program, DFCM, Faculty of Medicine
Luc de Nil, Chair, Speech-Language Pathology for Rehabilitation Sciences, Faculty of Medicine
Yee Ling-Chang, graduate student, DFCM, Faculty of Medicine
Loreta Muharuma, Director, Post-Graduate Medical Education, Faculty of Medicine
Anna Naccarato, Manager, Event Administrator, Continuing Education, Faculty of Medicine
Julian Binks, Manager, Capital Project Planning, Real Estate Office
Mark Simpson, Director, Building Services and Grounds, Facilities and Services
Graduate Student, Faculty of Medicine TBA
Graduate Student, Faculty of Medicine TBA
Aris Manousos, Property Manager for 500 University, Facilities and Services
Gail Milgrom, Managing Director, Campus and Facilities Planning
Heather Taylor (secretary), Senior Facilities Planner, Faculty of Medicine

Terms of Reference

1. Make recommendations for a detailed space program to accommodate the Department of Family and Community Medicine at 500 University.
2. Demonstrate that the proposed space program will take into account the Council of Ontario Universities' and the University's own Space Standards.
3. Plan to realize maximum flexibility of space to permit future reallocation as programmatic needs change.
4. Determine the secondary effects of the project and the resource implications of relocating activities as required.
5. Determine a total project cost (TPC) estimate for the project, including costs of implementation in phases if required, and costs associated with secondary effects.
6. Identify all sources of funding for the capital project and anticipated increased operating costs once the project is complete.
7. Report by December 11, 2009.