UNIVERSITY OF TORONTO

OFFICE OF THE GOVERNING COUNCIL

FOR CONFIRMATION **PUBLIC** **CLOSED SESSION**

TO: Executive Committee

SPONSOR: Professor Scott Mabury, Vice-President, Operations and Real Estate Partnerships

CONTACT INFO: 416-978-2031, scott.mabury@utoronto.ca

PRESENTER: See above.

CONTACT INFO: See above.

DATE: April 27, 2021 for May 4, 2021

AGENDA ITEM: 4 (a)

ITEM IDENTIFICATION:

Capital Project: *Report of the Project Planning Committee for the University of Toronto Experiential Learning Hub at 203 College Street*

JURISDICTIONAL INFORMATION:

Pursuant to section 4.2.3. of the Planning & Budget Committee's terms of Reference, "…the Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. space plan, site, overall cost and sources of funds)."

Under the Policy on Capital Planning and Capital Projects, "…Capital projects over $5 million and up to $20 million will be considered by the Planning and Budget Committee for projects at the St. George campus and by the respective Campus Affairs Committees and Campus Councils for projects at University of Toronto Mississauga and University of Toronto Scarborough and recommended to the Academic Board for consideration. It is expected that such projects will be placed on the Board's consent agenda and be confirmed by the Executive Committee of the Governing Council. Execution of such projects is approved by the Business Board."

GOVERNANCE PATH:

A. Project Planning Report

1. Planning and Budget [for recommendation] (April 13, 2021)
2. Academic Board [for approval] (April 28, 2021)
3. **Executive Committee [for confirmation] (May 4, 2021)**

B. Execution of the Project:

1. Business Board [for approval] (April 27, 2021)

PREVIOUS ACTION TAKEN:

On March 6, 2020, the Capital Project and Space Allocation Executive Committee (CaPS Executive) approved the Terms of Reference proposing a Project Planning Committee to proceed with the planning for the University of Toronto Experiential Learning Hub (ELH) at 203 College Street.

At its meeting of April 8, 2020, the Capital Project and Space Allocation Executive Committee (CaPS Executive) approved up $812,594 to be made available to engage consultants to the end of Construction Drawings for the University of Toronto Experiential Learning Hub at 203 College Street. Lebel & Bouliane Architects Inc. were selected through a competitive procurement process in August 2020.

HIGHLIGHTS:

The Experiential Learning Hub, a partnership between FASE, A&S and Student Life, is a first step to creating a seamless on campus experience for our employer community. It will provide much-needed space to meet the increasing student demands for work-integrated learning within the departments and build on the already strong reputation of the University both internally and externally. We envision the space as a true hub at the gateway to campus, an easy access point for our employer partners and students, and a flagship space where we are proud to welcome our corporate, public sector, and not-for-profit partners. Through this partnership we will be able to harmonize outreach to industry and community partners, centralize systems of tracking and customer relations management, and create cross-disciplinary opportunities for students and employers.

A resource for Experiential Learning, the ELH will serve as a portal for industry and community engagement. The HUB will be home to Toronto's largest co-op program currently attracting hundreds of employers eager to hire exceptional talent. The new location, expanded stakeholder service offerings and novel program development will leverage the current industry activity and greatly increase the industrial footprint and market relationships for the University at large.

In November 2019, the two Faculties along with support from the Provost, executed a purchase of sale agreement with the developer for the office space in the condo/ retail / mixed use development tower located at 203 College street at the South East Corner of Beverley and College streets, and kitty-corner to the Koffler Student Centre. The newly acquired space is comprised of 9 commercial units on the 3rd floor comprising the entire floor and 5 commercial units on the 4th floor of the 29-storey building and is contained within the podium space. The third-floor space overlooks the corner of Beverley and College, offering a view of a key gateway to the campus. This is considered an optimal location for the new ELH facility due to its proximity to student service programming, in particular both Engineering and Arts & Science student communities, and its prominent public location for prospective employers.

To support academic units and experiential learning programs the ELH will provide the following facilities:

- Work Room:
  Divisions outside of FASE and A&S, and Student Life, will be able to book the 50-person Work Room for hosting employer events, info sessions, and visiting speakers.

- Meeting Space:
  The ELH will provide central meeting space for networks of career and experiential learning professionals on the St. George Campus. In addition to supporting administrative functions, all meeting rooms will be bookable for use by all three partnership departments as well as by Students and other departments on Campus.

- Hot-desking / Hoteling Space:
  Flexible desk space will be available for experiential learning staff from other divisions who may be temporarily embedded in the ELH or those visiting the St. George campus from UTM or UTSC for experiential learning-related activities.

- Flexible Space:
  A priority of the space plan is incorporating maximum flexibility. Offices can double as interview rooms, meeting rooms, videoconferencing-capable interview spaces; the workshop area can double as meeting space and open to the waiting are for larger industry events; interview rooms can double as student / co-op coordinator one-on-one consultation rooms.

- New Programming:
  Other academic units interested to build co-op and EL programming will be invited to tap into the resources and consult with FASE, A&S and ERE (CxED) staff and leadership for guidance, templates, policy documents, contracts etc. Assessment, oversight and accountability are yet to be determined.

The Facility is to be a space for student and employer interaction while providing the administrative facilities needed to support the program. It is anticipated the space at 203 College St. will be arranged to provide a 'front of house' public space and a 'back of house' administrative office space. It is envisioned that the 3rd floor would be the main external facing floor, while the 4th floor would be more for staff services.

The ELH will also be a place of collaborative training and learning in support of student employment. A large flexible work room and several small meeting rooms will provide students and employers facilities for networking sessions. As the main communal event and learning space in the ELH it is envisioned that the work room will command the floor-to-ceiling glazed North-West corner of the third floor with expansive views over the St. George gateway to the campus.

The ELH furthers the commitment by Student Life to helping students flourish academically and in experiences beyond the classroom. The new facility will aim to make all programs and services engaging, accessible and inclusive, respecting and reflecting the diverse needs of the students.

The Primary occupants of the Experiential Learning Hub consists of:

- The Engineering Career Centre (ECC), part of FASE, provides co-operative education and experiential learning services allowing students to enhance their technical competencies, strengthen their networks and build their professional experience before graduation. In addition to hosting a wide range of workshops, events and services throughout the year, the ECC team runs two work integrated learning programs to connect engineering students with a wide range of paid industry opportunities: The Professional Experience Year Co-op Program (PEY Co-op) and the Engineering Summer Internship Program (ESIP).

- The Experiential Learning & Outreach Support (ELOS) office was launched in April 2019 with a mandate to grow experiential learning opportunities for A&S students. The office supports the expansion of multiple types of experiential learning, including work-integrated learning programming such as co-op, internships, research and international opportunities, as well as other curricular programming. The Faculty of Arts and Science proposes to introduce a new Professional Arts & Science Internship Program (ASIP) for students across a wide range of Arts & Science disciplines, beginning with a pilot launch in Fall 2021, and full launch in Fall 2022.

- The Career Exploration and Education (CxED) within the Department of Student Life offers programs and services which support U of T student and recent graduate as they build their future in our changing world. The Employer Recruitment & Engagement Team (ERE) is a fundamental component of the CxED, coordinating and promoting student work experience opportunities with employers.

The Experiential Learning Hub space program will provide an additional 1,113 net assignable square metres (nasm), 1,337 gsm, and provide the following spaces:

- 12 In-board Offices and 56 Open Work Stations for Program Administrative Staff;
- 13 Interview Rooms, 3 Skype Rooms, an Employer Lounge and a Student Locker Room to support Student/Employer Meetings
- A generous reception and waiting area overlooking College Street
- 1 Work Room for seminars, training and events
- 7 Bookable Meeting Rooms accommodating 76 seats
- Administrative Staff Lounge and Support Facilities

The Experiential Learning Hub is targeting LEED V4.1 ID+C certification of Gold.

Schedule

Proposed Project Milestones:

100% Construction Documents	May 2021
Building Permit Application	April-June 2021
Executive Committee (Cycle 5 Full approval)	May 2021
Tender and Award	May-June 2021
Mobilization Start	July 2021
Substantial Performance	January 2022
Occupancy	February 2022

FINANCIAL IMPLICATIONS

Discussion of overall costs and sources of funds can be found in the *in camera* document for this project.

RECOMMENDATIONS:

Be It Confirmed by the Executive Committee

THAT the *Report of the Project Planning Committee for the University of Toronto Experiential Learning Hub at 203 College,* dated February 19, 2021, be approved in principle; and,

THAT the project totaling 1,113 net assignable square metres (nasm) (1,337 gross square metres (gsm)), be approved in principle, to be funded equally by Faculty of Applied Science and Engineering APSC Faculty Reserves; Faculty of Arts & Science Major Future Capital Project Account; and the Provost's Institutional Funds.

DOCUMENTATION PROVIDED:

- SEE Item 4(a)(i) re *Report of the Project Planning Committee for the University of Toronto Experiential Learning Hub at 203 College,* dated February 19, 2021

Report of the Project Planning Committee for

University of Toronto
Experiential Learning Hub at 203 College Street

February 19, 2021

Office of University Planning, University Planning, Design and Construction

I. Executive Summary

Since 2017, the Faculty of Applied Science and Engineering (FASE) and the Faculty of Arts & Science (A&S) and Student Life have taken active steps to collaborate on work integrated learning programming that provides positive experiential learning for students in both Faculties and throughout the UofT Tri-campuses. These departments are committed to continue this working relationship and intend to expand the ability to offer services to a growing demand by students through the creation of a new student service facility – the Experiential Learning Hub (ELH).

The Engineering Career Centre (ECC), part of FASE, provides co-operative education and experiential learning services allowing students to enhance their technical competencies, strengthen their networks and build their professional experience before graduation. In addition to hosting a wide range of workshops, events and services throughout the year, the ECC team runs two work integrated learning programs to connect engineering students with a wide range of paid industry opportunities: The Professional Experience Year Co-op Program (PEY Co-op) and the Engineering Summer Internship Program (ESIP).

The Experiential Learning & Outreach Support (ELOS) office was launched in April 2019 with a mandate to grow experiential learning opportunities for A&S students. The office supports the expansion of multiple types of experiential learning, including work-integrated learning programming such as co-op, internships, research and international opportunities, as well as other curricular programming. In the fall of 2021 A&S will launch the new Arts & Science Internship Program (ASIP) which combines 12-20 months of paid work experience with specialized professionalism training. Students enrolled in eligible programs will be able to apply to ASIP starting in July 2021. This new program closely aligns with the PEY Co-op sequencing and structure. The program will provide opportunities to a broad array of A&S students across the sciences, social sciences and humanities.

The Career Exploration and Education (CxED) within the Department of Student Life offers programs and services which support U of T students and recent graduates as they build their future in our changing world. The Employer Recruitment & Engagement Team (ERE) is a fundamental component of the CxED, coordinating and promoting student work experience opportunities with employers.

In November 2019, the two Faculties along with support from the Provost, executed a purchase of sale agreement with the developer for the office space of 1,297.11 sm (13,962 sf) in the condo/ retail / mixed use development tower located at 203 College street at the South East Corner of Beverley and College streets, and kitty-corner to the Koffler Student Centre. The newly acquired space is comprised of 9 commercial units on the 3rd floor comprising the entire floor and 5 commercial units on the 4th floor of the 29-storey building and is contained within the podium space. The third-floor space overlooks the corner of Beverley and College, offering a view of a key gateway to the campus. This is considered an optimal location for the new ELH facility due to its proximity to student service programming, in particular both Engineering and Arts & Science student communities, and its prominent public location for prospective employers. The building is currently under construction by the developer and expected to be finished Q1 of 2021.

The Experiential Learning Hub space program will provide an additional 1,113 net assignable square metres (nasm), 1,337 gsm, and provide the following spaces:

- 12 In-board Offices and 56 Open Work Stations for Program Administrative Staff;
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- A generous reception and waiting area overlooking College Street
- 1 Work Room for seminars, training and events
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- Administrative Staff Lounge and Support Facilities

In August of 2020 an RFP process concluded in the awarding of the project to consultants. The project is currently at the 100% Design Development Stage. The Project is anticipating a tender date of May 13th, 2021 with substantial completion targeted for the end of January 2022 with occupancy by the end of February 2022.

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II. Project Background

a) Membership

(as per documentation submitted to the CaPS Executive Committee with updates)

Vince Tropepe, (Committee Co-Chair) Professor, Vice-Dean Research, Faculty of Arts & Science (A&S)

Tom Coyle, (Committee Co-Chair) Vice Dean Undergrad, Faculty of Applied Science and Engineering (FASE)

Susan McCahan, Vice Provost, Vice-President and Provost

Roger Francis, Executive Director, Engineering Career Centre (ECC), Faculty of Applied Science and Engineering (FASE)

Vicki Lowes, Director, Experiential Learning and Outreach Support (ELOS), Faculty of Arts & Science (A&S)

Heather Kelly, Executive Director, Student life Programs and Services

Lily Abediny, Assistant Director, Career Exploration & Education, Student life Programs and Services

Thomas Saint-Ivany, Director, Facilities & Infrastructure Planning, FASE

Alex Tichine, Director, Information Technology, FASE

Clara Birch, undergraduate student, FASE

Kevin Faust, undergraduate student, A&S

Kim McLean, Chief Administrative Officer, A&S

Lucy Chung, Director of Infrastructure Planning, A&S

My Linh Ellitott, Facilities Designer, Infrastructure Planning, A&S

Sotira Chrisanthidis, Director, Information and Instructional Technology (IIT), A&S

Costas Catsaros, Director, Project Development, University Planning, Design and Construction (UPDC)

Ron Saporta, Chief Operations Officer, Property Services and Sustainability

Vlad Kouptchinski, Manager, Network Design & Implementation, ITS

Josh Mitchell, Director, Real Estate

Adam Trotter, Senior Planner, University Planning, UPDC

Previous Members

Julie Finkle, Manager, Capital Projects, Infrastructure Planning, A&S

Josh Glass, Manager of Commercial Properties, Property Management, Facilities and Services

b) Terms of Reference

1. Make recommendations for a detailed space program and functional plan that will accommodate new facilities for a jointly managed Experiential Learning Centre, for ECC/ PEY, ELOS and fit out of newly purchased space in 203 College Street.
2. Identify the space program as it is related to the University's academic plans; taking into account the impact of approved and proposed program enhancements that are reflected in increasing faculty, student and staff complement.
3. Demonstrate that the proposed space program is consistent with the Council of Ontario Universities (COU) space standards and University of Toronto space standards.
4. Determine a functional layout of the space required.
5. Determine the secondary effects of the project and the impact on the delivery of academic programs and activities in the sector during construction.
6. Identify all equipment and moveable furnishings necessary to the project and their related costs.
7. Identify all data and communications requirements and their related costs.
8. Identify all security, occupational health and safety and accessibility requirements and their related costs.
9. Articulate the role of the project in this location as a key institutional strategic initiative.
10. Define the operating plan for the facility between Faculty of Applied Science and Engineering (FASE) and Faculty of Arts & Science (A&S) including a schedule of responsibilities for operating costs, condominium board involvement and other operational requirements.
11. Make recommendations to the University regarding University representation on the condominium corporation's Board of Directors.
12. Determine a total project cost (TPC) estimate for the capital project, including costs associated with secondary effects, infrastructure and projected increase to the annual operating cost.
13. Identify all sources of funding for the capital project and any increased operating costs once the project is complete.
14. Complete Interim Project Planning Report by March 27, 2020.

c) Background Information

Since 2017, the Faculty of Applied Science and Engineering (FASE) and the Faculty of Arts & Science (A&S) and Student Life have taken active steps to collaborate on work integrated learning programming that provides positive experiential learning for students in both Faculties and throughout the UofT Tri-campuses. Tdhese departments are committed to continue this working relationship and intend to expand the ability to offer services to a growing demand by students through the creation of a new student service facility – the Experiential Learning Hub (ELH).

The Engineering Career Centre (ECC), part of FASE, provides co-operative education and experiential learning services allowing students to enhance their technical competencies, strengthen their networks and build their professional experience before graduation. In addition to hosting a wide range of workshops, events and services throughout the year, the ECC team runs two work integrated learning programs to connect engineering students with a wide range of paid industry opportunities: The Professional Experience Year Co-op Program (PEY Co-op) and the Engineering Summer Internship Program (ESIP).

The PEY program offers a full year (12-16 month / May to following September) work term, while students are between their 3rd and 4th year of studies. For the May 2019-Sept 2020 year, the program had 1, 213 students out on work term. Students pay a fee for this service and receive pre-employment support from the ECC, and connections to employers, while they maintain their student status throughout the year. Employers pay the students competitive student salaries, enabling students to earn an income in their work term. The ESIP program is offered after 2nd year of engineering and is a 4-month summer work terms. Together, the ESIP and PEY Co-op programs currently attract approximately 2,000 students who register to participate in a work term. A new PEY Co-op model was introduced in September 2020 that will provide an opportunity for students to register directly from high school. The new co-op program will have students enrolled in Student Development and Career Programming; followed by participation in a 4-month work term; engaged in a PEY recruitment cycle; and participate in a 12 to 16-month work term. The enhanced co-op program will have students enrolled across years 1 through 4. The new program ramp-up will take four years and increase the registration numbers from 2000 to 5000 (actual numbers will be adjusted according to students from participating academic areas). Recognizing that experiential learning can be delivered through various formats, the projected enrolment numbers account for only those students who will be participating in the new PEY Co-op format; from intake through to year 4 when they will be on 12-16 month work term.

The PEY Program began in 1979 with engineering students and has opened its services to A&S students, particularly in areas of study including Computer Science in 1989 and Commerce in 1994. The current ratio of FASE to non-FASE placements are approx. 65/35 %. Through the FASE/A&S collaboration the intention is to grow the A&S student numbers and expand programming to other areas of the University.

The Experiential Learning & Outreach Support (ELOS) office was launched in April 2019 with a mandate to grow experiential learning opportunities for A&S students. The office supports the expansion of multiple types of experiential learning, including work-integrated learning programming such as co-op, internships, research and international opportunities, as well as other curricular programming. In the fall of 2021 A&S will launch the new Arts & Science Internship Program (ASIP) which combines 12-20 months of paid work experience with specialized professionalism training. Students enrolled in eligible programs will be able to apply to ASIP starting in July 2021. This new program closely aligns with the PEY Co-op sequencing and structure. The program will provide opportunities to a broad array of A&S students across the sciences, social sciences and humanities.

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This new space will not only provide for the full requirements of the PEY Co-op and Arts & Science Internship programs, but the space and FASE / A&S / Student Life partnership also represents the start of campus infrastructure that can support other U of T units interested in launching work-integrated learning programming. Indeed, UTM students have been participating in growing numbers in the PEY Co-op program over recent years, and there is also strong interest in the development of graduate experiential learning programs across multiple disciplines. FASE, A&S and Student Life will actively work to support the expansion or launch of these and other work-integrated learning programs by providing resources and training for relevant staff, offering programming to students where appropriate, and providing space within the new ELH.In August of 2020 an RFP process concluded in the awarding of the project to Lebel & Bouliane Inc. (LBA) as prime consultants. The project is currently at the 100% Design Development Stage. Two project cost estimates have been completed and reviewed: one at 100% Schematic Design and the other with the current Design Development package. The Project is anticipating a tender date of May 13th, 2021 with substantial completion targeted for the end of January 2022 with occupancy by the end of February 2022.

d) Existing Space

Existing space

Currently, the Engineering Career Centre (ECC) occupies 283 nasms on the first floor of the Fields Institute Building at 222 College Street. The Centre size is currently beyond capacity of the activity conducted in the space resulting in the need for staff to share offices. This arrangement creates challenges for meeting students 1:1 or offering private career coaching meetings. There is a current temporary transition plan to expand the team into 5 additional offices (48.7 nasms) currently occupied by FASE HR team. The HR group will be relocated this summer to the Bahen Centre and the ECC will use the 5 additional offices to allow for transitional growth between now and the completion of 203 College. When the new facility is complete, the total of 332 nasms at Fields will be vacated. While FASE has expressed interest in using this space for swing space to enable renovations of other locations, the future reallocation of this space will be determined and evaluated in working with University Planning, and through the CaPS space allocation process. The ELOS team are in a rapid hiring phase. They currently occupy staging space on the 17th floor of 700 University (247 nasm). At the time of the completion of 203 College's fit-

out, the team will relocate to the new Experiential Learning Hub and the staging space will return to the Arts and Science Faculty to accommodate staging for other capital projects. The Student Life Career Exploration & Education (CxED) offices occupies 274.08 nasms on the first floor and 98.10 nams on the mezzanine level of the Koeffler Centre. Of this space the Employer Recruitment & Engagement Team (ERE) occupies 70.50 nasms consisting of 1 private office and 6 shared workstations. The facility includes 119.73 nams within 11 interview rooms a 10 nasms work study rooms and employer reception area. ERE space will be re-assigned within the CxED to accommodate new, approved positions.

Table 1.1: Existing Inventory by Building

Department	Building	Current Inventory (NASM) (March 2020)	Transition Nasm (Sept 2020-ELH completion)	Total Existing Nasm (Current + Transition)
Arts & Science ELOS	700 University , 17th Fl	247	Remain in Place	247.00
FASE ECC	Fields Institute	283.20	48.77	331.97
Student Life ERE	Koeffler	70.50	Remain in Place	70.50
Total		**600.70**	**48.77**	**649.47**

Table 1.2: Existing Inventory by Category of Space

Category	ELOS Existing +Inventory (NASM)	ECC Existing Inventory (NASM)	ERE Existing Inventory (NASM)
4.4 Dept. Admin and Support Staff Offices	84	180.79	
4.5 Office Support Space	163	151.18	
12.0 Central Services			70.50
Total	**247**	**331.97**	**70.50**

Occupant profile

The COU space standards generate space based on “input measures” - the numbers of faculty, students, staff, etc., applied against “space factors” which indicate the amount of space required by function per input measure.

For the Project Planning Report the “input measures” have been provided by the Faculty of Applied Science and Engineering – ECC based on 2018-19 numbers with added forecasts for a projected 5 year period. In addition ELOS have provided forecasted growth numbers as they ramp up their career support team.

TABLE 1.3: Student Enrolment Forecast – Future 2024-25

	1st year FTE	2nd year FTE	summer work term	3rd year FTE	PEY/ CO-OP year FTE	5th year (ASIP-PD) FTE	Total Enrolled (y1-y5)	Total Y2-Y5
FASE- PEY- CO-OP*	1100	1000	1000	900	850	0	3850	2750
Non-FASE PEY CO-OP	350	330	300	280	250		960	610
A&S ASIP CO-OP	659	569	569	491	335	305	2359	1700
Subtotal FTE	**2109**	**1899**	**1869**	**1671**	**1185**	**305**	**9038**	**5060**

Total Interview Demands (FTE number) (2nd year and 3rd Year PEY and ASIP)	3570
Total Workroom programing demands (2nd Year + 3year PEY + ASIP	3570
Total Interview Demands (Yearly – ERE + CxED)	700

Assumptions:

- Year 1 students are identifying an expression of interest in the program- there are no program delivery or interviews in year 1
- Year 2 students in ESIP will have interview and workshop room demands
- Year 2 students in PEY will not have space demands
- Year 2 students in ASIP will have professional development - content may be taught online, in classrooms, and possibly workroom – and interview room demands
- Year 3 student in PEY and ASIP have highest demand on interview room and workshop room.
- Year 4 students (PEY and ASIP) is Coop year - students are off site
- Year 5 students (PEY) are finished their work term and return to classes
- Year 5 students (ASIP) take a PD workshop involving the workroom

TABLE 1.3: FTE Incremental Staff Projections

	Current	Transition	Steady State
FASE Staff FTE	14	7	30.5
A+S Staff FTE	4	10.5	24.5
ERE	7	0	7
Total FTE combined	25	17.5	62

* Note Student and Staff FTE forecast may be revised as the two Faculties continue to work together on the program modeling.

Offices

The Council of Ontario Universities does not provide density targets for universities, but assigns a space factor of 12 NASM per office per FTE, or 15 NASM per FTE including 3 NASM of support space (25% of office space). The below analysis in Tables 2.1-2.2 shows a large discrepancy in office space allocation as well as in office support allocation in the current ECC and ELOS inventories. For the ECC, this is due to the need for interview and workshop facilities, categorized under office support space (Cat. 4.5) for the operation of the facility. The ECC's office space inventory includes standard offices as well as open workstations. For ELOS, the current office space holdings are in general use temporary A&S office space

not purpose-built for ELOS needs, including no office support space. While the CEE contains existing office and interview spaces, it is unable to grow to expand services. Co-location of the ERE within the ELH is to provide for expansion of Provostial tri-campus support for student employment programs with the affordances of shared facilities such as student interview rooms as well as right sizing administrative support space.

Table 2.1: COU Analysis: FASE (ECC) Existing Office Use

COU Sub- Cat.	FTE (Existing+ Transitional)	COU Generated (Nasm)	Existing Inventory (Nasm)	%I/G
4.4	21	217.5	180.79	83%
4.5		54.38	151.18	278%
Total		271.8	311.97	115%

Table 2.2: COU Analysis: A&S (ELOS) Existing Office Use

COU Sub- Cat.	FTE (Existing+Transitional)	COU Generated (Nasm)	Existing Inventory (Nasm)	%I/G
4.4	14.5	174	84	48%
4.5		43.5	163	375%
Total		217	247	115%

Table 2.3: COU Analysis: ERE (CxED) Existing Office Use

COU Sub- Cat.	FTE (Existing)	COU Generated (Nasm)	Existing Inventory	%I/G
4.4	7	84	70.50	84%
4.5		21	0.00*	0%
Total		105	70.50	67%

Tables 2.3 and 2.4 below show the COU generated office space needs based on future steady state staff FTE. The need for greater proportion of office support space for the operation of the ECC and ELOS is reflected in the tables below. Typically the office support space exceeds COU standard as it includes meeting rooms and interview rooms which are critical to the department's operation. It is immediately apparent that the future planned growth of the ECC and ELOS cannot be accommodated in their current space holdings. With the relocation of the ERE from the CxED there is a loss of existing office support space which will need to be provided by ELH facility. While the ERE Staff FTE remains in a steady state their existing space allocation is undersized.

Table 2.3: COU Analysis: FASE (ECC) Future Office Use

COU Sub- Cat.	FTE (Future)	COU Generated (Nasm)	Existing Inventory (Nasm)	%I/G
4.4	30.5	366.00	180.79	49%
4.5		91.50	151.18	165%
Total		457.50	311.97	68%

Table 2.4: COU Analysis: A&S (ELOS) Future Office Use

COU Sub- Cat.	FTE (Future)	COU Generated (Nasm)	Existing Inventory (Nasm)	%I/G
4.4	24.5	294.00	84	29%
4.5		73.50	163	222%
Total		367.50	247	67%

Table 2.4: COU Analysis: ERE (CxED) Future Office Use

COU Sub- Cat.	FTE (Future)	COU Generated (Nasm)	Existing Inventory (Nasm)	%I/G
4.4	**7**	**84**	**70.50**	**84%**
4.5		**21**	**0.00***	**0%**
Total		**105**	**70.50**	**67%**

* Existing Office Support Space (Cat. 4.5) within the CxED is shared by numerous teams including the ERE. As the existing support space is to remain in service to the CxED with the vacated space reassigned within the CxED a value of 0 is attributed to the existing ERE inventory.

Interview Rooms

The nature of a career support centre requires a large quantity of interview rooms and meeting rooms for delivery of onsite interviews by employers and for staff to conduct 1:1 student career counselling.

Facilitating onsite interview provides employers the ability to bring many HR representatives to campus and provide batch interviews with student candidates in a back to back / compressed period of time. For students, an onsite interview is more desirable as they can meet with employers for an hour in their day without missing a half to full day of classes for travel to employer sites that may not be close to campus or downtown. Interview rooms may also be equipped to facilitate skype or other teleconferencing sessions with employers providing the potential for students to connect with work opportunities world-wide.

As interview rooms and meeting rooms are classified by the COU under office support space, the office support space required for this type of program typically exceeds COU guidelines.

In the last 2 years, interviews were scheduled on site for approx. 2000 candidates at approx. 1-1.5 hours scheduled per appointment including buffer to next appointment. Approx. 2500 interviews were booked for approx. 1200 student placements averaging 2 interviews per placement. Though interviews are conducted all year, peak interview scheduling occurs in October – November and January-February hiring cycles, the demand on space requires a current minimum of 8 interview rooms at times of peak demand. This does not account for forecasted growth.

Small Meeting Rooms

Career counselling staff frequently meet with students to discuss career path and employment search options. These discussions are private and students can become emotional in these discussions. In lieu of each career counsellor occupying private space, the space program opts to situate staff in open work areas, but provide a number of bookable meeting rooms for 1:1 discussions. These meeting rooms can at times become extra interview rooms when peak scheduling demands.

Work Room Space

The programming of a career or Coop centre involves student support training to better ready students for employment. The PEY, ASIP and CxED programs will offer Professional development training for students to not only prepare resumes, cover letters or interview preparation, but to offer a variety of training seminars, industry spotlights and career fairs for workplace readiness.

When possible these sessions could be delivered through online or larger classroom settings, however, there is an operational benefit for some sessions to be on site and in small working group type of environment.

Work Room sessions would include:

- Resume and Cover letter preparation
- Interview preparation,
- Interview practice
- Soft skill training such as Communication, Problem solving, Conflict Resolution, and Intercultural skills
- Transition to workplace (mandatory sessions for students who secure employment) including Occupation Health and Safety training, Ontario Human Rights training, etc
- Industry Spotlight panel discussions
- Career Conferences (CxED next Steps Conference)
- Employer Recruitment Information Sessions

Given the occupant load requirements of the space, scheduling of these workshops will have to be organized at times when less demand on interviews occur. Current scheduling of these sessions are often planned during a 12-2pm lunch hour timeslot, or 5pm-7pm timeslot. These timeslots typically work for students around course scheduling. The evening hours will alleviate occupant load concerns as fewer staff and employer interviews would not be on site at that time. Work Room will be available for booking by other departments. Further coordination of occupancy and scheduling will need to be determined through the design and building code review process.

III. Project Description

a) Vision Statement

Vision Statement

The University of Toronto is a globally ranked research powerhouse and leader in research-intensive education. U of T graduates are among the world's most desirable employees, with the Times Higher Education Review consistently ranking U of T as one of the top public universities in North America for employability. We benefit from being located in one of the most dynamic and globally connected urban regions in the world, and actively work to build strong partnerships with the community around us.

As we endeavour to prepare graduates for an ever-changing world, we work with community, industry, and government partners both domestically and abroad to offer students a broad range of experiential learning opportunities. Employers come to U of T to seek top talent for short term and long-term hiring needs, building a reciprocal relationship where our students benefit from integrated work experiences, and employers benefit from highly motivated talent educated by some of the world's leading faculty and researchers.

While the quality of our students, faculty and staff are our strengths, our institutional size can often be seen as unmanageable by our external partners. We regularly hear that the university can be difficult to navigate with no clear entry point, decentralized units with competing goals, disconnected employer databases, and duplication of outreach have presented significant challenges to streamline efforts and leverage our capacity as an institution. To continue to leverage our strengths and promote U of T as a recruiting destination of choice, it is essential we break down barriers to engagement and streamline the process for our partners to navigate efficiently and connect with our students. Furthermore, as we face increasing demand from students for quality work-integrated learning programming, we urgently need

additional professional space to adequately prepare our students for work terms, and to house staff who support the students, develop and maintain relationships with employer partners, and perform administrative functions.

The Experiential Learning Hub, a partnership between FASE, A&S and Student Life is a first step to creating a seamless on campus experience for our employer community. It will provide much-needed space to meet the increasing student demands for work-integrated learning within the departments and build on the already strong reputation of the University both internally and externally. We envision the space as a true hub at the gateway to campus, an easy access point for our employer partners and students, and a flagship space where we are proud to welcome our corporate, public sector, and not-for-profit partners. Through this partnership we will be able to harmonize outreach to industry and community partners, centralize systems of tracking and customer relations management, and create cross-disciplinary opportunities for students and employers.

While the space will be a hub for FASE and A&S programming it also represents the start of campus infrastructure that can support other U of T units interested in launching work-integrated learning programming. The two Faculties are committed to actively working to support the expansion or launch of additional programs that build on the diversity and strengths of U of T.

In addition to providing much needed operating space for the Engineering Career Centre and program initiatives from A&S, the ELH provides an exciting opportunity to increase the office space and office support space available and accessible to other divisions. We have heard from campus partners that finding space across campus to host employer-related activities, including employer event and interview space, is a challenge. We have also heard from UTM and UTSC that access to meeting rooms and flexible desk space would be helpful when they are participating in activities on the St. George campus. To further the support of UofT Students the Employer Recruitment and Engagement Team (ERE) from Student Life Career Exploration and Education (CxED) will be housed within the ELH, sharing facilities and resources with the ECC and ELOS. The inclusion of the ERE in the ELH will allow for greater networking as well as provide much needed space for the expansion of CxED services.

A resource for Experiential Learning, the ELH will serve as a portal for industry and community engagement. The HUB will be home to Toronto's largest co-op program currently attracting hundreds of employers eager to hire exceptional talent. The new location, expanded stakeholder service offerings and novel program development will leverage the current industry activity and greatly increase the industrial footprint and market relationships for the University at large. Here are a number of ways that the ELH can support academic units and experiential learning programs:

Work Room / Multipurpose Space:

Divisions outside of FASE and A&S, and Student Life, will be able to book the 50-person Work Room for hosting employer events, info sessions, and visiting speakers.

The Work Room space will also provide a dedicated area for employer-focused training events, helping to strengthen employer relationships and the U of T brand. All divisions will benefit from these activities. Equipping the room with up to date technology will allow us to connect with other divisions across the three campuses and employers outside of the downtown corridor, both domestically and internationally.

Meeting Space:

The ELH will provide a home and central meeting space for networks of career and experiential learning professionals on the St. George Campus. A number of professional development, networking and

community-building events focused on career development and experiential learning can be hosted on a regular basis. These meetings bring together groups of 25-50 experiential learning and career development professionals to share ideas and best practices, discuss employer engagement and student development strategies.

Hot-desking / Hotelling Space:

Flexible desk space will be available for experiential learning staff from other divisions who may be temporarily embedded in the ELH or those visiting the St. George campus from UTM or UTSC for experiential learning-related activities. These staff would also have access to meeting and interview room space for holding local meetings and employer engagement activities.

Flexible Space:

A priority of the space plan is incorporating maximum flexibility in the final design. Hotelling offices can double as interview rooms, meeting rooms, videoconferencing-capable interview spaces; the workshop area can double as meeting space for "all staff" staff meetings; interview rooms can double as student / co-op coordinator one-on-one consultation rooms etc. We will be constantly adapting workflow to maximize use of the full space and optimize the space available to other units.

As we learn from the COVID-19 remote working requirements, we will incorporate lessons and new ideas for how to leverage the new space. The goal is for our impact to grow beyond the space while employing sound administration so that we don't outgrow the physical location. Remote management systems, work from home and the field practices, and geographically embedded staff are some of the concepts we look to incorporate as we prepare to transition to this new location. This could potentially free up additional space for other divisions interested in co-op and internship programming that aligns with the shared FASE / A&S model. This approach to space and program management will provide opportunities for other units to partner with ELH services.

New Programming:

Other academic units interested to build co-op and EL programming will be invited to tap into the resources and consult with FASE, A&S and ERE (CxED) staff and leadership for guidance, templates, policy documents, contracts etc. Assessment, oversight and accountability are yet to be determined.

Divisions outside of FASE and A&S interested in being involved in co-op and internship programming offered through the ELH beyond initial consultation would be able to access a more robust suite of services, including student and business development resources, or perhaps having their students serviced through the ELH. An appropriate cost recovery structure will be in place for participating units to access these resources and contribute to the operating costs or staffing requirements. The needs of other divisions will be considered on a case-by-case basis to ensure successful integration and alignment.

While the exact accountability structure of the ELH is still being reviewed, options under discussion include having a Decanal Council made up of the founding Deans and Vice-Deans, a Steering Committee made up of academic representatives from the participating divisions, and a Program Implementation Committee made up of senior programming Directors and Associate Directors. To guide the process forward and to ensure alignment with provostial interests, a subcommittee of internal stakeholder representatives has been struck. The subcommittee includes representatives from the Office of the Vice-Provost, Innovations in Undergraduate Education and the Division of Student Life. It will serve to represent the interests of other academic divisions and identify opportunities for participation in the ELH,

working towards a “One U of T” model. It will also provide guidance on how the ELH can best support other student-facing services focused on preparing students for experiential learning programming.

The Facility is to be a space for student and employer interaction while providing the administrative facilities needed to support the program. It is anticipated the space at 203 College St. will be arranged to provide a 'front of house' public space and a 'back of house' administrative office space. It is envisioned that the 3rd floor would be the main external facing floor, while the 4th floor would be more for staff services.

Arrival to the ELH should be to a generous Reception waiting / lobby space that will serve as interview waiting or crush space for the work room. A staffed reception desk will greet students and employers who will then be directed to either the waiting room or the employer lounge. These spaces are to be welcoming and designed to high professional standard of finish to reflect standards found in the corporate office environment while presenting an accessible and welcoming environment for students and employers. From the waiting area and employer lounge students and employers will be directed into one of several interview rooms where one-on-one private meetings can occur.

The ELH will also be a place of collaborative training and learning in support of student employment. A large flexible work room and several small meeting rooms will provide students and employers facilities for networking sessions. As the main communal event and learning space in the ELH it is envisioned that the work room will command the floor-to-ceiling glazed North-West corner of the third floor with expansive views over the St. George gateway to the campus.

The ELH will take advantage of the prominent site and expansive glazing of the perimeter of 203 College to provide a bright, modern and connected outward facing facility at the edge of the University's St. George Campus.

The ELH furthers the commitment by Student Life to helping students flourish academically and in experiences beyond the classroom. The new facility will aim to make all programs and services engaging, accessible and inclusive, respecting and reflecting the diverse needs of the students.

Indigenous Space

In response to the Truth and Reconciliation Commission of Canada and, specifically, to the Calls to Action for the University of Toronto, terms of reference for this project set out to “Identify the project’s potential to incorporate Indigenous presence into both building and landscape through language and symbolism, art, capacity for ceremonies and practices.” Creating Indigenous spaces on campus is the first of six themes advanced in the U of T response. The creation of Indigenous spaces is a critical component that underpins the University’s ability to advance the other themes within the Calls to Actions including developing relationships with external Indigenous communities, working towards the Indigenization of curriculum while advancing Indigenous scholarship and research, and increasing diversity and community on campus through improved recruitment of Indigenous students, staff and faculty.

This site is one of many opportunities on campus to express Indigenous presence (past, present and future).

Consultation with Centre for Indigenous Students and First Nations House has been included in the design process with the ELH floor plans and images being brought forward to the Campus Elders for review and recommendations on potential Indigenous elements to be included in the project. Preliminary discussions have centred on the potential for Indigenous room naming and artwork within the ELH. The

implementation of the recommended project inclusions will be implemented during at a later date and is not expected to impact the construction cost or schedule.

b) Statement of Academic Plan

Professional Experience Co-op

FASE has offered the PEY Internship Program to its students since the 1970s. The paid internship of 12-16 consecutive months is typically taken between third and fourth years. Students who elect to participate in the PEY Internship Program make industry contacts, gain valuable career skills, and obtain significant professional experience prior to graduation. The 2017-2022 FASE Academic Plan includes as one of the goals in Chapter 3, Student Experience:

> "Encourage all undergraduate students to participate in a significant co-curricular experience and enhance programs to further undergraduate professional development: increase the number and diversity of PEY internships, summer research internships and international experiences."

Significant progress has been made towards this goal. Students today are seeking broader experiential education opportunities, such as work terms and international experiences. Student demand has highlighted the need for multiple opportunities to develop and receive timely feedback on job search materials such as cover letter, resume, and interview skills along with enhanced industry networking opportunities. There have been steady increases in PEY internship enrolment across all engineering programs, as shown in Table 3.1. This growth is also evident in participation rates of students from Faculties outside of Engineering, primarily from Computer Science.

Table 3.1 PEY Internship Enrolment

Year	Engineering	Non-engineering	Total
2010-2011	553	87	640
2011-2012	580	94	674
2012-2013	632	111	743
2013-2014	704	114	818
2014-2015	726	166	892
2015-2016	788	219	1007
2016-2017	734	270	1004

All of this reflects the demand for and the importance of providing students with the opportunity to gain immersive, hands-on experiential learning. For several years, there has been expressed interest from stakeholders for improvements to the PEY experience. Students demanded better and more customized employment services. Employers advised that students needed to be better prepared to compete for co-op jobs.

In September 2017, following a self-study and decision to make the changes necessary for the program to be recognized as a co-op program, a new director was hired to review ECC operations. Discovery meetings and consultations ensued with department heads, faculty members, students and senior administrators from FASE. Recommendations were provided to the FASE Dean for consideration of program enhancements. The assessment examined current ECC student services, Federal and Provincial

ministerial requirements and comparable programming from Ontario universities that offered co-op programs.

To address the need to better prepare students for the recruitment process and the transition to the work environment, and therefore more fully benefit from the learning potential of the work experiences, students who choose to participate in the new Professional Experience Co-op Program will be required to complete new career and professional development programming offered in their second year. They will have an opportunity to participate in an application and interview process for work experience during the summer after second year. They will participate in additional programming as well as the application and interview process for the 12-16 month PEY work experience in their third year, and those students successful in obtaining a PEY job would begin a 12 to 16-month work experience in the summer following third year. During the work experience students will remain in contact with the Professional Experience Co-op Program staff through on-line assessments and reflections. At the conclusion of the PEY work experience student will submit a report describing their experience and reflections of the impact of that experience on their career plans. The reports will be marked, and feedback provided to the students.

Working closely with employers, students, alumni and engineering education experts at ISTEP over the last three years, we have developed a new Professional Experience Co-op Program that recognizes the need for both employers and students to participate in a dynamic co-op program that better prepares students for success in the workplace, and keeps pace with evolving industry needs.

Students entering first year in 2020 will be the first to move through the restructured program, however current first-, second- and third-year students will benefit from several features of the new Professional Experience Co-op Program that have been and will be introduced on a pilot basis. These include:

- Peer Mentorship Program
- PEY Co-op Edge Conference
- Industry mixer events
- Industry tours
- Employer info sessions
- Access to a wider range of employers and industries among the hundreds of PEY Co-op job postings as a result of new staff positions
- New online resume and cover letter resources
- Personalized feedback from staff, alumni and industry professional
- Pathways session to orient students to PEY Co-op recruitment cycles, dates and policies
- Transition-to-work session before beginning their 4 and 12-to-16-month work terms

Consistent with current PEY Internship Program rules, students participating in the new Professional Experience Co-op Program:

- May opt out of the Profession Experience Co-op Program any time before their 12-16 month PEY work term.
- Must be in *Proceed on Probation* or *Clear* standing to apply for a work term.

Arts & Science Co-op Internship Programming:

The Faculty of Arts and Science proposes to introduce a new Professional Arts & Science Internship Program (ASIP) for students across a wide range of Arts & Science disciplines, beginning with a pilot launch in Fall 2021, and full launch in Fall 2022. Students entering the ASIP stream of their Program of Study will be required to complete mandatory Professional Development programming plus a minimum of 12 and maximum of 20 months of paid work experience.

Students will typically enter the program in the Fall semester of Year 2 of study, however in exceptional circumstances we may also allow students who have declared their Specialist at the end of Year 2, or who have transferred into an eligible program, to join in Fall of Year 3.

The mandatory Professional Development component will consist of 4 courses taken over 1 year (Year 3 entry) or 2 years (Year 2 entry). Completion of these courses will be over and above the regular academic requirements of a student's program. There will be no curricular modifications in the student's Program of Study.

The work experience component will consist of 12-20 months of paid, full-time work in the for-profit, not-for-profit, and/or public sectors. We will do our best to build relationships with employers across a wide range of sectors and develop meaningful, academically-relevant work opportunities for Arts & Science students. Students will also be supported in their professional and personal development and job search by:

- Career exploration and skills, values and interest assessments
- Workplace readiness training
- Professional skills development
- Networking events with relevant industry contacts and alumni
- Resume books sent to industry contacts
- Learning assessment, reflective assignments, oral and poster presentations during and after work terms
- One-on-one meetings with Co-op Coordinator staff
- Mock Interview Sessions
- Industry Information Sessions
- Health & Wellness in the Workplace training
- Peer Mentoring program
- Tool kits and resources to support students facing barriers to employability
- ASIP Community-building events
- An optional one-day professional development workshop in Year 5 to consolidate program and personal learning and plan for next steps after U of T

<u>Work Term and Professional Development Program Sequencing</u>:

The work term sequencing is scheduled to align with the PEY Co-op sequencing to ensure consistency for employer partners and transparency for students in terms of fee structure.

TABLE 3.2 Year 2 Entry

YEAR 2			YEAR 3			YEAR 4			YEAR 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Study Term + PD1	Study Term + PD2	Work Term 1	Study Term + PD3	Study Term + PD4	Work Term 2	Work Term 3	Work Term 4	Work Term 5	Study Term + PD5	Study Term	Graduate

TABLE 3.3 Year 3 Entry

YEAR 2			YEAR 3			YEAR 4			YEAR 5		
Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer	Fall	Winter	Summer
Study Term + PD1	Study Term + PD2	OFF	Study Term + PD1 + PD2	Study Term + PD3 + PD4	Work Term 1	Work Term 2	Work Term 3	Work Term 4	Study Term + PD5	Study Term	Graduate

Arts & Science students however will be given more flexibility in how they complete the longer work term block following year 3, as there may be challenges to securing 12-16 month work terms across some disciplines. Students who complete a combined 12 months of work experience will graduate with Professional Internship Distinction.

Enrolment Projections:

Although we cannot foresee precisely how many students will participate in the Arts & Science Internship stream, we expect steady growth of the program annually, with approximately 450 students joining in Year 1 (Fall of 2021) and reaching close to 700 new students per year by Year 8. We expect an attrition rate of 5-25% each year as students move through the program.

The first cohort of students will participate in their first work term in Summer 2022.

Academic Rationale:

It is essential that our Faculty offers an array of educational and skills-building initiatives to enhance learning and prepare students to meet the new demands of the workplace. There is a growing body of research outlining the benefits to students of engaging in educational experiences outside of the classroom, whether it is through placements, internships or cooperative education. Students in diverse fields of study across our Faculty are increasingly eager to engage in these kinds of experiential learning opportunities that allow them to augment their learning, develop transferrable skills, and explore potential career paths.

By integrating a greater variety of experiential learning components into our Faculty's curriculum we are following the recommendations of the University's White Paper, *Rethinking Higher Education Curricula: Increasing Impact through Experiential, Work-Integrated, and Community-Engaged Learning* (2017) and taking important steps towards meeting the University of Toronto's three Presidential priorities of re-imagining undergraduate education, leveraging our urban location, and deepening our partnerships both locally and internationally. We also are working toward the ambitious goal, as stated in the 2020-2025 A&S Academic Plan, of every A&S student having the opportunity to participate in at least one high-quality academically-linked experiential learning opportunity prior to graduation.

Career Exploration and Education

The Student Life Career Exploration and Education supports students and recent graduates as they build their future in our changing world and helps students explore what they can do with their degree, discover job opportunities and further education. The CxED provides students with: the opportunity to meet employers, industry experts and alumni; support to identify goals and navigate career decisions; and resources to improve resumes, interview skills and online presence. Services and programs offered include the following:

Programs

- Career Chats
- Career Workshops
- Dream Job Academy
- In Need to Get a Job Club
- Job Shadowing Program
- Practice MPI and MMI Events
- Alumni Career Chats
- Career Exploration Orientation
- CV and Personal Statement Camp
- Flexible Futures Programming for Graduate Students
- In the Field
- Mock Interviews with Employers
- Work Study Program
- Job Search Drop-in Q7A Sessions

Services

- Career Advising Appointments
- Career Development e-book Collection
- Career and Further Education Fairs
- Career Start Online Tool
- Graduate Dossier Service
- Next Steps Conference
- Resume Blitz
- Working for Change Conference
- Career & Co-Curricular Learning Network
- Career Exploration & Education Requests
- Career Navigator Online Tool
- Employer Recruitment Information Sessions & Pop-up Booths
- Industry Spotlights
- Research Catalogue
- UofT Hub on Ten Thousand Coffees

Every year, the University of Toronto hosts over 100 on-campus recruitment information sessions to provide students and recent graduates with valuable opportunities to learn more about the labour market and network with industry representatives. In Support of On-Campus recruitment the CxED produces a yearly Student Guide to On-campus Recruitment. In addition to On-campus recruitment, the ERE coordinates and supports approx.700 Employer/Student interviews a year over 27 days.

FASE / A&S / Student Life Partnership

While this report outlines two distinct programs, the PEY Co-op and ASIP, the two Faculties are actively working to build an operating structure within the shared space that allows for sharing of roles and

responsibilities and programming. This partnership is further expanded with the co-location of the ERE and the varying programs supported by Student Life through the CxED. Potential areas of alignment are student development, employer business development and relationship management, and program administration, interview planning, event planning, employer hosting, career fairs and seminars, etc. Through this partnership we aim to address the holistic needs of our employer partners and provide a seamless recruiting experience on campus. Sharing roles and responsibilities will also allow us to minimize programming costs and maximize opportunities for our students, and to leverage the strengths of both Faculties.

c) Space Requirements, Program and Functional Plan

Space Requirements

The space need for potential central administration groups was generated using the most recently published Council of Ontario Universities (COU) Building Blocks space formula, 2013-2014 with recent amendments in 2019. The COU space formula are used to generate benchmark requirement to determine space requirements, based on Full Time Equivalent (FTE) and space factors (NASM) defined for each space type. Input measures, defined by COU are used by all Ontario postsecondary institutions for this purpose.

Planning For an Appropriate Workplace Density

The open office is the dominant form of workplace because it can foster collaboration, promote learning and nurture a strong culture. The ELH will follow the example set by the Fitzgerald Building renovation as a modern, open workplace for the Faculties of Applied Science and Engineering and Arts and Science. Various central administration will be relocating from work environments that have a higher office-to-workstation ratio than what is planned for the ELH. Currently, these occupants are in spaces that are old and not ideal to foster collaboration. In order for the work place to be effective, the design of the workplace will be appropriately balanced between bringing teams together as well as supporting individuals focused work. While there are many factors that require consideration in creating a successful open workplace (i.e. workplace culture, office functions, meeting rooms, acoustics, furniture, etc.), the density of the workstations sets a framework to guide the level of comfort for staff to function, as well as allow for dynamic growth and change.

The Council of Ontario Universities does not provide density targets for universities, but assigns a space factor of 12 NASM per office per FTE, or 15 NASM per FTE including 3 NASM of support space (25% of office space). In comparing existing COU efficiency to proposed efficiency, Table 4.1 below shows the efficiency of the Category 4.4 – Office programming containing 75% of the office space dedicated to open workstations (42%) and shared offices (33%).

Table 4.1: Office Analysis COU vs. Proposed Space Program

COU Sub- Cat.	FTE (Future)	COU Generated (Nasm)	Proposed Space Program (Nasm)	%P/G
4.4	**62.0**	**744.00**	**386.00**	**0.58**
4.5		**186.00**	**406.00**	**2.46**
Total		**930.0**	**792.00**	**1.04**

Next, workplace density is examined through analysis of space per employee allocation across a few different sectors. Locally, two examples on campus were examined at 255 McCaul Street and 167 College

Street (Communication House). The fourth floor of 255 McCaul is comprised primarily by Facilities & Services and University, Design, Planning and Construction (UPDC), whose workspace is characterized by a mix of open workstations, enclosed offices and support space. The fourth floor of 167 College is utilized by University of Toronto Communications (UTC), whose workspace is characterized by a denser cluster of open workstations and smaller meeting rooms as the work culture takes the form of media "news rooms". Looking at these two examples, 255 College accommodates 11.2 NASM per FTE whereas 167 College accommodates 6.1 NASM per FTE (Table 4.2).

The proposed density for the ELH range is 18.3NASM per FTE when looking at all of COU Category 4.0 space (4.4 office and open workstation and 4.5 office support). This density is higher than at 255 McCaul primarily due to the ELH's greater need for 4.5 office support space. On average the current planned 14.4 nasm per FTE at the ELH is slightly higher to the density proposed by the Federal Government of Canada's Workplace Standard at 13.01 nasms/FTE published in 2014.

A Private Sector average (2014) as represented in the financial service sector provides ratio Single Office to Shared Offices of 32:68 with Nasms to FTE densities ranging from 8.8-11.1 and with 65% of Office space provided as Office Support Space. This arguably may or may not be applicable to an institutional workplace as there is a much higher degree of mobility in financial services. Despite this point, the private sector is creating denser workspace. The Deloitte office in Toronto was analyzed with limited research to accurately compare space apples-to-apples. An estimation of NASM to FTE was calculated from a typical work floor floorplate, providing an estimated allocation of 8.8-9.3 NASM per FTE. The Deloitte complex in Toronto is geared towards a workplace that allows for a wide range of non-assigned work stations for a mobile work force. Though the workforce at Deloitte in Toronto is roughly 4,000 people, at any given time, it can only accommodate ~40% of that workforce sitting at individual workstations. The remainder of that workforce is either working in project rooms, Deloitte University, meeting rooms, cafes or at other remote locations. The line between traditional and informal workstations are blurred, allowing office support spaces to be utilized in multiple ways, thus leveraging space more efficiently.

A more granular analysis of just office and workstation space (COU category 4.4), analyzed in Table 4.2, is more precise in describing workplace density with the exclusion of office support space, which could vary across departments. Office and workstation space is compared across UofT with examples at 255 McCaul, 167 College and the Central Administration Study, which profiled all the central administration on St. George Campus. The results of Table 4.2 indicate that the ELH proposed space program for offices and open workstations is efficient once the category 4.5 Support space is removed from the analysis.

Table 4.2 Density Examples for Cat 4.4 only

COU Cat	2017-2018 Existing Dept Average NASM/FTE	Existing 4th Floor 255 McCaul NASM/FTE	Existing 4th Floor 167 College NASM/FTE	Central Administration Study, 2016 NASM/FTE	ELH Proposed Space Program NASM/FTE
4.4	8.8	8.9	4.4	15.8	8.0

In conclusion, workplace design is evolving with the workforce and understanding appropriate workplace density is contextual, as many factors contribute to a successful workplace. Looking at relevant precedents to emulate spatially or in spirit can provide confidence in setting the right framework for density. In the case of the ELH, the use of efficient 4.4 Office space allows for greater 4.5 Support. The overall proposed density of 8.0 NASM per FTE (Cat 4.4 only) is greater than the 6.1 NASM per FTE at 167 College, but supported by a greater inventory of meeting and flexible support spaces. The proportion of dedicated office support space is well accommodated, accounting for almost 56% of overall Cat. 4.0

space in order to achieve greater flexibility and efficiency within a given space while fostering collaboration and providing for the appropriate space needed for services to students and employers

Space Program/Functional Plan

Unit Dimensions

The agreement to purchase confirms floor area of the space (14 Units) to be 1,297.11 square meters (13,962 square feet). The area of the Unit has been determined by measuring the Unit as follows: to the outside surface of the common area walls and exterior walls with their projection across window and door openings and to the centre line of any demising wall, dividing walls, or if no wall is constructed, to the vertical plane dividing legally created units in the Condominium description and includes all interior space whether or not occupied by projections, structures or columns, whether structural or non-structural and if part of the Unit is recessed, the area of such recess for all purposes lies within the area of the Unit. In addition, the area of the Unit shall also include a proportionate allocation to the Unit for common element areas (whether exclusive use common element areas or not) located on the same level of the Unit or otherwise serving the Unit, including, without limitation, areas attributed to service and electrical rooms and areas, sprinkler and storage rooms and areas, but specifically excluding elevators and staircases which are common element areas (if applicable), with the proportions being determined based on the areas of all commercial units on each level of the Condominium and/or sharing or being serviced by such areas together with a proportionate allocation of common element areas in the Condominium which service all of the Units in the Condominium based on proportionate floor areas.

The above described floor area of the 'Unit' differs from calculations used in this report to determine the efficiency and fit of the space program. The designation of square meters (sm) for area calculations will mean the total available pre-fit out floor area of the space in square meters. This is measured from the inside face of the perimeter wall to the unit side face of the core corridor walls with all column areas removed.

The COU and UofT use the nasm or Net Assignable Square Meter as the basis of space planning. All program areas will be accounted for using nasms. This is an area measurement, in square meters, of the available floor area usable by a specific program and will be accounted for in the abstract space program and concretely post-fit out. (Test-Fits and Design/Construction Area Reconciliation) The nasm differs from the square meter as it does not include floor area taken up with circulation (vertical and horizontal) space, partition widths, built-in furniture or service closets.

Unit	Measurements Units	Measure
sm	square meters	Area within the inside face of external boundaries of the unit, less columns
nasm	square meters	Area within assigned-use space not including partition widths, built-in furniture or service spaces.

Space Program

The space program will be separated into functional areas in order to split between the 3rd and 4th floor of the building.

Ideally the functional areas that should be planned on the 3rd floor would be the Reception/ crush space, Work Room/ meeting rooms, the employer lounge, student lockers, interview rooms, staff units who provide support and delivery of onsite programming and bookable, flexible or hotelling spaces for use by the ELH and other departments.

- Career support seminars typically are scheduled between 12-2pm, and in the evening 5-7pm. The entering and exiting of approx. 45-50 students at these times would not interfere with the interview schedules which are more spread out throughout the day on a 1 or 1.5 hour schedule and would only see 10 students at a time arriving. It is not anticipated this would have significant loading or waiting issues for the podium elevator.
- The North west corner provides a prominent vantage and is the location of the main reception and waiting area for Students and Employers. The Work Room is located directly adjacent to the waiting area with large folding doors/partitions allowing the waiting area and Work Room to be used conjointly for larger functions.
- The Work Room is positioned along the North Façade of the third floor overlooking College Street.
- Interview rooms do not require windows and could be planned in interior spaces. The Interview Rooms are located in a controlled area close to the reception and waiting area. An increase in video interviews is on the rise. A set number of Interview rooms are equipped with video / skype capable equipment to allow students to book for video interviews either with their own laptop or a loaner laptop available to sign out from the reception.
- Flexible hotelling stations, meeting/interview rooms are to be included as bookable support space for the ELH and other University departments.
- Staff offices can be further away from the reception space and toward the south west area of the plan or on the 4th floor.
- Employer lounge is located adjacent to the main waiting area and reception. The employer lounge is to provide access to hospitality service as well as hotelling infrastructure. The hospitality service in the employer lounge is to double as service for larger events in the Work Room and the Waiting Area.
- The 4th floor, is dedicated for staff offices, workstations, meeting rooms and a staff kitchen/ lounge.

TABLE H5.1- ELH Space Program *2021-02-19*- 100% Design Development

COU Category	Category Description	Room Type	# Rooms	Area (nasm)	Room Area (nasm)
4.0	**Academic Departmental Offices and Related**			**1,113.21**	
4.4	**Departmental Administrative & Support Staff Offices**			**493.05**	
		Office_Private	1	14.79	14.79
		Office_Private	1	14.82	14.82
		Office_Private	1	9.32	9.32
		Office_Private	1	12.47	12.47
		Office_Private	1	12.32	12.32
		Office_Private	1	10.45	10.45
		Office_Private	1	9.40	9.40
		Office_Private	1	10.32	10.32
		Office_Private	1	9.87	9.87
		Office_Private	1	9.60	9.60
		Office_Private	1	9.99	9.99
		Work Station	30	183.31	6.11
		Work Station	26	165.03	6.35
		Work Station - Hotelling	4	21.36	5.34
4.5	**Office Support Space**			**620.16**	
		Employer Lounge/kitchenette	1	21.03	21.03
		Staff Kitchenette (Level 3)	1	6.53	6.53
		Faculty & Staff room/kitchenette	1	44.00	44.00
		Mail & Photocopy (Level 3)	1	4.28	4.28
		Mail & Photocopy (Level 4)	1	14.51	14.51
		Meeting Room - 4 Seat	4	21.87	5.47
		Meeting Room - 10 Seat	1	21.40	21.40
		Meeting Room - 25 Seat	1	30.52	30.52
		Meeting Room - 25 Seat	1	26.16	26.16
		Interview Room	13	92.58	7.12

		Skype Room	3	15.15	5.05
		Work Room	1	109.99	109.99
		Reception	1	21.11	21.11
		Waiting Area	1	145.37	145.37
		Student Lockers- 28 half lockers	1	9.92	9.92
		Storage	3	15.06	5.02
		Coat Closet	1	1.52	1.52
		LAN Room	1	19.16	19.16
16.0	**Net Non-Assignable**			**22.82**	
16.1	**Central Utility Plant**			**1.79**	
		Electrical Closet	1	1.79	1.79
16.2	**Other Non-Assignable**			**21.03**	
		Entry (Level 4)	1	21.03	21.03

Total Assignable Area (Nasm)	**1,113.21**
Total Area	**1,337.27**
Gross-Up Factor	**1.20**

This space program represents the ideal needs for the combined Co-op as a full program requirement. It also represents the need to co-locate the ECC (non Co-op) ELOS (non Co-op) and ERE staff in one combined facility.

Test Fit and Gross-up

To determine the potential fit of the space program within the available space a comparative ratio between the nasm and the sm was used. This ratio is referred to as the Gross-up Factor. A standard gross-up used in space planning is typically employed to determine the Component Gross Square Meter (cgsm) of a space. This is essentially the net assignable square meter (nasm) with circulation space to determine the base functional area required from a space program. The cgsm standard factor is 1.25, applied to the space program produces the following functional area (cgsm).

Space Program – ELH Only	792 nasm
CGSM gross-up factor	1.25
CGSM	990 sm

The cgsm does not account for partitions, built-ins and service space areas and will generate a functional area that is greater than the functional space of an actual build-out. The cgsm gross-up factor will reciprocally be less than in the final built program.

Test-fit plans were produced placing the proposed space program within the 14 suites on the third and fourth floors. The resulting functional space was calculated to be 884.34 nasms over an available space of 1,094.96 sm which is in keeping with the cgsm ratio. Comparing the generated Test-Fit nasm vs. the available space required by the test fit, a gross-up space factor can be determined as follows:

Test-Fit Accommodate Space Program – ELH Only	884.34 nasm
Test-Fit Area 3rd 4th Floors – ELH Only:	1,094.96 sm
Gross-up Factor	1.24

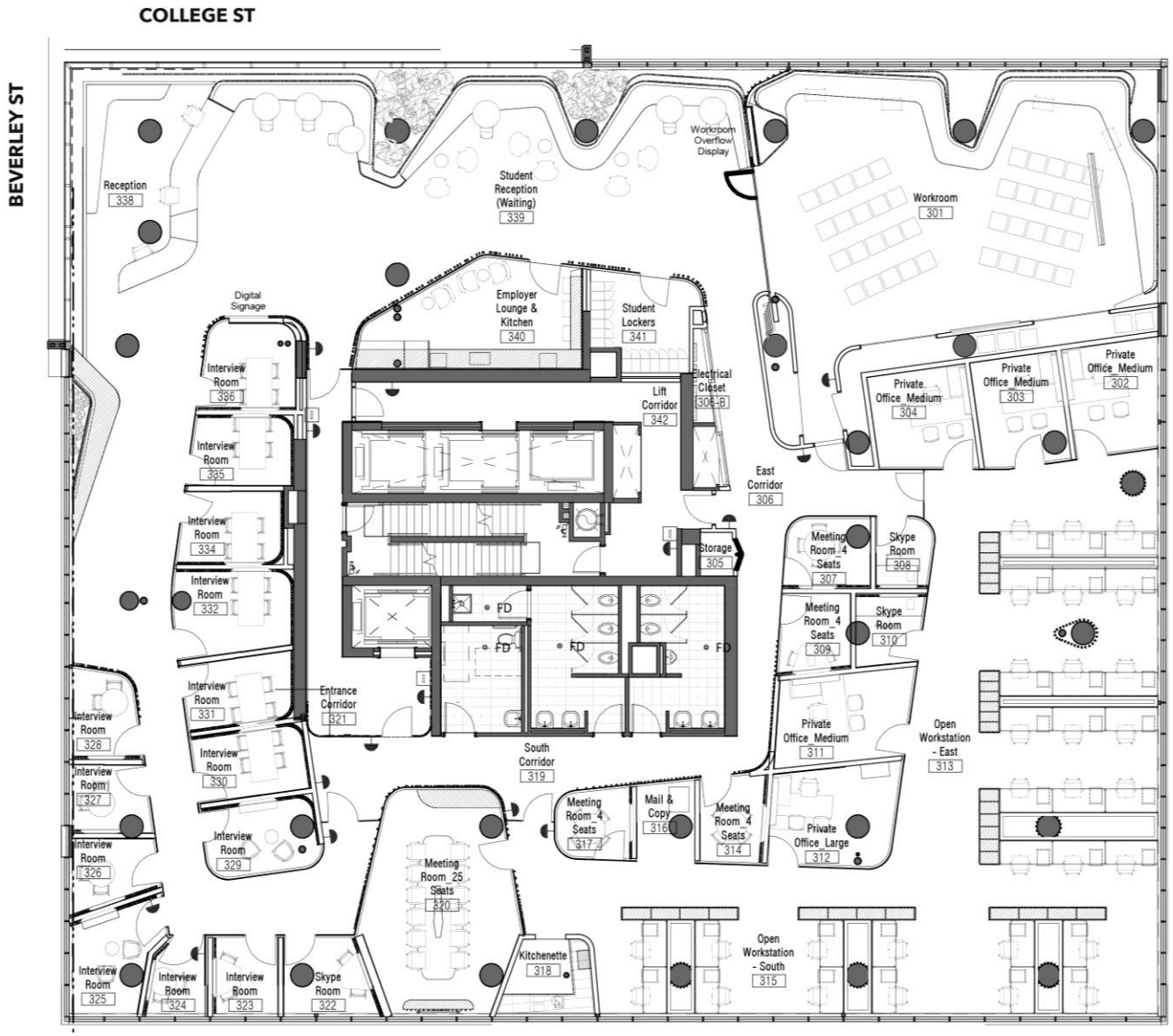
Test fit exercises generated a nasm to used-sm gross-up of 1.24 over the two floors. While the test-fit plans are not definitive in their use of space, the generated nasms include for partition, built-in and service space areas and as such is in keeping with the University's and COU's definitions of nasm.

Through the test-fit planning exercise it was determined that the proposed space program is accommodated within the space available in the 14 units purchased.

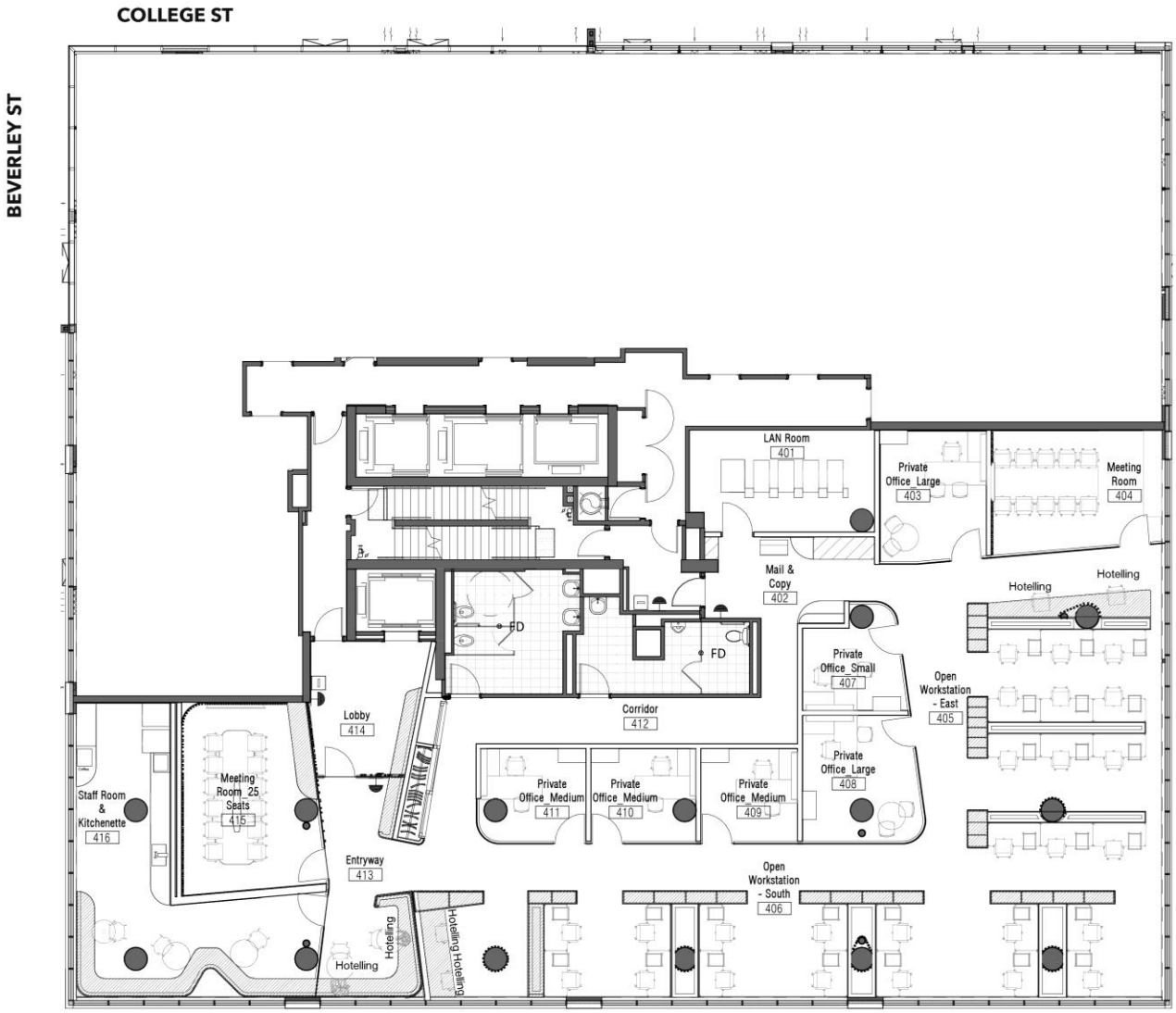
The test-fit exercise produced a combined ELH functional program of 1,049.12 nasms within an available space of 1,337.27 sm with a gross-up of 1.27.

The 100% DD design produces a net assignable area of 1,113.21 nasm within an available space of 1,337.27 sm resulting in a gross-up of 1.20.

The Open Work Station nasm included in the 100% Design Development Space Program have not been pro-rated to remove corridor area. With this reduction in nasms to account for egress widths as Non-Assignable Space the resulting gross-up factor is approximately 1.30.



Level 3 Floor Plan – Image Courtesy of Lebel & Bouliane Inc.



Level 4 Floor Plan – Image Courtesy of Lebel & Bouliane Inc.

Workplace

The workplace will be a well-considered balance of public and private space. It must provide for multiple modes of working, ranging from task oriented to collaborative. Personal work spaces are to be complemented with carefully placed, conveniently configured meeting places. These places can be informal or more defined. A range of meeting spaces is to be provided, from open counter-tops, flexible lounge space (waiting areas) and closed meeting rooms. The necessary combination of these spaces, the distribution, and aesthetic, qualitative appeal will encourage the interactive and productive nature of the overall workspace.

Open work stations are be located towards the perimeter windows to permit greater daylight penetration; closed offices and meeting rooms are located along the central core where possible.

Consideration of future-proofing workspaces is to be included in the Implementation phase. Examples of future-proofing include, but are not limited to the following items below:

- Office partitions should not be tied to any building systems requiring vertical connection to floors above or below;
- Furniture layouts showing how work spaces can be optimized to add for future growth to be included along with work station infrastructure (power, data, etc.);
- Explore feasibility of all workstations to be height adjustable;
- Design informal seating (Open Lounges and eating areas) to be utilized as a flex workstation;
- Provide secure file storage for staff who are fixed and potentially mobile;
- Provide video conferencing capabilities to all interview and meeting rooms

View of Open Work Stations – Image Courtesy of Lebel & Bouliane Inc.

View of Open Work and Hotelling Stations and Inboard Offices and Meeting Rooms – Image Courtesy of Lebel & Bouliane Inc.

Shared Support Spaces

Work Room

There is a large Work Room planned for the ELH: with a capacity of 45-50. The Work Room will be a central resource, capable of being booked by occupants of the building as well as central FASE/A&S units located elsewhere on campus. The Work Room will be used for training seminars, team meetings, distance education and video conferencing and other group events. Furniture and servicing is to allow for flexibility of use with a variety of furniture arrangements being supported. The Work Room is located in the North-East corner of the third floor adjacent the waiting and reception areas. The ability of the Work Room to open to the waiting area is to be explored to create a single gathering space for industry receptions and departmental events. Materials, lighting and window treatment are to consider the vantage point to and from College Street. The work room is to be equipped for video conferencing.

View towards the Work Room from the Waiting Area with Employer Lounge on Right – Image Courtesy of Lebel & Bouliane Inc.

Meeting Rooms

Meeting Rooms with capacities of either 4 or 10 are planned to be dispersed on both floors. Soundproofing of all meeting rooms is necessary. Meeting Rooms are to be located against the central core where possible. Servicing for the meeting rooms will include video conferencing capabilities.

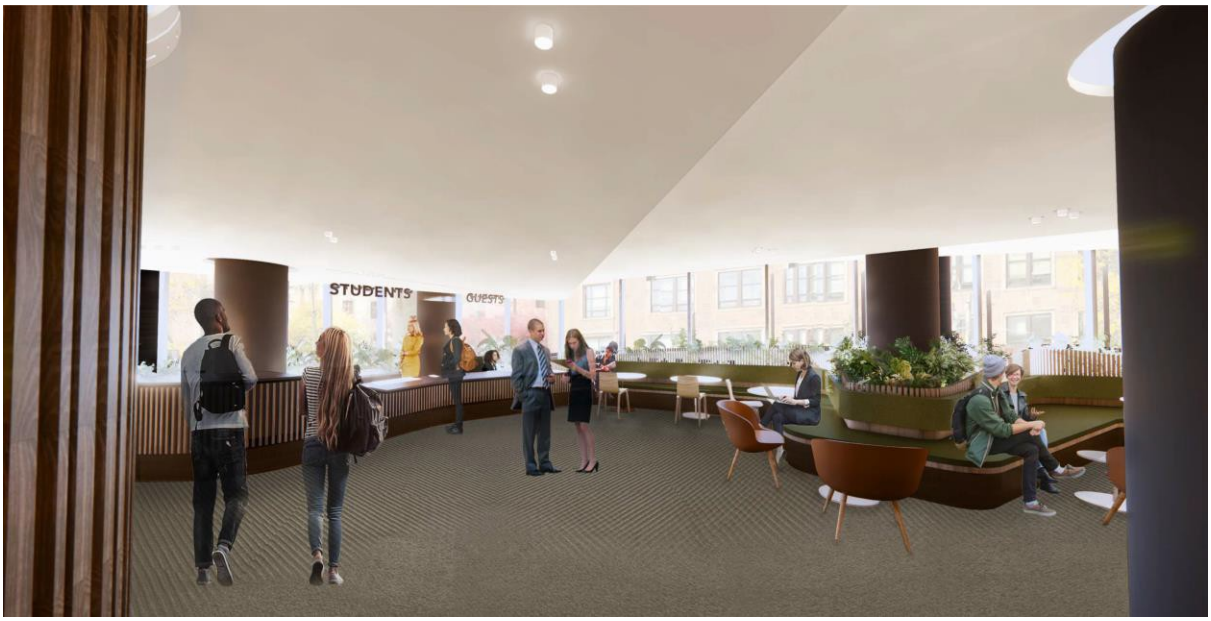
Informal Meeting Space

With the column layout and 'dog leg' shape of the space, the ELH benefits from the use of these 'in-between' spaces created where systems furniture or office space cannot be provided. The spaces within circulation corridors help soften the edge between programmed space and circulation. Small touch down meeting tables, counters, and seating dispersed throughout wide corridors can transform the traditional corridor space. These spaces allow for informal meetings and temporary work space for off-site staff.

Acoustic considerations are crucial to the success of shared spaces. An open work environment needs to employ technical and situational measures to ensure that primary workspaces are not noisy and can support individual focused work.

Reception

The reception is envisaged as a place that allows for signage communication as well as a place where face-to-face interaction can occur within a welcoming environment. The reception is located at the prominent North-West Corner of the Third Floor with access via the main North-South Corridor from the commercial elevator lobby. It is adjacent to the principal waiting area and has visual access to the interview room area. Privacy and confidentiality are to be incorporated into the design/planning around the reception desk. The reception desk will also serve to great and orient potential employers during interview periods. The reception desk is to be compliant with AODA and the University's Accessibility Standards.



View towards Reception Desk at the North-West Corner – Image Courtesy of Lebel & Bouliane Inc.

Waiting Area

The waiting area is primarily to accommodate students waiting for interviews, however the space designed and furnished to provide a welcoming environment and to accommodate a variety of uses from impromptu meetings to departmental gatherings and events. The waiting area is adjacent to the main reception, Work Room and the interview room areas. As this space, along with the work room is a multi-purpose gathering space a prominent location on the building perimeter along College Street is optimized. Access to power and wifi for this area is strategically located to allow for flexible furniture arrangement as well as for job fair displays. The waiting area is served by digital wayfinding providing direction to the interview areas.

View along the Waiting Area – Image Courtesy of Lebel & Bouliane Inc.

Employer Lounge

An employer lounge is to provide a discrete area for employers to wait, regroup or work while at the ELH for interviews. The lounge is to have access to both the main reception, washrooms and the interview rooms. A coat closet and hospitality servery will provide employers with additional amenity. Access to power and wifi for this area is to be provided throughout supporting a variety of seating and working options. The servery is to be equipped as a working kitchenette which will act as the main event servery for functions within the Work Room and Waiting Area. The Employer Lounge is equipped with centrally controlled digital clocks.

Interview Rooms

The interview rooms are located within a single area on the third floor with direct access to the waiting area and the employer lounge. Interview rooms are to be self contained small meeting rooms with acoustic separation and sufficient lighting, hvac, power and IT connections to be used for video conferencing and meetings. Interview rooms have transparent partitions along public corridors to provide visual access to staff, students and employers. While not in use during interview periods, the Interview rooms will be available as bookable meeting rooms for the ELH and potentially for other Departments. Interview room booking will be centralized at the reception desk with digital booking potential. Interview rooms are to be served by digital wayfinding coordinated to the reception and waiting areas. Centrally controlled digital clocks will be located within each interview room.

View of the Interview Room Cluster – Image Courtesy of Lebel & Bouliane Inc.

Storage

Storage is to be dispersed throughout the third and fourth floors, primarily in conjunction with open work stations. Wherever possible, file storage is to be integrated into furniture such as collaboration counters or built-in to partitions. Coat storage is to be located at the work station area entrances and at the employer/staff lounge. Office supply storage is to be located within photocopy rooms. A small locker room is to be provided adjacent to the waiting area for student use during interviews. Charging station capabilities in the lockers is to be considered.

Functional Plan

The existing floorplates follow the form of an 'L' wrapping around the East and North sides of the central core on the third floor and the West and North sides of the core on the fourth floor. The perimeter of the building is primarily glazed affording views to the City and Campus and allowing daylight penetration. The functional plan is to follow the example set by the Fitzgerald Building renovation to provide a predominantly open work environment within proximity to the perimeter windows with bookable meeting rooms and offices located at the interior of the floor plate. Layout of workstations is to account for the existing column spacing and suite entrances. Revisions to the existing suite main entrance is to be reviewed for potential enhancement and signage.

The fourth floor level is to accommodate the majority of the workstations and offices serving administrative functions. The workstations will be located with direct access to daylight and views.

The third floor's configuration will permit a complement of limited workspaces with more public facing administrative and reception functions. These workstations are to work in conjunction with the more public student & employer program areas.

Occupancy

The Occupancy for the ELH has been reviewed by the Consultants with the following determinations:

Area	**Occupancy**
Level 3	79
Level 4	54
Work Room	60
Total	**133**

The occupancy of the Work Room in conjunction with the remaining occupancy of the third floor will need to be reviewed further. Should the occupancy of the third floor exceed the allowable occupancy when the workroom is in use, the ELH will need to review event scheduling to maintain the maximum third floor occupancy.

d) Building Considerations

Standards of construction

The building is a 29 storey condominium tower with 4 floors of retail on the ground floor, condominium amenities on the second floor and office units on the 3rd and partial 4th floor. University of Toronto have purchased 11 out of 14 units.

The building construction of the base building is underway and is built by the developer of the property. The building structure is a cast in place concrete structure with concrete columns, concrete slab and drop capitals. Shear walls exist around the core. The clear height in the space ranges from 2600mm to 3300mm depending on position of drop capitals and beams.

The exterior window system is a window wall system, with most of the windows spanning floor to ceiling at the North West corner (unit 8) on the 3rd floor. Remaining elevations, have approx. 400mm sill height. The 3rd floor glazing includes a bird friendly window frit pattern, while the 4th floor glazing is clear vision glass.

Levels of Finish

- High Quality/Showcase/Corporate – All Shared Spaces program and other select program where public interface is anticipated (entry/reception/waiting areas, Employer lounges and interview and meeting rooms).
- Workroom to be of a high quality/showcase finish with consideration of views into the workroom at dusk/night from the corner of College & St. George Streets.
- Standard/Mid-Range – All other spaces
- Economical – Building Services program space (IT Closest, Storage Rooms)

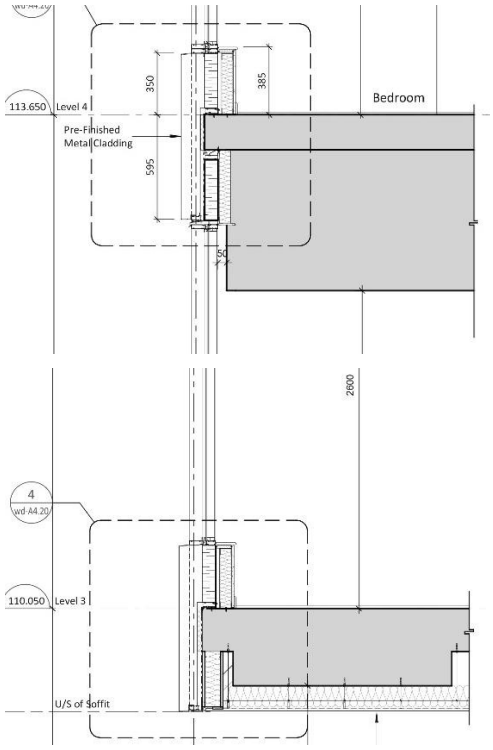
Building characteristics and massing

- Floor to floor heights:

  Level 3: 3600mm floor to floor with lower head height of approx. 2600mm to underside of a perimeter beam; Remaining height to underside of slab

  Level 4: 3600mm floor to floor with finished ceiling height of 2745mm

Building Section Detail at North West Corner of the Third Floor



Building Shell Condition

The unit will be delivered to the University in a base building, shell condition subject to the following:

Floors
· Exposed concrete surface of structural concrete slab

Walls
·Demising walls to be constructed of drywall on metal studs, taped, sanded, primed and ready for purchaser's paint and finishes. Demising walls between units shall be excluded in the event a purchaser acquires more than one unit.

Ceiling
· Exposed concrete ceiling. Typical height to be approximately 11', subject to structural drops /beams and mechanical /plumbing systems that will reduce height in certain areas.

HVAC
·Heat pump system complete with condenser water piping, thermostat and fresh air ductwork in the Developer's selected location. Undistributed downstream of heat pump. Commissioning of heat pump to be University's responsibility.
· The University will be responsible for distribution of all ductwork.

Electrical
· 100A 120/2C)8V single phase, three wire service panel with capacity for 42 circuits. Purchaser to provide and install circuit breakers, and set up electrical account, prior to any other fit out work taking place in the unit.

Plumbing
· Capped 25mm cold water line complete with check meter plumbing to a single point connection at perimeter of suite in the vendor's selected location.
·Wet stacks comprise of a 50mm sanitary drain capped at 300mm AFFL and a 38mm vent line capped at underside of ceiling available at Developer selected location for future tenant use.

Lighting
· Provided and installed by the University. Minimum lighting has been provided based on unfinished open concept. The University is required to disconnect these lighting and turn over to building operator.

Telephone /Cable /Internet
1" empty conduit c/w pull string for telephone and / or cable /Internet will be provided to a point in each office suite from the building's telephone /cable room, in accordance with the service provider's requirements and equipment.
A new IT backbone will be run to the ELH from the main campus to connect to central ITS.

Submeters
Individual submeters for electricity and domestic cold water provided and installed by the Developer.

Fire Life Safety
· Sprinklers: Base building sprinklers to be installed to an open plan with coverage in accordance with NFPA 13, Light Hazard Coverage. Sprinklers to be installed with upright heads.
·All required base building fire protection and life safety systems required to meet OBC standards, including fire extinguisher cabinets and connection to building fire alarm system. The Developer, at its option, may obtain approval for standpipes in lieu of fire extinguisher cabinet.
·Emergency lighting and exit sign provided and installed by the University to code. Minimum emergency lighting battery unit and remote lampheads have been provided based on unfinished open concept.
·Fire alarm system /devices provided and installed by the University to code. Minimum fire alarm system /devices have been provided based on unfinished open concept. The University is required to disconnect these devices and turn over to building operator. Conduits will be provided to a point in each office suite for future fire alarm device tie-in connection such as pull station or detectors, speaker/strobes.

Elevators

One single elevator serving the podium spaces has been provided in the design of the development tower. This elevator is located via the elevator lobby off a Beverley street entrance. For accessibility purposes- should this elevator be out of service, there would be access to the floor using the condominium elevator bank, a separate bank of 3 elevators accessible from the ground floor residential entrance lobby.

The elevator will also serve as access and egress from the underground parking lot for which purposes the elevator and elevator lobby will be accessible 24 hours a day 7 days a week.

Stairs

A double exit stair is accessible from both the 4th and 3rd floors to the second floor where one stair leads directly to the ground floor and exterior while the second stair exits into the common second floor corridor from which an additional exit stair continues to the ground floor and exterior. The exterior exit from the stairs is on east side of the building within the alleyway between 203 College and its neighbour to the east.

Further review with the developer is required to see if a secure access can be provided at the path of exit to allow stair access to the ELH.

Sustainability Design and Energy Conservation

The University of Toronto is committed to reducing its scope 1 and 2 greenhouse gas (GHG) emissions by at least 37% below its 1990 level of 116,959 tonnes eCO_2 by 2030, working towards becoming a net-zero GHG institution. To accomplish this, the University has retired the previous Energy Performance and Modelling Standard (April 1, 2019) and introduced this now-governing Tri-Campus Energy Modelling & Utility Performances Standard. This new standard provides project-specific energy and water efficiency targets, which are believed to be necessary to achieve the 2030 goal, while also introducing a streamlined modelling and documentation submission approach.

As the ELH project is a commercial interior fit out, the project will be required to meet a minimum LEED V4.1 ID+C certification of Gold. The project will follow the recommendations of LEED V4.1 to include the latest ASHRAE 209 – 2018 modeling standards, including box modeling before and at Schematic Design.

The renovation of existing buildings, and in this case, commercial interior fit-out, plays a critical part in U of T's plan to achieve the established 2030 GHG emission reduction target. As such, all projects at U of T are expected to strive towards energy and water efficiency and sustainability; however, the opportunity for GHG emission reduction varies as projects range in scope. The extent of interior fit-out and access to design based decisions on mechanical and electrical systems within 203 College suggest that the ELH is an opportunity for the University to demonstrate leadership in sustainable construction and operational practices.

Other Sustainability Measures

The project is to be certified to a minimum of LEED V4.1 ID+C Gold. Initiatives to be considered include, but not limited to, the following:

- LED Lighting with occupancy sensors and daylight monitoring
- Recycled materials
- Low VOC materials
- Enhanced air filtration
- Dedicated exhaust systems for photocopy rooms
- Locally sourced materials
- Individual thermostat control or zoned systems (?)
- Green wall
- Performance Data Kiosks/Dashboards/Visualization and reporting
- Enhancement of base building envelope air tightness through infiltration sealing technology
- Additional thermal insulation at slab edges to minimize thermal bridging
- Pressure testing during commissioning

Monitoring

The base building will periodically access the unit to monitor and assess the energy efficiency of equipment, materials and systems for a period of 5 years. The measurement of energy output and consumption and any energy savings will be monitored and recorded. Utility bills may be required to be presented to the third party monitoring and assessment agency.

Commissioning

The mechanical systems will be commissioned in accordance with the Condominium Corporation, University of Toronto Facilities and Services Commissioning Standards and in compliance with LEED V41. ID+C requirements. UofT Commissioning standards can be found at the following link: www.fs.utoronto.ca.

Utilities, Servicing and Maintenance

Separate metering will be installed for electrical and water servicing on a per unit basis. Heating/ Cooling and Ventilation servicing will be centralized as part of the common elements of the Condominium, with the costs of maintenance, repair and replacement of the systems to be included in the common expenses of the Condominium. The developer has provided the option of bundling the servicing into a bulk utility provided by the Condominium Corporation and proportionally billed to the University. The arrangement of metering in the proposed ELH suites will need to be reviewed and coordinated with the building developer in keeping with all stipulations of the Condominium Corporation and agreement to purchase.

The University will be responsible to maintain, repair and replace the individual electrical panel(s) and install, maintain, repair and replace lighting and distribution of all electrical services within the Unit, distribution of all heating, ventilation and cooling, commissioning of the heating, ventilation and cooling system, installation of any hot water heater and distribution of water services within the Unit, installation of any required sprinkler services and other fire alarm or fire prevention services, and all other services or systems as may be determined by the developer or as required by any applicable laws or insurance requirements of the Corporation for the Unit at its sole cost and expense, which equipment shall be in accordance with the Developer's requirements and all applicable laws. All servicing installation, including materials, methods and labour, is to be reviewed and approved prior to installation by the Developer. All utility services installed by the University will require installation of all metering and utility accounts to be in place prior to use.

The Condominium is to be equipped with a central heating and cooling system (the "HVAC system"). The University will be responsible for the maintenance and repair of the HVAC system which solely serve the Unit (including all pipes, conduits, equipment and appurtenances) whether such components are located within or outside of (or partially within or outside of) the Unit. The maintenance and repair of the HVAC system may be arranged for by the Condominium Corporation and carried out by its designated contractors or workmen, but all, paid for by the owner of the Unit, in addition to common expenses.

Maintenance

The Condominium Corporation will provide maintenance through either direct contract with the Condominium developer or an assigned management company. Management fees and common expenses will be included in the monthly common expense charge by the Condominium Corporation.

The Condominium Corporation will be responsible for the maintenance and repair of all exterior walkways and driveways, entrances, lobbies, corridors, stairs, stairwells, bathrooms, HVAC facilities, mechanical services, loading and delivery facilities, garbage and recycling areas, elevator, mailroom, and other ancillary service areas as described as common element areas of the Condominium.

Garbage collection is included in the common budget and will be provided by the Condominium Corporation. Recycling of refuse may be required by the City of Toronto and/or the Condominium Corporation and occupants may be required to sort refuse in accordance with the recycling requirements of the City of Toronto and/or the Condominium Corporation. It is intended that Condominium's refuse facilities and refuse collection/pick-up area may form part of or be shared with a residential component and not located within that part of the building forming part of the Condominium, although the Condominium Corporation will be required to make its own provisions for refuse collection. Unit occupants shall be required to bring garbage, refuse and recycling to a designated storage area within the Condominium or refuse facilities and refuse collection/pick-up area that may not be within the part of the building that is part of the University's condominium space. There will not be garbage chutes provided in the building.

Permits

A building permit will be required for the ELH implementation. The University will be responsible to obtain the occupancy permit for the space at 203 College under all requirements by the Authorities having jurisdiction. The occupancy permit is to be made available to the Condominium developer five days prior to occupancy.

Accessibility

New or redeveloped exterior, and some interior (i.e. service counters, fixed queuing guides, and waiting areas), public space, must comply with Part IV.1, Design of Public Spaces Standards (Accessibility Standards for the Built Environment, Integrated Accessibility Standards of the Integrated Accessibility Standards, O.Reg. 191/11, http://aoda.hrandequity.utoronto.ca/buildings/). This would include approaches to new buildings. Maintenance, environmental mitigation, or environmental restoration excluded from this requirement.

Public space projects affecting exterior paths of travel, recreational trails, outdoor play spaces, or accessible on-street parking must include consultation with the public and persons with disabilities pursuant to aforementioned standards.

For additional information contact the University of Toronto’s AODA Office.
http://aoda.hrandequity.utoronto.ca/

Personal safety and security

Personal safety must be taken into consideration in the design of the space. Transparency on the floor and public areas, including stairwells, is desirable, inserting glazing where possible to allow for visual access, mirrors for hidden corners and security camera should be considered if the space is not going to be on 24 hour FOB access; undergrads would be coming to the space to meet with staff and employers and the entrance(s) to the space would be unlocked during regular office hours. The building has CCTV cameras. The project team is reviewing with campus security if there is need for security cameras to be tied to Campus Police.

It should be noted that the ELH Street Entrance at Beverley Street also serves as the main public entrance to the below grade public parking garage. This entrance will need to be open 24/7. Because of this, the ELH dedicated elevator, elevator lobby will be equipped with security and access control measures such as Fob elevator access.

With regards to mirrors, the recommendation is that once the space is complete an assessment needs to be done to determine where the mirrors would be best situated.

It is anticipated that outside normal U of T hours, electronic access is to be provided for all perimeter exterior doors, office areas, and elevator(s), and staircases.

Further review of the 203 College St. Condominium Manual will be required during design work to integrate the University's access and security needs with the base building.

Signage, donor recognition

Interior signage will be a required element of the detailed project design to appropriately integrate all new programmable areas into the existing signage program of the building. Signage will also need to be considered in the building lobby to provide the University of Toronto with a presence at 203 College Street.

- Signage located at the Beverley Street Entrance would be required to acknowledge the program in this building. Signage approvals would likely require Condominium Board approvals.
- To avoid confusion, A separate address number from Beverley street may be required for wayfinding/ location finding purposes. Visitors to the 3/4th floors would not use the College Street entrance lobby.
- Signage along College Street at the Third Floor level is currently being reviewed.

Donor opportunities and donor recognition are to be explored due to the direct contact the ELH has with industry. University Advancement, FASE and A&S are to explore potential donor recognition and naming options.

The waiting area is to be served by digital wayfinding providing direction to the interview areas. Interview rooms are to be served by digital wayfinding coordinated to the reception and waiting areas. Centrally controlled digital clocks will be located within each interview room.

All signage will need to be approved by the board of directors of the Condominium Corporation. All exterior signage may be subject to University of Toronto Design Review Committee approval.

Non-assignable space

Included in the building project are non-assignable elements that are not specifically described in the Space Program, but will be part of the architect’s responsibility for design. As this is a fit-out of an existing commercial condominium building, the common area spaces of the base building will be provided by the developer. The list below contains only spaces within the suite(s) owned by the University for the ELH project. Where common area spaces are to be modified under the current scope, the scope has been added in brackets below.

Non-assignable spaces include

External to Suite (Not in scope unless stated below)

- Corridors, and public circulation space- Signage, Wayfinding and Security
- Elevator lobby - Signage, Wayfinding and Security
- Data & communication closets - Connections to serve Suite(s)
- Mechanical and Electrical rooms
- Janitor's closet
- Washrooms: The provision of public washrooms must meet minimum code requirements and should also include an accessible stall, sink, and mirror in gendered washrooms and in separate universal washrooms. Universal washrooms must comply with current AODA standards.

Internal to Suite (Included in Scope)

- Corridors, and public circulation space
- Data & communication Closets

Mechanical/ Electrical and Data

Mechanical

Mechanical systems have been roughed into the space with a total of 11 Heat Pump units supplied (1 for each unit). This system assumed each unit would be sold separately. The mechanical system – including HVAC, sprinklers and plumbing - will likely require re-planning suitable for an overall consolidated suites and suitable for the function planning of the space. Mechanical system design is to consider potential for future spatial re-organization and expansion within each floor. Offices, Work and Meeting Rooms and Interview Rooms are to be reviewed for the potential of zoning of environmental controls. Consideration of acoustic mitigation of hvac systems and overhead floor drains and plumbing stacks (serving residential units) is to be coordinated within the floor plan adjacencies and material detailing. Heating, ventilation and Cooling are included in the common elements of the condominium corporation. The option of sub-metering may be available to the University. Further review is required.

Further review is required by UofT Facilities and Services to understand and advise the design consultants on the specific installation of the base building servicing systems; confirmation of monitoring; confirmation of remote control possibilities. Confirmation of the relationship of the facility at 203 College Street will also need to be reviewed against the current F&S Campus Utilities Master Plan. Initial assessment by Facilities and Services suggest that the BAS control must go to the condominium property management group.

Heating, Ventilation and Air conditioning

The description of the existing systems is taken from the bases of design of the mechanical systems refer to Dec 8th 2017 MEP Design Brief by WSP.

A water source heat pump system is proposed to provide heating and cooling to the office space(s as follows:

- Each heat pump unit shall consist of a fan, a compressor, a reversing valve and a direct expansion coil within the housing. The unit is completed with a programmable thermostat to provide local temperature control.
- The condenser water temperatures of the heat pump condenser water loop will be maintained at 32.2°C (90°F) /37.7°C (100°F) during summer and 18.3°C (65°F) / 23.9°C (75°F) during winter. During the heating season, heat shall be injected from the heating water system to the heat pump condenser water loop via a heat injection plate heat exchange to maintain the water temperature setpoints.
- The heat pump condenser water loop will be variable flow with 2 way control valve, except at the end of piping loops where it will be 3 way control valves to maintain minimum pump flow.
- As part of the base building design, distributed horizontal heat pump units shall be located in the office ceiling space where space permits. For the NW office on level 3 where ceiling space is limited, vertical heat pump units shall be provided and bulkheads to be coordinated to accommodate services during tenant renovation.

The layout and the capacity of the of existing heating pumps need to be reviewed for the following:

1. Is the existing heat pumps capacity sufficient to accommodate proposed fit out program
2. Is there sufficient number of heat pumps to provide sufficient number of zones to ensure thermal comfort. As a minimum following shall be considered:
    a. dedicated heat pumps serving perimeter areas: enclosed offices with exterior wall and open offices with up to 5m from the exterior wall
    b. zone should never serve more than one façade. There could be one zone per two facades if it serving corner enclosed office
    c. dedicated heat pumps serving interior areas : open office areas more than 5 m or enclosed offices / meeting rooms without any exterior windows.
    d. More spaces can be grouped into one zone provided the use of the space is similar, and the performance of the unit (control of the temperature and noise) is taken into consideration

Fresh air shall be provided by a dedicated make up air system located in the mezzanine mechanical room for the office levels. The adequacy of the existing make up air unit needs to assessed to confirm it has sufficient capacity for the proposed fit out – number of people.

There should already be fully integrated building automation system monitoring mechanical systems being provided with some energy monitoring capabilities. The expectations regarding F&S UofT operation and remote monitoring needs to be understood and reviewed against, presently under construction, BAS system to understand what modifications / additions are required.

Plumbing

A booster pump set complete with variable frequency drives (VFDs) is provided for the whole building and located . in the Sprinkler & Pump Room on level P1.
Base building washrooms for office level 3 and 4 will be provided with a local electric domestic hot water tank located in the janitor closet on level 3.

Office Space kitchenettes and washrooms shall be served by local electric hot water tanks provided by the tenant.
As required by SPA, stormwater will be reused for toilet flushing in the public washrooms serving offices on level 3 and 4. A dedicated non potable water pumping and piping system shall be provided.

All new fixtures will need to be designed to UofT energy and sustainability standards to minimize water usage.

Fire protection

A Class I sprinkler system is proposed for the building.

A 6" diameter standpipe riser will be located within each stairwell. A 2-1/2" pressure regulating fire hose valve will be provided at each floor. Similarly, each floor (separate sprinkler zone) will be provided with a sprinkler control station consisting of a supervised pressure regulating valve, check valve, water flow alarm switch and zone test assembly.
The area of renovation will need to have full redesign of the sprinkler heads to accommodate for new layout. Location of the fire extinguishers would need to be assessed during design as well to ensure it meets fire code requirements.

Electrical

Each suite (11 total) has a 100A – 2P with the panels roughed just beside the suite door. Panel locations will need to be relocated to suitable locations for the planning of the overall suite. The electrical service is individually metered to each unit. Further review is required to determine if combining meters is possible and/or advantageous.

All lighting is to be low mercury LED lighting. Lighting control system with day-light monitoring and occupancy sensors is to be considered. Specialized lighting at the building perimeter may be employed to provide a 'passive' façade to the ELH visible from the intersection of College and St. George Streets.

All power runs are to be either within the ceiling space or walls. Penetrations through the floor slab may not be permitted. Planning of systems furniture and flexible meeting space is to consider the position of power outlet locations.

Networking and Data

Two data closets, one on the third floor and one on the fourth floor are recommended. Coordination with the Developer and Condominium Corporation will be required as a standing agreement between the Corporation and a Telecommunication and/or Bulk Internet services provider may be in place at the time of occupancy.

Once space program is finalized detail networking and data requirements will be finalized with Central and Faculty IT departments.

All data runs are to be either within the ceiling space or walls. Penetrations through the floor slab may not be permitted. Planning of systems furniture and flexible meeting space is to consider the position of data outlet locations.

The following items will need confirmation through discussion with the consultant and the University:

1. Details of the commercial data service into the building will need to be confirmed.
2. Data cables on the leased floors (3 and 4) to be terminated in Telecom rooms on the same floor (i.e. UofT space is self-contained, data wise)
3. One Telecom room may suffice, depending on the total of UTP connections on 3 and 4 floors.

4. Fibre cables (SM) required between Telecom room(s) and the main fibre cross-connect for the building (to connect to external service provider).
5. Wireless design to be done by ITS and shared with the design team.
6. AV infrastructure – separate (preferred) or co-located with IT?

Audio-Video Technology

Audio-visual solutions must allow for the dynamic and evolving requirements of various user groups in the ELH. In addition to meeting and collaborative spaces, it is anticipated that wayfinding will be designed and implemented using an A/V approach. For example, the third floor waiting room and interview room areas must have a combination of well-considered electronic and graphic signage for wayfinding, but also facilitate interview schedules and room booking during peak times. The systems employed should be at the leading edge of current technologies and easily accommodate changes in approach.

Audio-visual and conferencing technologies have experienced a convergence of audio, video and control systems with information technology, specifically local area networks and the Internet. This technology trend is pushing forward as available network bandwidth increases. In a continuing effort to evolve with this convergence, systems must be designed in a flexible manner with consideration for future University networks.

In order to simplify functionality and operational understanding, the system designs should minimize the number of user interfaces while maintaining system functionality. The building should employ a common user interface to minimize start-up time and troubleshooting. To minimize set-up or preparation time, the majority of the systems' elements will be built-in to room infrastructure. There will likely be a requirement for a full-time IT specialist suitably trained in AV technologies assigned to on-demand AV support.

Audio-visual systems in purpose-built rooms, such as the Remote Interview Rooms, Meeting Rooms and Workrooms, should have an appropriate complement of equipment for presentation of various media, should facilitate prepared and ad-hoc presentations among local participants and provide access to remote or distant user groups.

Systems will provide all necessary elements of visual, aural and device/ environment control.
To aid, rather than hinder, the meeting convener or presenter, user control of system/ room devices must be logical and easy to understand.

Visual displays will be provided in a size and clarity appropriate for intended use and group size and to minimize viewing fatigue. Audio reproduction will allow for unstrained listening and interactive participation, suited for the intended programming and/or room or area. Conferencing systems must link remote sites for extended audience venues. Visual display and Audio reproduction are to allow for configuration for Accessibility requirements as mandated by the AODA and UofT Accessibility standards.

Booking meeting rooms and spaces should be seamlessly integrated into UofT communication platform (Office 365) and mobile technology. Displays system similar to Deloitte Toronto Offices where information is displayed and interactive (i.e. booking kicks user out of room if user does not sign in) will allow for efficient use of space. Centralized control of room booking is to be located at the ELH reception desk.

e) Site Considerations

Site context

The site is bounded to the north by College Street and to the West by Beverley Street. Service laneways for loading and underground parking access are located along the East and South property lines.

Adjacent properties include a three storey mixed use houseform structure on the east side of the east service lane and a three storey residential houseform structure on the south side of the south service lane. Across College Street, directly north is the University of Toronto's 4 storey Wallberg Building at 184-200 College Street. To the West on the west side of Beverley Street is the existing 3 storey Cawthra mansions Co-operative Housing at 211-215 College Street.

The third and fourth floor of 203 College Street holds a commanding view of the intersection of College and St. George Streets; one of the primary entrances to the University of Toronto St. George Campus.

Master Plan

Not applicable.

Zoning regulations

The Condominium documents state that the building at 203 College Street will have a zoning designation of CR in zoning by-law 569-2013 in the zoning by-laws of the City of Toronto. Uses of the units on levels 3 and 4 must be in compliance with the following zoning requirements:

(a) All unit on levels 3 and 4 must be used only for the purpose of an office use, or education use, or accessory thereto, as defined in the City of Toronto Zoning By-Law No. 569-2013, as amended; and

(b) All units on levels 3 and 4 must be used only for the purpose of an office use, or education used or accessory thereto, as defined in the General Zoning by-Law No. 438-86 of the former City of Toronto, as amended. For greater clarity, education use as it relates to this by-law means the use of the premises for education of training, other than:

(i) A post-secondary school;

(ii) A school regulated under the Education Act, R.S.O 1990 CE.2, as amended; or

(iii) A religious education use.

As the project is an interior fit-out of an existing commercial condominium space intended for the purposes of education of training, there is no requirement for rezoning or site plan amendment. A letter from the City of Toronto Zoning department has confirmed that the proposed use by the University is in compliance with the General Zoning by-law No. 438-86.

Site access

The site is at the south-east corner of College and Beverley Streets. The primary access to the ELH will be from the Beverley Street Entrance.

A service lane to the east and the east side of 203 College contains the main egress stairs exit. Negotiations with the property developer, Condominium board and City of Toronto Building Department will need to be held to determine if this point of egress can be used for ELH staff entry via access control at the exit doors.

The base building contains a 'Type G' loading facility along the south elevation at grade. The loading facility is accessed via an East-West service land along the Sothern property line.

During elevator maintenance or disruption, the main residential elevators will be available to the ELH with access from the main residential entrance off of College Street.

The base building contains two levels of underground parking accessed via a vehicular ramp at the east elevation via the east service laneway. The ELH agreement to purchase does not include any parking spaces on the property. There may be a visitor parking area on level A of the underground parking garage accessible to the public 24 hours a day 7 days a week. These visitor spaces will be paid parking. Confirmation of the visitor parking area configuration and access is to be determined with the Developer, Condominium Corporation and any parking management operators.

The commercial condominium agreement includes 1 parking space in the below grade parking structure. Determination of the use or potential resale of the parking space is to be reviewed.

Vehicular parking can be found along St. George Street, on the west side of Beverley Street and around King's College Circle.

Parking lots are located at:

Location	Address	Distance to ELH	Parking Type
B.C.I.T.	213 Huron St.	0.28 km	Pay Parking/Garage
M.C.E.I.E	55 St. George St.	0.29 km	Pay Parking/Garage
167 College St.	167 College St.	0.17 km	Pay Parking/Surface Lot

Site servicing; existing and proposed

All site servicing is to be provide by the base building developer.

f) Campus Infrastructure Considerations

Utilities (electrical capacity, water, gas, steam lines)

All utilities to be provided by the base building developer.

Sewer and storm water management

Sewer and storm water management to be provided by the base building developer. Additional costs or requirements may be applied to the University through the common elements of the Condominium Corporation should there be any costs associated with City of Toronto imposed solid waste measures. To be confirmed with Development company and/or determined during design due diligence and municipal approvals process.

Bicycle parking

The University of Toronto has its own bicycle parking requirement, a site-specific exemption Zoning By-Law 438-86, which requires a minimum 850 spaces on campus. As identified in the 2016 Secondary Plan Transportation Study (page 31) St. George campus's parking count (Type 1 is 137 and Type 2 is 3,150) far exceeds the 850 minimum required by bylaw.

There are 36 short term spaces with 6 spaces along College Street and 4 spaces along Beverley Street to be installed by the 203 College development. Bicycle spaces are also available to the immediate north of this project at 214 College Street (Koffler Student Services Centre) and 184-200 College Street (Wallberg Building) as well as spaces at the southern end of St. George Street.

Long term bicycle parking is available within the 203 College St development, however, access and right to long term bicycle parking for the ELH is to be determined. Access to the long term spaces is from the east service lane.

Bike Share stations are located at:

Location	No. of Bikes	Distance to ELH
Beverley Street	22	0.12 km
College & Huron	17	0.21 km
College & McCaul	17	0.16 km
St. George & Russell	12	0.25 km
Galbraith & Kings College Circle	17	0.40 km

g) Other Considerations

The following sections of the document "**203 College Street Condominium Manual**" provides key information related to construction:

- "Condominium Construction Overview"
- "GENERAL CONTRACTOR CONSTRUCTION REGULATIONS"

Approval for funds for the potential future purchase of the three remaining 3rd floor commercial condominium suites was approved by business board in November 2019. The three units comprise a net area of 373.15 sm. If added to the net area included in the original agreement to purchase the total net floor area available to the ELH would be 1297.11 sm. Design layouts are to explore options for the 11 units currently included in the agreement to purchase as well as options for 14 units to demonstrate the feasibility of the property and required base building integration to support future growth or use.

h) Secondary Effects

- During Construction of the interior fit-out for the ELH, there may be access and noise restrictions due to proximity of Residential units on the 4th floor and adjacent commercial units on the third floor.
- Coordination with the building developer and adjacent properties will be required during construction to maintain access to the 3rd and 4th floors for labour and materials.
- Reallocation of vacated space

  The vacated space shown in Table 7.1 below will be available for reallocation. While FASE has expressed interest in using this space for swing space to enable renovations of other locations, the future reallocation of this space will be determined and evaluated in working with University Planning, and through the CaPS space allocation process. Space vacated by the ERE will be reallocated within CxED by Student Life. There are no costs for this project in connection to the reallocation.

Table 7.1: Vacated Space

Building	**Nasm**
700 University, 17th Floor	247.00
Fields Institute	331.97
Koeffler Centre	70.50
Total	**329.47**

i) Schedule

Project Milestones:

Milestone	**Est. Duration**	**Date**
100% Construction Documents	2 weeks	**May 2021**
Cycle 5 Executive Committee for Full Project Aproval		**May 4, 2021**
Building Permit Application	1 month	**April 2021- June 2021**
Costing	2 weeks	**April 2021**
Tender	20 Days	**May 2021-June 2021**
Tender Review & Award	6 Days	**June 2021**
Mobilization	10 Days	**July 2021**
Construction Phase	26 Weeks	**July 2021 – January 2022**
Substantial Performance	1 Day	**January 2022**
Occupancy	1 Day	**February 2022**
Fit Out (Furniture, Equipment)	1 month	**January - March 2022**
Project Completion		**March 2022**

IV. Resource Implications

a) Operating Costs

Operating costs will be shared equally by the Faculty of Arts & Science, the Faculty of Applied Science and Engineering, and the Division of Student Life. As a shared service unit of the University, the Division of Student Life does not pay these costs directly. Rather, the operating costs attributable to the Division of Student Life are added to the overall cost of shared student services in the University-wide cost model, and shared among all divisions on the St. George Campus.

b) Funding Sources for the Capital Project

The Faculty of Arts & Science, the Faculty of Applied Science and Engineering and the Provost will provide funding in equal proportion.

Funding to be provided via A&S Major Future Capital Project Account; FASE APSC:Faculty Reserve; and the Provost's Institutional Funds.

APPENDICES:

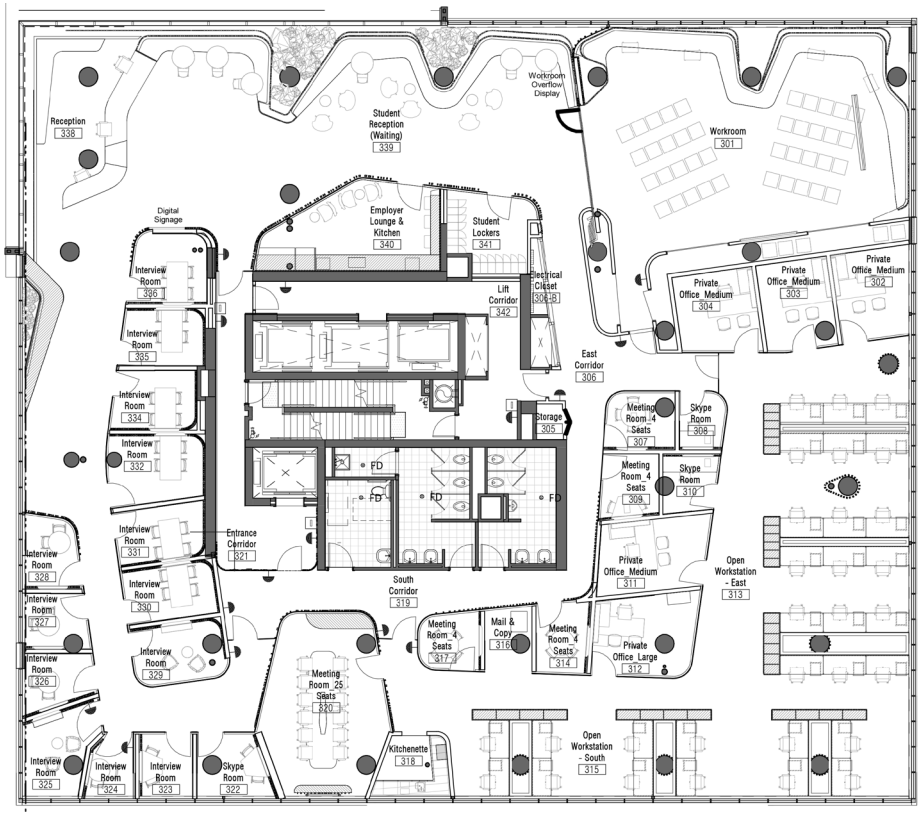
1. Total Project Cost Estimate (on request to limited distribution)
2. 100% Design Development Space Inventory
3. 100% Design Development Plans (on Request)
4. Room Data Sheets (on Request)

U of T Experiential Learning Hub

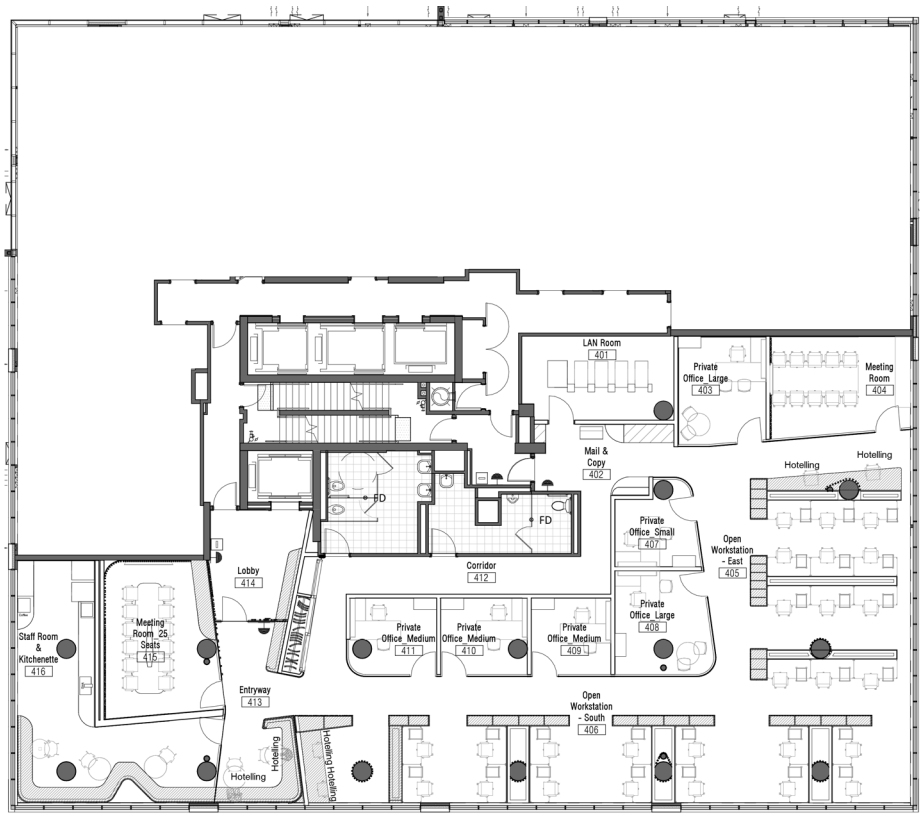
203 College Street

College Street

Beverley Street



ELH 3rd Floor Plan



ELH 4th Floor Plan

Plan images courtesy of Lebel & Bouliane Architects

ELH Reception and Waiting Area

ELH Waiting Area & Work Room

ELH Interview Rooms

ELH Adminstrative Work Stations and Offices

All Images courtesy of Lebel & Bouliane Architects