



# University of Toronto

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

## **FOR INFORMATION:**

**TO:** Planning and Budget Committee

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

**CONTACT INFORMATION:** 416-978-5515; [avp.space@utoronto.ca](mailto:avp.space@utoronto.ca)

**DATE:** February 19<sup>th</sup>, 2007 for March 6<sup>th</sup>, 2007

**AGENDA ITEM:** 10

Project Planning Committee for the Relocation of Capital Projects and Facilities and Services

## **JURISDICTIONAL INFORMATION:**

Under the Policy on Capital Planning and Capital Projects, section 5.A. the membership and terms of reference of Project Committees shall be reported to the Planning and Budget Committee.

## **BACKGROUND:**

Capital Projects and Facilities and Services are presently located on several floors in 215 Huron Street, a building constructed in the 1970's to accommodate administrative functions. With the construction of the Fields Building, and the Bahen Centre, activities in this area of the campus have shifted from administrative to academic.

The Phase 1 relocation of the Department of Mathematics to shelled – in space on the 6<sup>th</sup> floor of the Bahen Centre was approved in May 2005 and the project was completed in 2006. That Project Planning Report also recommended that the second phase of the relocation would move the remaining portions of the Department of Mathematics into adjacent space in 215 Huron Street, linked on an upper level to the Bahen Centre. This plan was contingent on the relocation of both Capital Projects and Facilities and Services to other space.

The renovation of 255/257 McCaul Street for the Central Examination Centre provides an opportunity to accelerate the relocation of these departments to available space on the third floor thus enabling the Departments of Mathematics and Statistics to obtain the space required to meet the needs of their academic programs.

## **PROPOSED COMMITTEE MEMBERSHIP:**

Ron Swail, AVP Facilities and Services (Chair)  
Nick Zouravlioff, Acting Chief Capital Projects Officer  
Kim McKenzie, Furniture Coordinator  
Julian Binks, Manager, Project Planning, Capital Projects  
Gail Milgrom, Managing Director, Campus and Facilities Planning  
Shirley Roll, Director, Facilities Management & Space Planning, Faculty of Medicine  
Chris Caners, Sustainability Office  
Andrea Armorst, Student Representative, VP, Internal & Services, University of  
Toronto Students' Union

## **TERMS OF REFERENCE:**

1. Make recommendations for a detailed space program indicating how space and facilities for Facilities and Services and Capital Projects should be organized in renovated space at 255/257 McCaul Street, identifying portions of these departments that will remain in their existing location.
2. Demonstrate that the proposed space programs will take into account the Council of Ontario Universities and the University's own space standards.
3. Identify facilities that will be vacated by the proposed relocation and that can be reassigned for other university activities.
4. Identify all equipment and furnishings that will be required for the project.
5. Identify requirements for networking and other electronic and data communications.
6. Provide a total project cost estimate identifying all resource implications including a projected increase to the annual operating cost for the University.
7. Identify all sources of proposed funding for this project.
8. Report by May 2007.