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**David Dunlap Observatory Park  
Project Steering Committee  
DDOP#01-17  
Tuesday, October 24, 2017  
4:00 p.m.**

## **Minutes**

A meeting of the David Dunlap Observatory Park Project Steering Committee was held on Tuesday, October 24, 2017 at 4:00 p.m. in the Mayor and Council Boardroom with the following members of the Steering Committee in attendance:

Mayor Barrow  
Councillor Cilevitz  
Councillor Chan  
Marney Beck  
Gloria Marsh

Also present:

Councillor West

Staff:

S. Baker, Commissioner of Community Services  
I. Brutto, Commissioner Environment and Infrastructure Services  
K. Kwan, Commissioner of Planning and Regulatory Services  
P. Caron, Director, Asset Management  
D. Dexter, Director, Financial Services & Treasurer  
S. Fick, Director, Design and Construction Services  
D. Joslin, Director, Recreation and Culture  
P. Lee, Director, Policy Planning  
T. Ricketts, Director, Environment Services  
N. Kalyvas, Manager, Facility Engineering Services  
T. Steele, Manager, Park and Natural Heritage Planning  
A. Farrugia, Manager, Natural Environment  
G. Collier, Deputy Town Clerk

Chris Hall, +VG Architects, was also in attendance at the invitation of the Steering Committee.

In the absence of a duly appointed Chair or Vice-Chair, Gloria Collier, Deputy Town Clerk, called the meeting to order. Ms. Collier called upon Members of the Steering Committee to appoint a Chair and Vice-Chair.

### **Appointment of Chair and Vice-Chair**

Moved by: Mayor Barrow

- a) That Councillor Chan be appointed Chair of the David Dunlap Observatory Park Project Steering Committee;
- b) That Councillor Cilevitz be appointed Vice-Chair of the David Dunlap Observatory Park Project Steering Committee.

Carried

Councillor Chan assumed the Chair.

### **Adoption of Agenda**

Moved by: Councillor Cilevitz

That the agenda be adopted as distributed by the Clerk with the following addition:

- a) Replacement of pages 7 to 16 with pages 7-R to 16-R – Item 4

Carried

### **Disclosures of Pecuniary Interest and General Nature Thereof**

There were no disclosures of pecuniary interest by members of the Steering Committee under the *Municipal Conflict of Interest Act*.

### **Scheduled Business**

#### **1. Extract – Council Meeting C#24-17 of June 27, 2017**

Moved by: Mayor Barrow

That the extract from Council Meeting C#24-17 held on June 27, 2017 regarding the formation of the David Dunlap Observatory Park Project Steering Committee and approval of the Terms of Reference be received for information purposes.

Carried

**2. Review of Terms of Reference for the David Dunlap Observatory Park Project Steering Committee – Italo Brutto, Commissioner of Environment and Infrastructure Services**

Italo Brutto, Commissioner of Environment and Infrastructure Services, provided an overview of the Terms of Reference for the David Dunlap Observatory Park Project Steering Committee.

Moved by: G. Marsh

That the review of the Terms of Reference for the David Dunlap Observatory Park Project Steering Committee be received.

Carried

**3. David Dunlap Observatory Master Plan Review – Presentation by Tracey Steele, Manager of Park and Natural Heritage Planning**

Patrick Lee, Director of Policy Planning, provided introductory remarks regarding the cultural heritage designation and ownership of the David Dunlap Observatory lands and reviewed the purpose and long-range vision of the Master Plan.

Tracey Steele, Manager of Park and Natural Heritage Planning, made a presentation to the Steering Committee regarding the David Dunlap Observatory Master Plan. She reviewed the process undertaken to develop the Plan which included three phases of community engagement. T. Steele provided an overview of the vision, guiding principles and key components for the David Dunlap Observatory Master Plan which included the following:

- Provide for the appropriate mix and location of activities;
- Feature the Observatory;
- Preserve and enhance natural areas;
- Use Elms Lea in complementary role;
- Create a vibrant and inclusive place;
- Plan for connectivity;
- Support educational programming;
- Reflect history in a clear identity.

T. Steele reviewed the design recommendations of the Master Plan as they related to secondary entrances, great lawn, and natural playground, and discussed the proposed implementation plan and associated costs.

Committee members noted that the southwest wetland was the only water element of the park and would require a feasibility study; and discussed that the rail overpass be considered in the early 1-5 years early priorities phase.

Moved by: Councillor Cilevitz

That the presentation by Tracey Steele, Manager of Park and Natural Heritage Planning regarding the David Dunlap Observatory Master Plan Review be received with thanks.

Carried Unanimously

**4. David Dunlap Observatory Building Conditional Assessment – (Staff Report SREIS.17.021)**

Italo Brutto, Commissioner of Environment and Infrastructure Services, provided introductory remarks regarding the David Dunlap Observatory Building Conditional Assessment, and advised that +VG Architects was retained by the Town in May 2017 to conduct a building condition assessment of the three Town facilities located within the David Dunlap Observatory lands. I. Brutto introduced Chris Hall, Partner, +VG Architects, who was in attendance to present an overview of the Assessment.

Chris Hall, +VG Architects, provided a high level overview of their findings and recommendations related to the Administration Building, the Observatory and the Radio Shack. He reviewed the project mandate, recent use as an observatory and research facility as well ad-hoc uses, and proposed community uses. C. Hall presented exterior and interior views of each building and reviewed the general condition, deficiencies, and financial projections associated with the recommended restoration and improvements for each building.

Committee members discussed the condition and purpose of the Radio Shack building, noting that the building had been identified as a heritage attribute and formed part of the culture heritage value of the property. Staff noted that a Heritage Impact Assessment Study would be required and that staff would report back on next steps for the building including options to decommission and/or to proceed with a restoration plan.

Commissioner Brutto reviewed the recommendations contained in Staff Report SREIS.17.021 and the DDO Building Repair project and Class D estimate cost summary outlined in Table 2 of the report. He advised that staff are recommending that design be undertaken in 2018 with construction beginning in 2019 for the immediate repairs.

General discussion ensued regarding the schedule for design, occupancy and programming; completing the fire safety plan to comply with the Ontario Fire Code; estimated costs, budget and funding sources for building repairs; and alternative funding opportunities.

Moved by: Mayor Barrow

That the David Dunlap Observatory Park Project Steering Committee recommends to Council:

- Previously approved at the November 13, 2017 Council meeting

- a) That the David Dunlap Observatory Building Condition Assessment prepared on behalf of the Town by the Ventin Group Ltd. be received;
- b) That all the short term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building, Observatory Building and Radio Shack Building as outlined in SREIS.17.021 from year's 1 to 5 totaling \$5,745,300 be included as part of the 2018 Capital Budget process, and that the funding source be Cash in Lieu of Parkland Reserve Funding;
- c) That upon approval of the capital budget, staff be directed to retain the necessary project consultants to undertake the designs necessary to complete the rehabilitation work as outlined in staff report SREIS.17.012 from year's 1 to 5;
- d) That the longer term rehabilitation work as identified in the Conditional Assessment report carried out by the Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in SREIS.17.021 totaling \$698,000 be placed in year 2028 of the 10 Year Capital Program;
- e) That the ultimate occupancy work as identified in the Conditional Assessment report carried out by Ventin Group Ltd. for the Administration Building and Observatory Building as outlined in staff report SREIS.17.021 totaling \$5,262,500 be placed in year 2023 of the 10 Year Capital Program;
- f) That staff be directed to report back on the next steps on the Radio Shack Building including options to decommission and or a restoration plan;
- g) That staff be directed to seek alternative funding sources, including grant opportunities, for this project.

Carried Unanimously

## **5. Tree Management – Presentation by Ann Marie Farrugia, Manager of Natural Environment**

Anne Marie Farrugia, Manager of Natural Environment, made a presentation to the Steering Committee regarding the Phase 1 Woodlot Restoration. She reviewed the long-term woodlot restoration activities including the approach that consisted of the Natural Feature Baseline Study, Phase 1 Restoration and Implementation Plan, and Phase 1 Implementation Work; Phase 1 Restoration Activities over the next 5 years; and Phase 1 Restoration Planting Plan. Ms. Farrugia provided an overview of the Communication Plan, key messages that would be communicated, and next steps.

Committee members discussed the funding secured for woodlot restoration, the tree species including invasive species identified; and provision of a buffer to protect the woodlot from the construction of the stormwater facility on the adjacent block. Staff confirmed that planting would begin in the spring by the Toronto and Region Conservation Authority who were working on behalf of the Town.

Moved by: Councillor Cilevitz

That the presentation by Ann Marie Farrugia, Manager of Natural Environment, regarding tree management be received.

Carried

## **6. Next Steps – Update by Stephen Fick, Director of Design and Construction**

Stephen Fick, Director, Design and Construction, reviewed the next steps for the David Dunlap Observatory Park which included:

- Reconstruction of driveway from Hillview Drive to the administration building, round about and parking lot improvements;
- Sanitary sewer and water servicing;
- 2017 approved Feasibility Study;
- Preparation of Fire Safety Plan;
- Delivery of Educational and Public Outreach Programming Report;
- Report on David Dunlap Observatory Park priorities and timing;
- David Dunlap Observatory Park financial tracking;
- Work Plan for building repairs.

Moved by: G. Marsh

That the update by Stephen Fick, Director of Design and Construction, regarding next steps be received.

Carried

### **Date of Next Meeting**

The next meeting of the David Dunlap Observatory Park Project Steering Committee will be at the call of the Chair.

### **Adjournment**

Moved by: Councillor Cilevitz

That the meeting be adjourned.

Carried

The meeting was adjourned at 6:00 p.m.