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**Civic Precinct Project
Steering Committee
CP#02-18
Wednesday, April 25, 2018
4:30 p.m.**

Minutes

A meeting of the Civic Precinct Project Steering Committee was held on Wednesday, April 25, 2018 at 4:30 p.m. in the Mayor and Council Boardroom with the following members of the Steering Committee in attendance:

Mayor Barrow
Regional and Local Councillor Hogg
Councillor Muench
Councillor West
Councillor Cilevitz
David Bishop
Wilhelm Bleek

Regrets:

Regional and Local Councillor Spatafora
Mustafa Master

Also present:

Councillor Beros
Councillor Chan

Staff:

N. Garbe, Chief Administrative Officer
I. Brutto, Commissioner of Environment and Infrastructure Services
M. Dempster, Commissioner of Corporate and Financial Services
P. Caron, Director, Asset Management
M. Gandhi, Director, Communication Services
G. Li, Manager, Capital and Development Financing
L. Hood, Communications Advisor
L. Procter Maio, Chief Executive Officer, Richmond Hill Public Library
B. Ransom, Director, Service Development, Richmond Hill Public Library
S. Huycke, Director, Legislative Services/Town Clerk
G. Collier, Deputy Town Clerk
K. Hurley, Council/Committee Coordinator

Project Team:

G. Stanhope, Project Executive, Colliers Project Leaders
D. Balaraman, Designated Project Director
R. Spina, Senior Project Manager
R. Au, Project Manager/On-site Administrator (regrets)
L. Sinanan, Project Administrator
S. Ramchander, Financial Administrator (regrets)
P. Sapounzi, Architectural Advisor

Gary McCluskie, Diamond Schmitt Architect Inc., was also in attendance at the invitation of the Steering Committee.

Adoption of Agenda

Moved by: Councillor Cilevitz

That the agenda be adopted as distributed by the Clerk.

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*.

Adoption of Previous Minutes

1. Minutes – Civic Precinct Project Steering Committee Meeting CP#01-18 of February 21, 2018

Moved by: Councillor Cilevitz

That the minutes of the Civic Precinct Project Steering Committee Meeting CP#01-18 of February 21, 2018 be adopted.

Carried

Scheduled Business**2. Civic Precinct Project Status Update – Presentation by Deepu Balaraman, Project Director, Civic Precinct Project**

Deepu Balaraman, Project Director, Civic Precinct Project, provided an update regarding the Project Processes schedule and budget, and reviewed the draft Civic Precinct Concept Plan. He highlighted the Project Processes actions that have been completed to date, and advised of current actions and next steps as follows:

- Continue to meet with Town department heads (May 2018)
- Investigate available civic infrastructure services (May 2018)
- Review site zoning constraints and opportunities (May 2018)
- Continue to review Town I.T. infrastructure needs (May 2018)
- Review Library department needs (May to June 2018)
- Finalize Library project scope (June 2018)
- Conduct archeological survey (May to July 2018)
- Finalize architect's contract documents (May 2018)
- Finalize RFP prime design consultant and procure services (May to August 2018)
- Engage external stakeholders (May to August 2018)
- Procure accessibility consultant (August 2018)
- Project planning seminar (August 2018)

General discussion ensued regarding the design phase for the Project and the opportunity for Steering Committee members to provide input related to the design principles. N. Garbe, Chief Administrative Officer, advised that a report would be brought forward to the next meeting of the Civic Precinct Project Steering Committee to provide a high level overview of the design principles for the project.

Members of the Steering Committee requested clarification regarding the projected budget amounts for the various components of the Project, discussed potential risks and contingencies related to the Project and how they would be addressed; and addressed the schedule and RFP process for the Project. Staff advised that once the architect had been selected for the Civic Precinct Project, targeted for August 2018, additional key details would be incorporated into the schedule, taking into consideration sufficient review time for each phase of the Project.

Moved by: Councillor Cilevitz

That the presentation by Deepu Balaraman, Project Director, Civic Precinct Project, regarding the Civic Precinct Project Status Update, be received with thanks.

Carried

3. Central Library Feasibility Study – Presentation by Louise Procter Maio, Chief Executive Officer, Richmond Hill Public Library, and Gary McCluskie, Diamond Schmitt Architects

Louise Procter Maio, Chief Executive Officer, Richmond Hill Public Library, provided introductory remarks regarding the Feasibility Study process that was undertaken for the expansion of the Central Library, and advised that Diamond Schmitt Architects was retained in 2017 to assess the feasibility of the expansion project, as well as to assist with the development of library programs, concept plans, construction phasing and Class D cost estimates.

Gary McCluskie, Diamond Schmitt Architects, made a presentation to the Steering Committee regarding the Feasibility Study that was undertaken for the Richmond Hill Central Library. He highlighted the current usage for the Library and reviewed the existing building, and noted that the facility was well loved and well used by residents. Mr. McCluskie provided a detailed overview with artist renderings of the two design options, Option A and Option B, for the Central Library including the proposed additional and renovated square footage, featured areas, and cost estimates associated with each option.

Mr. McCluskie concluded his presentation by reviewing the existing and proposed new spaces within the Library, noting that the proposed expansion would include Local History Expansion, Content Creation Spaces, Children's Discover Area, and Building on the Best Qualities.

Members of the Steering Committee inquired about the approved costs for the Civic Precinct Project and the approved costs for the Central Library expansion, and whether the additional options presented for the expansion were included in the approved budget. D. Dexter, Director, Financial Services/Treasurer, advised that staff could report back at the next meeting of the Civic Precinct Project Steering Committee meeting regarding the feasibility of funding the options presented by the Library Board.

General discussion ensued regarding the continued population growth for the Town and the role of the Library for the community, whether any of the proposed spaces for the expansion could be created within other facilities to find efficiencies, and the overall capital cost of the project.

Moved by: D. Bishop

Recommendation 1

That the Civic Precinct Project Steering Committee recommends to Council:

(Previously
approved at the
May 14, 2018
Council meeting)

- a) **That the presentation by Louise Procter Maio, Chief Executive Officer, Richmond Hill Public Library, and Gary McCluskie, Diamond Schmitt Architect Inc., regarding the Central Library Feasibility Study, be received;**
- b) **That the Director of Financial Services/Treasurer bring back a report on the feasibility of funding the options presented by the Library Board.**

Carried

Date of Next Meeting

The next meeting of the Civic Precinct 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 5:55 p.m.