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**Civic Precinct Project  
Steering Committee  
CP#01-18  
Wednesday, February 21, 2018  
4:30 p.m.**

**Minutes**

A meeting of the Civic Precinct Project Steering Committee was held on Wednesday, February 21, 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 Spatafora  
Regional and Local Councillor Hogg  
Councillor West  
Councillor Cilevitz  
David Bishop  
Wilhelm Bleek  
Mustafa Master

**Regrets:**

Councillor Muench

**Also present:**

Councillor Beros

**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  
S. Fick, Director, Design and Construction  
M. Gandhi, Director, Communication Services  
S. Morgan, Manager, Facility Design and Construction  
L. Hood, Communications Advisor  
L. Procter Maio, Chief Executive Officer, Richmond Hill Public Library  
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  
L. Sinanan, Project Administrator  
S. Ramchander, Financial Administrator  
P. Sapounzi, Architectural Advisor (regrets)

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: Councillor West

- a) That Mayor Barrow be appointed Chair of the Civic Precinct Project Steering Committee;
- b) That Councillor Cilevitz be appointed Vice-Chair of the Civic Precinct Project Steering Committee.

Carried

Mayor Barrow assumed the Chair.

**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*.

**Scheduled Business****1. Extract – Special Council Meeting C#06-17 of February 22, 2017**

Moved by: Regional and Local Councillor Spatafora

That the extract from Special Council Meeting C#06-17 of February 22, 2017 regarding the formation of the Civic Precinct Project Steering Committee and approval of the Terms of Reference be received for information purposes.

Carried

**2. Review of Terms of Reference for the Civic Precinct 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 Civic Precinct Project Steering Committee.

Moved by: D. Bishop

That the review of the Terms of Reference for the Civic Precinct Project Steering Committee be received.

Carried

**3. Civic Precinct Project Master Concept Plan Review – Presentation by Deepu Balaraman, Project Director, Civic Precinct****4. Next Steps – Update by Deepu Balaraman, Project Director, Civic Precinct**

Italo Brutto, Commissioner of Environment and Infrastructure Services, provided introductory remarks regarding the Civic Precinct Project Master Concept Plan Review. He advised that Colliers International was retained by the Town to oversee the Civic Precinct Project, and introduced the members of the Project Team to the Steering Committee.

Gary Stanhope, Project Executive, Colliers Project Leaders, provided background information on Colliers International and highlighted municipal projects they have worked on including the Richmond Hill Centre for the Performing Arts.

Deepu Balaraman, Designated Project Director, provided a high level overview of the Project including the Civic Centre/municipal administration building, Central Library expansion, underground parking garage, amphitheatre, community kiosks, public square, skating rink/reflecting pool, pedestrian plazas and garden areas, and shared the Master Concept Option which incorporated the results from the community survey conducted in 2012.

D. Balaraman reviewed the Project Processes governance, schedule and budget, and concluded the presentation by advising of current actions and next steps in the process as follows:

- Update the Accommodation Study (April 2018)
- Meet with Town Departments (March 2018)
- Review and Discuss Library Feasibility Study (March 2018)
- Finalize the Library Scope (early April 2018)
- Phase 1 and Phase 2 ESA (April 2018)
- RFP for Prime Design Consultant (April to June 2018)
- Project Planning Seminar (August 2018)

General discussion ensued regarding the public consultation that was undertaken leading up to the Master Concept Option; selection process for the architect; estimated costs and budget; schedule for the Project specifically related to the planning time for design and the permit and planning approval process for applications related to development of the site; and whether the projected operational readiness of the Project could be completed prior to October 2025.

Members of the Steering Committee inquired about the Due Diligence Studies included in the Project budget and what it entailed; selection process for the Prime Design Consultant; soft costs for the Project and whether municipal office functionality design options would be presented for consideration; and sponsorship and partnership opportunities for the project.

David Bishop, Chair of the Richmond Hill Public Library Board, addressed the inclusion of the Central Library expansion as part of the Civic Precinct Project specifically related to the need and potential for the expansion and the impact on the Library's operations and services, staff and patrons. Staff discussed the library expansion vision for the Central Library and advised that they were looking at all elements of the Civic Centre Precinct as one project.

Mr. Bishop recommended that a presentation of the Central Library Feasibility Study be arranged for a future meeting. Committee members discussed the benefits of a financial report being provided at each meeting and requested staff from Planning and Building also be represented at future meetings.

Moved by: Councillor Cilevitz

That the presentation by Deepu Balaraman, Project Director, Civic Precinct Project, regarding a review of the Civic Precinct Project Master Concept Plan and an update on Next Steps, be received.

Carried

**Date of Next Meeting**

The next meeting of the Civic Precinct Project Steering Committee was scheduled on Wednesday, March 28, 2018 at 4:30 p.m.

**Adjournment**

Moved by: Councillor Cilevitz

That the meeting be adjourned.

Carried

The meeting was adjourned at 6:10 p.m.