



Staff Report for Committee of the Whole Meeting

Date of Meeting: September 17, 2018

Report Number: SRCAO.18.22

Department: Office of the Chief Administrative Officer

Division: Strategic Initiatives

Subject: SRCAO.18.22 Yonge Subway Extension Project
Richmond Hill Workplan and Resources

Purpose:

To provide Council with a high level workplan and seek approval of resources and funding to support collaboration with the York Region Rapid Transit Corporation on the Yonge Subway Extension Project.

Recommendation(s):

- a) That staff report SRCAO.18.22 be received;
- b) That the following business cases for staffing and consulting resources to support the Yonge Subway Extension Project as identified in SRCAO.18.22 be approved and funded from the Strategic Rapid Transit Reserve:
 - (i) Attachment 1: Business Case for Project Manager, Yonge Subway Extension Project
 - (ii) Attachment 2: Business Case for Consulting and Staffing Resources for the Development of Richmond Hill Centre Secondary Plan, and
 - (iii) Attachment 3: Business Case for Consulting Resources for Engineering and Transportation Reviews for the Yonge Subway Extension Project.

Contact Person:

Patrick Lee, Director, Policy Planning, extension 2420

Dan Terzievski, Director, Development Engineering & Transportation, extension 6358

Gwen Manderson, Director, Strategic Initiatives, extension 3815

Report Approval:

Submitted by: Gwen Manderson, Director of Strategic Initiatives

Approved by: Neil Garbe, Chief Administrative Officer

Page 2

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

Page 3

Background:

For many years Richmond Hill has been advocating for the extension of the Yonge Subway north to Richmond Hill Centre at Highway 7. Extending the subway to Richmond Hill will address a critical missing link in the public transit system and will benefit the businesses and residents of the Town as well as surrounding municipalities. The Yonge Subway Extension (YSE) has been identified as a priority transit project by the Province of Ontario and is the number one rapid transit priority for York Region.

The YSE project is being undertaken by Metrolinx, the Toronto Transit Commission (TTC), the City of Toronto, York Region and the York Region Rapid Transit Corporation (YRRTC). It includes a 7.4 kilometre extension to the subway system with five subway stations, underground train storage, two bus terminals and a park and ride lot for up to 2,000 cars.

The Preliminary Design and Engineering phase of the YSE is currently underway, having received a total of \$91.23 million from the Government of Canada and the Government of Ontario. The deliverables for this phase of the project include: confirming the project scope; advancing the overall level of design; developing a cost estimate; developing a comprehensive project schedule; developing a business case and economic analysis; and, recommending next steps regarding the preferred project delivery model. A team of consultants will be retained by YRRTC to support their work in this phase of the YSE project, expected to be completed by the end of the first quarter of 2020.

As the local municipal partner for the segments in Richmond Hill, including the terminus at Richmond Hill Centre that will anchor the subway service, GO service, Yonge Street and Highway 7 bus rapid transit and BRT/express service along Highway 407 ETR, the Town has an opportunity to advance important goals and priorities as the new subway is designed and constructed.

At the June 12, 2018 Council meeting, Council approved the following motion:

‘Staff be directed to draft Terms of Reference, including costs, staffing resource implications, to initiate a planning/land use study/secondary plan for the Richmond Hill Centre in support of the Yonge Subway Extension;

Staff be directed to report back with a workplan, including cost and dedicated staffing implications, in support of York Region Rapid Transit Corporation, including dedicated personnel, to work in collaboration with the York Region Rapid Transit Corporation, other municipalities and all pertinent parties, to support the next steps that will be identified by the preliminary design and engineering study;

Page 4

This Resolution be forwarded to the York Regional Council, the York Region Rapid Transit Corporation, the Metrolinx, the Toronto Transit Commission, the City of Markham, the City of Vaughan, the City of Toronto, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, local Members of Provincial Parliament and Members of Parliament.'

This staff report responds to Council's directions.

Richmond Hill Workplan - Preliminary Design and Engineering Phase

As directed by Council at the June 12, 2018 meeting, staff have prepared a high level workplan that supports the current understanding regarding the deliverables for the preliminary design and engineering phase of the YSE project. It does not contemplate Town support beyond this phase of the YSE project.

The Town's workplan identifies five major areas of focus for Richmond Hill staff: municipal leadership and coordination; corporate project management; planning and development (including the development of the Richmond Hill Centre Secondary Plan); engineering and transportation; and communications. The workplan includes a summary of anticipated activities, the lead division/department for each area and required resources. Specific workplan timing for these activities will be the duration of the preliminary engineering and design phase of the project. It is expected that the development of the Richmond Hill Secondary Plan will extend beyond the preliminary design and engineering phase given the time required to develop and approve this document.

To achieve the workplan, new dedicated staff and consulting resources will be required and have been identified in the table below. Without these new resources, staff will be unable to complete the workplan activities and provide the needed level of support for the YSE project.

Item	Summary of Anticipated Activities	Lead Division/ Department	Resources
Municipal Leadership and Coordination	Align and champion the Town's interests in the project Provide project updates to Council and senior staff Participate in bi-monthly Municipal Leadership and Coordination Group meetings that will: ensure overall coordination and progress on areas/issue that cut across municipal	Strategic Initiatives, Office of the CAO	Available within existing staff complement

Page 5

	<p>and regional boundaries; assist in the resolution of cross-cutting municipal issues; and review and endorse communications plans and support for project announcements and community engagement</p> <p>Participate in monthly Municipal Technical Advisory Group meetings to assist with addressing technical matters and issues related to the planning and design of the YSE project in Richmond Hill</p>		
Corporate Project Management	<p>Align and promote the Town's interests</p> <p>Coordinate, review and facilitate the Town's participation in the preliminary design and engineering phase of the project</p> <p>Work with a staff team from Town Departments to identify matters that affect the Town's interests and advocate on their behalf</p> <p>Coordinate the Town's Technical Advisory Group and collaboration with YRRTC</p> <p>Participate in monthly Municipal Technical Advisory Group Meetings along with staff from other Departments to address technical matters and issues related to the planning and design of the YSE project in Richmond Hill</p> <p>Liaise with YRRTC staff, other government partners and consultants responsible for the preliminary design and engineering phase of the project</p> <p>Ensure that project plans and</p>	Strategic Initiatives, Office of the CAO	New resource required - Project Manager, YSE Project (Business Case found in Attachment 1)

Page 6

	<p>timelines are maintained</p> <p>Work with Departmental staff to address other project requirements such as building standards, by-law requirements, access and temporary use permits, emergency services requirements</p>		
Planning and Development	<p>Develop and obtain approval for the Richmond Hill Centre Secondary Plan</p> <p>Participate in the development of an urban design and streetscape strategy</p> <p>Participate in Planning and Urban Design Work Group</p> <p>Participate in Town's Technical Advisory Group</p> <p>Participate in monthly Municipal Technical Advisory Group Meetings along with staff from other Departments to address technical matters and issues related to the planning and design of the YSE project in Richmond Hill</p>	Policy Planning, Planning and Regulatory Services	<p>New resource required - Project Manager, Policy Planning to support development of the Richmond Hill Centre Secondary Plan (Business Case found in Attachment 2)</p> <p>New funding required for consulting services for development of Secondary Plan (Business Case Found in Attachment 2)</p>
	<p>Consider the Yonge Subway Extension project in the development review process</p> <p>Review and approve site plans for subway stations and structures</p> <p>Participate in monthly Municipal Technical Advisory Group Meetings along with staff from other Departments to address technical matters and issues related to the planning and design of the YSE</p>	Development Planning, Planning and Regulatory Services	Available within existing staff complement

Page 7

	<p>project in Richmond Hill</p> <p>Participate in Planning and Urban Design Work Group</p> <p>Participate in Town's Technical Advisory Group</p>		
Engineering and Transportation	<p>Provide municipal standards, guidelines and permit requirements</p> <p>Review, guide and comment on preliminary design and engineering for the project</p> <p>Review and comment on traffic management plans where local roads impacted</p> <p>Provide municipal permit approvals</p>	Development Engineering and Transportation, Planning and Regulatory Services	New funding required for consulting services for engineering and transportation reviews (Business Case found in Attachment 3)
	<p>Review and comment on station, tunnel and municipal infrastructure design and construction plans</p> <p>Review and comment on design and construction management and staging plans, provide comments</p> <p>Provide technical study reviews</p>	Design and Construction, Environment and Infrastructure Services	New funding required for consulting services for design and construction reviews (Business Case found in Attachment 3)
Communications	<p>Communications and community engagement</p> <p>Engagement and support for major landowners and developers</p> <p>Participate in the joint communications working group</p> <p>Facilitate ongoing project communications with Council and staff as needed, including emergency communications.</p>	Communication Services, Office of the CAO	Available within existing staff complement

Page 8

Attachment 1 to this staff report provides a business case for the temporary Project Manager, Yonge Subway Extension Project position in the Strategic Initiatives Division, Office of the CAO, for the duration of the project. Similar to the Project Manager for the Yonge Bus Rapid Transit Project, this position will be responsible for corporate project management of the Town's collaboration with YRRTC. Having a Project Manager will help to ensure that the Town's interests are aligned and promoted throughout this phase of the YSE project, and that project timelines for the Town's involvement are maintained.

Attachment 2 provides a terms of reference and business case for funding and resourcing the development of the Richmond Hill Secondary Plan. This includes funding for consulting services to develop the Secondary Plan and a temporary Project Manager, Policy Planning, Planning and Regulatory Services Department to lead this initiative for the duration of the Richmond Hill Centre Secondary Plan project. As identified in the workplan above, the Project Manager will be responsible for the development of the Richmond Hill Centre Secondary Plan including managing the consultants(s) that will be retained for this purpose and working with the community as well as other stakeholders. Completing the Secondary Plan based on current Provincial, Regional and local directions and initiatives ensures that the Town is positioned to accommodate development that maximizes the significant investments that have been and are still to be made in public rapid transit for the area.

Attachment 3 provides a business case for funding consultants to review and comment on the engineering, transportation, design and construction plans on the Town's behalf. Numerous consulting teams will be retained by YRRTC during this phase of the YSE project and the Town will need to provide input and feedback in a timely manner. Without the staff capacity to provide this input and feedback, retaining consultants will ensure that the Town's interests are incorporated into the design and engineering phase.

Financial/Staffing/Other Implications:

There are financial and staffing implications associated with the Town's support for the preliminary design and engineering phase of the YSE project. While existing staff resources can accommodate certain aspects of the workplan activities, new consulting and temporary staff resources are required as identified in the chart below.

New Resource	Estimated Cost
Temporary Project Manager, YSE Project Strategic Initiatives, Office of the CAO	\$212,300
Funding for consulting services to develop	\$377,000

Page 9

the Richmond Hill Centre Secondary Plan	
Temporary Project Manager, Policy Planning, Planning and Regulatory Services	\$268,200
Funding for consulting services for engineering, transportation, design and construction plans reviews	\$225,000
Total	\$1,082,500

Staff are recommending approval of the above noted new resources totaling \$1,082,500 as identified in Attachments 1, 2 and 3 to this staff report. Further, it is recommended that the Strategic Rapid Transit Reserve Fund be used as the funding source for these expenditures. The Strategic Transit Reserve Fund is to be used for funding long range strategic rapid transit projects which are multi-jurisdictional in nature. Funding committed by the Town from this Reserve Fund is to be used to leverage and attract significant funding from other levels of government and/or public-private partnership arrangements. The current balance in this reserve fund is \$9,130,500.

Relationship to the Strategic Plan:

Collaboration with YRRTC on the YSE Project and funding this collaboration is aligned with both the Strategic Plan and the Phase 3 Implementation Plan. Goal One of the Strategic Plan is Stronger Connections, and developing stronger connections on the ground through transit will support this goal. Goal Two of the Strategic Plan is Better Choice, and this means providing better quality options, such as transit, to achieve the community's vision.

One of the key areas of focus in the Phase 3 Implementation Plan is to provide leadership including advocating for and working with partners on matters of importance to the community including for the extension of the Yonge Subway to Richmond Hill. Approving and funding resources to support collaboration with YRRTC demonstrates the Town's leadership in this area.

Conclusion:

Extension of the Yonge Subway to Richmond Hill is a Town priority. There is an opportunity to support the Preliminary Design and Engineering Phase of the Project through partnership with YRRTC. Approving and funding staff and consulting resources to support the YSE Project will help to ensure that the Town's interests are aligned and promoted.

Page 10

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- Attachment 1: Business Case for Project Manager, Yonge Subway Extension Project
- Attachment 2: Business Case for Consulting and Staffing Resources for the Development of Richmond Hill Centre Secondary Plan
- Attachment 3: Business Case for Consulting Resources for Engineering and Transportation Reviews for Yonge Subway Extension Project

Page 11

Report Approval Details

Document Title:	SRCAO.18.22 Yonge Subway Extension Project - Richmond Hill Workplan and Resources.docx
Attachments:	- Attachment 1.docx - Attachment 2.docx - Attachment 3.docx
Final Approval Date:	Aug 29, 2018

This report and all of its attachments were approved and signed as outlined below:

David Dexter - Aug 28, 2018 - 2:27 PM

Neil Garbe - Aug 29, 2018 - 10:44 AM