

# Attachment 1

## Project Manager, Yonge Subway Extension Project New Staff Request

### Overview

For many years Richmond Hill has been advocating for the extension of the Yonge Subway north to Richmond Hill Centre at Highway 7 East. The 7.4 km extension will address a critical missing link in the public transit system and will benefit the businesses and residents of Richmond Hill. The Yonge Subway Extension (YSE) has been identified as a priority transit project by the Province of Ontario.

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). The preliminary design and engineering phase of the YSE is currently underway having received a total of over \$91 million funding from the Government of Canada and the Government of Ontario. The findings of the preliminary design and engineering phase, including recommendations on the next steps and the preferred project delivery model, are expected by the end of Q1 2020.

At the June 12, 2018 Committee of the Whole meeting, Council passed a motion that “Staff be directed to report back with a work plan, 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.”

As the local municipal partner for the segments in Richmond Hill, including the terminus at Richmond Hill Centre anchoring 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.

While Richmond Hill has assigned an Executive Champion and has formed a Technical Advisory Group, the Town recognizes the value of pre-planning and are aligned with YRRTC staff on the importance of having dedicated resources for the preliminary design and engineering phase of the Yonge North Subway Extension. This is the approach that was taken with the Yonge Street Bus Rapid Transit when a Project Manager position was approved to support that project. There are no external funding sources to support the Town’s involvement during this phase of the YSE project, however it would be in Richmond Hill’s best interest to fund a dedicated resource at this time and for the duration of the Preliminary Design and Engineering phase of the YSE project.

### Program Description

Staff are proposing that a Project Manager, Yonge Subway Extension be approved as full time contract position for 18 months beginning in late 2018. This position will report to the Manager, Grants & Strategic Initiatives, Office of the CAO. A detailed job description is attached as Appendix A.

This proposed position would provide dedicated corporate project management of the YSE during a critical timeframe in the project’s development, focusing on aligning and promoting Richmond Hill’s interests throughout the Preliminary Design and Engineering phase.

The specific responsibilities of the position include:

- identifying, aligning and promoting the Town’s interests
- coordinating, reviewing and facilitating the Town’s participation in the preliminary design and engineering of the municipal infrastructure work,
- coordinating input on development applications;
- working with community stakeholders;

- working with Town staff involved in the project to ensure project plans and timelines are maintained;
- coordinating the Town's Technical Advisory Committee;
- participating in monthly cross-municipal Technical Advisory Group meetings to address technical issues and matters related to the YSE project;
- liaison with YRRTC staff, other government partners and consultants;
- working with Town and YRRTC staff to address other project requirements such as building standards, by-law requirements, access and temporary use permits, emergency services requirements;
- updating Council and senior staff on the progress of the YSE Project.

## **Strategic Alignment**

The YSE Project is a priority initiative for Richmond Hill. The project is aligned with Goal Two: Better Choice in Richmond Hill Goal by working towards better options to move and is specifically supported by the following strategic directions:

- Advocate for commitment and funding to extend the subway to Richmond Hill Centre
- Develop and promote Richmond Hill as a transportation hub
- Identify and prepare for necessary infrastructure to support better transportation options here

## **Comparative Analysis**

The Town approved a dedicated contract project manager for the Yonge BRT Rapidway Project from 2014 to 2018. Building on the success of this approach, the YSE warrants a similar dedicated contract staff investment to oversee the Town's interests.

The City of Vaughan retained a Project Coordinator for two years for the Spadina Subway Extension Project. This position was in addition to the significant technical staff resources that were dedicated to this project to review and comment on submissions. It is anticipated that the level of coordination and effort for the YSE will be much greater than that for the Spadina Subway Extension because: it involves three municipalities rather than just one; YSE project will be navigating an already urbanized environment rather than green and brown fields; and, a secondary plan will need to be completed for Richmond Hill Centre whereas one was in place in the Vaughan Corporate Centre prior to subway preliminary design.

## **Analysis of Alternative Approaches**

An alternative approach to hiring a contract project manager would be to have the work done by several staff across the organization or by an outside consultant.

The alternative approach is not recommended. There is no available capacity within existing staff resources to undertake the work required or manage an external consultant. The Town's interest and priorities for this important project would not be addressed to the extent needed and the community would not benefit from the close oversight of the project that a dedicated position would provide.

## **Cost and Benefit Analysis**

The cost of hiring a Project Manager, Yonge Subway Extension, based on salary, benefits, and allocations for office furniture and computer and other costs is \$19,700 in 2018, \$132,100 in 2019, and \$60,500 in 2020. It is recommended that the source of funding for this position be the Strategic Rapid Transit Reserve Fund, which is to be used for funding long range strategic rapid transit projects that are multi-jurisdictional in nature, as is the case for the YSE project. This position is key to providing dedicated corporate project management of the Yonge Subway Extension to align and promote Richmond Hill's interests during a critical timeframe in the project's development.

	Current Year (2018) Impact	Full Year (2019) Impact	Full Year (2020) Impact
Start Date	01-Dec-18	01-Jan-19	1-Jan-20
End Date or Contract Terms	31-Dec-18	31-Dec-19	31-May-20
Full Time or Contract	Contract	Contract	Contract
CUPE/Admin/SEA/FIRE	Admin	Admin	Admin
Grade	7	7	7
Step	2	3	3
Annual Salary	\$ 107,100	\$ 112,200	\$ 114,200
Annual Benefit	\$ 10,900	\$ 11,400	\$ 11,600
<b>Operating Costs</b>			
Salaries ( <b>Prorated Salary Based on Start Month</b> )	\$ 9,500	\$ 119,600	\$ 54,200
Benefits	\$ 900	\$ 11,400	\$ 5,200
Corporate allocation for training	\$ -	\$ -	\$ -
Equipment & Vehicle Rental	\$ 300	\$ 100	\$ 100
Membership	\$ 1,000	\$ 1,000	\$ 1,000
Mileage			
<b>Total Operating Costs</b>	<b>\$11,700</b>	<b>\$132,100</b>	<b>\$ 60,500</b>
<b>Funding Source</b>			
Reduction in casual wages & benefits			
Program efficiencies (contracts, consulting, etc)			
Reserve Fund - Strategic Transit Reserve	\$ 11,700	\$ 132,100	\$ 60,500
Grants	\$ -	\$ -	\$ -
Tax Rate	\$ -	\$ -	\$ -
<b>Total Funding Sources</b>	<b>\$ 11,700</b>	<b>\$ 132,100</b>	<b>\$ 60,500</b>
<b>Capital Costs</b>			
Furniture & desktop with standard software (Desktop or Laptop Computer, Standard Corporate Software, Land	\$8,000	\$0	\$0
Computer hardware/software beyond standard issue			
Vehicle			
<b>Total Capital Costs</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Source</b>			
Reserve Fund - Strategic Transit Reserve	\$ 8,000	\$ -	\$ -
Grants			
Cash to Capital Reserve	\$ -	\$ -	\$ -
<b>Total Funding Sources</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating and Capital Costs</b>	<b>\$19,700</b>	<b>\$132,100</b>	<b>\$60,500</b>

## **Conclusions and Recommendations**

Approving this contract position will enable the Town to provide dedicated corporate project management of the Yonge Subway Extension to align and promote Richmond Hill's interests during a critical timeframe in the project's development. Staff are proposing that a Project Manager, Yonge Subway Extension be approved for an 18 month period from 2018 to 2020 as part of the Strategic Initiatives, Office of the CAO staff complement, and that the position be funded from the Strategic Rapid Transit Reserve Fund.

## Appendix A – Job Description



## Job Description

<b>Job Title:</b>	Project Manager, Yonge Subway Extension Project
<b>Employee Group:</b>	Administration
<b>Department:</b>	Office of the CAO
<b>Division:</b>	Strategic Initiatives
<b>Location:</b>	225 East Beaver Creek Road
<b>Reports To (Position):</b>	Manager, Grants and Strategic Initiatives

### Position Summary:

(Provide a brief description of the “primary function” of the job.)

Reporting to the Manager, Grants & Strategic Initiatives, the Project Manager, Yonge Subway Extension Project is responsible for providing dedicated corporate project management of the Yonge North Subway Extension during a critical timeframe in the project’s development, focusing on aligning and promoting Richmond Hill’s interests as well as coordinating the Town’s support and collaboration for this project.

### Duties and Responsibilities:

(List and describe the major duties or responsibilities of the job that are regular and recurring requirements.)

- Identifying, aligning and promoting the Town’s interests
- Coordinating, reviewing and facilitating the Town’s participation in the preliminary design and engineering of the municipal infrastructure work
- Coordinating input on development applications
- Working with community stakeholders
- Working with Town staff involved in the project to ensure project plans and timelines are maintained
- Coordinating the Town’s Technical Advisory Committee
- Participating in monthly cross-municipal Technical Advisory Group meetings to address technical issues and matters related to the YSE project
- Liaison with YRRTC staff, other government partners and consultants
- Working with Town and YRRTC staff to address other project requirements such as building standards, by-law requirements, access and temporary use permits, emergency services requirements
- Updating Council and senior staff on the progress of the YSE Project

### Skills and Experience:

(Highlight specific skills/competencies, experience and other requirements essential to the job including # of years experience.)

- Demonstrated background in planning and construction
- Strong facilitation and project management skills
- Strong analytical, strategic thinking and problem solving skills
- Ability to influence without authority, using well-developed negotiation, facilitation, and conflict resolution skills
- Strong interpersonal skills with the ability to work well with Council, staff and the community
- The ability to work independently as well as be a key player in a team environment
- Detail oriented and technically savvy with proficient computer skills particularly in Microsoft Project
- Proficient in Microsoft Office Suite
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, develop, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect and trust
- Takes initiative to participate in a culture of learning, mentoring and sharing
- Contributes to building and being part of a positive culture
- Must possess a valid Ontario Class 'G' Drivers License and have access to a vehicle for use on corporate business (mileage compensated and will be required to provide proof of vehicle insurance upon hire)

**Training and Education:**

(Identify any licenses, certifications and designations required to perform the job.)

- Degree in Urban and Regional Planning or Civic Engineering required
- Project Management certification or accreditation considered an asset

**Approved By:**

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Supervisor/Manager/Director

**Date:**

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**Approved By:**

\_\_\_\_\_  
Department Head

**Date:**

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**Reviewed By:**

\_\_\_\_\_  
Human Resources

**Date:**

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