



Staff Report for Committee of the Whole Meeting

Date of Report: January 21, 2019

Report Number: SREIS.19.002

Department: Environment and Infrastructure Services

Division: Facility Design Construction and Maintenance Services

Subject: Approval of Steering Committee for the Civic Administration Centre Project

Purpose:

Environment and Infrastructure Services is seeking Council approval to establish a Steering Committee for the Civic Administration Centre (CAC) Project.

Recommendation(s):

- a) That a Civic Administration Centre Project Steering Committee be established;
- b) That the Civic Administrative Centre Steering Committee Terms of Reference attached as Appendix "A" to staff report SREIS.19.002 be approved.

Contact Person:

J. Patrick Caron, P.Eng., Director of Facility Design, Construction and Maintenance, Extension 2403

Report Approval:

Submitted by: Italo Brutto, Commissioner of Environment and Infrastructure Services

Approved by: Neil Garbe, Chief Administrative Officer

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.

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Background:

The Civic Precinct Project, which is located at the Southeast corner of Yonge Street and Major Mackenzie Drive, is supported by the Civic Precinct Steering Committee.

Council approved the formation of the Civic Precinct Steering Committee on February 22, 2017 (SRCAO.17.01) to provide advice and recommendations to Council on the development of the Civic Precinct project. The project included the Civic Administrative building, the Central Library expansion and the supporting outdoor elements that included a reflecting pool, skating rink, amphitheater and walking trails.

The Steering Committee members included the Mayor, two Regional Councillors, Ward 2, 4, 5 Local Councillors, Chair of the Public Library Board and two community representatives. The membership was appropriate given the scope of the project.

At a Special Council meeting held on June 26, 2018 and at a further Council Meeting held on July 9, 2018, Council directed staff to eliminate the Municipal Office and associated underground parking for the Civic Precinct site, retain the outdoor amenities, expand the Central Library and look at options to accommodate forecasted staff growth until 2041 at the 225 East Beaver Creek site or other alternative sites. This direction was supported in the following motion:

“b) That staff be directed to report back on a revised scope of work for the Civic Precinct Project at the time that staff report back on alternate options to accommodate the Town Hall Space needs”

Under the direction of the Commissioner of Environment and Infrastructure Services, a new Civic Administrative Centre (CAC) project team of staff was formed to look at alternate options to accommodate the future Town Hall space needs. The Project team is comprised of Town staff and representatives from the consulting firm Colliers Project Leaders Inc.

Given that the scope of work for the CAC is consistent with large traditional capital projects and that the previous stakeholders, which included the library and community members are no longer required, staff are recommending the formation of a new CAC Project Steering Committee. This committee would be a forum for Council and staff to engage in the project program and design concepts for the CAC.

Staff are recommending that the “Terms of Reference for the Civic Administration Centre Project Steering Committee” appended to SREIS.19.002 as Appendix A be approved.

Financial/Staffing/Other Implications:

This report has no financial or staffing implications.

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Relationship to the Strategic Plan:

Approval to form a Civic Administration Centre Steering Committee, meets with Goal 4 of the Strategic Plan, “Wise Management of Resources in Richmond Hill”, by serving as a role model for municipal management.

Conclusion:

A new project steering committee for the CAC is being recommended to reflect the scope of work of the CAC. The broader membership of the Library and community members is no longer required for the CAC.

The new Steering committee will limit the membership to Council, consistent with larger capital projects.

Approval of the Civic Administrative Centre Steering Committee will ensure that Council input, into the CAC program development and design concepts, will be incorporated.

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Report Approval Details

Document Title:	Approval of Steering Committee for the Civic Administration Centre Project - SREIS.19.002.docx
Attachments:	- SREIS.19.002 Civic Administration Centre Steering Committee CoW January 21, 2019.docx
Final Approval Date:	Jan 7, 2019

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

Italo Brutto - Jan 2, 2019 - 2:14 PM

Task assigned to Neil Garbe was completed by delegate MaryAnne Dempster

MaryAnne Dempster on behalf of Neil Garbe - Jan 7, 2019 - 3:24 PM