

TOWN OF NEWMARKET COUNCIL - EXTRACT - TUESDAY, OCTOBER 13, 2009

	REF'D TO	COPY TO		REF'D TO	COPY TO
Mayor Tony Van Bynen			Legal and Development Services, Commissioner of		
Reg. Councillor Taylor			Building & Bylaws, Dir. of		
Councillor Vegh			Planning, Dir. of		
Councillor Emanuel			Fire Chief		
Councillor Kerwin			Community Services, Commissioner of		
Councillor Woodhouse			Parks, Recreation & Culture, Dir. of		
Councillor Sponga			Public Works and Environmental Services Dir. of		
Councillor Blight			Corporate and Financial Services, Commissioner of		
Councillor Ramsarran			Town Clerk		
CAO			Communications Manager		
Human Resources			Information Systems Manager		
			Purchasing Manager		
PENDING AGENDAS: COW					
COUNCIL			OTHER:		
JCC					
Letter: File:			ORIGINAL REPORT IN DEPARTMENT BINDER	√	

**16. SPECIAL COMMITTEE OF THE WHOLE MINUTES – OCTOBER 5, 2009 – ITEM 2
COMMUNITY SERVICES REPORT – COMMISSIONER 2009-110
OLD TOWN HALL RENOVATION TASK FORCE**

THAT Community Services Report – Commissioner 2009-110 dated September 30, 2009 regarding the Old Town Hall Renovation Task Force be received and the following recommendations, as amended, be adopted:

1. THAT the Terms of Reference for the Old Town Hall Renovation Task Force attached to this report as Schedule A, with the inclusion of the words “or designate” as Chair be approved;
2. AND THAT Council appoint the Ward 2 Councillor as the third member of Council to serve on the Task Force in addition to the Mayor and the Ward 5 Councillor;
3. AND THAT the Task Force take into consideration the comments of the Committee of the Whole Council and proceed to the Public Input process for the project.

CARRIED

2.1

September 30, 2009

COMMUNITY SERVICES REPORT – COMMISSIONER 2009 - 110

TO: Committee of the Whole Council
SUBJECT: Old Town Hall Renovation Task Force
ORIGIN: Commissioner of Community Services

RECOMMENDATIONS

THAT Community Services Report – Commissioner 2009-110 dated September 30, 2009 regarding the Old Town Hall Renovation Task Force be received and the following recommendations be adopted:

- 1. THAT the Terms of Reference for the Old Town Hall Renovation Task Force attached to this report as Schedule A, be approved**
- 2. AND THAT Council appoint a Third Member of Council to serve on the Task Force in addition to the Mayor and the Ward 5 Councillor.**
- 3. AND THAT the Task Force take into consideration the comments of the Committee of the Whole Council and proceed to the Public Input process for the project .**

COMMENTS

Council has appointed an architect for the Old Town Hall Renovation project and staff have been working to prepare draft designs for consideration. At a special budget meeting early in 2009 the following recommendation was adopted:

"THAT Joint Community Services and Corporate and Financial Services Report 2009- 32 dated February 18, 2009 regarding early budget approval for the Old Town Hall Renovation project be received and the following recommendations be adopted:

- 1. THAT approval be granted to proceed with the Old Town Hall renovation project as approved under the Building Canada Fund program at an estimated total cost including architects fees of \$5,095,863 and that this project be included in the approved 2009 Capital program;*

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2. *AND THAT the municipal portion of the funding of the project which represents 1/3 of the total cost be funded from the Asset Replacement Fund;*
3. *AND THAT upon approval of the tender award, a Staff and Council Task Force be created for the implementation of the project;*
4. *AND THAT Staff be directed to report to Council for approval at the following project milestones:*
 - a. *Retaining Architect*
 - b. *Definition of Program for the facility and Schematic Design*
 - c. *Tender Award*

AND THAT staff be authorized to commence with the construction of a new storm sewer system and storm sewer catch basin connections in the easterly lane of the Old Town Hall and to enter into agreements with all the adjacent benefitting property owners for these connections subject to the property owners entering into agreements to reimburse the Town for their prorated costs of all the new supporting storm sewer system services and appurtenances using existing budget allocations."

A meeting has been scheduled for October 5, 2009 for a presentation by our architect of the program and schematic design to Members of Council. The next stages will include the public consultation.

At this time the Town has three other projects underway which are being overseen by Project Task Forces using a combination of staff and combined staff and Council participation. It is recommended that going forward this system be utilized for the Old Town Hall Renovation Project. A draft terms of reference is attached for approval.

Upon approval of the Task Force and the review of the design by Committee of the Whole, the Task Force would move forward with the public input and final design and bring a budget and design back to Council for approval to tender the project.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The Community Strategic Plan for the Town of Newmarket articulates the goals of:

- Living well... focusing on health, safety and the environment to promote activity and enrich lives;
- Well-balanced... encouraging a sense of community through an appropriate mix of land uses and amenities; and
- Well-planned and connected... strategically planning for the future to improve information access and enhance travel to, from and within Newmarket.

The Plan also articulates the following:

1. Arts, culture, entertainment and heritage protection
2. Revitalization of neighbourhoods starting with the downtown area

CONSULTATION

The Task Force will be responsible for the public consultation program for the project.

BUDGET IMPACT

Operating Budget (Current and Future)

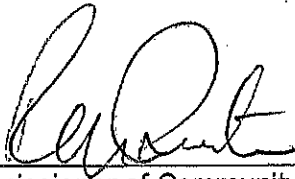
The Operating Budget implications for this project will be addressed when the final design and budget is presented to Council for approval.

Capital Budget

The municipality has received funding from the Federal and Provincial Government under the Building Canada Fund. The total project cost is \$ \$5,095,863 with the Town of Newmarket contributing 1/3 of the cost.

CONTACT

For more information on this report, contact Robert Prentice, Commissioner of Community Services at extension #2201.



Commissioner of Community Services

September 30, 2009

TERMS OF REFERENCE, ROLES AND MANDATES FOR COUNCIL COMMITTEES

Old Town Hall Renovation Task Force

Alignment with Community Strategic Plan:

The Community Strategic Plan for the Town of Newmarket articulates the goals of:

- Living well... focusing on health, safety and the environment to promote activity and enrich lives;
- Well-balanced... encouraging a sense of community through an appropriate mix of land uses and amenities; and
- Well-planned and connected... strategically planning for the future to improve information access and enhance travel to, from and within Newmarket.

The Plan also articulates the following:

1. Arts, culture, entertainment and heritage protection
2. Revitalization of neighbourhoods starting with the downtown area

The Old Town Hall Renovation

The Old Town Hall Renovation Task Force has been created to facilitate public consultation and design and project approval for the development and redevelopment of public lands and facilities in the Historic Downtown. The Task Force will continue through the construction phase of the project and at that time the constitution of the staff will be adjusted accordingly. The project involves the renovation and expansion of the Old Town Hall on Botsford Street including a review of the integration of the Market Square on the north side of Botsford Street into the project.

The project is intended to transform the building into a center for cultural activities in the community and to preserve the heritage of the building.

Governance

The governance plan for the Old Town Hall Renovation Task Force is as follows:

Role	Responsibilities	Assignment
Sponsor	<ul style="list-style-type: none"> • Responsible for making decisions regarding the final design and components included in the project. • Responsible for the allocation of the budget and resources for the project 	Council
Chair	<ul style="list-style-type: none"> • Chair meetings, facilitating group discussion and in cooperation with the administration and staff resources ensuring an open and productive environment exists to meet the mandate of the Task Force. 	Commissioner of Community Services

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Role	Responsibilities	Assignment
<p>Voting Members of the Task Force</p>	<ul style="list-style-type: none"> • Recommending the final design and budget to Council. • Voting on Recommendations to be submitted for approval of Council. • Voting on with matters relating to the scope and nature of the project • Responsible for meeting the deadlines for the project created by the funding requirements of the Building Canada Fund. 	<p>Mayor Van Bynen</p> <p>Councillor Sponga</p> <p>A second Member of Council.</p> <p>Chief Administrative Officer, Bob Shelton</p> <p>Commissioner of Community Services, Robert Prentice</p> <p>(membership to be reviewed for construction and budget control phase)</p>
<p>All Members of the Task Force</p>	<ul style="list-style-type: none"> • Liaise with Architect retained to implement this project. • Conduct research and support public consultation process as required. • Provide advice and information and technical support in accordance with the goals of the Task Force. • To access information, support, approvals and advice from the staff of the corporation and other approval agencies as required. • Monitor the construction schedule and budget. • Provide reports to Council on a quarterly basis and to seek approvals as necessary. • Responsible for meeting the deadlines for the project created by the funding requirements of the Building Canada Fund. 	<p>Mayor Van Bynen</p> <p>Councillor Sponga</p> <p>Another Member of Council</p> <p>Chief Administrative Officer, Bob Shelton</p> <p>Commissioner of Community Services, Robert Prentice</p> <p>Director of Recreation and Culture Services, Ian McDougall</p> <p>Director of Engineering Services, Jim Koutroubis</p> <p>Director of Public Works Services, Brian Jones</p> <p>Acting Manager of</p>

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Role	Responsibilities	Assignment
		Facilities, Harry Vanwensem (membership to be reviewed for construction and budget control phase)
Support Roles	<ul style="list-style-type: none"> Provide administrative and program support as required 	Office of Town Clerk staff, Communications Staff, Manager of Capital Projects, Engineering Services Staff, Lisa Ellis, Community Services
Project Consultant	<ul style="list-style-type: none"> Responsible for facilitating the consultation, design, tender, construction and reporting to the Task Force and Council in compliance with contract 	Black and Moffat Architects
Town Project Construction Manager	<ul style="list-style-type: none"> Contract Administration with respect to Town of Newmarket responsibilities in collaboration with the architect. 	To be determined during construction phase

Term

The Task Force will be appointed for the duration of the consultation, design and construction stages of the project and for the term of Council and shall serve at the pleasure of Council until such time as their objectives are completed. The staff representation on the Task Force, both voting members and support members, will be adjusted following the consultation and design phases in order to ensure proper representation during the construction phase.

Support Services

The Departments listed in the Governance model shall provide support Services.

Program Budget

The municipality has received funding from the Federal and Provincial Government under the Building Canada Fund. The total project cost is \$5,095,863 with the Town of Newmarket contributing 1/3 of the cost.

Meetings

The Old Town Hall Renovation Task Force shall schedule staff meetings every month and also full Task Force Meetings each month or as deemed necessary by the Members to complete their objectives.