Monday, January 18, 2016
2:00 p.m. – Special Meeting

Council Committee Room – 4th Floor – City Hall

Members: Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor G. Miles – Wards 7 and 8

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

Terri Brenton, Legislative Coordinator
Phone 905.874.2106, TTY 905.874.2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Committee Members are prohibited from using phones and other electronic devices during meetings except for tablets and laptops used for meeting agenda business.

1. Approval of Agenda

2. Declarations of Interest under the Municipal Conflict of Interest Act

3. Staff Presentations

3.1 Presentation by Dale Pyne, Manager, Facility Support Services, Public Services, re: Council Space Accommodations

4. Public Question Period

15 Minute Limit (regarding any decision made at this meeting)

5. Adjournment

Next Regular Meeting: Monday, February 22, 2016 – 9:30 a.m.
Subject: Council Space Accommodations

Contact: Dale Pyne, Manager, Facility Support Services, Public Services
Mayor & Council
Space Accommodations

Presented by:
Accommodations Planning & Interior Design Services
Facility Services Division

Original: May 2015 Council Presentation
R1: January 18, 2016
Accommodations Principles for the CH Campus

Guiding Principles

• Increase office adjacencies to reduce fragmentation of departments
• Anticipate and accommodate future growth of the administration
• Control space cost and ensure value-for—money to taxpayers
• Centralize civic employees in Brampton’s Historic Downtown
• Contribute to revitalization of the downtown
• Ensure that Brampton is recognized as an employer of choice
Existing Council Suite May 2015

What we know...

- Council Offices construction 12 years ago
- Many small *provisional* renovations have not resolved compounding issues
- Issues addressed & tracking
  - Administrative staff have no access to natural light.
  - There is insufficient meeting space
  - Kitchen and lunch areas are inadequate
  - Councilor offices do not meet current standards for enclosed offices
  - Does not meet current accessibility standards
  - The carpet has worn and requires replacement
  - Washrooms are in need of a refresh in finishes and accessibility
  - Admin staff lack storage and support spaces
  - Maintenance on base building infrastructure is difficult.
  - Build out impacts ability to regulate temperature

January 15, 2016
The Options
As Presented at Council
May 2015

Flower City is our heritage. City-building is our business.
# Options Summary

**May 2015**

<table>
<thead>
<tr>
<th>Option</th>
<th>Estimated Project Cost</th>
<th>Approved Capital</th>
<th>HVAC issues resolved with in project</th>
<th>Project Phasing</th>
<th>Multi Year Phasing*</th>
<th>Resolves Immediate Needs</th>
<th>Future/Potential Growth</th>
<th>Address Corporate Standards</th>
<th>Resolves Storage Needs</th>
<th>No Loss of functional &amp; Adjacent Support Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>$1,100,000</td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Option 2A</td>
<td>$2,100,000</td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td><strong>Option 2B</strong></td>
<td><strong>$2,100,000</strong></td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Option 3</td>
<td>$400,000</td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Option 4</td>
<td>$225,000</td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Option 5</td>
<td>$125,000</td>
<td>Yes</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

* within the current term of Council

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**January 15, 2016**

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Sept. 30, Council Direction

Council discussion took place with respect to the Mayor and Council Office Accommodation Strategy, and included:

1. Concerns about the costs associated with the original proposed option for Mayor and Council accommodations
2. Suggestion that this matter be referred for consideration at a Special Member Services Committee meeting, and a request that all options be provided for consideration at that time
3. Request that the special meeting be called as soon as possible, given the immediate need for accommodations for the new Councillor Assistants

The following motion was considered. C298-2015 Moved by Regional Councillor Miles Seconded by City Councillor Bowman

- That the matter of the Mayor and Council Office Accommodation Strategy be referred to the Member Services Committee for consideration of further options (existing and new options) for the Accommodation Strategy on the 4th Floor.
## Recap of Review Meetings

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Stakeholder</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Meeting - October 06, 15</td>
<td>Councilor Bowman</td>
<td>Consider New Option 6</td>
</tr>
<tr>
<td>Review Meeting - October 15, 15</td>
<td>Councilor Fortini</td>
<td>Option 2-B as approved</td>
</tr>
<tr>
<td>Review Meeting - October 19, 15</td>
<td>Councilor Dhillon</td>
<td>Decision to be made upon further reflection</td>
</tr>
<tr>
<td>Review Meeting - October 20, 15</td>
<td>Councilor Sprovieri</td>
<td>Option 2-B West Side Only (New Option 7)</td>
</tr>
<tr>
<td>Review Meeting - October 20, 15</td>
<td>Councilor Gibson and Councilor Moore</td>
<td>Consider New Option 8</td>
</tr>
<tr>
<td>Review Meeting - October 2015</td>
<td>Councilor Medeiros (Phone Meeting)</td>
<td>Decision to be made upon further reflection</td>
</tr>
<tr>
<td>Review Meeting - October 2015</td>
<td>Councilor Palleschi and Councilor Whillans</td>
<td>Consider New Option 8</td>
</tr>
<tr>
<td>Review Meeting - November 03, 15</td>
<td>Councilor Miles</td>
<td>Hybrid of Option 2-B and 7 + interim plan (Option 9)</td>
</tr>
<tr>
<td>Review Meeting - Council</td>
<td>Mayor Linda Jeffery</td>
<td>Mayor’s staff recommend the motion to cancel the project as of September 23 2015.</td>
</tr>
</tbody>
</table>
**New Options - Timelines**

*November 2015*

<table>
<thead>
<tr>
<th>Option</th>
<th>Estimated Project Cost</th>
<th>Final Completion Date**</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 0</td>
<td>$1,100,000</td>
<td>Q2 2016</td>
<td>No Cost Option</td>
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<tr>
<td>Option 1</td>
<td>$1,100,000</td>
<td>Q2 2016</td>
<td>Project Phasing</td>
</tr>
<tr>
<td>Option 2A</td>
<td>$2,100,000</td>
<td>Q1 2017</td>
<td>Phased completion</td>
</tr>
<tr>
<td><strong>Option 2B</strong></td>
<td>$2,100,000</td>
<td>Q1 2017</td>
<td>Phased completion Least Disruptive Construction</td>
</tr>
<tr>
<td>Option 3</td>
<td>$400,000</td>
<td>Q2 2016</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 4</td>
<td>$225,000</td>
<td>Q1 2016</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 5</td>
<td>$125,000</td>
<td>Q4 2015</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 6</td>
<td>$186,000</td>
<td>TBD</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 7</td>
<td>$1,350,000</td>
<td>TBD</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 8</td>
<td>$186,000</td>
<td>TBD</td>
<td>Disruptive Construction</td>
</tr>
<tr>
<td>Option 9</td>
<td>$15,000</td>
<td>Q4 2015</td>
<td>Least Disruptive/No Construction</td>
</tr>
</tbody>
</table>

* within the current term of Council
November 30th Office Changes

• In November, 2015, two Councilors were moved to the other side of the Fourth Floor at City Hall.
• Costs were minimal, as internal staff conducted the move.
• Space was available and ready, as Legal Services had recently vacated the space.
• Additional administrative moves completed for Council support staff to better address identified desired adjacencies and storage requirements.
• Remaining administrative moves were carried out in early December.
• Costs were minimal.
Office Changes Completed
Dec 7th MSC Discussions

In response to questions from Committee, staff provided information on the following:
• Rationale for and costs related to relocation of two Members of Council
• Deferred maintenance requirements for the Mayor and Council Suites
• Approximate timelines and costs for accommodating all Members of Council and their staff in one location

Committee consideration of this matter included:
• Concern about the current accommodations for Council Members and staff
• Benefits of having all Members of Council and staff working in close proximity
• Need for Council to work as a team
• Acknowledgement of the approved budget for accommodations
• Request for separate costing for the required maintenance work (AODA, HVAC, physical deterioration, functional obsolescence, etc.) and the office renovations
Dec 7th MSC Directions*

The following motion was considered.

MS040-2015
1. That Option 7 of the accommodation plan for the Council Office be supported, in principle; and,

2. That a Special Member Services Committee meeting be scheduled for January 2016 to consider the matter further prior to the Council Meeting of January 27, 2016

* Dec 7th Meeting Minutes scheduled to be approved at the Jan 27, 2016 Council Meeting.
OPTION 7 – BUDGET BREAKDOWN ESTIMATE

Base Building and Infrastructure Upgrades
$ 830,000.00

+ Council Specific Upgrades and Features
$520,000.00

Total Renovation Costs
$1,350,000.00

January 15, 2016

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Summary

1. Interim steps to accommodate new staff were completed in Nov. / Dec.;
2. There are no other outstanding/or urgent accommodation needs to resolve in the near future – all staff accommodated;
3. Various options continue to be considered by Council Members on how to achieve adjacencies in support of the guiding principles;
4. Additional “provisional” steps/requests will not fix the existing office fragmentation and do not provide “long-term value” for the taxpayer;
5. Facility Services Staff are prepared to revisit the office layouts at a future date; and
6. Base building & infrastructure upgrades for the existing offices (i.e. HVAC) will proceed over the next years due to end of life replacement strategies.
Staff Recommendations

1. That Capital Project 15 – 1931 ($2.5M) be closed and that remaining capital funds be returned to source;

2. That the existing accommodations remain as is, and that staff revisit the issue at a later date (12 – 18 months), taking into consideration pros and cons of existing layout, based on feedback from stakeholders;

3. That Members Services Committee revisit the Council Office Administrative Accommodations Plan at a future date, as required; and

4. That staff undertake base building & infrastructure upgrades for both the Council and Mayor Suites, as required and approved.
Questions