

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** November 18, 2013

**SUBJECT:** TTC OFFICE CONSOLIDATION STUDY

## **INFORMATION ITEM**

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### **RECOMMENDATION**

It is recommended that the Board receive this report for information.

### **FUNDING**

Sufficient funds for a TTC Office Consolidation Study are included in the Office Space Management/Renewal Program, as set out on pages 735 to 737 of the TTC's 2013-2022 Capital Program, which was approved by City Council on January 16, 2013, and in the TTC's proposed 2014 Operating Budget.

### **BACKGROUND**

The TTC's administrative staff is currently housed at its Head Office located at 1900 Yonge Street (McBrien Building), at its Hillcrest Complex as well as in a number of leased office locations. From 2008 to 2011, TTC undertook a project to search for a new Head Office to consolidate staff in leased facilities into a larger Head Office centrally located on the Yonge subway line. That project ended without acquiring a new facility and the TTC is continuing to study options to consolidate staff.

The TTC is undertaking a Study to allow development of a long term Office Space strategy. As part of this strategy, decisions will need to be made concerning: the consolidation of staff; whether TTC should lease or own its office space; and the long term use of the McBrien Building. This Study is divided into two distinct phases. The first is technical in nature, and is the subject of this report. The second is commercial in nature, and will commence after the technical study is completed.

### **DISCUSSION**

To develop a long term space planning strategy, the first step is the collection of background information, which will aid in future decision making. As such, the first phase of an Office Consolidation Study (Study) is being undertaken by the TTC's Engineering, Construction and Expansion Group to determine the TTC's office space requirements for housing administrative staff in a cost-effective manner. Other considerations include interdepartmental dependencies, business continuity needs, and protection for future growth. The Study will include the following concurrent phases:

- McBrien Building Condition Assessment

TTC employees from non-operating departments are housed at the McBrien Building, and in a number of leased facilities within the City of Toronto (see Appendix A). The McBrien Building is a 90,000-square foot, 7-floor structure, which was built in 1956. Some of this building's elements and systems are reaching the end of their service life and need to be upgraded or replaced.

The services of an external consultant will be retained to conduct a detailed physical condition assessment of McBrien Building. The purpose of this assessment is to determine the life-cycle costing for the capital maintenance required to bring the building to a state of good repair which could allow for continued occupancy of the building over the short, medium and long term (5, 15 and 25 years).

- Update to TTC's Office Space Policy

A comparative review will be conducted of the TTC's Office Space Standards, with those from other similar government agencies, such as the City of Toronto, Metrolinx and York Region. Any required updates to the Policy will be the subject of a future Board Report.

- Establishment of Departmental Space Requirements

A survey of departmental office space needs will be conducted, including requirements for business continuity, co-location of departments, and protection for future growth.

This phase of the Study is scheduled to be completed by mid-2014 after which a strategy and implementation approach will be developed for inclusion in the 2015-2024 budgets, as appropriate.

## **JUSTIFICATION**

Assessing the physical condition of the McBrien Building and establishing TTC's office space needs are required to ensure effective long term planning and efficient use of office space.

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**APPENDIX A  
TTC LEASED ADMINISTRATIVE  
OFFICE SPACE**

<b>LOCATION</b>	<b>APPROXIMATE FLOOR AREA (sq.ft.)</b>
1835 Yonge Street	30,000
1910 Yonge Street	27,000
1920 Yonge Street	26,000
2200 Yonge Street	5,600
5140 Yonge Street	44,000
5160 Yonge Street	53,000