Terms of reference set for study of Town space

Halton Hills council Monday night approved terms of reference for a three phase study of

municipal building needs for now and the future. Proposals for the studies will be invited from four selected firms. As well, an advertisement will be placed in local papers inviting "local firms or their agents" to also make presentations dealing with how they would conduct the studies.

No cost guidelines for the studies have been established by council. Study proposals will be presented to the special building committee and that group will then make recommendations to council. The selected firm will have to be able to conduct all three phases of the study.

Council decided to undertake the studies last month. Previously council had put down a \$10,000 deposit on a nearly 30 acre site in Georgetown as a possible future home of a municipal complex, after spending about \$20,000 on studies of this property. Their option to purchase the Stevens' Estate on Maple Ave. expires January 20, but council is expected to seek an extension to March 20 to allow time for the studies to be completed and reviewed. The negotiated price of the Stevens'

Estate is \$550,000. Following are the terms of reference for the studies written by Town staff: "To study and report on the space requirements necessary to provide municipal service functions for a town population which will grow from 35,000 to 60,000. Study is to recognize a staged growth pattern, i.e. -1983-1990, 1995-2001. This study will be undertaken in three phases.

"PHASE I-Overall space projections of the municipal administration to house such offices as

engineering, treasury, planning, recreation, clerk-administrator, local hydro, and council.

"PHASE II-A requirement of the study will be upon completion of Step I to evaluate the space needs in relation to the available and presently owned, Trafalgar Road site.

"PHASE III-Floor space needs to be determined departmentally and by position and inter-relationship needs of the Administration.

"CONSIDERATIONS: A. To Provide an Assessment of the kinds of municipal services which may be necessary to provide as the municipality

"B. To Provide an Assessment of space needs based on expertise of the consultant together with working (town) department input.

"C. Provide detailed staffing forecasts from present to year 2001 taking into account growth as set forth in the official plan, correlate these with the desirable level of services to be provided in the future, and staff size to provide such services. "D. Comment on the merit or feasibility of any

construction being staged. "E. Review and provide comment on existing office space in relationship to management, environmental, social, functional, and financial

considerations. "F. Upon determination of overall space needs, review the existing Trafalgar Road site to comment on capabilities of site to facilitate needs of municipality having regard for expanded public works yard needs in relationship to the municipality's projected growth.

"G. Provide details on anticipated council needs and ancillary committee/office peeds.

"H. (A) Statement is required relative to parking area peeds.

"I. Phase III of the Study will provide the detailed floor space per position to perform a particular type of work and identify common floor space and common service functions. Included will be an analysis of work/paper flow, communication and interactions between Council, Departments, Groups and Individuals, as well as between the above, and the general public and/or other levels of government.

"J. Provide an estimate of the fees payable to undertake a proposed study based on above terms of reference.

Councillor Russ Miller questioned why Halton Hills Hydro's space needs were being included in the evaluation of the Trafalgar Rd. site. Mayor Pete Pomeroy answered the Trafalgar Rd. property will be examined for suitability with Hydro having space there as well as with Hydro locating

elsewhere. Since the Town was looking ahead to its future needs, Councillor Ross Knechtel thought the consultants should examine the need for space for technical equipment such as word processors and more computers. He added a consultant with ex-

pertise in this area should be hired. Councillor Harry Levy wondered why the present Trafalgar Rd. building was being examined when everyone knew it wouldn't house all the staff now, that's why municipal departments are scat-

He also said there was also no reference in the terms of reference to costs of running the Town

He thought the consultants should be asked to compare the cost efficiency of maintaining departments in several buildings with consolida-

tion of all departments under one roof. The study of the Trafalgar Rd. evaluation will be of all the property the Town owns there, not just the existing buildings.

Pomeroy explained cost efficiency of all departments will be reviewed and agreed the consultants should compare costs of the present system with consolidation.

Levy noted councillors and staff may not like having departments scattered, but that set-up may be the best in terms of cost efficiency.

Pomeroy observed total square footages needed can be applied to the Trafalgar Rd. property after Phase I. There will be a "rule of thumb" to go by for costs and space after phase one. Phase three will provide details of costs and space require-

Comparing the costs for the Town of the present system of housing departments with consolidation was very "relevent", Councillor Marilyn Serjeantson observed.

Pomeroy said sale of existing Town buildings and revenues from those sales if a new facility was built will also be examined. He noted councillors aren't professionals in the area of space needs and cost efficiency so the terms of reference probably needed to be enlarged. Pomeroy predicted the consultants making presentations will offer additional terms of reference.

Serjeantson said the terms of reference made it sound like Hydro is involved in the municipal building system now, so it should be pointed out to

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the consultant this isn't the case, the two bodies are separate.

The building on Trafalgar Rd, currently houses 44 staff members, plus the mayor, and contains 13,700 square feet. The building includes a 1,800 square foot council chambers and committee room and 750 square feet of storage space.

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22 year old killed

A 22 year old Hamilton woman who was a passenger in a car was killed Monday morning on 5 Sideroad, just west of Campbellville.

Halton Regional Police report Sandy

Hoffman, 21, was driv-

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ing eastbound on Five Sideroad when she left the road, struck a tree stump and rolled over.

Janet Hannah, was killed in the accident. Police say the road was icy at the time.

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