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**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"  
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"Kassam, Nick" <Nick.Kassam@vancouver.ca>

**Date:** 10/23/2019 9:59:05 AM

**Subject:** Memo - Update on Office Accomodation Plan

**Attachments:** REFM\_Memo\_to\_Mayor\_Council\_OAP\_IV - October\_2019.pdf

Dear Mayor and Council,

This memo is to provide you with an update on the City Hall Campus project, part of our Office Accommodation Plan (OAP) initiative. We are planning to publish a public Request for Expressions of Interest (RFEOI) for professional consulting services for the upcoming phase of OAP work: *City Hall Campus Master Planning*.

Should you have any questions, please contact Nick Kassam at 604.871.6859 or [Nick.Kassam@vancouver.ca](mailto:Nick.Kassam@vancouver.ca).

Best,  
Sadhu

Sadhu Afochs Johnston | City Manager  
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Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*

VanRIMS No.

## MEMORANDUM

October 23, 2019

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Lynda Graves, Administration Services Manager, City Manager's Office  
Rena Kendall-Craden, Civic Engagement and Communications Director  
Katrina Leckovic, City Clerk  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Anita Zaenker, Chief of Staff, Mayor's Office

FROM: Nick Kassam, General Manager, Real Estate and Facilities Management

SUBJECT: Office Accommodation Plan (OAP) update: City Hall Campus Master Plan

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**This memo is to provide Mayor and Council with an update on the Office Accommodation Plan (OAP) initiative. Its main purpose is to inform Council of the intent to publish a request for expressions of interest (RFEOI) for professional consulting services for the upcoming phase of OAP work: *City Hall Campus Master Planning*.**

The goal of this *Master Planning* will be to define a set of new *Development Guidelines for the City Hall Campus*. Master Planning will include robust community engagement and public consultation processes, currently anticipated to start in Spring and completed by the end of next year.

## **COUNCIL AUTHORITY/PREVIOUS DECISIONS**

**October 16, 2012 (in camera) – RTS 09751:** *Verbal Briefing: City Hall Office Accommodation Plan – Service Transformation and Staff and Public Safety (OAP Phase I)*

**December 1, 2015 (in camera) - RTS 11218:** *East Wing Annex Deconstruction and Temporary Site Development Options (OAP Phase II)*

**November 3, 2015 (in camera) - RTS 11060:** *City Hall Campus Office Accommodation Plan – Next Steps Presentation (OAP Phase III)*

**June 29, 2016 - RTS 11458:** *Contract Award for the Vancouver City Hall East Wing Annex Deconstruction and Renovations to Site (OAP Phase II)*

**July 13, 2016 - RTS 11454:** *Contract Award for the Seismic Upgrade of West Annex and Approval of Project Budget Increase (OAP Phase II)*

**November 29, 2016 (in camera) - RTS 11775:** *Office Accommodation Plan (OAP) – Update to Council (OAP Phases I, II and III)*

**February 20, 2018 (in camera) - RTS 12280:** *OAP Phase III – Long-term Plan and Feasibility (OAP Phase III)*

**April 17, 2018 (in camera) - RTS 12431:** *Administrative Report: Long-term Development Strategy for the City Hall Campus: OAP Phase III*

## **BACKGROUND**

The City's main administrative centre is the Heritage City Hall building at 453 W 12th Avenue, built in 1936. The population of Vancouver at the time was around 250,000. As the needs of the City outgrew the capacity of the Heritage City Hall building, the East Wing was added in 1970 to expand the staff accommodation space. Some City staff had also been accommodated in other administrative facilities away from the main City Hall Campus.

In 2012, Real Estate and Facilities Management conducted a review of the City Hall campus and assessed the seismic risks associated with the buildings at 2675 Yukon (East Wing), 515 West 10<sup>th</sup> Ave (West Annex) and 453 West 12<sup>th</sup> Ave (City Hall). As a result of this review and direction from Council, the East Wing building was decommissioned, effectively initiating the OAP project. This displacement of staff, along

with the continued growth in services for Vancouver's population that has grown to 670,000, necessitated the need for the OAP.

The **Guiding Principles for the OAP** were supported by Council, in line with the long-term commitments of the City to its residents and employees:

1. Improve the safety of public and civic staff;
2. Improve access to the public and the delivery of the City's public services;
3. Optimize City-owned assets; and
4. Maintain ownership of City Hall Campus lands.

**The goals of the OAP** are to:

- Address the existing seismic risks;
- Improve the resilience of the City's facilities;
- Enhance accessibility and optimize engagement with public;
- Address high leasing costs through optimization of City-owned land;
- All by implementing the *Long-term Development Strategy for the City Hall Campus*, endorsed in 2018.

**OAP Phase I - East Wing building decommissioning, staff moves and public counters consolidation; completed 2012 – 2015.**

Included a series of staff relocations resulting from the East Wing decommissioning and consolidation of the public service counters from 8 to 3. We achieved 15% space efficiency for our staff accommodations and significantly increased the level of service to the public.

**OAP Phase II - East Wing building deconstruction and seismic upgrade to the West Annex building; completed 2015 – 2017.**

The East Wing building was deconstructed with over 90% of materials recycled and the remaining podium was retrofitted as a temporary public plaza; it was officially opened as "Helena Gutteridge Plaza" in March of 2018. We were able to achieve a 100% Seismic Code upgrade for the West Annex building.

**OAP Phase III – Long-term Development Strategy for the City Hall Campus; completed 2016-2018.**

City staff completed a functional program (an estimate of the City's long-term office accommodation needs on the City Hall Campus), followed by a feasibility analysis of the development potential on the campus. Administrative Report RTS 12431 and presentation to Council (in camera) RTS 12280 provide results of the work completed under OAP III. **The resulting recommended *Long-term Development Strategy for City Hall Campus* was endorsed by Council and serves as basis for the next phase of OAP work: *Master Planning*.**

## NEXT: OAP Phase IV - City Hall Campus Master Planning

City staff intends to publish a request for expressions of interest (RFEOI) for professional consulting services for the upcoming phase of OAP work: *City Hall Campus Master Planning*, to support the work of City staff in completing a Master Plan and the Development Guidelines for the City Hall Campus.

The objectives for the consulting services that the City requires are to assist the City staff in completing a Master Plan for the Site and, upon the completion of the Broadway Area Plan (presently estimated for the end of 2020), assist the City staff in establishing the new set of recommended Development Guidelines for the City Hall Campus. The recommended Development Guidelines are currently anticipated to be presented to City Council for consideration in 2022. If supported by Council, this set of *Development Guidelines* would be amended to CD-1 By-law for the Campus.

This RFEOI is anticipated to be published in early November of 2019, and it will seek expressions of interest from respondents who have relevant expertise and proven experience related to master planning for complex urban environments and public realm.

The consulting services will include robust community engagement and public consultation processes. These processes will be designed in collaboration with City staff with intent to capture the ideas, values and vision of the public for the City Hall Campus, while building on the themes and values emerging from the Broadway Area Plan public engagement to date (RTS 13293, currently scheduled to be presented to Council on October 23<sup>rd</sup>).

For the purpose Master Planning, the City Hall Campus is defined as area comprising of the two distinct Precincts:

- South Precinct: Heritage City Hall Grounds, bounded by Cambie Street, West 10<sup>th</sup> Avenue, Yukon Street and West 12<sup>th</sup> Avenue; and
- North Precinct: a cluster of City-owned properties, bounded by Cambie Street, West Broadway, Yukon Street and West 10<sup>th</sup> Avenue.



City Hall Campus area, as defined for Master Planning

The level of resolution and detail for the Master Planning is anticipated to be sufficient for City staff to evaluate possible form of development(s) on the Campus, but is intended to guide future architectural design rather than being itself an explicit design or architectural product. The City is not contemplating any new developments on the Site which would require architectural or building design at the time of the issuance of this RFEOI.

Budgeted estimate for professional consulting services needed to complete the *City Hall Campus Master Planning* is approximately \$1.845M. The source of funding for this work is 2019 Capital Budget.

If you have any questions related to this Memo, please contact me or:

Danica Djurkovic, Director of Facilities Planning and Development, REFM  
(T) 604.873.7710 or (E) [danica.djurkovic@vancouver.ca](mailto:danica.djurkovic@vancouver.ca)

A handwritten signature in black ink, appearing to read "Nick Kassam". The signature is written in a cursive, slightly slanted style.

Nick Kassam  
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