

APPENDIX 1

SAP Recommendations

In summary, the SAP recommends that Regional Council:

- Approve the Strategic Accommodation Plan and its policies to guide corporate decision-making to ensure that the accommodation portfolio will be cost effective, and support excellence in service delivery, a productive workforce and land use and development goals;
- Continue to support use of the Administrative Centre as the seat of Regional governance and administration;
- Approve in principle, the development of a Central Services Centre and authorize the completion of a workplace needs analysis, detailed design and engineering studies and cost estimates;
- Together with York Regional Police study the potential to relocate Police Headquarters from the Administrative Centre to free up space for the expansion of Regional administrative functions;
- Explore the possibility of re-locating the soccer field on the McCaffrey lands with the Town of Newmarket to maximize the opportunity for development;
- Initiate a workplace needs analysis, site selection process detailed design, and cost estimates for a new Public Health office in the City of Vaughan;
- Initiate an assessment to determine tenancy for new space in York Region's Southern Accommodation Zone;
- Focus larger scale Regional real estate developments in the four Regional Centres to ensure they are transit supportive, accessible, and in support of the Regional Official Plan;
- Initiate a study to review the appropriateness and intensification of uses at the South Services Centre;
- Investigate joint partnerships with the area municipalities relating to leasing, planning and developing owned accommodation and service delivery;
- Initiate a site search and purchase land for a Transportation and Works Yard in the southeast area of the Region;
- Explore the requirements for a records management strategy and the need for a new archival storage facility;
- Assess the feasibility of establishing small pilot satellite offices for Regional Staff in smaller communities;
- Initiate a boardroom, lunchroom and meeting room usage study for all major facilities;
- Support the establishment of policies for space saving workplace design and alternative work arrangements to help guide Regional departments and the Property Services Branch; and
- Support an assessment of the requirements for a dedicated Police training facility and the potential benefits of Regional users sharing classroom facilities at the proposed Police Training and Education Bureau.

Regional Policies

The following is a summary of the policies contained in Chapter 7 of the SAP which were formulated to guide future real estate and accommodation decisions in order to ensure consistency and cost efficiencies:

Consistency with existing Regional Policies and Initiatives

It is the policy of Council that real estate and facility decisions are consistent with existing Regional Policies, without compromising location requirements by:

- Supporting implementation of the Regional Official Plan, particularly with regard to its Regional Centres and Corridors policies, when making location decisions;
- Satisfying area municipal land use policies and regulations and supporting local economic and town centre development efforts; and
- Supporting Regional policies relating to program delivery, customer service, and infrastructure planning, through the provision of accommodation and real estate.

Centralized Real Estate and Property Management

It is the policy of Council to support a centralized approach to management of York Region's real estate portfolio and the provision of property services by:

- Strategic planning, through the SAP and other initiatives that will take a pro-active and business like approach to meeting the real estate and accommodation needs of the Region;
- Implementing a facility and capital asset management system to track property specific and portfolio wide revenues and costs, current asset value, and benchmarking of operations and maintenance costs;
- Centralizing and consolidating accommodation budget control with the Property Services Branch as an implementation tool; and
- Reviewing and updating the SAP every 5 years, allowing for sufficient monitoring of the plan and facilitating feedback by Regional Departments and Regional Council in relation to the Region's accommodation program.

Location and Site Selection

It is the policy of Council to select locations and sites for York Region accommodation that optimize accessibility to users of Regional services by:

- Locating accommodation for office uses and other direct program delivery at Centres and Regional Corridors in order to maximize accessibility to citizens;
- Support rapid transit services and other transit services through Regional accommodation and facility location decisions; and
- Developing Regional facilities on fully serviced and environmentally-clean sites that allow for sufficient parking and accessibility to information technology support infrastructure.

Building Types

It is the policy of Council to construct suitable facilities and locate Regional functions within buildings that meet workplace and service delivery requirements, while ensuring cost effectiveness by:

- Providing Class B or C quality spaces which meet basic Regional accommodation requirements at a reasonable cost;
- Planning for facilities that allow for easier disposal should they no longer be required by the Region;
- Meeting the requirements of the Accessibility for Ontarians with Disabilities Act (AODA);
- Selecting buildings and sites in consultation with area municipalities to maximize use of public sector assets;
- Achieving space efficiency standards as established by the Region;
- Ensuring consistency with environmental and energy conservation goals;
- Satisfying security requirements to provide a safe environment for Regional employees and visitors; and
- Satisfying technological requirements to maximize work processes and adaptability to new systems and equipment.

Cost Efficiency

It is the policy of Council to make real estate and accommodation investment decisions in a business like manner by following procedures that ensure cost effectiveness by:

- Owning real estate resources if program requirements are long-term in nature;
- Requiring Departments to outline all space impacts for new staffing requests during the annual business planning process, including the implementation of a 3-year rolling forward staff forecast by department as part of the budgeting exercise to ensure for better strategic planning for accommodation to avoid costly piecemeal leases/locations;
- Identifying the full costs associated with hiring new staff, such that informed approvals are made with knowledge of all cost and accommodation implications.