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Town of Aurora

# General Committee Report

No. CMS23-006

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**Subject:** Church Street School – Asset Management

**Prepared by:** Robin McDougall, Director of Community Services

**Department:** Community Services

**Date:** February 21, 2023

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## Recommendation

1. That Report No. CMS23-006 be received; and
2. That a new capital project with total budget authority of \$173,000 be approved for the refinishing and repainting of Brevik Hall, Aurora room, boardroom, gallery, and ancillary spaces in the Church St school to be funded from the facility asset management reserve; and
3. That a new capital project with total budget authority of \$187,000 be approved for the refinishing and repainting of Aurora Museum & Archives and Aurora Cultural Centre administrative spaces to be funded from the facility asset management reserve.

## Executive Summary

Church Street School was originally built in 1885 and Aurora is proud of this heritage building. The facility has had several repairs and maintenance projects over the years to help preserve its longevity and charm. The last major renovation was completed in 2008. As we near the opening of the Aurora Town Square, the use of the school will continue in coordination with the new build. Future repairs would be anticipated in the school through asset management, and a phasing of the construction project has opened a window of time to enable these repairs to be done prior to occupancy which also provides an opportunity to align the look of the old historic building with the new addition before the facility opens.

- Building Condition Assessment will be completed on the existing and new facility once the Aurora Town Square project is complete to determine the 10-year capital plan.

- Hardwood floor refinishing and repainting for Brevik Hall, Aurora room, boardroom, Gallery and ancillary spaces will be needed to help preserve the heritage charm.
- The administrative spaces for the Aurora Museum and Archives (AMA) and the Aurora Cultural Centre (ACC) need some refinishing and a few revisions to provide more functionality.
- Aurora Town Square construction schedule phasing has presented an opportunity to perform these asset management projects in advance of the facility opening eliminating future disruption in service.

## **Background**

Church Street School has undergone a variety of capital repairs over the years, including many exterior brickwork and window repairs, most of these repairs were completed starting in 2008. In 2019, a few capital projects were approved while a few more were anticipated 2020. With the Aurora Town Square project being considered, the 2019 and 2020 projects were deferred and added to the overall project tender to be completed at the time of the construction. Some of these include LED lighting retrofit, brick repairs, door repairs, exterior signage, and minor wood floor repairs and repainting in the high traffic corridor areas. These projects will be carried out by the contractor.

Other asset management items are anticipated in the near future through an upcoming Building Condition Assessment. The timing of the capital project would provide a window of time to permit these additional asset management projects to be completed prior to occupancy. This opportunity would enable the additional spaces in 22 Church Street to be updated to align with the new addition.

## Analysis

**Building Condition Assessment will be completed on the existing and new facility once the Aurora Town Square project is complete to determine the 10-year capital plan.**

In 2020, Council approved a Building Condition Assessment (BCA) study to be completed on all Town facilities. This study has just completed at the end of 2022; however, the Church Street School was not yet reviewed due to it being part of an active construction project. It is planned that once the Town Square project is complete, a BCA will be conducted on both existing and new construction to develop the 10-year plan for this facility. As such, we do not have a current BCA report for the Church Street School. However, staff anticipate additional spaces within 22 Church Street school will be captured in the BCA report to be completed in the capital plan for future repair. Staff have learned of the opportunity to be proactive and want to take advantage of the spaces being vacant, therefore, they are presenting these projects to Council for consideration.

The work could be deferred until the BCA report is completed, but it would result in a disruption of service to complete the capital work and the cost would likely be higher than today's estimate.

**Hardwood floor refinishing and repainting for Brevik Hall, Aurora room, boardroom, Gallery and ancillary spaces will be needed to help preserve the heritage charm.**

Back when the repainting and wood floor repairs were identified as priority asset management projects in 2019 and 2020, the focus of the work was on the high traffic corridor areas. The Brevik Hall, Aurora room, boardroom, Gallery and ancillary spaces were not deemed priority at that time as they had less wear and tear. However, when the spaces were emptied, the extent of repair was realized.

It is anticipated through the next Building Condition Assessment (BCA), these spaces would be captured as future capital repair projects. Completing this work now versus later would limit the future disruption in service and be more cost effective as the space is empty.

The cost estimate for the refinishing and repainting of these spaces is approximately \$173,000 including contingency.

**The administrative spaces for the Aurora Museum and Archives (AMA) and the Aurora Cultural Centre (ACC) need some refinishing and a few revisions to provide more functionality.**

With the AMA and ACC staff vacating their areas during construction, it is more evident that the floor tiles and carpeting need to be replaced in both areas soon. Repainting would also be beneficial to touch up scuffs, scratches and fading over the years. Previous painting and flooring work would have been completed in approximately 2008 in these administration spaces. It is anticipated that the BCA would identify these areas for future improvements.

In order to ensure the spaces are not only updated with new flooring and paint, but a few other minor revisions are also proposed to make the spaces more functional. This includes the removal of the glass partition within the Museum office area (former archive space) and the addition of drywall and cable drops to prepare an office space for the manager while maintaining the rest of the space as open concept. As for the ACC area, in consultation with the Executive Director, staff are recommending adding a wall to separate the boardroom from the existing administrative space and removing some of the old millwork, thereby, increasing functionality and usefulness of both the boardroom and ACC's office area. Historically, the boardroom use was very limited as it shared the space with the ACC staff member.

This scope would also include the need to purchase office furniture (workstations/desks) for the Town's Cultural Services staff. The office furniture that the staff were using previously were primarily basic tables without partitions and not designed for efficient use of space. Originally, the plan was to recycle workstations from the Town Hall refresh project, however, this project has been put on hold for the last two years, thus not generating a surplus of furniture that could be reallocated to the Museum staff.

Completing this work now versus later would limit the future disruption in service.

The cost estimate for refinishing and revisions of these spaces is approximately \$187,000 including contingency.

**Aurora Town Square construction schedule phasing has presented an opportunity to perform these asset management projects in advance of the facility opening eliminating future disruption in service.**

Initially, the Aurora Town Square construction project was to be delivered as one entire project (Library addition, square, school renovations and addition), but the General Contractor (GC) has been able to segment out the project in phases. An example was the delivery of the Library Addition in October 2022. There may be an opportunity for the Town to get into the Church Street School in advance of the full project completion or just after occupancy but before the Town and ACC move back in. This arrangement

would be determined and planned for with the general contractor. Regardless of the timing, the opportunity has presented itself for the Town to be proactive and procure the work for these projects before opening the facility eliminating future disruption in service.

## Advisory Committee Review

Not applicable.

## Legal Considerations

As the Aurora Town Square project continues, the General Contractor remains responsible for and in control of the areas that still form part of the ongoing project as the constructor. Once the General Contractor completes their work and relinquishes control of the Church Street School building, the Town could undertake a separate project in that facility. However, to avoid various significant ramifications under the Occupational Health and Safety Act, R.S.O. 1990, c. O. and contractual implications, any work at the Church Street School by the Town will need to be undertaken after the General Contractor has completed that phase of the work and the Town has assumed control of the building from the GC.

## Financial Implications

As the opportunity has presented itself for the Town to proactively complete the above noted necessary Church Street School asset management work prior to final occupancy it is recommended that two new capital projects be approved at this time as presented in Table 1.

**Table 1**  
**Recommended Church Street School Asset Management Capital**

<b>Project Name</b>	<b>Description</b>	<b>Requested Budget Authority</b>	
Church Street School Hardwood Refinishing & Painting	Refinishing & painting of Bravik Hall, Aurora Room, Boardroom, Gallery, and other ancillary spaces	\$	178,000
Church Street School Administrative space refinishing and painting	Refinishing & repainting of the AMA and ACC administrative spaces.	\$	187,000
		<b>\$</b>	<b>365,000</b>

It is recommended that both these proposed projects be fully funded from the Facility Asset Management reserve. Neither of these projects were specifically included in the Town's recently approved 2023 ten-year capital plan, but sufficient funding availability is anticipated through included building condition assessment requirement placeholders within this plan.

## **Communications Considerations**

The Town will inform residents about the information contained in this report by posting it to the Town's website.

## **Climate Change Considerations**

The recommendations from this report will increase greenhouse gas emissions by way of contractor vehicle emissions as they deliver product to site or attend site to complete the work. But this would be the case, whether this work is completed now or in the future. Through procurement guidelines, contractors will be encouraged to follow good practices for limiting greenhouse gas emissions (i.e., fuel efficient vehicles, anti-idling, etc.).

## **Link to Strategic Plan**

The Church Street School asset management projects support the following Strategic Plan goals and key objectives:

Supporting an exceptional quality of life for all in its accomplishment in satisfying requirements in the following key objectives within these goal statements:

- Invest in sustainable infrastructure
- Celebrating and promoting our culture
- Promoting service accountability, excellence, and innovation

## **Alternative(s) to the Recommendation**

1. Council may provide further direction.

## **Conclusions**

Both capital requests are anticipated costs in the near future and would be funded from the Asset Management reserve whether they are completed now or in the future. With

the opportunity to complete the work while the space is vacated, staff would recommend being proactive in mitigating the disruption in service by completing the work prior to the opening of Aurora Town Square.

### **Attachments**

None

### **Previous Reports**

None

### **Pre-submission Review**

Agenda Management Team review on February 2, 2023

### **Approvals**

**Approved by Robin McDougall, Director, Community Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**