



## **Town of Aurora Library Square Project Monitoring Task Force Meeting Minutes**

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| <b>Date:</b>               | November 3, 2020                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Time and Location:</b>  | 1 p.m.; the meeting was held electronically                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Task Force Members:</b> | Mayor Tom Mrakas, Deputy Mayor/Councillor Harold Kim, Councillor Michael Thompson, Doug Nadorozny (CAO), Robin McDougall (Director, CMS), Rachel Wainwright-van Kessel (Director, Finance), Doug Bertrand (Manager, Facilities), Lianne Jalali (Project Manager, PMO), Phil Rose-Donahoe (Manager, Library Square), Les Camm (Senior Project Manager, Colliers) and Mark Haddock (Project Manager, Colliers) |
| <b>Members Absent:</b>     | None                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Other Attendees:</b>    | None                                                                                                                                                                                                                                                                                                                                                                                                         |

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The Chair called the meeting to order at 1 p.m.

### **1. Delegations**

None

### **2. Selection of Task Force Chair**

The CAO agreed to serve as Task Force Chair. The Mayor will serve as Vice Chair.

### **3. Review of Task Force Terms of Reference**

Task Force members had no recommended changes to the Terms of Reference.

#### **4. Project Status Update**

Robin McDougall provided the following update:

- Chandos started to mobilize on site the week of October 5<sup>th</sup> and have established their site office in the basement of the existing Church Street School
- Construction fencing and hoarding around the site has been installed
- Temporary public parking area with 17 spaces has been established in anticipation of Victoria St. and Church St. parking improvements and impacts to library services
- Wayfinding/directional signage installed to direct traffic and library patrons
- Bell Canada lines, Enbridge gas line, and York Net Fibre are in process of being relocated or reinstalled to avoid interference with construction
- Tree removal will begin shortly
- Work including cutting new doors at each main entrance to the Library is underway
- Chandos has obtained a road occupancy permit as the north-bound lane of Yonge Street will be temporarily closed to accommodate work on library entrance
- The project is currently on track to reach Substantial Performance by August 16, 2022, followed by commissioning and close out activities, which is expected to last approximately 3 months

Discussion ensued regarding specific aspects of the project:

- Councillor Thompson inquired about the “occupancy” date. Les Camm responded that occupancy is not a contractor term but is undertaken by the municipality through the issuance of an occupancy permit from the Building Division, however this date typically aligns with the date for Substantial Performance.
- Councillor Thompson suggested that in light of lessons learned from past construction projects undertaken by the municipality, the more information the Town receives regarding key project components and milestones, the better. Having this information will aid Council in communicating with the public.

- Les Camm stated that Colliers goal is to manage the project so there are as few surprises as possible. They will do this through an ongoing evaluation of the scope, budget, schedule and risks to determine whether or not the project is on target. As soon as there is any slippage in these areas, Colliers will inform the Town.
- Councillor Kim asked if the construction timetable of 22 months seems realistic and if there is any cushion built into the schedule. Les Camm responded that the 3 months set aside for deficiencies and close out activities provides some cushion from a scheduling perspective.
- Councillor Kim asked if there are any concerns regarding material/supply ordering. Les Camm responded that the contractor would have anticipated lead times for supply orders and accounted for other potential delays such as weather. Robin McDougall stated that the contractor has also been proactive in issuing contracts to sub-trades.
- Councillor Thompson asked if ground water will be an issue given that a high water table has affected current and past projects. Les Camm responded that the consultants have given us some assurances but there are no guarantees. If there is an issue, there is a team of consultants available to address it immediately.

## **5. Communication Update**

Robin McDougall summarized the communication methods being used to inform the public and stakeholders of ongoing construction activity, including the following:

- Regular construction updates posted on the website and social media
- Hand delivered construction notices delivered to 400+ residents and businesses within the vicinity of Library Square
- Regular updates made to Library Square and Engage Aurora Library Square webpages respectively
- Staff are also contemplating a Public Forum/Open House to inform the public about the project – more information to follow

Councillor Thompson suggested that staff align public engagement opportunities with the completion of key project milestones whenever possible (e.g. completion of Library work in spring-summer 2021)

## **6. New Business**

Robin McDougall reviewed the following requirements for anyone who wishes to visit the construction site:

- Must request a visit/tour through Doug Bertrand (who will coordinate with Site Supervisor)
- Must wear 4 PPE's while onsite (safety goggles, hard hat, safety boots and safety vest)
- Must sign in through Chandos QR Code when entering the site
- Must participate in a basic visitor safety training upon arrival
- Must sign out through Chandos QR Code when leaving the site
- The CAO also stated that staff will arrange Mayor and Council visits to the construction site at various milestones

## **7. Next Meeting Date**

TBD but likely end of January or early February 2021

## **8. Adjournment**

The meeting adjourned at approximately 2:30 p.m.