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# The Corporation of the Town of Bradford West Gwillimbury

**Date: Wednesday, September 23, 2009**

**Meeting: Special Meeting of Council – 2009/63**

**Location: St. Mary's Hall, 31 Frederick Street, Bradford, ON**

**Time: 3:00 p.m.**

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Members Present: Mayor Doug White  
Deputy Mayor Dennis Roughley  
Councillor Mark Contois  
Councillor Peter Dykie  
Councillor James Leduc  
Councillor John McCallum  
Councillor Jeanny Salmon  
Councillor Ron Simpson

Members Absent: Councillor Del Crake, with regrets

Staff Present: Liz Fenwick, CEO, Library  
Karen Gill, Administrative Assistant  
Tom Graham, Director of Leisure Services  
Marie Kavanagh, Manager of Procurement  
Patricia Nash, Municipal Clerk  
Mike O'Hare, Manager of Facilities, Parks & Cemeteries  
Tara Reynolds, Deputy Clerk  
Nick Warman, Manager of Recreation

Others: Joseph Bogdan      Andy Gordon  
Elie Newman      Ken McAlpine  
Gerry Pilon      Gary Stanhope  
Ron Spina      Miriam King

With Deputy Mayor Roughley in the Chair –

**(a) OPENING**

2009/63-001

Moved by: M. Contois

Seconded by: J. Salmon

"That this special meeting of Council come to order at 3:00 p.m. to discuss municipal facilities matters."

CARRIED.

2009/63-002

Moved by: J. McCallum

Seconded by: M. Contois

"That Council suspend the rules of procedure under Section 28 of the Procedural By-law 2007-143, as amended, Section 4 (Presiding Officer) to authorize and appoint Councillor Ron Simpson as the Chair for this meeting."

CARRIED.

With Councillor Simpson in the Chair -

**(b) DECLARATIONS OF PECUNIARY INTEREST & DISCLOSURE OF INTEREST**

Chair Simpson reminded the Members of Council of the Municipal Conflict of Interest legislation and requirements thereunder for disclosure.

There were no declarations of conflict of interest made at this time or throughout the meeting.

(c) **MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the following meetings:

Special Meeting 2009/52                      August 12, 2009

Adopted at the September 1, 2009 Council meeting.

(d) **REPORTS OF MUNICIPAL OFFICERS**

1. **Leisure Centre Project Update**  
**Salter Pilon + Lett Architects, MHPM Project Managers**

Gerry Pilon of Salter Pilon + Lett Architects was in attendance to provide a status update on the Leisure Centre project to the Members of Council as follows:

Package 1 Site Work

- Contractor for Tender Package 1 mobilized on site at the beginning of September.
- Overall, work is progressing well and is on schedule.
- Completion of the Library portion of the site by the end of the month is on track.
- No issues or concerns to date.
- Original schedule called for a 5 month construction period (January 2010). Contractor has now targeted completion of the entire site works package for the end of December 2009. This will allow for completion of as built information for inclusion in Tender Package 2.

Package 2 Progress

- Work is progressing well with contract documentation.
- 50% Contract Documents were submitted to CM2R for costing at the end of August.
- Our project team continues to work closely with the Library team coordinating site logistics, scheduling and joint servicing requirements.
- Discussions with the Ministry of Labour are ongoing and strategies for separating the two construction sites are being considered.
- The project has been registered with the Canadian Green Building Council and we are on target with our design goals to achieve LEED silver certification.
- Detailed design and documentation are continuing (materials and systems, colour and finish schedules, door and hardware schedules).
- Going forward, we need to finalize two outstanding technical design issues (preferred arena refrigeration systems and preferred pool system).

Budget Summary Update

- Nothing has changed with the budget from the last meeting. Initial indications from Draft 50% costing indicate we remain on track with the project budget.

Ron Spina of MHPM Project Managers was in attendance to provide an update on the prequalification process. Mr. Spina reported that they are close to releasing a prequalifying document for general and mechanical and electrical contractors. The document will be advertised in the Town page of the Bradford West Gwillimbury Times as well as on the Town website. The evaluation committee will review the submissions and develop a bidders roster to bring to Council with recommendations on the firms that are the most appropriate to bid. This process should be complete by the end of October.

2009/63-003

Moved by: J. Leduc

Seconded by: M. Contois

"That Council receive the presentation of Gerry Pilon of Salter Pilon + Lett Architects and Ron Spina of MHPM Project Managers regarding the Leisure Centre Project Update for information."

CARRIED.

## **2. Library and Cultural Centre Project Update Joseph Bogdan, Joseph Bogdan and Associates Inc.**

Andy Gordon of MHPM Project Managers was in attendance to provide an update on the Library and Cultural Centre to the Members of Council as follows:

### Cost Control

- The project budget remains at \$16,175,000.
- A construction estimate for the base building work is scheduled for the end of September 2009, based upon Partial Permit drawings.
- A construction estimate of the Library & Cultural Centre finishes work is scheduled for the end of November 2009.
- A final estimate that will include the furniture, fixtures and equipment is scheduled for December 2009.

### Milestones

#### Design and Tender Phase

- Overall project is currently on schedule.
- Drawing Design Development milestones achieved.
- Permit submission for foundations and structure achieved on September 2, 2009.
- Expression of Interest for potential subcontractors achieved on September 15, 2009.
- Pre-grading work proceeding on schedule.
- Tender Packages 1 and 2 excavation and foundations issued on schedule.

#### LEED Accreditation

- Seeking LEED Silver Accreditation.
- Require 33 points; targeting 36 with an additional 8 pending.
- Reviewing additional LEED points with cost benefits for the Town.
- Will register project by end of September 2009.

#### Procurement Transparency

- The procurement process has been developed to ensure full transparency.
- Over 150 potential subcontractors and suppliers responded to the Expression of Interest advertised in the local and regional press.
- All tender bids are to be submitted directly to the Town and opened within its offices.

#### Campus Development

- Regular coordination meetings with the Library and Leisure Centre project teams.
- Arranging a compliance survey to record post site excavation and pre-grading levels.
- The four site boundaries, Library, Leisure Centre, Future Town Hall and West Park Avenue have been defined for the Ministry of Labour.

#### Look Ahead

- Site Services Tender Package 201 scheduled to close September 30, 2009.
- Excavation & Grading Tender Package 202 scheduled to close September 30, 2009.
- Form, Place, Finish Tender Package 301 scheduled to close October 6, 2009.
- Concrete Reinforcement Tender Package 302 scheduled to close September 30, 2009.
- Concrete Supply Tender Package 303 scheduled to close October 11, 2009.

- Waterproofing Tender Package 701 scheduled to close October 6, 2009.
- Elevator Tender Package 1401 scheduled to close October 13, 2009.
- Foundations and Structure Building Permit approval scheduled for October 15, 2009.
- Complete PowerStream application; order transformer September 30, 2009.
- Mobilize on-site break ground for October 12, 2009.

Joseph Bogdan and Elie Newman of Joseph Bogdan Associates Ltd. were in attendance to provide a Design and Construction Budget update on the Library and Cultural Centre to the Members of Council as follows:

#### Design Update

- Revisions to plans implemented area reductions, total area now 42,225 square feet (without basement).
- Design development of interior elements ongoing – to be presented to the Library Board in October.
- Contract documents for siteworks, foundations and structure completed.
- Contract documents ongoing for building exterior envelope, mechanical and electrical systems and landscaping.
- Design schedules have been met and continue on target.

#### Design Schedules

- September 2: submitted for sitework, servicing and structure permit.
- September 8: document packages for tendering of these elements submitted.
- Tendering of packages commenced.
- Meetings/tours of Library facilities in the Toronto area with Library Board to view interior layouts and equipment.
- Data, audio visual and security systems design currently commencing.
- Early October: revised interior elements (furnishings, collections layout and materials) presented to the Library Board.
- Early October: pricing update.
- October: construction underway.
- November 1: permit submission for full building permit.
- Early-mid November: document packages for tendering of building envelope, interior walls, doors and mechanical and electrical systems.
- Early December: completion of major finishes, AV and security packages and landscaping.
- December: completion of tendering process for above packages.
- January to mid-February: finalization of material colours and selections, development of furnishings and fittings packages for tender.

#### Construction Budget Update

- July-August schematic design budget reflected scope greater than original grant application budget of \$12.67 million.
- Implemented design revisions to reduce area and bring it to program target.
- Implemented targeted savings with regards to materials distribution while retaining character of building.
- Based on these design measures, revisions to cost consultant's estimate stand at \$13.3 million.
- Further potential targeted savings being identified.
- Upon receipt of initial tenders, further cost estimate by cost consultant and construction manager, recommendations will be made as required.

2009/63-004

Moved by: J. Leduc

Seconded by: M. Contois

"That Council receive the presentation of Joseph Bogdan of Joseph Bogdan and Associates Inc. regarding the Library and Cultural Centre design development and cost estimate for information.

And that Council approve the design development and cost estimate as presented."  
CARRIED.

Tom Graham, Director of Leisure Services reported that a groundbreaking ceremony will be held on October 3, 2009. Two large signs are currently being erected on the site to provide the public with information and colour drawings of the facilities to generate interest and excitement. Mr. Graham provided Members of Council with renderings of the signs that will be placed on the site.

**3. REPORT OF THE DIRECTOR OF LEISURE SERVICES  
Renewal of SCDSB JOINT USE AGREEMENT**

2009/63-005

Moved by: J. McCallum

Seconded by: J. Salmon

"That Report No. LS-2009-10 dated September 23, 2009, entitled, "Renewal of SCDSB JOINT USE AGREEMENT" be received;

That the Joint Use Agreement between the Town of Bradford West Gwillimbury and the Simcoe County District School Board be approved and an applicable By-Law be prepared,

And that upon the passing of the applicable By-Law, the Mayor and Clerk be authorized to sign the agreement on behalf of the Town of Bradford West Gwillimbury."

CARRIED.

**4. REPORT OF THE DIRECTOR OF FINANCE  
Delegated Authority for Contract Awards – Library and Cultural Centre**

2009/63-006

Moved by: D. White

Seconded by: J. Salmon

"That the report of the Director of Finance/Treasurer entitled "Delegated Authority for Contract Awards – Library and Cultural Centre" dated September 23<sup>rd</sup>, 2009 be received for information purposes; and

That Council delegate authority to the Town Manager to award the various contracts related to the construction of the new Library and Cultural Centre provided that the overall project budget estimate of \$16,173,961 is not exceeded; and

Section 9.3 of the Town's purchasing by-law respecting approval of award of major construction contracts be waived in this instance; and

That staff continue to update Council from time to time on the progress of this project."  
CARRIED.

**5. REPORT OF THE DIRECTOR OF LEISURE SERVICES  
SportsDome Proposal**

Tom Graham, Director of Leisure Services and Nick Warman, Manager of Recreation were in attendance to provide a status report to Members of Council regarding the SportsDome proposal. Mr. Warman provided a background on the work that has been completed on this project to date, the key issues, the preliminary site costs, work progress and the next steps.

A draft agreement is nearing completion and will be presented to Council in October 2009. If all approvals are received, construction is anticipated to begin late Spring 2010 with a projected facility opening in the Fall of 2010.

2009/63-007

Moved by: J. Salmon

Seconded by: J. McCallum

"That the presentation of the Leisure Services Department regarding the Sportsdome Proposal be received for information;

And that the Steering Committee be directed to continue the development of the Sportsdome Proposal and report back to Council at a later date."

CARRIED.

(g) **NEXT MEETING**

2009/63-008

Moved by: J. McCallum

Seconded by: J. Salmon

"The next Special Meeting of Council to discuss municipal facilities is scheduled at the call of the Chair."

CARRIED.

(h) **ADJOURNMENT**

2009/63-009

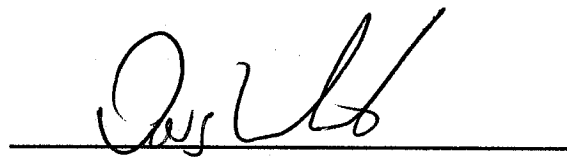
Moved by: J. Salmon

Seconded by: J. McCallum

"That this special meeting of Council being held to discuss municipal facilities matters close at 4:25 p.m."

CARRIED.

**CONFIRMED IN OPEN SESSION THIS 6<sup>th</sup> DAY OF OCTOBER, 2009.**

  
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Patricia Nash, Municipal Clerk  
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Doug White, Mayor