THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK

THE LINK STEERING COMMITTEE

AGENDA

April 14, 2015
10:00 a.m.
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. INTRODUCTION OF ADDENDUM ITEMS

4. APPROVAL OF AGENDA

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

6. ADOPTION OF MINUTES

Pages 1-5

6.1 Minutes of the meeting held on March 24, 2015

7. CONSIDERATION OF REPORTS ON THE AGENDA

Pages 6-11

7.1.1 The Link Construction Update and Budget Update – provided by Phil Rose-Donahoe, Manager of Culture

(Acknowledgement: This update was provided to Council at the April 1, 2015 Council meeting)

7.1.2 The Link Draft Business Plan – Verbal Update provided by Phil Rose-Donahoe, Manager of Culture

7.1.4 Funding and Grants – Verbal Update provided by Phil Rose-Donahoe, Manager of Culture

7.1.5 The Link Logo – Verbal Update provided by Phil Rose-Donahoe, Manager of Culture

8. COMMUNICATIONS

8.1 General Information Items

8.2 Disposition Items

8.2.1 Core Tenant Meetings with Town staff to be scheduled – Transition Schedule, Licence Agreements

9. OTHER BUSINESS

10. MOTION TO ADJOURN

THE CORPORATION OF THE TOWN OF GEORGINA
IN THE REGIONAL MUNICIPALITY OF YORK

THE LINK STEERING COMMITTEE

MINUTES

March 24, 2015
Following Link Tour
Peter Gzowski Library

1. CALL TO ORDER

2. ROLL CALL

The following members were in attendance:

Mayor Quirk
Catherine Cook, Food Pantry, Vice Chair
Dr. Rostam Azarbehi
Peter Budreo
Mary Catherine Macaluso, Hospice Georgina
John De Faveri, Chair
Barbara Rogers, GAGC
Councillor Sebo

The following guest was in attendance:

Marie Morton, Hospice Georgina

The following members were absent with regrets:

Irene McNeil
Elizabeth McLean
Iain Donnell
Carr Hatch
Dianne Graves
Christine Hill-Caballero, United Way
David Geene,

The following staff members were in attendance:

Phil Rose-Donahoe, Manager of Culture
Robin McDougall, Director of Recreation and Culture
Michele Vandentillaart, The Link Program Coordinator

3. INTRODUCTION OF ADDENDUM ITEMS - None

4. APPROVAL OF AGENDA

Moved by Peter Budreo, Seconded by Dr. Rostam Azarbehi

RESOLUTION NO. TLC-2015-0011

That the agenda be approved as presented.

Carried.

5. DECLARATIONS OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF - None

6. ADOPTION OF MINUTES

6.1 Minutes of the meeting held on February 17, 2015

Moved by Dr. Rostam Azarbehi, Seconded by Mayor Quirk

RESOLUTION NO. TLC-2015-0012

That the minutes of the Link Steering Committee meeting held on February 17, 2015 be adopted as presented.

Carried.

7. CONSIDERATION OF REPORTS ON THE AGENDA

7.1.1 Vegetable Cart Presentation Information – Sutton Lions Club; Overview provided by Phil Rose-Donahoe, Manager of Culture

Deferred and removed from agenda until further notice.

7.1.1.1 Cannington Food Hub – Overview provided by John De Faveri, Chair

John De Faveri, Chair, addressed the Committee as follows:

- received $150,000 in funding
- original idea for the Cannington Food Hub was a community food hub now considering community hub
- planning committee is struggling with co-habitation logistics
- funding is an issue with no financial support from Township of Brock
- Size of facility is 5,000-6,000 sq. ft. located off of Cameron Street near the Brock Town Hall
- named Cannington Commons
- Hoping to open in mid-April or beginning of May
- started developing their business plan a year ago but far from finished

7.1.2 Farm-Link Concepts – Update provided by Phil Rose-Donahoe, Manager of Culture

Deferred and removed from agenda until further notice.

7.1.3 The Link Construction Update and Budget Update – provided by Phil Rose-Donahoe, Manager of Culture

(Acknowledgement: This update was provided to Council at the March 11th, 2015 meeting)

Phil Rose-Donahoe, Manager of Culture, addressed the Committee as follows:

- updates are provided to Council weekly
- When there are additional costs identified in the project, it is called a CCO (Construction Change Order) which goes to Council for approval
- So far the project is under budget and a little behind schedule but found some cost savings on the roof insulation
- Not a lot of outstanding CCO's except for IT requirements
- One more credit coming back on a few steel beams
- Investing in Regional Diversification (IRD) grant application is done and was submitted March 23, 2015 seeking over one million in funding for The Link
- Routes and The Town have received the Ministry of Transportations Community Transportation Pilot Program Fund (approximately $100,000). This ties to The Link by doing a needs assessment first on what transportation needs are for those trying to get to programs and training at The Link and then to actually implement solutions. Part of this needs assessment will be assessing how Routes may fit as a possible tenant at The Link
- The Town has applied for funding for one summer student and are still waiting to hear decision
- York Regional Police art panel program: was done recently in Whitchurch-Stouffville with much success. These panels were installed where a lot of graffiti was happening and are proving a good deterrent because students take ownership and now no graffiti is occurring in that space.
- Staff will establish a preliminary tenant application in preparation for 2016 tenant selection
- Potential tenants have to understand that they have to be a viable fit for The Link
- Business plan is to be finalized and presented to Council on May 6, 2015. The major challenge will be projections for year 1 and 2. Dr. Rostam Azarbehi, member, provided financial statement templates to assist with projections. Also have to update our marketing plan for the business plan now that a Town Communications Manager is in place.
- The Georgina Trade Training Inc. annual fundraiser will be held Saturday, July 11, 2015 called the GTTI Chill and Grill. If possible would like to hold it at The Link.

7.1.3.1 The Link Site Plan Review – The Georgina Accessibility Advisory Committee

7.1.5 The Link Logo – Sample Logo, Letterhead and Business Card – Update provided by Phil Rose-Donahoe, Manager of Culture

Move the Town of Georgina logo down below The Link logo and change the fonts of the staff member, address and e-mail information to match those currently used on all Town of Georgina business cards.

The Link letterhead is to be amended as follows:

To add the full address of The Link centred along the bottom of the page as follows:

20849 Dalton Road, Sutton, Ontario L0E 1R0

Moved by Dr. Rostam Azarbehi, Seconded by Catherine Cook

RESOLUTION NO. TLC-2015-0014

The Link Steering Committee recommend that Council approve The Link Logo as follows:

Carried.

8. COMMUNICATIONS

8.1 General Information Items

8.1.1 Premier Kathleen Wynne Appoints Special Advisor on Community Hubs Announcement, March 20, 2015

8.1.2 Rewilding The Link Public Information Session – Update provided by Phil Rose-Donahoe, Manager of Culture

8.1.3 The Link Business Plan – Update provided by Phil Rose-Donahoe, Manager of Culture

8.1.4 Funding and Grants – Update provided by Phil Rose-Donahoe, Manager of Culture

Moved by Dr. Rostam Azarbehi, Seconded by Mary Catherine Macaluso

RESOLUTION NO. TLC-2015-0015

That items 8.1.1 to 8.1.4 be received for information.

Carried.

8.2 Disposition Items - None

9. OTHER BUSINESS - None

10. MOTION TO ADJOURN

The next meeting will be held on Tuesday, April 14, 2015 at 10:00 a.m. in Council Chambers.

Moved by Dr. Rostam Azarbehi, Seconded by Catherine Cook

RESOLUTION NO. TLC-2015-0016

That the TLC meeting be adjourned at 12:28 p.m.

_____
John De Faveri
Chair

_____
Michele Vandentillaart
The Link Program Coordinator

The Link Update for Council
April 1, 2015

Construction Site Meetings occur bi-weekly: next meeting April 9, 2015

Construction Updates as of site meeting on March 26, 2015:

- Plumbing underground 97 %
- Plumbing above ground 60 %
- Electrical rough in 80%
- Electrical finishes 20%
- Structural steel 70%
- Fire alarm 70%
- Sprinkler rough in 30%
- HVAC rough in 50%
- Steel stud framing 80%
- Drywall 20%
- Masonry 50%
- Concrete cutting 97%
- Concrete placement 95%
- Wood framing 95%
- Wood blocking 80%
- Hollow metal Door frames 75 %
- Demolition 100%
- Fire line 85%
- Construction has fallen behind schedule but efforts are being made to remedy
- Substantial completion date set for May, 2015
- IT infrastructure needs – See Council Report OED-2015-0009

Contemplated Change Orders (CCO's): A Change Order, also known as a PCO, is a written amendment to the Contract prepared by the Consultant and signed by the Owner and the Contractor.

The following CCOs have been issued to date:

CCO-001 – The purpose of this CCO is to request pricing for automatic flush valves, fan powered boxes, VAVs and associated electrical work. **Approved – Council Resolution C-2015-0063**

CCO-002 – The purpose of this CCO is to request for pricing for an underground storm pipe retrofit from 4" to 6". The cost is $17,735.95. **Approved – Council Resolution C-2015-0203.**

CCO-003 – The purpose of this CCO is to request pricing to replace broken glass in windows not covered in the contract with thermal pane and provide security film, 8M film by SunTek Film, to all glass in existing windows. The cost is $50,000. **See Council Report OED-2015-0009.**

CCO-004 –The purpose of this CCO is to request pricing for new front entrance doors and screen. Although we anticipated reusing the existing doors, due to significant corrosion and multiple drill holes, replacing them with new aluminum entrance doors and screen is the best option. **Approved – Council Resolution C-2015-0063**

CCO-005 – The purpose of this CCO is to request pricing for the requested boiler replacement and Building Automation System. No pricing has been received at this time. The cost is $350,000. **See Council Report OED-2015-0009.**

CCO-006 – The purpose of this CCO is to request pricing to revise the commercial kitchen sink from a single basin to a double basin dishwashing sink, as per feedback from York Region Public Health. **Approved – Council Resolution C-2015-0063**

CCO-007 – The purpose of this CCO is to request pricing to demolish a masonry wall on west side of the gym and replace with PS1 partition and to demolish masonry service riser at north side of staff lounge and replace with PS4a furring. The cost for this work is $8,673.00 excluding tax. **Approved – Council Resolution C-2015-0160**

CCO-008 – The purpose of this CCO is to request pricing for roofing revisions including the replacement of the taper insulation with seven additional roof drains and parapet around roof. Credit and savings to the owner of $30,450.

CCO-009 (formerly 011) – The purpose of this CCO is to request pricing for additional steel reinforcing for the joists. **Approved – Council Resolution C-2015-0063**

CCO-010 (credit) – The purpose of this CCO is to delete posts and beams in the event space as per the structural engineer's instruction and provide credit. Amount of credit has not been provided.

CCO-011 – The purpose of this CCO is to request pricing to remove a portion of existing ceiling, which is falling down, in Pantry Room 136, as discussed on site and remove all debris from site. Existing area will be left with exposed roof joists. The cost is $3,053.25. **Approved – Council Resolution C-2015-0189**

CCO-012 – The purpose of this CCO is to request pricing to provide wall type PS4a to walls in the washrooms to cover existing exposed plumbing pipes. The cost is $676.08. **Approved – Council Resolution C-2015-0189**

CCO-013 – The purpose of this CCO is to request pricing to install a horn/strobe light for the universal washroom as required by the AODA. The cost is $3502.00. **Council resolution required.**

CCO-014 – The purpose of this CCO is to request pricing for installing IT cable conduit and to extend the cool air supply into the IT server room. The cost is $23,240.23. **Approved – Council Resolution C-2015-0???.**

CCO-015 (credit) – The purpose of this CCO is to provide credit for the washroom accessories supplied by Owner. The amount of the credit is $1,712.

CCO-016 – The purpose of this CCO is to provide pricing for additional structural beams to support existing roof structural members. No pricing has been received at this time.

CCO-017 – Duplicated under approved CCO-011. Have notified consultant.

CCO-018 – Duplicated under approved CCO-009. Have notified consultant.

CCO-019 – The purpose of this CCO is to provide pricing for back boxes for automatic door openers. The cost is $510.00. **Council resolution required.**

CCO-020 – The purpose of this CCO is to provide power to the automatic door operator in Room 105. The cost is $336.00. **Council resolution required.**

CCO-021 - Replace the following existing exterior doors with thermal insulated door and hardware to match existing. No pricing has been received at this time.
CCO-022 – The purpose of this CCO is to request for pricing to run 2" conduit for Bell cable. No pricing has been received at this time.

CCO-023 – The purpose of this CCO is to request for pricing to relocate a fire department connection and install new fire hydrant. No pricing has been received at this time.

CCO-024 – The purpose of this CCO is to request for pricing for sanitary drain extension. No pricing has been received at this time.

CCO-01?? – The purpose of this CCO is to request for pricing to ensure the front drive aisle is suitable as a fire route. A quotation has not been received by contractor so no decision to be made at this time.

CCO-01?? –The purpose of this CCO is to request pricing to re-roof the north wing if it is not demolished. An estimate has been received for $26,250. No decision is required at this time.

MTO Community Transportation Pilot Program Launch Event – At Routes Connecting Communities
The Town of Georgina and Routes Connecting Communities, along with our Community Partners: United Way of York Region, The Training Centre (Georgina Trades Training Inc.), Georgina Public Libraries, Learning Centre for Georgina and Yorkworks Employment Services, are honoured to be one of 11 projects across Ontario, chosen to receive funding from the Ministry of Transportation through the "Community Transportation Pilot Grant Program".

Please join us as we celebrate the formal announcement of our project "Intentionally & Collaboratively – Connecting our Georgina Communities!" focusing on Community Transportation in Georgina.

Date: Thursday April 2, 2015

Time: 1:00 – 2:30pm – Formal Presentation at 1:30pm

Location: Routes Connecting Communities Office

112 High Street, Sutton

RSVP: Cathy Wilkinson cathy@routescc.org or 905-722-8191

YRP Crime Prevention Mural Project:

Local students soon will be creating large 4' x 6' murals to be displayed inside and outside The Link as part of York Region Police's Crime Prevention Initiative.

Funding Opportunities Update:

Investing in Regional Diversification (IRD)
'IRD supports the long-term development of diverse economies in southern Ontario communities.'
Staff and Georgina Trades Training Inc. preparation of application for funding: Submitted

Ontario Trillium Foundation – Large Capital Grants
Staff and Georgina Trades Training Inc. submitted application: $150,000 rec'd

Ministry of Transportation Community Transportation Pilot Program
Staff and Routes Georgina submitted application: $100,000 appr'd

Human Resources Services Development Canada-Canada Summer Jobs
Staff submitted application: decision pending

Prepared by: Phil Rose-Donahoe, Manager of Cultural Services
Michele Vandentillaart,The Link Program Coordinator

The Link - Project Budget, Revised April 1, 2015								
Phase One	**Item**	**Leisure**	**Original**	**Projecte**	**Value**	**TOTAL**	**Future Considerations**	**Comments**
Pollard Contract	Interior Demolition		$840,540		$140,890	$140,890		
DASD Contract	Interior Renovations		$2,328,070		$2,328,070	$2,328,070		
Projected Savings	Pavers			**-$4,500**				Estimate
	Ceramic Tiles			**-$7,000**				Estimate
Total Savings					-$11,500	-$11,500		
Contemplated Change Orders (aka PCO)								
CCO-001	Mechanical Changes		$42,753			$42,753		Resolution C-2015-0063
CCO-002	Storm Drains		$21,000			$17,736		Resolution C-2015-0203
CCO-003	Windows and Security	$50,000						See Report OED-2015-0009
CCO-004	Entrance Doors		$14,680			$14,680		Resolution C-2015-0063
CCO-005	Boiler and BAS	$350,000						See Report OED-2015-0009
CCO-006	Dishwashing Sink		$924			$924		Resolution C-2015-0063
CCO-007	Masonry Wall		$8,673			$8,673		Resolution C-2015-0160
CCO-008	Roofing Revisions		-$30,450			-$30,450		No Approval Required
CCO-009 (formerly 011)	OWSJ Reinforcement		$2,730			$2,730		Resolution C-2015-0063
CCO-010 (credit)	Steel Beams & Posts		TBD			TBD		
CCO-011	Remove Drywall in Rm		$3,053			$3,053		Resolution C-2015-0189
CCO-012	Furring in Washrooms		$676			$676		Resolution C-2015-0189
CCO-013	Elect.-Access.Wash.		$3,502			$3,502		Approval Required
CCO-014	Revisions to IT Conduit		$23,240			$23,240		Resolution C-2015-00??
CCO-015 (credit)	Washroom Access.		-$1,712			-$1,712		No Approval Required
CCO-016	Roof Structural Beams		TBD					
CCO-017	Duplicate of CCO-011							
CCO-018	Duplicate of CCO-009							
CCO-019	Boxes for Auto Doors		$510			$510		Approval Required
CCO-020	Auto Doors - Room 105		$336			$336		Approval Required
CCO-021	Ext. Door Replacement		TBD			TBD		
CCO-022	Conduit for Bell Cable		TBD			TBD		
CCO-023	Relocate Fire Hydrant		TBD			TBD		
CCO-024	Sanitary Drain Extension		TBD			TBD		
CCO-01?? (formerly 009)	Roof North Wing		$26,250					See Report OED-2015-0009
CCO-01?? (formerly 008)	Fire Route Upgrades		TBD				TBD	
CCO-01?? (formerly 012)	IT Network Infrastructure	$16,000						See Report OED-2015-0009
CCO-01??	North Wing Demolition	$155,000						See Report OED-2015-0009
Construction Contingency			$125,000		$77,955	$47,045		
Soft Costs								
	Consulting Fees - Hilditch		$233,775		$233,775	$233,775		
	Est. Town Costs to Date		$42,800		$42,800	$42,800		Reports/Testing/Temp
Redesign costs	Boiler and BAS				$10,000	$10,000		Estimate
Total Estimated Project Cost		**$571,000**				**$2,877,731**		

Funding			$2,010,000		$2,010,000			Town
					$809,000			Town Front End
			$990,000		$66,000			FedDev
					$115,000			Trillium
Other Funding								
Trillium	Kitchen Appliances		$35,000		$35,000			
ReWilding Lake Simcoe	Outdoor Space Upgrades		$100,000		$100,000			