



Subject: Library Square Project – Temporary Relocation of Aurora Cultural Centre and Aurora Museum and Archives

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Department: Community Services

Date: October 1, 2019

In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.

Executive Summary

The Library Square project is continuing to make progress on the work plan schedule as outlined by the prime consultant. With the proposed construction schedule commencing spring 2020 and the commissioning taking place in spring 2022, the Aurora Cultural Centre (ACC) and the Aurora Museum and Archives (AMA) will be temporarily relocated during that two-year timeframe. The preferred temporary location (swing space) is being coordinated through consultation with the two stakeholders (ACC and AMA) and engaging the move management expertise provided to the Town through Colliers Project Leaders.

- Consultation with the stakeholders provided the needs assessment for selecting the preferred temporary site(s)
- Preferred sites have been determined for some of the functions based on the required amenities and in the most cost effective manner
- The move management process will develop all of the move requirements
- Communication and messaging will be critical for the stakeholders and their patrons to ensure a smooth transition to and from the temporary sites

Background

The Library Square project is a significant capital project involving the construction of a large addition being added to the existing historic 22 Church Street School. As a result of the construction, the stairwell and elevator located on the north side of the facility will

need to be removed. With these amenities being removed in order to make way for the construction, it results in the facility no longer meeting accessibility requirements and therefore, the occupants (ACC and AMA) and their service deliverables need to be temporarily relocated to suitable sites.

Analysis

Consultation with the stakeholders provided the needs assessment for selecting the preferred temporary site(s)

With the unique nature of the ACC and AMA requirements, it was important to understand the needs for the various functional spaces.

Staff administration space requires a site for a total of 11 staff (eight from ACC and three from AMA). This requires desks/chairs, computers, telephones, file storage and internet connection for each staff member.

The ACC's program space requirements include a space that enables them to continue to offer their programs during the construction phase of the project. This space requires an open room (space that can be reconfigured depending on use), storage area for supplies, water/sink for clean-up, and an area that could get messy (i.e. tile flooring). The program space would need to be accessible for both day and evening programming. ACC is also seeking a space to accommodate their summer camp program.

The ACC's Art Gallery space requires a site that is preferably a public setting, offers daytime hours and includes space for 2D (wall mounted) and 3D art.

The ACC's Performance space requires a site that is suitable for live performances, entertainment, and theatrical engagements. The space preferably accommodates 150 seats (or more) based on the service level currently being provided in Brevik Hall. The space would also require appropriate sound and lighting capabilities.

The Museum requires temperature and humidity-controlled storage locations for all of the artifacts. Most of the collection are small items or documents that need to be packaged into crates, catalogued and stored in boxes for the duration of the construction. The larger artifacts will also need a storage location, but due to their size, may need to be stored in a different site.

Museum exhibitions require an open space or room where artifacts can be put on display in a safe and secure location while enabling the public to enjoy and learn about Aurora's history. These spaces would need to be set up for designated periods of time and then taken down and replaced with the next exhibit.

Preferred sites have been accommodated for some of the functions based on the required amenities and in the most cost effective manner, while other functions are still being researched

ADMINISTRATION SPACE

ACCOMMODATED

During our research of various sites, some options would have resulted in moving the existing furniture and equipment and fitting out the new space with typical office requirements (telephone, internet, photocopying, networking, etc.). These types of spaces would have required fit-out costs, furniture moving costs, and rental costs. An alternative, which has presented itself with the relocation of the Community Services Department (CMS) to the Joint Operation Centre (JOC) conveniently offered a site which would result in a cost mitigation opportunity.

Moving ACC and AMA to Town Hall (taking up the space CMS will have vacated) enables for the reuse of furniture and equipment that already exists, reduces moving costs (as only supplies will need to be moved) and at no rental cost.

There is a Town Hall Refresh project planned on the capital budget and staff recommend this is a good use of the vacant space while the Town Hall space accommodation plan is taking place. This relocation would only be for the two years of the construction project and enables time for the comprehensive review and planning of all of the space within Town Hall.

ACC PROGRAM SPACE

DAY/EVENING PROGRAM - ACCOMMODATED
SUMMER CAMP - PENDING

Similar to the search for administration space, finding a program space with no rental costs was difficult. Our first attempt was to consider using existing Town program rooms, however, with the recent changes including the demolition of the former Library and Seniors Centre, Town program space is limited until the completion of the Library Square project. Therefore, staff revisited space at Town Hall and have found a temporary home for the ACC program space. This will require a temporary relocation of some amenities, however, it will achieve most of the goals of the ACC's program space

and will continue to meet the current needs of Town Hall staff. The space required for ACC camps is still under review.

ACC GALLERY SPACE**ACCOMMODATED**

Through a collaborative discussion with the Town, ACC staff and Society of York Region Artists (SOYRA), we have cooperatively determined that ACC's Gallery can be accommodated temporarily at Town Hall during the two years while still accommodating SOYRA and Town programs. Staff are confident that the relocation and re-programming of some artwork displays within Town Hall will accommodate all three parties' 2D and 3D artwork.

ACC PERFORMANCE SPACE**PENDING**

Considering the specific requirements for this function of ACC's deliverables, finding a site at no cost will not be possible. Even if a site is found with low rental costs, there will be costs to fit-out the space with the required technical amenities (sound/lighting/staging). ACC is continuing the search for sites that may already be equipped with this specialized equipment to make the relocation easier. Further research will be required to confirm appropriate sites and ensure they are as cost efficient as possible.

MUSEUM ARCHIVAL STORAGE**SMALL ARCHIVES - ACCOMMODATED
LARGE ARCHIVES - PENDING**

Fortunately, staff have been successful in negotiating a cooperative agreement (at no cost) with a local municipality for the temporary relocation and storage of small sensitive artifacts. Staff are still researching options for the storage of the large artifacts.

MUSEUM EXHIBITION SPACE**PENDING**

Staff are reviewing options and configurations to accommodate this function. It may require spreading out the exhibits throughout various locations but this could also be a positive option as it may increase viewership.

The move management process will develop all of the move requirements

Once the preferred sites are confirmed, Colliers Project Leaders will manage all of the move requirements including inventory, move schedules, securing moving company and overall management of the move(s). Both the ACC and AMA have attended a few meetings already with the Colliers team to outline and strategize the move(s). Colliers

will be responsible for both moving out and moving back in to 22 Church Street once the construction is complete.

Communication and messaging will be critical for the stakeholders and their patrons to ensure a smooth transition to and from the temporary sites

ACC and AMA have already begun the communications regarding the anticipated temporary relocation. Current renters of 22 Church Street school have been advised of the facility closure and recommended to begin their search of a temporary home for their activities during the closure. ACC and the Town have made some recommendations for where the patrons could consider, and have heard back that some have already secured a temporary home. We will continue to assist where possible.

ACC has also been in touch with all of their performers and artists to advise them of the anticipated move. At this time, everyone is eagerly awaiting confirmation of where their temporary home will be during the construction phase.

Following this report to Council, staff, ACC and AMA will finalize details of the functions that have been accommodated and continue to work on securing sites for the functions that are still pending. Messaging will commence immediately following this Council report.

Advisory Committee Review

Not Applicable

Legal Considerations

In accordance with the terms of the lease agreement between the Aurora Cultural Centre and the Town dated January 1, 2013, the Town is required to provide the ACC with at least 30 days' notice of any work to the property that will require the temporary relocation of any of the services ACC provides. It is ACC's sole responsibility to make arrangements to move and the Town is not responsible for any loss, damage or destruction to any of the personal property owned by ACC.

Legal Services will assist in the drafting of any agreements that may be required to relocate the ACC to Town Hall.

Financial Implications

The Town will strive to accommodate all one-time costs relating to the move of all ACC and AMA activities out of the 22 Church Street school building into alternative space (swing space) through available Library Square operating budget funding. Should staff determine that these funds will be insufficient in any given year, a funding strategy for the management of any anticipated short-falls will be presented to Council for its consideration at that time.

Communications Considerations

Communications will develop a comprehensive communications plan to communicate the relocation of the Aurora Museum and Archives. The Town Communications department will continue working with the Aurora Cultural Centre to coordinate communications and ensure that stakeholders, including the general public, are kept up-to-date. Communications will utilize the website, social media, newspaper advertising, e-newsletter and on-site signage.

Link to Strategic Plan

The development of Library Square supports 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**
- **Encourage an active and healthy lifestyle**
- **Strengthening the fabric of our community**

Alternative(s) to the Recommendation

1. Council may provide further direction.

Conclusions

Due to the construction of the Library Square project, it is necessary to remove the existing stairwell and elevator from 22 Church Street school. Therefore, securing temporary sites for the functions of ACC and AMA are important for their continued operation during the closure.

Through extensive research and meetings with ACC and AMA, a significant amount of the functions have been accommodated. There are only a few functions remaining where securing temporary sites are still needed. It is important to confirm these temporary sites and begin the necessary move requirements and get the message out to the stakeholders. The planning for the move will take time, therefore, it is important to confirm details as soon as possible.

Following this report to Council, messaging will commence for those sites that have been accommodated.

Attachments

None

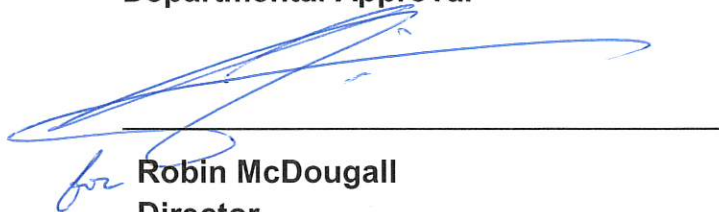
Previous Reports

None

Pre-submission Review

Agenda Management Team review on September 19, 2019

Departmental Approval


for **Robin McDougall**
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Approved for Agenda


Doug Nadorozny
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