

## Project Management Report to Council

June 8, 2023

1. Financials
  - a. We still have contingency room within our \$6.5M budget.
2. ICIP
  - a. I have completed the Q1 Progress Report and submitted to Amanda.
3. Status Update:
  - a. Paving & Sidewalk
    - i. Prior to receiving engineering quotes back, the Advisory Committee recommended we not proceed with paving at this time. However, I have attached the quote for engineering the front portion of the lot for your records.
    - ii. The Advisory Committee recommends that we proceed with the quote to widen the sidewalk by an additional 36” to make the building more accessible.
  - b. Furniture
    - i. The damaged large meeting room chair has been replaced by Tradewest under warranty.
  - c. Signage
    - i. Kota Graphics is scheduled to install the plaque, replacement fitness washroom signage, library window frosting, and temporary vinyl reading “Future Donor Name” on the three wooden signs that are currently blank at the end of June.
    - ii. The Advisory Committee settled on the wall between the vestibule doors, on the inside of the lobby for the dedication plaque.
  - d. Landscaping
    - i. Broderick Gardens has started the landscaping project.
    - ii. Paul has advised that he will be completed in time for a July 7<sup>th</sup> grand opening event.
  - e. Access Control
    - i. A price has been provided to add access control to additional doors.
  - f. Locksmithing
    - i. CP Distributors is scheduled to install the black cylinders, in-stock kickdown door stops (brushed chrome), and Schlage CO-100 lever that was previously removed from the fitness centre.
    - ii. We are waiting on the double-sided locking lever to arrive for the fitness centre/lobby door, as well as the black kick-down door stops (for doors with black hardware).
  - g. Projector
    - i. CGI, Tradewest and I have been working on getting the projector working. After a service call the last week of May, we’ve determined we had

received some faulty parts – one of which has been replaced. We are now able to connect to the projector via HDMI cable.

- ii. We are waiting on the replacement dongle to be shipped which will allow for wireless connectivity to the projector.

4. Deficiency/Warranty Items:

- a. Amy's Plantscaping came out May 27<sup>th</sup> to do maintenance on the living wall. Trevor Dament, Evelyn Fiske, and I worked with her to learn what we could. We've quarantined the salvageable pothos and treated them with insecticide with the intention that they will be able to go back into the wall soon. We removed dead plant debris, treated the bug infestations, and learned about watering/fertilizing. Trevor and Evelyn are going to take on the maintenance of the living wall as volunteers.
- b. The flooring renovation has been successfully completed. Please note that we should not use the electric floor scrubber on the lines until the end of June so to not cause a problem during the paint curing process.
- c. Quorex has a list of deficiencies that they're working away on.
- d. We're working on scheduling a deficiency walk thru for July with Quorex and myself. I will be in touch with the Advisory Committee to see if any of them would like to join us. This will provide ample time to address any deficiencies that have arose during the 1-year warranty period.

5. Grand Opening

- a. I am working with the Line 19 Multiplex Committee to put together a grand opening event for July 7<sup>th</sup>.

Volunteer Undertakings:

- a. Donor Tree
  - i. I have heard from Across the Board Creations that the business and executor of the will is currently with the courts and waiting on an executor to be approved. Once this is approved, we will be able to request either a refund or our materials be sent to us. I've been advised it could take another 2 months with the courts to be approved
  - ii. Joanne has requested that bronze leaf donors be notified of the delay, either by the Village Office or the Line 19 Multiplex Committee.