

**AGENDA**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE**  
**Monday, June 27, 2011**  
**3:00 p.m. – 4:30 p.m. Family Y, Main Floor Boardroom**

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- 1 CALL TO ORDER**
- 2 ADDITIONAL ITEMS**
- 3 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4 CONFIRMATION OF MINUTES**
  - a) April 27, 2011 Page 2-4
- 5 BUSINESS ARISING**
  - a) Action Items Page 5-6
- 6 CORRESPONDENCE (none)**
- 7 MANAGEMENT UPDATE – Brad/Gayle**
  - a) Project Update
- 8 PROJECT UPDATE –Brad**
  - a) Report: Contingency Allowance Page 7
  - b) Report: KIOSK RFP Report to Follow
  - c) Report: Partial Occupancy/Early Arena Opening Report to Follow
- 9 ARCHITECT UPDATE (none)**
- 10 FUNDRAISING COMMITTEE UPDATE - Michael**
- 11 RESOLUTION TO MOVE IN-CAMERA**
- 12 OTHER BUSINESS**
  - a) Next Meeting Date
- 13 ADJOURNMENT**
- 14 NEXT COMMITTEE MEETING: TBA**



**MINUTES**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)**  
**Wednesday, April 27, 2011**  
**1:00 p.m. Basement Boardroom, City Hall**

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- MEMBERS PRESENT:** Councillor Jim McManaman, Chair  
Mayor Deborah Haswell  
Councillor David Adair  
Councillor Jan Chamberlain  
Councillor Bill Twaddle  
Brian Dean, Family Y Vice President, Board of Directors  
Michael Warren, Family Y Board Appointee  
Evelyn Dean, Family Y President, Board of Directors
- ABSENT/REGRETS:** Mayor Francis Richardson, Municipality of Meaford  
Councillor Ryan Thompson, Township of Georgian Bluffs
- GUESTS:** Kim Williams, Family Y Centre Manager  
Al Nightingale, Family Y Facilities Manager  
Philip O'Sullivan, Project Architect
- STAFF PRESENT:** Glen Henry, Acting City Manager  
Gayle Graham, Family Y CEO  
Brad McRoberts, Director of Operations  
Sharon Edwards - Recording Secretary

**1. CALL TO ORDER – 1:04 p.m.**

Chair, Jim McManaman called the meeting to order and congratulated Mr. McRoberts on his new appointment to Director of Operations.

**2. ADDITIONAL ITEMS**

Project Report: Project Contingency Allowance  
Gravenhurst Funding  
Coliseum Update

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF FOR MATTERS LISTED ON THE AGENDA.**

None.

**4. CONFIRMATION OF MINUTES**

Moved by Jan Chamberlain

**"THAT the Regional Recreation Centre Steering Committee approve the minutes of the meeting held on March 28, 2011."**

Carried unanimously.

## 5. BUSINESS ARISING

### a. Action Items

The 'Action Item' list was reviewed and updated by Committee.

The Director of Operations and Project Architect reported that the site plan will be submitted to Council for approval within the next few weeks.

Gayle will contact Sharon shortly to set up meeting to discuss future communication strategy objectives and goals.

## 6. CORRESPONDENCE (NONE)

## 7. MANAGEMENT UPDATE

Gayle Graham reported that the Joint Management Team (JMT) continues to meet on a regular basis and there are no outstanding issues. Brad reported that the JMT continues to work through the VE process, and the negotiations for the Landscape Tender package are ongoing.

## 8. PROJECT UPDATE

### a. Report: Project Contingency Allowance

The Director of Operations presented a written report to Committee which summarized the status of the project contingency allowance for the Regional Recreation Centre. The project, from a dollars spent perspective is approximately 50% complete as of March 2011; and 52% of the contingency allowance has been spent as of April 21, 2011.

Moved by Mayor Haswell

**"THAT the Regional Recreation Centre Steering Committee note the information within the report dated April 27, 2011, from the Director of Operations regarding the Project Contingency Allowance."**

Carried unanimously.

Brad reported that the VE Summary has not changed since the last meeting as no additional engineering has been added. He also advised Committee that no further tenders have been awarded, so the tender summary also remains unchanged from the last meeting.

## 9. ARCHITECT UPDATE

Philip O'Sullivan, Project Architect and the Director of Operations reported that the work on-site is progressing, and elements such as roofing, siding, window glazing and prepping for the pool is ongoing.

## 10. FUNDRAISING COMMITTEE UPDATE – Michael Warren

Michael Warren reported that he would provide a full update from the Fundraising during the in camera meeting.

## **11. RESOLUTION TO MOVE IN CAMERA**

Moved by Michael Warren

**"THAT the Regional Recreation Centre Steering Committee move In Camera to deal with personal matters about an identifiable individual including municipal or a local board employees, and litigation or potential litigation including matters before administrative tribunals, affecting the municipality or a local board."**

Carried unanimously.

Mayor Haswell left the meeting at 1:47 p.m.

## **12. OTHER BUSINESS (NONE)**

### **a. Coliseum Update**

Chair McManaman reported that Council received one formal proposal for the reuse of the Coliseum. Council has some concerns with the business plan that have to be addressed by the applicants. Staff will bring back a report back to Council for consideration.

### **b. City of Gravenhurst**

Gravenhurst Centennial Centre expansion project funded by the government's economic stimulus program was discussed by Committee.

Councillor Twaddle left the meeting at 1:53 p.m.

### **c. Public Meeting Structure**

Committee had a general discussion regarding the concept of having a public meeting. The Director of Operations reminded Committee that he is the only one that is authorized to do tours at the building site.

The Committee consented that they will focus on private tours and will not be planning a public meeting at this stage in the project.

Councillor Twaddle returned to the meeting at 1:57 p.m.

### **d. Future Meeting Dates**

There will not be a regular committee meeting scheduled in May due to conflicts in dates with Committee members. If a meeting is required, it will be at the call of the Chair.

## **13. ADJOURNMENT**

The Committee adjourned at 2:10 p.m.

## **14. NEXT COMMITTEE MEETING – June 27, 2011, 10:00 a.m.**

**Action Items**  
**April 27, 2011, RRC Steering Committee Meeting**

Date of Action	ACTION ITEM	RESPONSIBLE	COMPLETED?
August 10, 2010	On-going written report to Committee that outlines where the project is dollar wise.	Brad On going	
August 30, 2010	Provide a written report to Committee on the local benefits of the project – detailing the local economic impact	Brad On going	
September 27, 2010	Site Plan Approval (which includes parking lot spaces) to Committee for information then to Council for approval.	Brad	
November 15, 2010	Ryan will try to get a solid donation dollar amount from Georgian Bluff Council and report back to Committee.	Ryan	
	Jim to contact Mayor Richardson and Mayor Bartfoot to discuss scheduling a site tour with their Councils in the spring.	Jim	
	"THAT the Regional Recreation Centre Steering Committee direct staff to issue an RFP for a food kiosk." Issue a RFP for food Kiosk	Brad/Purchasing	
January 17, 2011	"THAT, the City Manager and a representative from the Fundraising Committee meet to review and craft future communication strategy objectives and goals." The Y to appoint a representative to meet with the City Manager or designate to discuss the strategic issues for long-term communications.	Gayle	

Date of Action	ACTION ITEM	RESPONSIBLE	COMPLETED?
February 14, 2011	Fundraising Committee and Y to arrange follow-up meetings with the Twsp of Georgian Bluffs, Chatsworth and Municipality of Meaford	Gayle/Fundraising Committee	
	Brad will bring the 'Process of Early Arena Opening' report dated February 14, 2011, back to Committee in June 2011. Revenue opportunities will also be discussed at that time.	Brad	
	Brad to bring a contingency update report to Committee.	Brad On-going	
	JMT to review the MOU and begin the process of drafting an Operational Plan	JMT	
April 27, 2011	Private tours will be planned by fundraising team	Gayle	

