

**AGENDA**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE**  
**Monday, March 28, 2011**  
**10:00 a.m. – 12:00 a.m. Basement Boardroom, City Hall**

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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) February 14, 2011 Page 2-5
- 5 BUSINESS ARISING**
  - a) Action Items Page 6-7
- 6 CORRESPONDENCE (none)**
- 7 MANAGEMENT UPDATE – Brad/Gayle**
  - a) Project Update
- 8 PROJECT UPDATE –Brad**
  - a) Report: Tender Summary Report to Follow
  - b) Report: Value Engineering Report to Follow
  - c) Report: Contingency Summary Report Report to Follow
  - d) Report: KIOSK Report to Follow
- 9 ARCHITECT UPDATE**
  - a) RRC Insulation
- 10 FUNDRAISING COMMITTEE UPDATE - Michael**
- 11 RESOLUTION TO MOVE IN-CAMERA**
- 12 OTHER BUSINESS**
- 13 ADJOURNMENT**
- 14 NEXT COMMITTEE MEETING: TBA**



**MINUTES**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)**  
**Monday, February 14, 2011**  
**10:00 A.M. Basement Boardroom, City Hall**

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**MEMBERS PRESENT:** Councillor Jim McManaman, Chair  
Councillor David Adair (10:03 a.m.)  
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  
Councillor Ryan Thompson, Township of Georgian Bluffs

**ABSENT/REGRETS:** Mayor Francis Richardson, Municipality of Meaford  
Mayor Deborah Haswell

**GUESTS:** Kim Williams, Family Y Centre Manager  
Al Nightingale, Family Y Facilities Manager  
Philip O'Sullivan, Project Architect (t/c)

**STAFF PRESENT:** Glen Henry, Acting City Manager  
Gayle Graham, Family Y CEO  
Brad McRoberts, Manager of Special Capital Projects  
Sharon Edwards - Recording Secretary

**1. CALL TO ORDER – 9:35 A.M.**

Councillor Jim McManaman called the meeting to order.

**2. ADDITIONAL ITEMS**

Report: Low Emissivity Ceiling

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

None.

**4. CONFIRMATION OF MINUTES**

Moved by Michael Warren

**“THAT the Regional Recreation Centre Steering Committee approve the minutes of the meeting held on January 17, 2011, and January 26, 2011, as presented.”**

Carried unanimously.

Evelyn Dean entered the meeting at 9:37 a.m.

## 5. BUSINESS ARISING

### a. Action Items

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

Councillor Thompson spoke to Committee regarding the donation amount from Georgian Bluff's Council. He noted that the commitment is there, but the donation amount is unknown at this time.

A discussion was held by Committee regarding our approach to the Township of Georgian Bluffs, the Municipality of Meaford and the Township of Chatsworth for securing their support for the project. The Fundraising Team will put a plan in place.

Brad McRoberts reported that once the site plan approval application (which includes the parking lot spaces) is complete it will go to staff for comment, then it will be brought to RRCS as information, prior to going to Council for approval.

Councillor Adair entered the meeting at 10:03 a.m.

## 6. CORRESPONDENCE

### b. Building and Construction Canada – RRC Profile

Moved by Michael Warren

**"THAT the Regional Recreation Centre Steering Committee receive the foregoing correspondence."**

Carried unanimously.

## 7. MANAGEMENT UPDATE

Brad McRoberts and Gayle Graham reported that the Joint Management Team continues to meet on a regular basis. There is a meeting scheduled for later this week to begin the process of developing a joint operational plan.

## 8. PROJECT UPDATE

### a. Report: Tender Summary – As of February 14, 2011

The Manager of Special Capital Projects presented a written report to Committee which outlined the project tender summary as of February 14, 2011.

Councillor McManaman requested that the Manager of Special Capital Projects bring a contingency update report back to Committee.

Moved by Jan Chamberlain

**"THAT the Regional Recreation Centre Steering Committee receive the report dated February 14, 2011, from the Manager of Special Capital Projects regarding the Tender Summary."**

Carried unanimously.

b. Report: Value Engineering (VE) – As of January 31, 2011

The Manager of Special Capital Projects presented a written report to Committee which included a summary of the VE options accepted by the Joint Management Team as of January 31, 2011.

Moved by Michael Warren

**"THAT the Regional Recreation Centre Steering Committee receive the report dated February 14, 2011, from the Manager of Special Capital Projects regarding the Value Engineering as of January 31, 2011."**

Carried unanimously.

c. Report: Process for Early Arena Opening

The Manager of Special Capital Projects presented a written report to Committee which outlined the requirements in order to obtain a partial occupancy of the building.

Moved by David Adair

**"THAT the Regional Recreation Centre Steering Committee receive the report dated February 14, 2011, from the Manager of Special Capital Projects regarding the Process for Early Arena Opening."**

Carried unanimously.

Brad will bring this report back to Committee in June 2011. Revenue opportunities will also be discussed at that time.

d. Report: Low Emissivity Ceiling

The Manager of Special Capital Projects presented a written report to Committee regarding awarding a tender for low emissivity ceiling fabric for both arenas.

Moved by Michael Warren

**"THAT the Regional Recreation Centre Steering Committee note the report dated February 14, 2011, from the Manager of Special Capital Projects regarding the Low Emissivity Ceiling; and further**

**THAT the RRCSC recommend to City Council to accept the tender from Arena Resources Inc. (ARI) in the amount of \$39,500 + HST for low emissivity ceilings in both ice pads, subject to final tender review by the Construction Manager and City staff."**

Carried unanimously.

**9. ARCHITECT UPDATE – None**

**10. FUNDRAISING COMMITTEE UPDATE – Michael Warren**

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

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

Moved by Jan Chamberlain

**"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.

## **12. OTHER BUSINESS**

a. Review of the MOU – August 27, 2009

A discussion was held regarding the review of the MOU.

The Joint Management Team will review the MOU and bring any noted changes back to Committee for consideration, and also begin to draft a joint operational plan.

## **13. ADJOURNMENT**

The Committee adjourned at 11:00 a.m.

**Action Items  
February 14, 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 Barfoot 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	Committee requested that the Manager of Special Projects submit a report to Committee at the next meeting regarding the costs for sanitary sewer service for the kiosk.	Brad	

Date of Action	ACTION ITEM	RESPONSIBLE	COMPLETED?
	<p>THAT, the City Manager and a representative from the Fundraising Committee meet to review and craft future communication strategy objectives and goals."</p> <p>Committee recommended that the Manager of Special Projects attend the Fundraising Communications Committee meetings for the next three months.</p>	Brad/Gayle	
	<p>The Y to appoint a representative to meet with the City Manager or designate to discuss the strategic issues for long-term communications.</p>	Y Board	
	<p>As part of the communications plan the Committee to update the Economic Development Committee.</p>	RRC Committee	
<b>February 14, 2011</b>	<p>Fundraising Committee and Y to arrange follow-up meetings with the Twsp of Georgian Bluffs, Chatsworth and Municipality of Meaford</p>	Gayle/Fundraising Committee	
	<p>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.</p>	Brad	
	<p>Brad to bring a contingency update report to Committee.</p>	Brad	
	<p>JMT to review the MOU and begin the process of drafting an Operational Plan</p>	JMT	