



AGENDA
REGIONAL RECREATION CENTRE STEERING COMMITTEE
Wednesday, April 27, 2011
1:00 p.m. – 3:00 p.m. Basement Boardroom, City Hall

- 1 CALL TO ORDER**
- 2 ADDITIONAL ITEMS**
- 3 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4 CONFIRMATION OF MINUTES**
 - a) March 28, 2011 as approved by Council on April 4, 2011 Page 2-5
- 5 BUSINESS ARISING**
 - a) Action Items Page 6-7
- 6 CORRESPONDENCE (none)**
- 7 MANAGEMENT UPDATE – Brad/Gayle**
 - a) Update
- 8 PROJECT UPDATE –Brad (none)**
- 9 ARCHITECT UPDATE (none)**
- 10 FUNDRAISING COMMITTEE UPDATE - Michael**
- 11 RESOLUTION TO MOVE IN-CAMERA**
- 12 OTHER BUSINESS**
 - a) Public Meeting Structure
 - b) Future Meeting Dates
- 13 ADJOURNMENT**
- 14 NEXT COMMITTEE MEETING: TBA**

MINUTES
REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)
Monday, March 28, 2011
10:00 A.M. Basement Boardroom, City Hall

MEMBERS PRESENT: Councillor Jim McManaman, Chair
Mayor Deborah Haswell
Councillor David Adair
Councillor Jan Chamberlain
Councillor Bill Twaddle
Councillor Ryan Thompson, Township of Georgian Bluffs
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
Glen Henry, Acting City Manager

GUESTS: Kim Williams, Family Y Centre Manager
Al Nightingale, Family Y Facilities Manager
Doug Bierer, Family Y Treasurer, Board of Directors
Philip O'Sullivan, Project Architect
D'Arcy Arthurs, Partner, Shore Tilbe Perkins + Will
Vera Zec, Zec Consulting Inc.

STAFF PRESENT: Pam Coulter, Deputy City Manager
Gayle Graham, Family Y CEO
Brad McRoberts, Manager of Special Capital Projects
Sharon Edwards - Recording Secretary

1. CALL TO ORDER – 10:06 A.M.

Councillor Jim McManaman called the meeting to order.

2. ADDITIONAL ITEMS

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

None.

4. CONFIRMATION OF MINUTES

Meeting start time on the minutes should read 9:30 a.m. not 10:00 a.m.

Moved by David Adair

"THAT the Regional Recreation Centre Steering Committee approve the minutes of the meeting held on February 14, 2011, as amended."

Carried unanimously.

5. BUSINESS ARISING

a. Action Items

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

6. CORRESPONDENCE (NONE)

7. MANAGEMENT UPDATE

Brad McRoberts and Gayle Graham reported that the Joint Management Team continues to meet on a regular basis. A Joint Operation Management Committee has been struck and the first meeting has taken place. Further meetings are pending.

8. PROJECT UPDATE

a. Report: Tender Summary – As of February 28, 2011

Ryan Thompson joined the meeting at 10:10 a.m.

The negotiations for the Landscape tender package are ongoing.

The Manager of Special Capital Projects presented a written report to Committee which outlined the project tender summary as of February 28, 2011.

Moved by Michael Warren

"THAT the Regional Recreation Centre Steering Committee receive the report dated March 28, 2011, from the Manager of Special Capital Projects regarding the Tender Summary as of February 28, 2011."

Carried unanimously.

b. Report: Value Engineering (VE) – As of February 28, 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 February 28, 2011.

Moved by Jan Chamberlain

"THAT the Regional Recreation Centre Steering Committee receive the report dated March 28, 2011, from the Manager of Special Capital Projects regarding the Value Engineering as of February 28, 2011."

Carried unanimously.

c. Report: Project Contingency Allowance

The Manager of Special Capital Projects presented a written report to Committee which summarized the status of the project contingency allowance for the Regional Recreation Centre.

Procedure for approval of change orders up to \$100,000.00:

1. Request is received and reviewed by the Construction Manger.
2. Construction Manager forwards to Architect Team for review and consideration.
3. Architect Team forwards to the Manager of Special Capital Projects for review and consultation with the Acting City Manager.
4. The Acting City Manager approves upon recommendation from the Manager of Special Capital Projects.

Any change orders that exceed the amount of \$100,000 is referred to Council for approval.

Moved by David Adair

"THAT the Regional Recreation Centre Steering Committee note the information within the report dated March 28, 2011, from the Manager of Special Capital Projects regarding the Project Contingency Allowance."

Carried unanimously.

d. Report: Potential Kiosk Plumbing & Electrical Connections

The Manager of Special Capital Projects presented a written report to Committee regarding the option to install plumbing and electrical connections to permit the operation of two separate kiosks within the Regional Recreation Centre.

Moved by Michael Warren

"THAT the Regional Recreation Centre Steering Committee receive the report dated March 28, 2011, from the Manager of Special Capital Projects regarding the plumbing and electrical connections for Potential Kiosk Plumbing & Electrical Connections; and further

THAT the Regional Recreation Centre Steering Committee direct staff to proceed with the connections."

Carried unanimously.

9. ARCHITECT UPDATE

a. Presentation: RRC Insulation

D'Arcy Arthurs, Partner Shore Tilbe Irwin & Partners, Philip O'Sullivan, Project Architect and Vera Zec, Zec Consulting, led Committee through a PowerPoint presentation on a review of the overall arena design including matters relating to insulation. A copy of the presentation will be placed on the RRC website for public viewing.

D'Arcy noted to Committee that upon completion of the project a commissioning agent will be available to meet with staff, and a full set of project manuals will be provided.

10. FUNDRAISING COMMITTEE UPDATE – Michael Warren

Michael Warren 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.

Councillor Twaddle left the meeting at 12:05 a.m.

12. OTHER BUSINESS (NONE)

13. NEXT COMMITTEE MEETING – APRIL 27, 2011, 1:00 P.M.

14. ADJOURNMENT

The Committee adjourned at 12:10 p.m.

5

Action Items
March 28, 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>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	
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	
March 28, 2011	<p>"THAT the Regional Recreation Centre Steering Committee receive the report dated March 28, 2011, from the Manager of Special Capital Projects regarding the plumbing and electrical connections for Potential Kiosk Plumbing & Electrical Connections; and further</p> <p>THAT the Regional Recreation Centre Steering Committee direct staff to proceed with the connections."</p>	Brad	