



**MINUTES**  
**REGIONAL RECREATION CENTRE STEERING COMMITTEE (RRCSC)**  
**Monday, June 27, 2011**  
**3:00 p.m. Chapel Room, Family Y**

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**MEMBERS PRESENT:** Councillor Jim McManaman, Chair  
Councillor David Adair  
Councillor Jan Chamberlain  
Councillor Bill Twaddle  
Councillor Ryan Thompson, Township of Georgian Bluffs  
Michael Warren, Family Y Board Appointee  
Evelyn Dean, Family Y President, Board of Directors

**ABSENT/REGRETS:** Mayor Deborah Haswell  
Mayor Francis Richardson, Municipality of Meaford  
Brian Dean, Family Y Vice President, Board of Directors  
Glen Henry, Acting City Manager  
Sharon Edwards – Executive Assistant & PR Coordinator

**GUESTS:** Kim Williams, Family Y Centre Manager  
Al Nightingale, Family Y Facilities Manager  
Doug Brier, Family Y Treasurer, Board of Directors  
Craig Ruppenthal, Facilities Manager, City of Owen Sound  
Lisa Billing, Family Y – Recording Secretary

**STAFF PRESENT:** Gayle Graham, Family Y CEO  
Brad McRoberts, Director of Operations

**1. CALL TO ORDER – 3:00 p.m.**

Chair, Jim McManaman called the meeting to order.

**2. ADDITIONAL ITEMS**

None.

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

None.

**4. CONFIRMATION OF MINUTES**

Moved by Councillor Chamberlain

**“THAT the Regional Recreation Centre Steering Committee approve the minutes of the meeting held on April 27, 2011.”**

Carried unanimously.

## 5. BUSINESS ARISING

### a. Action Items

The 'Action Item' list was reviewed and updated by Committee. Ongoing items will no longer remain on the list.

The Director of Operations reported that the site plan approval has been delayed due to the widening of 10<sup>th</sup> Street and the changes to the landscaping plan.

The Family Y has appointed Gayle Graham to meet with the City Manager or designate to discuss the strategic issues for long-term communications. This meeting will be scheduled following the start of the new City Manager on July 25.

## 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. The JMT will be meeting later this week to review the operational agreement between the Y and the City. The final draft will come to the Steering Committee for approval.

Coordination issues going on for last tender for landscaping. Changes to landscaping plan and tender had to take place once the site plan was revised with respect to the entrance and the widening of 10th Street. Waiting for plan to come back with prices from contractor.

## 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 58% complete as of May 2011; and 57% of the contingency allowance has been spent as of June 6, 2011.

Moved by Councillor Twaddle

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

Carried unanimously.

### b. Report: KIOSK RFP

The Director of Operations presented a draft KIOSK Request for Proposal to Committee for review.

Feedback was given on the RFP. RFP will be updated to electrical specifications prior to it being issued. Brad will make changes.

Moved by Michael Warren

**"THAT the Regional Recreation Centre Steering approve the KIOSK RFP as amended."**

Carried unanimously.

c. Report: Partial Occupancy/Early Arena Opening

The Director of Operations presented a verbal report to Committee. The following items were noted in addition to the February 14, 2011, report:

- Most of the building will be substantially complete with the exception of the pool
- Arenas may be available to open early at a cost of \$100,000
- City's insurer will insure as long as all safety requirements are met
- Chair McManaman noted that this issue may not fall under the mandate of this committee and recommended a report be brought to Council

Moved by Councillor Chamberlain

**"THAT the Regional Recreation Centre Steering direct staff to forward the a joint report by the Director of Operations and Community Services staff regarding the feasibility of opening the arenas early go to Council as soon as possible."**

Carried unanimously.

## 9. ARCHITECT UPDATE

None.

## 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.

## 12. OTHER BUSINESS (NONE)

a. Next Meeting Date

There will not be a regular committee meeting scheduled in July or August. If a meeting is required, it will be at the call of the Chair.

**13. ADJOURNMENT**

The Committee adjourned at 4:40 p.m.

**14. NEXT COMMITTEE MEETING – September 19, 2011, 10:00 a.m. at City Hall**