

AGENDA  
of the  
WINDSOR INTERNATIONAL AQUATIC & TRAINING CENTRE STEERING COMMITTEE  
Friday, August 14, 2015  
1:30 o'clock p.m.  
Town of Walkerville Meeting Room  
3<sup>rd</sup> floor, City Hall

1. CALL TO ORDER

2. MOTION TO WAIVE THE RULES TO ALLOW FOR A SPECIAL MEETING WITHOUT 24 HOURS NOTICE

3. ADOPTION OF THE MINUTES

Adoption of the minutes of the meeting held on May 8, 2014 - *attached*.

4. **DECLARATIONS OF CONFLICT**

5. **BUSINESS ITEMS**

5.1 **Project Update Windsor International Aquatic and Training Centre**

The report of the Project Manager and the Chief Financial Officer dated August 7, 2015 entitled "Project Update Windsor International Aquatic and Training Centre" is *attached*.

5.2 **Motion to Disband the Steering Committee**

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

A meeting of the **Windsor International Aquatic and Training Centre Steering Committee** is held this day commencing at 11:00 o'clock a.m. in the Town of Walkerville Meeting Room, there being present the following members:

Councillor Drew Dilkens, Chair  
Councillor Ron Jones  
Councillor Hilary Payne  
Councillor Ed Sleiman  
Councillor Fulvio Valentinis

**Also present are the following resource personnel:**

Joe Baker, Project Administrator  
Mary Rodgers, Corporate Marketing & Communications Officer  
Don Sadler, Project Manager  
Dan Seguin, Manager of Financial Accounting  
Carolanne Smith, Manager, WIATC, Adventure Bay (T)  
Mario Sonego, City Engineer  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 11:00 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by Councillor Jones, seconded by Councillor Sleiman,  
That the minutes of the Windsor International Aquatic & Training Centre Steering Committee of its meeting held February 21, 2014 **BE ADOPTED** as presented.  
Carried

**3. DECLARATIONS OF CONFLICT**

None disclosed.

#### 4. BUSINESS ITEMS

##### 4.1 Financial Summary

D. Sadler states as of March 31, 2014, the project has incurred gross expenditures of \$74,174,228 (net of holdbacks). Grants received from OMAFRA to date amount of \$15,000,000 and internal recoveries to date amount to \$159,091 for a net project cost of \$58,832,091 prior to corporate recoveries. The best current estimate of the final surplus, including remaining contingency, is approximately \$270,000.

Moved by Councillor Sleiman, seconded by Councillor Valentinis,  
That the report of the Manager, Financial Accounting dated April 23, 2014  
entitled "Financial Summary Update - March 31, 2014" **BE RECEIVED.**  
Carried.

In response to a question asked by Councillor Payne regarding any plans to utilize the final surplus of \$270,000, D. Sadler states consideration could be given to the purchase of a digitally enhanced sign to place on the east wall. He states the digitally enhanced sign will cost approximately \$200,000 and discussions could be held with WFCU to cost share this item.

Councillor Payne questions what marketing plans are in place to advertise the facility. M. Rodgers succinctly provides the following in response to Councillor Payne's question:

- City Council approved \$100,000 in 2013 and \$100,000 in 2014 for marketing purposes. Of the total \$200,000 budget, \$50,000 has been spent thus far. To date, the facility has enjoyed a steady flow of traffic since opening its doors due to the newness of the facility, as well as positive media relations and promotion mainly through social media sites and the Adventure Bay website.
- A marketing strategy has been developed for 2014-2016. Some of the high level tactics include:
  - o Brochure distribution throughout various hotels and rest stops in Michigan, Ohio and Southwestern Ontario.
  - o Rotation of 30-second television commercials on CTV in Windsor and London. Reach for these two stations includes over 24 communities including Blenheim, Samia, Forest, Stratford, Guelph extending up as far as Warton.
  - o Radio spots will start up after the television schedule has ended and the public is more familiar with the Adventure Bay brand.
  - o Billboards will be posted in Detroit on the 1-75 as well as various locations in Windsor.

- o The FlowRider has experienced some unexpected success with patrons travelling from London just to ride this ride. Also, expert surfers are renting the machine after hours which are resulting in some unexpected additional revenues.
- o The rental of a kiosk at Devonshire Mall during the Holiday Season to sell memberships will also be investigated.

#### 4.2 Project Manager's Update

O. Sadler provides the following information as it relates to project enhancements:

- The upgraded floor work is completed and patrons are pleased with the non slip surface. The expansion of the Water Park and the patron seating on the second floor including the sectioning of the fitness area is well underway.
- The raft conveyor is order for delivery early July.
- A working committee has been recommended for the art works on the west wall and upon approval will expedite the process of placing the art form on the west wall of the WIATC.

Banners depicting the Adventure Bay logo have been placed on the east side of the building.

Moved by Councillor Sleiman, seconded by Councillor Valentinis,  
That the report of the Project Manager dated April 15, 2014 entitled "Project Update Windsor International Aquatic and Training Centre" **BE RECEIVED.**  
Carried.

#### 4.3 Facility Plaque

D. Sadler reports the Facility Plaque will be placed on the east entrance to the building.

Moved by Councillor Sleiman, seconded by Councillor Valentinis,  
That the report of the Project Manager dated April 15, 2014 entitled "Facility Plaque" **BE RECEIVED.**  
Carried.

**Clerk's Note:** Minor changes are made to the Facility Plaque and the amended version is *attached* as Appendix "A".

**4.4 Art Works - West Wall**

D. Sadler advises that the Art Works project has been discussed with the Manager of Cultural Affairs, the Executive Director of Parks and Facilities, Barb Macedonski, representing the neighbourhood who will collectively form a working group to develop the art theme for approval by the Steering Committee and to co-ordinate the installation of the art piece.

Moved by Councillor Valentinis, seconded by Councillor Jones,  
That the report of the Project Manager dated April 15, 2014 entitled "Art Works  
West Wall" **BE RECEIVED.**  
Carried.

**5. WINDSOR INTERNATIONAL AQUATIC & TRAINING CENTRE  
EXECUTIVE COMMITTEE MINUTES**

Moved by Councillor Sleiman, seconded by Councillor Valentinis,  
That the minutes of the Windsor International Aquatic & Training Centre  
Executive Committee of its meetings held February 10, 2014, February 18, 2014, March  
3, 2014, March 10, 2014, March 31, 2014 and April 9, 2014 **BE RECEIVED.**  
Carried.

**6. ADJOURNMENT**

There being no further business, the meeting is adjourned at 11:34 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

**THE CORPORATION OF THE CITY OF WINDSOR  
Office of the City Treasurer - Finance**

**MISSION STATEMENT:**

*"Our City is built on relationships - between citizens and their government, businesses and public institutions, city and region - all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #:</b>	<b>Report Date: August 7, 2015</b>
<b>Author's Name: Don Sadler/ Onorio Colucci</b>	<b>Date to Committee: August 14, 2015</b>
<b>Author's Phone: 519-791-3312 / 519-255-6100 ext. 6234</b>	<b>Classification #:</b>
<b>Author's E-mail: <a href="mailto:dsadler@citywindsor.ca">dsadler@citywindsor.ca</a> / <a href="mailto:ocolucci@citywindsor.ca">ocolucci@citywindsor.ca</a></b>	

To: Windsor International Aquatic & Training Centre Steering Committee

Subject: Project Update Windsor International Aquatic and Training Centre

**1. RECOMMENDATION: City Wide: Ward(s): J**

- I. That the Steering Committee **APPROVE** the purchase of an E400 AJPN (narrow) Articulating Boom Lift at an upset cost of \$40,000 plus applicable taxes; and
- II. That the Steering Committee **APPROVE** upgrades to the flooring for Adventure Bay that delineates the major traffic flow with a contrasting surface colour at an upset cost of \$19,000 plus applicable taxes; and
- III. That the Steering Committee **APPROVE** a stair tread upgrade to the slide tower stairs and painting to the slide tower frame work at an upset cost of \$20,000 plus applicable taxes; and
- IV. That the Steering Committee **APPROVE** security upgrades to the Windsor International Aquatic and Training Centre at an upset cost of \$30,000; and further
- V. That the Steering Committee **APPROVE** \$40,000 in addition to the previously allocated \$40,000 as an upset budget limit of \$80,000 for reconfiguration of the reception desk at the WIATC; and
- VI. That the Steering Committee **APPROVE** additional equipment for the Fitness centre specifically Rowing Machines , Seated Pectoral Machine and a Squat Rack at an upset cost of \$20,000.00 plus applicable taxes; and
- VII. That the Steering Committee **APPROVE** a Digital Outdoor Display Sign for the SE comer and an Architectural Steel Structure in Art form which can also accommodate hanging of banners to promote upcoming events on the SW comer at an upset cost of \$250,000.00 plus applicable taxes; and

- VIII. That the Steering Committee **APPROVE** purchase of an Underwater Training Camera System for Diving, Synchro, Swimming, Water Polo training at an upset cost of \$20,000.00 plus applicable taxes.

## **EXECUTIVE SUMMARY:**

*N/A*

## **2. BACKGROUND:**

The experience of operating Windsor International Aquatic and Training Centre (WIATC) for the last 19 months has allowed administration to determine priority changes/additions that would enhance the experience for the users of the facility and/or help increase efficiencies.

This knowledge along with the current surplus position of the project budget, has allowed the recommended expenditures contained within this report.

## **3. DISCUSSION:**

### **Update**

Since the last update to the Steering Committee and subsequently to Council, the following activities have been completed:

1. The West wall has been enhanced through the addition of metal panels depicting a swimmer and the wake created by utilizing the patterning found on the metal panels of the North and East walls. The pattern was designed by Archon Architects in conjunction with the local citizens group who reside just west of WIATC. The work was completed within the budget allocated by the Steering Committee and was performed through the supplier of the metal panels and fully guaranteed by them.
2. Warranty work on components in WIATC and completion of the deficiencies acknowledged by the City and Contractor have been ongoing and will be rationalized before the two year warranty period is over at the end of this year. The process has been lead by Jase! Engineering who is our Compliance Consultant and appropriate City staff. Funding payable to the General Contractor has been held by the City to guarantee completion of the work.

### **Recommended Improvements**

#### **Boom Lift (\$40,000)**

The articulating narrow width boom lift has been used extensively on a rental basis by sub-trades and City staff since WIATC opened. Having a unit on site will allow for immediate repairs to ceiling mounted equipment and regular scheduling of maintenance of infrastructure in the ceiling space of the water park and natatorium. There is presently only one narrow width boom unit available for rent in Windsor and delays in making repairs have occurred.

#### **Flooring System (\$19,000)**

The flooring system of vinyl flake within the water park is performing well after we upgraded to create a better grip for patrons walking on wet floors. We have experimented with the darker coloured flooring in front of the concession stand which has not only directed traffic, it has not

shown any wear in the surface. We propose to apply the same colour in front of the change room doors and provide directional pathways from the change rooms to features within other parts of the water park. The directional pathways will improve patron flow and also improve the aesthetics of the flooring system.

#### **Slide Tower Improvements (\$20,000)**

The slide tower stairs are showing signs of wear on the outer edges of the stair treads. Going up the stairs has not been an issue as there is adequate grips with the concrete finish in each stair tread, however, those that need to walk down the stairs could slip if their foot was placed on front edge of the tread where it has been worn smooth. A vinyl tread cover will permanently solve this issue. When the conveyer system was installed and attached to the slide tower, the metal connection work of the metal frame meant we breached the epoxy paint system used in the water park on all metal components. There was not enough time to clean, prime and apply the two coats of paint to seal the metal of the tower frame work from the high humidity within the water park. A touch up paint was used for aesthetic purposes which has failed.

#### **Security Improvements (\$30,000)**

The security of patrons and staff has been a challenge specifically on the South side of the WIATC which houses the District Energy Chiller Building, the storage container for WIATC, the new District Energy Chiller Building and the exterior portion of the water slides at Adventure Bay. The area is adjacent to the Bus Terminal across Church St. and the LCBO to the south. We created 40+ pay and display angle parking spaces on the South edge of the rear access alley of WIATC and patrons and staff using these spaces are being approached for hand outs on a regular basis. What is proposed from a WIATC infrastructure portion of the solution is to upgrade security cameras as well as to place additional lighting and to limit access to ancillary structures with decorative fencing. Within this budget, additional cameras, as required, will be located in the corridors outside the entrance to the change rooms to better record entrance and exit. There have been some thefts from the change room lockers and we can record early exits of fully clothed patrons from the change rooms. In other locations in the facility, the alignment of cameras, adjustment of security gates and additional viewing monitors will be included in these works.

#### **Reception Desk Improvements (\$40,000)**

The reception desk at the WIATC has operational challenges that were not expected with the original design. City staff was involved in the initial design and developed a reception area that probably would be ideal in any facility that they had experience with. After two years of operation, the biggest problem with the existing desk is that patrons can get behind the counter staff out of view unless they physically turn 90 degrees around. The new configuration planned allows the desk staff to have a view of the lobby and the corridor to the change rooms with a sideways glance and within their range of view. The additional security monitors will be located at the desk.

#### **External Video Screen and External Art Structure (\$250,000)**

As part of the basic infrastructure of WIATC, mounting brackets were installed to support a digital outdoor display sign 24' high by 14' wide on the South East corner of the building facing directly down Chatham Street. The purchase and installation of this sign was discussed with the Steering Committee and the group approved the placement of the mounting brackets and conduit to accommodate the future digital board installation. The upset budget for this sign installation, complete with state of the art software to program the images, is \$210,000 plus applicable taxes. Part of the West Wall improvements to the WIATC, requested by the residents committee, was a free standing metal structure in art form as a feature to enhance the aesthetics of the SW corner. We completed the wall mural, which the residents are very pleased with, however budget did not



allow the design & installation of the art form structure. During discussion with the residents & WIATC staff the ability to hang temporary banners from the structure to advertize upcoming events was a feature that was felt would be a positive use of the structure as the banner placement would be of temporary nature when used but would allow promotion of activities within the complex. The Art Form Structure would be a permanent feature at a cost of \$40,000.00.

**Underwater Training Camera (\$20,000)**

The WIATC was built to allow our citizens the opportunity to develop in to world class athletes. We have state of the art features in our complex, however the addition of an Underwater Training Camera System would enhance that opportunity greatly and be well received by the Aquatic community.

**Fitness Centre improvements (\$20,000)**

After a full year of operation the Fitness Centre many patrons have requested that we add additional exercise equipment to enhance the facilities. The additions will keep the interest of existing members and may encourage others to join. The proposed additions are: Rowing Machines , a Seated Pectoral Machine and a Squat Rack

**4. RISK ANALYSIS:**

We are able to mitigate future risks by approving the recommended improvements.

**5. FINANCIAL MATTERS:**

Currently, the project's budget is in a surplus of approximately \$550,000. The total final expenditures being recommended in this report amount to \$439,000. This would leave a surplus of approximately \$111,000 subject to the final actual costs of the recommendations. It is administration's intention to do a final Council report on the project once all the expenditures recommended in this report have been completed. Administration plans to recommend that the final surplus from the project be transferred as seed money into a new reserve dedicated to the maintenance/upgrade of the facility.

**6. CONSULTATIONS:**

Financial Accounting  
WIATC Staff  
Compliance Consultant, Jasel  
Digital Signage Industry

## 7. CONCLUSION:

The Windsor International Aquatic and Training Centre is a success being completed on time and within allocated budget. The additions suggested in this report will enhance the patron experience and can provide an additional revenue stream.

*IDS*

## APPENDICES:

<b>NOTIFICATION:</b>				
Name	Address	Email Address	Telephone	FAX