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Windsor, Ontario, August 14, 2015

A meeting of the **Windsor International Aquatic and Training Centre Steering Committee** is held this day commencing at 1 :30 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Mayor Drew Dilkens, Chair
Councillor Hilary Payne
Councillor Ed Sleiman

Also present are the following resource personnel:

Shelby Askin Hager, City Solicitor
Joe Baker, Project Administrator
Onorio Colucci, Chief Financial Officer & City Treasurer
Valerie Critchley, City Clerk
Tom Graziano, Senior Manager of Facilities
Jennifer Knights, Manager, WIATC & Adventure Bay
Jason Moore, Senior Manager of Communications & Customer Service
Jelena Payne, Community Development & Health Commissioner
Mary Rodgers, Corporate Marketing & Communications Officer
Don Sadler, Project Manager
Mike Smithson, Supervisor, Maintenance Contracts & Special Projects
Jan Wilson, Executive Director, Recreation & Culture
Gus Tahiri, Master's Student, University of Windsor
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 1 :30 o'clock p.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

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

Moved by Councillor Sleiman, seconded by Councillor Payne,
That Rule 3.3(c) of the Procedure Bylaw, 98-2011 **BE WAIVED** to allow for a Special Meeting of the Windsor International Aquatic and Training Centre Steering Committee to be called without 24 hours notice.

Carried.

3. **ADOPTION OF THE MINUTES**

Moved by Councillor Payne, seconded by Councillor Sleiman,
That the minutes of the Windsor International Aquatic & Training Centre Steering Committee of its meeting held May 8, 2014 **BE ADOPTED** as presented.
Carried.

4. **DECLARATIONS OF CONFLICT**

None disclosed.

5. **BUSINESS ITEMS**

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

0. Colucci advises currently the project's budget is in a surplus of approximately \$550,000. The total final expenditures being recommended in the report of the Project Manager and the City Treasurer amounts to \$439,000. This would leave a surplus of approximately \$111,000 subject to the final actual costs of the recommendations. Administration is recommending that the final surplus from the project be transferred as seed money into a new reserve dedicated to the maintenance/upgrade of the facility.

Councillor Payne commends the achievement of a very innovative building that is under budget. He approves of all of recommendations outlined in the report, but requests deferral of the \$250,000 expenditure for a Digital Outdoor Display Sign.

Moved by Councillor Payne, seconded by Councillor Sleiman,
That the following recommendations I. to VIII. **BE APPROVED** *save and except for recommendation VII:*

- I. That City Council **APPROVE** the purchase of an E400 AJPN (narrow) Articulating Boom Lift at an upset cost of \$40,000 plus applicable taxes; and
- II. That City Council **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 City Council **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 City Council **APPROVE** security upgrades to the Windsor International Aquatic and Training Centre at an upset cost of \$30,000; and

- V. That City Council **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 City Council **APPROVE** additional equipment for the Fitness Centre specifically Rowing Machines, Seated Pectoral Machine and a Squat Rack at an upset cost of \$20,000 plus applicable taxes; and
- VIII. That City Council **APPROVE** the purchase of an Underwater Training Camera System for Diving, Synchro, Swimming, Water Polo training at an upset cost of \$20,000 plus applicable taxes;

And further, that **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$40,000 for an Art Form Sculpture to be located on the west wall of the facility.

Carried.

5.2 Motion to Disband the Steering Committee

In response to a question asked by Councillor Payne regarding marketing for the facility the following comments are provided:

- Full marketing plan for 2014-2016 has been developed and identifies 7 key marketing strategies: advertising, multi-media materials, online engagements, communications/media relations, marketing partnerships, Events and website. Market radius has been identified within 2.5 hours and Michigan ,Ohio, and Southwestern Ontario
- Marketing Committee meetings are held monthly and reports to WIATC Operating Committee chaired by Jelena Payne, Community Development & Health Commissioner
- Team works with Tourism Windsor Essex and has a listing in Visitor Guide
- Conducting on-site intercept surveys to determine the customer profile
- Highlight for the fall includes a Mascot and Kid's Club to be launched in the Fall 2015

Moved by Councillor Payne, seconded by Councillor Sleiman,
That Administration **BE REQUESTED** to report back to City Council regarding signage for Adventure Bay and the Aquatic and Training Centre.

Carried.

Moved by Councillor Sleiman, seconded by Councillor Payne,
That the Windsor International Aquatic & Training Centre Steering Committee **BE DISBANDED**.

Carried.

6. OTHER BUSINESS

None.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 1:50 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

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
3rd 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**