

AGENDA
of the
FAMILY AQUATIC COMPLEX STEERING COMMITTEE
Friday, November 15, 2013
11:00 o'clock a.m.
Room 406, 400 City Hall Square East

1. **CALL TO ORDER**

2. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the meeting held on June 14, 2013 – *(previously distributed)*.

3. **DECLARATIONS OF CONFLICT**

4. **BUSINESS ITEMS**

4.1 **Financial Summary Update**

The report of the Manager of Financial Accounting dated November 6, 2013 entitled “Financial Summary Update – October 31, 2013”- *attached*.

4.2 **Project Manager’s Project Status and Timelines Report**

The report of the Project Manager dated November 7, 2013 entitled “Windsor International Aquatic and Training Centre Update – November 2013” – *attached*.

4.3 **Report Recommending Expenditures from Contingency/Surplus Funds**

The report of the Project Manager and the Chief Financial Officer/City Treasurer dated October 25, 2013 entitled “Consideration of Priority Facility Improvements” – *attached*.

5. **Family Aquatic Complex Executive Committee Minutes**

Minutes of the Family Aquatic Complex Executive Committee - *attached for information*

Meeting dates –June 3, 2013, June 10, 2013, July 8, 2013, July 15, 2013, July 22, 2013, July 29, 2013, August 12, 2013, August 19, 2013, September 9, 2013, September 16, 2013, September 23, 2013, October 23, 2013 and October 28, 2013.

6. **OTHER BUSINESS**

7. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF WINDSOR
Windsor International Aquatic and Training Centre Steering Committee



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #:	Report Date: November 6, 2013
Author's Name: Dan Seguin	Date to Committee: November 15, 2013
Author's Phone: 519-255-6100 ext 6416	Classification #:
Author's E-mail: dseguin@city.windsor.on.ca	

To: Windsor International Aquatic and Training Centre Steering Committee

Subject: Financial Summary Update – October 31, 2013

1. RECOMMENDATION: City Wide: _____ Ward(s): _____

THAT the Windsor International Aquatic and Training Centre (WIATC) Steering Committee **RECEIVE FOR INFORMATION** the Financial Summary Report and Comments as of October 31, 2013.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

On December 15, 2011, through CR 302-2011, Council approved a Total Gross Project Budget Prior to Recoveries of \$77,622,300 and a Net Projects Costs Budget (prior to corporate recoveries) of \$62,622,300. A Financial Summary Report is presented to the Executive Committee of the WIATC on a regular basis. Attached is a summary of current expenditures at October 31, 2013.

3. DISCUSSION:

As of October 31, 2013, the project has incurred gross expenditures of \$61,715,162 (net of holdbacks). Grants received from OMAFRA to date amount to \$13,500,000 for a net project cost of \$48,065,505 prior to corporate recoveries.

Since the last meeting, held June 14, 2013, the following expenditures have been approved to be applied to the project contingency account by the Executive Committee:

• temporary strainers – heat side of District Energy	\$ 7,367
• 30amp power to CO ₂ Tank – install dedicated powersource to external tank	\$ 5,156
• 120V power to Flow Meters – for water park pool pumps as per TSSA	\$ 10,184
• stair risers – rubber treads over concrete stairs	\$ 3,218
• chlorine tank venting – to mitigate chlorine smell from back tank area	\$ 3,680
• temporary strainers and pressure relief valves – cool side of District Energy	\$ 8,123
• change depth markings re: diving to read “avoid deep dives” on pool deck	\$ 3,455
• HVAC, electric in Pro Shop – adjustment to install ceiling	<u>\$ 3,800</u>

TOTAL **\$ 44,982**

To date, the remaining unencumbered and unspent balance in the overall project contingency account is \$160,259.

The project is expected to be completed with a net surplus to the City of \$295,908 (prior to approval of any priority enhancements) and excluding any projected interest savings. Combined with the unencumbered contingency amount noted above, there is \$456,167 available as detailed in the following schedule for other project considerations:

	Projected Surplus (Deficit)
Site Servicing	\$180,000
Furniture, Fixtures and Equipment	50,000
Legal Consulting	180,000
Other Consulting (site condition report)	(50,000)
Project Management and Administration	15,000
Other Miscellaneous	120,000
Recovery of salaries	<u>(40,000)</u>
<i>Projected surplus (prior to enhancements funded internally)</i>	<i>455,000</i>
Variable frequency drives and ceiling lifts funded internally	<u>(159,092)</u>
<i>Net projected surplus to the City</i>	<i>295,908</i>
Unencumbered contingency	<u>160,259</u>
Funds available for other project considerations	<u>\$456,167</u>

4. RISK ANALYSIS:

A detailed risk analysis was provided to Council as part of the project approval process.

5. FINANCIAL MATTERS:

Budget

The project remains on budget and on schedule. Attached is a summary by account of the current expenditures.

Interest

The City charges interest to projects in an unfunded position by using an average of the City's one year borrowing rate and one year investing rate. This is to evenly recognize the benefits of internal financing to the project and to also ensure that the reserves receive interest on funds that would otherwise be invested. While to some extent the City's rate fluctuates independently of the Bank of Canada rate, we consider forecasts of the Bank of Canada rate to be an appropriate indicator of how the City's rate may change in the future. For instance, though the Bank of Canada rate has remained constant at 1.0% throughout 2013, the City's calculated rate has increased from 1.77% to 2.02% (likely due to investors shifting between long term and short term investments).

As of October 31, 2013, we have calculated the impact on the project's interest expense for the following scenarios:

	Scenario #1	Scenario #2	Scenario #3
Interest rate assumed for rest of 2013	2.02%	2.25%	2.95%
Interest rate assumed for 2014	2.02%	2.50%	2.95%
Interest rate assumed for 2015	2.02%	2.75%	2.95%
Potential Budget Surplus for Financing Costs	\$ 446,535	\$ 230,990	\$ 0

(Interest being charged at October 2013 is 2.02%.)


Given that several economic reports, including the attached TD Economics Outlook, project that the Bank of Canada rate will remain unchanged until 2015, we believe that Scenario #2 above is a conservative estimate of potential interest surplus which may be available to the project. Therefore, though we cannot precisely predict future interest rates, we feel that the interest surplus could be in excess of \$200,000. Since forward looking economic forecasts can change unexpectedly, Administration has not recommended any expenditures from the potential budget surplus in the Financing Costs line item.

6. CONSULTATIONS:


N/A

7. CONCLUSION:


THAT the Windsor International Aquatic and Training Centre Steering Committee **RECEIVES** the financial summary report and comments as noted above.




Dan Seguin
Manager, Financial Accounting



Onorio Colucci
Chief Financial Officer/City Treasurer and
Corporate Leader Finance and Technology -
Project Sponsor



Mario Sonogo
City Engineer and Corporate Leader
Environmental Protection and
Transportation - Project Co-Sponsor



Don Sadler
Project Manager

DS

APPENDICES:
Appendix A: Financial Summary Report
Appendix B: TD Economics Outlook dated October 23, 2013

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

Description	Budget \$	EXPENSES			Variance Surplus / (Deficit)
		Current Revenue/ Expenditures	Estimated Future Revenue/ Expenditures	Total Estimated Project Revenue/ Expenditures	
Construction:					
Design Build Fixed Price Contract	\$ 66,372,300	\$ 54,897,006	\$ 11,475,294	\$ 66,372,300	\$ -
Site Servicing	1,200,000	778,745	241,255	1,020,000	180,000
Myrtha Pool Deposit	150,000	150,000	-	150,000	-
Furniture Fixtures and Equipment	3,300,000	2,307,576	942,424	3,250,000	50,000
Subtotal Construction	\$ 71,022,300	\$ 58,133,327	\$ 12,658,973	\$ 70,792,300	\$ 230,000
External Professional					
Legal Consulting	\$ 400,000	\$ 217,170	\$ 2,830	\$ 220,000	\$ 180,000
Engineering Consulting	560,000	510,023	173,494	683,517	(123,517)
Other Consulting	100,000	139,580	10,419	150,000	(50,000)
Subtotal External Professional	\$ 1,060,000	\$ 866,773	\$ 186,743	\$ 1,053,517	\$ 6,483
Miscellaneous:					
Project Management & Administration	\$ 440,000	\$ 365,241	\$ 59,759	\$ 425,000	\$ 15,000
Interim Financing Costs	2,000,000	659,669	1,340,331	2,000,000	-
Other Miscellaneous	200,000	47,328	32,672	80,000	120,000
Variable Frequency Drive Upgrade	-	140,222	1	140,223	(140,223)
Ceiling Lifts	-	9,434	9,435	18,869	(18,869)
Project Contingency	2,900,000	1,493,167	1,127,625	2,620,792	279,208
Subtotal Miscellaneous	\$ 5,540,000	\$ 2,715,061	\$ 2,569,823	\$ 5,284,884	\$ 255,116
TOTAL GROSS PROJECT COSTS PRIOR TO RECOVERIES	\$ 77,622,300	\$ 61,715,162	\$ 15,415,539	\$ 77,130,701	\$ 491,599
LESS PROJECT RECOVERIES					
Council approved recovery of VFD and Ceiling lifts	\$ -	\$ 149,657	\$ 9,435	\$ 159,092	\$ (159,092)
Provincial Grant	15,000,000	13,500,000	1,500,000	15,000,000	-
TOTAL PROJECT RECOVERIES	\$ 15,000,000	\$ 13,649,657	\$ 1,509,435	\$ 15,159,092	\$ 159,092
NET PROJECT COSTS (Prior to Corporate Recoveries)	\$ 62,622,300	\$ 48,065,505	\$ 13,906,103	\$ 61,971,609	\$ 650,691
Less: Corporate Recoveries					
Council approved recovery of VFD and Ceiling lifts	\$ -	\$ (149,657)	\$ (9,435)	\$ (159,092)	\$ (159,092)
Building Permit Fees	250,000	224,309	25,691	224,309	(25,691)
Hoarding Permit Fees	130,000	\$ -	\$ -	\$ -	(130,000)
Reduction in Salary Costs in Other Corporate Areas	140,000	98,927	1,073	100,000	(40,000)
NET CITY COSTS	\$ 62,102,300	\$ 47,891,926	\$ 13,888,775	\$ 61,806,392	\$ 295,908

FAMILY AQUATIC COMPLEX - FINANCIAL SUMMARY REPORT

As at October 31, 2013

Project/Contingency Budget	Spent	Remaining Approved	Total
Variances to Offset			\$2,900,000
Contaminated Soil Testing and Removal (charged to consulting)	\$92,906	\$7,094	\$100,000
US Exchange on RAMaker Invoice (charged to Consulting)	\$23,517	\$0	\$23,517
Hoarding Offset (shown under corporate recoveries)	\$130,000	\$0	\$130,000
Building Permit Fee Offset (shown under corporate recoveries)	\$25,691	\$0	\$25,691
Total Variances to Offset	\$272,114	\$7,094	\$279,208
Approved Change Orders/Additional Expenses			
Change Order #2 - Facade Upgrade	\$500,000	\$500,000	\$500,000
Change Order #3 - Upgrade to the Roof	\$255,000	\$0	\$255,000
Change Order #6 - Upgrade of Air Compressor - Dry Play Area	\$20,356	\$0	\$20,356
Change order #7 - Additional Scoreboard	\$96,628	\$3,260	\$99,887
Change Order #9 - Charging Station	\$4,401	\$4,277	\$8,678
Commissioning (Jessel Engineering)	\$125,000	\$23,900	\$148,900
Maintenance Manuals (Jessel Engineering)	\$35,000	\$35,000	\$35,000
Fire Safety Plan (Archon)	\$15,216	(\$3,216)	\$12,000
Banner Brackets - CO#13	\$68,720	\$0	\$68,720
Hand rails and Anchors for lazy river - CO#12	\$659	\$0	\$659
Iconic Structure in the Waterpark	\$0	\$0	\$0
Manual to a Motorized Bulkhead - CO# 16	\$50,513	\$0	\$50,513
Vinyl Cladding on Stairs - CO#27	\$6,470	\$6,470	\$130,000
Extension of Conduit for Fiber Optic - CO#24	\$3,668	\$0	\$3,668
Boiler Fencing and Wavepool Stair - CO#28	\$12,648	\$12,871	\$12,871
Decorative exterior lighting on west wall - CO#23	\$8,480	\$0	\$12,648
Rough-in turnstiles and gates - CO#25	\$15,761	\$0	\$8,480
New Communications Room 109A - CO#26	\$2,543	\$0	\$15,761
Startling block anchors - CO#33	\$94,308	\$4,657	\$2,543
Wiring for security - CO#19	\$52,284	\$7,424	\$98,965
Door Changes - CO#14	\$8,304	(\$0)	\$59,718
atrium - Lobby Improvements - CO# pending	\$0	\$0	\$102,762
LED Sign Support - CO#17	\$0	\$0	\$8,304
CO2 Supply pipe - Farhal PO	\$21,496	\$12,112	\$8,304
North Exterior Banner Support - CO pending	\$13,060	\$0	\$12,112
Scoreboard relocation - CO#35	\$9,842	\$0	\$21,496
Portable scorer platform - PO Penn Elcom	\$9,842	\$0	\$13,060
Change Order TBD - Ceiling over reception desk	\$9,725	\$0	\$9,842
Change Order TBD - Natatorium change room door upgrade	\$0	\$6,364	\$9,725
Natatorium finishes upgrade	\$446,959	\$153,041	\$6,364
Fernal CO2 Manifold	\$0	\$4,400	\$600,000
Concrete Pad for CO2	\$7,158	\$0	\$4,400
CO2 Monitor	\$0	\$4,741	\$7,158
Additional Traffic Signage (if approved by Council)	\$0	\$5,000	\$4,741
Digital Flow Meters	\$0	\$19,223	\$5,000
Temporary strainers	\$7,367	\$0	\$19,223
30amp power to CO2 tank	\$5,156	\$0	\$7,367
120V power to Flow Meters	\$10,184	(\$0)	\$5,156
Stair risers	\$0	\$3,218	\$10,184
Chlorine tank venting	\$3,680	\$0	\$3,218
Temporary strainers and pressure relief valves	\$8,123	\$0	\$3,680
Change depth markings, re diving	\$0	\$3,455	\$8,123
HVAC, electric in Pro Shop	\$0	\$3,800	\$3,455
Total Approved Change Orders/Additional Expenses	\$1,486,501	\$974,032	\$2,460,533
Total Costs Incurred and Encumbered to date	\$2,739,741		
Remaining Contingency Balance	\$160,259		
Approved by Executive Committee (max \$1 million)			993,296
Approved by Steering Committee			1,746,445



TD Economics

October 23, 2013

Data Release: Bank of Canada remains on the sidelines and is unlikely to hike until 2015

- In today's interest rate decision, the Bank of Canada held its policy rate at 1.00%. However, the press release did have a more dovish tone to it.
- The Bank made two major changes in its communication. It removed the forward looking language that over time the eventual withdrawal of monetary stimulus would become appropriate and stressed downside risk to the inflation outlook. This shift suggests that the prospect for interest rate hikes could be further out in the future than our previous view.
- Given renewed strength in housing, the central bank did recognize the need to take into consideration the risk of exacerbating household imbalances. For now, however, it believes that slower credit growth and higher mortgage interest rates "point to a gradual unwinding of household imbalances".
- The Bank's accompanying Monetary Policy Report (MPR) downgraded economic growth in Canada, with the bulk of the downward revision in 2014. Real GDP is expected to advance 1.6% this year (previously 1.8%), 2.3% in 2014 (down from 2.7%) and 2.6% in 2015 (down from 2.7%). As a result, the Bank pushed out when they expect excess slack in the economy to be absorbed to "around the end of 2015", from mid-2015 in the July MPR. Accordingly, it has also lowered the inflation forecast.
- Higher interest rates, fiscal consolidation and greater political uncertainty in the U.S. have led to a downward revision to U.S. economic growth. Given expected weaker U.S. demand, the Canadian economic contribution from exports and business investment once expected by the Bank of Canada has been tempered over the forecast horizon. However, the much anticipated transition to export and business driven economic growth is delayed.

Key Implications

- The downward revision to the Bank of Canada's economic outlook was widely expected. We were of the view that the Bank was too optimistic on Canadian economic growth in its July MPR, and the current forecast is now more in line with TD's view.
- With a lower growth forecast the Bank of Canada is likely to leave the overnight rate unchanged for quite awhile yet. We now believe that the Bank of Canada will keep rates unchanged until 2015. Moreover, interest rate hikes will be gradual and dependent on economic performance and financial conditions going forward, with the bank keeping a close eye on the evolution of domestic risks.

Diana Petramala, Economist
416-982-6420

Leslie Preston, Economist
416 983 7053

DISCLAIMER

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THE CORPORATION OF THE CITY OF WINDSOR
Windsor International Aquatic and Training Centre Steering Committee



MISSION STATEMENT:

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LiveLink REPORT #:	Report Date: November 7, 2013
Author's Name: Don Sadler	Date to Committee: November 15, 2013
Author's Phone: 519-255-6100 ext. 1685	Classification #:
Author's E-mail: dsadler@city.windsor.on.ca	

To: Windsor International Aquatic and Training Centre Steering Committee

Subject: Windsor International Aquatic and Training Centre Update – November 2013

1. RECOMMENDATION: City Wide: Ward(s): _____

THAT *Schedule A – Project Update Report* dated November 7, 2013 and *Schedule B – Project Schedule, Summary and Milestones* provided by EllisDon Corporation/DeAngelis Construction (ED/ DA) in Joint Venture dated November 7, 2013 **BE RECEIVED FOR INFORMATION.**

THAT, based on the Substantial Completion Date confirmed by ED/DA (see attached Schedule B) as well as the City's training and inspection requirements), that the opening date for the water park **BE SET for December 27, 2013).**

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

Council approved construction of the Windsor International Aquatic and Training Centre (WIATC) on December 31, 2011 with a total gross budget of \$77,622,300 and a net cost to the City of Windsor of \$62,622,300 as per CR302/2011.

Opening of the natatorium side was expected to be in time for the International Children's Games. This milestone was met.

The water park side was planned to be opened in December of 2013. Based on the contents of this report, this milestone will also be met.

3. DISCUSSION:

The construction has progressed as scheduled. The water park construction access doors will be closed in the week of November 18, 2013.

Exterior landscaping, the parking area on the west side and sidewalks are scheduled to be complete the week of November 25, 2013.

Communication systems throughout the building are near completion and staff training on the building management systems are scheduled for the week of November 11, 2013. Additional ongoing training will occur as we near substantial completion.

The dive tower in the natatorium will receive the safety railings starting the week of November 11, 2013 with completion expected November 29, 2013.

Furniture, fixtures and equipment (FF&E) purchases are progressing with deliveries being scheduled to follow construction completion of storage area in the building.

EllisDon Corporation/DeAngelis Construction in Joint Venture has established scheduled milestone highlights accompanied by a schedule of works. Alfonso Balassone, Operations Manager SW Ontario for EllisDon Corporation, will present the schedule to the Steering Committee on behalf of the Joint Venture. (Schedules A & B attached)

The City of Windsor Purchasing & Risk Management Department has arranged for full insurance coverage effective December 10, 2013 (the Substantial Completion Date indicated by ED/DA). Should inspections of the facility prior to the acceptance of the building result in some minor delay in the Substantial Completion Date to allow for any required fixes, the City's insurance date will be moved accordingly.

Opening Schedule:

The substantial completion date of December 10, 2013 identified by EllisDon Corporation/DeAngelis Construction in Joint Venture has allowed the Recreation & Culture Department to develop their training schedule for the lifeguards.

There are two (2) staff training scenarios:

- A) If we have the water park turned over and completely functional on December 10, 2013, then we could complete our six (6) days of National Lifeguard Training (mandatory) and two (2) days of City site specific training by December 19, 2013 and could open to the public on December 20, 2013.
- B) If we have the water park turned over and completely functional on December 17, 2013, then the six (6) days of National Lifeguard Training (mandatory) and City specific training can be completed by December 24, 2013 and we could open to the public the day after Boxing Day, December 27, 2013.

Scenario B, as above, has built in advantages in that if there is a delay in having a feature(s) of the water park not completed by December 10, 2013, then an additional eight (8) days would be available to rectify our issues and our predominantly student lifeguards will be more available for continuous concentrated training, not having to schedule them around term exams.

Opening on December 27, 2013 will not interfere with family holiday preparations and festivities and the water park will be a welcome activity post the holiday. School aged children will be on break until January 6, 2014.

Since we would need to advertise the opening date ahead of time, and there is a very tight schedule to try and open by the 20th, it is prudent to schedule the opening of the facility to the public on a date where we would have some additional days available to remedy any issues that come up based on the final inspections and training.

For the reasons noted above, Administration believes that it would be too risky to try and meet the December 20th opening date, and therefore has recommended the date of December 27th.

4. RISK ANALYSIS:

All milestones have been met as of this date and we are on schedule to have substantial completion for December 10, 2013. The General Contractor is working diligently to make up for lost days due to multiple work stoppages, inclement weather and design or product delivery delays. Unexpected circumstances could still delay substantial completion and the WIATC would not be open for the school holiday break. However, by moving the opening date to the public to the recommended date of December 27, 2013, this risk has been reduced considerably.

5. FINANCIAL MATTERS:

A companion report provides an updated of the expenditures to date and the projected final surplus for the project. That report confirms that we are on budget.

6. CONSULTATIONS:

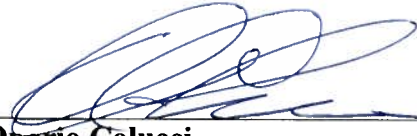
EllisDon Corporation/DeAngelis Construction in Joint Venture
Sub-Contractors
Recreation & Culture Department

7. CONCLUSION:

The project remains on schedule and on budget.



Don Sadler
Project Manager - WIATC



Onorio Colucci
Chief Financial Officer/City Treasurer and
Project Sponsor/Chair - WIATC

DS/lm

APPENDICES:

Schedule A – Project Update Report

Schedule B – *Project Schedule, Summary and Milestones* provided by EllisDon Corporation/DeAngelis Construction (ED/ DA) in Joint Venture

DEPARTMENTS/OTHERS CONSULTED:

Name:

Phone #: 519 ext.

NOTIFICATION :

Name	Address	Email Address	Telephone	FAX



November 7, 2013

The Corporation of the City of Windsor
 Attention: Purchasing Department
 400 City Hall Square East
 Windsor, ON N9A 7K6

Attn: Don Sadler
 Aquatic Centre Project Manager

**Windsor International Aquatic and Training Centre
 Update Steering Committee Meeting November 15, 2013**

Don

The following schedule and narrative will highlight the current schedule status and key milestones that our teams have established to ensure the Water park will be open for business to the Public on Dec 20th, 2013.

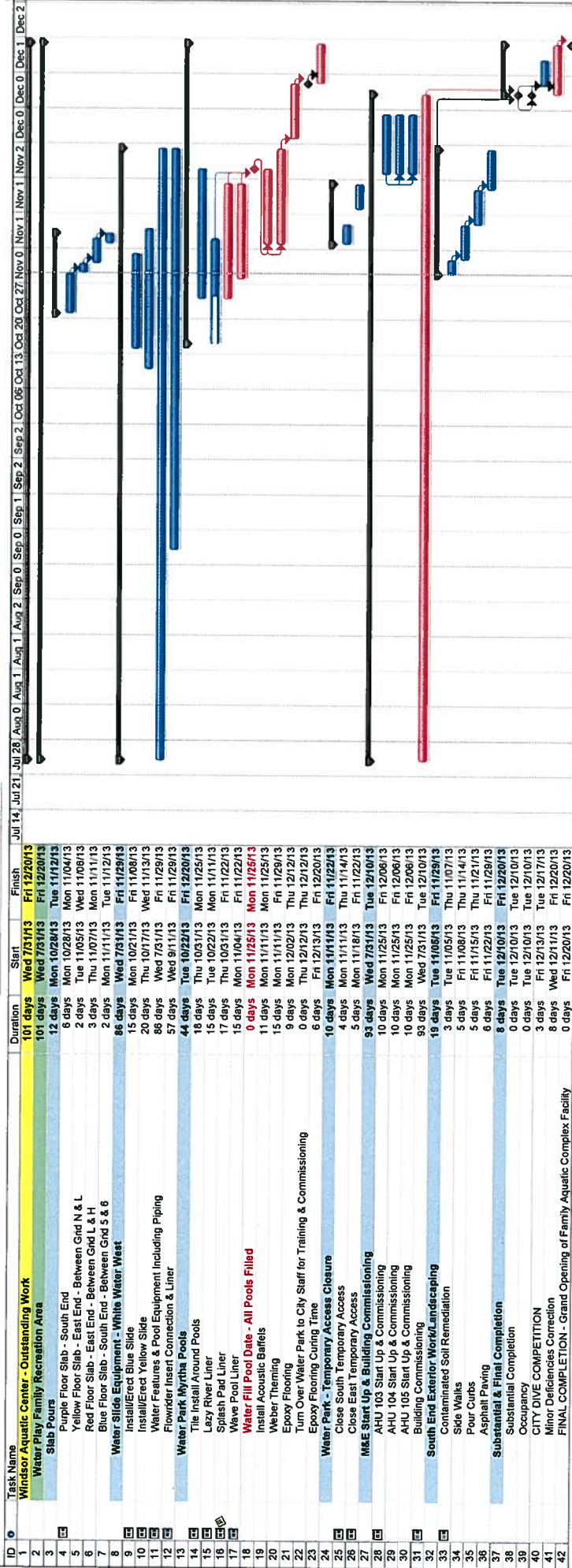
Schedule Milestone Highlights

- November 29th - Completion of Water features including slides wave pool and flowrider
- November 25th - Mechanical Systems start-up and Commissioning **Kitchen Survery completed in Phase 1 for the Children's games
- November 25th - Water fill Lazy River and Wave Pool
- November 25th - Complete Acoustical Baffles
- November 29th - Complete Weber Theming
- December 12th - Complete Epoxy Flooring ** require cure time until December 20th

**** December 10th Substantial Completion****

ED/DeAngelis JV team will need to work together with the City staff to coordinate the training and the commissioning of the waterpark features after **December 10th substantial completion date** to accommodate the curing time for the epoxy floor.

Windsor Aquatic Center
Outstanding Work



Task Progress: Critical Task Progress, Milestone, Summary, Task Progress, Critical Task

Task: Task Progress, Critical Task

Roll Up Progress: Rolled Up Progress, Split, External Tasks

Roll Up Task: Rolled Up Task, Rolled Up Critical Task, Rolled Up Milestone

Project Summary: Project Summary, Group By Summary, Deadline

THE CORPORATION OF THE CITY OF WINDSOR
Windsor International Aquatic and Training Centre Steering Committee



MISSION STATEMENT:

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #:	Report Date: October 25, 2013
Author's Name: Don Sadler/Onorio Colucci	Date to Committee: November 15, 2013
Author's Phone: 519-255-6100 ext. 1685/6234	Classification #:
Author's E-mail: dsadler@city.windsor.on.ca/ ocolucci@city.windsor.on.ca	

To: Windsor International Aquatic and Training Centre Steering Committee

Subject: Consideration of Priority Facility Improvements

1. RECOMMENDATION: City Wide: Ward(s): _____

THAT the Steering Committee of the Windsor International Aquatic and Training Centre (WIATC) **APPROVE** the following purchases from the contingency budget:

- a) Friction Electric Drives for Spectator Bleachers - \$23,000; and
- b) Expansion of the Dry Play Parent/Guardian Waiting Area - \$12,000; and

THAT the Steering Committee of WIATC **AUTHORIZE** the Project Manager of WIATC and the Manager of Purchasing & Risk Management to issue a tender (to be awarded only if the project Steering Committee approves the related funding once tendered prices are known) for:

- a) a wall film vinyl mural for the west wall estimated at \$100,000; and
- b) the outside video screen for the southeast corner of the building estimated at \$250,000; and

THAT the results of the tender be brought back to the Steering Committee for a **DECISION** as to whether to proceed with the purchases; and

THAT if the Steering Committee eventually **APPROVES** the purchases, that funding be earmarked from the net projected savings in the various budget line items of the project.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

As part of the overall WIATC budget approved by CR302/2011, the category of Project Contingency was established to allow the Executive Committee and Steering Committee to approve additional work over and above the base building contract as well as to fund unexpected expenditures.

3. DISCUSSION:

To date, a number of enhancements have been made from the contingency budget and those that could wait were listed but not recommended until the building contractors had progressed to the present stage and the concern for unknown issues needing to be addressed had been reduced.

Friction Electric Drives

During the International Childrens Games, and subsequent times when the bleachers needed to be folded in, there was a need to have a minimum of two people push the bleachers inward to a fold up position. The two person activity is currently required due to the weight of the bleachers and to reduce the risk of causing damage to the slide mechanisms. During normal operation, it is expected the bleachers could be moved in and out several times a week dependant upon scheduled dry land training or other needs for the deck space.

The Friction Electric Drives will allow for one person operation; the process will be much safer for the workforce from a health and safety point of view; and finally, the risk of damage to the slide mechanism will be significantly reduced.

The upper spectator bleachers are expected to be in their fold out position most of the time and the Friction Electric Drives are not recommended for that location at this time.

Expansion of the Dry Play Parent/Guardian Waiting Area

The Dry Play unit on the 2nd floor of the WIATC was a great success and used heavily by children during the International Childrens Games. However, it was discovered that the waiting area for the parents/guardians of the smaller children was very crowded. The existing area is contained within the Dry Play space to separate this activity and not interfere with the patrons of the adjacent fitness area. To alleviate the noted overcrowding, it is recommended that the waiting area be expanded to accommodate this demand.

Video Screen and Vinyl Mural

Two other projects, namely a video screen for the southeast corner of the building and a vinyl mural for the west wall, were not part of the original design but were previously noted as being

potentially desirable improvements. Consideration of these two improvements was deferred to near the end of the project to ensure that a clearer picture was available of the project's estimated final budget variances.

Based on the companion project financial update report, net residual surplus funds from the various budget line items are currently projected to be available to fund these purchases. However, unexpected expenses are still possible prior to the end of the project. Therefore, it is recommended that these items be tendered with clear notification to bidders that the Steering Committee may choose not to award a contract based on the status of the project budget at the time. As bidders' pricing is only effective for sixty (60) days following the closing of the tender, a decision to accept must be made within that window.

4. RISK ANALYSIS:

There is little risk to the WIATC project if the video screen and vinyl mural are tendered on the basis that the decision to purchase would be made only once all other expenditures have been made.

Approval of the Friction Electric Drives for Spectator Bleachers and the expansion of the Dry Play Parent/Guardian Waiting Area does carry a degree of risk as it will reduce the funds available for future unexpected expenditures. Since the expenditure amount is relatively minor and the project is nearing completion, the risk is considered minor.

5. FINANCIAL MATTERS:

As of October 24, 2013, the remaining funds in the contingency category are approximately \$160,000 which is sufficient to fund the recommended purchase of the Friction Drives, and the expansion of the Dry Play Parent/Guardian Waiting Area (for a total cost estimated at \$35,000).

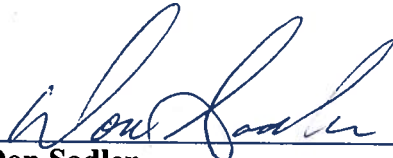
Inclusive of the noted remaining contingency and the net surplus projected to be available from other budget line items, a total of approximately \$456,000 is projected to remain available prior to the expenditures noted in this report. This amount does not include the possible surplus in interest financing which cannot currently be projected with much certainty due to the potential for changing interest rates.

6. CONSULTATIONS:


Purchasing & Risk Management Department
Finance Department
Project Manager

7. CONCLUSION:

Based on the prudent decisions made by the Steering Committee to date, and the fact that the project is nearing completion with a projected surplus, it is now appropriate to consider selective priority improvements to the facility.



Don Sadler
Project Manager - WIATC



Onorio Colucci
Chief Financial Officer/City Treasurer and
Project Sponsor/Chair - WIATC



Shelby Askin Hager
Deputy City Solicitor/Manager Purchasing
and Risk Management

/lm

APPENDICES: N/A

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, June 3, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Mario Sonego – Deputy Chair, John Miceli, Mike Palanacki, Jan Wilson

Regrets: Shelby Askin-Hager, Onorio Colucci, Valerie Critchley, Harry Turnbull

Additional Attendees: Don Sadler – Project Manager, Joe Baker, France Isabelle-Tunks, Pat Lewis, Mary Rodgers, Dan Seguin, Rob Slater

Recorder: Larissa McCorkell

1. CALL TO ORDER

Mario called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of May 27, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

General

Pool filling with water slowly; checking systems.

Update on Tile Setters

The Tile Setters went on strike, province wide, May 31, 2013. Elevator and Escalator Technicians still on strike. Message to media, hope for a speedy resolve. Don to provide report, including contingency plan, to Steering Committee on June 14, 2013.

3.2 Communication Update

Pat is working with the Mayor's Office on parameters for general design concept for banners. Mary continuing to work on RFQ for signage materials. No update on Naming Rights.

3.3 Issues List Update

No updates required at this time.

4. OTHER BUSINESS

France working with Operations, roadwork scheduled to start end of June and hope to be complete by mid-July.

Don advised Environmental Assessment is moving forward; will meet the deadline of end of June.

5. ADJOURNMENT

Meeting was adjourned at 9:20 a.m.

Issue List as of June 3, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Jan	June 2013		Was issued; Closed April 11, 2013; Executive Committee to recommend who should be part of the consensus meeting (though not a responsibility of the Committee);
2 A	Video Screen (outside)	Don	Summer 2013		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Fall 2013		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4 A	Banner System for West Wall	Don & John	June 2013		Research alternatives and costing; included in RFQ for Images for Exterior Walls;
5 A	Traffic Study Approval	Mario	July 2013		Went to Environment, Transportation & Public Safety Standing Committee on May 22; Awaiting Council approval;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, June 10, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Shelby Askin-Hager, Mike Palanacki, Jan Wilson

Regrets: Valerie Critchley, John Miceli, Mario Sonego, Harry Turnbull

Additional Attendees: Don Sadler – Project Manager, France Isabelle-Tunks, Pat Lewis, Mary Rodgers

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of May 27, 2013 and June 3, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

General

Pool is almost filled; filtering as it goes and heat will be turned on shortly. Tile Setters still on strike. Change rooms are complete; lobby approximately 60% complete. Will work with Board of Health for areas where tile not complete. Can put up signs i.e. "Welcome to our facility, we're still under construction." Jan's staff can attend on-site training starting the week of July 15. A mini training meet will be held the week of July 29 to test timing systems; a rep from OMEGA will be present. Water park side is moving along.

Power to 16 Flow Metres

Cost to wire the flow metres (for all the different pump systems in the water) is \$10,185.29. Approved.

30 amp Power to Exterior CO₂ Tank

Cost for electrical to hook up 30 amp 3 phase system to conduit is \$5,156.42. Approved.

Temporary Strainers

Cost for temporary filters in the system to protect the heat exchangers is \$7,367.41. Approved.

3.2 Financial Update

Limited funds remain in the Contingency Budget, approximately \$205,000 of which \$51,000 is earmarked for the Executive Committee. Total spent on project to date is approximately \$46.9M.

3.3 Communication Update

Mary continuing to work on RFQ for signage materials. Mayor's Office has approved 4 principles for the banners not including the west wall: 1) designed for a cultural district, not building specific, 2) 3 main themes: culture, heritage and recreation, 3) predominant colour attached to each area, and 4) use of symbolic images (no text will be used).

3.4 Issues List Update

No updates required at this time.

4. OTHER BUSINESS

Steering Committee meeting and tour scheduled for June 14, 2013 at 11 am.

Next Executive Committee meeting will be in July.

5. ADJOURNMENT

Meeting was adjourned at 9:30 a.m.

Issue List as of June 10, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Jan	June 2013		Was issued; Closed April 11, 2013; Executive Committee to recommend who should be part of the consensus meeting (though not a responsibility of the Committee);
2 A	Video Screen (outside)	Don	Summer 2013		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Fall 2013		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4 A	Banner System for West Wall	Don & John	June 2013		Research alternatives and costing; included in RFQ for Images for Exterior Walls;
5 A	Traffic Study Approval	Mario	July 2013		Went to Environment, Transportation & Public Safety Standing Committee on May 22; Awaiting Council approval;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, July 8, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonego – Deputy Chair, Shelby Askin-Hager, Mike Palanacki, Harry Turnbull, Jan Wilson

Regrets: Valerie Critchley, John Miceli

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, France Isabelle-Tunks, Dan Seguin

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:00 a.m. and welcomed Scott Bisson, Manager of the Family Aquatic Complex and Aquatics Services, to the Committee as a non-voting member.

2. MINUTES

The minutes of June 10, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General

Tile Setters and Elevator Operators have returned to work. Tiling on deck is approximately 95% complete and tiling in lobby and on walls has begun. Roadwork around Complex is moving along nicely. The water in the pool has held up without much chlorine in it right now. The filtration system is working and currently testing the vacuum. The moveable floor is still in the up position. The water park is moving along; can now see structure that will house waterslides. Waterslides will be opaque in colour. Landscaping in front will start next week and north end of site will be finished before the games start.

b) Supply & Install

- i. Stair Risers – Cost for 7 risers so that dirt does not collect behind the stairs is \$3,218.40 + tax. Approved from Contingency Budget.
- ii. Concession Flooring – To satisfy Board of Health guidelines, cost for VCT is \$2,970.00 + tax. Approved from FF&E Budget.
- iii. Shelves for IT Rack in Main Room – Cost is \$350.00 + tax. Approved from FF&E Budget.
- iv. Lobby Furniture – Cost for 20 tables and 80 chairs is \$14,593.64 + tax. Approved from FF&E Budget. Additional furniture i.e. 2 couches will be rented for the games and Don to look in-house for waste receptacle options.

c) Chlorine Tank Venting

Cost for venting system hooked up to tank to vent chlorine gas outside is \$3,680.00 + tax. Approved from Contingency Budget.

d) Temporary Strainers & Pressure Relief Valves for Chilled Side of District Energy

Cost to temporarily protect the system is \$8,129.29 + tax. Approved from Contingency Budget. Don to put District Energy on notice for permanent fix.

e) Banners for North & East Exterior Walls

Successful bidder from RFQ for signage materials was Superior Signs and More, who are also doing the framework for the banners. Cost for banners installed is \$33,956.65 + tax. Design pending. Onorio and Jason Moore to meet to discuss design. Don and Onorio to bring forward cost and design to the Steering Committee for approval pending the meeting.

3.2 Financial Update

\$29,500.00 of the remaining contingency budget, prior to the above approvals, is earmarked for the Executive Committee.

3.3 Communication Update

Design for banners pending.

3.4 Issues List Update

Deferred to the next meeting.

4. OTHER BUSINESS

5. ADJOURNMENT

Meeting was adjourned at 9:40 a.m.

Issues List as of July 8, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Jan	June 2013		Was issued; Closed April 11, 2013; Executive Committee to recommend who should be part of the consensus meeting (though not a responsibility of the Committee);
2 A	Video Screen (outside)	Don	Summer 2013		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Fall 2013		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4 A	Banner System for West Wall	Don & John	June 2013		Research alternatives and costing; included in RFQ for Images for Exterior Walls;
5 A	Traffic Study Approval	Mario	July 2013		Went to Environment, Transportation & Public Safety Standing Committee on May 22; Awaiting Council approval;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, July 15, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonogo – Deputy Chair, Shelby Askin-Hager, Valerie Critchley
Mike Palanacki, Harry Turnbull, Jan Wilson

Regrets: John Miceli

Additional Attendees: Don Sadler – Project Manager, Scott Bisson, France Isabelle-Tunks, Pat Lewis, Dan Seguin

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:07 a.m.

2. MINUTES

The minutes of July 8, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General

Floor tile is close to being complete; Natatorium floor is completely tiled. Road paving moving along nicely and trees have been planted in the boulevard. District Energy moving along; 250 tonne should be running by end of this week, 1200 tonne will be left off-line as there isn't any system capacity without it. Some training for Operational Staff has been conducted; Aquatic Staff to train shortly in coordination with Tim Hammel's visit; Scott working on overall emergency plan training with Staff. Tim Hammel will be present during games to ensure timing system is working properly. Therapy pool is in but not planned to be ready for the games. The Natatorium is now air tight. The moving floor is working well; moves up and down and tilts. Building, Fire and Health Departments coming through on July 22 for initial review.

b) Fixed Camera at 50 m Swim Course Finish

Fixed camera at the finish of the 50 m swim course to show swimmers touching wall on screen will add to the spectator experience. The finish line will always be the north end of the pool. Cost is \$6,000.00 + tax. Approved from the FF&E Budget. Harry to see if the FF&E Budget will support a movable camera in addition to the fixed camera and report back.

3.2 Financial Update

Approximately \$14,000 of the remaining contingency budget is earmarked for the Executive Committee. To date, approximately \$51.6 million dollars spent. Committee to review line items and let Dan know if final projected surplus/deficits are still the current best estimates.

3.3 Communication Update

Name of Complex still pending. Don working with Communications to bring forward banner designs. Don to appear in another video update to coincide with mini-meet. For mini-meet, media will be invited and parents of participants in attendance (will help with staff training on spectator management) but not open for full public access due to risk management concerns. Jan to work with Purchasing & Risk Management.

3.4 Issues List Update

Required updates made to Issues List.

4. OTHER BUSINESS

No other business was discussed.

5. ADJOURNMENT

Meeting was adjourned at 10:00 a.m.

Issues List as of July 15, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Shelby	Prior to Grand Opening		Was issued; Closed April 11, 2013; Report pending;
2 A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4 A	Banner System for West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, July 22, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonogo – Deputy Chair, Shelby Askin-Hager, John Miceli, Harry Turnbull

Regrets: Valerie Critchley, Mike Palanacki, Jan Wilson

Additional Attendees: Don Sadler – Project Manager, Scott Bisson, Mary Rodgers

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of July 15, 2013 were amended and approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General

Lobby floor is approximately 2/3 tiled; Natatorium floor is done and 3/4 of wall complete; barisol will be done; trespa panels will be done in the centre section; chlorine is in the pool; Building, Fire and Health Departments inspecting this week.

b) Updated Cost for Lobby Furniture

In the July 8, 2013 Executive Committee Minutes, the price for lobby furniture was recorded \$14,593.64 + tax. This price did not include shipping costs. Total cost is \$16,830.13 + tax. Difference of \$2,236.49 + tax. Approved from FF&E Budget.

3.2 Financial Update

The Committee reviewed line items and provided projected surplus/deficit estimates. Approximately \$340,000.00 surplus available based on current best projections. The Committee is encouraged to continue to review their line items and update projections.

3.3 Communication Update

Name of Complex still pending. Mary and Scott working on signage needs within the Complex i.e. permanent and promotional. Mary and Scott also working on powerpoint presentation to place on tv screens within the Complex; presentation to include schedule of the games. Video update to be filmed this week. Don continuing to working with Communications to bring forward banner designs.

Committee approved \$33,250.00 + tax for banners from FF&E Budget and the design to be approved by the Mayor's Office.

3.4 Issues List Update

No updates required at this time.

4. OTHER BUSINESS

No other business was discussed.

5. ADJOURNMENT

Meeting was adjourned at 9:55 a.m.

Issues List as of July 22, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	Naming Rights RFP	Shelby	Prior to Grand Opening		Was issued; Closed April 11, 2013; Report pending;
2	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3	Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4	Banner System for West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, July 29, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonego – Deputy Chair, John Miceli, Mike Palanacki, Harry Turnbull, Jan Wilson

Regrets: Shelby Askin-Hager, Valerie Critchley

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Pat Lewis, Mary Rodgers, Dan Seguin, France Isabelle Tunks

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of July 22, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

Lobby floor is tiled, working on trim; deck floor markings are done; still working on west wall. Lane ropes to be installed today. The Fire Department gave their okay. Working on a few items identified by the Building Department. The following items are projected for completion before the games: blue panels, barrisol vinyl stretch, trespa panels, and elevators. Don is researching prices for a motorized pull for bleachers (potential future expense). Verhaegen Stubberfield Hartley Brewer Bezaire Inc. will be the surveyors used for any sanctioned swim meet at the complex. Waterpark side moving along well; 1 slide almost complete; some design adjustments are needed. May need to consider suspending some construction during the games (Thursday is practice, Friday/Saturday is competition) if the noise interferes with announcements.

OMEGA Timing rep here this week. Mini trial swim meet taking place August 1, 2013 between 4-9pm. Executive Committee Members are welcome to attend. Immediate neighbours of the complex have been notified.

3.2 Financial Update

Approximately \$340,000.00 surplus available based on current best projections. The Committee is encouraged to continue to review their line items and update projections. France to review site servicing invoices and provide update at next meeting.

3.3 Communication Update

Video update to be released today. No banners outside complex for games.

For information purposes only as the following are not costs of the project: inside there will be two 50ft. banners on either side of the tower, frosting on glass, directional signage and A-frame advertising signage for the 9 major sponsors. 300 two-sided lightpole banners have been ordered for installation throughout the City.

3.4 Issues List Update

No updates required at this time.

4. OTHER BUSINESS

Due to the Civic Holiday, next week's meeting will be rescheduled.

5. ADJOURNMENT

Meeting was adjourned at 9:35 a.m.

Issues List as of July 29, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	A Naming Rights RFP	Shelby	Prior to Grand Opening		Was issued; Closed April 11, 2013; Report pending;
2	A Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3	A Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4	A Banner System for West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, August 12, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonego – Deputy Chair, Shelby Askin-Hager, Valerie Critchley, Mike Palanacki, Harry Turnbull, Jan Wilson

Regrets: John Miceli

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Pat Lewis

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of July 29, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General Update

The concrete and landscaping outside the complex will be completed by Wednesday of this week. Potted plants have been placed throughout the lobby. The trespa panels have been installed in the Natatorium. Tiling is complete, finishing grouting today. Furniture has been rented for during the games only. Banners are being installed. The elevators are working.

b) Window Frosting

Some window frosting was paid for by ICG as it is specific to the games. Additional window frosting was required on the connecting glass between the change rooms down the hallway as well as the lifeguard office and timing room. Cost for window frosting is \$10,795.10 + tax. Approved from FF&E Budget.

c) Tile Work – 2nd Floor Hallway to Elevator from Fitness Area

Some floor area between the Wellness/Fitness Centre to Service Elevator was not tiled nor painted. Cost to tile area is \$2,835.00 + tax. Approved from Contingency Budget.

d) Wall Anchors for Water Polo Nets

Wall anchors for water polo nets to be installed. Cost for 3 anchors is estimated at \$2,000.00. Approved from Contingency Budget.

e) Virtual Trainer & LED Water Polo Pool Floor Markings

Don received quotes of \$70,000 for a Virtual Trainer and \$110,000 for LED water polo pool floor markings as requested but will not be purchasing them at this time.

f) First Aid Supplies

Cost of First Aid Supplies is approximately \$2,388.71 + tax. Approved from FF&E Budget.

g) Banner for Interior West Wall

Production of a banner for interior west wall is underway.

3.2 Financial Update

As contingency dollars are at a minimum, any further large expenses will need to go to the Steering Committee via email poll.

Approximately \$340,000.00 surplus still available based on current best projections. The Committee is encouraged to continue to review their line items and update projections.

3.3 Communication Update

The name of natatorium side of the complex has been announced, "Windsor International Aquatic and Training Centre, Presented by Windsor Family Credit Union". Shelby to meet with Windsor Family Credit Union later this month to finalize details including signage, logo, colours, etc.

Mary continues to work extensively on the signs. Discussions on the website have begun and 20 URL's have been reserved.

3.4 Issues List Update

No updates required at this time.

4. OTHER BUSINESS

For sponsorship of other rooms in the complex, interested parties are to contact Shelby.

5. ADJOURNMENT

Meeting was adjourned at 9:30 a.m.

Issues List as of August 12, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Shelby	Prior to Grand Opening		Was issued; Closed April 11, 2013; Report pending;
2 A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase will be made once we get closer to finalization of project;
4 A	Banner System for West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, August 19, 2013
400 City Hall Square, Room 303
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonogo – Deputy Chair, Shelby Askin-Hager, Mike Palanacki

Regrets: Valerie Critchley, John Miceli, Harry Turnbull, Jan Wilson

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Mary Rodgers, Dan Seguin, France Isabelle-Tunks

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of August 12, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General Update

The swimming events portion of the International Childrens Games went well and brought forward some minor issues to be addressed i.e. will need to research and price temporary partitions in fitness centre to allow spectators to walk through to the spectator area, will need to obtain from the Building Department the official count for capacity in the spectator area, will need to place permanent signage along railing in spectator area advising “do not stand against” (note, although tight, the 4 ft walkway between bleachers and railing meets the building code), and will need to block in bleacher ends so that spectators do not walk underneath. Parking around the facility seemed to be okay during the games. Indoor plants and furniture have been removed. Street banners will remain up for a few weeks.

b) Electric Drives for Spectator Seating

The cost for electric drives installed underneath the bleachers for spectator seating is approximately \$13,400 for pool deck and \$12,900 for spectator area. This item will be looked at closer to completion of the facility.

c) Hydration Station

The Hydration Station to be referred to the Environmental Division of Public Works for funding consideration (approximately \$17,500) as not part of the FAC build and can be used at any other city-owned site as it is portable.

3.2 Financial Update

No update at this time. France advised still waiting for invoices to come in.

3.3 Communication Update

There was a great response to the games and facility. Thousands of professional photos were taken of the facility which will be good for use on the website. Mary to show montage of photos by windsorite.ca at the next meeting.

3.4 Issues List Update

Required updates made to Issues List.

4. OTHER BUSINESS

The next meeting will be held September 9, 2013. Mario to Chair as Onorio will be on vacation August 30 – September 20, 2013.

Don and Shelby to meet to discuss substantial completion to potentially declare one subcontract complete.

5. ADJOURNMENT

Meeting was adjourned at 9:50 a.m.

Issues List as of August 19, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Naming Rights RFP	Shelby	Prior to Grand Opening		Was issued; Closed April 11, 2013; Report approved by Council; Agreement pending;
2 A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
3 A	Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase boards will be made once we get closer to finalization of project;
4 A	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;
5 A	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project;
6 A	Corridor Partition for Access to Spectator Area via Fitness Centre	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee;
7 A	Possible Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee;
8 A	Sponsorship of Other Rooms	Shelby	Prior to Grand Opening		Will nurture, encourage and collect interest;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, September 9, 2013
400 City Hall Square, Room 406
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Mario Sonego – Deputy Chair, Valerie Critchley, John Miceli, Mike Palanacki, Jan Wilson

Regrets: Shelby Askin-Hager, Onorio Colucci, Harry Turnbull

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Mary Rodgers, Dan Seguin, Rob Slater

Recorder: Larissa McCorkell

1. CALL TO ORDER

Mario called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of August 19, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General Update

There has been much progress over the past two weeks. In the water park, the floor has been poured in the Children's Play Area, most of the underground piping is finished and the flooring should start within the next 3 weeks. The last item to be completed will be the wave pool. Most of the metal work outside is complete. There are still a few items to complete in the Natatorium. Paving and curbs to be done before November.

b) Required Items of Concern Going Forward

The next event is a swim meet scheduled for December 13-15, 2013.

The target date for completion of the facility remains December 1, 2013, although this does not necessarily mean the facility will be open for public use that day.

There are still a number of purchases to be made from the FF&E Budge i.e. program equipment for the Natatorium side, fitness equipment, office equipment, etc.

Don to provide a list of potential issues for the next meeting.

Don, John, Jan and Scott to prepare a draft report to the Steering Committee prioritizing the items on the Issues List for a meeting to be held in October.

3.2 Financial Update

Limited funds remain in the Contingency Budget, approximately \$166K of which \$14K is earmarked for the Executive Committee. Total spent on project to date is approximately \$57.8M. Financing costs have been trending in a good way but there is still a possibility it will be fully used. The Committee is reminded to provide copies of vouchers to Dan.

3.3 Communication Update

Mary to touch base with Don this week to discuss next steps. Windsor Life Magazine has requested photos of the facility. Scott has been working with IT and the Mayor's Office to develop the framework for the website. A few challenges have been identified with developing the website: lack of photos/images to use and no name for the water park yet. Recreation to work with Communications to design and lead water park naming contest.

3.4 Issues List Update

Required updates made to Issues List.

4. OTHER BUSINESS

An invoice of \$812.00 from Hollandia for assisting with signage to be resolved from the FF&E Budget.

A training expense to be resolved at Jan, Scott and Don's level as part of the Operating Budget.

Because there is diving allowed into the pool, the cost to change the lettering on the deck from "*no diving*" to "*caution avoid deep dives*" is \$3,904.00 (includes tax). Approved from the Contingency Budget.

Executive Committee Meetings to continue for the remainder of the year every Monday from 9-10 am.

5. ADJOURNMENT

Meeting was adjourned at 9:40 a.m.

Issues List as of September 9, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1 A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting;
2 A	Portable Diving Boards Decision	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase boards will be made once we get closer to finalization of project;
3 A	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k;
4 A	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project;
5 A	Corridor Partition for Access to Spectator Area via Fitness Centre	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee;
6 A	Possible Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee;
7 A	Sponsorship of Other Rooms	Shelby	On-Going		Will nurture, encourage and collect interest;
8 A	Hydration Station	Don & Mike	Prior to Grand Opening		Don emailed info/request to City's Environmental Coordinator who will bring forward to her Committee;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, September 16, 2013
400 City Hall Square, Room 405
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Mario Sonogo – Deputy Chair, Shelby Askin-Hager, John Miceli, Mike Palanacki, Jan Wilson

Regrets: Onorio Colucci, Valerie Critchley, Harry Turnbull

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Mary Rodgers, Dan Seguin, France Isabelle-Tunks

Recorder: Larissa McCorkell

1. CALL TO ORDER

Mario called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of September 9, 2013 were approved with amendments.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General Update

Concrete pours within the water park to start Friday and should take 2-3 weeks to complete.

b) Supply and Install Sleeves for Volleyball and Basketball Nets

Cost to supply and install sleeves for volleyball and basketball nets is approximately \$1,500.00. Don to report official cost to Committee which will be assigned to the FF&E Budget.

Dan to verify if diving board anchors were encumbered in the Contingency Budget.

c) ProShop

At time of construction, the exact size of the ProShop was unknown therefore the duct work for heating and cooling and the power source were not extended into that room. Cost to extend into ProShop is approximately \$3,800.00. Approved from Contingency Budget. Don to provide change order.

d) Cost of Items on Issues List

Don provided the following approximate values for the items on the Issues List and the Committee prioritized the items to bring forward to the Steering Committee in October:

- 1) Friction Electric Drives for Spectator Bleachers - \$15,000.00 (deck), \$18,000.00 (upper)
- 2) Expansion of Waiting Area in Dry Play Area – \$25,000.00
- 3) Corridor Partition for Access to Spectator Area via Fitness Centre – Scott to research desired treatment, price out and report back to Committee
- 4) Video Screen (outside) - \$200,000.00
- 5) Banner System for Exterior West Wall – \$70,000.00
- 6) Portable Diving Boards – \$20,000.00 – may approach Swim Clubs to sponsor
- 7) Hydration Station - \$20,000.00 – approached Environmental Committee to sponsor

e) Soft Opening/Grand Opening

The Committee to suggest dates for Soft Opening and Grand Opening to the Steering Committee; considering Friday, December 20, 2013 for Grand Opening.

3.2 Financial Update

Dan to provide update on FF&E Budget at next meeting. Don to discuss with Harry items still required for purchase from FF&E Budget.

3.3 Communication Update

There are no identified mile stones until December 2013. Don to provide another web update. Mary to contact windsorite.ca for capsulated time lapse video for website. Scott continues to work with IT on development of webpage.

3.4 Issues List Update

Required updates made to Issues List.

4. OTHER BUSINESS

District Energy items moving along.

The facility was 1 of 6 buildings approved in Ontario for photo voltaics. Site meeting scheduled for September 26, 2013.

5. ADJOURNMENT

Meeting was adjourned at 9:35 a.m.

Issues List as of September 16, 2013

	Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting; estimated cost \$200,000
2	A	Portable Diving Boards	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase boards will be made once we get closer to finalization of project; estimated cost \$20,000 – may approach Swim Clubs to fund
3	A	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k; estimated cost \$70,000
4	A	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project; estimated cost \$15,000 for deck/\$18,000 for upper
5	A	Corridor Partition for Access to Spectator Area via Fitness Centre	Don & Scott	Prior to Grand Opening		Scott to obtain pricing and report back to Executive Committee;
6	A	Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee; estimated cost \$25,000
7	A	Sponsorship of Other Rooms	Shelby	On-Going		Shelby to nurture, encourage and collect interest;
8	A	Hydration Station	Don & Mike	Prior to Grand Opening		Don emailed info/request to City's Environmental Coordinator who will bring forward to her Committee; estimated cost \$20,000
9	A	Photo Voltaic Installation	Don	Prior to Grand Opening		Site meeting scheduled for September 26, 2013; RFP (not a cost of this project) closes mid-October;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, September 23, 2013
400 City Hall Square, Room 405
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonego – Deputy Chair, Shelby Askin-Hager, Mike Palanacki

Regrets: Valerie Critchley, John Miceli, Harry Turnbull, Jan Wilson

Additional Attendees: Don Sadler – Project Manager, Joe Baker, Scott Bisson, Mary Rodgers, Dan Seguin, France Isabelle-Tunks

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:10 a.m.

2. MINUTES

The minutes of September 16, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) General Update

Concrete pours within the water park commenced last week. Don reviewed comments with Risk Management regarding traffic flow and depending on the size of the crowd, management can designate which entrances/exits to use in the facility. The cutouts for accessible seating within the bleachers will be kept as is. Installation of the railings and glass will commence on the dive tower within the next few weeks. Don is moving through the deficiencies list of minor issues i.e. repairing leaks, painting, bubbles in water, etc.

b) Shade Curtains – NW Corner

There was an issue brought forward regarding glare on the water in the natatorium. Don is currently pricing out options for shade curtains for the northwest corner of the natatorium to alleviate the problem and will report back to the Committee.

c) Polymer for Hallway Floor leading to Lifeguard Changerooms

The hallway at the bottom of the stairs that leads to the water park and natatorium is sealed concrete. Don is currently pricing out what it would cost to paint the surface with the same polymer used on the floor in the natatorium to provide grip and complete the look. Don will report back to the Committee.

d) Reconfiguration of Gates

The readers in the gates going down the hallways were reconfigured to be compatible with the Corporation's CLASS system. Cost to reconfigure was approximately \$1,000.00, approved from the FF&E Budget.

3.2 Financial Update

As requested at the last meeting, Dan verified that the diving board anchors were not encumbered in the Contingency Budget. Limited funds remain in the Contingency Budget, approximately \$160K, of which \$9K is earmarked for the Executive Committee. Not much spent during August from the FF&E Budget. For IT purchases, the FF&E Budget will likely project a surplus. For other purchases, close to \$1 million currently remains in the FF&E Budget.

3.3 Communication Update

Don provided a web update. Windsorite.ca provided approval to use their capsulated time lapse video on our website. As there are no mile stones until December 2013, Mary to coordinate photos to be taken of the facility to show its progression.

3.4 Issues List Update

Required updates made to the Issues List.

4. OTHER BUSINESS

Prior to activating the electric charging station in the parking lot, Committee to confirm Council has approved policy and provided guidance.

Committee to propose a soft opening date of December 10, 2013 and a grand opening date of December 20, 2013 to the Steering Committee contingent on the facility being ready on December 1, 2013 and staff trained.

5. ADJOURNMENT

Meeting was adjourned at 9:35 a.m.

Issues List as of September 23, 2013

Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting; estimated cost \$200,000
2	Portable Diving Boards	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase boards will be made once we get closer to finalization of project; estimated cost \$20,000 -- may approach Swim Clubs to fund
3	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k; estimated cost \$70,000
4	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project; estimated cost \$15,000 for deck/\$18,000 for upper
5	Corridor Partition for Access to Spectator Area via Fitness Centre	Don & Scott	Prior to Grand Opening		Scott to obtain pricing and report back to Executive Committee;
6	Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee; estimated cost \$25,000
7	Sponsorship of Other Rooms	Shelby	On-Going		Shelby to nurture, encourage and collect interest;
8	Hydration Station	Don & Mike	Prior to Grand Opening		Don emailed info/request to City's Environmental Coordinator who will bring forward to her Committee; estimated cost \$20,000
9	Photo Voltaic Installation	Don	Prior to Grand Opening		Site meeting scheduled for September 26, 2013; RFP (not a cost of this project) closes mid-October;
10	Virtual Trainer	Don	Prior to Grand Opening		Bring forward to Steering Committee; estimated cost \$68,000

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Wednesday, October 23, 2013
400 City Hall Square, Room 302
11:00 a.m. – Noon**

Committee Attendees: Onorio Colucci – Chair, Mario Sonogo – Deputy Chair, Shelby Askin-Hager, John Miceli, Mike Palanacki, Jan Wilson

Regrets: Valerie Critchley, Harry Turnbull

Additional Attendees: Don Sadler – Project Manager, Scott Bisson, France Isabelle-Tunks, Mary Rodgers, Dan Seguin

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 11:05 a.m.

2. MINUTES

The minutes of October 7, 2013 were approved with minor changes.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) Timing Room Millwork

Due to the amount of events booked for the Natatorium, Don recommends the installation of permanent millwork and wiring (i.e. countertop for laptops and wiring for video screen) in the Timing Room. The millwork will be done in-house for an upset limit of \$4,000.00 to come from the FF&E Budget. Permanent millwork was not originally installed because it was initially thought the room would have other uses. However, with approximately 50 dates booked within the first 7-8 months, the room will be primarily used as a Timing Room. Unplugging inputs and outputs and plugging them back in runs a risk of damaging the equipment as well as increases the amount of time required to set up for events.

b) General

The water park side is moving along well. Concrete for wave pool floor to be poured next week. Once poured, installation and finishing touches of the slides will be underway.

On the Natatorium side, items on the deficiencies list are being resolved. Work continues on the dive tower. The pool water will be dropped below 2 metres within the next three weeks to finish minor adjustments on the thermal bulkhead allowing opportunity to dust off beams and clean pool floor.

The work of placing a wall of sand and iron mixture to intercept, dissipate and neutralize the contaminant from the dry cleaners if it migrates towards the building, as recommended by Golder & Associates, is expected to start next week.

Concrete has been poured for the curbs for the parking lot on the west side. The construction trailers have been moved out and it is expected that the black top will be laid in approximately two weeks and perhaps the second course completed before December if weather permits.

Target date for public opening remains December 20, 2013. Staff training will take place as soon as the City takes ownership. Ten staff have already been trained for the Natatorium side, 16 hours of training for each staff member is required and still remains for the water park side.

3.2 Financial Update

Projections have not changed much since August. Limited funds remain in the Contingency Budget, approximately \$160K, of which \$6,700 is earmarked for the Executive Committee.

Members of the Executive Committee to provide budget update/best projections to Dan prior to the next meeting and review items on the issues list.

Onorio and Dan to meet before next meeting to review figures and Don's contract.

Steering Committee meeting to be scheduled for mid-November for decision on items on the issues list.

3.3 Communication Update

"Name the Water Park" Contest was launched on October 9, 2013 and closes October 31, 2013. Approximately 700+ entries have been received to date from either calling 311, entering on-line or visiting WFCU or any City Customer Care Centre. Contest flyers were distributed to 36,000 children; 2,000 flyers also printed in French. Any names put forward for final consideration will be reviewed by Legal to ensure they are not copyrighted.

Photos of the complex were recently featured in Windsor Life magazine as well as on windsorite.ca.

3.4 Issues List Update

No updates required for the Issues List.

4. OTHER BUSINESS

No other business discussed.

5. ADJOURNMENT

Meeting was adjourned at 11:40 a.m.

Issues List as of October 23, 2013

	Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	A	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project; estimated cost \$15,000 for deck/\$18,000 for upper
2	A	Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee; estimated cost \$25,000
3	A	Corridor Partition for Access to Spectator Area via Fitness Centre	Don & Scott	Prior to Grand Opening		Scott to obtain pricing and report back to Executive Committee;
4	A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting; estimated cost \$200,000
5	A	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		Research alternatives and costing; included in RFQ for Images for Exterior Walls; \$40-\$45k; estimated cost \$70,000
6	A	Portable Diving Boards	Don	Prior to Grand Opening		Steering Committee was updated on this item; Anchors have been provided; Decision to purchase boards will be made once we get closer to finalization of project; estimated cost \$20,000 – may approach Swim Clubs to fund
7	A	Hydration Station	Don & Mike	Prior to Grand Opening		Don emailed info/request to City's Environmental Coordinator who will bring forward to her Committee; estimated cost \$20,000
8	A	Virtual Trainer	Don	Prior to Grand Opening		Bring forward to Steering Committee; estimated cost \$68,000
9	A	Photo Voltaic Installation	Don	Prior to Grand Opening		Site meeting scheduled for September 26, 2013; RFP (not a cost of this project) closes mid-October;
10	A	Wall of Sand and Iron Mixture to Block Contaminant	Don	Prior to Grand Opening		Recommended by Golder & Associates; estimated cost \$20-\$30k. Approved in principle from Site Servicing Budget subject to obtaining a firm cost;
11	A	Sponsorship of Other Rooms	Shelby	On-Going		Shelby to nurture, encourage and collect interest;

**FAMILY AQUATIC COMPLEX
EXECUTIVE COMMITTEE
Monday, October 28, 2013
400 City Hall Square, Room 204
9:00 a.m. – 10:00 a.m.**

Committee Attendees: Onorio Colucci – Chair, Mario Sonogo – Deputy Chair, Shelby Askin-Hager, Valerie Critchley, John Miceli, Mike Palanacki, Harry Turnbull, Jan Wilson

Additional Attendees: Don Sadler – Project Manager, Mary Rodgers, Dan Seguin

Recorder: Larissa McCorkell

1. CALL TO ORDER

Onorio called the meeting to order at 9:05 a.m.

2. MINUTES

The minutes of October 23, 2013 were approved.

3. REGULAR BUSINESS

3.1 Project Manager Update

a) Report to Steering Committee

Items to approach the Steering Committee addressed in the report included Friction Electric Drives, Expansion of Dry Play Parent/Guardian Waiting Area, Vinyl Mural for West Wall including installation and Outside Video Screen including installation. The Virtual Trainer was not included in report due to its cost of \$68K and its ability to be installed at a later date. The Hydration Station was not included in the report because the water fountains in the facility can be retrofitted to include a hook up for water bottles. The Committee approved removing the Starting Blocks from the report and allocating their purchase to the FF&E Budget.

Don will revise recommendations and expand upon information within the report.

b) General

The water park side is moving along well. Concrete for the wave pool floor to be poured this week. Once poured, installation and finishing touches of the slides will be underway and the pads for District Energy can be poured.

3.2 Financial Update

Projected surplus is \$295K plus limited funds in the Contingency Budget of approximately \$160K, of which \$6,700 is earmarked for the Executive Committee, for a total of \$455K.

3.3 Communication Update

Approximately 800+ entries have been received to date for the "Name the Water Park" Contest. A video update may be done next week. Exterior banners are purchased, however awaiting approval of an image.

3.4 Issues List Update

Updates made to the Issues List.

4. OTHER BUSINESS

The meeting scheduled for Monday, November 11, 2013 will be moved to later in the week, if possible, due to Remembrance Day.

The Steering Committee Meeting to be scheduled the week of November 11, 2013. Don to invite Max to represent the Builders and discuss the schedule.

5. ADJOURNMENT

Meeting was adjourned at 9:40 a.m.

Issues List as of October 28, 2013

	Active or Closed	Issues / Tasks	Lead Assigned	Target Date for Completion	Actual Completion Date	Resolution / Comments
1	A	Friction Electric Drives for Spectator Bleachers	Don	Prior to Grand Opening		Decision to purchase drives will be made once we get closer to finalization of project; estimated cost \$23K; proceeding to Steering Committee
2	A	Expansion of Waiting Area in Dry Play Area	Don	Prior to Grand Opening		Don to obtain pricing and report back to Executive Committee; estimated cost \$12K; proceeding to Steering Committee
3	C	Corridor Partition for Access to Spectator Area via Fitness Centre	Don & Scott	Prior to Grand Opening	Oct. 28/13	Temporary barriers will be used as required
4	A	Video Screen (outside)	Don	Prior to Grand Opening		Steering Committee was updated on this item; As we get closer to finalization will report back to them; if approved will be part of Marketing Plan to ensure displays are interesting; estimated cost \$250K; proceeding to Steering Committee
5	A	Banner System for Exterior West Wall	Don & John	Prior to Grand Opening		estimated cost \$100K; proceeding to Steering Committee
6	C	Portable Diving Boards	Don	Prior to Grand Opening	Oct. 28/13	Executive Committee approved purchase from FF&E Budget of \$18K
7	C	Hydration Station	Don	Prior to Grand Opening	Oct. 28/13	Water fountains have ability for hook up for water bottles
8	A	Virtual Trainer	Don	Prior to Grand Opening	Not Recommended At This Time	Estimated cost \$68K; swim clubs may fundraise for this in future
9	A	Photo Voltaic Installation	Don	Prior to Grand Opening		Site meeting scheduled for September 26, 2013; RFP (not a cost of this project) closes mid-October
10	A	Wall of Sand and Iron Mixture to Block Contaminant	Don	Prior to Grand Opening		Recommended by Golder & Associates; estimated cost \$20K-\$30K; Approved from Site Servicing Budget
11	A	Sponsorship of Other Rooms	Shelby	On-Going		Shelby to nurture, encourage and collect interest