

Windsor, Ontario November 15, 2013

A meeting of the **Windsor International Aquatic and Training Centre Steering Committee** is held this day commencing at 11:00 o'clock a.m. in Room 406, 400 City Hall Square East, there being present the following members:

Councillor Drew Dilkens, Chair
Councillor Ed Sleiman
Councillor Fulvio Valentinis

Regrets received from:

Councillor Ron Jones
Councillor Hilary Payne

Guest in attendance:

Alphonso Balassone, Operations Manager, Ellis Don

Also present are the following resource personnel:

Shelby Askin-Hager, Deputy City Solicitor/Manager Purchasing & Risk Management
Joe Baker, Project Administrator
Scott Bisson, Manager, Family Aquatic Complex and Aquatic Services (A)
Onorio Colucci, Chief Financial Officer & City Treasurer
Mary Rodgers, Corporate Marketing & Communications Officer
Don Sadler, Project Manager
Dan Seguin, Manager of Financial Accounting
France Isabelle-Tunks, Senior Manager Development & Geomatics
Harry Turnbull, Executive Director of Information Technology
Jan Wilson, Executive Director, Recreation & Culture
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 11:01 o'clock a.m. and the Steering Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by Councillor Sleiman, seconded by Councillor Valentinis,
That the minutes of the Windsor International Aquatic and Training Centre
Steering Committee at its meeting held June 14, 2013 **BE ADOPTED** as presented.
Carried.

3. DECLARATIONS OF CONFLICT

None disclosed.

4. BUSINESS ITEMS

4.1 Financial Summary

D. Seguin advises to date, the remaining unencumbered and unspent balance in the overall project contingency account is \$160,259. The project is currently expected to be completed with a net surplus to the City of \$295,908 (prior to approval of any priority enhancements) and excluding any project interest savings. Therefore combined with the unencumbered contingency amount, there is currently \$456,167 available for other project considerations. This amount does not include any potential variance in the financing expense costs account. Based on current interest rates and various economic outlook reports, the best estimate for this budget line item is that it could result in an additional surplus of approximately \$200,000. However, this is subject to very significant fluctuations and therefore it is recommended that the potential surplus not be counted upon at this time.

Moved by Councillor Sleiman, seconded by Councillor Valentinis,
That the report of the Manager, Financial Accounting dated November 6, 2013 entitled "Financial Summary Update - October 31, 2013" **BE RECEIVED** for information.
Carried.

4.2 Project Manager's Project Status and Timelines Report

D. Sadler advises the Windsor International Aquatic and Training Centre is currently scheduled to open on December 27, 2013.

Alphonso Balassone indicates there are three key components to the Water Park which includes the water slides, the lazy river water pool and the theming. He reports these foregoing aspects are expected to be completed by the end of November. He notes the critical component is the epoxy flooring which requires 7-10 days to cure. The staff

training is expected to begin on December 17, 2013 which determined the December 27, 2013 opening date.

In response to a question asked by Councillor Valentinis regarding when the heating of the facility will be fully operational as he has concerns relating to the curing of the epoxy floor, D. Sadler responds the heating of the building will be fully operational on December 17, 2013.

The Chair asks if the Water Park could possibly be opened on December 26, 2013 - Boxing Day. D. Sadler indicates it is Boxing Day and wonders if the public would be interested in attending the facility. J. Wilson replies they would be challenged from a scheduling aspect and prefers opening the facility on December 27, 2013.

Councillor Valentinis asks if the fees to utilize the water park have been established. J. Wilson indicates the rates were approved by City Council and some minor tweaks will be identified in the 2014 budget material.

M. Palanacki in response to a question asked by Councillor Valentinis regarding parking, states the parking meters will be adjusted to allow for patrons to park for more than the current two hours. He notes a "monthly membership" will also be available which will incorporate the parking fees into the rate. D. Sadler states there is onsite parking on the south side of the building consisting of 40-50 angled parking spaces (pay and display). He indicates there are also 14 spaces available on the west side of the building

Moved by Councillor Sleiman, seconded by Councillor Valentinis,

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, 2103
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).

Carried.

4.3 Report Recommending Expenditures from Contingency/Surplus Funds

D. Sadler requests the following purchases from the contingency budget:

Friction Electric Drives for Spectator Bleachers	\$23,000
Expansion of the Dry Plan Parent/Guardian Waiting Area	\$12,000

D. Sadler notes subsequent to his report dated October 25, 2013, he is also requesting a Communication Antenna in the amount of \$33,678 (plus applicable taxes).

He states the communication antenna will alleviate any dead zones in the basement of the building and will allow Fire and Rescue Services and staff working in that area access to communication.

D. Sadler requests the Steering Committee authorize the Project Manager to issue a tender (to be awarded only if the project Steering Committee approves the related funding once tendered prices are known) for:

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

Moved by Councillor Sleiman, seconded by Councillor Valentinis,
THAT the following purchases from the contingency budget **BE APPROVED**:

- a) Friction Electric Drives for Spectator Bleachers - \$23,000; and
- b) Expansion of the Dry Play Parent/Guardian Waiting Area - \$12,000; and
- c) Communication Antenna - \$33,678 (plus applicable taxes); and

THAT the Project Manager of the Windsor International Aquatic and Training Centre Steering Committee and the Manager of Purchasing and Risk Management **BE AUTHORIZED** 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.

Carried.

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

Moved by Councillor Sleiman, seconded by Councillor Valentinis,

That the minutes of the Family Aquatic Complex Executive Committee at its meetings held 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 **BE RECEIVED**.

Carried.

6. **OTHER BUSINESS**

None.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 11:55 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

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

I. 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