

TOWN OF LINCOLN  
COMMUNITY COMPLEX STEERING COMMITTEE

**AGENDA**  
**October 2, 2013**  
**7:00 p.m.**  
**Council Chambers**

Page

1. **CALL TO ORDER**

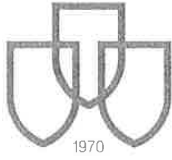
2. **ROLL CALL**

3. **DECLARATIONS OF INTEREST**

4. **REPORTS**

2-10 (a) AD 13-20, Town of Lincoln Community Complex Project Update # 13

5. **ADJOURNMENT**



THE CORPORATION OF THE TOWN OF LINCOLN

**REPORT TO:** Town of Lincoln Community Complex Steering Committee  
**DATE OF MEETING:** October 2, 2013  
**SUBJECT:** Town of Lincoln Community Complex Project Update Report #13

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**RECOMMENDATION**

1. THAT Report AD 13 – 20, "Town of Lincoln Community Complex Project Update #13", be received for information.

**PURPOSE**

The purpose of this report is to provide a progress report on the TLCC project and to receive questions, direction and suggestions from the TLCC Steering Committee.

**BACKGROUND**

In follow-up to the direction provided by the TLCC Steering Committee at the September 4, 2013 meeting and ratified by Council on September 16, 2013, staff continues to work with CBRE and Schilthuis Construction Inc. The primary areas of activity currently include progress of the capital campaign, ongoing facility construction and development of the interior design – furniture fixtures and equipment.

**STAFF COMMENTS**

Since the September 4, 2013 Steering Committee meeting the following has occurred:

- With an opening of \$1,057,270.27, the Campaign Management Team embarked on the public phase of the capital campaign at a kick-off event held September 7- 8 'It's Our Town, Our Time';
- Work on the "Seat and Shelf" promotion is underway – there will be more news on this at the November Steering Committee meeting;
- Below grade plumbing in the arena and concourse has been completed;
- Concrete flooring in the arena has been poured – less the ice pad which will be poured last;
- Interior wall partitions (concrete block wall) at the west end are 100% complete, and 50% complete at the east side of the arena and concourse;
- Steel girders with strapping and bracing are in place for the arena area;
- First layer of concrete has been poured in the areas to be designated for dressing rooms, plant and outside the dasher boards;

- Work on installing refrigeration lines has started; and
- Preparation of renderings for the interior decorating is underway – draft renderings will be brought to a future Steering Committee meeting for review and approval.

The Campaign Management Team met on September 11, 2013 to review the progress of the “quiet” phase of the campaign and to continue planning and implementation of the public phase of the campaign. For further information on this meeting see the meeting minutes, Attachments # 1.

See Attachment #2 for the list of progress to date.

**FINANCIAL CONSIDERATIONS**

To date Project costs, Capital and Operating, totaling \$3,954,353.45, has been expended. See Table 1 for an expenditure summary.

**Table 1**


**Town of Lincoln Community Complex  
Expenditures to Date  
As of September 30, 2013**

	<u>2012</u>	<u>2013</u>	<u>Total</u>
<b><u>Capital</u></b>			
Construction	-	\$ 2,371,279.31	\$ 2,371,279.31
Consulting Expenses	\$ 254,067.44	\$ 104,973.73	\$ 359,041.17
Land (50% of costs)	\$ 902,864.84	-	\$ 902,864.84
Miscellaneous	\$ 32,559.60	\$ 33,868.47	\$ 66,428.07
<b>Total Capital</b>	<b>\$ 1,189,491.88</b>	<b>\$ 2,510,121.51</b>	<b>\$ 3,699,613.39</b>
<b><u>Operating</u></b>			
Consulting Expenses	\$ 65,977.77	\$ 53,356.22	\$ 119,333.99
Legal Expenses	\$ 85,896.72	-	\$ 85,896.72
Fundraising	\$ 1,467.11	\$ 35,132.92	\$ 36,600.03
Miscellaneous	\$ 10,679.71	\$ 2,229.61	\$ 12,909.32
<b>Total Operating</b>	<b>\$ 164,021.31</b>	<b>\$ 90,718.75</b>	<b>\$ 254,740.06</b>

**ATTACHMENTS**

1. Campaign Management Team meeting minutes September 11, 2013
2. Town of Lincoln Community Complex Milestones

Respectfully submitted by:

per.   
Anne Louise Heron, MBA, MHSc  
Chief Administrative Officer



**Community Complex Project  
Campaign Management Team meeting**

**Date:** Wednesday, September 11, 2013  
**Time:** Start: 5:30 p.m. Finish: 7:10 p.m.  
**Location:** Lincoln Town Hall, Beamsville Room

Item	Discussion/Action
Chair's Update	Margaret Andrewes thanked Campaign Team members for their contributions to the successful public launch of the fundraising campaign and the community event, held September 7-8, 2013 at the Lincoln Community Centre. She advised that she and Glen Boy met with Mayor Bill Hodgson regarding two prospective donors and developed a plan to proceed. She also noted that Lincoln Council was thrilled with the news of the Fleming gift and very pleased to approve the transfer of the name <b>Lincoln Public Library, Fleming Branch</b> from the current location to the new location. She reported that she had attended the Community Complex Steering Committee meeting on September 4 and provided a verbal update on CMT activities.
Deputy Chair's Update	Tony Brunet reported that he was encouraged by the participation of the campaign Honorary Advisors and lead donors at the public launch. He echoed Margaret's thanks to all involved, commending key organizer Sonya Siebert for her hard work.
Recap: Community Campaign Kick-Off	All agreed that it was a great launch and community event and that Lincoln Minor Hockey Association did a nice job of coordinating everything. The event served to raise awareness of the project and engage the community. The additional activities planned for the weekend helped to make the event more than just a political event with dignitaries. Thanks were also extended to the Lincoln Public Library team for hosting several activities and pitching in to support the Beamsville & District Lions Club and LMHA representatives at the breakfast event on Sunday morning.
Divisional Updates	Ralph Tallman (Personal Gifts) advised that he has been given a list of names of prospective donors, affiliated with the Lincoln Public Library, who may consider making significant gifts to the campaign. Margaret advised that she has had two requests for pledge cards this week and has asked Trish

Item	Discussion/Action
	<p>Vidler to prepare campaign packages for her to deliver in person. The group was reminded that Trish will be away for vacation from Sept. 13-25 and anyone who needs packages for use during that time, should ask Trish to prepare them before her departure. Kumbir Vandeyar (Library User Group) reported that the group will have its fundraising plan ready shortly for review by the Team. He noted that there are some financial accounting details to be discussed with the Town. John Armstrong (Public Awareness) noted the strong media coverage and enthusiastic support by media partners, Niagara This Week and newsnow. Eric Gilbert (Community Engagement) reported that as yet, the portion of proceeds from the Mayor's golf tournament, to be directed to the campaign, has not been determined. He also noted that he will follow up soon with the Beamsville and District Lions Club and the West Niagara Agricultural Society. Team members were asked to bring forward any names of community groups for the Community Engagement Division, under Eric's leadership, to approach to consider making a donation or pledge.</p>
Financial Summary	<p>Trish provided the current Financial Summary and circulated the updated Naming Chart.</p>
Seat and Shelf Promotion	<p>Trish distributed copies of the seat and shelf promotion flyers used to introduce the upcoming promotion at the TLCC display at the community event. John noted that it was important to take advantage of the opportunity to spread the word of the promotion at the community event, although the details remain to be worked out with the two newspapers which will be supporting the promotion. Meetings will be scheduled shortly to firm up plans and John will provide an update to the Team at the next Campaign Management Team meeting on October 2, 2013. The User Groups noted that they are keen to assist and will be able to leverage their contacts. John advised that the media partners want joint ownership of the promotion and that Trish will be the point of contact. Margaret reported that she had a discussion with the Town's Finance Department regarding the process for receiving orders for seats and shelves and receipting payment. Trish will develop order forms for use in various locations and will receive the orders and payments. Discussion will take place regarding the best way to recognize shelf "purchasers". Kumbir noted that the Library User Group has some concerns regarding attaching names to what may be perceived as objectionable subject matter on shelves and the need to address the issue in the near future.</p>
Status of Canvassing Calls/Upcoming Calls	<p>Trish reviewed the list of outstanding canvassing calls and asked for updates from Team members regarding calls they have made and will make, as assigned. A brief discussion took place regarding an opportunity to submit a request to a local child-focused charity and Mark offered to assist Trish with the application later this fall. Tony brought forward the suggestion that canvassers ask lead donors for three referrals to be canvassed and that the lead donors may be willing to assist with those calls.</p>

Item	Discussion/Action
Other Business	Members of the Prospecting Team were asked about their availability for a meeting to be held on September 25, 2013 and it was agreed that it would be scheduled for that date. Margaret reminded the Team of the presentation to take place at the Lincoln Chamber of Commerce annual meeting on September 26, 2013. The Chamber's donation will also be received that evening.
Date of Next Meeting	Wednesday, October 2, 2013 at 5:30 p.m.

ATTENDANCE			
Margaret Andrewes (Chair)	X	Councillor JD Pachereva	Regrets
John Armstrong	X	Glen Boy (Campaign Coaches)	Regrets
Mark Brohman	X	Logan Walsh (Campaign Coaches)	X
Tony Brunet	X		
Eric Gilbert	X	Judy Pease	Regrets
Sonya Siebert	X	Trish Vidler	X
Paul Stringer	X		
Ralph Tallman	X		
Kumbir Vandeyar	X		

## Town of Lincoln Community Complex Milestones

Milestones in TLCC Project development to date include:

### 2011

November:

- Council established the Steering Committee and Project Structure

December:

- Council established the Terms of Reference for Work Groups

### 2012

January

- Work Group Membership was established
- Survey launched to determine the features of arenas, libraries and community parks most important to Lincoln residents

February

- Work Group Membership ratified by Council
- Work Group orientation took place
- Council established the location and orientation of the TLCC

March

- Results from February 15 Work Group summarized and published
- Results from January – March Survey published
- Award of the Fundraising and Project Management and Specifications Consultant contracts

April

- Two Seminars: Morning for Work Group Members and Afternoon for Public.
- Council Members attended both the morning and afternoon sessions along with Staff and Project Consulting Groups. Results from the two seminars informed project preliminary work and were published on the Town website.
- Project Information pooling took place – material to be used to carry out a gap analysis

May

- Rough project schedule prepared and refined to interface with the adjacent development
- Meetings to plan coordination of the TLCC with adjacent construction and the ongoing operation of the Centennial Arena
- Initial Spatial program developed in draft

June

- Development of a coordinated schedule for the TLCC and other adjacent development is a work-in-progress
- Coordination of installing primary servicing with TLCC construction in ongoing
- Spatial program development is ongoing
- Request for Qualification (RFQ) issued
- Gap analysis results received, reviewed and a plan to address gaps developed

- Room Data Sheets for Arena and some common areas were populated (first draft) these will be reviewed by the Technical Advisory Team, Design Advisory Work Group and Frontline staff in early July

July

- RFQ process has been completed, three Proponents will be invited to respond to the Request for Proposal (RFP)
- Council directed staff to prepare a cost analysis of the Concept drawing presented at the July 4<sup>th</sup> meeting and in that analysis to cost the space for library programming on the second floor, results to be presented at the next Steering Committee meeting
- Preparation of the RFP is in progress.

August

- Request for Design Build Proposals was issued to three Proponents selected through the RFQ process
- Study on the Feasibility of a capital campaign was completed by Campaign Coaches
- Council approved "go ahead" for Campaign Coaches to do the Community Readiness Phase of the TLCC Capital Campaign
- Fundraising and Communication Work Groups met together to work on common/complementary issues
- Preliminary thinking on the materials needed in a Capital Campaign Toolbox was started and samples from other similar campaigns were reviewed
- Key words and phrases for messages about the TLCC Project and more specifically about the Capital Campaign were discussed and reviewed using the results from the Feasibility Study
- A Capital Campaign Leadership Recruitment Plan was prepared including a framework for the Campaign. It also includes a position summary, responsibilities and the approximate time commitment for each key position/group identified in the framework

September

- Theme "Our Town Our Time" proposed as a working theme for the Project
- Type and quantity of materials needed to mount the Capital Campaign were identified and proposed
- A display was prepared and exhibited at the Beamsville Fall Fair
- A set of 17 Frequently Asked Questions were produced and introduced at the Beamsville Fair, these are now posted to the Town web site and will be suitable for use in a variety of venues
- A TLCC project brief was prepared as part of the package to invite submissions for design and production of Capital Campaign materials
- Work on identification of a proposed Campaign Leadership Team was initiated

October

- Three Proponent submissions were received and currently undergoing evaluation
- Recruitment of the Capital Campaign support as per the Campaign Coaches contract was completed
- Services of a Graphic/production company have been retained to work with the Capital Campaign Team and the Communication Work Group to design and produce Campaign materials
- TLCC Communication Work Group Schedule – Draft was developed
- TLCC Fundraising Work Group/ Campaign Team Schedule – Draft was developed.

November

- Communication Plan was approved by Council
- TLCC Fundraising Work Group/ Campaign Management Team Schedule was approved by Council

- Work on drafting the campaign materials was initiated
- TAT evaluated the RFP submissions

December

- Communication Work Group completed a draft of the campaign materials working the Karen Black and Associates
- Campaign Management Team/Fundraising Work Group prepared a draft Campaign Leadership Team roster
- Campaign Coordinator, Trish Vidler was retained
- Design-Build RFP was awarded to Schilthuis Construction Inc. by Council

2013

January

- Capital Campaign package design was completed and produced
- A draft for a Naming Opportunities Schedule was developed
- Orientation of Campaign Management Team was started
- A contract between the Town and Schilthuis Construction Inc. was prepared

February

- Drawings for the 30% design for the TLCC completed and signed-off
- Contract between Schilthuis Construction Inc. and the Town of Lincoln was executed
- Orientation and training for the Campaign Management Team with Campaign Coaches is near completion
- Development of the 60% design drawings is underway
- Development of the Communication Plan in fulfillment of the contract with the Government of Canada is underway

March – April

- Campaign Management Team training and orientation with Campaign Coaches has been completed
- The 60% design drawings for the TLCC has been received and are under review
- A ground breaking ceremony planned in partnership with the Government of Canada representatives for the morning of April 12, 2013
- Preparation of the TLCC facility site for transfer to the Design-Build contractor has been completed.

April – May

- Campaign Management Team continues to work quietly;
- Plans for the Media and Community Kick-off events are underway;
- The 60% design drawings for the TLCC have been received and ratified by Council and staff directed to proceed to the 90% design;
- TLCC facility site has been transferred to the Design-Build contractor;
- TLCC foundation permit has been issued; and
- Excavation work has started.

June

- Campaign Management Team continues to work quietly;
- South wall footings are 100% complete
- South foundation wall is 75% complete
- External storm, sanitary and water are installed
- Camera is in place, public able to view progress from the Town web site
- A survey to collect community input on preferences for operation and functionality of facility is underway.

July – August

- Quiet phase of the Campaign continues
- Building permit has been issued
- Water, sanitary, and storm servicing is in place
- Foundation is completed
- Corner columns are in place
- Started to erect the steel

September

- Embarked on the public phase of the capital campaign, the theme is 'It's Our Town, Our Time';
- Total confirmed gifts at the opening of public phase of the campaign was \$1,057,270.27;
- Below grade plumbing in the arena and concourse has been completed;
- Concrete flooring in the arena has been poured – less the ice pad which will be poured last;
- Interior wall partitions (concrete block wall) at the west end are 100% complete, and 50% complete at the east side of the arena and concourse;
- Steel girders with strapping and bracing are in place for the arena area;
- Preparation of renderings for the interior decorating is underway.