

TOWN OF LINCOLN
COMMUNITY COMPLEX STEERING COMMITTEE

AGENDA

**April 12, 2013
Council Chambers
12:00 p.m.**

(After Community Complex Ground Breaking Ceremony)

Page

1. CALL TO ORDER

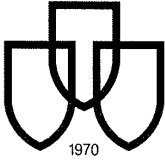
2. ROLL CALL

3. DECLARATIONS OF INTEREST

4. REPORTS

2-11 (a) AD 13-08, Town of Lincoln Community Complex Project Update #9.

5. ADJOURNMENT



THE CORPORATION OF THE TOWN OF LINCOLN

Town of Lincoln Community Complex Steering Committee

REPORT TO:

DATE OF MEETING: April 12, 2013

SUBJECT: Town of Lincoln Community Complex Project Update Report #9

RECOMMENDATION

1. THAT Report AD 13 – 08, “Town of Lincoln Community Complex Project Update #9”, be received for information.
2. THAT the 60% design drawings for the Town of Lincoln Community Complex be received for information.
3. AND THAT staff be directed to continue working with Schilthuis Inc. to prepare the 90% drawings.

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 March 5, 2013 meeting and ratified by Council on March 18th, completion of training for members of the Campaign Management Team and progress on developing 60% design drawings have been the primary objectives.

STAFF COMMENTS

Since the March 5, 2013 Steering Committee meeting the following has occurred:

- Campaign Management Team training and orientation with Campaign Coaches has been completed;
- The 60% design drawings for the TLCC have been received and are under review;
- A ground breaking ceremony has been planned in partnership with the Government of Canada representatives for the morning of April 12, 2013. See the joint press release “Media Advisory” (Attachment #2) and “A Special Invitation” to the community invitation (Attachment #3) for specifics.
- The April 9th Chamber of Commerce “Biz after 5” meeting was held at the Homes by DeSantis sales site and featured the TLCC project along with the DeSantis development; and
- Preparation of the TLCC facility site for transfer to the Design-Build contractor is near completion.

The Design Advisory Work Group, representing the community user groups has reviewed the 60% drawings. Staff from the Lincoln Public Library has reviewed and provided input to the 60% drawings as has staff from the Community Services Department. This information will be to further refine the design moving toward design completion.

FINANCIAL CONSIDERATIONS

To date Project costs totaling \$1,391,986.43 has been expended. See Table 1 for an expenditure summary.

Table 1

**Town of Lincoln Community Complex
Expenditures to Date
As of April 8, 2013**

<u>Capital</u>	<u>2012</u>	<u>2013</u>	<u>Total</u>
Consulting Expenses	\$ 254,067.44	\$ 44,815.93	\$ 298,883.37
Land (50% of costs)	\$ 902,864.84	-	\$ 902,864.84
Miscellaneous	\$ 32,559.60	\$ 5,265.14	\$ 37,824.74
	\$ 1,189,491.88	\$ 50,081.07	\$ 1,239,572.95
<u>Operating</u>			
Consulting Expenses	\$ 65,977.77	\$ 14,246.40	\$ 80,224.17
Legal Expenses	\$ 85,896.72	-	\$ 85,896.72
Fundraising	\$ 1,467.11	\$ 15,362.60	\$ 16,829.71
Miscellaneous	\$ 10,679.71	\$ 395.03	\$ 11,071.74
	\$ 164,021.31	\$ 30,004.03	\$ 194,025.34

ATTACHMENTS

1. Campaign Management Team meeting minutes, March 28, 2013
2. Media Advisory
3. Special Invitation
4. Town of Lincoln Community Complex Milestones

Respectfully submitted by:



Anne Louise Heron, MBA, MHSc
Chief Administrative Officer



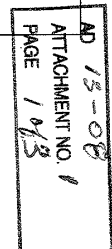
**Community Complex Project
Campaign Management Team meeting**

Date: Thursday, March 28, 2013

Time: Start: 5:30 p.m. Finish: 7:30 p.m.

Location: Lincoln Town Hall, Beamsville Room

Item	Discussion/Action
Chair's Update	Margaret referenced the newspaper coverage and positive feedback from the community following the announcement of the team membership. She extended an invitation for team members to attend the Chamber of Commerce Business After 5 event hosted by Homes by DeSantis on Apr. 9 th and encouraged all to visit the current library and arena as well as the construction site. Judy provided invitations to the Ground Breaking ceremony on Apr. 12 th . Margaret asked that pledge cards from team members be given to Trish by the next meeting on Apr. 17 th .
Deputy Chair's Update	Tony noted that a delegation from the team will make a presentation at the May board meeting of the new West Niagara Agricultural Society, the amalgamated Lincoln Agricultural Society & Smithville Agricultural Society, date to be determined.
Divisional Updates	Eric confirmed the upcoming presentation to the Lincoln Chamber of Commerce Board on April 2 nd . John noted that he and Trish had created the PowerPoint presentation for the Chamber meeting and briefly detailed the content. John advised that he is meeting with Niagara This Week to discuss in-kind support. Kumbir advised that he briefed the Library Board, fielded questions from them regarding naming opportunities and discussed potential canvassers with them.



Item	Discussion/Action
Financial Summary	No update at this time.
Finance Director's Summary	Judy reviewed the summary prepared by the Finance Director regarding the Town's acquisition of land and financing for the project. She was asked to bring back information regarding the anticipated increase in taxes as a dollar figure per household and as a percentage. Tony asked if any provincial funding for the project would be forthcoming and Judy advised that the Town was not pursuing any at this time.
Group Task	The names of potential canvassers to complement the team were discussed and the team was encouraged to review a listing of business sectors as a prompt for additional names. Team members were asked to invite potential canvassers to participate, providing their names and contact information so that Trish may send invitations out for the Canvassers' Orientation Meeting, Wednesday, April 24, 5:30 – 7 p.m. at Town Hall.
Canvassing Assignments	Initial assignments were made, to be completed and/or underway by the next meeting on April 17 th . Trish will prepare and distribute canvassers' packages once appointments have been made.
Other Business	A brief discussion took place regarding the benefit of revisiting outcomes from the Fundraising Feasibility Study to identify additional community members to engage as canvassers.
Date of Next Meeting	Wednesday, April 17, 2013 at 5:30 p.m.

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

Media Advisory

Avis aux médias

Lincoln, Ontario, April 11, 2013 – Members of the media are invited to attend an important infrastructure event with Dean Allison, Member of Parliament for Niagara West-Glanbrook, and Bill Hodgson, Mayor of the Town of Lincoln.

Date: April 12, 2013

Time: 11 a.m.

Location: Centennial Arena
Serena Drive
Beamsville, Ontario

For more information, please contact:

Geneviève Sicard
Press Secretary
Office of the Minister of Transport, Infrastructure and Communities, Minister of the Economic Development Agency of Canada for the Regions of Quebec, and Minister of Intergovernmental Affairs
613-991-0700

Anne Louise Heron
Chief Administrative Officer
Town of Lincoln
905-563-8205

Infrastructure Canada
613-960-9251 or toll-free 1-877-250-7154

Lincoln (Ontario), le 11 avril 2013 – Les représentants des médias sont invités à assister à un événement important en matière d'infrastructure en présence du député de Niagara West-Glanbrook, Dean Allison et du maire de Lincoln, Bill Hodgson.

Date : le 12 avril 2013

Heure : 11 h

Lieu : Aréna Centennial
Promenade Serena
Beamsville (Ontario)

Pour de plus amples renseignements, veuillez communiquer avec :

Geneviève Sicard
Attachée de presse
Cabinet du ministre des Transports, de l'Infrastructure et des Collectivités, ministre de l'Agence de développement économique du Canada pour les régions du Québec, et ministre des Affaires intergouvernementales
613-991-0700

Anne Louise Heron
Agente principale de l'administration
Ville de Lincoln
905-563-8205

Infrastructure Canada
613-960-9251 ou sans frais : 1-877-250-7154

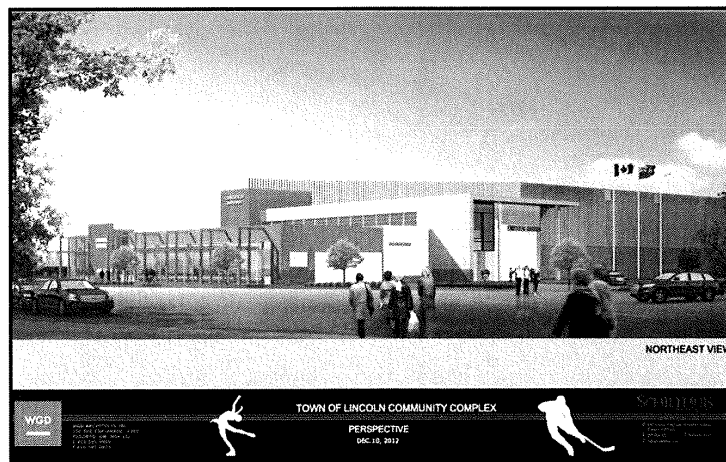
TOWN OF Lincoln

A SPECIAL INVITATION

*Is extended
To All Residents of the
Town of Lincoln
To join His Worship
Mayor Bill Hodgson and Council
at the*

Ground Breaking Ceremony of the Town of Lincoln Community Complex Project

*On Friday April 12, 2013
11:00am
at the Centennial Arena on
Serena Drive, Beamsville*



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 4th 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

- 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.