

TOWN OF LINCOLN
COMMUNITY COMPLEX STEERING COMMITTEE

AGENDA

October 23, 2013

7:00 p.m.

Council Chambers

Page

1. CALL TO ORDER

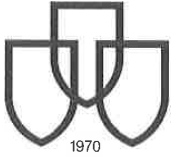
2. ROLL CALL

3. DECLARATIONS OF INTEREST

4. REPORTS

2-10 (a) AD 13-21, Town of Lincoln Community Complex Project Update #14

5. ADJOURNMENT



THE CORPORATION OF THE TOWN OF LINCOLN

REPORT TO: Town of Lincoln Community Complex Steering Committee
DATE OF MEETING: October 23, 2013
SUBJECT: Town of Lincoln Community Complex Project Update Report #14

RECOMMENDATION

1. THAT Report AD 13 – 21, “Town of Lincoln Community Complex Project Update #14”, 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. The primary aim of the meeting is to provide the Steering Committee with information on the type and style of furniture, fixtures and equipment (FF&E) planned for the facility, building on the Council-approved description provided to the Design- Builder’s team, using updated perspectives and material samples.

BACKGROUND

In follow-up to the direction provided by the TLCC Steering Committee at the October 2, 2013 meeting and ratified by Council on October 7, 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 October 2, 2013 Steering Committee meeting the following has occurred:

- Work on the “Seat and Shelf” promotion is underway
- Below grade work has been completed
- Construction of interior wall partitions (concrete block wall) is underway
- Preparation of renderings for the interior decorating is completed and part of the presentation this evening
- The selection of FF&E is near completion, the next step will be to finalize and issue the FF&E tender.

The Campaign Management Team met on October 2, 2013 to work on the Campaign Completion Strategy. In addition, the Team reviewed the progress of the “quiet” phase of the campaign; worked on establishing a

library fundraising committee, and worked on the seat and shelf promotion. For further information on this meeting see the meeting minutes, Attachments # 1.

See Attachment #2, Town of Lincoln Community Complex Milestones, for a record of progress to date.

FINANCIAL CONSIDERATIONS

Since there were no major draws on the TLCC budget an update of the expenditures to date will be provided in the next TLCC Update Report.

ATTACHMENTS

1. Campaign Management Team meeting minutes October 2, 2013
2. 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: Wednesday, October 2, 2013
Time: Start: 5:30 p.m. Finish: 6:45 p.m.
Location: Lincoln Town Hall, Beamsville Room

Item	Discussion/Action
Chair's Update	Margaret Andrewes thanked Campaign Management Team members for their attendance at the Lincoln Chamber of Commerce Annual General Meeting on September 26, 2013, noting the strong presence of Team Members and Honorary Advisors at the event. She commented on the strong interest in the Town of Lincoln Community Complex shown by Chamber members and the positivity she has experienced in the community. She advised that the Chamber presented its gift of \$25,000 to the campaign at the AGM.
Deputy Chair's Update	Tony Brunet echoed Margaret's sentiments, noting he is encouraged by the positive comments heard at the Chamber AGM.
Divisional Updates	Eric Gilbert reported that Mayor Bill's Golf Tournament was a financial success and that Mayor Bill Hodgson had allocated \$7,046 of the proceeds to the capital campaign, with a cheque to be presented soon. Ralph Tallman gave a status update on several canvassing calls in the Personal Gifts division. Mark Brohman provided an update on the status of several of the Business/Industry canvassing calls, as did Tony. John Armstrong noted that he is working to engage NewsNow with Kumbir Vandeyar and the Library User Group Fundraising Committee with regard to the library shelf promotion and that he will follow up with Niagara This Week and the Lincoln Minor Hockey Association regarding the arena seat promotion. In Kumbir's absence, Margaret reported that the library fundraising committee will be an ad hoc committee of the Library Board for the duration of the capital campaign. Under the enthusiastic leadership of Beth Wagner, a community volunteer, the

Item	Discussion/Action
	committee is currently developing its fundraising plan to be implemented in synch with all CMT initiatives. It was noted that Glen Boy (Campaign Coaches) and Tony are scheduled to meet with the library fundraising committee on October 3, 2013.
Financial Summary	Trish provided the current Financial Summary and circulated the updated Naming Chart. She also clarified that the Town of Lincoln provides charitable tax receipts for donations over \$20. Donations under \$20 receive a cash receipt only.
Seat and Shelf Promotion Programs	John reiterated that he continues to work on the seat and shelf promotions in coordination with our media partners.
Campaign Completion Strategy	Margaret introduced the draft campaign completion strategy which provides the Campaign Management Team with a game plan to see it through to its \$4M goal. She reviewed each section of the targeted strategy and the Team provided feedback, with revisions to be made in order to finalize the strategy. Glen explained the aim of the unaddressed mail drop as a component of the fundraising strategy and Trish provided information regarding the cost of the admail drop. John expressed concern that doing the drop at the same time as the seat and shelf promotion may fatigue potential donors and suggested that it be postponed to spring when it can serve as a final push for donations. The group was in consensus that the admail drop should be postponed to spring 2014. Glen reminded the Team that each member will be asked to "sell" 10 arena seats/library shelves. The proposed "challenges" within various sectors of the Business/Industry community were discussed and enthusiastically received. The need to engage individuals to help champion the idea and to assist with planning and opening doors was discussed. A brief discussion took place regarding community groups that should be approached as part of the Community Engagement division's efforts. Eric and Trish are scheduled to meet early next week to begin working on a list of priority groups. John spoke of the success of the "Founders Group" model of fundraising as seen in our community with the Jazz on the Ridge event, noting its five-year commitment to hosting a fundraising event. Glen wrapped up discussion of the draft completion strategy by advising that he would work to add timelines to the strategy.
Other Business	No other business was discussed.

Item	Discussion/Action
Date of Next Meeting	Wednesday, October 23, 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		
Eric Gilbert	X	Judy Pease	X
Sonya Siebert	Regrets	Trish Vidler	X
Paul Stringer	Regrets		
Ralph Tallman	X		
Kumbir Vandeyar	Absent		

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 – 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; and
- 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; and
- 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; and
- Preparation of renderings for the interior decorating is underway.

October

- Below grade work has been completed;
- Construction of interior wall partitions (concrete block wall) is underway;
- Preparation of renderings for the interior decorating is completed; and
- Selection of FF&E is near completion.