

TOWN OF LINCOLN  
COMMUNITY COMPLEX STEERING COMMITTEE

**AGENDA**

**Wednesday June 4, 2014  
Council Chambers  
7:00 p.m.**

Page

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DECLARATIONS OF INTEREST**
4. **DELEGATIONS**
5. **CORRESPONDENCE**
6. **REPORTS**
7. **ANNOUNCEMENTS**
8. **COUNCILLOR ENQUIRIES**
9. **CLOSED SESSION**
10. **ADJOURNMENT**

2-14 (a) AD 14-11, Town of Lincoln Community Complex Project Update #20



THE CORPORATION OF THE TOWN OF LINCOLN

**REPORT TO:** Town of Lincoln Community Complex Steering Committee  
**DATE OF MEETING:** June 4, 2014  
**SUBJECT:** Town of Lincoln Community Complex Project Update Report #20

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**RECOMMENDATION**

1. THAT Report AD 14 - 11, "Town of Lincoln Community Complex Project Update #20", be received for information.

**PURPOSE**

This Town of Lincoln Community Complex (TLCC) progress report provides an update on construction and capital campaign activity for the period May 7, 2014 to June 4, 2014. It provides an opportunity for staff to receive questions, direction and suggestions from the TLCC Steering Committee.

**STAFF COMMENTS**

The Campaign Management Team continues fundraising activity through follow-up with prospective donors, the sale of Library shelves and arena seats and involvement in a variety of community events to support the TLCC Capital Campaign. As of the end of May the Campaign had secured just under \$3 million. Campaign activity has taken on a very public tone through its final weeks. There is still much opportunity for people to participate in the Campaign. See Attachment #1 for the minutes from the May, 2014 Campaign Management Team meeting.

The TLCC project continues to be on schedule and on budget. Construction on the interior finishes continues. Staff continues work on developing a model for operation of the TLCC Café and will bring a proposal to Council through a future Community Services Committee. The sounds system installations have been completed and are scheduled for testing to verify they meet the RFP acoustical requirements. Installation of signage is underway both on the facility interior and exterior. Interior doors signage will have the room name in English and in Braille – at the same height on each door. Black ice rink start has taken place and equipment start-ups (commissioning) is underway. Training for staff on the ice plant will begin on June 2, 2014. Millwork delivery has been delayed and staff is working with Schilthuis and CBRE to minimize the delay and to mitigate any other impacts. Landscaping is currently a primary area of activity currently.

During this final month of construction many details are getting much attention with a view to having the facility ready for the June 21, 2014 official opening.

The Save on Energy application has resulted in an estimated rebate of \$23,000 to the Town. These funds are assigned to offset the Town portion of TLCC project costs. The scheduled substantial completion date is May 28, 2014 and the Town anticipated that this will be achieved. Transfer of library books to the facility is scheduled to begin on June 16.

A summary of progress-to-date is presented in Attachment #2, "Town of Lincoln Community Complex Milestones".

### **FINANCIAL CONSIDERATIONS**

The TLCC project cost to May 31, 2014 totals \$ 12,045,591.73 (Capital and Operating). See Table 1 for the cost breakdown.

#### **Town of Lincoln Community Complex Expenditures to Date As of May 31, 2014**

	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>Total</u></b>
<b><u>Capital</u></b>				
Construction	-	\$ 5,895,741.00	\$ 4,385,550.78	\$ 10,281,291.78
Consulting Expenses	\$ 254,067.44	\$ 153,099.97	\$ 48,126.26	\$ 455,293.67
Land (50% of costs)	\$ 902,864.84	-	-	\$ 902,864.84
Miscellaneous	\$ 32,559.60	\$ 34,214.49	\$ 367.37	\$ 67,141.46
<b>Total</b>	<b>\$ 1,189,491.88</b>	<b>\$ 6,083,055.46</b>	<b>\$ 4,434,044.41</b>	<b>\$ 11,706,591.75</b>
<b><u>Operating</u></b>				
Consulting Expenses	\$ 65,977.77	\$ 85,269.16	\$ 8,228.44	\$ 159,475.37
Legal Expenses	\$ 85,896.72	-	-	\$ 85,896.72
Fundraising	\$ 1,467.11	\$ 49,532.74	\$ 19,989.07	\$ 70,988.92
Miscellaneous	\$ 10,679.71	\$ 7,317.61	\$ 4,464.65	\$ 22,461.97
<b>Total</b>	<b>\$ 164,021.31</b>	<b>\$ 142,119.51</b>	<b>\$ 32,682.16</b>	<b>\$ 338,822.98</b>

### **ATTACHMENTS**

1. Campaign Management Team meeting minutes May 26, 2014  
1b. Campaign Management Team meeting minutes, May 7, 2014
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:** Monday, May 26, 2014  
**Time:** Start: 5:30 p.m. Finish: 7 p.m.  
**Location:** Lincoln Town Hall, Beamsville Room

Item	Discussion/Action
Chair's Update	<p>Margaret Andrewes started the meeting by advising the Campaign Management Team (CMT) that Eric Gilbert, Community Engagement division lead, had tendered his resignation in an email addressed to Tony Brunet and her, received May 17, 2014.</p> <p>Margaret noted that her speaking engagement at the 2014 General Electric Canada volunteers conference in Niagara-on-the-Lake on May 22, 2014 was well received and that a campaign donation from the group would follow shortly.</p> <p>She also noted that she attended the Beamsville and District Lions Club 75<sup>th</sup> Anniversary Dinner on May 24, 2014, and heard much discussion about the campaign, noting how pleased the Lions are with their gift.</p>
Deputy Chair's Update	Tony Brunet advised that he and Eric Gilbert attended the Town's Planning Committee meeting and provided a brief summary of the meeting.
Financial Summary	Trish Vidler provided the Financial Summary with the current status of committed pledges and donations and the current value of seat and shelf purchases.
Status of Canvassing Assignments	Paul Stringer, Kumbir Vandeyar, Mark Brohman and Ralph Tallman all provided updates to the Team on their respective canvassing assignments.

<p>Divisional Updates</p> <ul style="list-style-type: none"> <li>- Library Fundraising Group</li> <li>- Arena User Group</li> <li>- Community Engagement</li> </ul>	<p>Kumbir advised that the Library Fundraising Group expects to have a final tally soon on the dollars raised at the Taste of the Town signature event, but expects it to be in the neighbourhood of \$13,000. Additionally, he noted that the Comfort Food Crawl, held last February and March, raised \$1070, the coin jars in retail establishments netted \$25. He advised that he did not know how much the sale of the notecards raised at this time. Margaret spoke briefly to questions previously raised by Beth Wagner, Chair of the Library Fundraising Group. It was determined that the coin jars would not be used at the Official Opening of the Community Complex on June 21, 2014. It was agreed that Margaret will keep an eye out for a suitable opportunity to publicize the group's donation to the campaign.</p> <p>There was no update by either Sonya Siebert (Arena User Group) or Eric Gilbert (Community Engagement) due to their absence.</p>
<p>Campaign Wrap Up Priorities</p>	<p>An updated version of the Campaign Completion Strategy was distributed and reviewed by the Team, with discussion following regarding priority assignments. Each canvasser was asked to select the few prospects that they felt most confident in bringing to a successful completion in the next three weeks.</p> <p>Judy Pease noted that the signage for all confirmed Naming Opportunities is almost complete and that the recognition plaques for library donors were complete and ready for installation. She reminded the Team that the names of each general campaign donor (not including purchasers of seats and shelves) will be listed in the program for the Official Opening of the Community Complex.</p>
<p>Other Business</p>	<p>Margaret noted that Mayor Bill's Golf Classic will be held on Wednesday, May 28, 2014 and that CMT was supporting the event through participation in the golf tournament and with on course volunteers.</p> <p>Margaret reminded the group of the upcoming Community Complex Steering Committee meeting on June 4, 2014 at 7 p.m. when those in attendance are invited to participate in a Q&amp;A discussion.</p> <p>She noted the Ambassadors Tour of the new Complex will take place at 9am on June 21, 2014 prior to the Official Opening and that everyone should meet at the south entrance. Judy asked that team members RSVP their attendance to her.</p> <p>Margaret reiterated that the capital campaign ends on June 21, 2014 and that any donation made after that date will not be included in the final tally of dollars raised nor acknowledged on the donor wall. Judy Pease confirmed that arena seats and library shelves will remain available for purchase until they are completely sold out.</p>

Date of FINAL Meeting	<b>Wednesday, June 18, 2014 at 5:30 p.m.</b>		
<b>ATTENDANCE</b>			
Margaret Andrewes (Chair)	X	Councillor JD Pachereva	Regrets
John Armstrong	Regrets		
Mark Brohman	X		
Tony Brunet	X		
Eric Gilbert	Regrets	Judy Pease	X
Sonya Siebert	Regrets	Trish Vidler	X
Paul Stringer	X		
Ralph Tallman	X		
Kumbir Vandeyar	X		



**Community Complex Project  
Campaign Management Team meeting**

**Date:** Wednesday, May 7, 2014  
**Time:** Start: 5:30 p.m. Finish: 7 p.m.  
**Location:** Lincoln Town Hall, Beamsville Room

Item	Discussion/Action
Chair's Update	<p>Margaret Andrewes began the meeting by noting that the Library Fundraising Group's event, "A Taste of our Town", held on May 3, 2014 at Twenty Valley Golf and Country Club, was a fantastic event and thanked Kumbir Vandeyar and his team for their hard work. Margaret circulated the event program and Trish Vidler circulated a Niagara This Week editorial which praised the event.</p> <p>Margaret advised that she has been asked to give a presentation on the topic of volunteering at a General Electric Canada management team conference on May 22, 2014, in Niagara-on-the-Lake. As a thank you for her time, the organization will make a donation to the campaign.</p>
Deputy Chair's Update	<p>Tony Brunet noted that he will provide his update later in the meeting as part of the Canvassing Update agenda item.</p>
Financial Summary	<p>Trish Vidler provided the Financial Summary with the current status of committed pledges and donations and the current value of seat and shelf purchases.</p>
Campaign Completion Strategy	<p>Margaret noted that the campaign admail piece was to have been delivered by Canada Post to 8480 households and businesses in Lincoln on Monday, May 5 or Tuesday, May 6, 2014. Several Team members noted that they had not yet received it and were then asked to advise Trish upon receipt. Trish noted that two donations had already been received at Town Hall using the form included in the admail piece.</p> <p>In regards to the previously discussed personal appeal strategy, Margaret advised that she has drafted one general purpose letter that will be sent to a list of community leaders including former Town Councillors and Library Board members, TLCC working group members, etc. A list of names was circulated for review and the Team was asked to provide any additional names of people in the community who should be contacted through this appeal.</p>

	<p>A brief discussion took place regarding communication with a prospective donor group who had previously indicated that they felt they could make a significant commitment to the campaign through a five-year pledge, with funds to be raised by hosting an annual event. John Armstrong noted that he will follow up with the appropriate contact.</p> <p>Mark Brohman announced that TD Canada Trust had made a significant pledge to the campaign and Margaret thanked Mark for his efforts in securing this gift. Mark noted that he will speak to the Wise Guys Charity Fund and to TD Canada Trust regarding Naming Opportunities.</p>
Canvassing Assignments Update	Trish reviewed some of the outstanding canvassing assignments and Team members responded with their updates.
Divisional Updates - Community Engagement - Library Fundraising Group - Arena User group	<p>Eric Gilbert advised that he would speak with representatives from both Meridian Credit Union and National Records Management to discuss their interest in media coverage of their recent fundraising events for the campaign.</p> <p>Kumbir provided a brief summary of the Taste of Our Town event and noted that the Library Fundraising Group hoped to have a final total soon of the amount raised at the event.</p> <p>There was no update from the Arena User Group.</p>
Other Business	<p>Margaret shared the invitation to attend the Lion's Club 75th Anniversary Celebration Dinner Invitation on May 24, 2014, 6-9 p.m., at Trinity United Church, Beamsville. The Lions are hoping that one or more Team members will attend the dinner. Team members were asked to check their calendars and advise Trish if they are able to attend. RSVPs are requested by Monday, May 12.</p> <p>Tony, Ralph Tallman and Trish will be participating in Mayor Bill's Classic Golf Tournament on May 28, 2014 at Twenty Valley Golf &amp; Country Club, with John attending the dinner. Ralph has invited a fourth golfer to round out the team. Trish will register the foursome for the event. The golf tournament committee has offered the campaign team the opportunity to host two on-course contests in which the prizes will be an inscribed arena seat and library shelf. Discussion took place regarding the format of the two contests proposed by the golf tournament committee. Concern was expressed that asking golfers to pay to participate in these contests does not fit with the "all inclusive" promise of the tournament fee. Margaret advised that she will share this concern with the committee and propose the alternative suggested by Eric that he donate one seat and one shelf as prizes instead of selling</p>

tickets at a chance to win. John Armstrong volunteered to be stationed on the course for one of the contests. Another volunteer needs to be recruited to oversee the other contest.

Margaret shared that the Town has asked for suggestions as to how best to thank the large group of volunteers who have participated as TLCC work group members and the OTOT fundraising campaign. A suggestion was made to have a group photo taken to be published in the newspapers with a Thank You message as well as to be plaqued and hung in the facility. This idea was well received but team members are still encouraged to give some consideration to the question and share their suggestions for forwarding to Town Council and staff.

Margaret advised that the Campaign Management Team has been invited to be part of the first tour of the completed Community Complex, to take place at 9 a.m. on Saturday, June 21, 2014, prior to the official opening. Trish noted that she will be sending invitations to the opening to the volunteer groups on behalf of the Town very shortly.

Margaret noted that immediately following tonight's Campaign Management Team meeting, a Community Complex Steering Committee Meeting was taking place and all Team members are invited to attend. The next Community Complex Steering Committee Meeting is scheduled for June 4, 2014 at 7 p.m. At both meetings, a Q&A is scheduled to provide volunteers with the opportunity to pose questions about the project to the committee and staff.

Date of Next Meeting                    **Monday, May 26, 2014 at 5:30 p.m.** (rescheduled from Wednesday, May 28, 2014)

ATTENDANCE			
Margaret Andrewes (Chair)	X	Councillor JD Pachereva	Regrets
John Armstrong	X		
Mark Brohman	X		
Tony Brunet	X		
Eric Gilbert	X	Judy Pease	Regrets
Sonya Siebert	Regrets	Trish Vidler	X
Paul Stringer	Regrets		
Ralph Tallman	Regrets		
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; 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.

November

- Work on exterior walls and roof continued
- Construction of interior wall partitions completed
- Preparation of renderings for interior design completed
- Work on FF&E continues

December

- Exterior walls completed
- FF&E request for proposals was issued by the Design Builder
- Roof near closed

**2014**

January

- Building is closed-in and heat is available
- Work on the interior wall partitions is complete
- Selection of FF&E and signage vendors is underway

February

- Council allocated \$1,000,000 to the TLCC capital campaign
- Fans are installed above the ice surface area in the arena
- FF&E orders have been placed
- Art work for signage package is complete
- Walls are roughed-in in the library and framing installed in the second level meeting rooms.
- Main floor plumbing rough-in is complete;
- Electrical for the arena is complete but not connected;
- Sprinkler system mains are roughed-in and the siamese connection (for fire) is installed.
- Exterior windows for the arena are installed;
- Exterior cladding is 80% complete.
- Elevator sump pump, motor and drains are in place.
- Dressing rooms and public washrooms are primed for painting.

March

- Construction on interior walls continues along with refinement of the electrical system;
- Changes to the gate to the ice surface from the west end of the arena are underway;
- Work to finalize the sound systems is underway;
- Signage for the TLCC building exterior are available for the Steering Committee to view;
- Work on the keying system is under;
- Preparation of a commissioning and training schedule is underway.

April

- Work to finalize the sound systems is underway;
- Commissioning and training schedule has been completed as far as is possible;
- Schilthuis has awarded the signage contract to ZIP Signage;
- Detailed design of landscaping is underway;
- The Opening Ceremony program has been finalized with the Government of Canada Team assigned to the TLCC project.

May

- Capital Campaign achievement to date is just under \$3 million and the fundraising continues until June 21, 2014
- Three sound systems have been installed and are scheduled for testing
- Black ice rink start has taken place and equipment start-ups are underway.
- Interior work continues
- Landscaping is a major activity area