



**AQUATIC AND ARENAS RECREATION
PROJECT STEERING COMMITTEE**

PUBLIC AGENDA

**August 22, 2022 at 12:00 p.m.
Main Boardroom, 2nd Floor, City Hall**

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes of Last Meeting** – April 14, 2022
4. **Aquatic and Arenas Construction Update – July 2022**
5. **Aquatic and Arenas Recreation Project Steering Committee Restructure (RPT AARP-SC 2022-11)**
6. **Aquatic and Arenas Recreation Centre Milestone Timeline (RPT AARP-SC 2022-12)**
7. **Date of Next Meeting**
8. **Adjournment**



AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

PUBLIC MINUTES

**Thursday, April 14, 2022
3:30 p.m.
2nd Floor Main Boardroom**

Present:

**Mayor G. Dionne, Chair
Councillor T. Zurakowski, Vice-Chair
Councillor D. Kilmer
Sherry Person, Acting City Manager**

**Wes Hicks, Director of Public Works
Craig Guidinger, Director of Planning & Development
Kiley Bear, Communications Manager**

R. Horn, Committee Secretary

Regrets:

Councillor B. Edwards

Meeting convened at 3:34 p.m.

1. APPROVAL OF AGENDA

013. **Moved by Councillor D. Kilmer, AND RESOLVED:**

That the April 14, 2022 Aquatic and Arenas Recreation Project Steering Committee Public Meeting Agenda be approved as presented.

2. MINUTES OF LAST MEETING

014. Moved by Councillor T. Zurakowski, AND RESOLVED:

That the March 17, 2022 Aquatic and Arenas Recreation Project Steering Committee Public Minutes be approved.

3. DISCUSSION ITEM #1 – Development Permit Review – Aquatic and Arenas Facility (RPT AARP-SC 2022-06)

Presented by Craig Guidinger, Director of Planning & Development

015. Moved by Councillor D. Kilmer, RESOLVED:

That RPT AARP-SC 2022-06 be received as information and filed.

4. DISCUSSION ITEM #2 – Branch Library Update

Verbal presentation by Jody Boulet

5. NEXT MEETING: Thursday, April 28, 2022

6. MOTION TO ADJOURN:

Adjournment – 4:04 p.m.

016. Moved by Councillor D. Kilmer, AND RESOLVED:

That this Committee do now adjourn.

CHAIRPERSON

SECRETARY

MEMORANDUM

Public Works Department



TO: AARP Committee

FROM: Director of Public Works

DATE: August 4, 2022

RE: Aquatic & Arenas Monthly Construction Update

The following work was completed to the end of July 2022.

- Graham has mobilized site office, lunchroom, washrooms, sea-cans, etc.
- Perimeter fencing has been installed.
- Establishment of survey control points, including surveying of site works and pile layout.
- Rough grading and excavation of bench for piling rigs in the deep areas of the Aquatic centre.
- Installation of deep utilities (water, sewer, and storm) is ongoing.
- Load test piles have been installed.
- Safety; 53 people have had safety orientations.
- Labour; 2,769 man hours.
- Change Order #1 completed. Value Engineering reductions -\$3,084,011.
- Group 2 & MJMA Architects 72% complete their contract. Attending weekly construction meetings.
- AECOM Project Manager 33% complete their contract. Attending bi-weekly construction meetings.
- Graham Construction just started their contract. First progress claim next week.
- Project on schedule.
- Aerial Site Photo attached.



AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2022-11

TITLE: Aquatic and Arenas Recreation Project Steering Committee
Restructure

DATE: June 15, 2022

TO: AARP Steering Committee

PUBLIC: **INCAMERA:**

RECOMMENDATIONS:

1. That the Aquatic and Arenas Recreation Project Steering Committee be restructured to include all members of City Council and that these Committee appointments be approved; and
2. That the Terms of Reference for the Aquatic and Arenas Recreation Project Steering Committee, as attached, be approved.

TOPIC & PURPOSE:

To restructure the Aquatic and Arenas Recreation Project (AARP) Steering Committee to include all members of City Council.

BACKGROUND:

At the March 29, 2021 City Council Special Meeting, members of City Council approved the following:

0117. "1. *That the Aquatic and Arenas Recreation Project Steering Committee be established;*
2. *That the Terms of Reference for the Aquatic and Arenas Recreation Project Steering Committee, as attached to RPT 21-121, be approved;*

3. *That the following individuals be appointed as Committee Members to the Aquatic and Arenas Recreation Project Steering Committee for the term ending March 31, 2024:*

- a. *Mayor Greg Dionne, Chair;*
- b. *Councillor Ted Zurakowski, Vice-Chair;*
- c. *Councillor Dawn Kilmer;*
- d. *Councillor Blake Edwards; and*
- e. *City Manager, and*

4. *That the following individuals be appointed as Advisors to the Aquatic and Arenas Recreation Project Steering Committee for the term ending March 31, 2024:*

- a. *Gord Broda*
- b. *Russ Clunie.”*

PROPOSED APPROACH AND RATIONALE:

At the June 13, 2022 City Council meeting, the tender for the construction of the new Aquatic and Arenas Recreation Centre was awarded to Graham Construction LP.

As this milestone has now been achieved, the AARP Steering Committee believes it is time to restructure the Committee to include all members of Council. Participation in Committee meetings will allow Councillors an opportunity to play a more meaningful role in deliberations and discussions prior to any decision making at Executive Committee and/or City Council meetings.

The current AARP Steering Committee has a clear vision of the revised Committee. This new Committee structure will:

1. Align with the goals of City Council;
2. Strengthen the Committee through strategic discussion centered around trust and collaboration;
3. Allow all members of City Council to have the necessary background information and time to focus on, discuss and understand the most consequential issues; and
4. Provide a valuable link between City Council, City staff, and the community.

Benefits to Committee restructure are that it will:

1. Reduce misinformation;
2. Take into account a greater range of perspectives;

3. Ensure commitment and ownership of the final decisions of City Council;
and
4. Create a better connected and informed Council and community.

AARP Steering Committee members remain committed to working towards identifying fiduciary questions, analyzing data, and preparing recommendations for Executive Committee and City Council and acknowledge their participation is integral to the success of the project.

The Project Manager will remain responsible for the overall project, ensuring appropriate responsibility, accountability and coordination for the project.

CONSULTATIONS:

The AARP Steering Committee is in agreement that all members of City Council should serve on the Committee.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following Council's decision, the City Clerk's Office will send correspondences to the appointees. Also, the approved Terms of Reference will be posted on the City's website.

OTHER CONSIDERATIONS/IMPLICATIONS:

There is no policy, financial, privacy or Official Community Plan implications

STRATEGIC PLAN:

The restructure of the AARP Steering Committee aligns with the City's Strategic Goal of Corporate Sustainability:

“The City recognizes that a well-functioning organization needs to be clear on the roles and functions of administration and Council, understand the core principles and behaviours of good governance, and commit to continued improvement in governance and organization.”

OPTIONS TO RECOMMENDATION:

1. Do not appoint all members of City Council to the AARP Steering Committee – **NOT RECOMMENDED**. A new Committee structure which includes all members of Council will strengthen the Committee by creating a more connected and informed Council.



PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. Updated Terms of Reference.

Written by: Renee Horn, AARP Steering Committee Board Secretary

Approved by: City Manager

TERMS OF REFERENCE
Aquatic and Arenas Recreation Project Steering Committee

Official Name:

Aquatic and Arenas Recreation Project Steering Committee

Purpose

To act as a review body for the consultation, construction and communication of the Aquatic and Arenas Recreation Project.

Members/Composition:

9 – Members of Council

1 – Member at Large

2 – Advisory Officials

Advisory Officials selected with preference in the following areas:

- Planning, design and construction development
- Recreation/Sports
- Visionary

Membership:

3-year term.

Quorum is a majority of the members appointed to the Committee. Majority is 50% plus 1.

The Chair and Vice-Chair will be a member of Council recommended by the Mayor and approved by City Council.

The City Manager will be a Member at Large and responsible for overseeing the Project Team.

The Mayor's Office will serve as the Secretary to the Committee.

Mandate:

With respect to all matters within the Committee's policy areas, the mandate of the Committee is:

- Advise City Council, administration and the architect/consultant on specific matters as they pertain to the preparation and delivery of the Aquatic and Arenas Recreation Centre;
- Responsible for keeping City Council current on the aquatic and arenas recreation project;
- Ensure that the community, along with members of City Council, have their interests represented during the tenure of the consulting engagement;
- Provide input to administration, advisors, and the architect/consultant on community engagement and communication activities; and
- Review of administration and architect/consultant reports and formulate responses and recommendations.

Recognizing that some of the information shared in the course of the project may be sensitive, and when used outside of the Project Steering Committee may jeopardize the integrity of the project's results, the Committee will be subject to City of Prince Albert policies related to code of conduct, confidentiality and conflict of interest.

Policy Areas:

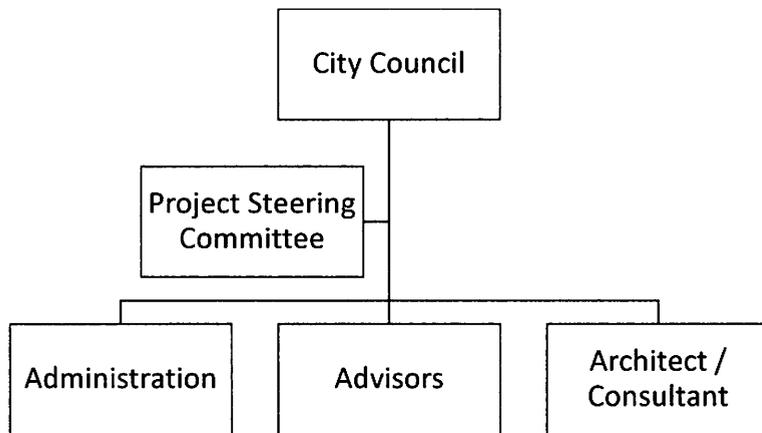
The policy areas for this Committee include the following:

- Economic and future development;
- Tourism;
- Communication and community engagement;
- Other Council directed initiatives.

Delegated Authority:

The following powers and duties are delegated to this Committee:

- Formulation and recommendation to City Council on matters of the Aquatic & Arenas Recreation Project;
- Consideration and recommendation on all matters referred to it by Council or the Mayor; and
- Input will flow from administration, the advisors and the architect/consultant to the Project Steering Committee to City Council throughout the planning process in the form of information and feedback which will be used by the architect/consultant throughout the project.



Meetings:

The First Committee Meeting shall be called as soon after appointments to the Committee are approved by City Council and the regular schedule of meetings shall be considered at that meeting.

The Chair may dispense with, or alter the time of any regularly scheduled meeting.

The Committee Secretary shall call a special meeting, whenever requested to do so by the Chair or a majority of the members with at least 24 hours' notice to all Committee members and the public.

Resources/Budget:

In order to meet the objectives of the Committee, budgetary allocations must be approved by City Council.

Communications:

Committee members will be forwarded meeting requests for their reply regarding all meetings that are to take place.

All Public Agendas will be available for review at a minimum of 24 hours prior to the meeting. Members will advise the Secretary at the 1st meeting whether they will utilize their own electronic device to access the Agenda at each meeting or whether they want a printed copy available when they attend the meeting.

Decisions following consideration by City Council will be brought forward to the Committee for advisement.

AQUATIC AND ARENAS RECREATION PROJECT STEERING COMMITTEE

RPT AARP-SC 2022-12

TITLE: Aquatic and Arenas Recreation Centre Milestone Timeline

DATE: July 28, 2022

TO: AARP Steering Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That this report be received as information and filed.

TOPIC & PURPOSE:

To provide a summary of the upcoming project milestones that require consideration.

BACKGROUND:

At the March meeting, the Aquatic and Arenas Recreation Project Steering Committee considered a communications report which summarized the communications undertaken to date for the project. It was noted in that report that going forward there remains a need to plan for key moments in the ongoing communication strategy for the project.

It was requested that a timeline be created that identifies potential targets for decisions on upcoming issues. Examples that were considered include:

- Funding of the large arena
- Future of the Kinsmen, Steuart, Art Hauser Centre
- Staffing modelling
- Taxation Bylaw

PROPOSED APPROACH AND RATIONALE:

With notable milestones in mind, it is possible to time reports and communication activities around the applicable timeframes.

Administration has met to review future milestones in the project and has noted potential milestones that require consideration, review and decision where applicable. This timeline should be considered a planning tool to inform the process. It is expected that it will evolve as the project evolves and timelines may shift as priorities are managed.

Please find attached the milestones and proposed timelines.

CONSULTATIONS:

The City Manager, Director of Public Works, Director of Community Services, Director of Planning and City Solicitor were consulted in the preparation of this report.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Communications activities will align with the milestones as needed. It will be important that the AARP Steering Committee and Administration review milestones regularly, adjust and add to them as needed and that communication activities are considered as milestones are approached.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

Verbal Presentation by Kiley Bear, Director of Corporate Services

ATTACHMENTS:

1. Aquatic and Arenas Project Milestones Timeline
2. Graham Milestones Schedule

Written by: Kiley Bear, Director of Corporate Services

Approved by: Sherry Person, City Manager

Arena and Aquatics Recreation Project Milestone Timeline

2022		Notes	Responsibility
April-June			
	Award of Tender for General Contractor		PW
	Development and Building Permit Issued		Plan
	General Contractor on Site		PW, Contr
July - Sept			
	Groundbreaking Press Conference - July 28		Comms, CS, PW
	Future of Frank J Dunn Pool Report		CS
	Future of Kinsmen & Stueuart Arena Report	Formalize decision regarding Kinsmen operation; Review Steuart Options	CS
Oct - Dec			
	Present Taxation Bylaw options for New Development	Dedicated 8% or Additional 8% Pay off Capital or contribute to operational costs	Fin
	Commercial Space Report to Steering Committee: Decision regarding retail/Food Vendor/Concession	Case to contract out concession; existing number of space for phase 1 and 2; potential demand; alcohol sales	
2023		Responsibility	
Jan-Mar			
	Present Staffing Model for New Facility	Cost implications ready for 2024 budget	CS, Corp
April - June			
July - Sept			
Oct-Dec	Asphalt Roadways		Contr
2024		Responsibility	
Jan-March			
	Integration of Booking Software with Digital Displays for facility bookings		IT, CS
April - June			

Arena and Aquatics Recreation Project Milestone Timeline

2023 cont'd...		Notes	Responsibility
July - Sept			
	Twin Arenas and Aquatics Grand Opening		Comms, PW, CS, Plann
Nov - Dec			
	Contractor tender bid estimate		Contr, PW

Other TBD:
Fundraising for Large Arena
Tender for Large Arena
Signature Developments
Commercial Groundbreaking
Fundraising for Aquatics and Twin Arena

