



**Corporation of the Municipality of South Huron  
Community Hub/Recreation Project Steering Advisory Committee  
Agenda**

**June 12, 2018  
6:00 PM – 8:00 PM  
Carling Room**

**1. Call To Order**

**2. Agenda**

**Recommendation:**

**That the Agenda for June 12, 2018 be approved, as presented.**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

**4. Minutes**

**Recommendation:**

**That the minutes of May 29, 2018 be adopted as presented or amended.**

**5. Business Arising**

**6. Business to be Discussed**

**6.1 Community Hub/Recreation Project- Site Tours**

**6.2 RFP Update**

**6.3 Project Manager Update**

**7. Work Plan Review**

**8. Committee Updates**

**9. Correspondence**

**10. Key Messages**

**11. Adjournment**

**Recommendation:**

**That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at    pm to meet again on June 19 at 6:00 pm or at the Call of the Chair.**



**Corporation of the Municipality of South Huron  
Community Hub/Recreation Project Steering Advisory Committee  
Minutes  
May 29, 2018  
6:00 PM – 8:00 PM  
Carling Room**

**Members:**

Chair, Dawn Rasenberg  
Vice Chair, Mike Ondrejicka  
Councillor Craig Hebert  
Councillor Ted Oke  
Mayor Maureen Cole Ex-Officio  
Robert Oud  
Peter Hrudka  
Ron Mayer  
Craig Ivatts  
Darlene McKaig

**Staff:**

Dan Best, CAO  
Scott Currie, Communications & Strategic Initiatives Officer  
Megan Goss, Recording Secretary  
Sean Dillon, YMCA

**1. Call To Order**

The chair called the meeting to order at 6:01 PM

**2. Agenda**

**Motion:** 31-2018

**Moved:** Hrudka

**Second:** Ondrejicka

**Disposition:** Carried

**That the agenda for May 29, 2018 be approved as presented.**

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

None

**4. Minutes**

**Motion:** 32-2018  
**Moved:** Cole  
**Second:** Ondrejicka  
**Disposition:** Carried

**Recommendation:**  
**That the minutes of May 8, 2018 be adopted as presented.**

## **5. Business Arising**

Council has discussed committees sending their draft minutes to Council in order to keep council up to date with the most current information.

Member Ivatts arrived at 6:15 PM.

## **6. Business to be Discussed**

### **6.1 Community Hub/Recreation Project- Site Tours**

#### **6.1.1 Recreation Facility Tours Evaluation**

Add the following questions to the facility tour evaluation document:

- a. What grants were used?
- b. What was the fundraising model used? Was it successful?
- c. What is your market area?
- d. How impactful has your facility been?

Staff will send out the questionnaire ahead of time to facilities.

A tentative date of June 13<sup>th</sup> has been set to see the Goderich and Wingham sites.

#### **6.2 Project Manager Selection**

Discussion around when a project manager should be hired.

**Motion:** 33-2018  
**Moved:** Hrudka  
**Second:** Ondrejicka  
**Disposition:** Carried

**That the Community Hub/Recreation Project Steering Committee recommends to Council that a project manager be recruited in 2018.**

#### **6.3 Communications Process/Strategy**

Include potential funders, and neighboring residents in the target audience.

The committee's primary tool for information sharing is the website.

**Motion:** 34-2018

**Moved:** Hebert

**Second:** McKaig

**Disposition:** Carried

**That the Community Hub/Recreation Project Steering Committee approve the Draft Communications Strategy for Council approval.**

#### **6.4 RFP Update**

A report will go to council for approval on Monday June 4<sup>th</sup> to award the RFP for a market feasibility study. Two bids were received. One was holistic community engagement approach, and the other was more evidence based. Once the RFP is awarded the committee will have a meeting with the successful consultant to fine tune expectations and deliverables.

#### **6.5 Summer Meeting Schedule**

The committee will cancel their June 5<sup>th</sup> meeting.

The committee will meet on June 12<sup>th</sup> to debrief on the June 7<sup>th</sup> tour.

The committee will meet on June 19<sup>th</sup> as per their regular meeting schedule. Aim to have the market feasibility study consultant available for this meeting.

Still aiming to have site tours completed in June.

Member McKaig will gather tour information and write a report for the committee's review at the June 12<sup>th</sup> meeting. She will require comments to be sent to her no later than the 10<sup>th</sup> of June.

### **7. Work Plan Review**

### **8. Committee Updates**

### **9. Correspondence**

**None**

### **10. Key Messages**

- I. Recommendation for the hiring of a project manager in 2018.
- II. Finalized the questionnaire for the site tours.
- III. Finalized communication strategy.

## **11. Adjournment**

**Motion:** 35-2018

**Moved:** Ivatts

**Second:** Ondrejicka

**Disposition:** Carried

**That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at 8:01 pm to meet again on June 12 at 6:00 pm or at the Call of the Chair.**

DRAFT