



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

Members:

Chair, Dawn Rasenberg
Vice Chair, Mike Ondrejicka
Mayor Maureen Cole Ex-Officio
Peter Hrudka
Ron Mayer
Craig Ivatts

Regrets:

Councillor Craig Hebert
Councillor Ted Oke
Robert Oud
Dan Best, CAO

Staff:

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: 6:02 PM.

2. Agenda

Motion: 27-2018

Moved: Ivatts

Second: Mayer

Disposition: Carried

3. Disclosure of Pecuniary Interest and the General Nature Thereof

None

4. Minutes

Motion: 28-2018

Moved: Ondrejicka

Second: Hrudka

Disposition: Carried

That the minutes of April 24, 2018 be adopted as presented.

5. Business Arising

None

6. Business to be Discussed

6.1 Market Feasibility Study Terms of Reference

Motion: 29-2018

Moved: Ondrejicka

Second: Ivatts

Disposition: Carried

That Chair, Dawn Rasenberg and Craig Ivatts represent the community hub/recreation centre project steering committee on Market Feasibility Study RFP evaluation.

6.2 Community Hub/Recreation Project- Site Tours

6.2.1 Recreation Facility Tours Points of Evaluation document

Deferred

6.3 Project Manager Selection

Deferred

6.4 Communications Process/Strategy

Currie reviewed the Communications Strategy for with the committee. Currie noted that the object is to provide impartial accurate and professional information. There is one spokesperson, the Mayor is the spokesperson on behalf of Council and the organization. The CAO is the spokesperson for operational matters. Committee members' role is to gather information and be the eyes and ears of the community to provide information to the committee and through minutes to Council. To outline a process, Council sets policy then it is the job of the committee to discuss strategy and objectives and staff work on tools and products.

The committee noted:

- Increased communications on where to find committee agendas and minutes is important.
- That the FAQ sheet should include "where to find more information?"

- That the FAQ sheet should include what is this project going to do to my taxes?”
- That the radio is a good communication tool.
- The need to engage youth.

7. Work Plan Review

The RFP went to council yesterday (May 7th). It will be issued tomorrow and follow the stages of procurement closing May 22nd. After which the submissions will be evaluated, and a recommendation will be made to Council.

The Work Plan time line for the Fundraising Feasibility Study needs be adjusted to start in August.

8. Committee Updates

Committee interviews will take place on Monday May 14, 2018.

9. Correspondence

None

10. Key Messages

- The committee will be conducting site tours of other facilities, and the purpose of these tours.
- The committee is evaluating a strategy to effectively communicate this the public.
- The RFP is going out.
- Staff are currently leading the recruitment of a committee member.
- FAQ's need to include the affordability piece, including agricultural assessment.

11. Adjournment

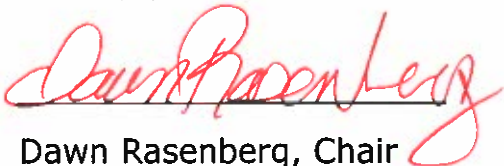
Motion: 30-2018

Moved: Ivatts

Second: Hrudka

Disposition: Carried

That the Community Hub/Recreation Project Steering Advisory Committee hereby adjourn at 7:06 pm to meet again on May 23rd at 6:00 pm or at the Call of the Chair.



Dawn Rasenberg, Chair



Megan Goss, Recording Secretary