



**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 13th 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 4th 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 5th meeting.

The committee will meet on June 12th to debrief on the June 7th tour.

The committee will meet on June 19th 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 12th meeting. She will require comments to be sent to her no later than the 10th 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.

Dawn Rasenberg, Chair

Megan Goss, Recording Secretary