

Progress Meeting #1 Minutes Functional Program

Project	Elliot Lake - New Community Hub Phase 3	Doc Ref	820612-0066 (1.0)
Project Manager	Eslam Maher	Date	September 6, 2017
Location	City of Elliot Lake	Time	1:00 PM – 2:30 PM

Attendance

Name	Initial	Email	Organization
<input checked="" type="checkbox"/> Mayor Dan Marchisella	DM	dmarchisella@city.elliottlake.on.ca	City of Elliot Lake
<input checked="" type="checkbox"/> Councilor Tammy VanRoon	WR	Vanroon@city.elliottlake.on.ca	City of Elliot Lake
<input type="checkbox"/> Councilor Scot Reinhardt	SR	sreinhardt@city.elliottlake.on.ca	City of Elliot Lake
<input type="checkbox"/> Wendy Rowland	WR	Wrowland@city.elliottlake.on.ca	City of Elliot Lake
<input checked="" type="checkbox"/> Michael Humble	MH	Mhumble@city.elliottlake.on.ca	City of Elliot Lake
<input checked="" type="checkbox"/> Don Crain	DC	dcrain@city.elliottlake.on.ca	City of Elliot Lake
<input type="checkbox"/> Michael Paul	MP	Michael.Paul@colliersprojectleaders.com	Colliers
<input checked="" type="checkbox"/> Sophie Bolduc	SB	Sophie.Bolduc@colliersprojectleaders.com	Colliers
<input type="checkbox"/> Ryan Kelahear	RK	Ryan.Kelahear@colliersprojectleaders.com	Colliers
<input checked="" type="checkbox"/> Eslam Maher	EM	Eslam.Maher@colliersprojectleaders.com	Colliers
<input checked="" type="checkbox"/> Amber Salach	AS	amber@ybsa.ca	YBSA

Item	Description	Owner	Due By
1.1	Agenda Approval The agenda is approved (Doc # 820612-0066 (1.0))	Info	
1.2	Team Introductions / Roles and Responsibilities <u>Client Group:</u> The City of Elliot Lake is represented by a dedicated committee which comprises the following members: <ul style="list-style-type: none"> Mayor Dan Marchisella Councilor Tammy VanRoon Councilor Scot Reinhardt Wendy Rowland, Director of Community Services Michael Humble, Director of Corporate Services & Interim CAO Don Crain, Facilities Manager Michael Humble will act as prime contact. <u>Project Management Team:</u> The project is managed by Colliers Project Leaders. Colliers team members comprise: <ul style="list-style-type: none"> Sophie Bolduc, Senior Project Manager Eslam Maher, Project Manager Eslam Maher will act as prime contact. <u>Consultant Team:</u> Functional Programming services will be provided by YBSA. The Consultant team members comprise: <ul style="list-style-type: none"> Amber Salach, Lead Architect William Boudreau, Architectural Technologist Denis Comtois, Interior Design SNC Lavalin, Engineering Support Marshall & Murray, Cost Consultant Amber Salach will act as prime contact.	Info	

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1.3	Project Background The following documents will be transmitted to YBSA as background documentation: <ul style="list-style-type: none"> ▪ Multipurpose Complex Feasibility Study, November 25, 2016, Colliers ▪ City of Elliot Lake New Community Hub, Business Case, April 2017, Colliers ▪ City of Elliot Lake New Community Hub Site Options Comparative Analysis, July 2017, Colliers The Functional Programming services will be provided while the City completes activities in parallel including but not limited to seeking funding and conducting site investigation.	EM Info	Sept 07 2017
1.4	Communications <ul style="list-style-type: none"> • Lines of communication <ul style="list-style-type: none"> ○ All communications are to be channeled through Eslam Maher, Colliers who will coordinate as required with the prime contacts of the Client and Consultant teams. • Contact list <ul style="list-style-type: none"> ○ All parties will send their contact list information to EM to compile the project contact list • Correspondence Protocol / Naming <ul style="list-style-type: none"> ○ All emails subject shall be : <i>"Elliot Lake Functional Program +: Subjet"</i> ○ Emails content should be limited to one subject. 	Info	
1.5	Functional Program Services <ul style="list-style-type: none"> • Scope overview <ul style="list-style-type: none"> ○ The scope comprises three main components: advisory services, the preparation of the Functional Program and cost estimates. ○ The Functional Program is to be developed understanding the project may get implemented in phases, subject to funding. ○ The facility is expected to have a central viewing area to service multiple functions. ○ The purpose of the functional program services is to record and validate the functional, operational and technical requirements of the new Community Hub. • Optional services <ul style="list-style-type: none"> ○ The inclusion of optional services (Room Data Sheets and Test Plans) in the scope of work is to be confirmed by the City. • Key deliverables <ul style="list-style-type: none"> ○ Recommendations Summary Report ○ Functional program (Draft and Final) ○ Cost estimate (Draft and Final – Order of Magnitude) 	Info City of Elliot Lake Info	Sept 8 2017
1.6	Project Schedule AS will submit a project schedule for the review and approval.	AS	Sept 8 2017
1.7	Meetings & Workshop Four formal meetings and one full day on site workshop are planned for this project. Dates are to be proposed in the YBSA Project Schedule. Colliers will prepare the minutes of the four meetings. YBSA will be responsible of preparing the minutes of any other meetings including the workshop.	Info	
1.8	Invoicing YBSA to send their monthly invoice to MH and copy EM for review and certification.	Info	



Item	Description	Owner	Due By
1.9	Next Steps Preparation of YBSA's contract for signature. Submission by YBSA of: <ul style="list-style-type: none"> Project Schedule Recommendations Summary Report Proposed workshop agenda 	City of Elliot Lake YBSA	Sept 13 2017

Next Meeting

Date	Time	Location
TBD (September 2017)		Conference Call

Distribution: All invited
 Circulation
 File