EXECUTIVE SUMMARY:

In response to Council's request for monthly project status reports for each of the Group of Seven projects, staff in Sustainability & Growth has prepared status reports for the Grand Theatre Building Improvement Project, the Multiplex Community Centre Project and the Kingston Regional Sports & Entertainment Centre project for the month of January 2008. These reports are attached as Exhibits A, B and C to this report.

RECOMMENDATION:

There is no recommendation as this report is provided for information only.

COUNCIL MEETING
06 FEB 19  '08

Report No.: 08-080

TO: Mayor & Council
FROM: Cynthia Beach, Commissioner, Sustainability & Growth Group
RESOURCES STAFF: David Mignault, Research & Grants Coordinator
Barclay Mayhew, Director, Project Development
Lanie Hurdle, Director, Project Development
DATE OF MEETING: 2008-02-19
SUBJECT: PROJECT STATUS REPORTS:
Grand Theatre Building Improvement Project
Multiplex Community Centre
Kingston Regional Sports & Entertainment Centre

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER
Cynthia Beach, Commissioner, Sustainability & Growth Group

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Glen Laubenstein, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

| Commissioner Beach, Sustainability & Growth | ✔ |
| Commissioner Hunt, Finance & Corporate Performance | ✔ |
| Commissioner Thurston, Community Development Services | ✔ |
| Commissioner Leger, Corporate Services | ✔ |
| Jim Keech, President, Utilities Kingston | N/R |
OPTIONS/DISCUSSION:

Project status reports are prepared on a monthly basis by project staff directly involved with the implementation of the projects. The monthly project reports are aimed at updating Council and the public on the major aspects of the budget, scope and schedule. The report updates the ongoing risk analysis and any major issues related to the project.

EXISTING POLICY/BY LAW:

There is no existing policy/by-law.

NOTICE PROVISIONS:

There are no notice provisions to be considered with this report.

ACCESSIBILITY CONSIDERATIONS:

There are no accessibility considerations with this report.

FINANCIAL CONSIDERATIONS:

There are no financial considerations with this report.

CONTACTS:

Cynthia Beach, P.Eng., MCIP, RPP, Commissioner, Sustainability & Growth (613-546-4291, ext. 1150)
Speros Kanellos, Director, Growth & Initiatives Department (613-546-4291, ext. 3133)
Barclay Mayhew, Director, Project Development (613-546-4291, ext. 1350)
Lanie Hurdle, Director, Project Development (613-546-4291, ext. 1231)

OTHER CITY OF KINGSTON STAFF CONSULTED:

Gerard Hunt, Commissioner, Finance & Corporate Performance
Denis Leger, Commissioner, Corporate Services
Lance Thurston, Commissioner, Community Development Services
Desiree Kennedy, Director, Financial Services

EXHIBITS ATTACHED:

Exhibit B – Multiplex Community Centre “Project Status Report – January 2008”
Exhibit C – Kingston Regional Sports & Entertainment Centre “Project Status Report – January 2008”
Project Status Report

Project Name: Grand Theatre Building Improvement Project
Department: Sustainability and Growth Group

Prepared By: Speros Kanellos, Director, Growth & Initiatives

<table>
<thead>
<tr>
<th>Document Owner(s)</th>
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<tr>
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<td>Speros Kanellos</td>
<td>Project Director</td>
</tr>
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</table>

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1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document used as a means of formal monthly reporting on the status of a project to key project stakeholders, including the Council members, Project Sponsor, and CMT.

2 PROJECT STATUS REPORT

2.1 Executive Summary

Construction activities remain on budget. As of January 31, 2008, the City had spent approximately $12.7M. This is equivalent to 75% of the project's approved budget.

The project schedule has been adjusted to accommodate unanticipated work related to the fly tower. Some overtime has been authorized to complete the work by the scheduled opening in May 2008.

The Grand Theatre will open with a renewed sense of 'community' with a focus on excellence in customer/client service. Staff are positioning the services and functions so that this sense of community and focus on customer service excellence is realized day one and beyond.

A new Cultural Director is expected to be hired in February. The Cultural Director will focus primarily on the operations, management and audience/market development of the Grand for the first several months.
2.2 Project Status Report Details

Progress of Activities from January 1 - January 31, 2008

A) Construction Update

The overall project construction is proceeding on schedule.

Work Completed in January

✓ General plumbing, electrical and drywall work;
✓ Princess Street façade work;
✓ Metal roofing and siding preparations;
✓ Donor seat plaque and glass donor wall installation preparations;
✓ Donor granite pavers engraving;
✓ Drywall installation on the fly tower ceiling;
✓ Princess Street concrete sidewalk installed;
✓ Existing canopy removed;
✓ New Princess Street curved walls installed;
✓ Auditorium painting 98% complete;
✓ Stage rigging 98% complete;
✓ Exterior ductwork complete;
✓ Auditorium floor topping 98% complete; and
✓ Existing winch removed

Work Planned For February:

- General electrical and plumbing throughout;
- Exterior and interior pavers;
- On going millwork installation; and
- Installation of washroom partitions.

B) Change Orders

The Grand Theatre Project Office (managed by Speros Kanellos) has the authority to approve changes up to $50K given that they do not increase the total project budget above the amount approved by Council ($17,077,400) and they do not affect the final completion date.
The Grand Theatre Project Management Committee has the authority to approve changes from $50K up to $200K given that they do not increase the total project budget above the amount approved by Council ($17,077,400) and they do not affect the final completion date.

Changes above $200,000 will be directed to Council for review, complete with a recommendation from the Project Management Committee.

In January 2008 the project office approved 8 change orders that totaled $45,144. No change orders were approved by PMC or Council in January.

<table>
<thead>
<tr>
<th>Approved Change Orders</th>
<th>Number</th>
<th>Amount</th>
<th>Impact on Contingency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Office Approved Change Orders</td>
<td>86</td>
<td>$531,449</td>
<td>$531,449</td>
</tr>
<tr>
<td>Project Committee Approved Change Orders</td>
<td>2</td>
<td>$167,175</td>
<td>$167,175</td>
</tr>
<tr>
<td>Council Approved Change Orders</td>
<td>1</td>
<td>$300,000</td>
<td>$125,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>89</strong></td>
<td><strong>$998,624</strong></td>
<td><strong>$923,624</strong></td>
</tr>
</tbody>
</table>

As at January 31, 2008, change orders in the amount of approximately $425K have been invoiced and included in actual costs to date.

Council has approved one change order for the amount of $300,000 for the façade improvements on Princess Street.
C) Management & Operations

The Grand Theatre will open with a renewed sense of 'community' with a focus on excellence in customer/client service. Staff are positioning services and functions so that this sense of community and focus on customer service excellence is realized day one and beyond.

Grand Theatre Operations planning and implementation is on track and on schedule – thanks to the guidance and assistance of our performing arts community, our core of community volunteers, some consultants as well as various City of Kingston departments and staff. Staff continues to work closely to ensure that the transition from the construction phase and operations phase is seamless. Also, staff is working closely with the various parties, including the producers/presenters of the first production at the Grand to ensure all is in order.

A complete information package for the Grand Theatre has been circulated to all participants at the recent 'user/client information session' as well as past and potential clients/users. An interim 'rate card' has been developed so that staff can start accepting bookings and confirming bookings for the main and Baby Grand Theatre. Culture & Recreation staff continues to work closely with the Communications team in the development of a communications plan and a visual identity request for proposal.

The Cultural Director position recruitment process started in early January and will be wrapped up in February 2008. This position will focus primarily on the operations, management and audience/market development of the Grand for the first several months.

A few highlights and activities related to the upcoming opening of the Grand Theatre include:

- New glass washer, dishwasher, icemaker for front of house have been ordered and delivered. Currently in storage to be installed when building is ready.
- Inspection, servicing, repair of existing lighting and technical equipment slated for reinstallation is 70 per cent complete.
- Twenty six new lighting fixtures have been ordered.
- RFP for the supply and service of lighting consoles - main stage and Baby Grand - to be issued February 5
- Hearing assistance system options are being evaluated.
- Installation of security system is ongoing
- Planning for installation of telephone/data system and devices is well under way. Anticipated date for installation of data cable - March 3, 2008.
- Plans for move in of user-owned technical equipment, furniture and fixtures are well underway. Process should begin March 10, 2008.
- Plans have been made for acoustical tuning sessions to take place April 21 and 23, 2008 – the Kingston Symphony will provide the ‘music’.
- Ongoing liaison is occurring with ASCO construction and Facilities Management to schedule user training sessions on new equipment.

C) Budget

The following table provides a financial snapshot of the approved budget, the actual costs to-date as at January 31, 2008 and the balance remaining for the project. It should be noted that the Accounts payable (AP) is still open for January and there will still be invoices that come in after the date of this report that are charged against January costs. As at January 31, 2008 the City had spent approximately $12.7M. This is equivalent to about 75% of the project’s approved budget.

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Approved Budget</th>
<th>Actual Costs</th>
<th>Balance</th>
<th>% Budget Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1</td>
<td>3,512,000</td>
<td>3,512,000</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Phase 2 Construction Costs</td>
<td>10,328,000</td>
<td>8,070,748</td>
<td>2,257,252</td>
<td>78%</td>
</tr>
<tr>
<td>City Administration</td>
<td>586,450</td>
<td>139,031</td>
<td>447,419</td>
<td>24%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>916,500</td>
<td>577,532</td>
<td>338,968</td>
<td>63%</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,734,450</td>
<td>424,128*</td>
<td>1,310,322</td>
<td>25%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$17,077,400</td>
<td>$12,723,438</td>
<td>$5,513,818</td>
<td>75%</td>
</tr>
</tbody>
</table>
Façade Scope Change

At its November 20, 2007 meeting Council approved that the scope pertaining to the front façade of the building be modified in the amount of $300,000 to provide upgrading to the Princess Street facade. The change in scope does not require any additional city funding. Financing for the $300,000 of project work is as follows:

Façade Financing:

- Grand Theatre Foundation $ 150,000
- In Kind Donations 25,000
- Project Contingency 125,000

Total Scope change – Façade $ 300,000

<table>
<thead>
<tr>
<th>FAÇADE SCOPE CHANGE</th>
<th>Approved Budget</th>
<th>Actual Costs</th>
<th>Balance</th>
<th>% Budget Spent to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Costs</td>
<td>$ 300,000</td>
<td>$ 0</td>
<td>$ 300,000</td>
<td>0%</td>
</tr>
</tbody>
</table>

Contingency

*As at January 31, 2008, $424,128 of Contingency has been spent. Contingency expenditure is comprised of the following items:

<table>
<thead>
<tr>
<th>Expended Contingency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Orders</td>
<td>$358,930</td>
</tr>
<tr>
<td>Phase 1 Overrun</td>
<td>$57,565</td>
</tr>
<tr>
<td>Other</td>
<td>$7,633</td>
</tr>
<tr>
<td>Total</td>
<td>$424,128</td>
</tr>
</tbody>
</table>

D) Risk Management – Mitigated and Potential Risks

The City has established some procedures and control for the project including a written process to control any contemplated changes to the approved construction tender. An internal invoice tracking system has been developed and coordinated with Finance...
Department accounts. All invoices are reconciled with the Finance Department on a monthly basis.

The Grand Theatre Project office has a risk management plan that includes risk management tasks and responsibilities. The project office maintains and updates the risk registry database. Each risk is categorized with an opening date, description, probability and importance. The risks also have a mitigation plan that outlines how each particular risk is handled. Risks and mitigation strategies can change throughout the project. Best practices include the identification of risks and documentation of mitigation.

A summary of key risks facing the project currently include:

1. Contingency: Need to continually monitor the draw down on contingency in order to handle unforeseen costs that are likely to arise in a renovation project of this magnitude.

Mitigation Update: The project team developed a contingency budget which is continually monitored by the team and PMC.

2. Ongoing Operations: The City is exploring potential business and operating models to ensure the Grand Theatre is run in an efficient and effective manner and in such a way that the optimum balance can be achieved between access to funding from senior governments and providing community benefit through the theatre facility.

Mitigation Update: A new Cultural Director is expected to be hired in February.

3. Hotel Dieu Hospital/Chown Parking Expansion: Challenges have arisen as a Design Build/Operate RFP has been issued by Hotel Dieu Hospital to expand the Chown parking garage. There is potential conflict if construction of both projects overlap. Communications are being led by the City’s Transportation Group to inform Hotel Dieu of potential conflicts during construction and operation of both facilities.

Mitigation Update: This risk has been lowered as Grand Theatre construction is winding down. Negotiations between the city and the Hotel Dieu Hospital are ongoing. The Project Office is providing support and information to the City’s Transportation Group during ongoing negotiations.

Mitigation Update: Contract documents contain provision for protection to adjacent properties. During mandatory site visit during tender period, contractor was shown which property is considered adjacent and areas where protection is required. The project office has established a neighbour relations communications protocol to ensure that property concerns are addressed in an engaging and proactive fashion.

5. The existing Fly Tower structure needs to be reinforced which is delaying other works on the Stage area.

Mitigation Update: This work has been completed.

Additional work found for the fly tower. The work on the stage is part of the critical path for completion. A budget allocation has been made for some additional overtime for trades to keep to the opening schedule.

E) Major Changes

No major changes to report.
2.3 **Project Status Report**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date:</th>
<th>Reporting Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>January 1, 2008 to January 31, 2008</td>
</tr>
<tr>
<td>Prepared By:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speros Kanellos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Overall Status:**  
Construction is on schedule. Costs are within established budget. Scope has changed to include enhanced improvements to front facade.

### Milestone Deliverables performance reporting

<table>
<thead>
<tr>
<th>Milestone Deliverables</th>
<th>Due Date</th>
<th>% Completed</th>
<th>Deliverable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Rigging</td>
<td>28/01/08</td>
<td>100%</td>
<td>Completed</td>
</tr>
<tr>
<td>Exterior ductwork</td>
<td>17/01/08</td>
<td>100%</td>
<td>Completed</td>
</tr>
<tr>
<td>Princess Street sidewalk</td>
<td>11/01/08</td>
<td>100%</td>
<td>Completed</td>
</tr>
</tbody>
</table>

### Milestone Deliverables

<table>
<thead>
<tr>
<th>Milestone Deliverables</th>
<th>Due Date</th>
<th>% Completed</th>
<th>Deliverable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone 1 - Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium Carpet</td>
<td>13/02/08</td>
<td>20%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Auditorium seat installation</td>
<td>18/02/08</td>
<td>20%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Pit Lift floor installation</td>
<td>7/2/08</td>
<td>50%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Construction Substantial Completion</td>
<td>16/02/08</td>
<td>85%</td>
<td>Behind Schedule</td>
</tr>
<tr>
<td>Construction Total Completion</td>
<td>28/03/08</td>
<td>75%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Milestone 2 – Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td>08/10/07</td>
<td>100%</td>
<td>Completed</td>
</tr>
<tr>
<td>Business Plan</td>
<td>01/01/08</td>
<td>85%</td>
<td>Behind Schedule</td>
</tr>
<tr>
<td>Hiring Cultural Director</td>
<td>15/01/08</td>
<td>95%</td>
<td>Behind Schedule</td>
</tr>
<tr>
<td>Risk and Description</td>
<td>Risk Chance</td>
<td>Risk Impact</td>
<td>Risk Priority</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Operations</td>
<td>Probable</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>- Development of business plan and operating model is needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political/Social</td>
<td>Possible</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>- Encroachments with neighbours abutting to Grand Theatre Property completion.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political/Social</td>
<td>Probable</td>
<td>Moderate</td>
<td>Moderate</td>
</tr>
<tr>
<td>- Vandalism occurring within building at night and on weekends.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule/Budget</td>
<td>Probable</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>- Development and management of project contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 PROJECT STATUS REPORT APPROVALS

Prepared by

Speros Kanellos, Project Director

Approved by

Cynthia Beach, Commissioner
Project Sponsor
Project Name: Kingston Regional Sports and Entertainment Centre
Department: Sustainability and Growth Group

Prepared By: Lanie Hurdle, Director of Project Development

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<td>Lanie Hurdle</td>
<td>Project Director</td>
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   Appendix 4.1: Change Orders Log
1. PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document used as a means of formal monthly reporting on the status of a project to key project stakeholders, including Council members, Project Sponsor, and CMT.

2. PROJECT STATUS REPORT

2.1 Executive Summary

During the month of January the contractor worked on completing the mechanical and electrical installations as well as installation of tile flooring, drywall, carpeting, painting and installation of seats. Work in the next month will continue on interior finishes including tile flooring, drywall, ceiling finishes, light fixtures, food and beverage equipment installation. The contractor will also be working on the commissioning of the mechanical and electrical equipment. Critical construction activities will focus on the verification of life safety systems for February to obtain partial occupancy prior to opening.

A total of $402,619 has been spent, leaving $1,097,381 (73%) in the contingency fund. The amount spent and committed to the contingency fund is estimated at $788,338, leaving $711,662 (47%) in the contingency fund.

2.2 Project Status Report Details

Progress of Activities from January 1 until January 31

A) Design & Construction

*Interior Acoustics*

EllisDon has compiled costs for additional tectum and City is currently negotiating cost allocation.

Valcoustics has completed an overview of the sound experience within the facility. This overview takes into consideration acoustics and background noise as it relates to mechanical and electrical equipment as well as structural and architectural design. The report concluded that the acoustics environment of the Centre will be quite good for a multipurpose facility.
Contemplated Change Notice
There were seven (7) change orders issued in January 2008:

1. Architectural finishes for food and beverage areas (painting, millwork, flooring, tile, epoxy, windows and doors - $190,186
2. Ice deck upgrade - $79,546
3. Club Infill architectural finishes - $36,448
4. Hall of Fame (masonry and drywall). Service rough ins are still outstanding - $41,956
5. Exhaust hoods in concessions - $42,000
6. Additional voice and data cabling - $15,126
7. Additional fascia signage - $115,683

See Appendix 4.1 for all change orders issued and anticipated.

Construction
Construction activities that took place during January included mechanical and electrical finishing work, tile flooring, drywall, carpeting, painting and installation of seats. The electrical contractor worked on the electrical distribution, lighting installation for the rink lights and other areas of the building. The mechanical contractor worked on the building controls and testing of equipment in preparation for commissioning.

Work in the next month will include completing interior finishes including tile flooring, drywall, ceiling finishes, light fixtures, food and beverage equipment installation.

Critical construction activities will continue on the verification of life safety systems to obtain partial occupancy prior to opening.

Subcontractors will continue to work extended hours and weekends. There will be deficiencies to correct after opening. As well, there will be some sidewalk work, minor architectural finishes outstanding at opening. It is also anticipated that most displays will not be in place on February 22nd.
B) Management & Operations

Kingston and District Sports Hall of Fame
Draft agreement has been completed and approved by the Sports Hall of Fame board of directors. Council approved the agreement with the Sports Hall of Fame on February 5th. Staff and members of the Hall of Fame will review schedule for plaque installation in the Centre. Plaques will most likely not be in place for February 22nd.

Naming Rights
The naming rights were awarded to K-Rock on February 5th. The deal will provide the City with a gross cash of $165,000 for the first year with a 3% escalation as well as $150,000 per year in products and services. This exceeds the business plan requirements.

The public has been invited to go online to vote for their preferred suffix. Council will approve the final name on February 19th.

Programs/Events
Additional events were announced in January:
- Avril Lavigne – April 8, 2008
- Disney on Ice (High School Musical) – March 4 & 5, 2008
- Harlem Globetrotters – April 1, 2008

Tickets can be purchased at the temporary box office located at the Confederation Marina on Clarence Street which opens on February 12th. The temporary office will operate Monday to Friday from 11 a.m. until 6 p.m. The permanent office will be located at the Centre after opening. Tickets are currently available online at kingstonrsec.com or tickets.com and by phone at 1-877-554-8399. Kingston Frontenacs tickets can also be purchased at the Memorial Centre.

Fundraising Campaign
As of February 8, 2008, the fundraising campaign has raised $1,018,700. This represents an increase of $231,089 over the January 3rd total of $787,611, which was reported to Council.

This brings the total private-sector contribution, including the $6 million from the Downtown Kingston BIA and the Kingston Accommodation Partners, for the project to $7,018,700 or 87% of the $8 million goal outlined in financing portion of the business plan.
As recommended by the community fundraising experts in December, the campaign team has continued to focus resources on the one-on-one asks as opposed to running events. The campaign will continue after the opening.

January Activities
On January 15, the campaign team met the fundraising consultant Inspire Inc., a division of DVA Navion, to discuss the progress of the campaign and the work that needs to be completed over the following six weeks.

On January 30, community fundraising leaders met with campaign representatives, and senior staff, to provide their input and support on reaching the campaign’s $2 million goal.

On January 30, staff made a presentation at the Kingston Construction Association Annual General Meeting on the progress of the project and the fundraising campaign.

‘The Puck Stops Here’ promotion continued in partnership with The Kingston Frontenacs, Canadian Tire, Secura Financial Group and 98.3 Fly-FM.

Upcoming activities in February will include:
The campaign will review the potential to work with the naming rights recipient, once approved by Council, and BM DODO Strategic Design to develop a T-shirt for sale during the opening weekend.

C) Budget
The following table provides a financial overview of the approved budget, the actuals as of January 31st, 2008, the amounts committed to the project until January 31st and the balance remaining for the project.
Project Status Report
Kingston Regional Sports and Entertainment Centre

Budget Items

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Approved Budget</th>
<th>Actuals Jan. 31</th>
<th>Invoices to be processed</th>
<th>Balance</th>
<th>Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Building (including LEED, catwalk &amp; flygrid)</td>
<td>$33,222,600</td>
<td>$29,337,965</td>
<td>$0</td>
<td>$3,884,635</td>
<td>$2,611,035</td>
</tr>
<tr>
<td>City Fees</td>
<td>$1,241,600</td>
<td>$1,242,287</td>
<td>$0</td>
<td>$(687)</td>
<td>$0</td>
</tr>
<tr>
<td>Site Services</td>
<td>$2,518,700</td>
<td>$2,271,468</td>
<td>$772</td>
<td>$246,460</td>
<td>$253,000</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
<td>$5,589,670</td>
<td>$2,089,715</td>
<td>$140,497</td>
<td>$3,359,458</td>
<td>$125,000</td>
</tr>
<tr>
<td>Admin. Construction Mgmt. &amp; Pre-opening</td>
<td>$2,527,530</td>
<td>$2,018,604</td>
<td>$6,520</td>
<td>$502,406</td>
<td>$121,637</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Contingency Base Building</td>
<td>$1,500,000</td>
<td>$304,189</td>
<td>$28,022</td>
<td>$1,167,789</td>
<td>$385,719</td>
</tr>
<tr>
<td>Accessible Parking</td>
<td>$50,000</td>
<td>$0</td>
<td>$0</td>
<td>$50,000</td>
<td>$0</td>
</tr>
<tr>
<td>Operator Contribution</td>
<td>$(300,000)</td>
<td>$0</td>
<td>$0</td>
<td>$(300,000)</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$46,500,100</td>
<td>$37,414,228</td>
<td>$175,811</td>
<td>$8,910,061</td>
<td>$3,496,391</td>
</tr>
</tbody>
</table>

Budget Analysis

Based on the Finance Department’s monthly report, the actual amount spent as of January 31st is $37,414,228. There is another $175,811 in invoices received for work completed but not yet processed. This amount does not include EllisDon’s invoice for January 2008. This provides for a total of $37,590,039 spent as of January 31st. The City has spent about 80% of the overall budget.

Commitments

Commitments refer to all outstanding contractual commitments held by the City, including purchase orders. They include the following:

1. **Base Building**: $31,949,000 which includes base contract amount of $29,949,000 with $1,200,000 for LEED Silver and an additional $800,000 for the catwalk and flygrid. This amount has been reduced by the costs already incurred for this contract and it does not include any change orders as they were not part of the original contract.

2. **Site Services**: $253,000 for work to be completed by Utilities Kingston.
3. **FF&E:** $125,000 covers amount for Arcturus/SMG contract.

4. **Admin. Costs and Pre-Opening:** $121,637 includes the following outstanding amounts on purchase orders and invoices:
   
   a. Griffith Rankin Cooks/Genivar - $10,873 outstanding. Purchase order with a total value of $15,000 to conduct LEED peer review.

   b. DVA Navion - $714 outstanding. Purchase order with a total value of $43,000 for Phase 2 of fundraising campaign.

   c. Arcturus/SMG – Pre-opening contract provides for a total of $688,000. There has been $631,350 spent from that contract, therefore there is an amount of $56,650 outstanding.

   d. PMX Inc. - $45,460 outstanding. Purchase order with a value of $50,000 to cover phase 6 of project management.

   e. Crossroads Truck Training Academy - $4,800 outstanding. Purchase order with a value of $4,800 to provide expertise with the development of the loading dock plan.

   f. Central Archaeology Group - $3,140 outstanding. Purchase order with a value of $3,140 to provide guidance on the Frontenac Wall repairs.

**Contingency Fund**
A total of $402,619 has been spent, leaving $1,097,381 (73%) in the contingency fund.

It is expected that these commitments will also have an impact on contingency funds:

1. Site preparation and final archaeological costs including monitoring will also have an impact on the contingency fund. The amount over budget should be around $40,000.

2. The estimated revised cost of $132,000 related to the extension of the pre-opening contract with Arcturus/SMG,

3. Central Archaeologists Group - Purchase order with a value of $3,140 to provide guidance on the required repairs of the Frontenac Wall.
4. Temporary traffic light pole at corner of Barrack and Ontario has an estimated cost of $6,600.
5. Rink deck upgrade (CCO #021) - $79,546
6. Additional fascia signage (CCO#026) - $115,683

The total amount spent and committed to the contingency fund is estimated at $788,338, leaving $711,662 (47%) of the contingency fund. Any contingency expenditures will be reported to Council on a monthly basis.

D) Risk Management – mitigated and potential risks
   - Arcturus/SMG has notified staff that they are currently discussing the possibility of leasing sports café space with a company but that it is most likely that the Centre will open with Arcturus/SMG managing both the restaurant and the sports café. There is a $500,000 unfinanced portion in the budget for the fit out of those two areas. Should Arcturus/SMG operate both the sports café and restaurant, staff will have to identify another $500,000 in budget savings.

E) Change In Scope
   No change in scope to report.
2.3 Project Status Report Template

### Project Name: Kingston Regional Sports & Entertainment Centre

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Reporting Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lanie Hurdle</td>
<td>02/01/2008</td>
<td>01/01/2008 to 01/31/2008</td>
</tr>
</tbody>
</table>

Construction activities that took place during January include mechanical and electrical finishing work, tile flooring, drywall, carpeting, painting and installation of seats. Work in the next month will focus on completing interior finishes including tile flooring, drywall, ceiling finishes, light fixtures, food and beverage equipment installation. Verification of life safety systems, including the fire alarm system, smoke evacuation system are the critical activities for February to obtain partial occupancy prior to opening.

A total of $402,619 has been spent, leaving $1,097,381 (73%) in the contingency fund. The amount spent and committed to the contingency fund is estimated at $788,338, leaving $711,662 (47%) in the contingency fund.

### Milestone Deliverables performance reporting - For the Period of January 2008

#### Milestone Deliverables - Due Date | % Completed | Deliverable Status
--- | --- | ---
**Milestone 1 – Construction & Design**
- Food and beverage equipment fabrication and delivery | 01/15/2008 | 100% | On schedule
- Equipment check out | 01/02/2008 | 90% | On schedule
- Levels 2 and 3 finishes | 01/28/2008 | 90% | On schedule
- Level 400 finishes | 02/04/2008 | 90% | On schedule

#### Milestone Deliverables - Due Date | % Completed | Deliverable Status
--- | --- | ---
**Milestone 2 – Operations**
- Naming Rights Report | 01/22/2008 | 100% | Behind schedule
- Finalize the community suite policy and prepare council report | 01/08/2008 | 100% | On schedule
- Finalize Memorandum of Understanding with | 02/05/2008 | 100% | Behind schedule, Postponed as requested
**Project Status Report**  
Kingston Regional Sports and Entertainment Centre  

**Sports Hall of Fame**  
and prepare council report

- Draft of loading dock plan  
<table>
<thead>
<tr>
<th>Due Date</th>
<th>% Completed</th>
<th>Deliverable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/2007</td>
<td>100%</td>
<td>On Schedule</td>
</tr>
</tbody>
</table>

| Milestone Deliverables scheduled for completion over next period (February 2008) |
|---|---|---|---|
| Milestone Deliverables | Due Date | % Completed | Deliverable Status |
| **Milestone 1 – Construction & Design** | | | |
| • Food and beverage equipment installation and training | 02/22/2008 | 100% | On schedule |
| • Equipment check out | 01/02/2008 | 100% | On schedule |
| • Levels 2 and 3 finishes | 02/22/2008 | 100% | On schedule |
| • Level 400 finishes | 02/22/2008 | 100% | On schedule |
| • Commissioning | 02/22/2008 | 97% | On schedule |
| • Deficiency correction | 02/22/2008 | 75% | Behind schedule |
| **Milestone 2 – Operations** | | | |
| • Approval of final Centre’s name | 02/19/2008 | 100% | On schedule |
| • Corporate suite selection process. | 02/25/2008 | 80% | On schedule |
| • Finalize operational Memorandum between the Operator and the City | 02/20/2008 | 90% | On schedule |
| • Loading dock truck exercises | 02/15/2008 | 85% | On Schedule |
3  PROJECT STATUS REPORT APPROVALS

Prepared by

Lanie Hurdle, Project Director

Approved by

Cynthia Beach, Commissioner
Project Sponsor

4  APPENDICES

Appendix 4.1: Change Orders Log
<table>
<thead>
<tr>
<th>CCO #</th>
<th>DESCRIPTION</th>
<th>APPROVED/ISSUED</th>
<th>ANTICIPATED/ESTIMATED</th>
<th>ESTIMATED BUDGET</th>
<th>CONTINGENCY DRAW DOWN</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Catwalk &amp; Flygrid</td>
<td>$800,000</td>
<td>$800,000</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Interior Design - Including marketing perspective</td>
<td>$94,363</td>
<td>$108,000</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Environmental work - November 2006</td>
<td>$158,629</td>
<td>$505,000</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>Environmental work - December 2006</td>
<td>$340,000</td>
<td></td>
<td></td>
<td>$0</td>
<td>This CCO #004 does not cover all environmental costs. Total paid for environment is $499,629.</td>
</tr>
<tr>
<td>005</td>
<td>Mechanical and electrical design fees for the concessions and kitchen fit out</td>
<td>$87,780</td>
<td>$88,000</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>006</td>
<td>Webcam allowance</td>
<td>($6,500)</td>
<td>($6,500)</td>
<td></td>
<td>$0</td>
<td>Credit to the City</td>
</tr>
<tr>
<td>007</td>
<td>Ecology units</td>
<td>$124,352</td>
<td>$140,000</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>Installation and commissioning of underground services to food and beverage areas</td>
<td>$77,038</td>
<td>$78,000</td>
<td></td>
<td>$0</td>
<td>Funds are within the mechanical &amp; electrical F&amp;B work budget.</td>
</tr>
<tr>
<td>009</td>
<td>Environmental work – December – February</td>
<td>$250,000</td>
<td></td>
<td>$250,000</td>
<td>$0</td>
<td>Draw down on contingency</td>
</tr>
<tr>
<td>010</td>
<td>Structural Expansion for additional 1,000 seats</td>
<td>$384,100</td>
<td>$384,100</td>
<td></td>
<td>$0</td>
<td>Change in scope approved by Council.</td>
</tr>
<tr>
<td>011</td>
<td>Scoreboard</td>
<td>$27,070</td>
<td>$45,000</td>
<td></td>
<td>$0</td>
<td>This amount is above the $500,000 budget cash allowance. Additional cost funded from base building account.</td>
</tr>
<tr>
<td>012</td>
<td>Change in substantial completion</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>Change in substantial completion was incorporated in CCO #014</td>
</tr>
<tr>
<td>013</td>
<td>Mechanical and Electrical work for all food and beverage areas.</td>
<td>$935,540</td>
<td>$966,448</td>
<td></td>
<td>$0</td>
<td>This covers all concessions, kitchen, sports café, restaurant and club lounge</td>
</tr>
<tr>
<td>014</td>
<td>Management and Coordination of Food and Beverage construction work.</td>
<td>$221,760</td>
<td>$0</td>
<td>$222,000</td>
<td>$72,180</td>
<td>Includes change in substantial completion and fees to manage food and beverage work.</td>
</tr>
<tr>
<td>015</td>
<td>Increase Landscaping cash allowance</td>
<td>$72,180</td>
<td></td>
<td>$0</td>
<td>$72,180</td>
<td>Cash allowance under EllisDon's contract was $200,000.</td>
</tr>
<tr>
<td>016</td>
<td>Fire Hydrant</td>
<td>$15,275</td>
<td>$0</td>
<td>$0</td>
<td>$15,275</td>
<td>Added as a safety measure as per Fire Department's recommendation.</td>
</tr>
<tr>
<td>017</td>
<td>Voice and data cabling</td>
<td>$81,207</td>
<td>$95,000</td>
<td></td>
<td>$0</td>
<td>There will be a few additional costs related to this change.</td>
</tr>
<tr>
<td>018</td>
<td>Additional work – Fire hydrant</td>
<td>$1,732</td>
<td>$0</td>
<td>$0</td>
<td>$1,732</td>
<td>Millwork, painting and minor architectural work is not included in this amount.</td>
</tr>
<tr>
<td>019</td>
<td>Architectural finishes for food and beverage</td>
<td>$197,331</td>
<td>$405,000</td>
<td></td>
<td>$0</td>
<td>Includes millwork, painting, epoxy and other architectural finishes.</td>
</tr>
<tr>
<td>020</td>
<td>Architectural finishes for food and beverage</td>
<td>$190,186</td>
<td></td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>021</td>
<td>Ice deck upgrade</td>
<td>$79,546</td>
<td>$0</td>
<td>$0</td>
<td>$79,546</td>
<td></td>
</tr>
<tr>
<td>022</td>
<td>Club infill architectural finishes</td>
<td>$36,448</td>
<td>$0</td>
<td>$0</td>
<td>$38,000</td>
<td></td>
</tr>
</tbody>
</table>
# Project Status Report
Kingston Regional Sports and Entertainment Centre

<table>
<thead>
<tr>
<th></th>
<th>Sports Hall of Fame</th>
<th>$41,956</th>
<th>$0</th>
<th>$55,000</th>
<th>$0</th>
<th>Change order does not include service rough ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>024</td>
<td>Added exhaust hoods</td>
<td>$42,000</td>
<td>$0</td>
<td>$42,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>025</td>
<td>Additional voice and data cabling</td>
<td>$15,126</td>
<td>$0</td>
<td>$7,500</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>026</td>
<td>Additional fascia signage</td>
<td>$115,683</td>
<td>$0</td>
<td>$12,000</td>
<td>$12,000</td>
<td></td>
</tr>
<tr>
<td>027</td>
<td>Add two follow spots</td>
<td>$7,500</td>
<td>$0</td>
<td>$7,500</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>028</td>
<td>155 TR ice plant upgrade</td>
<td>$12,000</td>
<td>$12,000</td>
<td>$0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$438,802</strong></td>
<td><strong>$19,500</strong></td>
<td><strong>$3,955,048</strong></td>
<td><strong>$534,416</strong></td>
<td></td>
</tr>
</tbody>
</table>
Project Status Report

Project Name: Multiplex Community Centre
Department: Sustainability and Growth Group
Period Covered: January 1, 2008 - January 31, 2008

Prepared By: Barclay Mayhew, Director Project Development

<table>
<thead>
<tr>
<th>Document Owner(s)</th>
<th>Project/Organization Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Beach</td>
<td>Project Sponsor</td>
</tr>
<tr>
<td>Christine Hannaford</td>
<td>Project Coordinator</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
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<td>3</td>
</tr>
<tr>
<td>PROJECT STATUS REPORT</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Executive Summary</td>
<td>3</td>
</tr>
<tr>
<td>2.2 Project Status Report Details</td>
<td>3</td>
</tr>
<tr>
<td>PROJECT STATUS REPORT APPROVALS</td>
<td>10</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>10</td>
</tr>
</tbody>
</table>
1 PROJECT STATUS REPORT PURPOSE

The Project Status Report is a document used as a means of formal monthly reporting on the status of a project to key project stakeholders, including the Council members, Project Sponsor, and CMT.

2 PROJECT STATUS REPORT

2.1 Executive Summary

The Multiplex Community Centre project continues to be on schedule to meet the substantial construction completion date of March 28, 2008 with some exceptions to the exterior area that will be done in early spring.

The final rink pour was completed on January 29 which completes the arena flooring.

A report will be brought to the February 19, 2008 Council meeting with recommendations on the financial elements regarding naming rights for the building.

2.2 Project Status Report Details

Progress of Activities from January 1st until January 31st

Design & Construction

The floors for rinks #2 and #3 were poured January 8 and January 29 respectively. This completes the arena flooring. Installation of rubber floor tile has started in rink 1 and 4 dressing rooms.

Terrazzo flooring on the second floor is almost complete and installation on the first floor will begin in early February.
Exterior glazing is nearing completion. Installation of the exterior panels is complete and trim work has begun.

Painting of the walls in rink #1 has started.

Installation of the score clock and dasher boards for rink #1 is scheduled for early February.

Cabling has begun for the low e ceiling and rink #1 is complete. The fabric installation is scheduled for early February.

PEAK staff continues to hold weekly meetings with all trades to monitor progress and ensure the project remains on track for a substantial completion of March 28, 2008.

A) Operations, Marketing & Naming Rights

*Operations*

*Naming Rights*

A Report to Council outlining the financial details for the naming rights for the building will be presented at the February 19 Council meeting.

*Concession RFP*

A license agreement with Brown's Fine Foods has been drafted and is under review. Discussions continue with Brown's. The list of equipment is complete and PEAK continues to work on the fit-out.

*Way Finding Signage RFP*

The RFP closed on January 23 with 5 proposals received. The evaluation process is currently underway.

*Budget*

The following table provides a financial overview of the approved budget, the actuals as of January 31, 2008, the amounts committed to the project until January 31, 2008 and the balance remaining for the project.
Multiplex Community Centre  
Sustainability and Growth Group  
Project Status Report  

January 1-January 31, 2008

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Approved Budget</th>
<th>Actuals January 31, 2008</th>
<th>Invoices to be processed</th>
<th>Balance</th>
<th>Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Building</td>
<td>$26,353,030</td>
<td>$20,339,469</td>
<td>$1,660,837</td>
<td>$4,352,724</td>
<td>$4,352,724</td>
</tr>
<tr>
<td>Repurposing</td>
<td>$50,000</td>
<td>$14,286</td>
<td>$0</td>
<td>$35,714</td>
<td>$0</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$912,000</td>
<td>$598,122</td>
<td>$0</td>
<td>$313,878</td>
<td>$0</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$2,502,500</td>
<td>$633,663</td>
<td>$14,693</td>
<td>$1,854,144</td>
<td>$96,846.37</td>
</tr>
<tr>
<td>Permits &amp; Fees</td>
<td>$1,938,370</td>
<td>$1,802,418</td>
<td>$0</td>
<td>$135,952</td>
<td>$0</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment</td>
<td>$971,850</td>
<td>$0</td>
<td>$0</td>
<td>$971,850</td>
<td>$78,336</td>
</tr>
<tr>
<td>Land Acquisition</td>
<td>$880,000</td>
<td>$880,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$33,607,750</strong></td>
<td><strong>$24,267,958</strong></td>
<td><strong>$1,675,530</strong></td>
<td><strong>$8,558,955</strong></td>
<td><strong>$4,527,906</strong></td>
</tr>
</tbody>
</table>

**Budget Analysis**

Based on the Finance Department's monthly report, the actual amount spent as of January 31 is $24,267,958. PEAK's January invoice that is currently being processed brings the total amount spent as of January 31 to $25,943,488. The City has spent approximately 77% of the overall budget. This cost covers design work, site, structural steel, concrete, masonry, pre-engineered buildings, mechanical, refrigeration, electrical site services, grounding, furniture, as well as administrative costs.

The committed column for contingencies includes the remaining costs associated with Change Orders #003, #004, and #005.

**Contingency Fund**

Change Orders #003, #004 and #005 are covered by the contingency funds. The balance in the contingency fund after payment of these is approximately $1.76 million. Partial billing in the amount of $14,693.00 is being processed with the January invoice.
Commitments:

Refer to all outstanding contractual commitments held by the City, including purchase orders. They include the following:

1. **Peak Engineering & Construction Ltd.**: Original contract amount of $26,353,030. This amount is reduced by the costs already incurred for this contract and it does not include any change orders as they were not part of the original contract.

2. **Professional Fees**: $70,000 includes the following amounts on purchase orders:
   a. Griffiths Rankin Cook/Genivar – up to $50,000 to complete compliance and peer review of Structural, Foundation, Mechanical, Electrical and Design Plans submitted by design builder.
   b. K.C. Kelly and Associates – up to $18,000 for review of monthly progress draws, contemplated change orders and site support was initially approved. Additional charges not to exceed $5,000 have been authorized for the remainder of the project.

3. **FF&E**
   SouthEastern Telecommunication Services – $78,336 to complete the installation and provision of cabling and telecommunications equipment. The Purchase Order is issued in accordance with the City of Kingston’s sole source agreement with SouthEastern. This costing is included in the committed column for Furniture, Fixtures and Equipment.

4. **Change Orders**:
   Change Order #005 in the amount of $24,268 was approved. This change order covers the installation of wiring to supply power and data to the curfew clocks, installation of coloured backer boards in the players box areas, modifications to the Figure Skating Sound Room to accommodate viewing area into Rink #3, and adjustments for the limestone masonry to meet new seismic building code criteria. The cost will be drawn from the contingency fund.
Risk Management – mitigated and potential risks
All high area risks have been mitigated and staff has no current concerns.

Major Changes
There are no major changes to date.

Issues
There were no issues in January.
Project Status Report

Project Name: Multiplex Community Centre Project

Prepared By: Barclay Mayhew

Reporting Period: January 1- January 31, 2008

Project Overall Status:
There have been schedule changes to some deliverables but there is no impact on substantial completion which continues to be March 28, 2008.

<table>
<thead>
<tr>
<th>Milestone Deliverables</th>
<th>Due Date</th>
<th>% Completed</th>
<th>Deliverable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td>03/21/2008</td>
<td>68%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Masonry</td>
<td>12/21/2007</td>
<td>99%</td>
<td>Spray on insulation component behind schedule – no impact on critical path</td>
</tr>
<tr>
<td>Structural Steel</td>
<td>05/07/2007</td>
<td>100%</td>
<td>Completed</td>
</tr>
<tr>
<td>Rink Structures</td>
<td>10/05/2007</td>
<td>98%</td>
<td>Behind Schedule – no impact on critical path</td>
</tr>
<tr>
<td>Main Concourse Structure &amp; Decking</td>
<td>11/02/2007</td>
<td>76%</td>
<td>Behind Schedule no impact on critical path</td>
</tr>
<tr>
<td>Sprinklers</td>
<td>02/22/2008</td>
<td>69%</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Refrigeration</td>
<td>03/21/2008</td>
<td>72%</td>
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</tr>
<tr>
<td>Electrical</td>
<td>23/05/2008</td>
<td>45%</td>
<td>Revised Schedule</td>
</tr>
<tr>
<td>Finish Site work</td>
<td>06/02/2008</td>
<td>92%</td>
<td>Revised Schedule. No impact on critical path</td>
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## Milestone 2 – Operations

<table>
<thead>
<tr>
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<th>Status</th>
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<tbody>
<tr>
<td>Naming Rights – Sales &amp; Marketing Plan</td>
<td>12/30/2007</td>
<td>60%</td>
<td>Behind Schedule. No impact on critical path</td>
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<tr>
<td>Policies - Ice Allocation, Community Storage and User Group Offices/Meeting Rooms</td>
<td>01/31/2008</td>
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</tr>
<tr>
<td>FF &amp; E Ordering</td>
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</table>

## Milestone Deliverables scheduled for completion over next period

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</thead>
<tbody>
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<td></td>
<td></td>
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<tr>
<td>Rolling Metal Fire Doors</td>
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<td>50%</td>
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</tr>
<tr>
<td>Aluminum Curtain Wall</td>
<td>18/01/2008</td>
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</tr>
<tr>
<td>Hollow Metal Doors</td>
<td>21/01/2008</td>
<td>80%</td>
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</tr>
<tr>
<td>Door Hardware</td>
<td>29/02/2008</td>
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<tr>
<td>Sectional Overhead Doors</td>
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<td>Miscellaneous Metals</td>
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<td>Elevator</td>
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</table>
3 PROJECT STATUS REPORT APPROVALS

Prepared by
Barclay Maynew, Project Director

Approved by
Cynthia Beach, Commissioner
Project Sponsor
TO: Mayor and Council
FROM: Lance Thurston, Commissioner, Community Development Services Group
RESOURCE STAFF: Mark Fluhrer, Director, Culture & Recreation Department
Lynda Breen, Manager, Recreation Services
DATE OF MEETING: 2008-02-19
SUBJECT: Potential Fireworks Displays - Canada Day Celebrations

EXECUTIVE SUMMARY:
This report provides information on the costs and resource requirements associated with re-introducing a civic fireworks display at Grass Creek Park as part of the 2008 Canada Day celebrations. Information is also provided regarding the challenges of holding fireworks in a west end location.

At the City Council meeting held on January 8, 2008, the following motion was deferred:
"WHEREAS the City of Kingston is celebrating the tenth anniversary of amalgamation; and,
WHEREAS the City has been working to develop City parks across the whole City; and,
WHEREAS the City has recently purchased additional land to increase the size of Grass Creek Park improving it as an ideal gathering place for families wishing to picnic, swim and play together;
THEREFORE BE IT RESOLVED THAT, in order to celebrate both ten years of amalgamation and Canada Day, the City shall host a fireworks display at Grass Creek Park on the 1st of July 2008."

The following motion was carried: "THAT the motion of Councillors MacLeod-Kane and Garrison be referred to staff for a report back on the budget impacts for the first meeting in February."

RECOMMENDATION:
This report is for information only.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER
Lance Thurston, Commissioner, Community Development Services Group

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Glen Laubenstein, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Department</th>
<th>N/R</th>
</tr>
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<tbody>
<tr>
<td>Commissioner Beach</td>
<td>Sustainability &amp; Growth</td>
<td>N/R</td>
</tr>
<tr>
<td>Commissioner Hunt</td>
<td>Finance &amp; Corporate Performance</td>
<td>N/R</td>
</tr>
<tr>
<td>Commissioner Leger</td>
<td>Corporate Services</td>
<td>N/R</td>
</tr>
<tr>
<td>Jim Keech, President</td>
<td>Utilities Kingston</td>
<td>N/R</td>
</tr>
</tbody>
</table>
OPTIONS/DISCUSSION:

Current Situation
The City of Kingston supports one civic fireworks display in the downtown as part of its Canada Day event program. This event is programmed in conjunction with the Downtown Business Association and is supported with corporate sponsorships.

Recent Past
2004 was the last year that civic fireworks were included as part of an east end or west end Canada Day Celebration program. Prior to 2005 the City supported, either in whole or in part, Canada Day fireworks displays at locations in the west end, the east end, downtown and Lake Ontario Park. A fireworks display was also supported for some years at Lake Ontario Park as part of a Victoria Day celebration.

The Grass Creek Park Canada Day celebrations have continued annually without the fireworks display since 2005. The event was moved to an afternoon program from 1pm – 6pm to provide an opportunity for younger families to celebrate the day and to encourage participants to make their way downtown for the civic fireworks display in the evening.

West end Canada Day celebrations traditionally were held at Lion’s Civic Gardens. The site was deemed to be unsafe for high level fireworks displays and after a couple of years experimenting with low level fireworks and laser light shows, all of which proved to be less than satisfactory with the public, the Canada Day event was moved in 2004 to the then vacant NORCOM site as an interim measure until a suitable permanent location could be found. The NORCOM site has since been redeveloped and is no longer available and an alternative site in the west end could not be found that would accommodate fireworks. In 2007 the west end Canada Day celebrations were discontinued in favour of the Global Fusions event that is held at Lake Ontario Park.

Consolidating Fireworks Displays into One Event
Our challenges in conducting multiple Canada Day celebrations and fireworks displays were brought to Council's attention through staff reports on a number of occasions. The decision was made in 2005 to consolidate Canada Day fireworks celebrations into the one downtown event, and funding previously allocated for fireworks in the east and west events were reallocated to the downtown event. There were four main reasons for consolidating the civic fireworks displays:

1. One Community – bringing the post-amalgamation communities together through a shared celebration.
2. Bigger Bang for the Buck – rather than stretching our limited resources over three or four events, we could host a more spectacular, longer lasting display that would be more satisfying for residents and visitors.
3. Sponsorship Opportunities – one large, downtown display is more attractive for corporate sponsorship opportunities. Attracting sponsorships to the smaller east and west end events proved to be a challenge over the years.
4. Resource Efficiencies - successful civic fireworks have special staffing and volunteer coordination requirements. This involves Culture & Recreation, Public Works, Fire and Police. We are able to support one display more cost effectively than multiple displays.

Safe Locations for Civic Fireworks
There are few sites in the City that are considered appropriate locations for high level civic fireworks displays. The Fire Department assessed a number of sites as part of this review (see Exhibit "A"). Grass Creek Park is included in the short list of suitable sites for high level fireworks. Additional safety assessment information is provided in Exhibit "B" concerning previous fireworks displays in various locations in the City.
What Were the Challenges?
Even "safe" locations for civic fireworks have challenges, including Grass Creek Park. The challenges faced by event organizers in years past at Grass Creek Park included:

1) As fireworks were set off from the beach, access to the beach was restricted 6 hours prior to the display; this was not well received by members of the public who wished to use the beach. This was a particular challenge for Canada Day event programming staff at the park.

2) Water safety patrol boats are required for the event to police water traffic and maintain a safe perimeter around the fireworks site. The Grass Creek event competed with fireworks displays elsewhere in Kingston and in neighbouring municipalities for this mandatory safety feature.

3) Debris from the fireworks was difficult to remove completely from the beach/swim area. This led to complaints from beach users and ongoing maintenance challenges for park staff and recreation programming staff.

4) Fire crews were required to stand vigilant during and after the event in case grass and marshland fires were sparked by falling embers. Fire crews were required at other fireworks site too.

5) There are no lighted pathways or roads in the park making exiting the park difficult after the fireworks.

6) The prevailing winds that funnel down the Bateau Channel often made it difficult to stage the fireworks.

EXISTING POLICY/BY LAW:
N/A

NOTICE PROVISIONS:
N/A

ACCESSIBILITY CONSIDERATIONS:
Grass Creek Park presents challenges for evening programming such as fireworks displays due to the absence of lighting in the park, rolling topography and lack of even paved surfaces.

FINANCIAL CONSIDERATIONS:
The City currently budgets $5,000 for the Grass Creek Park Canada Day Celebrations. An additional $14,450 will be required to cover the cost of fireworks and related expenses, assuming that donations or sponsorships cannot be secured. Please refer to Exhibit 'C' attached.

A fireworks display requires a number of expenditures in addition to the direct cost of the fireworks, including additional event staffing support, supplies, equipment rentals, security and of course the fireworks. Staff has included a 10 minute high level fireworks display in the attached budget, as the average cost of crowd pleasing high level fireworks is approximately $1,000 per minute.

To accommodate the fireworks at Grass Creek Park this year, staff is recommending that the 5 hour Grass Creek Canada Day event be moved from the existing 1pm – 6pm time slot to 5pm - 10pm, thereby eliminating the need for additional programming, staffing and entertainment over and above the currently planned family programming and the newly considered fireworks display.
CONTACTS:
Mark Fluhrer, Director, Culture & Recreation Department  613-546-4291 ext. 1342
Lynda Breen, Manager, Recreation Services Division  613-546-4291 ext. 1705

OTHER CITY OF KINGSTON STAFF CONSULTED:
Rob Kidd, Assistant Chief/Director of Fire Prevention  613-548-4001 ext. 5107

EXHIBITS ATTACHED:
Exhibit 'A'  Memorandum – Fireworks Venues, January 28, 2008
Exhibit 'B'  Memorandum – Canada Day Public Fireworks Displays Safety, July 18, 2003
Exhibit 'C'  Draft Budget Fireworks Related Expenses – Grass Creek Canada Day Celebrations
In recent discussions you have asked about various locations within the city that may be suitable for display type fireworks.

In summary we note the following.

**Sites identified as "suitable" from a fire/audience safety perspective:**

1. RMC - This is on a south west facing point that permits firing over Lake Ontario with a virtually unlimited landing area for the fireworks. Challenges with the site include coordination to ensure that watercraft are excluded from the landing area during the show and protection of the large berm adjacent to the firing site. The two challenges have been successfully addressed in recent years by coordination with the coast guard and Wolfe Island ferry and fire department wetting of the exposed area of the berm prior to firing when conditions are dry.

2. Grass Creek Park - This site permits firing over Lake Ontario as well. Similar challenges and solutions arise with respect to watercraft. Attention is required to prevent ignition of adjacent marshlands.

3. PUC Filtration Plant Dock (King Street West) - There was a successful show conducted on this site in the fall as part of the sanctioned Queen's Homecoming. Watercraft challenges exist but are manageable.

**Sites identified as "unsuitable" from a fire/audience safety perspective:**

4. Lions Civic Gardens - Numerous attempts at high-level, lo-level and even ground level have demonstrated that this site is completely unsuitable for display fireworks.
5. Former Norcom site (Gardiners Road) - There was one show conducted in the past that did fit into acceptable safety requirements, however, development of the site has eliminated the possibility of safely firing a show at this location.

6. Elevator Bay (King Street West) - There have been past successful shows in this area. Challenges occur with respect to watercraft and a more restricted site. In addition, we understand that development is pending on the former grain elevator site that may further restrict the suitability of this site and render it as unsuitable.

Please see attached report (July 18, 2003) describing in greater detail some of the factors influencing safety at various sites discussed above.

I hope that this information is of assistance. If there are other sites that you would like evaluated please let us know.

c.c. file

Encl.

Report July 18, 2003
TO: Lance Thurston, Commissioner of Community Services,  
    Harold Tulk, Fire Chief  
FROM: Robert N. Kidd, Chief Fire Prevention Officer  
DATE: July 18, 2003  
SUBJECT: Canada Day – Public Fireworks Displays Safety

Public fireworks displays were held in the City of Kingston at four venues on June 30th and July 1, 2003. Detailed applications for each of the displays were reviewed for fire safety prior to the events and fire prevention staff were present at each of the shows. The "Display Fireworks Manual," (DFM) published by Natural Resources Canada and referenced by the Explosives Act and Ontario Fire Code, provided the basic criteria for our reviews. Summaries of the details of each venue follow:

Lions Civic Gardens - June 30, 2003

Description
The display was designed and conducted by Flash Point Productions of Kingston.

Physical limitations on the site and previous cases of fireworks debris striking adjacent properties and spectators were factored into the decision that only “low level” fireworks would be allowed. "Low level” fireworks are defined as fireworks designed to reach heights of 50m (165 feet) or less and Roman Candles having inside diameters of 50mm (2 inches) or less. The largest fireworks effects employed in this display were 45 mm Roman Candles labeled by the manufacturer as having a designed altitude of 31m (105 feet).

Safety Compliance
The required spectator safety clearance stipulated by the DFM for low level displays is 45m (150 feet) from all points measured to the firing site. Based on previous experience with the site geography and prevalent wind conditions the display supervisor agreed to increase the spectator clearance to 100m. Parks and recreation staff successfully ensured that this perimeter was established and maintained.

The DFM also requires a clearance of 300m (1,000 feet) to high hazard occupancies such as the Gardiners Road Esso station which is located only slightly over 100m from the firing ramp. To mitigate the risk, Eric Cook, owner of the service station, voluntarily closed his lot and shut down the pumps a short time prior to the display. Vehicles were prohibited from parking in the service station lot during the display.

Observations
The display was conducted in accordance with all pre-established conditions and clearances to spectators were maintained. There was virtually no wind present at the time the fireworks were being fired.
It was apparent that the large candle projectiles were reaching altitudes well in excess of the 30m (105 feet) design altitude labeled on the firing tube and appeared to be bursting at heights of well over 60m (200 feet). Fortunately the aim of the candles in conjunction with the lack of wind appears to be the only reason that debris did not fall into the crowd of spectators located immediately north of the pond. Debris did appear to reach the 45m point north of the firing ramp where the crowd would have been standing had we not increased the safety clearances.

The Esso Site was inspected on July 3rd. Numerous plastic shell fragments from the 45mm candles were recovered from the area around the pumps, the underground tank vents and fill connections and even from the traveled portion of Gardiners Road. It is obvious that, even in the absence of wind, dangerous debris was reaching distances of up to 150m (500 feet) downrange from the firing ramp. A slight south wind would have, in all likelihood, resulted in debris falling into the spectator area.

Conclusion
The Lions Civic Gardens site is completely unsuitable and potentially dangerous for continued “low level” fireworks displays. Following the display, licensed fireworks supervisors who had conducted the show and another, who had observed it as a spectator, offered their opinion to me that the site is not suitable for “low level” fireworks of this caliber. The danger of conducting “high level” displays at the site has been previously documented and proven by experience. There are provisions within the DFM for “ground level” fireworks displays which could be considered upon submission of a detailed proposal for the site.

Grass Creek Park - July 1, 2003

Description
The display was designed and conducted by Flash Point Productions of Kingston. The display was comprised of “high level” fireworks which included large roman candles and shells up to 8 inches in diameter.

The firing ramp was isolated to a beach area with a secure spectator security line established >100m behind the ramp. A clear fallout zone extending 200m over Lake Ontario was established and maintained in conformance with the DFM. Parks and Recreation staff were able to enlist the assistance of volunteers from CORK in maintaining the offshore perimeter.

Safety Compliance
All requirements of the DFM were met or exceeded at the site.

Observations
The Fire Prevention Officer monitoring the display noted that continuing attention is required to ensure that the adjacent marsh lands are not accidentally ignited by debris.

Conclusion
Grass Creek Park is suitable for continued “high level” fireworks displays.

Royal Military College (Downtown Kingston) - July 1, 2003

Description
The display was designed and conducted by Canazon Fireworks of Kingston. The display was comprised of “high level” fireworks which included large roman candles and shells up to 12 inches in diameter.
The firing ramp was isolated to a beach area with a secure spectator security line established >100m beyond the ramp. A clear fallout zone extending 200m over Lake Ontario was established and maintained in conformance with the DFM. Downtown Kingston organizers were able to enlist the assistance of the Canadian Coastguard in maintaining the offshore perimeter.

An area of the grass covered berms located adjacent to the firing ramp was wet down by Kingston Fire & Rescue volunteers prior to the event.

Safety Compliance
All requirements of the DFM were met or exceeded at the site.

Observations
The display supervisor reported that there is a recurring year to year problem with pleasure and commercial watercraft breaching the 200m fallout zone off of the firing ramp. There were persistent incursions into the zone this year which were addressed by broadcasting the required clearances over the maritime common frequency and by the Coastguard craft on duty approaching craft encroaching on the zone. The zone was cleared by the time of the display.

The RMC display included the firing of many large diameter shells. A significant amount of debris reached ground/water level. A small grass fire was ignited on top of the berm approximately 75m from the firing ramp (beyond the area wet down by firefighters).

Conclusion
The RMC site is suitable for continued high level fireworks displays. Additional planning is required for future displays to mitigate the risk of grass fires on the surrounding RMC properties as the result of fallout.

Lake Ontario Park (King Street) – July 1, 2003

Description
The display was designed and conducted by Flash Point Productions of Kingston. The display was comprised of "high level" fireworks which included large roman candles and shells up to 8 inches in diameter.

The firing ramp was isolated to a dock area south of 1000 King Street with a secure spectator security line established >100m behind the ramp. A clear fallout zone extending 200m over Lake Ontario was established and maintained in conformance with the DFM. The display supervisor aimed the display slightly southwest to ensure that spectators watching from Lake Ontario Park were well outside of the eastside limit of the fallout zone.

Parks and Recreation staff were able to enlist the assistance of volunteers from Kingston Yacht Club in maintaining the offshore perimeter.

Observations
There were no significant fire safety issues noted in connection with this display.

Conclusion
This location is suitable for continued "high level" fireworks displays.
Additional Comments

The fact is that fireworks are intrinsically hazardous and responsible for hundreds of reported injuries in Canada every year. Canadian and international studies show that the highest rates of injury occur with consumer of "family" fireworks. For this reason, Kingston Fire & Rescue continues to promote attendance at public displays as the safest means of viewing fireworks.

It must also be recognized that public displays are not without hazard and every possible means should be employed to mitigate public risk. We have received the following reports regarding incidents occurring in the first week of July:

- **July 1st**, Orangeville, Ontario:
  
  Hundreds of people were put in danger at a Canada Day fireworks celebration...when at least three of the colourful balls of fire shot into the crowd. A representative of Hands Fireworks stated that the product used may have been defective and that the company was “pushing the limit,” in terms of the kinds of fireworks it was presenting in the space available. (The Orangeville Banner).

- **July 2nd**, Bonita Springs, Florida:

  A fireworks display being assembled for a Fourth of July celebration erupted in flames Wednesday, setting off massive explosions that killed four people and injured two others, one critically. (CNN)

1 Canadian Hospitals Injury Reporting and Prevention Program – 1998 Report

- **July 3rd**, Kilgore, Texas:

  Three workers were killed and six nearby homes were destroyed when display fireworks being loaded at a warehouse exploded. (Kilgore News Herald).

The preceding reports speak for themselves and underscore the need to carefully assess all future fireworks displays in the City of Kingston.

Note that a draft fireworks bylaw has been prepared and will now be forwarded to stakeholders for additional input.

---

Robert N. Kidd,
Chief Fire Prevention Officer

Encl. Photographs: Lions Civic Gardens (Aerial)
   Esso Station
   Fireworks debris

C.C. file
## EXHIBIT ‘C’

Draft Budget Fireworks Related Expenses – Grass Creek Park 2008 Canada Day Celebrations

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<th>Cost</th>
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<tr>
<td>Security (boat patrol)</td>
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<tr>
<td>Parking attendants</td>
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<tr>
<td>Rental - Generator, lights (evening programming)</td>
<td>500</td>
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<td>Signage</td>
<td>250</td>
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<tr>
<td>Staff costs</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$14,450</strong></td>
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</table>

Staff costs in the above budget are calculated based on the need to hire one additional part time staff person to plan and organize the event in addition to the event day/night staff ‘on site’ for the event.
TO: Mayor and Council
FROM: Glen Laubenstein, Chief Administrative Officer
RESOURCE STAFF: Glen Laubenstein, Chief Administrative Officer
DATE OF MEETING: 2008-02-19
SUBJECT: Queen’s / City Shared Solutions

EXECUTIVE SUMMARY:

Representatives of City staff have met with representatives of Queen’s to begin the process of addressing the issues raised in Council’s motion of November 20th, 2007, which is attached to this report (Exhibit A). The most urgent issue on the agenda was the upcoming Homecoming Event scheduled for September 26th, 27th, 28th, 2008. City representatives and Council expressed their desire to change the date of Homecoming to later in the year in order to break the connection between Homecoming and the street parties that are associated with it. Queen’s is of the opinion that it is going to be difficult to change the date for this year; however, I continue to work with officials from the University to see if this is possible.

We have agreed to realign the working groups between the City and Queen’s into the following Action Groups:

1. Issues surrounding Aberdeen Street
2. Student housing issues / licensing
3. Improving student / City relationships
4. Urban planning / Official Plan issues

I have attached the makeup of the committees as an attachment (Exhibit B). The Action Plan and deliverables for each committee along with an update on discussions regarding the dates of Homecoming will be presented to Council at its open meeting in March.

RECOMMENDATION:

There is no recommendation as this report is provided for information only.

AUTHORIZING SIGNATURES:

GINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER
Glen Laubenstein, Chief Administrative Officer
CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

<table>
<thead>
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<th>Commissioner Name</th>
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<tr>
<td>Commissioner Beach, Sustainability &amp; Growth</td>
<td>N/R</td>
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<tr>
<td>Commissioner Hunt, Finance &amp; Corporate Performance</td>
<td>N/R</td>
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<td>Commissioner Thurston, Community Development Services</td>
<td>N/R</td>
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<tr>
<td>Commissioner Leger, Corporate Services</td>
<td>N/R</td>
</tr>
<tr>
<td>Jim Keech, President, Utilities Kingston</td>
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(N/R indicates consultation not required)

OPTIONS/DISCUSSION:
N/A

EXISTING POLICY/BY LAW:
N/A

NOTICE PROVISIONS:
N/A

ACCESSIBILITY CONSIDERATIONS:
N/A

FINANCIAL CONSIDERATIONS:
N/A

CONTACTS:
Patrick Deane – Vice Principal (Academic)
Andrew Simpson – Vice Principal (Operations and Finance)
Kaitlyn Young, – AMS Municipal Affairs Commissioner

OTHER CITY OF KINGSTON STAFF CONSULTED:
Terry Willing, Director, Building & Licensing
Antje McNeely; Inspector, Kingston Police
Therese Greenwood, Manager, Communications
Hal Linscott, Director of Legal Services
George Wallace, Director, Planning & Development
Tim Laprade, Public Education Coordinator

EXHIBITS ATTACHED:
Exhibit A – Motion of November 20th, 2007
Exhibit B – Issues Surrounding Homecoming / Aberdeen
WHEREAS there are a number of challenges confronting the City of Kingston in which Queen's University has an interest and may be considered a "stakeholder"; and,

WHEREAS these challenges include matters that affect not just the student population of Queen's but many of Kingston's residents, such as adequate housing standards; and,

WHEREAS some of the broader issues may be related to problems more specifically associated with Queen's, such as the "Aberdeen Street event" which is considered by many to be directly related to Homecoming;

THEREFORE BE IT RESOLVED THAT:

1. City Council invites Queen's University to join with the City in finding solutions to shared problems;

2. City Council invites Queen's University to share both their concerns requiring resolution in which the city has a role, and their initial views on how they might be addressed or factors that should be considered as a solutions are determined;

3. Recognizing that the ultimate responsibility for action on many matters lies with the City and that we cannot afford to ignore them or otherwise not take action, Council directs the Chief Administrative Officer to form a working group with such representatives of Queen's as they care to nominate and senior city staff as appropriate;

4. Given the urgency of these problems, the working group shall meet at least monthly to prepare recommendations for Council's consideration;

5. Beginning in January 2008, the Chief Administrative Officer is directed to report to Council at its first meeting of each month on the issues being addressed and the progress being made;

6. As a means of giving initial direction to the working group, Council expresses itself of the opinions that:

   a) an important means of addressing the Aberdeen Street event may be to break the cycle of its connection with Homecoming by moving Homecoming to another time of year; and,

   b) to address the housing concerns of Queen's students that have in the past been expressed in the context of a rationale for student behaviour and to address the needs of many of Kingston's less advantaged residents, a more effective means of enforcing the by-laws of housing standards than the current complaint driven process needs to be found; and,

   c) to relieve the taxpayer of future financial burdens of paying for additional city and emergency services in support of a specific event that may not be for the benefit of all Kingston residents, a mechanism and policy for addressing costs needs to be explored;

THAT the CAO brief Council on the progress of discussions at the first meeting of Council in March 2008.

CARRIED AS AMENDED
Steering Committee
Members:
Glen Laubenstein
Patrick Deane
Andrew Simpson
Vinnie Rebello
President of AMS

Issues surrounding Homecoming/Aberdeen
Members: (Chair and vice-chair will be chosen at first meeting)
Glen Laubenstein – co-leader for first meeting
Patrick Deane – co-leader for first meeting
Terry Willing
Brian Cookman/Antje McNeely
Vinnie Rebello (not yet confirmed)
Therese Greenwood
Jason Laker
Kathy O’Brien
Charles Sumbler
Kaitlyn Young/AMS Municipal Affairs Commissioner/AMS president (related to new terms of office)
David Patterson
Bob Little
Lorinda Peterson

2. Student Housing Issues
Members:
Andrew Simpson (chair) - provisional
Hal Linscott (vice chair)
Terry Willing
Kaitlyn Young
George Wallace
Glen Laubenstein
Bob Little
Jason Laker
Roxy Dennison-Stewart
(2 representatives of student landlords)

3. Improving student-city relationship
Therese Greenwood (chair)
Kaitlyn Young (AMS Municipal Affair Commissioner) vice-chair
Roxy Dennison-Stewart
Antje McNeely
Tim Laprade

Members:
George Wallace chair
Ann Brown co-chair
Bob Little

Composition of the committee membership subject to change based on agreement among members of the Steering Committee