

Indoor Racquet Sport Committee Report to the
Thunder Bay Community Tennis Centre
Executive Meeting of Tuesday Nov 2, 2021

Update from Search Committee—Project Manager

Chair of the IC met with the chair of the Search Committee, Pasi Pina and Pepe Garieri on Oct 27 for introductions and to discuss “next steps”

Two directions we can go: Hire an engineering firm (like JML) who have in-house project managers who will co-ordinate all aspects of the build or, recruit an individual who is hired by the TBCTC. This manager will be responsible for developing capital and operating budgets, developing high level site plans, public consultation, procurement of contractors and co-ordination with City Development Services.

Grant Updates

1) NOHFC

Project summary

The Recipient will acquire an air supported structure and erect it over six outdoor courts, four existing courts and two courts that will be constructed, and complete other activities to allow for year-round use of the Recipient’s racquet sports facility.

In order to do so, the Recipient will:

- (a) hire a project manager and engineering firm to advise on the project; and
- (b) contract with providers for completion of the following activities:
 - (i) site preparation,
 - (ii) tennis court construction,
 - (iii) the acquisition of an air supported structure,
 - (iv) installation and commission of necessary utility services,
 - (v) landscaping, fencing and exterior site finishes, and
 - (vi) clubhouse renovations, including installation of accessible washrooms.

1. **Project Costs Chart**

<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total cost</i>
Engineering and site preparation	\$1,339,131	\$0	\$1,339,131
Air supported structure	\$1,265,359	\$0	\$1,265,359
Facilities and landscaping	\$312,469	\$0	\$312,469
Professional fees	\$0	\$136,634*	\$136,634
TOTAL	\$2,916,959	\$136,634	\$3,053,593

2. **Project Funding Chart**

<i>Funding sources</i>	<i>Financing type</i>	<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total funding</i>
NOHFC	Conditional contribution	Eligible Project Costs	\$1,000,000	\$0	\$1,000,000
Recipient	Cash	All costs	\$416,959	\$136,634	\$553,593
City of Thunder Bay	Cash	All costs	\$1,500,000	\$0	\$1,500,000
TOTAL			\$2,916,959	\$136,634	\$3,053,593
NOHFC % of total Eligible Project Costs			34.28%		

PROJECT PLAN AND NOHFC CLAIM SCHEDULE

(To be completed by the Recipient)

1. **Project Plan**

<i>Project milestones</i>	<i>Timing</i>	
	<i>Start (month/ year)</i>	<i>End (month/ year)</i>
Confirmation of CTB Requirements/Funding	November 2019	August 2021
Design and Engineering	November 2019	November 2022
Site Preparation/Grade Beam/Court Construction	August 2021	July 2022
Clubhouse Renovations/Accessible Washrooms	September 2021	July 2022
Air Supported Structure Install/Commissioning	September 2021	November 2022
Landscaping, Fencing, Exterior finishes	September 2021	November 2022

Recommended action item:

Given the \$1 million NOHFC's formal grant approval announced Oct 19, 2021, TBCTC now has timeline and deliverables to execute on. They include: a) financial and progress reports, b) obtain all permits, licences, approvals and authorizations; c) notify NOHFC promptly if it becomes aware of any actual or potential material changes to the Project and/or Project Budget; d) provide the insurance certificate(s) or other documents provided for in Article 12; e) the Recipient shall have provided a resolution, in form satisfactory to NOHFC, from the City of Thunder Bay committing at least \$1,500,000 in funding to the Project.; f) If TBCTC is selecting third-party contractors from which to acquire supplies, equipment or services for the Project for an amount greater than \$25,000 a competitive process must be used, including a written request for at least three proposals, written evaluation of bids received and a written agreement with the successful contractor. NOHFC may, at its sole discretion, consent in writing to a non-competitive procurement over \$25,000 if details of urgency, special expertise, confidentiality, savings or other circumstances warrant it;

One person be appointed from the IC who has the responsibility to be the primary contact with NOHFC. They would be responsible for keeping NOHFC updated on all developments of the project, would be responsible for all reporting, request for funds, change requests and annual filings as outlined in Agreement between the NOHFC and TBCTC dated April 29, 2021.

FEDNOR update: A re-submission to Fednor for \$.5 million was submitted July 2021. Currently this application is pending however initial responses have been favourable.

\$.5 Million Ontario Trillium Foundation-Community Building Fund—Capital stream application—Prepared by Mark Facca, Kristine Thompson and David Heroux, Sept 29, 2021. Preliminary feedback was that the grant application was unsuccessful.

Update-survey results:

TBCTC survey results had 179 replies of which 99 Adults, 51 Seniors, 26 Family and 13 Junior respondents indicated they would support an indoor facility. In addition, 30 tennis players from the Amethyst Harbour Campers Association completed a similar survey and indicated their support of indoor tennis. A pickleball focused survey (a collaboration between Pauline Sameshima (TBCTC member) and Julie McKenna (TBPBA)—the pickleball group have not yet distributed the survey to its membership.

Pickleball User Group –Memorandum of Understanding.
The IC will be working with the PB group to:

- a) Formalize relationship with PB (partner/user group/joint venture)
- b) Memorandum of Understanding
- c) Clarity on who represents the Thunder Bay and area pickleball players
- d) Court configuration—dedicated courts/hybrid model
- e) How do we incentivize summer use of 6-court bubble/pricing model

City of Thunder Bay Letter of Understanding:

Update on October 22, 2021 MS Teams virtual conference call with Mark Facca, David Heroux and Kelly Robertson, GM Community Services:

- Discussed pickleball’s relationship with TBCTC including— Facility Rental Agreement; Morphing governance (ie LPBA and others); Terms of access/formalizing the relationship

- (Discussed the Letter of Intent (LOI) dated November 24, 2020 relating to the Proposed Project (ie 6 court air supported structure 6 -4 existing courts and 2 proposed new courts,
- Discussed the alternative project concept: the development of 4 – 6 new courts in the lands north of the existing seasonal Chapples Park tennis facility. Preliminary comments received from Parks/Open Space, Facilities, Fleet and Energy Management, Engineering suggest that while the alternative project concept may be technically possible; more details required.

Note: Kelly Robertson prepared a 13 point “Proposed Next Steps” template at a virtual zoom Indoor Committee meeting in July. These are the key deliverables necessary to advance the alternative project concept (ie 6 north side new court build). Item 12 calls to develop a site plan.

A motion to fund the development of a site plan is included in this report.

A second motion to spend up to 2,400 for an updated capital estimate from JML Engineering is also included in this report

Indoor Racquet Sport Committee membership composition

The current committee membership appointments are as follows:

Appointed by TBCTC	Appointed by TB Pickleball Association
Charlene Dulaka	Loretta Kwasniwski
Deb Rosnow	Julie McKenna

David Heroux	Jason Horychuk
VACANT	
Jamie Grieve	
Tudor Nisioiu	
Kristine Thompson	

Mark Facca (ex-officio)

Paul Burke (City Representative)

The IC is requesting an appointment to fill the vacant Secretary position held by the former Alysya Ryder.

Motion #1 Moved: by the Indoor Racquet Facility Committee

Seconded:

That: The TBCTC approve the expenditure of up to \$3,000 for JML Engineering to complete a complete site plan as outlined in the City of Thunder Bay’s Recommended Actions Steps to Advance Alternative Project Concept (North Side) For clarity, the North side option are lands located north of existing courts 1,3,5,7 and 9.

Motion #2 Moved: by the Indoor Racquet Facility Committee

Seconded:

That: The TBCTC approve the quote by JML of \$2,400 to prepare a construction cost estimate for a 6 court “North side” option. For clarity, the North side option are lands located north of existing courts 1,3,5,7 and 9.

