

BRIEFING NOTE

&

PRELIMINARY PROJECT SCOPE STATEMENT

WASHROOM RENOVATION/EXPANSION PROJECT

COUNCIL OF CARIBBEAN ORGANIZATIONS OF MANITOBA INC

1 - 1100 FIFE STREET

WINNIPEG, MANITOBA, R2X 2A5

DATE: APRIL 16, 2012

BRIEFING NOTE

The Council of Caribbean Organizations of Manitoba (CCOM) seeks the approval of the City of Winnipeg to apply a previously approved sum of $23,500 to a project that has been modified. The City of Winnipeg previously approved the sum of **$23,500** in contributions towards planned renovations of the Caribbean Community Cultural Complex located at 1100 Fife Street, Winnipeg, hereafter called the "former project." The former project covered renovations to and expansion of the washrooms, upgrading of the kitchen and expansion of the banquet hall and dance hall areas.

The former project has since been broken up into three separate smaller projects owing to the non-realization of the level of financing required to proceed with the former project as a whole. The first phase of the former project – renovations to and expansion of the washrooms referred to herein as the **Washroom Renovation/Expansion Project** – is the first of the smaller projects and is further defined in the Preliminary Project Scope Statement attached. The remaining phases, which are NOT included in this project, are the upgrading of the kitchen and the expansion of the banquet hall and dance hall areas.

The existing washrooms of the Caribbean Community Cultural Complex have limited facilities which, seemingly, were intended for use by the building staff under the property's former zoning classification. The property was previously zoned under MP-2 (Industrial). The women's washroom measures 48 sq ft and contains one lavatory and one washbasin. The men's washroom measures 93 sq ft and contains one lavatory, one urinal and one washbasin. After the acquisition of the property by CCOM in 2005, the property was rezoned to M2 (Manufacturing - General), allowing for limited outside operations and conditional banquet and dance hall. The washrooms have never been renovated.

The renovation/expansion of the washrooms is needed to support an anticipated assembly occupant load of at least 225 people after the expansion of the banquet hall and dance hall areas. In the long run, the Complex is expected to fully house Folklorama's Caribbean Pavilion.

The Washrooms Renovation/Expansion Project is expected to cost approximately **$55,681** (inclusive of taxes). Details are shown in Table 1 below. The present application seeks the approval of the City to apply the previously approved sum of $23,500 to the Washroom Renovation/Expansion Project. This sum accounts for **42%** of the total estimated cost of the project. The remainder of the project will be financed as follows: $15,000 approved by the Government of Manitoba through the Community Places Program 2007-2008 and $17,181 by CCOM through its line of credit with RBC Bank and its cash resources.

The City's contribution will be used to partially reimburse CCOM for payments made to the contractors.

Table 1

Details of Cost Estimates

Contractor	Estimate	GST & PST	Total
Brentwood Construction	43,095	5,171.40	48,266.40
Triple D Electric	6,620	794.40	7,414.40
All Contractors	**49,715**	**5,965.80**	**55,680.80**

PRELIMINARY PROJECT SCOPE STATEMENT

WASHROOM RENOVATION/EXPANSION PROJECT

PROJECT AND PRODUCT OBJECTIVES

The purpose of the Washroom Renovation/Expansion Project is to renovate and expand the men's and women's washrooms of the Caribbean Community Cultural Complex by September 30, 2012 to include 4 lavatories and 3 washbasins in the women washroom and 2 lavatories, 2 urinals and 3 washbasins in the men's.

PRODUCT OR SERVICE REQUIREMENTS AND CHARACTERISTICS

The renovated and expanded washrooms must be adequate to support a planned expansion of the banquet hall and dance hall and serve an assembly occupant load of at least 225 persons in accordance with the relevant building codes.

PRODUCT ACCEPTANCE CRITERIA

- Renovations done in accordance with contract
- The renovated and expanded washrooms must conform to local building codes and be approved by all required inspections.
- All approvals secured by contractor

PROJECT BOUNDARIES

- Renovations are limited to men's and women's washrooms only.
- Project to begin within one year of City of Winnipeg's funding approval date and to be completed within three years of approval date.

PRODUCT REQUIREMENTS AND DELIVERABLES

- An upgraded, fully-functional and re-designed women's washroom with 4 lavatory stalls with regular flush toilets and 4 washbasins with hands-free taps. One stall will accommodate persons using wheelchairs. This upgraded women's washroom has an expanded area of 135 square feet with vinyl flooring and tiled lower walls.

- An upgraded, fully-functional and re-designed men's washroom with 2 lavatory stalls with regular flush toilets, 3 urinals and 3 washbasins with hands-free taps. One stall will

serve persons using wheelchairs. The renovated men's washroom has an expanded area of 144 square feet with vinyl flooring and tiled lower walls.

PROJECT ASSUMPTIONS

- All materials or acceptable substitutes are readily available
- Funding application to City will be approved in amount requested

INITIAL PROJECT ORGANIZATION

- **Project Sponsor**: Council of Caribbean Organizations of Manitoba (CCOM)
- **Building Contractor**: (Contractor)
- **Electrical Contractor**: (Electrical Contractor)
- **Funders**: City of Winnipeg ($23,500), Government of Manitoba ($15,000), CCOM ($17,181)

INITIAL DEFINED RISKS

- Cost overruns
- Refusal/reduction of funding by City of Winnipeg

SCHEDULE MILESTONES

- Award of contract to selected contractors
- Completed project with all approvals handed over to CCOM by contractors

INITIAL WBS (HIGH LEVEL)

- To remove 2 existing washrooms, ceilings and walls
- To re-locate 3 doors and frames
- To supply and install 6 toilets
- To supply and install 3 urinals
- To supply and install 6 sinks with hands-free taps
- To supply and install 7 toilet partitions and 2 urinal partitions
- To supply and install new dividing walls
- To supply and install new T-bar ceiling (without lights)

- To supply and install new flooring (vinyl)
- To supply and install tiles halfway up the walls
- To supply and install lighting, sensors and baseboard heaters
- To supply and install 2 blast hand-dryers

COST ESTIMATES

- The estimated cost of the project is **$55,681** (including PST/GST)

APPROVAL REQUIREMENTS

- Compliance with all relevant building codes

_____

President

Council of Caribbean Organizations of Manitoba, Inc.

Triple D Electric Ltd.
1354 Clifton Street
Winnipeg, Manitoba
R3E 2V2
Ph. 697 2990 Fax 694 1209
e-mail: tripledelectric@yahoo.ca

Quote No. 029-12

Quotation

To: Canadian Caribbean Org. of Manitoba
1100 Fife Street
Winnipeg Manitoba
R2X 3A5
Attn: Rupert Forde

We thank you for the opportunity of submitting the following prices.

Re: Washrooms Upgrades

Date: February 24, 2012

Terms: 30 days net

Price: Four thousand, eight hundred and twenty dollars ($4820.00)

Price includes:
Supply and install the following

1) 3 – 2X4 3L T8 T'bar fluorescent fixtures (public hallway)
2) 5 – 1X4 2L T8 T'bar fluorescent fixtures
3) 4 – 4FT 2L Strips (above mirror)
4) 2 – Occupancy sensors
5) 2 – Self contain emergency lights
6) 3 – 750W baseboard heaters c/w built-in-stat

Demolition
Electrical permit

Separate price: add to base price
Supply and install 2 – Blast hand dryers----------$1800.00

Price does not include:
(a) PST
(b) GST
(c) Off shift premiums

Dennis Horsford - Triple D Electric Ltd.

FAX TRANSMITTAL

Fax Number (204) 956-0718

Date:Febuary 24,2012

To:Caribbean Community Cultural Center

Re:1100 Fyfe St.
Winnipeg,Manitoba

Attention: Rupert Forde

Number Of Copies Including Transmittal : 3

Comments:

I have included a breakdown of both estimates

Please note that your new reques does not include any Toilet Accessories
Cabinets or Counters for sinks
Electr. & Fans
Extend plumbing for kitchen

Your revised quote I made 1 change to 6 toilets as per toilet partions

If any questions pls call Kent at 228-3119 Thanks

February 22, 2012

Mr. Kent Walters
Brentwood Construction Company
203-205 Alexander Avenue
Winnipeg, MB R3B 0C1

Dear Kent,

Subject: Renovation of Washrooms Project

Further to our meeting on the 15th February 2012 during which we indicated that we will settle on the desired features of the project and communicate that information to you for a revised estimate, we now provide you with the particulars.

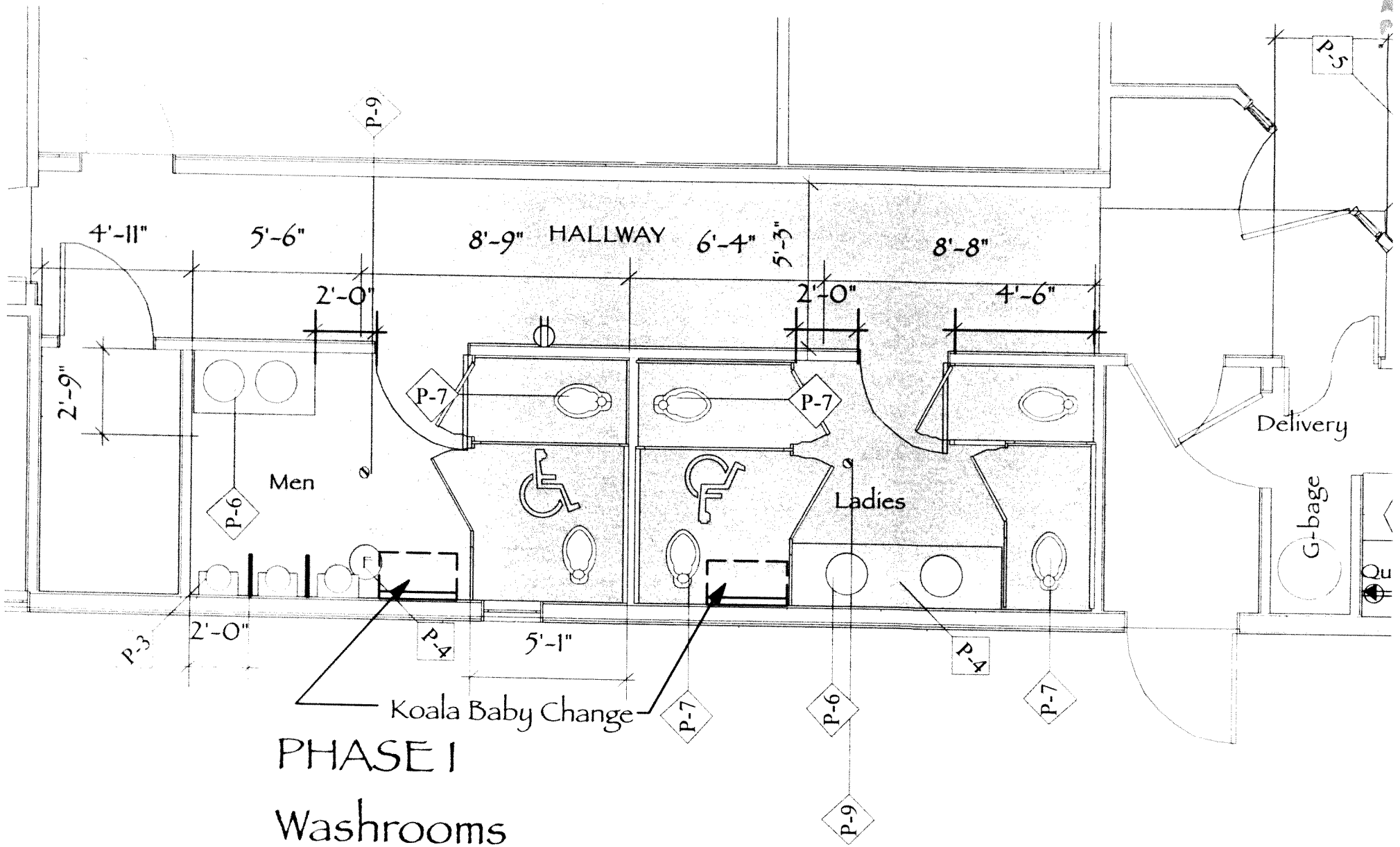
We propose the following changes to the original works specified in your letter to us of July 5th 2012:

ORIGINAL ITEM	STATUS	REVISED ITEM	MATERIALS COSTS	LABOUR COSTS
To remove 2 existing washrooms	CHANGED	To remove 2 existing washrooms, ceilings and walls		1650.-
To relocate 3 doors & frames	UNCHANGED			600.-
To supply and install 7 toilets (regular flush understood)	UNCHANGED	6 Toilets		6000.-
To supply & install 1 urinal	CHANGED	To supply and install 3 urinals		3000.-
To supply & install 8 sinks	CHANGED	To supply and install 6 sinks with hands-free taps		5400.-
To supply and install 7 toilet partitions	CHANGED	To supply and install 6 toilet partitions and 2 urinal partitions		3400.-
To supply and install new dividing walls	UNCHANGED	--		4500.-
To supply and install new drywall ceiling complete with lights	CHANGED	To supply and install new T-bar ceiling (without lights)		1600.-
To supply and install new flooring (vinyl understood)	UNCHANGED	--		3000.-
To paint new washrooms	CHANGED	To supply and install tiles halfway up the washroom walls		4000.-
			Contractor's Fee	9945.-
			TOTAL ESTIMATED COST	43095

Sheet1

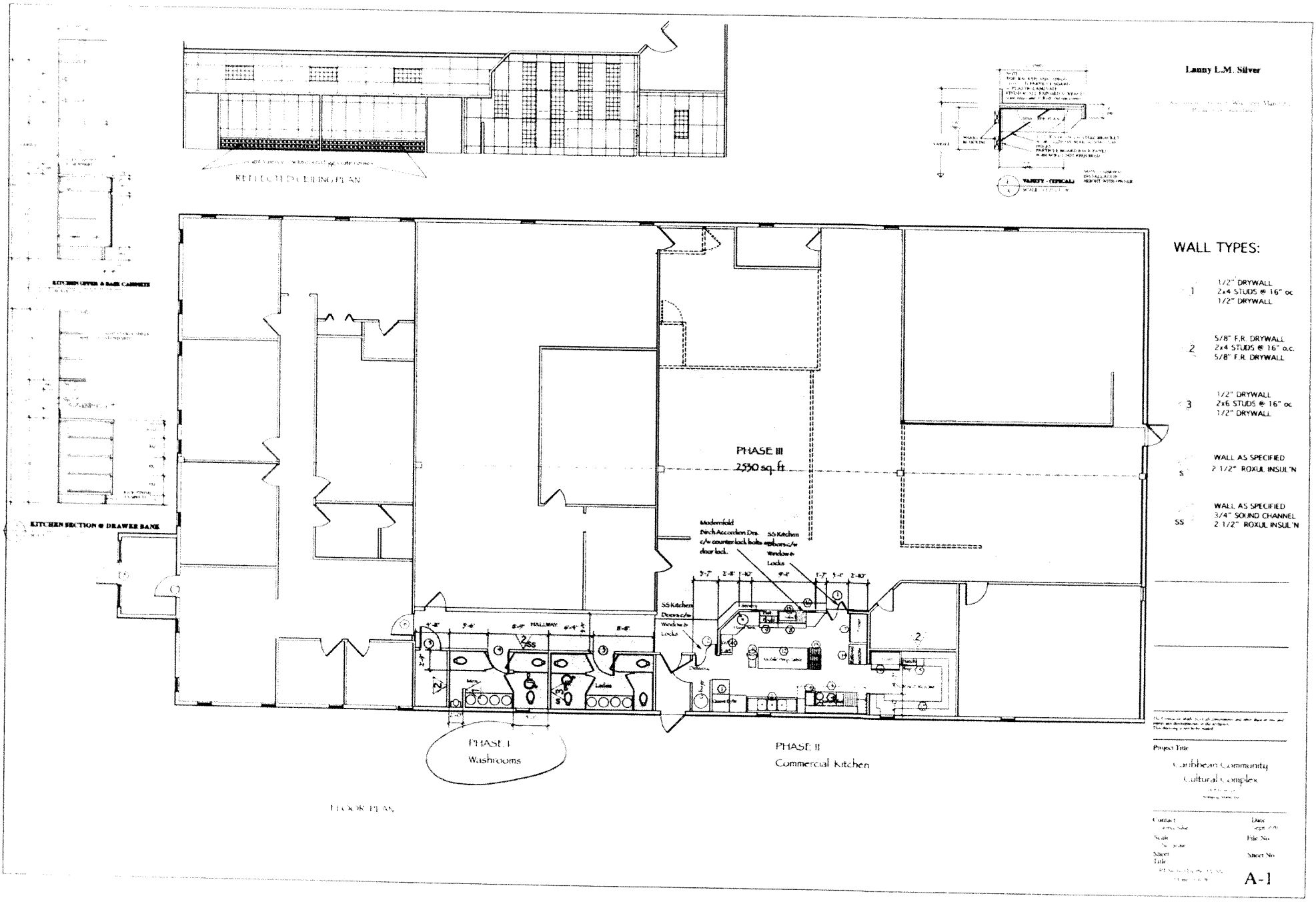
1100 Fyfe			Revised
Demo	320	1650	1650
3 Drs & Fr.	600	1500	600
Close 3 open	450		
Drywall	2200	4500	4500
7 toilets	7000	18430	6000
8 sinks	3200		5400
1 urinal	1000		3000
7 Partions	3500	7805	3400
Elect & Fans	1500		
Flooring	2500	2500	3000
Pt.	700	900	800
Cabinets		4000	
"T" bar		1600	1600
WR Acces		2945	
Tiles 7'		5000	3200
Fans		1200	
Mark up	7030	11884	9945
Total	30000	63914	43095

Renovation



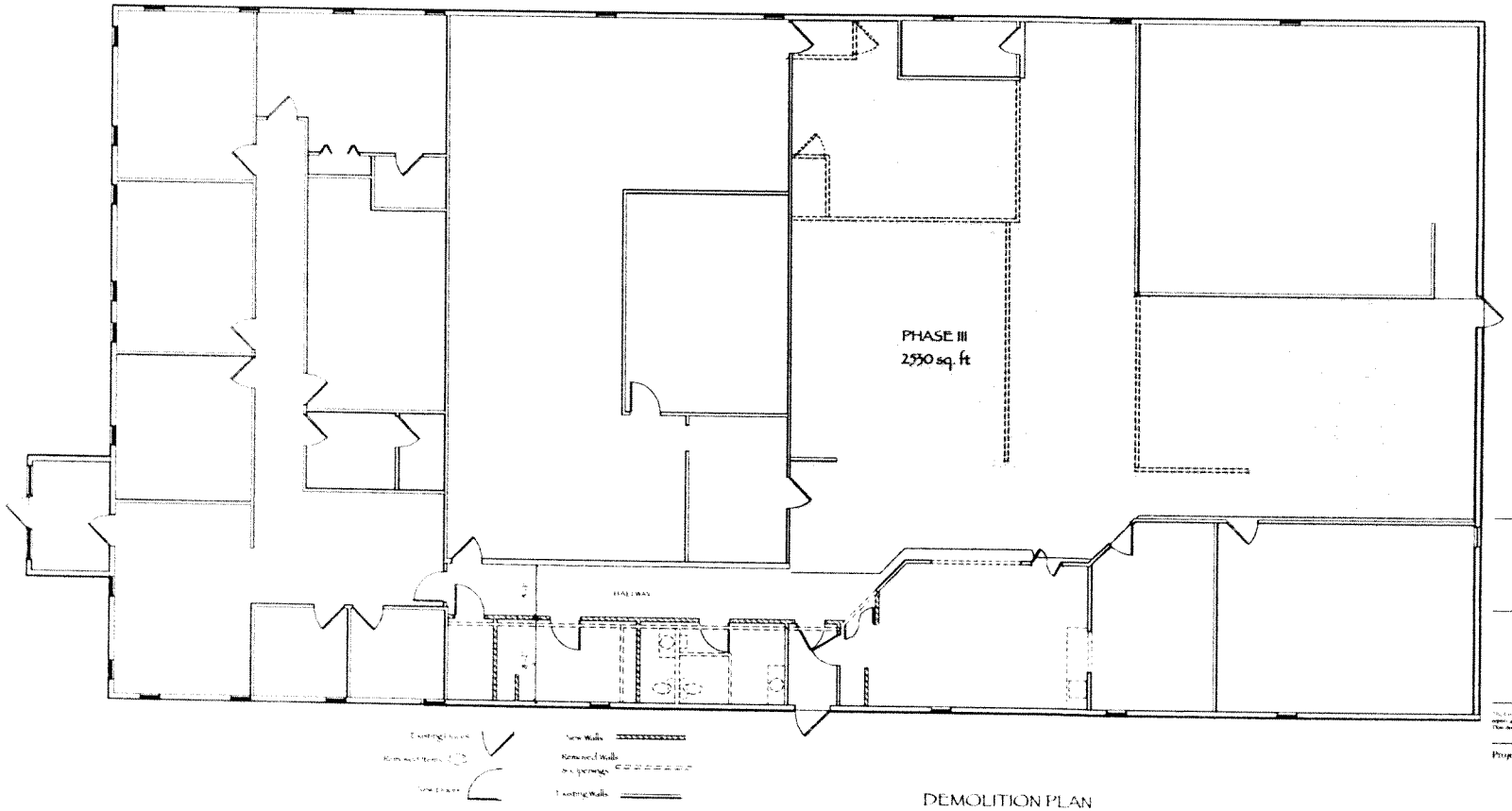
PHASE 1

Washrooms



Lanny L.M. Silver
REFLECTED CEILING PLAN
KITCHEN UPPER & BASE CABINETS
KITCHEN SECTION @ DRAWER BANK
PHASE III
2530 sq. ft.
Modernfold
Birch Accordion Drs.
c/w counter lock bolts
door lock.
SS Kitchen
Doors c/w
Window &
Locks
HALLWAY
Ladies
PHASE I
Washrooms
PHASE II
Commercial Kitchen
FLOOR PLAN
WALL TYPES:
1 1/2" DRYWALL
2x4 STUDS @ 16" oc
1/2" DRYWALL
2 5/8" F.R. DRYWALL
2x4 STUDS @ 16" o.c.
5/8" F.R. DRYWALL
3 1/2" DRYWALL
2x6 STUDS @ 16" oc
1/2" DRYWALL
S WALL AS SPECIFIED
2 1/2" ROXUL INSUL'N
SS WALL AS SPECIFIED
3/4" SOUND CHANNEL
2 1/2" ROXUL INSUL'N
Project Title
Caribbean Community
Cultural Complex
Contact
Date
Scale
File No.
Sheet Title
Sheet No.
A-1

Lanny L.M. Silver



DEMOLITION PLAN

Project Title

Caribbean Community
Cultural Complex

Date

Scale

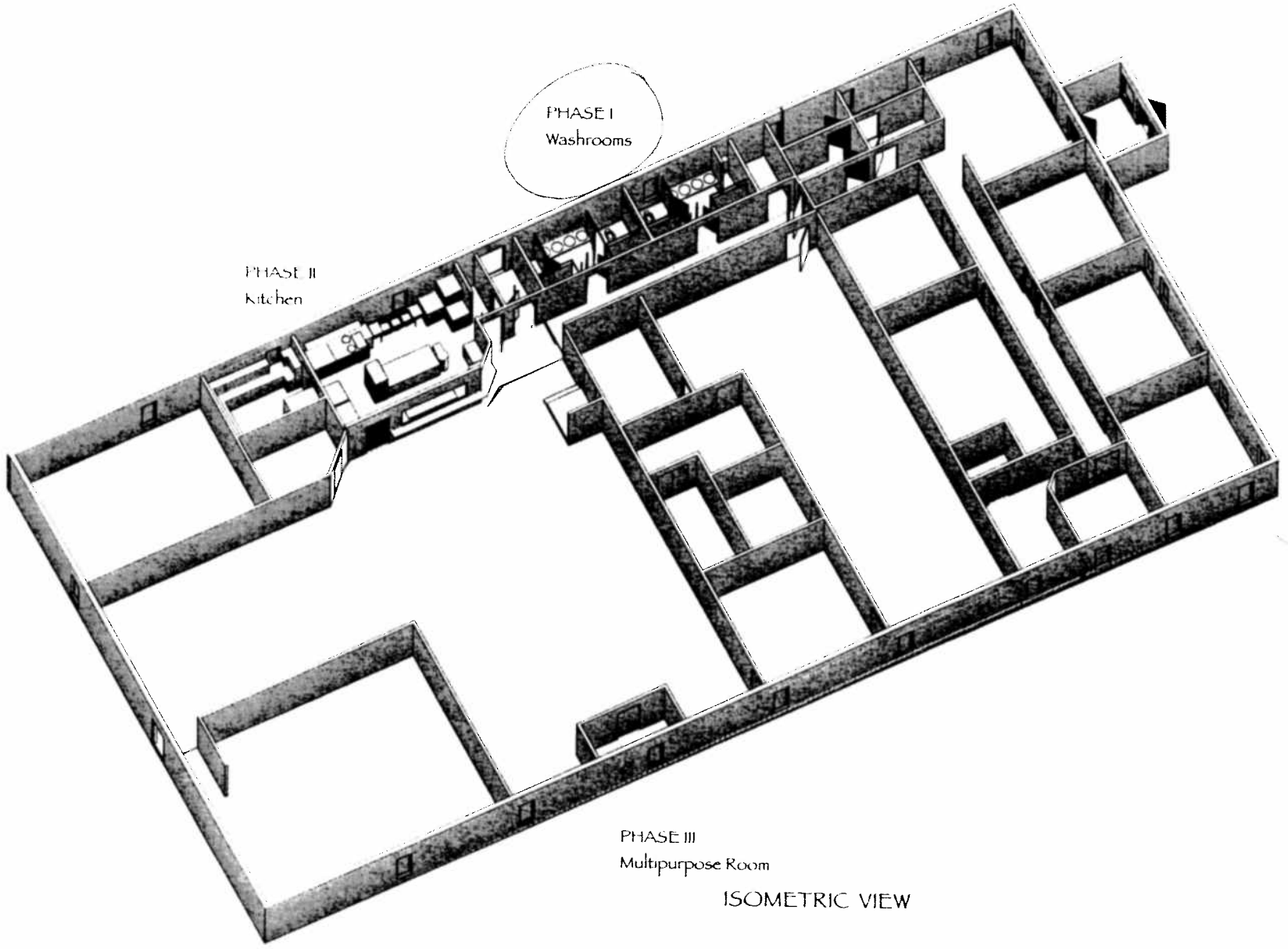
File No.

Sheet

Sheet No.

A-2

Lanny L.M. Silver



ISOMETRIC VIEW

Project Title

Caribbean Community
Cultural Complex

Contract

Date

Scale

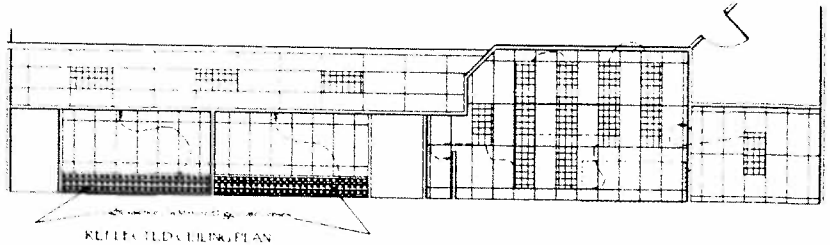
File No.

Sheet Title

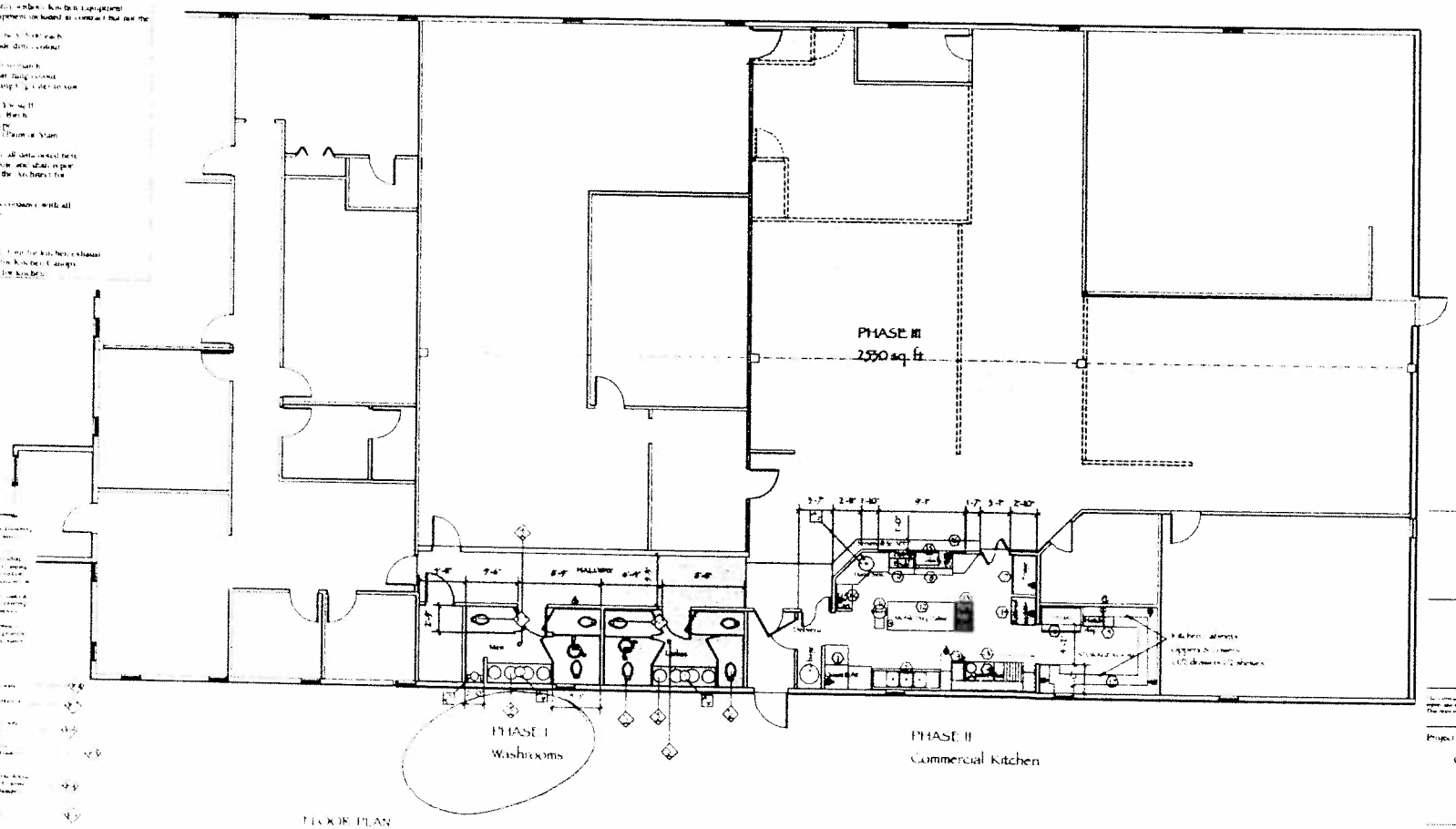
Sheet No.

A-3

GENERAL NOTES



REFLECTED CEILING PLAN



FLOOR PLAN

Lanny L.M. Silver

Project Title

Caribbean Community
Cultural Complex

Date

File No.

Sheet No.

A-4

Main Branch
220 Portage Avenue
Winnipeg, MB R3C 0A5

RBC Royal Bank

From the desk of: L.M. (Lorraine) Hadden
Account Manager, Business & Personal
Phone: (204) 988-6688
Fax: (204) 956-1314
lorraine.hadden@rbc.com

February 13, 2012

Council of Caribbean Organizations
Of Manitoba Inc.
1-1100 Fife Street
Winnipeg, MB
R2X 3A5

Attention : D.W. Rupert Forde

Dear Sirs :

As per your request, this will confirm the organization has a $15,000 Operating Line of Credit.

If you have any further questions, please don't hesitate to contact me.

Sincerely,

Lorraine Hadden
Sr. Account Manager

Caribbean Community Cultural Centre. Inc.
1-1100 Fife Street
Winnipeg Manitoba R2X 3A5

Note Balance History Account Number 110011208011
04-28-2012 to 05-16-2012

Post Date	Eff Date	Check Nbr	Description	Amount	Running Bal	Status
05-09-2012	05-09-2012		Deposit	23,620.00	37,670.68	Completed
05-05-2012	05-05-2012		Withdrawal	(3,250.00)	14,050.68	Completed
05-04-2012	05-04-2012		Deposit	3,449.00	17,300.68	Completed
05-04-2012	05-04-2012		Deposit	(3,449.00)	13,851.68	Error Corrected
05-04-2012	05-04-2012		Deposit	3,449.00	17,300.68	Completed
05-04-2012	05-04-2012	81	Cheque	(410.00)	13,851.68	Completed
05-02-2012	05-02-2012		External Withdrawal	(1,021.00)	14,261.68	Completed
05-01-2012	05-01-2012	73	Cheque	(130.00)	15,282.68	Completed
05-01-2012	05-01-2012	69	Cheque	(192.55)	15,412.68	Completed
05-01-2012	05-01-2012	19	Cheque	(200.00)	15,605.23	Completed
04-30-2012	04-30-2012		External Deposit	3,550.00	15,805.23	Completed
04-28-2012	04-28-2012		Credit Interest	0.73	12,255.23	Completed
04-28-2012	04-28-2012	68	Cheque	(52.50)	12,254.50	Completed
		70	Cheque	(420.00)	12,307.00	Completed

@PJL SET



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Account Activity

You can view your Account Activity for a specific account, or for all accounts, for a given period in 45-day increments. You can also download the transactions in a number of popular formats. Click on **Help** for further information

If you wish to speak with a representative about your account history prior to the November 14, 2008 conversion, please contact the Member Communication Centre at 958-8588 or toll free (1-877) 958-8588.

Member Name Caribbean Community Cultural Centre, Inc.

Card Number 17478811

Account Name Community Builder 101

Current Balance $12,727.00 Current Interest Rate 0.062%

April 2012

April 27, 2012

Community Builder 101

Date	Description	Debits	Credits	Balance
27-Apr-2012	Cheque Clearing Postable Cheque # 85 Cheque Date 26-Apr-2012 Cheque Account Number 110011208011	-$456.68		$12,727.00
26-Apr-2012	Deposit		$360.00	$13,183.68
24-Apr-2012	Cheque Clearing Postable Cheque # 67 Cheque Date 23-Apr-2012 Cheque Account Number 110011208011	-$62.30		$12,823.68
21-Apr-2012	Cheque Clearing Postable Cheque # 66 Cheque Date 20-Apr-2012 Cheque Account Number 110011208011	-$67.23		$12,885.98
21-Apr-2012	Cheque Clearing Postable Cheque # 53 Cheque Date 20-Apr-2012 Cheque Account Number 110011208011	-$250.00		$12,953.21
18-Apr-2012	Cheque Clearing Postable Cheque # 64 Cheque Date 17-Apr-2012 Cheque Account Number 110011208011	-$1,646.40		$13,203.21
17-Apr-2012	Deposit		$175.00	$14,849.61
17-Apr-2012	Cheque Clearing Postable Cheque # 62	-$17.44		$14,674.61

Date	Description	Debits	Credits	Balance
	Cheque Date 16-Apr-2012 Cheque Account Number 110011208011			
17-Apr-2012	Cheque Clearing Postable Cheque # 63 Cheque Date 16-Apr-2012 Cheque Account Number 110011208011	-$157.50		$14,692.05
11-Apr-2012	Deposit		$120.00	$14,849.55
09-Apr-2012	Deposit		$1,250.00	$14,729.55
05-Apr-2012	Withdrawal Transfer to 800101191345	-$3,250.00		$13,479.55
04-Apr-2012	Cheque Clearing Postable Cheque # 18 Cheque Date 03-Apr-2012 Cheque Account Number 110011208011	-$200.00		$16,729.55
04-Apr-2012	External Deposit Miscellaneous Payments Salvation Army 00004-16347		$500.00	$16,929.55
03-Apr-2012	External Withdrawal Property Taxes WPG-TIPP Apr/12 14041566000	-$1,021.00		$16,429.55
02-Apr-2012	Deposit		$620.00	$17,450.55
02-Apr-2012	External Deposit Miscellaneous Payments Salvation Army 00002-16347		$3,500.00	$16,830.55

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Account Activity

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If you wish to speak with a representative about your account history prior to the November 14, 2008 conversion, please contact the Member Communication Centre at 958-8588 or toll free (1-877) 958-8588.

Member Name Caribbean Community Cultural Centre, Inc.

Card Number 17478811

Account Name Community Builder 101

Current Balance $12,727.00 Current Interest Rate 0.062%

March 2012

April 27, 2012

Community Builder 101

Date	Description	Debits	Credits	Balance
31-Mar-2012	Credit Interest		$0.77	$13,330.55
31-Mar-2012	Cheque Clearing Postable Cheque # 60 Cheque Date 30-Mar-2012 Cheque Account Number 110011208011	-$36.82		$13,329.78
30-Mar-2012	Deposit		$812.00	$13,366.60
28-Mar-2012	Cheque Clearing Postable Cheque # 61 Cheque Date 27-Mar-2012 Cheque Account Number 110011208011	-$63.70		$12,554.60
28-Mar-2012	Cheque Clearing Postable Cheque # 58 Cheque Date 27-Mar-2012 Cheque Account Number 110011208011	-$420.00		$12,618.30
23-Mar-2012	Cheque Clearing Postable Cheque # 56 Cheque Date 22-Mar-2012 Cheque Account Number 110011208011	-$52.50		$13,038.30
23-Mar-2012	Cheque Clearing Postable Cheque # 55 Cheque Date 22-Mar-2012 Cheque Account Number 110011208011	-$62.30		$13,090.80
22-Mar-2012	Cheque Clearing Postable Cheque # 57	-$34.34		$13,153.10

Date	Description	Debits	Credits	Balance
	Cheque Date 21-Mar-2012 Cheque Account Number 110011208011			
21-Mar-2012	Cheque Clearing Postable Cheque # 54 Cheque Date 20-Mar-2012 Cheque Account Number 110011208011	-$1,740.00		$13,187.44
17-Mar-2012	Deposit		$540.00	$14,927.44
15-Mar-2012	Deposit		$500.00	$14,387.44
14-Mar-2012	Deposit		$840.00	$13,887.44
09-Mar-2012	Cheque Clearing Postable Cheque # 51 Cheque Date 08-Mar-2012 Cheque Account Number 110011208011	-$1,520.96		$13,047.44
06-Mar-2012	Deposit		$620.00	$14,568.40
05-Mar-2012	Withdrawal Transfer to 800101191345	-$3,250.00		$13,948.40
03-Mar-2012	Cheque Clearing Postable Cheque # 52 Cheque Date 02-Mar-2012 Cheque Account Number 110011208011	-$40.30		$17,198.40
02-Mar-2012	Deposit		$3,100.00	$17,238.70
02-Mar-2012	External Withdrawal Property Taxes WPG-TIPP Mar/12 14041566000	-$1,021.00		$14,138.70
01-Mar-2012	Cheque Clearing Postable Cheque # 17 Cheque Date 29-Feb-2012 Cheque Account Number 110011208011	-$200.00		$15,159.70

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Carnevale, Luisa

From: margs@mymts.net
Sent: Monday, April 16, 2012 3:38 PM
To: Carnevale, Luisa
Subject: Response from Lindsay Kolt

Hi Luisa

Following is the response to Rupert from Lindsay Kolt regarding the $15 000.

Margaret

From: Forde, Rupert (NDP)
Sent: Friday, November 18, 2011 1:19 PM
To: 'margs@mymts.net' ; 'karim@cc.umanitoba.ca'
Subject: FW: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Here is the response from Lindsay Kolt and my response.

Rupert

From: Forde, Rupert (NDP)
Sent: Friday, November 18, 2011 12:00 PM
To: Kolt, Lindsay (HCD); rupertf@shaw.ca
Cc: Marasco, Giselle (HCD)
Subject: RE: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Hi Lindsay:

Thank you very much for your favorable response.

I will contact the architect immediately to get a hard copy for you. After I have received it and forwarded it on to you we can then arrange a meeting to sign the project certification.

Rupert Forde

From: Kolt, Lindsay (HCD) [mailto:Lindsay.Kolt@gov.mb.ca]
Sent: November-18-11 10:56 AM
To: Forde, Rupert (NDP); rupertf@shaw.ca
Cc: Marasco, Giselle (HCD)
Subject: FW: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Rupert: I'm glad to hear that your project is getting ready to proceed. The grant monies are currently still available but as noted below you may soon receive a letter stating the grant monies are in jeopardy of being rescinded. As per our standard practice you will be given 90 days to declare your intent to utilize the grant and state your case to keep the file active. (you should have already received one but we are way behind) Given the fact that your project has now gone to tender and is in the permit process you should have enough information to satisfy keeping the file active. Please be aware that we must meet and sign a project certification prior to the project starting. Do you have a PDF of the working drawings? If so please forward a copy to me, if not please send me a full sized set for review.

Lindsay Kolt

From: Kolt, Lindsay (HCD)
To: 'rupertf@shaw.ca' <rupertf@shaw.ca>
Sent: Tue Nov 15 22:22:01 2011
Subject: Re: grant monies approved for Caribbean Centre on 1100 Fife

I will look into this and try to get back to you tomorrow.

Lindsay Kolt
Sent via Blackberry

From: Rupert Forde <rupertf@shaw.ca>
To: Kolt, Lindsay (HCD)
Cc: Forde, Rupert (NDP Caucus) (LEG)
Sent: Tue Nov 15 22:10:40 2011
Subject: grant monies approved for Caribbean Centre on 1100 Fife

Hello Lindsay:

I am writing on behalf of the Council of Caribbean Organizations of Manitoba (CCOM) regarding the grant monies that were approved for CCOM's bathroom project. Since we last corresponded, I am informing you that an architect has been retained to submit a plan for the project, two contractors' quotations have been tendered and one of the contractors has applied for a building permit.

I believe significant progress has been accomplished that merits an update from you on the availability of the monies.

Rupert Forde

From: Kolt, Lindsay (HCD)
Sent: April-27-11 2:31 PM
To: Monkman, Donna (HCD)
Subject: FW: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

FYI

From: Forde, Rupert (NDP) [mailto:Rupert.Forde@leg.gov.mb.ca]
Sent: April-27-11 2:22 PM
To: Kolt, Lindsay (HCD)
Subject: RE: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Lindsay:

Thank you very much. I would now pass this info on to my board and act according to the time we have left.

Rupert Forde

From: Kolt, Lindsay (HCD) [mailto:Lindsay.Kolt@gov.mb.ca]
Sent: Wednesday, April 27, 2011 2:12 PM
To: Forde, Rupert (NDP)
Cc: Monkman, Donna (CHTS)
Subject: FW: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Rupert: I just checked into your file and it is still active but you will be receiving a letter soon stating the grant monies are in jeopardy of being rescinded. As per our standard practice you will be given 90 days to declare your intent to utilize the grant state your case to keep the file active. Given the fact that you have an architect working on a design you should have enough information to satisfy keeping the file active. Just a reminder that as per the email below in order to be eligible for the full $15,000 grant amount your total project value needs to be a minimum $37,500. If you have any questions please let me know.

Lindsay

From: Kolt, Lindsay (HCD)
Sent: April-27-11 1:08 PM
To: Forde, Rupert (NDP Caucus) (LEG); Marasco, Giselle (HCD)
Subject: Re: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Rupert: I remember meeting with you and I believe that your file is quite old but if you haven't received a letter stating that the file is closed then the file is likely still open. I will check when I return to the office this afternoon.

Lindsay

Lindsay Kolt
Sent via Blackberry

From: Forde, Rupert (NDP) <Rupert.Forde@leg.gov.mb.ca>
To: Kolt, Lindsay (HCD)
Sent: Wed Apr 27 09:00:41 2011
Subject: Inactive File for the Council of Caribbean Organizations of Manitoba Inc.

Hello Lindsay:

Sometime ago we had some discussions on an opened file pertaining to the Council of Caribbean Organizations of Manitoba Inc. I know it has been an inactive file for some time. We had every intension of working to the completion and closure of the file but there were other obstacles that surfaced.

As to date, we have secured a copy of the original plan from the City of Winnipeg and the architect has it. As soon as he completes his assignment we would seek tenders. Would you be so kind to let me what is the current status of our file?

Much regards,

Rupert Forde

From: Kolt, Lindsay (CHT)
Sent: May-19-10 9:33 AM
To: Forde, Rupert (NDP Caucus) (LEG)
Cc: Monkman, Donna (CHT)
Subject: RE: 1100 Fife

Rupert: I will add this email to your file so that when you are ready to sign the formal agreement (Project Certification Form) this will be an eligible component for your project. Please remember that in order to be eligible for the full $15,000 grant amount your total project value needs to be a minimum $37,500. Please refer to my previous email of Wed February 24, 2010 3:23 PM.

Sincerely,

Mr. Lindsay Kolt
Facilities Consultant
Community Places Program
Province of Manitoba
3 - 213 Notre Dame Ave.
Winnipeg Manitoba R3B 1N3
1-800-894-3777/945-0502 Appointments
1-204-250-2528 Cell
lindsay.kolt@gov.mb.ca
http://www.gov.mb.ca/chc/grants/cpp.html

From: Monkman, Donna (CHT)
Sent: Friday, May 14, 2010 3:21 PM
To: Kolt, Lindsay (CHT)
Subject: FW: 1100 Fife

FYI, see below.

Donna Monkman

From: Forde, Rupert (NDP Caucus) (LEG)
Sent: Friday, May 14, 2010 3:13 PM
To: Monkman, Donna (CHT)
Subject: RE: 1100 Fife

Sure, I can wait. We have had prior discussion on the subject mentioned and this emails is intended to inform him of our decision as of now.

Do plan to have an exciting weekend.

Much regards,

Rupert

From: Monkman, Donna (CHT) [mailto:Donna.Monkman@gov.mb.ca]
Sent: Friday, May 14, 2010 2:02 PM
To: Forde, Rupert (NDP)
Cc: Kolt, Lindsay (CHTS)
Subject: RE: 1100 Fife

Mr. Forde,

Lindsay Kolt is away this afternoon and will not be back in the office till Wednesday, May 19 so he won't be responding to your e-mail till then. Let me know if you can wait till Wednesday, if not, I can have someone else from our program call you. Thank you.

Donna Monkman
Grants Clerk
Community Places Program
3 - 213 Notre Dame Ave.
Winnipeg MB R3B 1N3
Phone: 204-945-0502

Toll Free: 1-800-894-3777
Fax: 204-948-2086
E-mail: Donna.Monkman@gov.mb.ca

From: Forde, Rupert (NDP) <Rupert.Forde@leg.gov.mb.ca>
To: Kolt, Lindsay (CHT); Kolt, Lindsay (CHT)
Sent: Fri May 14 12:44:52 2010
Subject: 1100 Fife

Hello Lindsay:

This email is in regards to replacing the three (3) water tanks at the above mentioned location which is owned by the Council of Caribbean Organizations of Manitoba. I have communicated with you on this matter before.

All matters pertaining to who would be retained to do the work has been completed. It would be done Global Mechanical for $2143.60.

Thanking you very much for your cooperation.

Much regards,

Rupert Forde

Search Account Activity

Account
Basic Business 101 [Balance: $1,331.20]
Show
most recent transactions in the last 15 days
Date Range
From
01/04/2012 View Calendar dd/mm/yyyy
To
31/04/2012 View Calendar dd/mm/yyyy
Monthly

Advanced Options

Search

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-

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Account Activity

You can view your Account Activity for a specific account, or for all accounts, for a given period in 45-day increments. You can also download the transactions in a number of popular formats. Click on **Help** for further information

If you wish to speak with a representative about your account history prior to the November 14, 2008 conversion, please contact the Member Communication Centre at 958-8588 or toll free (1-877) 958-8588.

There appears to be an error! All errors must be corrected before continuing.

1. You have entered an invalid To date.

Member Name COUNCIL OF CARIBBEAN ORGANIZATIONS OF MB
Card Number 17242747
Account Name Basic Business 101
Current Balance $1,331.20
Current Interest Rate 0.000%

COUNCIL OF CARIBBEAN ORGANIZATIONS OF MANITOBA, INC.

Council Meeting, June 13, 2011

1100 Fife Street

Minutes of May 9, 2011

Present: Cliff Adams, Chris Bellamy, Fitz Clarke, Rupert Forde, Janice Headley, Olga Jones, Algernon Karim, Louise Lewis, Mavis McLaren, Jean Simmons, Margaret Strachan, Rawle Squires.

Regrets: Dennis Cupid

Call to order: The meeting was called to order at 7:00 p.m. and Rupert Forde said the opening prayer.

1. Acceptance of minutes of April 11, 2011
   M/S/C Chris Bellamy / Rawle Squires

2. **Matters Arising:**
   a. In response to a question concerning pastor Cornish's loan, it was stated that the first payment will be made at the end of April 2011. It was also noted that not everyone who stated their commitment to loan money followed through. Therefore, whatever was collected will be passed on to pastor Cornish. It was suggested that we keep informing people to contribute since the next payment will be in September 2011.
   b. In response to a question on the progress of Ricco's fundraising drive, it was indicated that the contract and schedule will be done this week. Dates have already been given and volunteers will be needed to assist Ricco.
   c. It was noted that the names of the ambassadors for the Caribbean Folklorama pavilion will be requested from Althea Gederon.
   d. It was noted that the chocolate sales are going well. Money is being collected but there are still some outstanding boxes.

3. **Correspondence:**
   a. A letter from the secretary of the Barbados Association requesting that Chris Bellamy be placed on the Building Management Committee as the Association representative.
   b. Rupert Forde acknowledged the request and responded
   c. GCO 45th Anniversary Annual Banquet and Dance at Victoria Inn. Two tickets at $ 45.00 each were received.

4. **Treasurer's Report:**
   This was circulated and presented.

   M/S/C That the treasurer's report be accepted as presented. Algernon Karim / Chris Bellamy.

   It was suggested that the treasurer contact the organizations and make a list of those that have paid up their CCOM membership. It was also suggested that the minutes should indicate the bank balance.

Unfinished Business

5. **Mailboxes:**

The installation of 15 mailboxes in the main entrance of the Caribbean Cultural Center (CCC) is completed. The plan is to have these all rented by the organizations. The cost for the boxes and installation was $ 2,309.39. A template of a mailbox contract was provided by Cliff (Adams) for CCOM's use. Two of the mailboxes have been rented and it was suggested that organizations be informed again of the availability of these boxes. Cliff Adams will look after the administration of the mailboxes.

6. **Lease Renewal:**

After discussion of the lease renewal, it was suggested that a 90 days clause (within which a tenant must respond to a renewal) be added to the lease.

M/S/C That a 90 days clause be added to the lease with a request that a tenant respond to a renewal within 60 days. Chris Bellamy / Cliff Adams

7. **New Tenants:**

During discussion available space within the building (CCC) was identified (Trinidad and Tobago's office, CCOM's office, Management room and the area with the cubicles). In order to attract tenants to these areas it was suggested that we use mailbox mail outs and internet advertisements.

New Business

8. **Building Insurance:**

Information was received from our present building insurance carrier that there was a need to upgrade our insurance for security reasons. Several other insurance companies were consulted (for coverage and rates), and Horizon Intact was chosen as our new insurance carrier. The monthly cost will be $309.00.

9. **Fundraising:**

a. It was noted that CCOM and the Management Committee will have to meet to look at fundraising. A committee is needed to raise funds to pay Pastor Cornish.

b. The Building Fund Lottery that was suggested two years ago was revisited. It was decided to look at this fundraising event again.

c. A Queen's show, like Caripeg, was another fundraising event that was suggested.

d. A fashion show with the donated gowns was suggested to help move the clothes. It was noted that this idea was still alive, but because of the approaching High School Graduations it was decided to try and sell them to graduating students.

10. **Reports**

a. **Folklorama** – The representative was not present to give a report.

b. **30th Anniversary** – Information was sent out to all organizations and it was noted that: Sunday service is on May 16 at 3:00 p.m. at the building; The concert is on June 10; The conference is on June 11 and the Distinguished awards on September 24. Seven awards will be given out and a packages containing nomination forms, schedule of events and announcements were distributed.

c. **L.G. House** – On September 20 (2011) the Lieutenant Governor is hosting an event ("meet the Community") at the Lieutenant Governor's House. CCOM will be sending 80 representatives from the various Caribbean organizations.

d. **Building** – The original building plans were obtained from the city and are now on disc. The grants for renovations will expire and the 90 days warning period from the city was given. There is the possibility of getting an extension. However, plans are drawn up and hopefully the renovations will be done by the summer. Margaret will contact Monica from the city and tell her about the delay.

As Mr. Lindsay Kolt had visited the facility and agreed that the $15 000 grant could be used for the upgrade of the washroom, Rupert will be in contact with Mr. Kolt and keep him informed as to where we are with the renovations plans.

A motion was moved by Mavis McLaren/Rawle Squires "That the Building Management Team be given the responsibility to deal with all aspects of the renovation plans and provide progress reports to Council." The vote was unanimous.

11. Other Business:

The Caribbean Canadian Emerging Leaders would like to have their Emerging Leaders Dialogue event at the CCC on June 1. They plan to have a supper here and meet the young people (ages 18 – 26).

The next meeting is scheduled for June 13, 2011.

The meeting was adjourned at 9:30 p.m.

Minutes prepared by:

Algernon C. Karim

CITY OF WINNIPEG

Planning, Property and Dev Dept.
30 Fort Street Unit 31, Winnipeg, Manitoba, R3C 4X7

Customer Service/Information: (204) 986-5140
For Inspections:
Housing: (204) 986-5300
Commercial: (204) 986-5190

PERMIT NO: 11 179943 000 00 OP

BUILDING PERMIT: Interior Alteration — Office

ADDRESS: 1100 Fife ST

Issued to:
Kent Walters
Brentwood Construction
201 Alexander AVE Suite
Winnipeg MB R3B 3C1
Work: (204) 943-3477

Contractor:
Kent Walters
Brentwood Construction
201 Alexander AVE Suite
Winnipeg MB R3B 3C1
Work: (204) 943-3477

Tenant:

Description of Work:
Landlord Improvement - Interior alteration to an existing cultural center building. Work to include upgrading the existing washrooms as per plans. Plumbing permit by a licensed plumber. Your District Inspector is James Cameron. Please contact between 8:30 AM - 9:30 AM Monday thru Friday at (204) 986-3652.

Conditions:
No change in major occupancy.
As per permit plans.
Separate permits required for related Mechanical, Electrical and/or Plumbing work.
Mechanical HVAC M1 trade permit and HVAC plan or HVAC assessment required.

PERMIT: This certifies that the above named applicant is granted this permit to perform the work described in the above application and that payment for the said permit has been made. This permit is granted subject to the terms of the undertaking above stated and subject to the provisions of the applicable by-laws, regulations or orders and plans herebefore mentioned and nothing permitted hereunder shall be deemed to override the provisions of any applicable by-law of The City of Winnipeg or any Federal or Provincial statues or regulations.

PLANS: The plans, specifications and/or documents, on the basis of which this PERMIT was issued, shall be kept on site untill completion.

REVOCATION: This permit may be revoked if it was issued on the basis of mistaken or false information or in error.

EXPIRY: This permit shall expire unless work is commenced and reasonably continued within six months from date of issuance.

Reviewed by: _____ (Zoning) Lucas Tober, C.E.T. (Plan Examination) JWATCHMA (Issued by)

Applicant's Signature: _____ Date Issued: December 30, 2011

COUNCIL OF CARIBBEAN ORGANIZATIONS OF MANITOBA INC.
1-1100 Fife Street, Winnipeg, Manitoba R2X 3A5
Telephone (204) 697-0441

November 23, 2011

To Whom It May Concern:

I, the undersigned, acting on behalf of the Council of Caribbean Organizations of Manitoba Inc. do hereby authorize Brentwood Construction of Winnipeg to make application for a building permit for the washroom renovations "only."

Sincerely,

Rupert Forde
President
Council of Caribbean Organizations of Manitoba Inc.