



<b>MINUTES</b> <b>CGP Consortium</b> <b>Meeting</b>
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**Date:** Friday, June 25, 2021  
**Hosted by:** Niagara Region  
**Location:** Zoom  
**Meeting Chair:** Nicole Wolfe, Director of CE&FM, Niagara Region  
**Recorder:** Ava Morris, Administrative Assistant, Corporate Services, Niagara Region

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**Attendees:**

Matt Hill	Canada Summer Games
Tom Arkell	Canada Summer Games
Eric D’Uva	UEM
David Schram	UEM
Scott Johnstone	Brock University
Ken Noakes	Knowledge North Consulting

**Regrets:**

Ron Tripp	Niagara Region
David Oakes	City of St. Catharines
Councillor Phillips	City of St. Catharines
Geoff Holman	City of Thorold
Councillor Kenny	City of Thorold
Manoj Dilwaria	City of Thorold
Doug Hamilton	Canada Summer Games
Mario D’Uva	Canada Summer Games

**Guests:**

Matt Lamers	MJMA
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**1. Landscaping West Side of Running Track – Matt Lamers**

Matt Lamers presented the plans for landscaping along the west side of the running track to provide a visual buffer between the internal road and the track: adding North Wind grasses (4-6 feet) along with the ash and oak trees currently included in the design. Grasses are low maintenance with trimming once a year and estimated cost between \$8,000-\$10,000. See attached email *1813 CSG\_proposal for area west of running track* for full details.

Adding a permanent fence as a visual and physical barrier was discussed in order to address safety concerns raised about the proximity of the track to the roadway. Fence to run

along west side of track only to not restrict other uses of the track and to sit back from the roadway due to snow plowing.

Two additional requests were discussed:

- Adding permanent bleachers at track – will not proceed. Temporary bleachers are part of the current contract and allow for more flexibility in use of the track.
- Flattening the berms on the outside of the track for practice areas – will not proceed. Berms are already in place and have final grading.

Action	Person	Time Frame
Matt L to report back on the resiliency of the North Wind grass regarding salt in the Winter and its potential need for a sprinkler/watering requirement	Matt Lamers	July 9
Matt L to obtain a quote for the addition of the North Wind grass and fence along west side of track	Matt Lamers	Mid-July
Matt H to clarify the overlay fencing plan and confirm amount allocated to the temporary fence in the budget to see if it could shift to a permanent fence	Matt Hill	Mid-July

**2. Status Report – David Schram**

David Schram gave the following updates:

- A memo has been distributed for potential on-site tours; 4 dates have been offered
- The Brock parking lot is essentially complete, hoping to schedule a final walkthrough the week of June 28<sup>th</sup>
- Landscaping around the site is ongoing, the Brock pile is getting down to grade
- Roofing on the South overhang is about 80% complete
- The second elevator is currently under construction
- Drywalling is about 95% complete
- The Atrium construction is complete with painting beginning next week
- The IT/AV tender closes on July 2<sup>nd</sup>.

See the *UEM Monthly Report Canada Games Park 17 – May* document for full details. The May report emphasises the need to be especially diligent the last 6 months of the project. The responsibilities of the Contractor, the Consortium and its Owners are outlined with the schedule not allowing for any significant slippages. The schedule’s risk has been updated from “low” to “moderate - closely monitor” to reflect the focus on the schedule in the next six months.

The schedule was updated on June 6<sup>th</sup>, there are no changes to substantial completion. Still awaiting details on the commissioning schedule, the consultant has provided milestone dates that begin in late August and go until the end of November. The commissioning consultants are now meeting with the contractor and sub-contractor to review responsibilities and develop a schedule for critical work. They hope to have this complete in about two weeks and incorporated in the Aquicon schedule.

A new section has been added: *2.4 Monitoring Construction Progress* to note any project matters that may impact completion of the schedule. Currently, everything within this section is under control.

Action	Person	Time Frame
Nicole W to loop in the operations employees from Thorold, St. Catharines and Brock on the list of actions that the Owners are responsible for	Nicole Wolfe	July 9
David S to update the Consortium when he receives the details on the commissioning schedule and the schedule for critical work	David Schram	July 9

**3. Change Summary – Eric D’Uva**

See *Summary of Changes* document for full details

**3.1** Change Order 158 – Supply and installation of steel stud framing and drywall in the waste and recycling room – Approved on June 21, 2021 via email due to critical path.

**3.2** Change Order 159 – Design Error - Revises two doors in the atrium, credits the two wood doors and replaces them with two fire rated hollow metal frames and doors. Approved.

**4. Roofing Membrane – Eric D’Uva**

Waiting on the final sign off letters. Work will be starting on June 28<sup>th</sup> with materials arriving on site now. Clarification has been received from the manufacturer; there is a 20-year warranty in place.

Action	Person	Time Frame
Eric D to send Scott J the species of the grass/plants that will surround the roofing membrane	Eric D’Uva	July 9

Eric D to update the Roofing Membrane memo and distribute it to the Consortium when he receives the outstanding documentation	Eric D’Uva	July 9
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**5. Change Directive 6 Update – Eric D’Uva**

This work is still on going, just received the last submission for the engineering review which is under review by Blackwell structural engineer. The work related to this change directive should be completed by the end of July, potentially early August.

Action	Person	Time Frame
Eric D to update the Change Directive 6 memo and distribute it to the Consortium when he receives the outstanding documentation	Eric D’Uva	July 9

**6. Additional Required Agreements – Matt Hill**

Three critical agreements related to the Games use of the facility:

**6.1 Venue Use Agreement:** Covers the period of use from pre-games through to the Games and likely to December 2022.

- Brian Wilson from Region will be main contact for the agreement but document to be reviewed by Consortium Management Committee
- This is time sensitive as Host will be moving into the building after Substantial Completion

**6.2 Legacy Use Agreement:** covers the equipment that the Host society will continue to own after the Games as well as Programs that are a part of the funding conditions, the bid and the legacy plan

- A question was raised about who will do the repairs/maintenance on the Host owned equipment
  - The repair/maintenance must be described as part of the Asset Disposal Plan which is included in the Legacy Plan and must also be included in the Facility Programming Agreement

**6.3 Facility Programming Agreement**

- This agreement overlaps with the Legacy User Agreement
- Agreement to ensure that the legacy programs are included

A 3-step plan was brought forward to develop the details of the Facility Program Agreement:

1. Meet with the Consortium Leaders and discuss what they anticipate the facility programming agreement will entail
2. Each will then name who their working group will be to put this work in motion

3. Once the work is complete, circle back to the Consortium Leaders to finalize

Action	Person	Time Frame
Matt H to follow up on Doug’s email and outline the suggested 3 step plan moving forward	Matt Hill	July 5

**7. EV Stations by Alectra – Matt Hill**

Alectra has inquired about adding EV stations at both Henley and Canada Games Park using Ministry of Natural Resources funding. EV stations were removed from the contract as part of Value Engineering, but conduits remained in contract and are installed. It was noted that the consortium will have to ensure that it does not cost the group from a carbon and electric perspective.

Action	Person	Time Frame
Once Alectra funding has been obtained, the business model regarding the profits from these stations will need to be decided upon	Matt Hill	October 2021

**8. New Business**

**8.1** The RFP for the Operator is currently sitting with Procurement; it should be going out sometime next week (week of June 28<sup>th</sup>)

**8.2** Furniture Cost Analysis meeting will be held on Tuesday June 29<sup>th</sup>, from 3:30-4:30 PM

**Adjournment: 9:48 AM**

**Next meeting: July 9, 2021 – via Zoom**