

# CGP CONSORTIUM - MANAGEMENT COMMITTEE MEETING MINUTES

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**Date:** Wednesday, April 6, 2022  
**Hosted by:** Niagara Region  
**Location:** Zoom  
**Meeting Chair:** Ron Tripp, CAO, Niagara Region  
**Recorder:** Kathy Beach, Executive Assistant, Corporate Services, Niagara Region

## **Attendees:**

Todd Harrison Niagara Region  
Scott Johnstone Brock University  
Geoff Holman City of Thorold  
Manoj Dilwaria City of Thorold  
David Oakes City of St. Catharines

## **Guests:**

Lara Verdone Meridian Centre

## **Regrets:**

Wendy Kane Lang Partnerships  
Gary Comerford Member of CGP Sponsorship Committee and Liaison to CGP Consortium  
Management Committee  
Jeff Dixon Meridian Centre

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### **1. Adoption of Agenda – Approved**

### **2. Approval of Minutes – March 30, 2022 – Approved**

### **3. Business –**

#### a. Closed Session - Sponsorship Committee Update

Update to be provided at the consortium meeting on Wednesday, April 20, 2022.

### **4. Updates**

#### a. Independent Operator (IO) Transition

Todd introduced Lara Verdone who attended for Jeff Dixon (absent) and the following was noted:

- Ice -  
Ice is being built this week and next, with a full crew working and testing the ice plant and remove ice before the grand opening on April 22.
- Grand Opening –  
Focused on prepping and cleaning the building for the grand opening event.
- Staffing –  
Hiring continues with full time positions posted for Events Coordinator, Finance Coordinator and Marketing Coordinator. Todd noted the General Manager position is close to being finalized, with an announcement coming soon.

b. Facility Operational Working Group

(T. Harrison)

- ASM is looking to create a Facility Operational Working Group, which includes one or two people from each of the operators to work with them through the details of the assumptions of the facility utilization.

Action:

Consortium partners to confirm and send the names of participants to Todd.

c. Facility Finance Working Group

(T. Harrison)

Todd noted the following:

- Budget - The finance group met with Robert and Lara earlier this week to review the first draft of the 2022 Operating budget. The finance team is currently reviewing it, with a follow-up meeting scheduled for next week in preparation of bringing forward to the consortium management team for approval.
- Start-Up Costs - ASM is putting together a detailed list of operating costs and cash items required for start-up.
- Banking – Continued work with St. Catharines and Scotiabank to set up the operating bank account for Canada Games Park. Timelines are based on the required signatures from the consortium partners. As an intermediary solution,

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ASM is utilizing the Meridian account with St. Catharines, with a full reconciliation once the bank account is set up.

- d. Grand Opening (T. Harrison)

Todd continues to work with the host on several items including the speakers list. Todd also noted the invitation would be going out to all the parties, including federal and provincial ministers, by the end of this week. The cost of the event is \$3,000 - \$5,000.

### Other:

1. Canada Games Way Walkway (R. Tripp)

Ron has been working with Transportation staff across Niagara regarding the intersection at Brock and Canada Games Way where there are plans to have an indigenous art themed crosswalk, as well as a pride crosswalk.

2. Acknowledgement and Direction Agreement re: Sponsorship with the Management Committee (T. Harrison)

Todd sent the final, revised agreement to the consortium partners for signatures.

### Action:

Todd to confirm with Brian if it is preferred to have electronic or hand written signatures, and will circle back with the partners.

**Next meeting: Wednesday, April 13, 2022**