

CGP CONSORTIUM - MANAGEMENT COMMITTEE MEETING MINUTES

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Date: July 30, 2025
Hosted by: Niagara Region
Location: Zoom Meeting
Meeting Chair: Ron Tripp, CAO, Niagara Region
Recorder: Kathy Beach, Executive Assistant, Corporate Services, Niagara Region

Attendees:

David Oakes City of St. Catharines
Manoj Dilwaria City of Thorold
Geoff Holman City of Thorold
Lara Verdone Meridian Centre

Guest(s): Nicole Menard, Niagara Region
Tammy Dumas, Niagara Region

Regrets: Scott Johnstone, Brock University
Jeff Dixon, Meridian Centre

1. Adoption of Agenda – Approved

2. Approval of Minutes – April 30, 2025

Motion:

That the CGP Operations Committee Meeting minutes dated April 30, 2025, be **APPROVED**.

Moved by Manoj Dilwaria

Seconded by David Oakes

Carried.

3. Business

- a. Update on Construction / Project Schedule for Proposed Combat Centre Renovation
(Nicole)

Nicole indicated she's received the tender drawings from the architect Raimondo and have received comments from Fire Prevention and anticipate in the next week or so to get in the building with the hopes of having permanent hand by mid-August as contractors are typically not engaged until then. Any additional comments would be added to the addendum.

Procurement through the Niagara Region has begun with the goal to tender to a pre-defined roster list consisting of about 30 vendors. Nicole also mentioned she will attend a mandatory site visit which is essential and will occur while the building is still operational where items and requirements can be discussed during the walk thru.

Actions:

1. The tenders will go out the week of August 18 with anticipated closing then end of the month. The award should be finalized by the second week of September, with construction to follow soon after and lasting until December to finish the work.
2. Nicole will work with ASM to schedule time for a site visit.

Agreed to by consensus.

- b. Abilities Centre Audit Update (Tammy)

Tammy indicated she received the Statement of Work (SOW) and the invoice quote from the Whitby Abilities Centre to conduct an audit of the building of the CGP Abilities Centre.

The total cost of the audit (including HST, travel and honorarium) is quoted at \$24,217. A retainer payment of \$4,800 is due before work begins. Roundtable discussion was held to confirm invoices will be paid by the Niagara Region, followed with appropriate cost allocations to the partners.

The Whitby Abilities Centre proposed to hold the in-person audit on August 11-12, 2025.

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Actions:

1. Tammy to confirm the audit dates with Lara Verdone and the Whitby Abilities Centre.
2. Tammy to meet with Ron for signing the Statement of Work.

Agreed to by consensus.

Motion:

That all invoices relating to the CGP Abilities Centre audit be **PAID FOR** by the Niagara Region, who will then **ALLOCATE COSTS** proportionally to the consortium partners.

Moved by David Oakes

Seconded by Manoj Dilwaria

Carried.

4. Other

- a. CGP Committee Chair Appointment (Ron)

Ron indicated the consortium agreement states that management committee is due to rotate and appoint the new chair, Scott Johnstone, Brock University.

Due to lack of quorum at this meeting, the Resolution to Appoint the New Chair will be brought forward to the next management meeting for approval.

Agreed to by consensus.

5. Next meeting: August 27, 2025