

## **Pelham Community Centre Oversight Committee Agenda**

Meeting #: PCCOC-18-2018  
Date: Tuesday, May 15, 2018  
Time: 1:00 p.m.  
Location: Town of Pelham Municipal Office - Council Chambers  
20 Pelham Town Square, Fonthill

**Pages**

1. Call to Order
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Minutes
- 4.1 PCCOC Minutes of April 10, 2018 2
5. Unfinished Business/Business Arising from Minutes
6. PCC Construction Update - Ball Construction
7. Financial Update, including Report to Upper Government Levels
8. Milestones for Reporting
9. New Business
10. Next Meeting and Adjournment

**Date:** Tuesday, April 10, 2018  
**Time:** 1:00 p.m.  
**Location:** Town of Pelham Municipal Office - Council Chambers  
20 Pelham Town Square, Fonthill

**Members Present** Bob Nippell, Ian Desrosiers, Bill Sheldon, Bill Gibson,  
Darren Ottaway, Gary Accursi  
**Staff Present** Nancy Bozzato, Teresa Quinlin, Joel Stapley

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**1. Call to Order**

Noting a quorum was present, the Chair called the meeting to order at 1:00 p.m.

**2. Adoption of Agenda**

**Moved By** Gary Accursi

**Seconded By** Bill Sheldon

**THAT the April 10, 2018 Agenda be approved as circulated.**

**Carried**

**3. Disclosure of Pecuniary Interest**

No pecuniary interests were disclosed by any of the members present.

**4. Approval of Minutes**

**Moved By** Gary Accursi

**Seconded By** Bill Sheldon

**THAT the March 13, 2018 Pelham (Meridian) Community Centre Oversight Committee minutes be adopted as circulated.**

**Carried**

## **5. Unfinished Business/Business Arising from Minutes**

Insurance During Building Overlap: Mr. Nippell contacted his insurance providers who indicated a preference that the Town takes out its own insurance. Mr. Ottaway will look after this with our insurance provider in terms of the joint occupancy overlaps. This will address furniture, equipment, etc. This would cover liability, theft, etc. It was suggested to discuss public access coverage as well. Once the coverage is turned over at the substantial performance stage the Town will need to be fully insured. Mr. Ottaway and Ms. Quinlin will co-ordinate this with Mr. McAvoy. Ball Construction will be covering staff while they are training on the systems, however Town staff in the building to set up their offices, etc. will need to be insured by the Town directly. Mr. Nippell reminded that personal protective equipment will be required during training activities to ensure implied liability is addressed. Mr. Gibson noted in his experience they appointed a staff lead person that would work directly with Ball Construction.

Update on Advertising RFP: Ms. Quinlin advised the tender is ready to go out and will close at the end of April. If the Velcro option for signage is feasible it will be explored. The tender will be a guaranteed commission and the successful bidder will manage the sale of advertising.

Councillor Accursi noted that the Junior B team has raised some questions on this component, Mr. Ottaway noting that they have been advised that they will be allowed the opportunity to bid.

## **6. PCC Construction Update - Ball Construction**

- Mr Nippell advised that the project is well into the finishing stages;
- Hi highlighted the tiling completion schedule, atrium work, lighting and duct work as well as painting finishing timelines;
- They are completing preparation work to allow for installation of the glass balustrade and stairway finishing;
- The rink area work is on schedule including dasher boards, scheduled rubber flooring installation, netting in end zones, acoustic panels and running track installation;
- He advised on the timing for the arrival and installation of time clocks noting that in the gymnasiums this must be completed prior to installation of the flooring which will take approximately five weeks;
- Multi-purpose room completion may run into June, however this will not impact the schedule as there is no planned usage at this time;
- This involves a specialized ceiling system and he noted that theatre lighting proposals are in the completion stage;

- Mr. Nippell advised that additional electrical power outlets are required in the public areas for office furniture and data outlets and he highlighted discussions relating to power and data requirements as they relate to other installation components;
- The signage for the building exterior preliminary meeting was held this morning so structural supports and power feeds were reviewed;
- Landscaping may slip into June given the weather that has been experienced, which is outside of anyone's control;
- With regard to the northwest courtyard design, while recognizing that this is not in his contract for the area opposite the woonerf, it will need to be addressed as it relates to the access to the front part of the building, Mr. Ottaway advising that he will address this with Upper Canada Consultants;
- Work continues on the final design for the pedestrian crosswalk;
- Accipiter Arena seating is scheduled to arrive at the end of April and the pre-drilling will be completed to shorten the installation process;
- The Committee was assured that the contingency component of the contract is closely monitored and the process for this was explained to those present;
- Mr. Ottaway will review the process for the transition from the woonerf to the building, noting it will not be cost effective to install interlocking brick if it will need to be lifted once the rest of the surrounding development proceeds;
- HVAC units will be tested prior to installation of gymnasium flooring to ensure proper humidity control and the moisture levels of the concrete will be confirmed before installation, which may indicate a need for vapour membrane installation;
- The committee encouraged consultation with the basketball association prior to lining the floors, Mr. Nippell advising that they have requested shop drawings to include the layouts for each type of game and will include line colours, noting that basketball will have priority on the lines, followed by volleyball, badminton and pickleball.

## **7. Financial Update, including Report to Upper Government Levels**

Ms. Quinlin advised that the inflow of cash from Infrastructure Ontario has begun on the construction bridge loan;

Some discussion ensued regarding the impact of issuance of substantial completion and the IO funding requirements, Mr. Nippell indicating that they are showing June 1st as the expected date, however noting that depending on completion of work it could be the 8th or 15th but not likely beyond that timeframe.

Ms. Quinlin advised that in-year donations through the fundraising campaign will be more than enough to service the debt without any impact to operating and according to the tenders issued, the project remains on budget or even slightly below.

**8. Milestones for Reporting**

Chair Gibson will report to Council on April 16th and based on feedback received, he will make some changes to the format of the presentation, the chair noting that he will incorporate a number of recent photographs to provide an update on the construction progress;

He outlined the presentation format, noting he will highlight the savings found through value engineering, demonstrate the value of the changes in the building footprint through photographs of the high impact areas with the wider hallways, and conclude the presentation with the financial chart to highlight the Committee's confidence that the construction will be completed on budget and on time.

He indicated that he may also include a list of local contractors to demonstrate the economic benefit the project has had on the area, although this might be most impactful at the project end so that final numbers are known.

**9. New Business:** No new business raised.

**10. Next Meeting and Adjournment**

The next meeting was tentatively set to May 8th, or at the Call of the Chair.

**Moved By** Bill Sheldon

**Seconded By** Gary Accursi

**THAT there being no further business, the April 10, 2018 PCCOC meeting do now adjourn.**

**Carried**

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Chair Bill Gibson;

Nancy Bozzato, Clerk