

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

Meeting #: PCCOC-14/2017  
Date: Tuesday, November 21, 2017  
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 October 24, 2017 PCCOC Minutes 2
5. Unfinished Business/Business Arising from Minutes
6. PCC Construction Update - Ball Construction
7. Financial Update, including Report to Upper Government Levels
8. Next Phase for Tendering
9. Milestones for Reporting
10. New Business
11. Next Meeting and Adjournment



Date: Tuesday, October 24, 2017

Time: 12:00 p.m.

**Members Present**  
Ian Desrosiers  
Bill Sheldon

Bill Gibson  
Darren Ottaway  
Gary Accursi

Nancy Bozzato  
Teresa Quinlin

Joshua Iannantuono

**Others Present**  
Mr. Heska, Interested Citizen

**1. Call to Order**

Following a tour of the community centre to view the construction progress, the formal Committee meeting was called to order at 1:00 p.m. The meeting was held on site, 55 Wellspring Way.

**2. Adoption of Agenda**

**Moved By** Bill Sheldon

**Seconded By** Darren Ottaway

**THAT the agenda for the October 24, 2017 meeting of the Pelham Community Centre Oversight Committee be adopted as circulated.**

**Carried**

**3. Disclosure of Pecuniary Interest**

There were no pecuniary interests disclosed by any of the Members present.

**4. Approval of Minutes**

**Moved By** Darren Ottaway

**Seconded By** Bill Sheldon

**THAT the minutes of the PCCOC of September 21, 2017 be adopted as circulated.**

**Carried**

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

Mr. Ottaway updated the Committee on the updated Terms of Reference noting they were presented to Committee of the Whole. The changes, which were housekeeping relating to terminology, were recommended for approval by Council which will occur November 6, 2017. The Terms now reflect the role of the Committee, it being noted that the Terms were initially written prior to the establishment of the PCCOC and prior to construction beginning so some of the items were not relevant.

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

A detailed construction progress update was reported by Mr. Desrosiers, with the following highlights:

- The exterior brickwork is nearing completion, with the building being now almost enclosed; The roof is on and functioning properly;
- Refrigeration is set and the rink slab in Arena B well underway, noting that the membrane laps are complete so waterproofing is complete;
- The roofer is on site and the capping colours have been selected by the architect;
- Site Progress: Rankin is on site pouring curbs and the base coat asphalt will be completed before winter with the final coat to be completed in spring;
- Rankin has met with Upper Canada Consultants to co-ordinate surrounding areas to ensure once the facility is available for use the other areas are also accessible;
- Regarding internal work, they have scheduled the rink slab pour for November 14th in Arena B;
- In response to a question by Mr. Ottaway as to whether any construction celebration is planned when the concrete pouring is taking place, Mr. Desrosiers

indicated that it would not be likely for Arena B but he was uncertain at this point;

- Mr. Ottaway indicated an interest in calling in representatives from hockey, skating, etc. to be part of any celebration ceremony should an event be planned;
- Mr. Desrosiers will check into this, noting that during the pouring process, quality control is meticulous, but viewing may be able to be facilitated;
- Mr. Gibson indicated that he will explore building some kind of plexi-glass model to show the steps required to constructing an ice surface, it being noted that a drawing depicting these steps is posted that could be of assistance;
- Mr. Desrosiers indicated he may be able to assist with co-ordination of this;
- The interior of the building is progressing well and BCL is hoping to be fully enclosed by Christmas although there may be a need for temporary boarding in the glazing units;
- In mid-November the large units for arenas will get placed on the roof; a 600-700 ton crane will place it for the condensing units; chiller on platform is also scheduled to arrive in November for the refrigeration plant;
- No major delays to the schedule have been experienced nor anticipated to date and they have ironed out manpower for brick laying;
- BCL is in constant contact with the door supplier;
- He advised that they are on pace for building fully powered by the end of November (construction powered) and then as power is needed the electrician will accommodate;
- Most of concrete slabs have been poured except arenas;
- With regard to drywall mudding and sanding once building warmed this is expected to be underway in mid-December, if not by the end of November, noting they have lined up Enbridge to put the manifold in place and temporary heaters are on order;
- In response to a question as to whether there are any risks going forward to the schedule and/or to the budget, Mr. Desrosiers stated that there are no risks under their control, but noted that weather is always a variable, given the building is not fully enclosed but is mainly weather tight so if there is a need for temporary enclosures that can do so; on north face could accommodate brick layers;
- In terms of the budget, nothing major coming up so it remains on track; no major concerns re budget as well;
- With regard to the door frames and any impact on interior construction, Mr. Desrosiers stated that due to the overall building envelop they can move people around, noting that getting enclosed is the main priority;
- Some frames on the exterior are installed and they are ramping up to meet needs;
- Now that the glazing has been finalized by the architect, fabrication can begin, with the gymnasiums to be installed first followed by the south and north

entrances;

- The issue about attendance at site meeting attendance by the Architect has been resolved;
- Light heights have been finalized in the gymnasiums and different elevations are being explored for Arena A, it being noted that lacrosse will be using both arenas;
- There are no issues or procurement delays to report;
- With regard to the main staircase, Mr. Desrosiers stated that the main metal will be built off site and installed sectionally and he described the design-built approach;

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

Ms. Quinlin advised that everything is on schedule for the cash flow aspect of the project, noting the debenture will hold until the end of January at which time land sales will begin to come through.

She noted that tendering is approximately 90% complete.

The CAO noted that donations have exceeded the half way mark at this point. Discussions are underway with various firms regarding naming rights and the community campaign will be launched in 2018 which will provide opportunities for individual/family donations. The land sale component is also moving forward and the surplus lands have been listed with Colliers International. The land sale strategy does not include the sale of the existing arena lands.

The pavement of public streets is separate from this project, yet co-ordinated. A plan is in place for the next 18 months.

Construction is approximately 45% complete and there are no risk concerns to be reported.

Some discussion relating to the time clock options ensued, Mr. Desrosiers stating that he will communicate directly with municipal staff on this item.

## **8. Next Phase for Tendering**

Tender Package 3 is almost complete, waiting for millwork, for which installation and supply are separate components. Once TP3 is complete there are no major contracts outstanding.

**9. Milestones for Reporting**

Mr. Gibson will report on benchmarks at the November 6th Council meeting. The presentation will update on the financial component and include new progress photographs.

**10. New Business**

It was recognized that substantial completion is expected in June or July, 2018, however in terms of occupancy Mr. Desrosiers indicated that the plant will need to be commissioned, noting this is a meticulous process to cure the slab, etc. wherein quality control is a key factor.

Some discussion about a lacrosse tournament in June/July ensued however it was not possible at this point in the construction to determine if the facility will be suitable for hosting such an event in 2018.

**11. Next Meeting and Adjournment**

The next meeting was set for Tuesday, November 21st to be held at Town Hall.

**Moved By** Gary Accursi

**Seconded By** Darren Ottaway

**THAT, there being no further business, the October meeting of the PCCOC be adjourned.**

**Carried**

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Chair Bill Gibson

Nancy Bozzato, Clerk