



**REGIONAL MUNICIPALITY OF NIAGARA  
POLICE SERVICES BOARD**

**ACCOMMODATIONS STEERING COMMITTEE**

Thursday, July 12, 2018

Niagara Regional Police Service  
Community Room 1<sup>st</sup> Floor, 5700 Valley Way, Niagara Falls, Ontario

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**CALL TO ORDER**

The Public Accommodations Steering Committee Meeting commenced 10:18 am.

**ROLL CALL**

PSB MEMBERS: Mr. K. Gansel, Committee Chair  
Mr. B. Gale, Board Chair  
Mr. D. Barrick  
Mr. T. Bonham  
Mr. A. Caslin  
Mr. V. Stewart  
  
Ms. D. Reid, Executive Director

NRPS MEMBERS: Chief B. MacCulloch  
A/Deputy Chief G. Bench, Support Services  
Superintendent R. Frayne, Operational Support  
A/Inspector R. LaPlante, Executive Officer, Chief of Police  
D/Sergeant J. Hollingshead, Executive Officer, D/C Operational Services  
D/Sergeant T. Henderson, Executive Officer, D/C Support Services  
Mr. J. Berg, Purchasing Agent/Quartermaster Stores  
Ms. L. Rullo, Finance Manager

RMON: Mr. S. Hendrie, Chief Information Officer  
Mr. A. Martuccio, Director of Construction/Energy/Facilities Management

OTHERS: Mr. R. McGuire, Citizen

**DECLARATIONS OF CONFLICT/PECUNIARY INTEREST**

There were no declarations of conflict or pecuniary interest.

**MINUTES OF PREVIOUS MEETINGS**

1. **Minutes of the Accommodation Steering Committee Meeting held Thursday, June 14, 2018.**

Moved by: A. Caslin  
Seconded by: T. Bonham

**That the information be received.**

**Carried.**

## **NEW BUSINESS**

### **2. NRPS 1 District Facility – Project Update**

The Committee considered a memorandum dated July 10, 2018 from Mislav Koren, Project Manager Buildings, Niagara Region, providing the Committee with an update on the current status of the NRPS 1 District Facility Project and the direction given by the Committee at its June 12<sup>th</sup> meeting for the Region to accelerate completion of the completed design package on the agreed upon date of July 25<sup>th</sup> so the project can proceed to tender no later than July 31<sup>st</sup>.

Mr. Martuccio advised that accelerating the project's timeline brings risk to the all-around quality control of the tender. He stated that the consultant will need to expedite the work and this will lessen the quality control when reviewing documents for accuracy and when coordinating the work between various sub-contractors. There is also an increased risk for additional addendums that may be issued during the tender period as well as the possibility of additional change orders during the construction phase.

In addition, Mr. Martuccio advised that there are concerns regarding the building permit not being received from the City of St. Catharines prior to the tender package going out and the possibility of the City's building department discovering that the design is either incomplete or not coordinated properly, which would result with the need for additional addendums. He advised that in terms of building permits, the Building Department generally does not look at drawings until the documents are submitted for permit and that to his knowledge the City has not seen any of the designs drawing relating to the building permit. He did however advise that the Region has been working with the Planning and Building Department to ensure that the appropriate site requirements are being achieved in the design.

In regard to the bidding process, Mr. Martuccio advised that the Region is adhering to having the consultant carry out the design and issue a tender package to full completeness of the design and the Region does not anticipate any issues outside the norm for a regular construction project.

Chief MacCulloch reminded the Committee of the lessons learned from the Headquarters/2 District facility project and the additional program changes that resulted from rushing through diagrams in order to meet timelines for the project to go to tender. He spoke to the importance of finding satisfaction for meeting timelines with the 1 District build while at the same time achieving a comfort level toward the set of diagrams being as accurate as possible prior to them going out to tender.

Committee Chair Gansel advised that the next Regional Joint Steering Committee Meeting will be held the last Tuesday of July and that there will likely be discussion on this matter.

Moved by: B. Gale  
Seconded by: V. Stewart

**That the information be received.**

**Carried.**

**OTHER NEW BUSINESS**

There was no other new business reported.

**NEXT MEETING**

The next meeting is scheduled for Thursday, September 13, 2018 (time to be confirmed), NRPS Headquarters, Community Room, 1<sup>st</sup> Floor, 5700 Valley Way, Niagara Falls.

**ADJOURNMENT**

The Public Accommodations Steering Committee Meeting adjourned at 10:28 am.

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Bob Gale, Chair

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Deb Reid, Executive Director