



Kenora Event Centre Committee Minutes

Monday October 7, 2013
5:30 p.m.

Kenora Recreation Centre Meeting Room

ACTION

PRESENT: Chris Van Walleghem, Co-Chair
Mike Dietsch, Co-Chair
Rory McMillan, Councilor
Ruth Illman
Laci Dingwall
Colleen Neil, Recreation Manager
Megan Derouard, Recreation Programmer
Kerri Holder, Administrative Assistant

REGRETS: Judy Bain

Chris Van Walleghem called the meeting to order at 5:32 pm.

A. Declaration of Pecuniary Interest & the General Nature Thereof:

1) On Today's Agenda

2) From a Meeting at which a Member was not in Attendance

There were none declared.

B. Confirmation of Minutes:

Moved by M. Dietsch, Seconded by R. McMillan & Carried:-

That the Minutes of the last meeting of the Kenora Event Centre Committee meeting held July 30, 2013 be confirmed as written and filed

And Moved by L. Dingwall, Seconded by R. Illman & Carried:-

That the Minutes of the special meeting of the Kenora Event Centre Committee held August 29, 2013 be confirmed as written and filed.

C. Items:

1. K40 Presentation

K40, Kinsmen over the age 40, have asked if the Committee would like to attend their next meeting to give a presentation on the Committee's mandate and activities to date. The meeting is Thursday, October 17 at 5:30 p.m. upstairs in the small dining room at Best Western Lakeside Inn. It was agreed that Chris and Mike should attend the K40 meeting to give a presentation. There was discussion about creating a presentation with the public information

session, the on-line survey results and the various summaries presented to Council. It was suggested to revise the brochure and leave it with the K40 group, as well as provide the Committee's e-mail address to forward ideas or suggestions. Laci to update the brochure. All agreed a brochure is a great tool to provide a professional consistent message and it is good practice to leave something with them. As the project develops there may be a need to revise the brochure again and it was suggested that the title "Update One" should be put on this version of the brochure. It was noted that other community groups may be interested in the same presentation. Councillor McMillan asked if he could give an informal verbal update to LOWCA, a committee he sits on. All agreed a verbal update is acceptable and that the brochure could be provided also.

L. Dingwall

It was suggested that the Q & A document on the website be updated. Ruth and Laci will draft new Q & A's.

R. Illman
L. Dingwall

2. Next Council Update

The last update to Council was provided in July and it was recommended to attend the next Committee of the Whole meeting after the RFP has been awarded. It was agreed to attend Committee of the Whole on Tuesday November 12 at 9:00 a.m. It is important to keep Council informed on the progress and to let them know that there is interest in this project, as twelve proposals had been received and some community groups are asking for updates and presentations. Kerri to submit the deputation for the Committee of the Whole meeting on this Committee's behalf.

K. Holder

3. Trillium Summary

Ruth, Colleen and Chris attended the presentation by the Ontario Trillium Foundation. This project may be eligible for Ontario Trillium funding as the program does apply to retro projects. It was noted that only 25% of applicants are approved. The information was circulated electronically to Committee members for future reference.

There was discussion about fundraising and at what stage the Committee should develop a plan. Megan and Laci have been working on ideas around a coin donation box concept. It was noted that there will be opportunity for fundraising at several sporting events happening in the community in the near future. There was a question about the collection process from the donation boxes and it was confirmed there is a protocol for collection of money by staff that will be followed in the event the donation boxes are distributed. There was further discussion about where the donation boxes could be located. All agreed the donation box is a good place to start with fundraising. There was a reminder that money collected can be put in the recreation reserve fund if this project does not proceed. It was agreed that fundraising should be on the radar now and should be added to the agenda for the next meeting in November.

4. Request for Proposal Discussion

Colleen reviewed the process she used to evaluate and short list the concept design Request for Proposals. There were twelve proposals received. Each proposal was read to confirm that the submission requirements were met, noting the operating budgets and price points. It was noted that all the Request

for Proposals received were good and many did their homework looking into the survey numbers, the public meeting results and the City in general. Some strong points noted were the structural engineering components, planning methodologies and fundraising options. Four proposals were shortlisted and copies of those were circulated at the meeting. A score sheet was also provided to each member.

The next step is for each member to evaluate and score the three proposals using the score sheet provided. Colleen to provide copies of the shortlisted proposals by the end of the day tomorrow, Tuesday October 8, 2013. It was agreed to meet at 12:00 noon on October 21st with completed score sheets and comments to determine which proposal to accept. Those who are unable to attend the meeting on October 21st will send in their score sheets and comments for consideration.

C. Neill

5. Next Steps

To have Committee members evaluate and score the Request for Proposals and make a final selection.

To discuss development of a fundraising plan and pursuit of other funding.

6. New Business

None

7. Communications and/or Announcements

None

8. Next Meeting Dates

- Monday October 21, 2013 at noon
- Wednesday November 6, 2013 at 5:30 p.m.

Meeting adjourned at 6:32 p.m.