



# Minutes

## Of a Meeting of the Event Centre Committee of the City of Kenora

**Tuesday, July 7, 2015 – Kenora Recreation Centre Upstairs Meeting Room  
5:30 p.m.**

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**Present:**

- Chris Van Walleghem, Chair
- Judy Bain
- Megan Derouard
- Andrew Koch
- Patrick Lessard
- Rory McMillan, Councillor
- Colleen Neil, Recreation Manager
- Kerri Holder, Administrative Assistant

**Regrets:**

- Corey Stacinski
- Dan Reynard, Councillor
- Heather Kasprick, City Clerk

**1. Call to Order**

Chris called meeting to order at 5:32 p.m. There was a request to add an agenda item under Other Business: RFP Review Committee.

**2. Welcome & Introductions**

Newly appointed member, Megan Derouard, was welcomed to the Committee.

**3. Declaration of Pecuniary Interest and the General Nature Thereof**

There were none declared.

**4. Confirmation of Minutes:**

**Moved by A. Koch, seconded by R. McMillan and Carried -**

That the Minutes of the Event Centre Committee meeting held June 2, 2015 be confirmed as written and filed.

## **5. Business Case RFP Update**

Colleen provided an update on the RFP packages distributed. All were pleased to hear that 32 packages were picked up. The closing date for the Business Case RFP is July 9<sup>th</sup>.

## **6. Fundraising Events Plans**

There were two entertainment ideas brought forward and costs for each were discussed. There was support for both acts and based on the budget for last year, it may be possible to have both at this event. It was reported that the Harbourtown Biz supports having the fundraising event at the same time as their fall street festival. It will fit in well with the activities planned. It was recognized that there is a lot of work involved to hold this event and it was suggested to wait for the outcome of the Business Case RFP before committing to a date and venue.

*Judy arrived 5:41 p.m.*

It was noted that the Committee supports holding a fundraiser but all were in agreement to put it on hold for now.

*Patrick arrived at 5:50 p.m.*

## **8. Other Business RFP Review Committee**

It was suggested that the review committee for the RFP be comprised of seven members, which would include three City staff (from Recreation, Engineering and Finance), three Event Centre Committee members and one Council representative. A scored evaluation will be done for each qualifying RFP received. There was discussion about the deadline for the evaluation and the report to Council in August.

## **7. Next Steps**

1. RFP Opening July 9th
2. Connect with the RFP Review Committee members
3. Contact the fundraiser agents/acts to put on hold for now

## **9. Next Meeting – August 11, 2015**

The next meeting was advanced by one week to allow for the RFP selection and report to Council to be completed.

## **10. Adjourn Meeting**

The meeting was adjourned at 6:05 p.m.