



Corporation of the City of St. Catharines  
**WELLAND CANAL FALLEN WORKERS MEMORIAL TASK FORCE MEETING**

Tuesday Sept 17, 2013

3pm to 4:30pm

St. Catharines City Hall, 50 Church Street: CR # 1 , Third Floor

## MEETING NOTES

**Present:** Mayor Brian McMullan  
Rick Dykstra, MP  
Rob D'Ambroise, Rick Dykstra's Office (conference call)  
Karen Moncur, Rick Dykstra's Office (conference call)  
Dave Schulz, Regional & Municipal Affairs Liaison, Rick Dykstra's Office  
Councillor Bruce Timms  
Kathleen Powell, Supervisor of Historical Services, City staff  
Rebecca Cann, Cultural Supervisor, City staff  
Sheri Laekeman, President, UNIFOR 4212  
Patrick Little, Lawyer & heritage advocate  
Jeff Burch, Executive Director, Folk Arts Council  
John Armstrong, Welland Canal Foundation

**Regrets:** Mayor Barry Sharpe, Welland  
Mayor Ted Luciani, Thorold  
Mayor Badawey, Port Colborne  
Malcolm Allen, MP  
Lisa Bastien, Malcolm Allen  
Councillor Bruce Williamson  
Maggie Riopelle, EA Mayor McMullan  
Gerry Miele, President, CAW Local 4211  
Jim Given, Executive VP, Seafarer's International Union  
Mark Cherney, Business Representative, IBEW Local 303  
Arden Phair, retired city curator & historian

**Guest:** Bob Sears, Canadian Canals Society newsletter

**Welcome and introductions ~ Mayor McMullan**

- **Review of Sept 4 meeting notes**

- All in favour
- Carried

**1. The Role of the Community Partner ~ Rob D'Ambroise**

- Legacy funding requires the Community Partner(s) to be "significantly involved" in the process and key decision making of establishing a memorial
- Specifically, the Community Partner(s) commits to in kind support as well as fundraising efforts
- The Community Partners will sit on the Task Force and are invited to have representatives from their organization sit on each of the Task Force's 4 sub committees

- There is no requirement for the Community Partner to commit a dollar figure from their own budget to the project
- The City, as the applicant for funding, is responsible for managing the construction of the memorial
- The City and the Community Partner will sign a joint agreement upon completion of the memorial assuming responsibility for 10 years
- The City will be responsible for maintenance and the Community Partner will commit to programming

*Action items:*

- *Rob to send the program guide to Jeff Burch and John Armstrong*
- *Jeff Burch will circulate the Call for Selection Panel within the Folk Arts for interest*
- *Jeff Burch and John Armstrong will provide an official motion from the Folk Arts Council and Welland Canal Foundation respectively with respect to their commitment to the role of Community Partner in the Welland Canal Fallen Workers Memorial project*

**2. Funding Sub Committee ~ Dave Schulz**

- No interim meeting held
- Important to establish adequate contingencies in funding formula in the event the full amount of government funding is not allocated

**3. Project Timeline~ Rebecca Cann**

- See appendix: *project timeline, draft 2*
- This process was compressed for the unveiling of the design to coincide with the anniversary date of the first fallen worker, July 24 2014
- Call for Selection Panel went out Sept 5 with deadline of Sept 27 for applications
- Panel will be finalized by October 4
- A draft of the Expression of Interest will be ready for review for the Panel's first meeting
- A specific site is not required for the Expression of Interest, but will be required for the Call for Design (Mar/Apr 2014)

*Motion by Dave Schulz:*

*That the Committee approves the project timeline, draft 2, as presented by Rebecca Cann*

- *Seconded, Bruce Timms*
- *All in favour*
- *Carried*

**4. Communications Task Force update ~ Karen Moncur**

- The City's webpage was edited with the addition of some original photos and the "How to Help" section moved to a more prominent location at the top of the page

**5. Site Selection Task Force update ~ Bruce Timms**

- Substation 6 and Lock 1 both present challenges and there would be considerable infrastructure costs associated with making those sites accessible
- Focus is leaning towards Lock 3 with the need for more land to be leased to the city from the Seaway

- Locates will be done at Lock 3 in early October
- Inquiries have been made with the Seaway with respect to the 3 shortlisted sites

*Action items:*

- *Dave Schulz will provide contacts at the Seaway to the Task Force*
- *Site sub committee to forward land requirements to the Mayor for the City's Realty Department to investigate a lease expansion with Seaway*

**Adjourned** 4:10pm

**Next meeting:** Monday, October 7  
3pm to 4:30pm  
Committee Room 1  
St. Catharines City Hall

Welland Canal Fallen Workers Memorial  
Draft Project Timeline

7/29/2015

		2013				2014						2015		
Project Work		Sept	Oct	Nov	Dec	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Mar	Apr-Jun	Jul-Sep
<b>Site Selection</b>														
	Research 3 shortlisted sites													
	Finalize site selection													
	Seek approvals as required (ie Seaway, City etc.)				?									
	Confirm Site													
<b>Design Development</b>														
	Release Call for Selection Panel													
	First Meeting of Selection Panel													
	Release Call for Designers, Expressions of Interest													
	Shortlist 4 design finalists													
	Release Call for Design to finalists													
	Design development (draft, review, revise, review)						March 10 - June 1							
	Final design approved and made public								4-Jul					
<b>Build and Install</b>														
	Contract artist													
	Review, revise drawings, site conditions etc.													
	Establish project team, timelines etc.													
	Build memorial (scale and materials will affect timeframe)										6 to 8 months dependant on design			
	Install memorial and Unveil (fall 2015)													
<b>Financing</b>														
	Grant prep for submission to DCH		Report	Grant										
	Confirmation of grant amount													
	Draft fundraising strategy													
	Corporate Inquiries													
	Public Campaign													
	In-kind asks													
	Municipal investments													
	Presentations to Local Councils													
	Presentation to Region													

R - Reports required, ie to St. Catharines City Council, other. See embedded comment for detail.

Welland Canal Fallen Workers Memorial  
Draft Project Timeline

7/29/2015

		2013				2014						2015		
Project Work		Sept	Oct	Nov	Dec	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Sep-Oct	Nov-Dec	Jan-Mar	Apr-Jun	Jul-Sep
Community Engagement														
	Clarify role of community partners													
	Confirm community partner for grant													
	Identify other potential partnerships													
	Develop other engagement strategies													
	Shortlisted designs shared online													
	Grant LaFleche ebook release													
	Meet w The Standard re: elist													
Communications and PR														
	Release Call for Selection Panel	5-Sep-13												
	Shortlisted artists announced						March							
	DCH grant announced													
	Final Design released to public								4-Jul-14					

R - Reports required, ie to St. Catharines City Council, other. See embedded comment for detail.

## Welland Canal Fallen Workers Memorial Draft Project Timeline

7/29/2015

[illegible]

R - Reports required, ie to St. Catharines City Council, other. See embedded comment for detail.

## Welland Canal Fallen Workers Memorial Draft Project Timeline

7/29/2015

[illegible]

R - Reports required, ie to St. Catharines City Council, other. See embedded comment for detail.