



CITY OF
ST. CATHARINES

Minutes

Meeting: Welland Canal Fallen Workers Memorial Task Force
Location: Burgoyne Room
Date: Friday, May 01, 2015
Time: 3:00pm to 4:00pm
Recording Secretary: Julie Hughes

Meeting Attendees:

| Invited | Name | Title | Representing |
|---------|------------------|-----------------------------------|---------------------|
| | Walter Sendzik | Mayor | St. Catharines |
| Regrets | Bruce Williamson | Councillor | St. Catharines |
| Call in | Rick Dykstra | MP | St. Catharines |
| | Dave Schulz | Rick Dykstra's Office | St. Catharines |
| Regrets | Malcolm Allen | MPP | St. Cath/Welland |
| | Karen Moncur | Rick Dykstra's Office | St. Catharines |
| | Chris Grawey | Member | IBEW |
| | Gerry Miele | President | Unifor 4211 |
| | Kevin Vallier | Member | St. Catharines |
| | Rebecca Cann | Cultural Services Supervisor | St. Catharines |
| | Julie Rorison | EA, Mayor Sendzik | St. Catharines |
| Regrets | Kathleen Powell | Supervisor of Historical Services | St. Catharines |
| | John Armstrong | Executive Member | WCF |
| | Bruce Timms | Regional Councillor | St. Catharines |
| | Sheri Laekeman | President | |
| | Arden Phair | Member | St. Catharines |
| Regrets | John Maloney | Mayor | Port Colborne |
| Regrets | Ted Luciani | Mayor | Thorold |
| Regrets | Frank Campion | Mayor | Welland |
| Regrets | Bob Sears | President | CCS |
| Call in | Jeff Burch | Executive Director | Folk Arts Council |
| Regrets | Patrick Little | Lawyer/historian | St. Catharines |
| Guest | Bryan Shynal | Commissioner of Public Works | St. Catharines |

Welcome and introductions from the Chair: Mayor Sendzik

Agenda Items and Deliverables

1. Approval of Minutes from Previous Meeting:

Wednesday, April 08, 2015

- Amended, as attached
- John Armstrong, motion to approve as amended
- Kevin Valier, seconded
- All in favour and carried

2. Project update ~ Chair

- See appendix, 2.1 project budget 3
- Reiteration that draft budget presented is a class D estimate is very preliminary and requires further analysis, engineering drawings, etc
- To proceed and finalize a budget, need involvement of the designer who is the “contractor of the memorial” (as outlined in the RFP)
- Designer can only be contracted if the memorial design is approved by Council
- B Shynal proposes a 3 phase approach with the first phase going to council for approval within next few weeks
 - Phase 1, develop detailed budget and memorial design by working with the designer, committee to begin fundraising within the budget and scope approved by task force (\$450,000)
 - Phase 2, parkette design, tendering, construction and fundraising
 - Phase 3, enhancements to surrounding parkette (lighting, benches), as funds permit

Action, Mayor & PRCS Staff

- Mayor Sendzik will request a staff report at May 11 Council meeting
- Staff report to be presented at Council in June
- Staff report for Phase I to include:
 - Background on the Welland Canal Task Force Memorial RFP,
 - Design as chosen by the Selection Committee,
 - Budget for the memorial at \$450,000
 - Recommend contracting the designer to consult with staff on finalizing budget
 - Recommend approval of the Phase 1 budget of \$450,000
- Present Council decision back to Task Force for further direction

Agenda Items and Deliverables

3. Fundraising

- Opportunities discussed for in kind sponsorships from community partners/contractors
- Task force discussed appointing honorary fundraising chair

Action, Mayor

- Mayor to meet with potential partners to discuss in kind sponsors
- Mayor and Rick Dykstra to meet with potential fundraising lead

Action, Task Force

- Next meeting, based on Council decision, the Task Force will focus on a target fundraising goal and strategy

4. Next meeting ~ to be determined

Attachments:

- April 8, 2015 meeting notes, amended
- ✓ 2.1 project budget 3
- ✓ 2.2 fundraising campaign flowchart



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| | John Armstrong | Executive Member | WCF |
| | Sal Sorrento | Councillor | St. Catharines |
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| | Frank Campion | Mayor | Welland |
| | Bob Sears | President | CCS |
| | Jeff Burch | Executive Director | Folk Arts Council |
| | Patrick Little | Lawyer/historian | St. Catharines |

Welcome and introductions from the Chair: Rick Dykstra/Dave Schulz at 3:30pm

Agenda Items and Deliverables

1. Approval of Minutes from Previous Meeting:

Thursday, January 29, 2015

- G. Miele, approved
- D. Schulz seconded
- All in favour and carried

2. Fundraising Sub Committee ~ Dave Schulz

- Update on Min of Heritage application for memorial
- Present to Council during May or June 8
- Request Council approval for design and project budget at that time
- Review of draft budget of Memorial plus Parkette (revised to \$1.1M from \$700,000)
- New figure incorporates indexed costs, website development, fundraising co-ordinator & associated fundraising costs, unveiling ceremonies
- Review of fundraising feasibility and possible fundraising strategies for \$1.1M
- See appendix, 2.1 *project budget 3*
- See appendix, 2.2 *fundraising campaign flowchart*

Action

- *Task Force to reconvene on April 30th to discuss how to proceed with the memorial project*

3. Meeting adjourned ~ 4:30

4. Next meeting ~ Thursday, April 30 (revised to Fri May 1)

3:00pm to 4:00pm

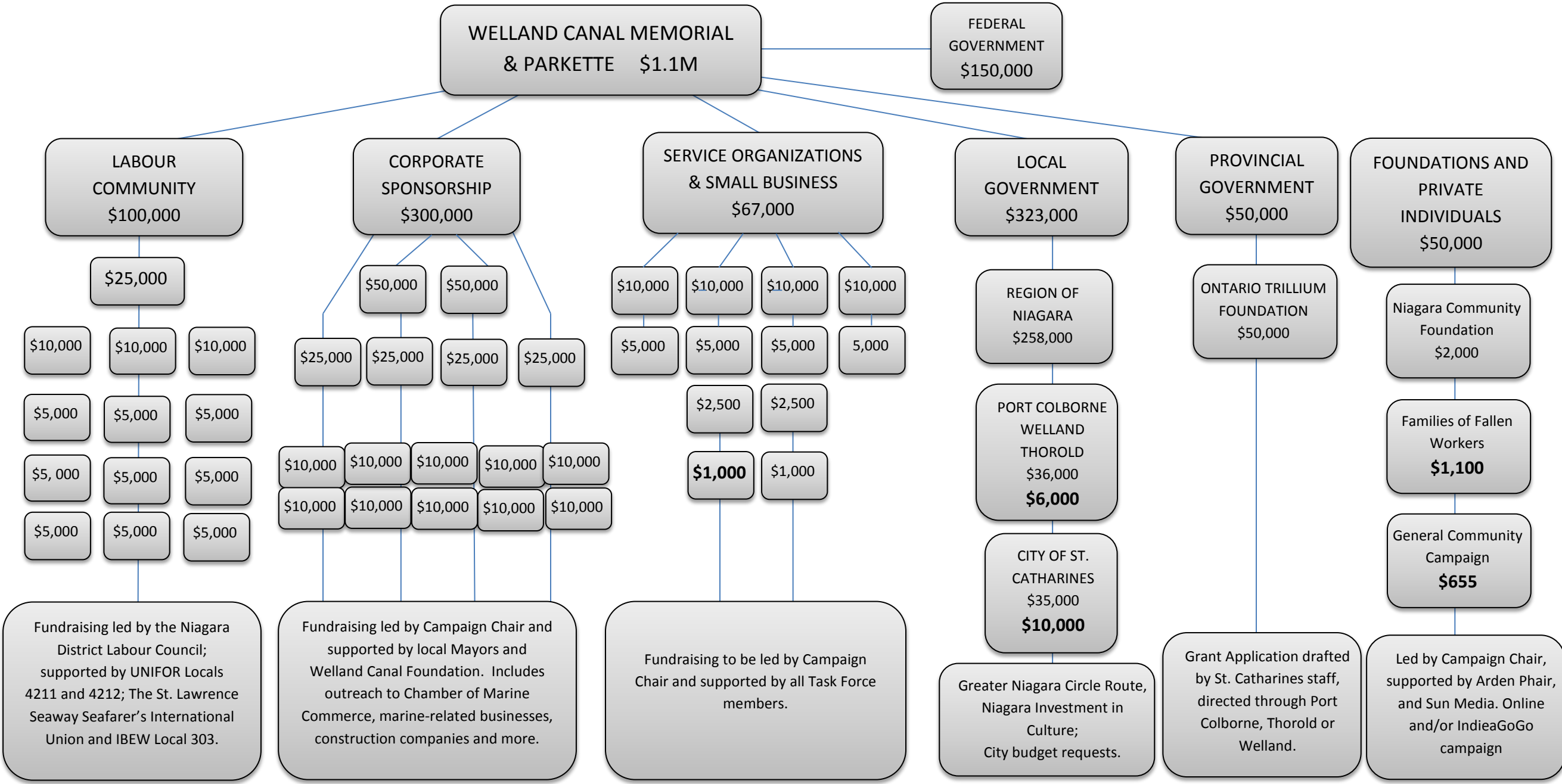
Burgoyne Woods Room (com room 1)

Attachments:

- ✓ 2.1 project budget 3
- ✓ 2.2 fundraising campaign flowchart

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| | | | | | | | | | | | |
|-----------------------------------|---|---------|-------|---------|--|---------|-----------|--|---------|--------|---------|
| Installation (and transportation) | | 40,000 | | 75,000 | | | 75,000 | | 65,000 | 10,000 | 75,000 |
| | | | | | | | | | | | |
| Materials and Construction | | | | | | | | | | | |
| | Excavation and site preparations | 20,000 | | 20,000 | | 30,000 | 50,000 | | | 20,000 | 20,000 |
| | Materials and labour | 270,000 | | 226,000 | | 210,000 | 436,000 | | 216,000 | 30,000 | 246,000 |
| | Other - <i>Additional Interpretive Panels</i> | | | 30,000 | | | 30,000 | | 30,000 | | 30,000 |
| | - <i>Lighting, benches</i> | | | 20,000 | | 80,000 | | | | | 0 |
| | | | | | | | | | | | |
| Contingency (10% of construction) | | 36,000 | | 30,100 | | 30,000 | 60,100 | | 30,100 | | 30,100 |
| | HST at 2% | | | 9,286 | | 7,800 | 17,086 | | | | 0 |
| | Escalation at 3% / year | | | 46,430 | | 39,000 | 85,430 | | | | 0 |
| | | | | | | | | | | | |
| Subtotal | | | | 520,016 | | 436,800 | 956,816 | | 404,300 | 60,000 | 464,300 |
| | | | | | | | | | | | |
| Project Administration | | | | | | | | | | | |
| | Liability insurance | | | 5,000 | | | 5,000 | | 5,000 | | 5,000 |
| | Training and support costs for volunteers | | | | | | 0 | | | | 0 |
| | Print materials design | | | | | | 0 | | | | 0 |
| | Translation Costs | | 317 | 2,000 | | | 2,000 | | 2,000 | | 2,000 |
| | Fundraising coordinator | | | 25,000 | | | 25,000 | | 25,000 | | 25,000 |
| | Fundraising costs (Fundraising coordinator+) | 2,000 | 34 | 11,000 | | | 11,000 | | 11,000 | | 11,000 |
| | Design Development (2014) | 8,000 | 9,106 | 9,000 | | | 9,000 | | 9,000 | | 9,000 |
| | <i>Website development</i> | 0 | | 25,000 | | | 25,000 | | 25,000 | | 25,000 |
| | | | | | | | | | | | 0 |
| Unveiling | | 4,000 | | 6,000 | | | 6,000 | | 6,000 | | 6,000 |
| | | | | | | | | | | | |
| TOTAL EXPENSES | | 450,000 | 9,457 | 603,016 | | | 1,039,816 | | 487,300 | 0 | 547,300 |
| | | | | | | | | | | | |
| Surplus/deficit | | | | | | | 184 | | | | |



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| | | | | | | | | | | | |
|-----------------------------------|---|---------|-------|---------|--|---------|-----------|--|---------|--------|---------|
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| | Other - <i>Additional Interpretive Panels</i> | | | 30,000 | | | 30,000 | | 30,000 | | 30,000 |
| | - <i>Lighting, benches</i> | | | 20,000 | | 80,000 | | | | | 0 |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
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| | Liability insurance | | | 5,000 | | | 5,000 | | 5,000 | | 5,000 |
| | Training and support costs for volunteers | | | | | | 0 | | | | 0 |
| | Print materials design | | | | | | 0 | | | | 0 |
| | Translation Costs | | 317 | 2,000 | | | 2,000 | | 2,000 | | 2,000 |
| | Fundraising coordinator | | | 25,000 | | | 25,000 | | 25,000 | | 25,000 |
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| | | | | | | | | | | | 0 |
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