



Minutes

Meeting: Performing Arts Centre – User Group Committee Meeting #2
Project: Performing Arts Centre Project
Place: Meridian Room, Seymour Hannah Complex, 240 St. Paul St. West
Date: March 10, 2011
Time: 10:00a.m. – 12:00 p.m.
Recorder: Michael Treacy, Thevaki Ganesharajah

Meeting Attendees

Present	Mark Elliott (Chair)	City of St. Catharines	ME	melliott@stcatharines.com
Present	Janis Barlow	NAC Rep – (Primary) (Co-Chair)	JB	janis@barlowandassociates.com
Present	Jack Mills	Niagara Symphony Ass.	JM	jack.mills@niagarasymphony.org
Present	Jane Gardner	Carousel Players (Primary)	JG	jane@carouselplayers.com
Present	Pablo Felices Luna	Carousel Players (Alternate)	PFL	pablo@carouselplayers.com
Present	Derek Knight	MIWSFPA (Primary)	DK	dknight@brocku.ca
Present	Brian Power	MIWSFPA (Alternate)	BP	bpower@brocku.ca
Absent	David Vivian	MIWSFPA (Alternate)	DV	dvivian@brocku.ca
Present	Debbie Slade	Director, Brock CFA	DS	dslade@brocku.ca
Present	Alan Titley	CFA (Primary)	AL	atitley@brocku.ca
Present	Sara Palmieri	CFA (Alternate)	SP	spalmieri@brocku.ca
Present	Mary Jo Mullins	Niagara Dance Co. (Primary)	MJM	info@niagaradancecompany.com
Absent	Kim Fiocca	Niagara Dance Co. (Alternate)	KF	swandance232@gmail.com
Absent	Stephen Remus	NAC (Alternate)	SR	director@nac.org
Present	Robert Cooper	Chorus Niagara (Primary)	RC	rmcooper@rogers.com
Absent	Josephine Henderson	Chorus Niagara (Alternate)	JH	bobjohenderson@sympatico.ca
Present	Annie Wilson	Suitcase in Point (Primary)	AW	annie@suitcaseinpoint.com
Present	Deanna Jones	Suitcase in Point (Alternate)	DJ	deanna@suitcaseinpoint.com
Present	Diana McAdorey		DM	cnadmin@becon.org
Present	Rick Lane	Director, RCS, City of St. Catharines	RL	rlane@stcatharines.ca

Present	Rebecca Cann	Cultural Planning Supervisor, City of St. Catharines	RC	rcann@stcatharines.ca
Present	Kelly Reichheld	Manager, Programs & Cultural Services, City of St. Catharines	KR	kreichheld@stcatharines.ca
Present	Derek Beckley	PRISM	DB	dbeckley@prismpartners.com
Present	Jim Enright	PRISM	JE	jenright@prismpartners.com
Present	Thevaki Ganesharajah	PRISM	TG	tganesharajah@prismpartners.com
Present	Donald Schmitt	DSAI	DS	dschmit@dsai.ca
Present	Gary McCluskie	DSAI	GM	mmcluskie@dsai.ca
Present	Michael Treacy	DSAI	MT	mleckman@dsai.ca

ITEM	DESCRIPTION	ACTION
2.1	Approval of Agenda <ul style="list-style-type: none"> Motion made by AW and seconded by SP. 	
2.2	Approval of Minutes from Meeting of March 7, 2011. <ul style="list-style-type: none"> Page 3 <ul style="list-style-type: none"> Under the heading of Space <ul style="list-style-type: none"> First two points are to reflect the Theatre/Dance Venue. Under the heading of Film Theatre <ul style="list-style-type: none"> Include “number of seats” affects MIWSFPA enrolment Under the heading of Recital Hall <ul style="list-style-type: none"> First point “Stage capacity currently noted at 80, should be 100” should be amended to “Stage capacity currently noted at 80 versus need of 100.” Last point “Adequate loading dock, wardrobe and backstage space, secure storage spaces and appropriate number of washrooms.” to be placed under heading of Back of House Under the heading of Accessibility <ul style="list-style-type: none"> Change “consideration for hearing and mobility challenges i.e. parking, spaces for both visitors and participants” to “consideration for hearing and mobility challenges as well as parking, backstage and spaces for both visitors and participants.” Under the heading of Utilization <ul style="list-style-type: none"> Second point “animation between east and west of St. Paul Street” to be changed to “animation on St. Paul Street” Third point add “and promotional signage inside and outside. Motion to approve amended minutes made by RC and MJM. 	

ITEM	DESCRIPTION	ACTION
2.3	<p>Business Arising</p> <p>1.5.5. Tours of Related Facilities</p> <p>Additional facility tours were discussed. Currently proposed are: Country Day School, Richmond Hill Centre for the Performing Arts, Burlington Performing Arts Centre, Koerner Hall, Young Centre for the Performing Arts, Enwave Centre, The Centre for Social Innovation, Isabel Bader Theatre at Victoria College and the Living Arts Centre.</p> <p>Tours to take place by April 15 to facilitate the programming stages.</p>	
2.4	<p>Correspondence</p> <ul style="list-style-type: none"> N/A 	
2.5	<p>Jim Enright from PRISM Partners was introduced as the Project Manager for the Performing Arts Centre project. Jim's CV and contact information will be distributed to member of the committee.</p> <p>It was noted that Rick and Kelly should be copied on any internal emails regarding PAC. Further, internal team to discuss with Rick prior to discussions with any consultants.</p> <p>Various user groups will be involved in the consultation process for the Performing Arts Centre. There will be committees for IT/IS, Environment and Transportation, Accessibility who will review the project from their expertise. The mandate of this committee is to provide advice regarding programming and the technical requirements of the building's users. The user group will consider the priorities of the various user groups and provide instructions to the architects. The program/design brief represents the user's functional requirements under the contract. The user group will be required to balance the user's requirements with the project budget and schedule.</p> <p>The architect's decisions will also be guided by the Urban Design Principles presented in the Official Plan of the City of St Catharines and the Downtown Creative Cluster Master Plan.</p> <p>2.5.1 Janis Barlow facilitated a discussion regarding the project Mandate, Vision, Mission and Values. This discussion was guided by a Building Program Outline that will be shared with the User Group.</p> <p>The purpose of the Performing Arts Centre is to serve the population of the City of St Catharines by providing a location for the performing arts (Music, Theatre, Dance, Film, Spectacle). This is achieved through a presenting series that will bring artists to the centre and by providing facilities that can be rented to local performing arts groups and other members of the community.</p> <p>The priority user is the presenting entity. The presentation series will generate 70% of the centre's revenue. Priorities should be given to</p>	<p>RL</p> <p>Info</p> <p>Info</p> <p>JB</p>

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	<p>the requirements of the presenter in terms of audience expectations and functional requirements. According to the feasibility study there are no resident companies although this could be reviewed in the future by the Executive Director of the facility.</p> <p>Brock University is considered a renter of the facility even though their “use days” may far exceed any other user.</p> <p>Niagara Symphony requested clarification from the City of St Catharines regarding previous discussions related to priority rental agreements and preferred rental dates. R. Cann noted that these issues will be addressed once an Executive Director is in place, as part of the Centre Operations Committee’s work.</p> <p>A series of fundamental characteristics (values) that guide the design and operation of the facility were discussed. These included: Providing a welcoming atmosphere to all users; allow shared and respected missions and values; education; provide a transformative experiences; inclusion; innovation; collaboration; leadership.</p> <p>A number of the existing project conditions were articulated:</p> <ul style="list-style-type: none"> • Government funding obligations require that four venues are constructed within 50 seats of the capacity described in the funding documents (Concert Hall – 800-900 seats; Recital Hall – 300 seats; Film Theatre – 200 seats; Dance/Community Theatre – 200 seats); • A construction budget equal to \$265/sf has been established (in comparison to a historical budget of \$400-600/sf for similar facilities) • An opening date of Q3 0914 has been established • A construction period of 27 months is required. <p>A series of Design Criteria were developed and prioritized to guide the design team:</p> <ol style="list-style-type: none"> 1. Safety – code and industry specific guidelines that must be communicated to the architect; 2. Function – Acoustics; Sightlines; Support Spaces 3. Audience Comfort and Convenience 4. Aesthetics 5. Cost Effectiveness and Operational Sustainability <p>The result of achieving these criteria will be the creation of an economic catalyst (one of the clear objectives for the project).</p> <p>The next meetings will aim at establishing the functional requirements and audience/user expectations for the major performing spaces.</p>	<p>RC/JM</p> <p>Info</p> <p>Info</p> <p>Info</p>
2.6	<p>Pending Items</p> <ul style="list-style-type: none"> • N/A 	

ITEM	DESCRIPTION	ACTION
2.7	Closed Items <ul style="list-style-type: none">• N/A	
2.8	Next Meeting <ul style="list-style-type: none">• Date: Tuesday March 15, 2011• Time: 2:00-5:00 p.m.• Location: Atrium, 3rd Floor, City Hall• RE: Recital Hall and Film Theatre Venues	
	Motion to Adjourn Meeting: SP	