



## Minutes

**Meeting:** Performing Arts Centre – User Group Committee Meeting #5  
**Project:** Performing Arts Centre Project  
**Place:** Meridian Room, Seymour Hannah Centre, 240 St. Paul St. West.  
**Date:** March 22<sup>nd</sup>, 2011  
**Time:** 1:00 – 4:30 p.m.  
**Recorder:** Thevaki Ganesharajah

### Meeting Attendees

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

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

ITEM	DESCRIPTION	ACTION
5.1	<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Approval of agenda with no changes by SR and seconded by DV.</li> </ul>	
5.2	<b>Approval of Minutes from Meeting of March 15 &amp; 18, 2011.</b> <ul style="list-style-type: none"> <li>Approval of minutes with no changes by DM and seconded by AT.</li> <li>March 15 notes – clarification of Catholic School Board acronym to be NCDSB</li> <li>March 18 notes – changes noted during review of the summaries of usage per venue discussion</li> </ul>	
5.3	<b>Business Arising</b> <p>1.5.5. Tours of Related Facilities</p> <ul style="list-style-type: none"> <li>Locations and dates to be confirmed at Meeting #6 (Thursday, March 24<sup>nd</sup>)</li> </ul> <p>Budget</p> <ul style="list-style-type: none"> <li>JM expressed concern about the budget as noted in the Feasibility Study relative to the current one presented by the City/DSAI.</li> <li>GM noted that once a first draft of the program has been created, a more accurate costing can be generated. Consideration may need to be given to an alternative program or a second phase in order to address program needs and budget.</li> <li>DM inquired about corporate sponsors with regards to contributing to the budget.</li> <li>KR noted that corporate sponsors and fundraising initiatives are to be determined in the future once the Executive Director is selected. It was also clarified that the \$2M in fundraising is included in the \$36M budget.</li> <li>JB clarified that the goal of the UGC is to focus on developing the</li> </ul>	

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	program, not the budget.	
5.4	<b>Correspondence</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
5.5	<b>New Business</b> <p><b>5.5.1 Review summaries of usage per venue</b></p> <ul style="list-style-type: none"> <li>The draft Program Area document created from Meetings #3 &amp; #4 discussion was distributed and reviewed.</li> <li>The review of the Concert Hall venue was completed while the remaining three venues will be discussed at the following meeting.</li> </ul> <p><b>5.5.2 Final discussion of</b></p> <ul style="list-style-type: none"> <li><b>Shared space, Adjacencies and Circulation and Access</b> <ul style="list-style-type: none"> <li>Front of house (FOH) - spaces were discussed with consideration to space allowances in the public foyer, box office wickets, and concerns about excess congestion during ticket pick up at showtime. Discussion included size of coat check, ticket-control points at main door and at each venue, and lobby, washroom and concession use and access during intermission. It was noted that if 4 venues are utilized concurrently FOH space issues become significant..</li> <li>Café - the incorporation of a café was intended to serve as an informal performance space (cabaret, late night jazz, young performers, student performance etc.) as well as a café that could assist with crews, students etc. by day. Discussion took place about whether the café was necessary, and whether a portion of the lobby could be “turned into” an informal performance space/bar for an casual performance venue. It was noted that a kitchen for external caterers would be essential if the café was cut from the program.</li> <li>Private Lounge – it was noted that a private lounge with bar does not exist for sponsor receptions etc. and that such a space should be considered essential in the space program as it will influence revenue generation capability.</li> <li>Student Lobbies – access to Film Theatre and Recital Hall is required throughout the day; options discussed were creating an isolated lobby for use by students, possibly backstage. However, it was noted that this is extra space that cannot be included due to budget constraints and would cause further congestion backstage. It was also suggested that perhaps the students do not require lobby space, only access hallways between centre and Canada Hair Cloth.</li> <li>Volunteer/Staff Storage – it was identified that some space allocated for coats could be utilized for this function as the centre may use upwards of 10 – 15 volunteers in one night; also lockers for purses are required; change rooms will not be provided as washrooms can be used for this function.</li> </ul> </li> </ul> <p><b>5.5.5 General Program Analysis</b></p> <ul style="list-style-type: none"> <li>DSAI presented background information on other projects and an “Option 1” building program that responds to the</li> </ul>	

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	<p>budget; the program considers areas which could be reduced relative to what was presented in the Feasibility Study.</p> <ul style="list-style-type: none"> <li>• A net to gross of 1.80 was provided which is comparable to the Richmond Hill PAC and the Burlington PAC.</li> <li>• The Community Studio/Rehearsal Hall was discussed as a space to be utilized for potential rental performances, as well as rehearsals and extra backstage space for large dance recitals, concerts etc. This item is to be discussed further.</li> <li>• Offices –other than operational staff i.e. tech, box office staff and the FOH manager, other offices are not included in this program – they should be located off site to maximize venue spaces.</li> <li>• Theatre/Dance Venue – the question was posed as to whether or not this venue needs to be located in the PAC; could the existing Courthouse theatre be renovated instead, as this would be a cost savings. KR is to discuss this item with David Oakes.</li> </ul> <p><b>5.5.6 Next steps</b></p> <ul style="list-style-type: none"> <li>• User Required Space Program (UGC) and Option 1 Space Program (DSAI) are to be completed in order for a combined space program to be created. The intent is to have both programs undergo cost estimates this first round.</li> </ul>	<b>KR</b>
<b>5.6</b>	<p><b>Pending Items</b></p> <p>2.5.2 Draft Space Program</p> <p>2.5.4 Involvement of Infrastructure Staff</p> <p>5.5.3 Conceptual Options</p> <p>5.5.4 Room Data Sheets</p>	
<b>5.7</b>	<b>Closed Items</b>	
<b>5.8</b>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Date: Thursday March 24, 2011</li> <li>• Time: 1:00-4:00 p.m.</li> <li>• Location: City Hall, 3<sup>rd</sup> Floor, Committee Room</li> </ul>	
	<b>Motion to Adjourn Meeting: SP</b>	