

Canada 150 Anniversary Task Force

Minutes

Thursday, June 09, 2016

Old Courthouse at 6:00 pm

Members:

Grace Cirocco; Brandon Houtby; Karen Sabzali; Sal Sorrento (Councillor Ward 3); Mary Stanko; Sandie Timco; Maria Luisa Tiro; Rick Vanderkuip; David Waddington; Edwin Wand; David Warren.

Staff Liaison:

Carla Mackie, Historical Services Coordinator
Alternate: Kathleen Powell, Historical Services Supervisor

Dave Rapelje, Operations Manager, Performing Arts Centre
Elizabeth Fritshaw, Community Relations Coordinator

Attendance:

Karen Sabzali; Mary Stanko; Sal Sorrento; Sandie Timco; Rick Vanderkuip; David Waddington; David Warren; Kathleen Powell; Carla Mackie, Elizabeth Fritshaw

Regrets: Brandon Houtby, Maria Luisa Tiro; Grace Cirocco

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1. **Call meeting to order**
Meeting was called to order at 6:01pm.
 2. **Motion to approve the agenda**
D. Warren Second: S. Sorrento Passed.
 3. **Motion to adopt the minutes of the previous meeting**
Not applicable – not discussing last meetings minutes
 4. **Business**

4.1 Task Force Report to Council

K. Powell updated the Task Force on the report to City Council. The report will be delayed until the next available meeting (July 11) as information on all projects

was still incomplete. Information must be received no later than Mon Jun 13, 2016 in order to be submitted in the appropriate timelines for staff to complete report and it to be submitted to Senior Management for review and then into the Council packages. K. Powell has created a form for each project. This format will be much easier to ensure that all projects have complete information and will make it easier to incorporate into the report. K. Powell will populate the forms with the current information and circulate to Task Force members by Friday afternoon for review and addition / corrections to be made and returned by Monday.

The report only needs to include any/all projects that require financial support from the City. The Task Force can communicate all the great things that other groups are taking on / doing to celebrate Canada's 150 as a part of the on-going communications.

The Task Force does not have in its mandate to act as a funding body but can offer support to community groups in other ways, such as promotion.

There was some discussion of funding opportunities for Canada's 150th projects. In addition to Federal funding programs already circulated, Community Foundations have also been given Federal dollars to support smaller community projects and are able to turn around applications faster than the Federal body. Projects can apply to the Niagara Community Foundation or to Canada 150 Fund directly if they are not seeking any Municipal support.

If the Task Force wants to submit a funding application to Canada's 150 then the application must be approved by Council. Please note that at this time Council has not set aside any funding in the operating budget for Canada's 150 and applications to the Federal Canada's 150 Fund take a minimum of 30 weeks to be approved.

4.2 Review of Task Force Terms of Reference

The Task Force spent some time discussing meeting protocols including the role of the chair and vice chair as well as expectations of the members of the Task Force.

Moving forward, Minutes will have action items added to ensure that members see what tasks they are to accomplish for the next meeting.

At the next meeting, the Task Force will finalize the list of projects and strike a sub-committee for each. Each sub-committee requires at least 2 members from the main Task Force and one staff liaison. Kathleen, Carla and Elizabeth will sit on the various sub-committees. Each sub-committee will then be expected to bring a

written update report to the main group one week prior to the regular meeting to be circulated.

Agendas must be made public at least one week prior to the Task Force meetings and all discussion items and deputations/delegations need to be included in the published agenda. General public can attend any meeting but cannot speak on main Task Force discussions. The public can ask the Task Force chair to speak at a meeting on a minor subject or question but this will be at the call of the Task Force. Anyone asking to speak regarding a major discussion or new topic will need to be done through a deputation / delegation appointment and may have to wait until the next meeting so the topic can be included in the publicly available agenda.

Everyone should be following the Rules of Order and speaking through the chair. If someone is speaking or giving a report, the Chair will recognize by show of hand, committee members that wish to speak to the topic and will call through the list in order. If the Chair is giving a report the Vice-Chair can step in as Chair and keep track of members seeking comments or questions on the topic.

5. **Location and Date of next meeting:** St Catharines Museum: Tuesday, June 14, 2016, 7:00 pm
6. **Motion to Adjourn:** 7 pm