

The Fallen Firefighters Memorial Taskforce

Minutes

Tuesday, March 09, 2021

Electronic Meeting at 4:30pm

Members:

Jeff McCormick, Fire Chief and Vice Chair
Barry Katzman, Citizen and Chairperson
Dave Upper, Deputy Fire Chief
Tracey Fraser, Secretary, IAFF Local 485
Mayor Walter Sendzik
Councillor Dawn Dodge
Kathleen Powell, Supervisor Historical Services & A/Supervisor Cultural Services
Elizabeth Copeland, Citizen

Absent:

Councillor Matt Harris
Ryan Madill, President, IAFF Local 485

Staff Liaison:

Joan Demontigny, Fire Services, Recording Secretary
Ilyse Norton, Community, Recreation, and Culture Services

1. Call meeting to order (Chair Katzman)

4:31 pm

2. Recognition of Traditional Territories

Chairperson Barry Katzman acknowledged that the land on which Fallen Firefighters Memorial Taskforce meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

3. Amendments to the Agenda

None

4. Motion to approve the agenda

That the Fallen Fire Fighters Memorial Task Force adopt the agenda as presented.

Moved by Councillor Dodge and Mayor Sendzik

Carried

5. Motion to adopt the minutes of the previous meeting of October 6, 2021

That the Fallen Fire Fighters Memorial Task Force adopt the minutes as presented.

Moved by Councillor Dodge and Chief McCormick

Carried

6. Declarations of Interest

None

7. Presentations (invited guests)

None

8. Business arising from the minutes

Kathleen asked if there is a finalized list of Fire Fighters to be included on the Fallen Fire Firefighters Memorial?

Chief McCormick answered that is that there is a list from HR and IAFF local 485 but this list is likely not finalized and some research by Ryan Madill needs to be done.

Kathleen noted that the St. Catharines museum has some information that may be helpful, and she will connect further with Chair Katzman on this.

Chair Katzman, Ryan Madill and Chief McCormick to connect on this before the next meeting to confirm.

9. Business

a. 9.1 Expressions of Interest

Chair Katzman explained the process of the Expressions of Interest (EOI). Kathleen was thanked for her extensive assistance with the process.

There were 12 comprehensive and varied EOI's submissions from individuals. The composition of grading was as follows:

- 20% - assigned to the company's background

- 40% - relevant experience on similar project
- 30% - key personnel
- 10% - capacity to provide resources

The Committee who evaluated the EOI's was led by Kathleen Powell and included Ilyse Norton, Barry Katzman, Susan Ashukian, Chair of the Public Arts Advisory Committee and Olivia Hope from the Cultural Services office.

Six were chosen from the proposals and shortlisted moving forward. They are:

1. A Day on the Bridge Inc.
2. Windsor Vault Co. Ltd. o/a CFC Supply
3. Summit Studios Davin Clendining Inc.
4. AR Architects Inc.
5. Brandon Vickard
6. Nathan James Scott, Living Stone Studio

An RFP document will be pulled together and submitted to this taskforce first and then go to the companies listed above. All may not submit a proposal in the end, we may get three, four, it depends. An approval is needed by this taskforce to move forward.

Question arising from this presentation:

Councilor Dodge asked if a few dropped off the list will others move up?

Kathleen Powell responded that the general practice is to give artists five months to submit a proposal so it's not always known right away who will drop off. Chair Katzman asked to leave the timeline for further discussion. Chair Katzman answered that no other companies will move up on the list if others drop off.

Motion brought to the floor by Chair Katzman to approve the shortlisted six companies as presented.

That the Fallen Firefighters Memorial Taskforce accept the six shortlisted submissions as presented.

Moved by Mayor Sendzik and seconded by Councilor Dodge

Carried

The next item of discussion is the stipend provided to shortlisted companies who submit proposals. Chair Katzman asked what the usual stipend is. Kathleen Powell indicated that \$1,500 - \$2,000 stipend per applicant is normal practice. If three companies submit proposals, then three will be paid.

Chair Katzman asked for insight on where the funds would come from. Mayor Sendzik answered that this will need to come out of the Civic Project Fund.

A motion from Mayor Sendzik was brought to the floor for consideration:

That the Fallen Firefighters Memorial Taskforce request from Council, the use of the Civic Project Fund of up to \$10,000 for artists allocation fees for submission costs.

Motion carried by all

Chair Katzman discussed the timing of the proposals considering the amount of time required for fundraising and other components, if there is a chance, can we shorten the five-month timeline?

Kathleen answered that there are two parts to the submission process, 1 – design development and 2 – entire project development details, they must fully budget out the project. Five months has been the common practice for these kind of projects, Meridian Centre took that long. We could ask the companies about their timeline once they are confirmed.

Mayor Sendzik noted that a three-month timeline would be reasonable and if we can get something back by late June that would be acceptable. If there is an issue with the timing of the three months, Kathleen Powell will bring that back to the taskforce before the next meeting.

Councillor Dodge asked if there was a budget given to the companies? Chair Katzman answered that in the EOI a budget of \$300,000 - \$500,000 was indicated.

Councillor Dodge asked if there were any green concepts or off the grid components included? Chair Katzman answered that we can include that now for the RFP process. Kathleen Powell answered that if this is an important part of the RFP i.e. Solar power grid, trees etc., we can include those design components.

A direction was brought forward by Chair Katzman on timing:

That the Fallen Firefighters Memorial Taskforce accept the three-month timeline for proposals, pending feedback from the applicants.

Direction carried by all

10. Date of next meeting

Tuesday, April 06, 2021

11. Motion to Adjourn

That the Fallen Fire Fighters Memorial Task Force be adjourned at 5:15pm.

Moved by Chief McCormick and Mayor Sendzik

Carried