

The Corporation of the City of Kawartha Lakes
Minutes
Cultural Centre Feasibility Task Force Meeting

CCFTF2021-01
Wednesday, April 7, 2021
2:00 P.M.
Electronic Participation Meeting

Members:
Councillor Tracy Richardson
Councillor Kathleen Seymour-Fagan
Barbara Doyle
Beverly Jeeves
Dianne Lister
Patrick Murphy
Susan Taylor

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

1. Call to Order

Donna Goodwin, Economic Development Officer - Arts, Culture and Heritage, and Recording Secretary called the electronic participation meeting to order at 2:06 p.m. with the following Task Force Members in attendance.

Councillor Tracy Richardson, Councillor Kathleen Seymour-Fagan, Susan Taylor, Beverly Jeeves, Dianne Lister, Barbara Doyle, Patrick Murphy

The following members of Staff were also in attendance electronically:

Cathie Ritchie, Rebecca Mustard, Craig Shanks, Angela Fornelli, Ryan Cowieson, Richard Holy

1.1 Appointment of Chair

Ms. Goodwin, Economic Development Officer - Arts, Culture and Heritage and Recording Secretary, welcomed all in attendance and opened the meeting by describing the process for the appointment of the Chair and Vice-Chair including a brief description of the roles.

Ms. Goodwin, called for the nominations for the position of Chair.

Susan Taylor was nominated.

Ms. Goodwin called a second time for nominations for the position of Chair.

Ms. Goodwin called for a third and final time for nominations for the position of Chair.

Ms. Goodwin declared nominations for the position of Chair for the Cultural Centre Feasibility Task Force closed.

Ms. Goodwin asked Susan Taylor if she wished to let her name stand for Chair of the Culture Centre Feasibility Task Force. She consented to the nomination.

Ms. Goodwin declared Susan Taylor as Chair of the Cultural Centre Feasibility Task Force.

1.2 Appointment of Vice Chair

Ms. Goodwin called for the nominations for the position of Vice-Chair.

Beverly Jeeves was nominated.

Ms. Goodwin called a second time for nominations for the position of Vice-Chair.

Ms. Goodwin called for a third and final time for nominations for the position of Vice-Chair.

Ms. Goodwin declared nominations for the position of Vice-Chair for the Cultural Centre Feasibility Task Force closed.

Ms. Goodwin asked Beverly Jeeves if she wished to let her name stand for Vice-Chair of the Task Force. She consented to the nomination.

Ms. Goodwin declared Beverly Jeeves as Vice-Chair of the Cultural Centre Feasibility Task Force.

2. Adoption of Agenda

CCFTF2021-01

Moved By Councillor Richardson

Seconded By D. Lister

That the Agenda for the April 7, 2021 Culture Centre Feasibility Task Force Meeting be adopted, as circulated.

Carried

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

4. Adoption of Minutes from Previous Meeting

As this was the inaugural Task Force Meeting there were no minutes from a previous meeting to adopt.

5. Deputations

There were no deputations

6. Correspondence

There was no correspondence

7. New Business

7.1 CCFTF2021-01.7.1

Review of Terms of Reference for the Cultural Centre Feasibility Task Force
Donna Goodwin

Donna Goodwin reviewed the Terms of Reference with the Task Force.

CCFTF2021-02

Moved By D. Lister

Seconded By B. Jeeves

That the Cultural Centre Feasibility Task Force recommends to Council to extend the Terms of Reference until June 30, 2022 to coincide with the budget.

Carried

7.2 CCFTF2021-01.7.2

Overview of the Cultural Centre Feasibility Study Request for Proposal Process
Marielle van Engelen

Marielle provided an overview of the purchasing procedure for the project, and explained the difference between a Tender and a Request for Proposal (RFP). She shared what needs to be followed: Trade agreements, City purchasing policy, management directive for purchases over \$50k. The RFP will be posted on Bids and Tenders platform. There is a need for confidentiality for RFP to ensure a vendor does not have information before its posted. If members know of someone who provides the service, they can be directed to Bids and Tenders. Task Force members must stay away from an unfair advantage or inside knowledge. Questions come through Bids and Tenders and go to the city's procurement department.

7.3 CCFTF2021-01.7.3

Appointment of Cultural Centre Feasibility Study Request for Proposal Task Force Representative

CCFTF2021-03

Moved By P. Murphy

Seconded By Councillor Seymour-Fagan

That Dianne Lister act as the Task Force representative on the Request for Proposal committee

Carried

8. Next Meeting

The next meeting will be held at the Call of the Chair.

9. Adjournment

CCFTF2021-04

Moved By Councillor Seymour-Fagan

Seconded By D. Lister

That the meeting be adjourned at 2:56 p.m.

Carried