

NOTES OF A MEETING OF THE NORTH FRONTENAC CENOTAPH TASK FORCE HELD ON JULY 2ND, 2013 AT 1:00 PM AT THE CLAR MILL FIRE HALL UPSTAIRS MEETING ROOM.

Present: Councillor Gerry Martin (Chair), Mayor Bud Clayton, Eileen Flieler, Bob Kenney and Corey Klatt – Manager of Community Development (MCD).

Absent with Regrets: Councillor Wayne Good and Cor Bakelaar.

Note: Jim Phillips (Public Works Manager) was invited to attend today's meeting to discuss site preparation at the proposed Cenotaph Site.

1:00 pm – Meeting called to order.

Councillor Martin has been in contact with Barb Sproule who sits on the Frontenac County 150 Anniversary Committee. They will work on a Letter of Support for this project from the Committee. Gerry Martin and Bob Kenney have had discussions with Red Emond (Northbrook Lions Club). Red advised they will send a Letter of Support/Intent and possibly make a donation of \$500.00 to the project.

Councillor Good spoke with Terry Good from the Orange Club. The Orange Club will purchase a bench for the Cenotaph site (if funding is approved) in the amount of up to \$800.00.

Ed Schlievert (President of the Clar Mill Community Volunteers) will discuss possible involvement in the project at an upcoming meeting with members of the Clar Mill Community Volunteers.

Eileen Flieler will contact the Cloyne Historical Society for a Letter of Support for this project.

Mayor Clayton brought a pin that was designed by the Legion which has a poppy and a maple leaf on it. The Task Force agreed this design would look really nice on the monument. Mayor Clayton will contact the legion to ask permission to use this design. If use of the above design is approved by the Legion, the Task Force agreed that this would look really nice at the top of the monument and that a cross would be nice in the centre of the monument. The wolf design will be removed.

The MCD had discussions with the artist who designed the wolf statue that is in Henderson. The cost is \$6000.00. Upon further discussion it was decided by the Task Force that the wolf statue idea would not be pursued.

Jim Phillips (North Frontenac Public Works Manager (PWM)) provided a cost for the Public Works Department to prepare the monument site. The total cost will be approximately \$6300.00. The Public Works Department will do this work in the fall if/when time permits. If the Task Force is not successful with our funding application to the War Memorial Program, it would be a good idea to have benches and tables installed at the site.

Councillor Martin generously advised the PWM that if he needs clean fill for the site preparation he is welcome to take some from his pit.

Upon discussion it was determined that there is much to be accomplished within this project that requires professional guidance. It was decided the best route to take for this project would be to issue a Request For Proposal for the design of the site, design of the monument and completion of the project (not including the initial site preparation as the Public Works Department will do this). The successful bidder would only be offered the job if our application for funding to the War Memorial Program is

successful. It was also realized this is going to be a fairly costly project. It was determined it is likely that this project will cost approximately \$75,000.00 to complete. We are able to request 50% of this amount in our grant application to the War Memorial Program; therefore the cost to the municipality could be approximately \$37,500.00. It is most likely that completion of this project will be in 2014. At this time there is \$15,000.00 budgeted for this project.

The MCD had spoken with two contractors who build monuments. They recommended that we not use China Grey as the color as it fades through time. The Task Force discussed this and agreed that we should use polished black granite for this project.

Things to consider for the conditional RFP include: the pad for the site needs to be 30 feet in diameter with a 10 ft wide walkway leading to it; a design in the brick work would be nice if possible; the bricks need to be a neutral colour; the RFP should include the installation of flag poles. The Municipality needs to look after the signage to ensure uniformity with Township signage.

The MCD is to work at a draft RFP throughout the summer months and forward onto the Cenotaph Task Force prior to advertising it. (*Note: as over \$50,000 the MCD will work in consultation with the CAO, per Council resolution and Procurement By-law*).

The next meeting of the North Frontenac Cenotaph Task Force will take place on September 5th, 2013 at 10:00 am at the Clarendon Miller Fire Hall Upstairs Meeting Room.

Meeting adjourned at 3:15 pm.

RECOMMENDATIONS TO COUNCIL FOR CONSIDERATION

1. That Council approves the Cenotaph Task Force choosing the Cenotaph site and War Memorial Monument designs for the Clar-Mill Community Hall grounds.
2. That the 2013 budget approved a total of \$15,000 for the project - \$10,000 for the Monument (\$7,000 from Reserves and \$3,000 budgeted dollars); and \$5,000 for the development of concept drawings and survey for the proposed Cenotaph (from Reserves); and based on the Task Force's recommendation, Council authorizes the Public Works Department to complete initial site preparation in the fall of 2013 at an approximate cost of \$6,300;

And that based on the Task Force's proposal the total recommended project is approximately \$75,000; with a possible funding opportunity of 50% (\$37,500 Municipal contribution require);

And that Council instructs the Treasurer to pay the Public Works Department in 2013 the \$3,000 budgeted; plus the approximate \$3,300 balance from the existing Cenotaph Reserve – separate from the \$75,000;

And that if the Grant is successful the 2014 budget for the project would require an additional \$28,800 as the Municipal contribution; ($\$75,000 - \frac{1}{2} = \$37,500$ less \$8,700 approximate Reserve balance in 2013);

And that Council authorizes the Manager of Community Development to submit a Grant Application;

And Council authorizes the MCD and CAO to issue a Request for Proposal (RFP) for the War Memorial at the Clar-Mill Community Hall grounds for the site and monument design (*as required to be submitted with the Grant Application funding request*) and for the completion of the total project (with the exception of the Public Works Department initial site preparation) with the understanding that the project shall not take place unless the Grant Application is approved.