

Notes of a Meeting of the North Frontenac Township War Memorial Task Force, held Thursday, September 5th, 2013 at the Clar/Mill Fire Hall (upstairs Meeting Room), 6648 Road 506, Plevna, Ontario

PRESENT: Councillor Gerry Martin (Chair); Mayor Bud Clayton; Bob Kenney; and Corey Klatt (Manager of Community Development)

ABSENT WITH REGRETS: Councillor Wayne Good; Eileen Flieler; and Cor Bakelaar

ALSO PRESENT: Jim Phillips, Public Works Manager attended briefly to discuss options for forming of the concrete within the proposed War Memorial Monument

1) CALL TO ORDER

The meeting was called to order by the Chair at 10:00 am.

2) DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None Declared

3) DELEGATIONS

None

4) WAR MEMORIAL TASK FORCE NOTES

None

5) BUSINESS ARISING OUT OF THE TASK FORCE NOTES

- a) Review of Draft Request for Proposal (RFP) for the design, build, installation and purchase of a War Memorial. – All members present reviewed the draft RFP. The Public Works Manager attended at this time briefly to assist with wording, etc... regarding possible concrete specifications, etc... Any changes will be added to the draft RFP and will be emailed to all members of the Task Force for review. It would be beneficial to issue the RFP on October 3rd, 2013 and provide a deadline for responses to the RFP by November 12th, 2013. This would enable the Task Force to review the Proposals at our November 18th meeting. Members of the Task Force agreed that any interested contractors need to attend a mandatory site meeting (individually). All members of the Task Force will be invited to attend these site meetings as well. It was discussed that scoring for the RFP should reflect the following: 20 points for qualification and experience; 20 points for understanding of objectives

(Quality of Approach and Methodology); 20 points for the proposed work plan and schedule; and 40 points for the financial aspects of the proposal. Councillor Martin advised the Clar Mill Community Volunteers may be interested in planting and maintaining some shrubbery, etc... within the project.

6) COMMUNICATIONS

None

7) NEW BUSINESS

- a) Discussion re: back wall for memorial site: it was discussed that it would be beneficial to only include the supply and installation of the forms for the back wall in the RFP. The back wall can be completed in the future with local field stone.
- b) It was also discussed the best option would be memorial stones for the site (similar to the Ad Astra Program which takes place at the National Air Force Museum of Canada) rather than memorial plaques as discussed. This could be accomplished within the brick work of the path leading to the War Memorial and within the pad of the War Memorial. It was suggested that the purchase of 250 additional stones be included in the RFP so people could have the option of purchasing these stones as memorials.

NOTE: *After today's meeting the MCD explored the Ad Astra Program and the information was not consistent with the discussions at today's meeting. The Ad Astra program is a program where people can purchase memorial stones (made of granite) which would be placed on the shoulders of the walkways. As a result of this information it was recommended by Councillor Martin (Chair) that this type of program be considered as an add on after the War Memorial has been completed. Furthermore, on September 9th, 2013 the Chair and the MCD had an informal discussion regarding the back wall for the Memorial Site. As the Ad Astra Program appears to be an option after the Memorial is built, it would be beneficial to add the back wall onto the Request for Proposal (RFP) as the cost could be included in the Application for Funding to the Community War Memorial Program. It will be requested within the RFP that the back wall be made from field stone.*

- c) Next Steps: The MCD will complete the changes to the draft RFP and forward it onto the Task Force for Review. From there the RFP will be released.
- d) The next meeting date will be on Tuesday November 18th, 2013 at 10:00 am in the Upstairs Meeting Room at the Clar/Mill Fire Hall.

8) ADJOURNMENT

Meeting adjourned at 11:30 am.

