

# **Festival Hall Committee Meeting**

Council Chambers  
Pembroke, Ontario  
December 19, 2019  
10:30 a.m.

## **Present:**

Representing the Town of Petawawa:  
Chair, Councillor Murray Rutz  
Treasurer, Annette Mantifel  
Community Services Director, Kelly Williams

Representing the Township of Laurentian Valley:  
Councillor Jennifer Gauthier  
CAO, Dean Sauriol

Representing the City of Pembroke:  
Councillor Christine Reavie  
CAO, Terry Lapierre  
Treasurer, LeeAnn McIntyre  
Treasurer Designate, Angela Loctie

Representing Eventure Entertainment/Festival Hall:  
Manager of Festival Hall, Rick Wharton

## **1. Call to Order**

The meeting was called to order at 10:30 a.m.

## **2. Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures of pecuniary interest declared.

## **3. Approval/Amendment of Meeting Agenda**

### **Motion:**

Moved by Councillor Reavie

Seconded by Councillor Gauthier

That the agenda of the Festival Hall Committee of December 19, 2019 be approved as circulated.

**Carried**

## **4. Receiving of Minutes – September 19, 2019**

### **Motion:**

Moved by Councillor Reavie

Seconded by Councillor Gauthier

That the minutes of the Festival Hall Committee of September 19, 2019 be received as circulated.

**Carried**

## **5. Business Arising from Minutes**

There was no business arising from the minutes.

## **6. New Business**

### **a. Financial Surplus Update**

LeeAnn McIntyre provided a handout with respect to the financials of Festival Hall. She advised that the 2019 per capita contributions have been received from the three funding partners. She also indicated there is an accumulated surplus of \$9,758.69 available to spend at the Committee's discretion without restriction.

### **b. Festival Hall Update**

Rick Wharton provided a verbal update with respect to the activities at Festival Hall and indicated that he would be providing a written update for the minutes. Councillor Rutz spoke to the matter of Photo Media Backdrop, indicating that in his opinion it would be nice if Festival Hall had a backdrop that could be used when pictures are being taken as an example with dignitaries and band members when there is an event occurring at the Hall. He suggested that perhaps the \$500 donation received by Festival Hall last year could be used towards this. Rick agreed to get prices and report back at the next Committee meeting.

### **c. Fundraiser Project (New Seating & installation)**

Discussion took place with respect to the need for new theatre seating. It was agreed that the French School Board Trustee as well as staff members from CEPEO should be invited to a meeting to discuss the matter. The Treasurers are to review the potential for issuance of charitable receipts given that the chairs may or may not become the property of the School Board once installed. The Treasurers are to report at the next meeting. Kelly Williams agreed to review potential grants and to work with Rick to identify programs and report at the next meeting. Terry Lapierre was asked to speak to Dan Mellen of KI to determine if KI is capable of and interested in producing required chairs if feasible. Chair Rutz indicated that it is his intention to have a meeting with Carmen Gould from the Province to discuss potential funding programs for chairs. Rick provided information on potential chairs that he had received from a manufacturer and installer. It was noted that should KI be looked at to produce chairs, that consideration be given to if they can produce schematics for the Hall as well as installation and maintenance of chairs as these are particularly important matters to be considered when deciding who chairs should be procured from. The matter of cup holders for chairs was discussed and it was agreed that chairs should have cup holders for the convenience of patrons as well as to assist in keeping the hall clean.

Rick Wharton left the meeting.

### **d. Festival Hall Manager RFP**

Terry Lapierre provided a copy of the current RFP and changes were discussed including increasing the term of the contract to five years. It was agreed that the City would put together a draft RFP for review and that Councillors Rutz and Reavie would assist with the evaluation process with the City's Deputy Treasurer providing support and guidance as required. The intention is to put the RFP out in March with a potential decision and approval by the three Consortium municipal members in May in order to ensure that a contract is in place prior to the end of the current contract which is July 1<sup>st</sup>.

**e. Comments/Questions**

There were no comments or questions.

**f. Next Meeting Date**

It was agreed that the next meeting would be at the call of the Chair.

**7. Adjournment**

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Gauthier

That the meeting of the Festival Hall Committee of December 19, 2019 adjourn.

**Carried**