



Town of Shelburne  
Shelburne Arts and Culture  
January 19, 2022 7:00 pm  
Committee Meeting - Agenda  
Virtual Town Hall – 203 Main Street East



## AGENDA

This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

1. **Call to Order**
2. **Disclosure of Pecuniary Interest**
3. **Approval of December 15, 2021, minutes**

**Recommendation:** BE IT RESOLVED THAT we approve the minutes from the meeting held December 15, 2021, as presented and circulated.

4. **Annual Review of Terms of Reference and Mandate**
5. **Selection of Committee Chair and Vice Chair**

Committee members will be asked to indicate their interest in serving for either position or nominate someone from the committee to serve.

Recommendation: BE IT RESOLVED \_\_\_\_\_  
be appointed Chair of the Arts and Culture Committee and that  
\_\_\_\_\_ be appointed Vice-Chair of the  
Arts and Culture Committee for the remainder of 2022.

6. **Upcoming partnerships**
7. **General Information - Discussion Items**

- 1) **Art in the Park**
  - a) **Date/Time** - June 25, 2022, from 9am to 4pm
  - b) **Location** – Jack Downing Park, Greenwood Park, Natasha Paterson Memorial Pavilion
  - c) **Event Items**
  - d) **Budget**

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**Recommendation:** BE IT RESOLVED THAT the Arts and Culture committee budget \$150 per artist up to a maximum of \$750 for an honorarium fee.

- 2) **Town Hall Gallery**
  - a) Purchasing Artwork
- 3) **Webpage**
  - a) Biograph
- 4) **Introduce Shelburne Arts and Culture Committee to the public**

**8. New Business**

**9. Confirm Date & Time of Next Meeting** – February 16, 2022

**10. Confirm Date & Time of 2022 Meeting Schedule**

Meetings to commence at 7pm on the following dates:

Wednesday, January 19, 2022  
Wednesday, February 16, 2022  
Wednesday, March 16, 2022  
Wednesday, April 20, 2022  
Wednesday, May 18, 2022  
Wednesday, June 15, 2022  
Wednesday, June 22, 2022, special meeting – Art in the Park Event  
Wednesday, July 20, 2022  
Wednesday, August 17, 2022  
Wednesday, September 21, 2022

**11. Adjourn**

**Recommendation:** BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair.



Town of Shelburne  
Shelburne Arts and Culture  
December 15, 2021, 7:00 pm  
Committee Meeting - Minutes Virtual  
Town Hall – 203 Main Street East



## Minutes

### Members in attendance:

Councillor Kyle Fegan, Chair  
Andrew James, Co-Chair  
Councillor Lynda Buffett  
Trisha Linton  
Tracy Smith  
Angela Tracogna

### Absent:

Councillor Walter Benotto – Regrets  
Althea Ali – Regrets  
Tristan Barrocks

#### 1) Call to Order

Meeting called to order at 7:03pm.

#### 2) Disclosure of Pecuniary Interest

No Disclosures

#### 3) Approval of minutes from the meeting held October 20, 2021

##### Motion #1

Moved by Councillor Lynda Buffett  
Seconded by Angela Tracogna

BE IT RESOLVED THAT we approve the minutes from the meeting held October 20, 2021, as presented, and circulated.

CARRIED

#### 4) Committee Mandate

Staff reviewed the Arts & Culture mandate and terms of reference.

#### 5) Committee Update – Resignation of Arts and Culture Member

Committee members discussed options of bringing in another member from the public or leaving with current members. The committee members agreed to continue with 9 members for the remainder of term.

## 6) Communication

### 1. Memo for council

Staff reviewed the memo for council with committee members regarding the Arts and Culture logo. Committee members agreed to have the logo added as an attachment to the memo.

### 2. GTH Revitalization

Committee members discussed a review of fees for the Grace Tipling hall including rental fees for hall bookings, lightboard, soundboard and other possible rental items. Committee Co-Chair Andrew James will provide an update in February regarding if the Grace Tipling Hall revitalization project has reviewed fees, and next steps. Committee members requested staff to have this added as an agenda item on the February 2020 meeting.

## 7) General Information - Discussion Items

### i. Art in the Park

a) Date/Times June 25, 2022, from 9am-4pm.

### b) Location

A discussion ensued regarding holding Art in the Park event at multiple locations including Jack Downing Park, Natasha Patterson Park, Greenwood Park and other locations on Main Street if space is needed. Staff confirmed that the rental application has been submitted to rent both Natasha Paterson Park and Jack Downing Park on June 25, 2022.

### c) Event items

Committee members discussed having vendors at the event selling items that are not specifically related to the arts. Committee members agreed that vendors would be limited to artists who could also sell their work. A further conversation ensued about bringing definition and clarity to artists for the event and having the artists focus on the following mediums: visual, painting, music, literature and dance. Committee members discussed having a schedule of when each spotlight event would take place; 9-10am, 10:30-11:30am, 12-1pm, 1:30-2:30pm and 3-4pm and allow interested participants the option to sign up for specific demonstration shows.

Councillor Fegan updated the committee to advise that he spoke with In The Hills magazine, they would be interested in participating at a main stage seminar.

A further discussion was held regarding a budget for the event and paying an honorarium fee of \$150 to artists that have volunteered to showcase/ demonstrate their medium. The committee agreed that once Town Council has approved the budget the committee will determine a budget for the event. The

committee discussed using radio, newspaper, social media and town and fire station LED signs for advertising.

## ii. Town Hall Gallery and Webpage

### Town Hall Gallery

Committee members discussed that the Arts and Culture Committee would need to coordinate all town hall gallery artwork. Staff will investigate a process for purchasing artwork during business hours. Chair Councillor Kyle Fegan mentioned that there might be a way to do etransfers for the artwork. Staff will investigate and report back at the next meeting in January 2022. Committee members decided that Tracy Smith will be the liaison between the Arts and Culture Committee and Town staff.

Committee members discussed doing an art change over at Town Hall during the Art in the Park event with a grand opening for the Art Gallery.

### Webpage

A discussion ensued regarding adding committee member biograph to the committees and boards webpage. Town staff will investigate the process and bring to the next meeting on January 19, 2022.

## iii. Introduce Arts and Culture Committee to the public

The committee discussed introducing the committee to the public through social media, flyers, newspaper, a press release, LED signage and a call out letter. The call out letter will be sent to artists on Tracy Smith distribution list. Tracy has created an email address that interested artists could reach out to. Staff will send Tracy's letter and the application form by the next meeting in January to all committee members for review.

## 8) New Business

A discussion ensued regarding adding an agenda item to each meeting titled upcoming partnerships. This agenda item will to discuss upcoming events in and around Shelburne.

Chair Councillor Kyle Fegan reminded members to complete the vaccination status form.

## 9) Confirm Date and Time of next Meeting - January 19, 2022

## 10) Confirm date and time of 2022 Meeting Schedule

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Wednesday, August 17, 2022  
Wednesday, September 21, 2022

A discussion ensued regarding having another meeting prior to the Art in the park event on June 25, 2022. Committee members agreed to having a meeting added on June 22, 2022 at 7pm.

Motion #2  
Moved by Councillor Lynda Buffett  
Seconded by Tracy Smith

BE IT RESOLVED THAT a meeting be scheduled on June 22, 2022, at 7pm to speak about the event Art in the Park.

CARRIED

11) Adjourn

Motion #3  
Moved by Tracy Smith  
Seconded by Andrew James

BE IT RESOLVED THAT we now adjourn to reconvene at the call of the Chair.

CARRIED

Meeting adjourned at 8:05pm.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

#### **ADVISORY COMMITTEES OF COUNCIL**

##### **PROCEDURE**

1. Each committee shall set and will review the mandate for each advisory committee appointed by Council at least once during each Term of Council unless otherwise directed by Council.
2. Committees shall adhere to the purpose set out in their established mandate and shall advise Council on matters delegated in the committee mandate and shall serve only as advisory to Council. (Council has a mandate from the public under the electoral process to direct the policies and services of the town. Committees do not have this electoral mandate.)
3. Should a member of a committee have an interest outside of the mandate set for their committee, Council would welcome the member to individually communicate their interest directly and outside the committee process.
4. Each committee shall apply the concept of sustainability of the town, its environment, and economic wellbeing when implementing its mandate and when furthering any mandate referred by Council.
5. Committees shall provide annual reports to Council on the committee activities by September each year. If an activity has received prior consent from Council, budget estimates may be provided in the annual report unless budget for the activity is already allocated in the yearly budget.
6. Council members appointed to a committee shall be for the term of council unless a change is requested by a member.
7. The Mayor, members of Council or any member of the public may attend any meeting of a committee.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

8. The Mayor shall have the following duties regarding the operation of committees:
  - Act confidentially in the role of human resources contact for any committee member who may feel under conflict or duress in the course of their duties or who may require advice regarding their responsibilities.
  - Encouraged to attend at least one regular meeting of each committee each year, where scheduling permits, to solicit comment from members about the operational policies and mandate of the committee. Where a scheduling conflict occurs a meeting date may be changed, or another member of Council may represent the Mayor.
  - Ensure that committee mandates are adhered to and their activities do not conflict with the duties of town staff executing their safety, environmental, and fiscal responsibilities for town services and facilities.
  - Ensure that committees do not meet in camera and do not hold meetings that are not posted as set out in this policy.
  - Town staff shall provide assistance or direction to a committee as directed by the CAO under the policies set out by Council and will not take direction from a committee.

### **ORGANIZATION AND OPERATION**

1. Advisory Committees of Council shall consist of no fewer than 5 members and shall not exceed 12 members, including Council appointed liaisons. Where activity levels warrant, Council may authorize an Ad-hoc committee.
2. Committee members shall:
  - be a tenant or owner of land in the Town of Shelburne, or the spouse of such owner or tenant
  - 18 years of age or older
  - commit the time required to work on the Committee





## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

3. Committees shall not establish sub-committees, whose members are not part of the original committee, without approval by Council.
4. Committee members are volunteers, appointments shall be for the Term of Council but shall continue until their successors are appointed after a municipal election, unless their appointment as an individual member or as a committee is revoked by Council.
5. All committees shall elect a Chair at or soon after the first meeting each year. A Chair may serve as chair, not more than two consecutive years in each term of council.
6. All committees shall elect a Secretary who may serve for any duration during the term of appointment at the discretion of the committee. If a member of town staff is on the committee, he/she shall not be Secretary, but will review the agendas and minutes. The Secretary shall not also be the Chair.
7. All committees shall adhere to the town's procedural bylaw, transparency and accountability policy, and other policies as directed by Council. Committees shall not hold in-camera meetings.
8. All committee members shall take any required training as deemed necessary by legislation, health and safety, Accessibility for Ontarians with Disabilities Act (AODA), MFIPPA, or as otherwise prescribed.
9. A schedule of meeting dates, times and venue shall be provided to town staff at least quarterly for posting on the town website. Agendas shall be provided to town staff for posting at least 7 days prior to the date of the meeting.
10. Minutes of each meeting must be provided to town staff for posting as soon as practical after the meeting and at least 7 days before the next meeting.
11. All agendas and minutes shall be prepared in the standard form provided by town staff, for uniformity and for compliance with AODA.
12. All meetings are to be held in an open transparent forum for public attendance and shall be held at the town office building unless another public town owned venue can be justified. Onsite meetings for a particular project may be held, with notice and posting as set out in this policy.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

13. Committees shall represent their recommendations to Council through resolutions.

14. Any correspondence/bulk mailings to residents must be approved by Staff.

#### **ATTENDANCE**

1. It shall be the responsibility of the committee member to contact the Chair of the committee prior to or reasonably soon after a non- attendance at a scheduled meeting.
2. If three scheduled meetings are missed, the member shall review non- attendance with the Mayor. Without the necessity of revealing matters of personal privacy, the member should review with the Mayor their intentions with regard to continued service on the committee.
3. The Mayor or the member shall inform Council if more than three consecutive meetings are missed, with an explanation for the non- attendance, for appropriate action at the discretion of Council.

#### **TOWN ADVISORY COMMITTEES**

1. In order to ensure that all parties to the town's internal process have input, any item proposed by a committee should be proposed by resolution of the committee.
2. Council will receive minutes of advisory committees through the Council agenda.
3. Committees should indicate that action is required by Council, by passing a resolution.
4. Staff will excerpt such resolutions and any background information accompanying the resolution in the minutes, any attachments and any other information and refer it to appropriate town staff for comment if applicable.
5. In some cases, to ensure that a committee proposal is vetted, town staff will recommend that Council refer the item to staff for review and additional comment to Council prior to the consideration of the item by Council.



## **Town of Shelburne**

### **Terms of Reference Advisory Committees of Council**

6. Committees and town staff are encouraged to provide background, pros and cons, discussions held, consultations held, input received and its disposition along with a resolution.
7. When the process is complete, the item will have undergone an internal review process for Council and the public. Posting on the agenda will provide additional transparency and opportunity for public input beyond any public input undertaken by the committee or staff.
8. Committees should provide their agenda electronically to staff 7 days prior to the meeting to allow for posting on the website.
9. It is understood that items of a time sensitive nature can be considered, but it is encouraged that this process not be used on a regular basis as it does not allow for public notification.



**Town of Shelburne**

**Terms of Reference Advisory Committees of Council**