



Town of Shelburne  
Shelburne Canada Day Festival  
Committee  
March 9, 2022, 7:00 pm  
Committee Meeting - Agenda  
Virtual Town Hall – 203 Main Street East

**AGENDA**

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- 1. Call to Order**
- 2. Disclosure of Pecuniary Interest**
- 3. Approval of minutes from the meeting held January 11, 2022**

Motion #1  
Moved by  
Seconded

BE IT RESOLVED THAT we approve the minutes from the meeting held January 11, 2022, as presented, and circulated.

- 4. 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 Canada Day Festival Committee and that \_\_\_\_\_ be appointed Vice-Chair of the Canada Day Festival Committee for the remainder of 2022.

- 5. Committee update**
  - a. Resignation of Canada day Festival Committee member
  - b. Biography for the Town of Shelburne website (175 words maximum)
  - c. Procurement Policy – **Staff**
- 6. General Information - Discussion Items**
  - a. **Bands**
  - b. **Budget review**
    - a. **Staff Review of balances in Canada Day Account and Street**

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**Festival Committee**

- b. Staff Financial Review of 2019 and 2021 events**
- c. Etransfer**
- c. Drive in Movie**
  - a. Update from Staff**
- d. Fireworks**
  - a. Update from Staff**
- e. Grant**
  - a. Update from Staff**
- f. Marketing**
- g. Sponsorships**
- h. Vendors**
- i. Compass Event**
- j. ATM Rental**
  - a. Update from Staff**

**7. New Business**

**8. Confirm Date & Time of Next Meeting – April 13, 2022**

**10. Adjourn**

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