



Subject: Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation

Report Number: CS 2025-008

Committee Name: Museum, Culture, Heritage & Special Awards Advisory Committee

Submitted by: Amelia Jaggard, Deputy Clerk and Duncan Bryce, Records and Legislative Coordinator

Meeting Type: Council Meeting

Meeting Date: Monday, April 14, 2025

RECOMMENDATION

- A. THAT report CS 2025-008 titled "**Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation**" be received as information; and
- B. *THAT Council approves the Founder's Day Subcommittee to meet on an as needed basis pending staff availability.*

BACKGROUND

At the March 19, 2025 Museum, Culture, Heritage and Special Awards (MCHSA) Advisory Committee meeting, the following resolution was passed:

Moved By: Deb Gilvesy, Mayor

Seconded By: Courtney Booth

THAT the Museum, Heritage, Culture and Special Awards Advisory Committee request from Council that the Founder's Day Subcommittee meet on an as needed basis pending staff availability.

Carried

The subcommittee was established to advise and make recommendations with respect to the Founder's Day event to be held in October 2025. As per the Committee's Terms of Reference, meetings are limited to once per month. The subcommittee has expressed the need for additional meetings to support event planning efforts.

DISCUSSION

This report facilitates presenting the above request to Council for consideration.

While staff recognize the importance of the Founder's Day event, the request presents operational challenges. The vague term "as-needed basis" could lead to frequent,

undefined meetings, creating ongoing staff pressure. Setting a clear maximum number of meetings per month would provide clarity and support workload manageability.

Staffing capacity is also a concern. The Clerk's Office is short-staffed, and each meeting requires time for agenda preparation, attendance, minute-taking, and follow-up. Committee meetings must comply with open meeting procedures. Since most meetings occur outside regular hours, increased frequency would raise overtime demands. The MCHSA Advisory Committee and the subcommittee meet after regular business hours.

Staff respectfully request that Council consider these concerns when reviewing the Committee's request.

Staff Recommendation

Should Council wish to support additional subcommittee meetings, staff recommend capping the frequency at a maximum of two meetings per month. This approach provides the subcommittee with more meeting opportunities while ensuring staff resources are used effectively and in compliance with procedural requirements. Below is the recommended motion for Council's consideration:

A. THAT report titled "Museum, Culture, Heritage and Special Awards Advisory Committee Recommendation" be received as information; and

B. THAT Council approve the Founder's Day Subcommittee to meet a maximum of two meetings per month.

CONSULTATION

Museum, Culture, Heritage and Special Awards Advisory Committee, Andrea Greenway, Director of Recreation, Culture and Parks and Kate Bakos, Cultural Heritage Manager/Curator.

FINANCIAL IMPACT/FUNDING SOURCE

The MCHSA Advisory Committee and the Founder's Day Subcommittee meet after regular business hours; additional meetings would raise overtime demands and costs.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☒ Lifestyle and amenities
- ☐ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth

- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – N/A.

ATTACHMENTS

Appendix A – None.