



The Corporation of the Town of Tillsonburg

## **Cultural, Heritage and Special Awards Advisory Committee**

February 5, 2019

2:30 p.m.

Annex Board Room, 200 Broadway, 2nd Floor

# **MINUTES**

### **Present:**

Terry Fleming, Vernon Fleming, James Murphy, Penny Esseltine.

### **Absent with Regrets:**

Collette Takacs, Rosemary Dean, Carrie Lewis.

### **Also Present:**

Amelia Jaggard, Donna Wilson, Erin Getty.

### **1. Call to Order**

The meeting was called to order at 2:33 p.m.

### **2. Adoption of Agenda**

#### Resolution #1

Moved by: Terry Fleming

Seconded by: James Murphy

THAT the Agenda as prepared for the Cultural, Heritage and Special Awards Advisory Committee meeting of February 5, 2019, be adopted.

**Carried**

### **3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

### **4. Adoption of Minutes of Previous Meeting**

### **5. Presentations/Deputations**

### **6. General Business & Reports**

#### **6.1. Orientation – Donna Wilson, Town Clerk**

Amelia Jaggard, Legislative Services Coordinator, provided an overview of the materials available to members of the committee.

Donna Wilson provided an overview of the roles of members and general governance for committees.

#### **6.2. Election of Chair and Vice Chair – Donna Wilson, Town Clerk**

The election of the Chair and Vice Chair will be moved to the next meeting of the committee in order to allow all members with the opportunity to take part in the election.

The Town Clerk chaired the remainder of the meeting.

**6.3. Meeting location, dates and time**

The committee recommended meeting the first Wednesday of each month at 5:30 p.m. at the Corporate Office in Suite 203.

**6.4. Terms of Reference**

Cultural Grant Process to promote cultural initiatives within the Town to be cited in Terms of Reference.

**6.5. Set goals for term**

Promote Century Plaque and Special Awards programs.

Plans for Town's 150<sup>th</sup> Anniversary.

To bring this item forward to the next meeting in order to allow for a more inclusive discussion.

**7. Correspondence**

**8. Other Business**

**9. Next Meeting**

Wednesday, March 6, 2019 at 5:30 at the Corporate Office in Suite 203.

**10. Adjournment**

Resolution #3

Moved by: Terry Fleming

Seconded by: Penny Esseltine

THAT the February 5, 2019 Cultural, Heritage and Special Awards Advisory Committee meeting be adjourned at 3:29 p.m.

**Carried**