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

Absent with Regrets:
Rosemary Dean, Carrie Lewis, Collette Takacs.

Also Present:
Erin Getty
Amelia Jaggard, Legislative Services Coordinator
Donna Wilson, Town Clerk

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 150th 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