



Cultural Roundtable Committee Minutes

Monday, October 29, 2018

6:00 p.m.

LaunchIt Minto

Attendance: Mayor George Bridge, Councillor Jean Anderson, Peggy Raftis, Gordon Duff, John Cox, Megan Raftis, Brooke McLean, Raissa Rogers

Staff Present: Economic Development Manager Belinda Wick-Graham and Marketing & Community Development Coordinator Taylor Keunen

Regrets: Andrew Gowan, Mary Lou Colwell

1. Call to Order by Peggy Raftis at 6:01 pm
2. Minutes of Previous Meeting
 - a. Minutes of September 24, 2018

MOTION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable approve the minutes of the August 27, 2018 meeting.

CARRIED

MOTION

Moved By: Brooke McLean; Seconded By: Gordon Duff

THAT The Cultural Roundtable approve the minutes of the September 24, 2018 meeting.

CARRIED

3. Committee Minutes for Approval
 - a. MYAC Minutes from September 19, 2018
 - b. MYAC Minutes from October 3, 2018
 - c. MYAC Minutes from October 17, 2018

MOTION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable approve the minutes of the September 19, October 3 and October 17, 2018 meetings.

4. Roundtable Discussion

a. Culture Days Recap

Duff announced a total of 277 people participated in the Culture Days with all events well attended. Outdoor events were cancelled due to rain.

b. SPARC Recap and Next Steps

Duff recapped the SPARC Mini Summit noting that although the event was very informative with a good range of people the Committee would have liked to see more attendees. Duff informed the Committee that a report would need to be written to SPARC for the grant in late November. Megan will write the required blog post.

c. Committee Terms of Reference

The Committee reviewed the Cultural Roundtable's Committee Terms of Reference and noted the following changes to be made:

- Two members of Council
- Keunen's Marketing & Community Development Coordinator title change

Wick-Graham also noted that the heritage position would need to be filled will follow up with Caitlin Hall if not the Committee will approach the Agricultural Societies. Brooke noted that Wellington County will follow up with a replacement for her. Peggy Raftis agreed to remain on the Committee as Chair and expressed the need for more Clifford representative on the Committee. Chair Peggy Raftis suggested mailing a letter to community groups to extend an invitation to fill spots on the Committee. Mayor Bridge also suggested inviting a member of the Filipino Association to join.

Keunen suggested inviting MYAC members to rotate attending meetings to fill the youth position so that multiple youth could be involved and experience sitting on the committee.

A revised copy of the Committee Terms of Reference is attached.

d. Holiday Events Update

Keunen stated the Minto Holiday Shopping & Event Guide is printed and will be mailed out to all Minto residents November 1, 2018. She added that the guides would be available at downtown businesses, the Town of Minto Office, and digital copies could be downloaded on the Town of Minto website.

Wick-Graham reminded the Committee of the following holiday events taking place in Minto in November and December:

- Harriston Ladies' Night – Wednesday November 14, 2018

- Clifford Light up the Street – Thursday November 15, 2018
- Palmerston Light up the Park – Friday November 16, 2018
- Harriston Light up the Town – Saturday November 17, 2018
- Palmerston Merchants' Christmas Open House – Wednesday November 28, 2018
- Harriston Men's Night – Thursday December 20, 2018
- Minto Fire & ice Family New Year's Eve Event – Monday December 31, 2018

5. Reports

Wick-Graham shared the Minto Dance Academy's Recital this year is "Once Upon A Time", with 3 graduating dancers as the leads. Dance demonstrations will take place on December 12 and 13 from 5:30 pm – 7:30 pm.

Brooke announced that she will be leaving the Wellington County Library – Harriston Branch for a new position with Bruce County Library in Port Elgin as Assistant Director. Her final day in Harriston will be Friday November 2, 2018 with an open house in her honour being held from 3:00 pm – 5:00 pm. Brooke highlighted that the library's Carnegie Café's are well attended, along with the pumpkin painting workshop in partnership with the Harriston-Minto Horticultural Society. Storm chaser David Chapman will be attending the library in November.

Raissa announced that her Rocky Horror Picture Show event at The Crown was a huge success, almost doubling in attendance from the previous year with 95 people. She also shared that 2019 will consist of working on the lighting and re-upholstering the chairs in the theatre.

Anderson informed the Committee that the Anderson's Annual Christmas Dinner will be taking place at the Palmerston Community Centre on Christmas Day.

John Cox announced the Minto Chamber of Commerce's 20th anniversary in 2019 and the Chamber are working on rebranding. He invited the Committee to attend to Chamber Holiday Social taking place on December 3, 2018 at Jemstones.

Duff stated that the Minto Arts Council 's KW Artist Show wrapped up and the Christmas Show and Silent Auction will be starting Thursday November 8, 2018 until December 1, 2018. He also shared that the October Film Circuit had 51 in attendance compared to only 10 at the September show. Duff noted that the next film, Bookshop, will take place on November 19th.

Mayor Bridge announced that 2019 would be the 20th anniversary of the Town of Minto's amalgamation and that he is looking forward to enhancing events in the Committee for the occasion, such as Fire & Ice and the trails.

Keunen announced the Northern Wellington Young Professionals' Network held their launch event, Business and Brews, at Harry Stones on October 4, 2018 with 47 people in attendance. She also shared that she, Gabby Ieropoli, Megan Raftis and Trish Wake from

Mapleton attended the Parks and Recreation Ontario MBA Symposium in Hamilton on October 24-25, 2018 presenting a session on rural youth action councils. The presentation went well with over 60 in attendance, however the audience was mostly urban, the presentation will be a great resource for other rural municipalities looking to form youth action councils.

Chair Peggy Raftis announced that the Grey-Wellington Theatre Guild's (GWTG) production of Miracle on 34th Street will take place on November 16, 2018 with 10 shows and two Sunday matinees.

Wick-Graham highlighted that the October 10th Volunteer Training had a good turnout with 25 people in attendance. She reminded the Committee that the cost of the event was split with the Wellington North Cultural Roundtable. Wick-Graham stated there is interest in a follow-up finance session that the Committee could investigate hosting in the Spring.

Wick-Graham also announced that the Town of Minto applied for an EDCO Award in the Partnerships and Collaborations category for Cool Cones.

Wick-Graham informed the Committee that the Palmerston Downtown Revitalization Committee are planning a public art project for next summer. She shared that they will be working with Weathered Minto once again to create metal trains. Due to the smaller size of the downtown, the project will be expanded into the Lions Heritage Park with a full-size train in the park and a cut out of Old 81 at the Railway Museum for photo opportunities. Wick-Graham informed the Committee that a report will be going to council to approve the DRC's funding so that a call for artists can take place in the early Spring for the project to launch in June 2019. She also asked if the Committee would be interested in providing funding to this project similar to the Harriston Downtown Revitalization Committee's Cool Cones Public Art Project in 2018.

RECOMMENDATION

Moved By: Megan Raftis; Seconded By: Jean Anderson

THAT The Cultural Roundtable allocate \$2,500 towards the Palmerston Downtown Revitalization Train Public Art Project.

CARRIED

6. Adjournment at 7:31 pm

Minto Cultural Roundtable

Terms of Reference

1.0 GOAL

The Minto Cultural Roundtable provides strategic direction and key decision-making on on-going cultural development and implements projects and tasks related to the Cultural Plan.

2.0 PRINCIPLES

Principles that guide the work of the Cultural Roundtable include:

- Inclusive engagement – engaging citizens in ways that cross boundaries and builds shared understanding and empathy.
- Valuing grassroots – celebrating the energy and capacity of the community at the grassroots level.
- Emergence and purpose – balancing a commitment to dialogue that generates new understandings and builds relationships, with advancing concrete plans and actions.
- Asset Based Approach - appreciating and mobilizing individual and community talents, skills and assets (rather than focusing on problems and needs).

3.0 MANDATE

The mandate of the Minto Cultural Roundtable is to give guidance and input related to culture and to implement the Cultural Plan for Minto

It does this by:

- Supporting community led solutions to issues identified by the Roundtable or the community at large.
- Encouraging leadership and innovation.
- Facilitating networking and information exchange.
- Serving as a sounding board for ideas and actions.
- Reviewing policies related to culture.
- Supporting the integration of cultural development plans into related Town plans (i.e. Official Plan and Strategic Plan)

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Minto Cultural Roundtable shall consist of 12 - 15 members appointed by Resolution of Council. This membership shall be comprised of:

- Two members of Council

- One member appointed by the Minto Arts Council
- One member appointed by the Grey Wellington Theatre Guild or the Norgan Theatre Board
- One member representing one of Minto's Heritage Groups (Clifford Historical Society, Harriston Historical Society, Palmerston Railway Heritage Museum, Minto Heritage Association)
- One member appointed by the Harriston-Minto or Palmerston Agricultural Societies
- One member appointed by the Minto Chamber of Commerce
- One member representing the County of Wellington Museum, Archives and Libraries
- One member representing Youth (Age 15 – 24)
- Four to Seven members of the public (preference will be given to cultural entrepreneurs)
- One representative from the Town of Minto Filipino Canadian Community

Staff Resources:

- Manager of Economic Development
- Marketing & Community Development Coordinator
- Treasurer

Other Resources:

Ministry of Tourism & Culture Regional Advisor

- 4.1** Members shall be appointed for the term of Council.
- 4.2** The Cultural Roundtable will elect a Chair from the publicly appointed membership at the first meeting every year. The role of the Chair is to; facilitate the agenda discussion, maintain order, act as official spokesperson.
- 4.3** All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4** In the absence of the Chair, the Cultural Roundtable will select an interim Chair for the meeting.

5.0 REPORTING

- 5.1** The Minto Cultural Roundtable is a Committee of Council established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and are responsible to Municipal Council.
- 5.2** The Minto Cultural Roundtable reports directly to Council, under the signature of the Chair or designate. The Cultural Roundtable reports and communications will normally be directed to Council through the Town Clerk.
- 5.3** As part of its ongoing reporting requirements, the Cultural Roundtable shall prepare a budget and Work Plan, which shall be submitted to Council via Committee minutes and a summary of activities which will be included in the Economic Development Department Year in Review. The report shall, among other things:

- a. Summarize the activities and achievements of the Cultural Roundtable over the previous year.
- 5.4** When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.
- 6.0 FINANCING**
- 6.1** Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.
- 6.2** Committee members will receive no remuneration for their involvement in Committee activities.
- 7.0 CONFLICT OF INTEREST**
- 7.1** Committee members, who are not Municipal Councillors, are not bound by the Municipal Conflict of Interest Act. Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.
- 8.0 STAFF LIAISON AND SUPPORT SERVICES**
- 8.1** Administrative support to be provided by the Town will include: the coordination of Cultural Roundtable related communications and correspondence; recording minutes, preparing agendas, reports and speaking points, research and data collection. Additional support is to be requested by the Committee and not provided by staff until approved by Council.
- 8.2** The Cultural Roundtable budget will be administered by the Town Treasurer.
- 9.0 MEETINGS**
- 9.1** The Committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the fourth Monday of each month at 6:00 p.m. at LaunchIt Minto. All Committee meetings are public.

- 9.2** The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3** The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-Roundtable members, with the approval of the Chair, provided the Sub-Committee is chaired by a Roundtable member. Sub-Committees shall report to the Cultural Roundtable through the Sub-Committee chair.
- Minto Youth Action Council
 - Palmerston Railway Heritage Museum Committee
- 9.4** Quorum will be 50% + 1 of appointed members of the public (i.e. 12 appointed members; quorum = 7).
- 9.5** On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.
- 10.0** **AGENDAS AND MINUTES**
- 10.1** An agenda for the upcoming Roundtable meeting will be prepared by Staff for approval by the Chair and e-mailed and/or mailed to Roundtable members within one week in advance of their meeting.
- 10.2** Formal minutes of the Roundtable meeting will be prepared by Staff and e-mailed and/or mailed to Roundtable members two weeks following their meeting. These minutes will be considered draft until adopted by the Roundtable at their next meeting.
- 11.0** **AMENDMENTS**
- 11.1** The Cultural Roundtable may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.
- 11.2** Amendments to the Terms of Reference can only be made by Council.