

DUNEDIN VILLAGE HALL

8994 County Road 9, Dunedin, ON L0M 1G0



Minutes of a Meeting of the Dunedin Community Centre Municipal Service Board

April 3, 2016 @ 7:30pm

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- Members Present:** Dan Clements, Chair
Donna Hammill, Treasurer
Donna Baylis, Secretary
Claire De Ruiter, Booking Agent
Juanita Fournier
- Members Absent:** Judy Halliday, Marcy Stewart
- Guest:** Kevin Elwood, Clearview Township Councillor for Ward 2

This meeting was called at request of Clearview Council to address the Small Halls Festival Terms of Reference in time for the next Council meeting on April 11, 2016.

1. **Fournier Wedding** – Juanita asked about hall availability, catering and costs for August 20th reception. She is estimating 55 people.
2. **Small Halls Festival (SHF) Terms of Reference (TOR)** – Township staff has proposed an organizational structure for the October event. The TOR was e-mailed to the hall boards for review and resolution. After contact and discussion with members of other hall boards, Donna B. drafted a resolution to object to the TOR due to lack of hall board representation. The draft resolution was e-mailed to the Members in preparation for this meeting.

Kevin Elwood was tasked with getting the resolution from Dunedin regarding the TOR. He reviewed the current status of the third annual SHF and stated that provincial funding to-date has been based on a tourism mandate. He noted that provincial grant users come under greater scrutiny, and added that part of the TOR is an effort to formalize a sponsorship program.

3. **Bill 8** – Kevin Elwood also introduced some of the possible impacts of amendments under the "Bill 8, Public Sector and MPP Accountability and Transparency Act, 2014". He noted that this Bill requires more stringent reporting from Council and it's 34 committees. Additionally, it demands that all volunteers be better trained.
4. **Discussion** – the Board discussed the SHF and acknowledged that while we would not actively participate in the SHF this year, we may be interested in participating in the future and would like a seat on the festival committee. As for Bill 8, concern was shown at the growing burden on volunteers, and the possibility that volunteer participation, already low, may be further reduced.

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5. **Resolution** – Dan motioned to accept the draft resolution as written and e-mailed by Donna B. Seconded by Claire. Carried. Judy Halliday stated her acceptance via e-mail (3-Apr-2016 11:48am) prior to the meeting. The resolution stands as:

Be it Resolved that the Dunedin Community Centre Municipal Service Board hereby notify the Council of the Township of Clearview of objection to the Small Halls Festival Terms of Reference (TOR), Report CAO-004-2016, dated March 21, 2016 as prepared by the CAO Department, due to the lack of Board representation on the Festival Committee. Additionally, the Dunedin Community Centre Municipal Service Board requests that the TOR document be re-drafted to include voting representation from each of the Boards to be on the Festival Committee, and that the attached Appendix A be taken into consideration in the re-draft amendment with further input and review by the Boards.

Dunedin Community Centre Municipal Service Board appreciates being involved in the decision making to-date and would like to continue having a voice in the future of the Small Halls Festival. Denying the Boards' right to involvement on the Small Halls Festival Committee would jeopardize a key goal of the TOR, being to "Inspire and engage volunteer involvement".

Donna B. will send the resolution to Kevin Elwood by e-mail.

6. **Jen Jansen** – Claire stated that Jen has shown interest in becoming a Member. General consensus that Jen would be a good addition to the Board. Donna B. will include Jen in meeting correspondence going forward and will update the Township record when Jen starts to attend the meetings.
7. **Plant/Yard Sale (28-Mar-2016)** – Marcy notified the Board by e-mail that she must step back from organizing this event. The event usually nets around \$1,500 so it is worth pursuing. Claire offered to organize the yard sale. Donna H. will follow-up with Judy and Tammy Penney regarding the plant sale. Donna B. donated \$25 on behalf of Darriel Lindsay who took the bookcase leftover from last year's yard sale.
8. **Trivia Night (18-Jun-2016 cancelled)** – General consensus that there is not enough time to organize this tentatively scheduled event. Donna H. observed that with the tractor rally dinner cancelled, we really need to focus on fundraising. She says a comfortable target is \$5,000 per year.
9. **Parking Lot** – Donna H. noted that Jim Leithead had put pine tree branches in the driveway for pickup by the County. Donna B. will request clean-up and sweeping in time for the Fishermen's Breakfast.
10. **Fishermen's Breakfast (23-Apr-2016)** – Dan handed out posters for distribution. He will also e-mail a copy to Donna B.

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11. Creemore Vintage Festival (14-May-2016) – Claire indicated that the festival will be using the hall as a rest stop on the bike ride. Sponsored by Creemore Springs, they will be getting a special event permit for beer samples.

12. Upcoming Events:

- Fishermen's Breakfast (4th Saturday – April 23, 2016)
- Plant/Yard Sale (Saturday, May 28, 2016)
- 3rd Annual Small Halls Festival (tentative 1st weekend in October, 2016)
- Autumn Cancer Walk (Saturday of Thanksgiving weekend, 2016)
- Hanging of the Green (last Saturday in November, 2016)
- Christmas Potluck Dinner & Party (1st Sunday in December, 2016 @5:30pm)

There being no further business the meeting was adjourned. The next meeting was not scheduled.



Dan Clements, Chair

Donna Baylis, Secretary

Draft - Small Halls Festival Terms of Reference

Date: February 11, 2016

Small Halls Festival Description

The Small Halls Festival is a multi-day, multi-venue indoor/outdoor event held in Clearview Township. The event showcases rural Ontario traditions, culture, music, art, heritage, comedy and celebrates our Small Halls and the community that surrounds them.

Festival Objectives

- Provide a Clearview-wide event to serve as a tourism draw
- Renew community interest in the halls
- Showcase community halls for future rentals
- Create a variety of business opportunities for entrepreneurs
- Financial success for each hall – A profit or break even
- Generate community pride and interest
- Inspired and engaged volunteer involvement
- Create strategic and important community partners
- Reflect the Clearview Brand and uphold the Strategic Plan
- Bring in "New Money" that creates growth in a community

Four (4) Major Event Pillars

1. Music and Art - fine arts
2. Agricultural Events - crafts and skills and traditions
3. Culinary - locally produced and prepared
4. Rural Cultural Events - character building

Appointment

The Small Halls Festival Committee is to be created by the Clearview Council as per Procedure By-Law #08-14. Clearview Council shall appoint the members of the committee based on, but not compliant to, the recommendation of the individual hall boards and organizations that compose the Committee. The Chair position will be a two year term. Chair will be elected by the Committee. The vice Chair is positioned to be Chair after the term or in absence of the Chair. A Past-Chair will become a member of the Festival Committee. A person can be chair more than once. The Vice Chair position will be an elected position by the Committee.

Composition

Small Halls Festival Committee shall be composed of 14 voting members:

2 - Council Representative

8 - Hall board representatives (to be appointed by the individual hall boards)

- 1 - Avening
- 1 - Brentwood
- 1 - Dunedin
- 1 - Duntroon
- 1 - Nottawa
- 1 - Station on the Green
- 1 - Sunnidale
- 1 - Singhampton

- 1 - Creemore BIA representative
- 1 - Stayner Chamber of Commerce
- 1 - Community Group representative (eg. PHAHS)
- 1 - Member at large

Clearview Staff Support:

- 1 - Marketing and Communications
- 1 - Community Culture and Recreation & Tourism Coordinator
- 1 - Administration Support

Responsibility of the Committee

The Small Halls Festival Committee is responsible for the overall direction and management of the Clearview Small Halls Festival and appointing sub-committees dedicated to the execution of the vision of the Small Halls Festival Committee.

- Financial
- Marketing
- Facility support
- Transportation and signage coordination
- Volunteer and community engagement
- Programming oversight

Responsibility of Staff

Clearview staff will be instrumental in providing reports, professional advice and actions which support the resolutions of the committee in keeping with the best practices of Clearview Township and the objectives of the event.

Meetings

The Small Halls Festival Committee meetings will be held monthly on a predetermined schedule established for each calendar year by the Chair. The Chairperson or a coalition of 3 or more committee members can at any time call a special meeting. Seventy two (72) hours' notice must be provided to all committee members by email for special meetings. All agendas and minutes shall be posted to the Township of Clearview website.

Participation in all meetings of the Festival Committee will be open to any community group or members of any Hall Boards, Recreation & Culture Committee, or citizen interested in the Clearview Small Halls Festival.

The Committee must follow all procedural rules and regulations as established by Council of the Township of Clearview for its committees.

Voting at Meetings

All matters of business in support of the Clearview Small Halls Festival will be conducted by the Small Halls Committee. Voting and meeting format will follow the Clearview Township Procedure By-Law. #08-14.

Agenda and Minutes of meetings

Clearview staff will record, manage and distribute all agendas and minutes of meetings in accordance with Procedure by law #08-14

Review

The Terms of Reference will be reviewed by the Small Halls Festival with the aid of the Township Clerk and staff at the end of each year of the Small Halls Festival. Clearview Council will approve by resolution any amendments to the Terms of Reference as recommended by the Small Halls Festival Committee. Amendments must be attached to these Terms of Reference as well as noted in the minutes.

Prepared by: Sara Hershoff and Bill Hewitt

Original Draft by: Doug Measures and Shane Sargant

Reviewed by: Avening Community Centre Hall Board