

Corporation of the Municipality of South Huron
Exeter Rodeo Committee
Agenda

Date: May 26, 2021
7:00 PM – 9:00 PM
Remote Electronic Meeting

1. Call To Order

2. Agenda

Recommended Motion:

That the agenda for May 26, 2021 be approved as presented.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

4. Minutes

Recommended Motion:

That the minutes of April 21, 2021 be adopted as presented.

5. Business Arising from the Minutes

6. Business to be Discussed

6.1 Terms of Reference

- Draft Terms of Reference prepared by Clerk for discussion

6.2 Agenda and Minutes IT Update

- Staff update on the migration of agendas and minutes to eScribe Meeting

6.3 Council meeting update

6.4 Unfinished Business

- Grant availability and application process

7. Committee Updates

8. Correspondence

None.

9. Adjournment

Recommended Motion:

That the Exeter Rodeo Committee hereby adjourn at _____ to meet again on June 16, 2021 at 7:00 PM or at the Call of the Chair.

**Corporation of the Municipality of South Huron
Exeter Rodeo Committee
Minutes**

Date: April 21, 2021

7:00 PM – 9:00 PM

Remote Electronic Meeting

Members Present: George Finch, Jo-Anne Fields, Jim Dietrich, Mike Clarke, Darcey Cook, Stephen Clarke, Scott Nickels, Laura Connolly (BIA), Brenda McCarter

Staff Present: Justin Finkbeiner

Member Regrets: Dave Marshall, Denis Gower, Gus Guerts, Brittany McCarter

1. Call to Order

Chair, Stephen Clarke called the meeting to order at 7:01 p.m.

2. Agenda

Motion: 01-2021

That the agenda for April 21, 2021 be approved as presented.

Moved: J. Fields

Seconded: J. Dietrich

Result: Carried

3. Elections for Positions of Chair and Co-Chair

Motion: 02-2021

That Member Jo-Anne is appointed as Chair for the 2021-2022 Exeter Rodeo Committee.

Moved: J. Dietrich

Seconded: D. Cook

Result: Carried

Chair, S. Clarke opened the floor to nominations for the position of Chair for the 2021-2021 Exeter Rodeo Committee. J. Dietrich made motion to nominate J. Fields. At the time no other members made note that they also wished to be nominated. The appointment was accepted by J. Fields.

Motion: 03-2021

That Member Jim Dietrich is appointed as Co-Chair for the 2021-2022 Exeter Rodeo Committee

Moved: S. Nickels

Seconded: D. Cook

Result: Carried

Chair, S. Clarke opened the floor to nominations for the position of Co-Chair for the 2021-2021 Exeter Rodeo Committee. S. Nickels made motion to nominate J. Dietrich. At the time no other members made note that they also wished to be nominated. The appointment was accepted by J. Dietrich.

Chair, J. Fields noted the great work that the previous Chair and Co-Chair have done and the great work that the committee continues to do.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None noted.

5. Minutes

Motion: 04-2021

That the minutes of July 07, 2020 be adopted as presented.

Moved: D. Cook

Seconded: M. Clarke

Result: Carried

6. Business Arising from the Minutes

J. Fields noted that there were some items from the minutes that did not move forward as there was no 2020 Exeter Rodeo. The committee discussed the possibilities of a sub-committee made of current committee members that would be able to begin to plan for the 25th Annual Rodeo and if this would be allowed through the current Terms of Reference. Staff was requested to email the Chair and Co-Chair a copy of the current Terms of Reference and any information that would assist in drafting a new Terms of Reference.

7. Business to be Discussed

7.1 Planning for Exeter Rodeo 2021 During COVID-19 Pandemic

- Will there be a 2021 Rodeo with the current COVID-19 Pandemic restrictions

Discussion was had on if the Committee is in a position at this time to determine if a decision can be made on if there will be a 2021 Exeter Rodeo. M. Clarke noted that he has seen some large summer events are already being cancelled, making note to the Boots and Heart County Music Festival.

J. Dietrich put forward that a decision should be put off until possibly June and that even if the Rodeo cannot be conducted in its entirety that a smaller event may be able to take place. This was re-iterated by B. McCarter and noted that the Committee will need to reach out to Ross Millar on if there are other Rodeos taking place. J. Fields noted that she has been in contact with Ross Millar and that they have pushed some shows back to later dates, but more discussion will need to be had. B. McCarter also noted that a full rodeo may not be possible due to the competitors may not have been training during the pandemic knowing that rodeos have been cancelled and that their animals may not be ready this year.

Further discussion was had that if a 2021 Rodeo could not occur due to COVID-19 pandemic that the remainder of the meetings of 2021 should be used to plan to the next year's rodeo. S. Clarke noted that he was in favour of J. Dietrich's comments on setting a firm date to make a final decision on if the Rodeo will occur in 2021, and that this would also allow members to notify vendors / sponsors that a decision would be made in June if any questions arise. Discussion was had regarding a meeting date in June that would need to be set, and that at the June meeting the Committee would be in better shape to decide on if there will be a 2021 Rodeo.

Motion: 05-2021

That the Exeter Rodeo Committee will meet on June 16, 2021 at which time a decision will be made on if there will be a 24th Exeter Rodeo for the 2021 season.

Moved: D. Cook

Seconded: B. McCarter

Result: Carried

- Will the 2021 Rodeo be considered the 24th or the 25th Anniversary

Discussion was had that if a Rodeo does not run in 2021 that regardless the 2022 Rodeo should be considered the 25th Anniversary Rodeo. Members discussed that without knowing if there will be a Rodeo in 2021 that this decision should be deferred to the June 16, 2021 meeting.

- Timeline – Latest possible times to book vendors and cancelation requirements

Deferred to June 16, 2021 meeting.

- Recommendations for modification to show

Deferred to June 16, 2021 meeting.

- COVID-19 Protocols

Deferred to June 16, 2021 meeting.

- Ticket Prices and Community Support for those impacted by COVID-19

Discussion was had that ticket prices and any assistance to be supplied to community members impacted by COVID-19 would depend on if there is a 2021 Rodeo.

- Sponsorship Prices

Deferred to June 16, 2021 meeting.

7.2 Council meeting update

- Council position on having a 2021 Rodeo Committee

J. Dietrich noted that at this time Council would not have a position on the 2021 Rodeo and that until such a time that it is discussed by Council as a whole, that no comment could be made. G. Finch re-iterated this comment that Council would need to discuss as Council acts as a whole.

7.3 Unfinished Business

None.

8. Committee Updates

L. Connolly noted that on August 06, 2021 the Exeter BIA is planning a Farmer's Market to coincide with the date of the Rodeo.

Chair, J. Fields inquired if the Committee is required to receive Council blessing before applying to any grants for COVID-19 relief for events of this nature. Co-Chair, J. Dietrich made note that it may be beneficial for staff to discuss with the Municipal Clerk and CAO and if the Committee can apply to grants on their own or if they need Council approval. Staff was also requested if there are any grant applications available if they could be forwarded to the Committee.

9. Correspondence

None.

10. Adjournment

Motion: 06-2021

That the Exeter Rodeo Committee hereby adjourn at 7:31 PM to meet again on May 26 at 7:00 PM or at the Call of the Chair.

Moved: J. Dietrich

Seconded: S. Clarke

Result: Carried

From: Jenna Bilcke <jbilcke@southhuron.ca>

Sent: Monday, May 17, 2021 11:06 AM

To: Justin Finkbeiner <JFinkbeiner@southhuron.ca>

Cc: Scott Currie <scurrie@southhuron.ca>; Rebekah Msuya-Collison <clerk@southhuron.ca>

Subject: RE: Rodeo Committee

Hi Justin,

There is nothing I'm aware of currently. The 2021 Reconnect Festival and Event Program would have been applicable to the Rodeo, unfortunately the deadline to apply has already passed.

I've sent an e-mail to the Huron County Economic Development team inquiring if they are aware of any financial supports. I'll let you know their response and keep my ears open for any opportunities going forward.



Jenna Bilcke

Community Services Department

Municipality of South Huron

Office: 519-235-0310 x 256

jbilcke@southhuron.ca

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From: Justin Finkbeiner <JFinkbeiner@southhuron.ca>

Sent: Monday, May 17, 2021 10:16 AM

To: Jenna Bilcke <jbilcke@southhuron.ca>

Cc: Scott Currie <scurrie@southhuron.ca>; Rebekah Msuya-Collison <clerk@southhuron.ca>

Subject: Rodeo Committee

Good Morning Jenna,

The Rodeo Committee at their last meeting had some inquiries if there are any grants available to groups putting on community events that have been impacted by the COVID-19 pandemic. They are looking to make a decision in June if there will be a Rodeo in 2021. Have you heard of any grants that might be available to community groups? They are meeting again on May 27 to discuss their terms of reference, and would like to be able to provide them a bit of information and if there are any grants that may impact their decision in June.

Rebekah, the committee was also wondering if there are any grants are they allowed to apply for these grants themselves or would they need Council approval? I am guessing that this would depend on the grant itself and what the stipulations of the grant includes.

Thank-you,

Justin Finkbeiner

Acting Human Resources Coordinator

Administrative Assistant – Legislative Services

The Municipality of South Huron

519-235-0310 x 246

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From: [Rebekah Msuya-Collison](#)
To: [Jenna Bilcke](#); [Justin Finkbeiner](#)
Cc: [Scott Currie](#)
Subject: RE: Rodeo Committee
Date: Monday, May 17, 2021 12:20:40 PM

Hi Justin, the Rodeo Committee would need either Council approval or support to apply. They are a Committee of Council, not a corporate body able to sign agreements, they can recommend to Council (ie Council signs the Rodeo contract on behalf of the committee). Once they have a specific grant opportunity, they can provide further details which will outline further requirements including who can apply.

Hope this helps,

Rebekah

Terms of Reference Exeter Rodeo Committee

The mandate of the Exeter Rodeo Committee is to provide an annual community event, attracting families to South Huron, enhancing economic development. The rodeo is an avenue in which to showcase South Huron as a great place to live, work and play. This event encourages community engagement, volunteerism and partnership growth within South Huron, cultivating leisure opportunities for the betterment of our community.

All proceeds from this unique event are earmarked to go directly back into Recreation projects in the community. Funds secured from the rodeo will be instrumental in creating new endeavours, projects and pursuits in the community.

Committee shall consist of:

Chairperson

Vice Chair

Secretary

Treasurer

Directors

Chair will be elected for a two year term (maximum). Treasury position will be the responsibility of the Municipality of South Huron, Community Services Department.

Within the Committee body, representatives will be selected for the following:

Facilities & Grounds

Promotion & Advertising

Vendors

Sponsors

Special Events throughout weekend

The position of Chair, Vice Chair and Secretary shall be elected by majority.

The Chair must not vote, unless to break a tie.

There shall be no proxy votes and no weight shall be given to arguments of any person not present at the meeting. In order to vote at a meeting, you must be an active member of the Committee, appointed through the Municipal by-law. Community supporters are welcome to attend meetings, however they shall not be allowed to vote.

Records of the meetings will be kept on file at the South Huron Recreation Centre.

No member may act alone on behalf of the Rodeo. Matters must be the consensus of the entire Committee and not one member on their own. Issues must be channeled through the Chair.

Expenses must be approved by the Community Services Manager prior to a commitment or purchase.

If a member is unable to attend a meeting, advise Secretary or staff of the Community Services Department.



South Huron Exeter Rodeo Committee Terms of Reference

Purpose of the Committee

The mandate of the Exeter Rodeo Committee is to provide an annual community rodeo event. This event is an avenue to showcase South Huron as a great place to live, work and play.

Proceeds from the Exeter Rodeo Event shall be used to maintain a Reserve for the next year's Rodeo and for recreation projects in South Huron, with recommendations from the Committee.

The Committee will actively assist Council by fostering and promoting:

- Volunteerism in the community
- Attracting visitors in support of economic development
- Partnerships within the community
- Community engagement

Committee Objectives or General Activities:

The primary objectives of the committee are to:

- Organize an annual rodeo event;
- Provide Rodeo contract for Council's consideration and approval;
- Promote the event;
- Book and all prepare facilities and grounds for the event;
- Secure vendors for the event;
- Secure sponsors;
- Investigate and book special events throughout the weekend;
- Foster volunteerism through community participation;
- Foster civic pride;
- Engage citizens of all ages with family friendly events;
- Assist staff and Council with developing and implementing plans for the current and future year rodeo events;
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee.
- Investigate and apply for applicable funding opportunities

Membership Composition and Responsibilities

The Exeter Rodeo Committee will be composed of five (5) voting members.

Chair will be elected for a two year term (maximum). Treasury position will be the responsibility of the Municipality of South Huron, **Community Services Department**.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.



South Huron Exeter Rodeo Committee Terms of Reference

Council authorizes the Committee to call upon members of the community, from time to time, in order to establish a working group to carry out or assist with specific projects. These community members shall be recognized as sub-committee members that may submit items of concern; however do not receive a vote.

Staff Support

The Committee's primary staff contact will be a member of the Community Services Department, as delegated by the Community Services Manager. The staff member shall provide advice on matters of governance, legislation and operational policies and procedures, and shall act as the lead to coordinate the activities of the group for specific projects.

Meeting Roles and Requirements

The Committee is accountable to Council. The appointed member of Council shall act as a liaison between the Committee and Council, providing input and guidance from Council to the Committee.

The Committee shall meet a minimum of six (6) times per annum on dates to be determined by the Committee, at 7:00 p.m., at the South Huron Recreation Centre. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four (4) meetings per year and shall not miss more than two (2) consecutive meetings. Special circumstances shall be addressed on an individual basis.

The expenditure of any municipal funds shall be in accordance with the Municipality's procurement policy and current budget.

Minutes and Agenda

The minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The committee agenda will be prepared by the Committee Recording Secretary and distributed to the members in advance of the meeting, as well as provided to the Clerk to be posted on the municipal website.

Amendments to the Terms of Reference

The non-statutory provisions of this Terms of Reference may be eliminated or amended in any way by Council at its full and final discretion. Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.



**South Huron
Exeter Rodeo Committee
Terms of Reference**

The Clerk or designate is delegated the authority to make administrative changes to this Terms of Reference that may be required from time to time due to legislative changes or if, in the opinion of the Clerk, the amendments do not change the intent of the Terms of Reference.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

Municipal Freedom of Information and Protection of Privacy Act

Committee Members will act to protect the privacy of individuals with respect to personal information contained in application forms and information circulated to the Committee and to ensure that personal information is used solely for the purposes of Committee.

DRAFT