

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

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

**Members Present:** Jo-Anne Fields, Jim Dietrich, Mike Clarke, Darcey Cook, Stephen Clarke, Scott Nickles, Laura Connolly (BIA)

**Staff Present:** Justin Finkbeiner, Rebekah Msuya-Collison

**Member Regrets:** George Finch, Brenda McCarter, Dave Marshall, Dennis Gower, Gus Guerts, Brittany McCarter

**1. Call To Order**

Chair, Jo-Anne Fields called the meeting to order at 7:08 PM.

**2. Agenda**

**Motion:** 07-2021

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

**Moved:** D. Cook

**Seconded:** M. Clarke

**Result:** Carried

**3. Disclosure of Pecuniary Interest and the General Nature Thereof**

**4. Minutes**

**Motion:** 08-2021

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

**Moved:** J. Dietrich

**Seconded:** M. Clarke

**Result:** Carried

**5. Business Arising from the Minutes**

Chair Jo-Anne Fields opened the floor to discussion, and brought forward for discussion moving the next meeting date from June 16 to be rescheduled for June 23, 2021. Chair Fields noted that she was not sure if there would be quorum for the June 16 meeting. Discussion was had about moving the meeting to a earlier date of June 09, 2021 to give the Committee time to plan the Rodeo if restrictions permit. Further discussion was had that June 09 may be too early to decide if the 2021 Rodeo will take place as the current Stay at Home Order will just be lifting and restrictions for summer will still be unknown. J. Dietrich put to motion the rescheduled date of June 23, 2021 for the next meeting.

**Motion:** 09-2021

That the Exeter Rodeo Committee reschedule the meeting date of June 16, 2021 to June 23, 2021 at 7:00 PM.

**Moved:** J. Dietrich  
**Seconded:** D. Cook  
**Result:** Carried

## 6. Business to be Discussed

### 6.1 Terms of Reference

- Draft Terms of Reference prepared by Clerk for discussion

Chair Fields introduced Rebekah Msuya-Collison (Clerk) to the Committee and that the discussion surrounding the draft Terms of Reference would be facilitated through the Clerk during the meeting. Discussion was had about changing the wording of the Purpose of the Committee and Committee Objectives or General Activities found within the Terms of Reference.

Part of the Committee Objective or General Activities involves securing sponsors for the event. Discussion was had on the process for the how the Rodeo Committee can apply for special grants during the COVID-19 Pandemic. The Committee can recommend grants to Council through staff. It was recommended that any grants the Committee wishes to apply for be reviewed by staff and presented to Council for approval. If approved the Committee would apply for the grant with staff assistance.

Discussion was had regarding the number of voting members that make up quorum. Members discussed that they are hesitant to reduce the number of voting members as it may alienate members of the Committee when it comes time for decision making. Discussion was had that if the number of voting members remains the same that the Committee has to ensure moving forward that all members are attending so that quorum can be met for each meeting. Discussion was had that prior to the COVID-19 pandemic and moving the Committee meetings to a remote format that achieving quorum was always difficult. Discussion was had on how voting members would be selected if the number of voting members is reduced. Solution was for the Chair to email all the Committee members prior to the next meeting that the Terms of Reference was being discussed and those interested in remaining a voting member are to email the Chair of their interest. Non-voting members would still sit on the Committee but would not count towards quorum.

Discussion was had about the Committee's Meeting Roles and Requirements and to include standards on number of meetings to take place throughout the year and the expectations of voting members on number of consecutive meetings that can be missed without reprisal. Members discussed having a minimum of 4 meetings per year with 9 voting members. Chair J. Fields will send out an email to all committee members about the discussion had regarding the terms of reference and to inquire which members express interest in remaining a voting member.

Discussion was had that the Committee will also need to track the volunteers that help with the event to ensure that they are covered under Municipal insurance in the event an injury occurs while volunteering. The list of volunteers would need to be submitted to the Committee prior to the event taking place.

Discussion was had regarding creating a working group for the 25<sup>th</sup> Anniversary Rodeo and if this needs to be included in the Terms of Reference. The Committee can have a working group that must include at least one voting member from the Committee and that the working group cannot include enough Committee members to make quorum. That the

working group does not have voting rights and that any suggestions from the working group would need to be submitted the Committee by the voting member that sits on the working group.

Discussion was had if the Terms of Reference includes that a staff member be appointed to assist in the process for drafting the budget for each Rodeo year. It was discussed that the Committee would need to invite a staff member from Community Services and or Finance department to assist with the budget. Discussion was had that in any event when the spending of money from the budget is concerned that South Huron Council has to be notified in either a report or recommendation through resolution and is subject to approval by Council.

#### 6.2 Agenda and Minutes IT Update

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

J. Finkbeiner provided the Committee an overview of the eScribe Meeting site and that the goal will be to transfer the meeting agenda and minutes to the eScribe Meeting site at a later date.

#### 6.3 Council meeting update

None.

#### 6.4 Unfinished Business

- Grant availability and application process

Chair J. Fields noted that currently there have been no grants applied for and that there are no grants currently available to the Committees of this nature. Chair J. Fields noted that there possibly might be some grants available in the future. Rodeo Management Group may advise the Committee of upcoming grants, however they will likely be released through the Province to support events such as the Rodeo. Discussion was had that if any grants do become available that the Committee knows of that they can send it to staff to assess and assist with the application process.

### 7. Committee Updates

None.

### 8. Correspondence

None.

### 9. Adjournment

**Motion:** 10-2021

That the Exeter Rodeo Committee hereby adjourn at 8:01 PM to meet again on June 23, 2021 at 7:00 PM or at the Call of the Chair.

**Moved:** J. Dietrich

**Seconded:** M. Clarke

**Result:** Carried