

Arts, Culture and Tourism Committee Meeting

March 14, 2018

A regular meeting of the Arts, Culture, and Tourism (ACT) Committee was held on Wednesday, March 14, 2018 at 5:30 PM in the large meeting room of the Essex Town Hall, 33 Talbot Street South, Essex, Ontario.

Peter Youngson called the meeting to order and welcomed the committee members.

1. Roll Call

Present: Peter Youngson, Chair

Jason Nagy

Liz Semperger

Councillor Larry Snively

Councillor Steve Bjorkman

Also Present: Cynthia Cakebread, Manager Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Chris Carter

2. Declarations of Conflict of Interest

- There were no declarations of Conflict of Interest noted.

3. Deletions, Additions or Changes to Agenda

The Chair asked for any deletions, additions, or changes to the Agenda published for the March 14, 2018 meeting.

- No items came forward

4. Adoption of Published Agenda

- a) Wednesday, March 14, 2018 Regular Arts, Culture, and Tourism Committee Meeting
Agenda as published.

Moved by Liz Semperger

Seconded by Steve Bjorkman

(ACT-2018-03-07) That the published agenda for the March 14, 2018 regular Arts, Culture, and Tourism meeting be adopted as presented. **"Carried"**

5. Adoption of Minutes

- a) February 7, 2018 regular Arts, Culture, and Tourism (ACT) Committee meeting.

Moved by Liz Semperger

Seconded by Jason Nagy

(ACT-2018-03-08) That the minutes of the regular Arts, Culture, and Tourism Committee Meeting held February 7, 2018 minutes be adopted as circulated. **"Carried"**

6. Old Business

- a) Standardized Music Series Tip Container Concepts

- Mock up designs of a standardized tip container for the four music series sites as presented by committee members where circulated and discussed;
- Committee had consensus on the elevated top hat design; and
- Cynthia will have her contact review the design and advise committee of feasibility of designing four of the same top hat concepts for having available at the music series in June and will provide the up-date at the next meeting.

- b) BIA Mural and Process Update

- Cynthia provided the committee with the following standardized process for any mural concepts and projects going forward:
 - i. Town Representative to receive verbal approval from building owner and municipal authorities on site selection;

- ii. Develop and/or amend scope of work for tendering the necessary request for quote (RFQ) or request for proposal (RFP) to capture location/style and budget requirements;
 - iii. Report to Council on entering into an agreement with building owner;
 - iv. Pending Council approval and concurrence on entering into an agreement with the building owner, necessary tender documents (RFQ or RFP) can be put out to the public;
 - v. Review tender submissions with committee and Report to Council on committee recommendations to award a proponent and design concept;
 - vi. Develop schedule of work (completion date, installation date et cetera);
 - vii. Enter into an artist agreement pending council's approval to award a proponent.
- Cynthia further advised that she has corresponded with the building owner and once she receives confirmation will proceed with this 'process' for the BIA mural for the site located on the northwest wall of the Essex parkette located at 49 Talbot Street North in Essex; and
 - Cynthia provided a draft of the Scope of Work for the tender and reviewed the same with the committee.

7. New Business

- a) Review Letter of Resolution/Support for Arts Excellence Award
 - Cynthia circulated a draft letter to be signed by the Chair and be circulation to the seven local municipalities;
 - Committee reviewed the letter and suggested a couple additions;
 - Cynthia will make necessary amendments and have put on town letterhead, sign off by the chair and circulate.

8. Next Meeting

- Cynthia advised she will not be at the meeting next month however, will have Jason Jolicoeur attend on her behalf; and
- The next regular meeting of the ACT Committee is scheduled for April 11, 2018 at 5:30 PM Essex Town Hall large boardroom or at the call of the chair, if necessary.

9. Adjournment

Moved by: Jason Nagy

That the meeting of the regular Arts, Culture, and Tourism Committee held March 14, 2018 be adjourned at 6:00 PM.

Peter Youngson, Chair

Janice Aloisio, Recording Secretary