



MINUTES

HIGHLAND GAMES COMMITTEE

SEPTEMBER 16, 2019 @ 7:00 P.M.

Kingsville Arena Room 'B&C', 1741 Jasperson Lane, Kingsville

A. CALL TO ORDER

Doug Plumb called the Meeting to order at 7:00 p.m. with the following persons in attendance:

Members:

Robyn Braybrook-Gard
Patricia Reid Crichton-*arrived at 7:10*
Donald Noels
Helen Noels
Douglas Robinson
Robert Stafford
Matthew Dick
Councilor K. DeYong
H. Brown

Members of Administration:

M. Durocher- Administrative Support

Regrets:

B. Wilson

B. DISCLOSURE OF PECUNIARY INTEREST

D. Plumb reminded the Committee Members that any declaration is to be made prior to each item being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

C. PRESENTATIONS/DELEGATIONS

None

D. AMENDMENTS TO THE AGENDA

1. H. Brown as BIA Rep-Doug Plumb
2. Roberts Rules of Order-Doug Plumb

D. Plumb welcomed H. Brown as the new BIA representative



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- 090-2019** Moved by H. Noels seconded by Councilor K. DeYong to accept the addition of H. Brown as the BIA representative to the Highland Games Committee.

CARRIED

D. Plumb noted that meetings had been quite long, and in an effort to circumvent that, the meetings would now be run under Roberts's rules of order.

- 091-2019** Moved by M. Dick seconded by D. Noels that committee meetings would now be run under Roberts Rules of Order.

CARRIED

E. STAFF REPORTS

1. No report.

F. MINUTES OF THE PREVIOUS MEETING

1. Highland Games Committee Meeting Minutes June 12 2019

- 092-2019** Moved by Councilor K. DeYong seconded by D. Robinson to approve the minutes of June 12 2019 meeting.

CARRIED

2. Highland Games Committee Meeting Minutes July 31 2019

Several changes were requested to the minutes including:

Deputy Mayor Queen to be listed as Guest

Minutes to include that D. Plumb had inquired with the Town Clerk about the inclusion of pictures during the event. D. Plumb has not heard back with regard to this question

- 093-2019** Moved by Councilor K. DeYong seconded by D. Robinson to receive the minutes as amended.

CARRIED



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G. NEW AND UNFINISHED BUSINESS

1. D. Plumb – Tents

D. Plumb indicated that it was desirable to have a single supplier to tents, tables and chairs. An RFP will be sent out to gather quotes with regard to these items.

094-2019 Moved by H. Brown seconded by R. Braybrook-Gard that the committee agree to utilize a single source for Tent, Table and Chair rentals, and furthermore that an RFP be sent out to gather quotes.

CARRIED

2. D. Plumb-Patty Meuser Kristy

D. Plumb suggested P. Meuser Kristy with Graphic Gourmet be used for all print advertising for the Highland Games.

095-2019 Moved by H. Noels seconded by M. Dick to approve the use of P. Meuser Kristy for all print advertising for the Highland Games.

CARRIED

3. D. Plumb – Committee Resignations

D. Plumb indicated that resignations had been received from L. Nelson, T. Omstead and R. Silvius.

096-2019 Moved by B. Stafford seconded by D. Noels to accept the resignations from the committee.

CARRIED

4. Terms of Reference

At the July meeting, conversations took place with regard to a change to the terms of reference. D. Plumb and H. Noels met with J. Astrologo Director of Corporate



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Services to discuss this. J. Astrologo did not recommend it, as in essence you would be firing volunteers from their positions in order to make the drastic reductions as proposed. This would be difficult for council to agree to, as it would result in the "firing" of volunteers.

097-2019 Moved by H. Noels seconded by M. Dick to abandon the proposed changes to the Terms of Reference.

CARRIED

5. D. Noels- Meeting Calendar

A planning and meeting schedule was distributed to the committee outlining upcoming meetings.

098-2019 Moved by B. Stafford seconded by D. Noels to approve the meeting calendar as circulated.

CARRIED

6. D. Noels- Financial Review

D. Noels circulated the financial review of the Highland Games. The current review shows a \$30,000 surplus. D. Noels will be bringing the 2020 budget to the next meeting, once that has been approved he will email the completed budget to the committee and R. McLeod the Director of Financial Services.

099-2019 Moved by B. Stafford seconded by K. DeYong to accept the financial review as circulated.

CARRIED

D. Noels will inquire to determine if the phasor credit has been applied to the account. With regard to accounting, D. Plumb indicated to the committee that anything that had to be paid needs to go directly to D. Noels including any invoices received by Parks and Recreation.

New budget account lines are going to be developed by the committee to allow for increased flexibility.



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7. H. Noels- Plan Development Template

H. Noels circulated a plan development template for all working groups, which needs to be submitted by October 18. H. Noels explained the planning development template and budget recommendations to the committee. H. Noels will send an electronic version of the template to everyone following this meeting.

100-2019 Moved by B. Stafford seconded by H. Noels to accept the planning development template as circulated.

CARRIED

8. Roles and Responsibilities

The committee reviewed the roles and responsibilities template. Councilor K. DeYong requested that the sanitation and garbage portfolio be moved to M. Dicks portfolio site Maintenance. R. Braybrook-Gard indicated that she would be happy to look after the water buggy as she had experience with that last year. Councilor K. DeYong will work with M. Dick to get volunteers for Sanitation and Garbage.

101-2019 Moved by Councilor K. DeYong seconded by R. Braybrook-Gard to accept the amended roles and responsibilities template.

CARRIED

9. Meeting Schedule

The meeting schedule was circulated to committee members.

102-2019 Moved by B. Stafford seconded by M. Dick to accept date of the next meeting as proposed.

CARRIED



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H. NEXT MEETING DATE

1. The next meeting of the Highland Games Committee is scheduled for October 22 2019.

I. ADJOURNMENT

103-2019 Moved by H. Brown seconded by D. Noels to adjourn this Meeting at 7:45 p.m.

CARRIED


CHAIR, D. Plumb


RECORDING SECRETARY,
M. Durocher