



## **The Corporation of the Township of Seguin Recreation and Culture Agenda**

**Wednesday, November 20<sup>th</sup>, 2024 at 7:00 pm**

**Township of Seguin Municipal Office Council Chambers and by  
electronic participation**

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- 1. Call to Order and Approval of the Agenda. ®**
- 2. Declaration of Possible Pecuniary Interest.**
- 3. Adoption of Draft Minutes of October 16<sup>th</sup>, 2024 (see attached). ®**
- 4. CAO - Jason Inwood – Feedback Form (see attached). Hard copies will be available at the meeting.**
- 5. Passport Idea - Update.**
- 6. Turkey Dinner (December 7<sup>th</sup>, 2024) - Update.**
- 7. New Years Eve - Update.**
- 8. Halloween Howl – Recap. ®**
- 9. Christmas Markets.**
- 10. Parry Sound Santa Claus Parade.**
- 11. Kids Christmas Party.**
- 12. Calendar for Events 2025 (see attached). Hard copies will be available at the meeting.**
- 13. Schedule of Meetings 2025. ®**
- 14. Adjournment. ®**



# The Corporation of the Township of Seguin

## Recreation and Culture Committee

### Draft Minutes of Wednesday, October 16<sup>th</sup>, 2024

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A meeting of the Township of Seguin Recreation and Culture Committee was held October 16<sup>th</sup>, 2024 at the Township of Seguin Municipal Office Council Chambers and by electronic participation.

The following Members were present:

- Janet Borneman, Chair (Council Chambers)
- Sue Coxhead (Council Chambers)
- Sam Fraser (Council Chambers)
- Cathy Lucas (Council Chambers)
- Terri Retzler (Council Chambers)
- Donald Sanderson (videoconference)
- Councillor Gail Finson (videoconference)

Staff present:

- Kara Duggan (Council Chambers)
- Valerie Iancovich (videoconference)
- Donna McLeod (Council Chambers)
- Dominique O'Brien (videoconference)
- Forrest Pengra (videoconference)

Regrets were received from:

- Ken Adams

Absent Members:

- Kristine Camero
- Laurie McDonald

- Councillor Terry Fellner

**Resolution No. 2024-035**

**Moved by:** Terri Retzler

**Seconded by:** Sam Fraser

“**THAT** we do now convene this Regular Meeting of the Township of Seguin Recreation and Culture Committee at 7:11 pm and approve the Agenda as amended.”.

**CARRIED**

**Approval of Agenda.**

After the meeting was called to order, the Chair requested approval of the Agenda. The Agenda was approved as circulated, with the addition of Parry Sound Santa Claus Parade, Mystery Dinner Theatre Performance and Kids Christmas Party.

**Disclosure of Pecuniary Interest.**

The Chair requested the disclosure of any possible pecuniary interests, none were declared.

**Resolution No. 2024-036**

**Moved by:** Cathy Lucas

**Seconded by:** Terri Retzler

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby approve the Minutes of the Committee Meeting of September 25<sup>th</sup>, 2024 as circulated.”.

**CARRIED**

**Social Media**

Forrest Pengra and Valerie Iancovich gave the pros and cons of how the SRCC would like to communicate their events. Forrest Pengra and Valerie Iancovich are willing to work with the SRCC regarding formalizing events to the Township and using all of the Township’s platforms and maximizing the effectiveness of communication.

**Action Item:**

**Valerie Iancovich has developed a form which she will send to Donna McLeod and in turn will be distributed to the SRCC members.**

**Passport Idea – Update.**

This item was deferred to the next meeting.

**Turkey Dinner (December 7<sup>th</sup>, 2024) – Update**

This item was deferred to the next meeting.

**Action Item:**

**Janet Borneman will contact Terry Fellner regarding having a chef for the dinner.**

**New Years Eve – Update**

This item was deferred to the next meeting.

**Halloween Howl – Update**

Terri Retzler informed the SRCC that everything is falling into place with new events being added.

**Christmas Markets**

The Orrville Christmas Market has been moved to Saturday, November 9<sup>th</sup>, 2024 from 10:00 am to 2:00 pm. The Foley Christmas Market is scheduled for Saturday November 23<sup>rd</sup>, 2024 from 10:00 am to 2:00 pm.

**Parry Sound Santa Claus Parade**

Kara Duggan informed the SRCC that the Santa Clause Parade is November 30<sup>th</sup>, 2024 at 12:00 pm and the holiday train will be arriving early evening. The theme is I Will Be Home for Christmas with Seguin putting in a float. Kara Duggan is looking for volunteers to help with the float. Cathy Lucas informed the SRCC that Soup for the Soul for Hospice will be running at the new time.

**Action Item:**

**Gail Finnson would like to help with the float.**

**Murder Mystery Dinner Theatre Performance**

The SRCC approved the expenses of Sue Coxhead for the Murder Mystery Dinner Theatre Performance.

**Resolution No. 2024-037**

**Moved by:** Sam Fraser

**Seconded by:** Terri Retzler

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby approve payment to Sue Coxhead for an invoice from Jolly Roger Inn & Resort in the amount of \$280.24 for accommodations regarding Mystery Dinner Theatre Performance and Walmart invoices for \$141.37 for a total of \$421.61.”

**CARRIED**

**Kids Christmas Party**

The Orrville Christmas Party will be on Saturday December 14<sup>th</sup>, 2024 from 1 pm to 3 pm. Events are being organized. The library is willing to collaborate with this event.

**Action Item:**

**Stefanie Veneranda will get in touch with the working group.**

**Resolution No. 2024-038**

**Moved by:** Sam Fraser

**Seconded by:** Sue Coxhead

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby appoint Sue Coxhead, Sam Fraser, Terri Retzler, Julie Green-Snyder and Lori Wylie to the Kids Christmas Party working group and set the budget at \$1500.00.”

**CARRIED**

**Resolution No. 2024-039**

**Moved by:** Sue Coxhead

**Seconded by:** Sam Fraser

**“THAT** the Township of Seguin Recreation and Culture Committee does hereby adjourn at 8:00 pm to meet again on November 20<sup>th</sup>, 2024 at 7:00 pm or at the call of the Chair.”.

**CARRIED**

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**Janet Borneman,  
Chair**

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**Donna McLeod,  
Clerk’s Department**



**Committees of Council  
Feedback Form  
November 6, 2024**

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In 2022, Seguin Township updated its model for official Committees of Council. At this two-year mark, we are soliciting feedback from all who are actively involved in these committees, including volunteers and staff, to gauge what is working, and what potential improvements we might explore.

1. What committee(s) are you involved in  
Finance Committee  
Recreation and Culture Committee  
Business Association
2. What is your role with the committee?  
Volunteer  
Staff
3. How long have you been a member of an official Seguin Township Committee? Please include any time you were involved before the new model was introduced, if applicable.
4. Rate your overall satisfaction with your committee's operations, with 10 being the highest level of satisfaction.  
1-10
5. Does the committee have clearly defined roles and responsibilities for each volunteer and staff member?  
Yes  
No

**Somewhat**

**6. Do you think the committee would benefit from more clearly defined roles and responsibilities for staff and volunteers?**

**Yes**

**No**

**Unsure**

**7. Does the committee have clearly defined processes, and work plans to ensure projects are successful?**

**Yes**

**No**

**Somewhat**

**8. Do you think the committee would benefit from more clearly defined processes, and work plans to ensure projects are successful?**

**Yes**

**No**

**Unsure**

**9. How would you rate your committee's success to date at achieving its goals and objectives as described in its terms of reference.**

**Excellent**

**Very Good**

**Good**

**Poor**

**10. Please provide a short explanation for your answer. What are some examples of successes and/or struggles?**



**11. How would you rate the dynamic of the committee?**

**Excellent – Committee members demonstrate extraordinary cooperation, coordination and teamwork.**

**Good - Committee members demonstrate adequate cooperation, coordination and teamwork.**

**Poor – Committee members struggle with cooperation, coordination and teamwork.**

**12. In your opinion, what changes might further enhance the efficiency and success of your committee's objectives?**

# January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>new yrs Day</i>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 <i>Valentines</i>	22
	23 <i>Family Day</i>	24	25	26	27	28

# March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>St. Patrick's</i>	25	26	27	28	29
30	31					





# June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat	7
	1	2	3	4	5	6	
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

Father's Day





# August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 <i>Civic Holiday</i>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	7	8 <i>Labour Day</i>	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			27

# October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20 <i>Thanksgiving</i>	21	22	23	24
	26	27	28	29	30	31
						4

# November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 <i>Remembrance</i>	19	20	21	22
23	24	25	26	27	28	29
30						

# December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31	Christmas Boxing Day	
						6