



The Corporation of the Township of Seguin

Recreation and Culture Committee Agenda

Wednesday, December 18th, 2024 at 7:00 pm

Township of Seguin Municipal Office Council Chambers and by electronic participation

- 1. Call to Order and Approval of the Agenda. ®**
- 2. Declaration of Possible Pecuniary Interest.**
- 3. Adoption of Draft Minutes of November 20th, 2024. ®**
- 4. Passport Idea – Update.**
- 5. Turkey Dinner – Recap.**
- 6. New Years Eve – Update.**
- 7. Foley Christmas Market – Recap.**
- 8. Kids Christmas Party - Recap.**
- 9. Calendar for Events 2025.**
- 10. Committee of Council Feedback form (see attached).**
- 11. Communication Policy for Committee - Update.**
- 12. Other Business.**
- 13. Adjournment. ®**



The Corporation of the Township of Seguin

Recreation and Culture Committee

Draft Minutes of Wednesday, November 20th, 2024

A meeting of the Township of Seguin Recreation and Culture Committee was held November 20th, 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)
- Laurie McDonald (videoconference)
- Terri Retzler (Council Chambers)
- Councillor Ken Adams (Council Chambers)
- Councillor Terry Fellner (Council Chambers)
- Councillor Gail Finnsen (Council Chambers)

Staff present:

- Kara Duggan Council Chambers
- Jason Inwood, Chief Administrative Officer (Council Chambers)
- Donna McLeod, (Council Chambers)
- Dominique O'Brien (videoconference)

Regrets were received from:

- Kristine Cameron

Absent Members:

- Donald Sanderson
-

Resolution No. 2024-040

Moved by: Gail Finnon

Seconded by: Ken Adams

“**THAT** we do now convene the Regular Meeting of the Township of Seguin Recreation and Culture Committee at 7:00 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 Improvements Orrville Community Centre and Communication Policy for Committee.

Disclosure of Pecuniary Interest.

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

Resolution No. 2024-041

Moved by: Sam Fraser

Seconded by: Terri Retzler

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby approve the Minutes of the Committee Meeting of October 16th, 2024 as circulated.”.

CARRIED

The CAO provided Members with a Committees of Council Feedback form that has been developed for all Seguin Committee Members to complete. For the Recreation and Culture Committee, the goal is to gain Member’s feedback on whether the Committee is achieving the objectives set out in the Terms of Reference and whether the Committee is participating in the way that was anticipated.

Action:

- **Committee Members to complete the Committees of Council Feedback form and provide the completed forms to Donna McLeod within the next week.**
- **Donna McLeod to consolidate Committee Member's comments to be able to provide the Committee with feedback from the survey.**

Passport Idea – Update.

This item was deferred to the next SRCC meeting.

Turkey Dinner (December 7th, 2024) – Update

Terry Fellner gave an update on the upcoming Turkey Dinner. Everything seems to be in place.

Action Items:

- **Committee members send their requests to Facilities who in turn will prepare a work order to have equipment and supplies checked before the dinner.**

New Years Eve – Update

This will be a family night from 4:00 pm to 8:00 pm including indoor crafts. They will be barbecuing hotdogs, bonfire with fireworks. Weather permitting there could be outdoor activities.

Action Items:

- **Valerie Iancovich will create a poster.**
- **Terry Fellner will speak to Mike Ferris regarding lighting the fireworks off.**

Halloween Howl – Recap

Terri Retzler informed the SRCC that this event was a success with having between 140-150 kids. This year there were sponsors.

Resolution No. 2024-042

Moved by: Sue Coxhead

Seconded by: Gail Finnson

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby approve payment to Terri Retzler in the amount of \$1551.35 for expenses from Halloween Howl.”.

CARRIED

Resolution No. 2024-043

Moved by: Ken Adams

Seconded by: Gail Finnson

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby approve payment to Samantha Fraser in the amount of \$462.24 for expenses from Halloween Howl.”.

CARRIED

Christmas Markets

Sue Coxhead informed the SRCC that this event was a success. This event will be held November 8th, 2025. Cathy Lucas informed the SRCC that the Foley Market is scheduled for Saturday, November 23rd, 2024 from 10:00 am to 2:00 pm.

Parry Sound Santa Claus Parade

Kara Duggan informed the SRCC that the float is in the garage and if anyone can help let Kara Duggan know. The parade will be at 12:00 pm.

Kids Christmas Party

Sue Coxhead gave an overview of events planned for the Kids Christmas Party. There will be a magician and Santa. Everything is coming along.

Resolution No. 2024-044

Moved by: Gail Finnson

Seconded by: Sue Coxhead

“**THAT** the Township of Seguin Recreation and Culture Committee approve payment to Terri Retzler in the amount of \$45.96 for expenses from the Kids Christmas Party.”.

CARRIED

Calendar of Events for 2025

It was decided the calendar would not be updated at this meeting.

Action Item:

- **Please send your list of events to Donna McLeod so she can update the monthly calendar.**

Schedule of Meetings 2025

Resolution No. 2024-045

Moved by: Sue Coxhead

Seconded by: Ken Adams

“**THAT** the Township of Seguin Recreation and Culture Committee does hereby adopt the following Schedule of Regular meetings for the Seguin Recreation and Culture Committee.

Wednesday, January 15th, 2025 @ 7:00 pm
Wednesday, February 19th, 2025 @ 7:00 pm
Wednesday, March 19th, 2025 @ 7:00 pm
Wednesday, April 16th, 2025 @ 7:00 pm
Wednesday, May 21st, 2025 @ 7:00 pm
Wednesday, June 18th, 2025 @ 7:00 pm
Wednesday, July 16th, 2025 @ 7:00 pm
Wednesday, August 20th, 2025 @ 7:00 pm
Wednesday, September 17th, 2025 @ 7:00 pm
Wednesday, October 15th, 2025 @ 7:00 pm
Wednesday, November 19th, 2025 @ 7:00 pm
Wednesday, December 17th, 2025 @ 7:00 pm.”.

CARRIED

Improvements Orrville Community Centre

Sue Coxhead informed SRCC that kitchen items and equipment need to be addressed.

Action Item:

- **Dominique O’Brien has asked the SRCC members to send their concerns to Dominique and a work order will be prepared to rectify the issues.**
- **Kara Duggan will bring up ordering a chair dolly with Dominique O’Brien.**
- **Dominique O’Brien will schedule a steam cleaning of chairs.**

Communication Policy for Committee

Terry Fellner would like to see the process upgraded to advertising events. Terry Fellner would like to see one person from the SRCC to look after completing form and submit for advertising. This item will be addressed at the next SRCC meeting.

Action Item:

- **Kristine Cameron is willing to spear this up.**

Resolution No. 2024-046

Moved by: Terry Fraser

Seconded by: Ken Adams

“THAT the Township of Seguin Recreation and Culture Committee does hereby adjourn at 8:25 pm to meet again on December 18th, 2024 at 7:00 pm or at the call of the Chair.”.

CARRIED

**Janet Borneman,
Chair**

**Donna McLeod,
Clerk’s Department**

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					

April 2025

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

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	30
						31

Mother's Day

Victoria Day

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

July 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	25
						26
	27	28	29	30	31	

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



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

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?