

Corporation of the Municipality of South Huron

**Exeter Rodeo Committee
Agenda**

**Tuesday, July 16th, 2019
7:00 PM – 9:00 PM**

South Huron Recreation Centre

1. Call To Order

2. Agenda

Recommended Motion:

That the Agenda for July 16th, 2019 be approved as presented.

3. Disclosure of Pecuniary Interest and the General Nature Thereof

4. Minutes

Recommended Motion:

That the minutes of July 3rd, 2019 be adopted as presented.

5. Business Arising from the Minutes

6. Business to be Discussed

6.1 Council meeting updates

6.2 Work Planning updates:

- Facilities and Grounds
- Marketing and Promotion
- Vendors
- Sponsors and Financial
- Special Weekend Activities and Entertainment
- Attendance & Visitor Data Collection

6.3 Planning for Exeter Rodeo 25th Anniversary in 2021

6.4 Unfinished Business

7. Committee Updates

8. Correspondence

9. Adjournment

Recommended Motion:

That the Exeter Rodeo Committee hereby adjourn at _____ to meet again on _____ at _____ PM or at the Call of the Chair.

Corporation of the Municipality of South Huron

**Exeter Rodeo Committee
Minutes**

**Wednesday, July 3rd, 2019
7:00 PM – 9:00 PM**

South Huron Recreation Centre

Present: Steve Clarke (Chair), Scott Nickles, Jo-Anne Fields, Mike Clarke, Dave Marshall, Georgia Athanasiou, Brenda McCarter, Jim Dietrich, Dennis Gower

Lions Club Present: Paul Scott, Mark Keller, Craig Glavin, BJ Theophilopolous

Staff: Scott Currie

1. Call To Order

The Chair called the meeting to order at 7:04 PM

2. Agenda

Add item 5.2 – *Clarifying Event Fees*

Motion: 24-2019

Moved: Dietrich

Second: Fields

Disposition: Carried

That the Agenda for July 3rd, 2019 be approved as amended.

3. Disclosure of Pecuniary Interest and the General Nature Thereof
None.

4. Minutes

Motion: 25-2019

Moved: M. Clarke

Second: Fields

Disposition: Carried

That the minutes of June 5th, 2019 be adopted as presented.

5. Business Arising from the Minutes

5.1 Insurance needs of Rodeo Committee: staff update

Municipality's insurance provider has returned with recommendations that staff will follow up with:

- Revisions to contract with respect to insurance, indemnification and waiver sections of the agreement
- To have municipality's legal team review the contract
- That the event grounds are inspected by staff as close as possible to the event and after the event to identify any hazards that should be addressed and that the inspections are clearly documented by staff.
- Establish a volunteer management plan to ensure compliance with the municipality's duty of care.
- A record retention schedule for certificates of insurance and waivers for a minimum of at least 7 years due to the possibility of minors competing in the event (the two year limitation period begins once the minor turns 18).

5.2 Clarifying event fees

The Committee discussed fees at the April 18th meeting, however, the information recorded and approved in the minutes was incomplete. The Committee discussed and clarified the 2019 fee structure. The Committee agreed on reducing youth pricing to off-set the increased price to adults, effectively causing no net cost increase for a family of four as the goal is to encourage families to attend the event.

Motion: 26-2019

Moved: Fields

Second: Gower

Disposition: Carried

That the following fee schedule be adopted for 2019.

	Advanced Tickets	Gate Tickets
Adult (13+)	\$20	\$25
Youth (6 – 12)	\$10	\$10
5 and under	Free	

6. Business to be Discussed

6.1 Municipal Clerk discussing committee's Terms of Reference, municipal policies

The Municipal Clerk provided information to the Committee regarding options to revise the Terms of Reference, as well as an introductory briefing on the Code of Conduct Policy, Municipal Conflict of Interest, MFIPPA and Privacy Breach Protocol.

6.2 Council meeting updates
None.

6.3 Work Planning updates:

- Facilities and Grounds
 - Staff will inspect the condition of the rodeo stands
- Marketing and Promotion
 - RMG marketing products are being shipped early next week
 - Signs are going up
 - Road banner will go up after the Sidewalk Sale
 - Ticketweb link is about to go live
 - Digital marketing using Post Media package
 - CKNX radio package purchased
 - Facebook ads will be used; Facebook 'event' will be created – G. Athanasiou will coordinate with staff
 - Chair will act as the event spokesperson
- Vendors
 - **Confirmed with Contract:**
 - OMG Snacks
 - Gators Grub
 - Di's Fries
 - Leo's Ice Cream
 - Lemonade Lounge
 - Canadian Forces Recruitment
 - **Contracts Out but not returned to date:**
 - Jennifer Tuff - DIY Stuff
 - Glendale Farms
 - Wild Wild West
 - Kicking Cowgirls
- Sponsors and Financial
 - Sponsorships continue to roll in. So far the following have confirmed:
 - Exeter Chrysler - Laramie Limited Sponsor
 - Crabby Joe's - Laramie Limited Sponsor and sponsor of loonie search
 - Ulch Trailer Sales - Laramie Sponsor
 - JMR Electric Ltd - Laramie Sponsor
 - Denfield Livestock - Laramie Sponsor
 - Hamilton's Machine Shop - Big Horn
 - Exeter Lions Club - Big Horn
 - MNP - Outdoorsman
 - Microage Basics - Outdoorsman
 - Canadian Tire - SLT
 - South Huron Office Solutions - SLT
 - Mike's Signs - SLT
 - Exeter Produce and Storage Ltd - SLT
 - Andex Metal Products Ltd - SLT

- Haugh Tire - SLT
- Kenpal Farm Products Inc - SLT
- Special Weekend Activities and Entertainment
- Attendance & Visitor Data Collection
 - Crowd counters will be purchased to use at entrances

6.4 Planning for Exeter Rodeo 25th Anniversary in 2021

- No discussion

6.5 Unfinished Business

- D. Gower to approach Huron Tractor to supply a tractor and two small gators to arrive to SHRC Thursday, August 8th
- D. Gower will take responsibility for watering the stock during the weekend
- The Committee discussed the Municipality inviting the MP and MPP to the event

Motion: 27-2019

Moved: Dietrich

Second: Gower

Disposition: Carried

That the committee requests the Municipality to send invitations to the MPP and MP for Huron-Bruce to attend the event.

7. Committee Updates

None

8. Correspondence

None

9. Adjournment

Motion: 28-2019

Moved: Fields

Second: M. Clarke

Disposition: Carried

That the Exeter Rodeo Committee hereby adjourn at 7:49 PM to meet again on July 16 at 7:00 PM at the South Huron Rec Centre or at the Call of the Chair.