

Arts, Culture and Tourism Committee Meeting

The Arts Culture and Tourism (ACT) Committee meets in session this 13th day of May, 2020, by way of Zoom Video Conferencing.

The Chair, Anthony Paniccia called the meeting to order at 4:35 PM and welcomed all committee members.

1. Roll Call

Present: Anthony Paniccia, Chair

Patti Oshar, Vice Chair

Diane Quinn-Ouellette

Tracy Armstrong

Grant Maguire

Jeannette Kervoelen

Councillor Steve Bjorkman

Also Present: Cynthia Cakebread, Manager, Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk

Regrets: Joseph Cornwall

2. Introduction and Welcome of New Members

- Introductions were provided by all staff and committee members in attendance with a brief description of themselves;
- The Chair welcomed the new members to the committee

3. Declarations of Conflict of Interest

- None stated

4. Adoption of Published Agenda

- That the May 13, 2020 Zoom Video Conferencing Agenda be received as circulated.

Moved by: Steve Bjorkman

Seconded by: Tracy Armstrong

(ACT20-05-007) That the agenda of the Wednesday, May 13, 2020, 2020 Arts, Culture and Tourism Committee Zoom Video Conferencing meeting be adopted as presented. **"Carried"**

5. Adoption of Minutes

- Minutes of February 12, 2020

Moved by: Tracy Armstrong

Seconded by: Steve Bjorkman

(ACT20-05-008) That the minutes of the Wednesday, January 8, 2020, Arts, Culture and Tourism Committee meeting be adopted as circulated. **"Carried"**

6. Unfinished Business

a) Explore Eats Essex Update

- Tracy provided the committee with the concept of the Explore Eats Essex which was originally scheduled to commence in October through November;
- Discussion on the concept also including the potential of parties submitting restaurant receipts attached to a ballot they submit by dropping off in the drop box at one of our municipal locations in order to validate an entry for the prizes available for this event in order to be able to proceed on the same timelines as previously discussed merely by a tweak in the promotional material;
- Details of 'how we can do this event differently' to be brought forward to next committee meeting;

- Tracy advised that she initially contacted several area restaurants she assumed where 'Essex' without having the exact town boundaries and advised that one such location, Wolfhead Distillery and Restaurant, having an Amherstburg address, immediately said they would be interested in participating in our event and were the first to have mailed her the gift certificate for the prize basket;
- Tracy said that information she found showed their address in Essex and also their return envelope address had an Essex address but other sources found, show it to be Amherstburg;
- Discussion by the committee ensued as to whether to include or admit the error and return their gift certificate to Wolfhead, with the decision to include them this year as they were directly solicited and in the future, only restaurants physically within the town boundaries will be included in future events;

Moved by: Tracy Armstrong

Seconded by: Jeannette Kervoelen

(ACT20-05-009) That Wolfhead Distillery and Restaurant, although technically an Amherstburg restaurant, be allowed to participate in this years event as they were directly solicited and that in the future, only restaurants within the 'Essex' boundaries be included in our Explore Eats Essex event. **"Carried"**

- Tracy advised that initial contact with the restaurants she spoke with advised that their optimal timing that would be most beneficial to them was during October and November and that given the issues of the day, she will follow-up with these restaurants again to inquire if this timing has changed given so many restaurants and businesses have suffered such significant lose of business due to the Covid-19 pandemic and will bring their responses to the next meeting;
- Tracy to also ask of these restaurants if their timing of us hosting the event would be different than initially indicated and if there is a different way we could host this event that would better promote walk-in, delivery or pick-up traffic for them and advise committee at next meeting;

b) Tune Up The Parks Update

- Cynthia advised that past performers have been contacted and booked their requested dates between the two site locations from the beginning of June through to the end of August;
- Discussion by committee was had regarding a different delivery of this event;

Moved by: Tracy Armstrong

Seconded by: Patti Oshar

(ACT20-05-010) That the regularly scheduled Tune-Up-the Parks events move to artist submitted prerecorded 'Watch Parties' streamed from the Town's website until such time as the Provincial Guidelines allow our regular in-person – in the parks format to resume in the future. **"Carried"**

- At this time, due to the circumstances of the day, booked performers will be contacted and invited to submit a pre-recorded submission that will be available to view on the scheduled Monday or Wednesday dates until such time as the Province open parks and events to larger gathering numbers;
- If the artist wishes to set up a method to receive 'tip' during the viewing sessions, they are invited to do so on their own and the town will promote accordingly, however, the town is not in a position to receive any tips on behalf of artists at this time;
- Committee members will pre-record the introductions for the various scheduled artist once artist who submit a pre-recording; and
- Cynthia advised that the majority of dates for Essex's Heritage Park have been booked with a number of available dates for the Colchester Monday night location and that any interested parties are to book through Janice as usual until such time as we can return to the regular 'in-person' format.

c) Fall/Winter Christmas Community Engagement Event

- A brief description of the event was provided for the new members;

- As few plans or details around the event have been discussed, Cynthia asked Diane to working out a 'critical path' and present it to the committee at the next meeting for further committee discussion;
- Cynthia also indicated to any new members if they wish to help on any of the future ACT events, to contact either Tracy or Diane directly and let them know;
- Jeannette indicated she would like to help with the Explore Eats Essex event.

d) ACT Committee Golf Shirt Update

- Cynthia advised that the gulf shirts have not been ordered as yet and will be submitted with the next order by the town;
- Committee members advised of the size of shirt requested.
- Once shirts arrive, they will be sent out to be embroidered with the Town and ACT Committee logos as discussed previously.

e) Tune Up the Parks Advertising Banner Status

- Cynthia provided the committee with the mock up designs for the two locations the summer music series will occur in which are identical save for the stated location on them;
- She will have her staff price the banners and have the price available for the next meeting.

f) Essex Kite Fest Update – Cynthia

- The Committee is committed to this event as there are enough materials left over from last year's event and is set to go as previously discussed within the guidance of Provincial regulations of the day and tweak according to any measures regarding the social distancing and gatherings for some time in the fall.

7. New Business

a) Windsor Symphony Quintet Performance

- Cynthia advised that she has been in touch with the Windsor Symphony Quintet and they have indicated their interest in performing in the Essex Heritage Gardens on Saturday, August 29, 2020 and indicated their fee is within the committees budget allowance for such events and that she just requires committee approval to proceed.

Moved by: Patti Oshar

Seconded by: Tracy Armstrong

(ACT20-05-011) That the Windsor Symphony Quintet be given authorization to perform and the fee for the event not to exceed \$750. and be provided through the Committee's approved budget for 2020. **"Carried"**

b) September Planning Initiatives Meeting

- Cynthia advised the committee that she would like to see the committee have a two year 'initiatives' planning session at the September meeting to establish timelines and schedule events in for 2021 and 2022 so the committee has a plan in place of various events the committee is hosting and to continue thereafter with each subsequent year.

8. Next Scheduled Meeting

- Next scheduled meeting is set for Wednesday, June 10 with the meeting time and facilitation of the meeting to be determined pending current regulations of the day at the time of implementing an agenda.
- Patti advised that she may have a conflict in the future with meeting dates and times due to her new job however, we will adjust accordingly when this arises for any date and time change.

9. Adjournment

Moved by: Tracy Armstrong

Seconded by: Grant Mcguire

(ACT20-05-012) That this meeting adjourns at 5:38 PM. **"Carried"**

Anthony Paniccia, Chair

Janice Aloisio, Recording Secretary