



## HISTORICAL ADVISORY COMMITTEE

### MINUTES

Held Monday, September 23, 2013 @ 2:00 p.m.  
Classroom, Town Hall

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**PRESENT:** Nancy Ludlow  
Lindsay Neale  
Rod Reynolds  
Mary Watson, Archivist  
Twyla Nicholson, Clerk

**ABSENT:** Marilyn Beecroft  
Ron Anderson, Councillor

#### 1. CALL TO ORDER

The Clerk, Twyla Nicholson, called the meeting to order at 2:00 p.m.

#### 2. DISCLOSURE OF PECUNIARY INTEREST - None

#### 3. MINUTES OF LAST MEETING - None

#### 4. DEPUTATIONS/PRESENTATIONS - None

#### 5. UNFINISHED BUSINESS - None

#### 6. SUB-COMMITTEE REPORTS - None

#### 7. NEW BUSINESS:

##### a) Staff/Council Update

##### i) Terms of Reference Review/Budget

- The Clerk reviewed the Terms of Reference with the Committee.
- The Budget for 2014 will be proposed to remain at \$2,000 which will cover Committee expenses and assist with projects under consideration.

##### ii) FOI Consent/Accessible Customer Service

- The Clerk reminded the Committee members to submit their FOI Consent forms and sign off sheet for Understanding Accessible Customer Service.

##### iii) Membership

- Still one vacancy; Town will continue to solicit membership
- Meetings will go ahead with six (6) members until the vacancy is filled

**iv) Future Projects/County of Simcoe Grant**

- Committee briefly discussed the \$5,000 grant provided by the County of Simcoe to the former Heritage Advisory Committee in 2012
- In order to keep the grant, Committee will need to consider projects proposed by the former Heritage Advisory Committee
- Clerk will provide grant information and Heritage Advisory Committee minutes to the Committee for review

**b) Appoint Chair, Vice Chair, Secretary**

Moved by L. Neale, Seconded by M. Watson

THAT the Historical Advisory Committee appoints the following:

- Chair – Mary Watson
- Vice Chair – Nancy Ludlow
- Secretary – Rod Reynolds

CARRIED

- Twyla will send the members a list of email addresses for the Committee members
- Chair will draft the Agenda and send out to membership the Thursday prior to the meetings; send any agenda items directly to Mary; deadline for Agenda items is the Thursday at noon prior to the meetings
- Copy the Clerk on all correspondence
- Clerk to send information to Mary on the Agenda/Minutes process
- Secretary drafts minutes, forwards to Chair for review; minutes to be forwarded to Clerk for review; Clerk will send back to Chair; Chair to send out Agenda with minutes attached to be discussed at the next Committee meeting; once accepted by Committee, Clerk will forward to General Government Committee for information

**c) Schedule Monthly Meeting Dates and Times**

Moved by N. Ludlow; Seconded by L. Neale

THAT the Historical Advisory Committee meetings be scheduled for the fourth Monday of every month at 2:00 p.m., except July, August, and December.

CARRIED

- It was noted that it's easier for everyone's schedule to have set meeting dates; however, if a meeting is not required, it can be cancelled.
- Meetings will be at the call of the Chair, if required in July and August.
- The next meetings are scheduled for October 28<sup>th</sup> and November 25<sup>th</sup>

**8. ITEMS FOR FUTURE MEETINGS:**

- Future Projects/County of Simcoe Heritage Committee Grant

**9. DATE OF NEXT MEETING**

Monday, October 28, 2013 @ 2:00 p.m. in the Classroom, Town Hall

*Future meeting – November 25/13*

**10. ADJOURNMENT**

The Chair adjourned the meeting at 2:50 p.m.