



**Meeting Minutes**  
**Community Participation & Volunteerism Committee**  
**Thursday, December 13<sup>th</sup>, 2018**  
**5:30 PM**

**Committee Members Present:**

Bonnie Mahaney, Chair / Public Member  
Julie Ferguson, Secretary / Town Staff Member  
Mary Ayer / Public Member  
Joy Williams / Public Member  
Robin Walker / Public Member  
Holly Renaud / Public Member  
Cheryl Bower / Public Member  
Deby Varner Macalpine / Public Member  
Mayor Karen Mattatall / Council Member

**Regrets:**

Deputy Mayor Harold Locke / Council Member

**1. Call to Order**

Chair Mahaney called the meeting to order at 5:33pm.

**2. Approval of Agenda**

**Walker - MacAlpine**

THAT the Agenda for the Regular Meeting of the Community Participation & Volunteerism Committee for Thursday, December 13<sup>th</sup>, 2018 be approved with the addition of items 7(a) Town Decorations and item 7(b) Cadets Clean-up.

**CARRIED**

**3. Approval of Minutes**

**Walker - Ayer**

THAT the Minutes of the Regular Meeting of the Community Participation & Volunteerism Committee held on Thursday November 8<sup>th</sup>, 2018 be approved as presented.

**CARRIED**

**4. Delegations**

**None**

**5. Correspondence**

**None**

**6. 2018 Action Plan / Old Business**

**(1) Recruit Committee Members who represent or are affiliated with community groups.**

**a) Committee Membership**

The committee is now at full membership.

**(2) Utilize traditional/social media and Town website to promote/support voluntary sector.**

**b) Volunteer of the Month**

Committee Members confirmed the Volunteers for the Month for January, February and others were added to the list for future months in 2019.

**(3) Arrange training and support for volunteers and non-profit organizations**

Nothing to report.

**(4) Encourage participation in the community by individuals and groups.**

**c) Guild Hall Season 2019**

Julie Ferguson gave a report to the Committee regarding the Guild Hall Season 2019. She will try to gather some more members to the Guild Hall Working Group once again but as there is only one member, Chett Buchanan, she asked if the CP & V Committee would be willing to go over applications for scoring. The committee agreed. The Guild Hall season is waiting on word from the Municipality of the District of Shelburne and the Atlantic Lotto Corporation for funding.

**(5) Support Local Events (eg. Volunteer Week, Town Wide Yard Sales, Decorations Judging)**

**d) Municipal Awareness Week Report**

Julie Ferguson gave a report on the Municipal Awareness Week activities. The bus for the Infrastructure Tour would not start on the morning of the tour which resulted in the tour only taking place at the fire hall and town office. There were 4 people in attendance. The quiz was a great success with close to 200 participants. The average score was 37%. It was agreed that the quiz should be done again next year as a fun way of educating the public.

**e) Shelburne Celebrates Christmas Report**

Robin Walker gave a report on the Shelburne Celebrates Christmas activities. There were 220 people in attendance for the Breakfast with Santa and 118 presents were handed out. The weather for Santa at the Guild Hall may have affected the turnout but they had 90 kids at that event. The Christmas Parade had between 12-15 floats this year. Committee members noted the need for the parade to slow down, leave more space between floats and have only 1 Santa in the parade. Karen Mattatall mentioned that Town Staff are currently working on amendments to the Street Activity Policy that could add safety measures to the parade. The House Tours, held by the Re-enactment Society, were also successful with over 100 tickets sold. Robin Walker told the committee that she hopes to form a Christmas Working Group to help with hosting events next year.

**f) Christmas Lights Contest Update**

Robin Walker reported that the Christmas Lights Contest is organized and moving along well. To date, there are 9 houses registered in Shelburne and 2 businesses. She believes that the Municipality of the District of Shelburne also has at least 8 houses registered.

**g) New Year's Levee Update**

Robin Walker reported on the New Year's Levee. She had visited the United Church Hall and is very pleased with the setup and décor. Bob Vacon is scheduled for entertainment this year. Bonnie Mahaney will be the contact person if Robin needs to get into the hall and will also hand out the awards for the lights contest at the event.

**Mattatall – Ayer**

THAT the New Year's Levee be held from 12-2pm in future years rather than 1-3pm.

**CARRIED**

**h) Volunteers – year end video, prizes for 2017, April's Awards Ceremony**

Julie Ferguson reported that the video is ready and will be launched this week on the Town's Vimeo channel. Prizes for 2017 are still in Julie's office. As some were collected while she was away, there is no record of who has collected their award. Members were urged to remind volunteers that their prizes are at the Town Office. The April Awards Ceremony is still being planned as the Community Centre is undergoing repairs. If the centre is not available by that time, other arrangements will need to be made.

**(6) Make recommendations to Council concerning operating and capital spending**

Nothing to report

**7. New Business**

**a) Town Decorations**

Holly Renaud and Bonnie Mahaney both had inquiries from residents about purchasing the old Christmas Decorations that were mounted on the power poles in Town. Robin Walker had also considered selling the old decorations at the Town Wide Yard Sale to raise money for other Christmas Events. It was decided to leave this item to the upcoming Christmas Committee to decide when and how to sell the old decorations.

**b) Cadets**

The Committee was pleased with the work of the Cadets who had cleaned up a large portion of the downtown with a garbage pickup. The Cadets have also volunteered for several Town events including the Giant Pumpkin Festival and Remembrance Day. Mayor Mattatall had a request from a resident that King Street be cleaned around the mall and high school areas.

**Renaud – Bower**

THAT the Town give a donation of up to \$200 to the Cadets for the litter clean-up of downtown.

**CARRIED**

**Mattatall – MacAlpine**

THAT the committee reach out to the Cadets and offer an additional \$100 to clean King Street from Maria's Happy Place Store up to the High School.

**CARRIED**

**8. Next Meeting: Thursday, January 10<sup>th</sup>, 2018**

**9. Adjournment**

**Ayer - Renaud**

THAT the Regular Meeting of the Community Participation & Volunteerism Committee of Thursday, December 13<sup>th</sup>, 2018 be adjourned at 6:37 pm.

**CARRIED**