

**Shelburne Events Committee
Meeting Minutes
January 12th, 2026 – 4:30 PM**

AGENDA

Call to order

Approval of Agenda

Smith-Wagner

January 12th, 2026

- 1. Approval of Minutes of December 1st, 2025**
- 2. Resignation of Committee Member-Jill Webb**
- 3. Committee Commitment Discussion for 2026**
- 4. Terms of Reference Review**
- 5. Miracle on Dock St. Review**
- 6. Approval of Event Dates for 2026 and Early Planning Discussion/Budget**
- 7. Next Meeting Date TBD**

The meeting was held on January 12, 2026, commencing at 4:30pm.

In Attendance

Robin Smith

Angie Shand

Candace Wolkins

Debbie Ryan

Heidi Williams Wagner

Val Kean

Jessie Dyer

Danyelle Smith

Jamie Matthews

Regrets

Jeanette Nickerson

Adam Bisonette

Brendan Pippy

Derek Amalfa

Stan Jacklin

Call to Order

The Meeting was called to order at 4:30 pm.

Approval of Agenda

January 12th, 2026

Motion: Approval of Agenda

Being duly moved and seconded, it is resolved that the agenda for January 12, 2026, meeting is approved.

1. Approval of Minutes of December 1st, 2025

Being duly moved and seconded be it resolved that the minutes for December 1st, 2025, meeting are accepted.

Smith-Matthews

2. Resignation of Committee Member-Jill Webb

THAT the Shelburne Events Committee accepts the resignation from Jill Webb as a Community member of the Shelburne Events Committee and directs Robin to send a thank you letter to Jill.

Matthews-Wagner

3. Committee Commitment Discussion for 2026

The Committee discussed member commitment and reviewed elements of the Terms of Reference. It was noted that, due to the continued growth of the Committee's events, it is important to ensure there are sufficient members who can actively assist during events.

While it is understood that not all members can participate in every event, the Committee emphasized the need for members to be available to provide on-the-ground support during event days, rather than serving solely in planning roles. The importance of having adequate operational support during events was highlighted.

As part of the upcoming review and revision of the Terms of Reference, members will be asked to let us know their level of commitment moving forward.

The Committee also discussed the possibility of providing an honorarium to members. It was agreed that this would be explored and potentially built into the budget for next year. For the current year, alternative forms of recognition were discussed, including providing food vouchers for volunteers at food trucks, ordering additional Committee-branded items, and offering small tokens of appreciation such as gift cards.

At this time, Angie also indicated she will need to take a leave and step down from January 16th-February 21st. We will take the terms of reference to Council with changes

after the election date. Danyelle also gave indication/heads up to the committee that her commitment level would be as much as able to, but just that there are some family appointments etc. that will take priority over the next year.

4. Terms of Reference Review

The Committee had all been sent the TOR to review, a few things we quickly discussed that we would need to look at

- all appointments shall be for two-year terms (keeping track of terms and if a member expresses their interest in continuing or resigning)
- the duration of mandate (it's currently listed as May 2023-May 2025)
- duration of role of chairperson and vice chair is one year.
- change the appointment of new chair to January instead of May
- change the membership to two elected officials from the Municipality, one staff support and include the one elected Town of Shelburne official and one staff support.

Val and Robin will draft a new Terms of Reference and send them to the committee to review before the next meeting.

5. Miracle on Dock St. Review

Comments/Suggestions from Miracle on Dock St.

- light up sign that says vote here and more places to vote
- more garbage cans
- more lighting towards Roseway Chrysler
- QR code voting
- time of the event possibly longer
- keeping road closed till longer after
- float numbers on large Bristol board
- shuttle service to another place as well
- advertise where to vote more
- have all booths on street, not up on sidewalk
- many suggestions on where floats where etc. (Sobeys) but they requested to be there
- ask floats to stay put during fireworks and on etc. so people can still view if they wish to not watch fireworks
- food trucks on one end, keep streets closed longer after
- close the street still at Bulkley, but condense the floats more so closer to King St.
- ask floats if they are selling something to label them -for example hot chocolate.

6. Approval of Event Dates for 2026 and Early Planning Discussion/Budget
 THAT the Shelburne Events Committee approves the date for 2026 Events:
 Friday April 3rd-Easter
 July 17-19th, 2026-Dock St. Days
 October 10th-Nova Scotia Giant Pumpkin Festival & Regatta
 December 5th-Miracle on Dock St.
Smith-Matthews

There was some discussion around the Budget. Last week Val, Robin and Jessie met to discuss the budgets and what we would be proposing to the committee to approve for 2026.

Dock St. Days	\$44,500.00 (\$6000 increase)
Pumpkin	\$47,500.00 (\$27,500 increase)
Miracle on Dock	<u>\$17,500.00</u> (\$3500 increase)
	\$109,500.00

	2026		2025
Municipality of Shelburne Cost	\$68,255.00	(\$21,900.00)	\$46,355.00
Town of Shelburne Cost	\$25,245.00	(\$7560.00)	\$17,685.00

The above costs are with the revenues considered of sponsorships, vending fees and donations.

There was discussion around revenue, sponsorship etc. Robin will be drafting a sponsorship program as well and will share with the committee.

Because the Town of Shelburne Council representative not able to be at the meeting tonight, it was decided that Val, Robin, Jessie, Heidi and Tanny will meet soon to discuss it further and then send it to the committee for approval.

7. **Next Meeting Date-TBD**
 Meeting Adjourned at 5:27pm **Wagner**