

Committee Meeting Minutes**2024 Wilmot Canada Day Task Force Meeting**

Tuesday, October 15, 2024, 6:30 P.M.

Wayne Roth Meeting Room – Wilmot Recreation Complex

1291 Nafziger Rd,

Baden, ON

N3A 0C4

Members Present: A. Stevenson
 K. Gray
 L. Divita
 R. Unrau
 M. Doucet

Staff Present: M. Okrafka, Manager of Community Services
 K. Bos, Supervisor of Legislative Services / Deputy Clerk

1. CALL TO ORDER

At the onset of the meeting, the Committee Secretary advised the Committee that 3 members have stepped down from their duties with the 2024 Wilmot Canada Day Event Task Force. The committee composition is now 9 voting members, until such time recruitment can be completed to fill vacancies.

Moved by: A. Stevenson

Seconded by: K. Gray

THAT the 2024 Wilmot Canada Day Event Task Force Meeting on October 15, 2024 be called to order at 6:30 p.m.

Motion Carried

2. TERRITORIAL LAND ACKNOWLEDGEMENT

Chair R. Unrau read the Territorial Land Acknowledgement.

3. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

4. ADOPTION OF THE AGENDA

Moved by: L. Divita

Seconded by: A. Stevenson

THAT the Agenda as presented for October 15, 2024 be adopted.

Motion Carried

5. DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT

There were no disclosures of pecuniary interest.

6. MINUTES OF PREVIOUS MEETING

Moved by: M. Doucet

Seconded by: K. Gray

THAT the Minutes of the September 10, 2024 2024 Wilmot Canada Day Event Task Force be approved as presented.

Motion Carried

7. ADMINISTRATIVE BUSINESS

7.1 Terms of Reference

Committee Secretary K. Bos introduced the terms of reference.

Committee Members asked and received a response to the following:

- The term of the committee being in alignment with the year

Moved by: A. Stevenson

Seconded by: L. Divita

THAT the Committee approves the Terms of Reference as amended; and,

THAT Staff be directed to bring the Terms of Reference to Council for approval.

Motion Carried

7.2 Committee Member Recruitment

Committee Administrator, M. O'Krafka and Committee Secretary K. Bos provided a verbal update on committee member recruitment including:

- Three confirmed vacancies; and,
- Recruitment timeline.

Committee Members asked and received a response to the following:

- The recruitment process; and,
- Service club representatives.

8. DELEGATIONS

There were no delegations.

9. CORRESPONDENCE

There were no correspondence.

10. REPORTS

10.1 Proposed 2025 Budget

Committee Administrator, M. O'Krafka provided an introduction to the proposed 2025 budget and the included recommendation.

Committee Members asked and received a response to the following:

- Top Shot Interactive Hockey;
- Length of festivities; and,
- More activities and attractions into the night.

This item was deferred to a future meeting date for consideration.

THAT the Committee receive the proposed 2025 budget for the Wilmot Canada Day Event Task Force for information; and,

THAT the Committee approves the contract for bouncy castles, gaming trailer and dunk tank with Grand River Inflatables at the upset limit of \$5,000.00 plus HST; and,

THAT the Committee approves the procurement of fireworks at an upset limit of \$10,000.00 plus HST; and,

THAT the Committee approves the rental of one portable water bottle filling station at an upset limit of \$1,250.00 plus HST.

10.2 Committee Administrator Report

Committee Administrator, M. O'Krafka provided a verbal update on the following:

- Fireworks

- Eric Traplin
- Shuttle Service
- Security
- Portable Water Filling Station
- Need for a new volunteer co-ordinator
- Food Trucks

10.3 2025 Sub-Committees

Committee Administrator M. O'Krafka led a discussion surrounding sub-committees for the 2025 event. The following sub-committees were formed for the 2024 event;

- Community Engagement Sub-Committee
- Event Sponsorship/Donations Sub-Committee
- Marketing and Promotion Sub-Committee
- Music and Entertainment Sub-Committee
- Vendors Sub-Committee

Committee Members discussed the following:

- Support to use the sub-committee format again this year;
- Budgets for the sub-committees;
- Funds available;
- Insurance requirement for vendors;
- Use of a shared drive;
- Licensed food trucks;
- Volunteer Co-ordinator (1 position);
- Music & Entertainment Sub-Committee (3 positions);
- Event Sponsorship/Donations Sub-Committee (3 positions);
- Community Engagement & Vendors Sub-Committee (3 positions);
- and,

- Marketing and Promotion (3 positions).

11. ANNOUNCEMENTS

10. REPORTS

10.4 Committee Member Reports

10.4.1 P. Mackie

In the absence of Committee Member, P. Mackie Committee Administrator, M. O'Krafka provided a verbal update on the fireworks for the 2025 event including:

- Securing vendor;
- Proposed cost; and,
- Feedback on the 2024 event.

12. ADJOURNMENT

Moved by: A. Stevenson

Seconded by: M. Doucet

THAT we do now adjourn to meet again on Tuesday November 19th at 6:30 p.m. or at the call of the Chair.

Motion Carried