

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

Tuesday, November 19, 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
 W. Pearson
 S. Martin

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

1. CALL TO ORDER

Moved by: A. Stevenson

Seconded by: W. Pearson

THAT the Wilmot Canada Day Event Task Force Meeting on November 19, 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: W. Pearson

Seconded by: L. Divita

THAT the Agenda as presented for November 19, 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: K. Gray

Seconded by: A. Stevenson

THAT the Minutes of the October 15, 2024 Wilmot Canada Day Event Task Force be adopted as presented.

Motion Carried

7. ADMINISTRATIVE BUSINESS

7.1 2025 Meeting Schedule

Moved by: L. Divita

Seconded by: A. Stevenson

THAT the Wilmot Canada Day Event Task Force approves the 2025 meeting dates as presented.

Motion Carried

9. CORRESPONDENCE

There were no items of correspondence.

8. DELEGATIONS

There were no delegations.

10. REPORTS

10.1 COMMITTEE ADMINISTRATOR REPORT

Committee Administrator, M. O'Krafka provided a verbal report including;

- Location of the 2025 event; and,
- 2025 proposed budget.

10.2 2025 CANADA DAY EVENT LOCATION

Committee Administrator, M. O'Krafka provided a verbal report including options on the location of the 2025 Wilmot Canada Day Event;

- Scott Park; and,
- Norm Hill Park and Grandstands.

The Committee asked and received a response to the following:

- How many people attended the 2024 event;
- Opportunity for continuous events;
- Vendors Market;
- Washroom facilities;
- Picnic Tables;
- Fireworks;
- New Hamburg Legion; and,
- Parking.

The Committee agreed to defer the vote on this item to the January 21, 2025 Wilmot Canada Day Event for more information to come back on fireworks at Norm Hill Park and Grandstands.

THAT the Committee agrees to proceed with hosting the 2025 Canada Day Event at _____.

Motion Deferred

10.3 PROPOSED 2025 BUDGET

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

- Current balance of funds;
- Budget Approval;
- Celebrate Canada Grant;
- Cancellation clauses for contracts; and,
- Deposit for contracts.

The Committee asked and received a response to the following:

- The deposit for the fireworks;
- Erick Traplin; and,
- Fundraising and Sponsorships.

Moved by: A. Stevenson

Seconded by: M. Doucet

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.

Motion Carried

10.4 SUB-COMMITTEE APPOINTMENT

The Committee discussed the formation of the various sub-committees which will be finalized at the January 21, 2025 Wilmot Canada Day Event Task Force Meeting.

Moved by: K. Gray

Seconded by: A. Stevenson

THAT the Committee appoints M. Doucet and S. Martin to the Community Engagement & Vendors Sub-Committee.

Motion Carried

THAT the Committee appoints A. Stevenson and _____ to the Event Sponsorship/Donations Sub-Committee.

Motion Deferred

THAT the Committee appoints L. Divita and _____ to the Marketing and Promotion Sub-Committee.

Motion Deferred

Moved by: S. Martin

Seconded by: L. Divita

THAT the Committee appoints K. Gray and R. Unrau to the Music and Entertainment Sub-Committee.

Motion Carried

THAT the Committee appoints _____ to the Volunteer Co-ordinator position.

Motion Deferred

10.5 COMMITTEE MEMBER REPORTS

10.5.1 Marta Doucet

Committee Member M. Doucet provided a verbal introduction to the included recommendation on Top Shot Hockey.

Committee Members asked and received a response on the following:

- Insurance requirements;
- Volunteers; and,
- Target Demographics.

The Committee agreed to defer the consideration of the motion until the Committee Member can come back with more information on the potential for the vendor to staff the games, and the price increase.

THAT the Committee enters into an agreement with Top Shot Hockey as per the attached quote to provide hockey related activities at an upset limit of \$3000.00 plus HST.

Motion Deferred

10.5.2 Lou Divita

Committee Member L. Divita provided a verbal introduction to the included recommendation on licensed refreshment vehicles.

Committee Members asked and received a response on the following:

- Complimentary food options;
- Licensing requirements;
- Insurance requirements;
- Public Health applications; and,
- Time period of New Hamburg Optimist serving food.

Moved by: L. Divita

Seconded by: A. Stevenson

THAT the Committee agrees to proceed with inviting complimentary licensed refreshment vehicles for the 2025 Wilmot Canada Day Event, including Moreish food trailer.

Motion Carried

11. ANNOUNCEMENTS

There were no announcements.

12. ADJOURNMENT

Moved by: K. Gray

Seconded by: L. Divita

THAT we do now adjourn to meet again on January 21, 2025 or at the call of the Chair.

Motion Carried