

Committee Meeting Minutes
Wilmot Canada Day Task Force Meeting

Tuesday, March 4, 2025, 6:30 P.M.
Program Room - Wilmot Recreation Complex
1291 Nafziger Rd,
Baden, ON
N3A 0C4

Members Present: J. Divita
L. Divita
M. Doucet
P. Mackie
S. Martin
A. Stevenson
E. Penner
S. Hammer
B. Roth

Staff Present: M. O’Krafka, Manager of Community Services
K. Bos, Manager of Legislative Services / Municipal Clerk
M. Habel, Recreation Program Supervisor
M. Dykstra, Supervisor of Legislative Services / Deputy Clerk

1. CALL TO ORDER

Moved by: M. Doucet
Seconded by: A. Stevenson

THAT the Wilmot Canada Day Event Task Force Meeting on March 04, 2025 be called to order at 6:30 p.m.

Motion Carried.

The Committee Administrator M. O’Krafka welcomed the newly appointed member Brian Roth, and introduced staff, Misha Habel, Recreation Program Supervisor, and Morgan Dykstra, Supervisor of Legislative Services / Deputy Clerk.

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: E. Penner

Seconded by: L. Divita

THAT the Agenda as presented for March 04, 2025 be adopted.

Carried Unanimously.

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

There were no disclosures of pecuniary interest.

Paul Mackie arrived at the meeting at 6:32 p.m.

6. MINUTES OF PREVIOUS MEETING

Moved by: A. Stevenson

Seconded by: M. Doucet

THAT the Minutes of the January 21, 2025 Wilmot Canada Day Event Task Force be adopted as presented.

Carried Unanimously.

7. DELEGATIONS

There were no delegations.

8. CORRESPONDENCE

There were no items of correspondence.

9. REPORTS

9.1 COMMITTEE ADMINISTRATOR REPORT

M. O'Krafka provided a verbal report to the Committee on the following:

- A call for agenda items will be circulated to the Committee for the March 17, 2025 meeting;
- Approval of the 2025 Township of Wilmot Budget;

- Location of the fireworks display at Norm Hill Park;
- Website links for volunteer recruitment;
- Timing for media releases regarding the event;
- Review of the event emergency plan;
- Hiring of security;
- Possible parking configurations at Norm Hill Park; and,
- Accessible parking options at Norm Hill Park.

9.2 NORM HILL PARK SITE VISIT

Moved by: E. Penner

Seconded by: A. Stevenson

THAT the Committee agrees to add May 6, 2025, at 6:30 p.m. at Norm Hill Park to the 2025 Wilmot Canada Day Event Task Force meeting schedule.

Carried Unanimously.

9.3 OPENING CEREMONY TIME

The Committee was of the consensus that additional information regarding the timing of either event components were necessary prior to confirming a time for the opening ceremonies.

Moved by: E. Penner

Seconded by: J.Divita

THAT the Committee defers the decision to confirm the time for the 2025 Wilmot Canada Day Event Opening ceremonies to the March 18, 2025 meeting.

Carried.

9.4 2025 WILMOT CANADA DAY EVENT LAYOUT PLANNING

The Committee reviewed the layout of Norm Hill Park and Grandstands, having preliminary discussions regarding:

- The preferred placement of refreshment vehicles;
- Attendee areas during the fireworks display;
- Regard for the location being within a flood plain;

- Additional lighting requirements for parking areas; and,
- Power options at the site.

L. Divita will prepare a draft layout for the site based on the discussion and will present it to the Committee for feedback.

Committee Member S. Martin arrived at the meeting at 6:20 p.m.

9.5 COMMITTEE MEMBER REPORTS

9.5.1 Marta Doucet

Committee Member M. Doucet provided a verbal update:

- The cost for two activities is constant with the pricing for 2024, with the exception of an increase for sponsorship branding;
- There is an alternative three activity package available for a like price;
- The vendor is responsible for setting up the activities, and supervising the activities; and,
- A volunteer will be required to assist with each activity.

Moved by: A. Stevenson

Seconded by: P. Mackie

THAT the Committee authorizes an expenditure with Top Shot Hockey as per the attached quote to provide hockey related activities at an upset limit of \$3350.00 plus HST.

Carried Unanimously.

9.5.2 Susan Hammer

Susan Hammer provided a verbal update to the Committee:

- Investigating a reimagined rubber duck fundraiser, with consideration given to lottery licensing eligibility; and,
- Options related to an interdenominational community service.

Staff member K. Bos departed the meeting at 6:38 p.m..

9.5.3 Lou Divita

Committee Member L. Divita provided a verbal update regarding the refreshment vehicles that intend to attend the event.

The Committee asked and received a response on the following:

- Time allocations for refreshment vehicles;
- A fee for refreshment vehicles; and,
- Service Clubs selling pre-packaged food and drink products.

9.5.4 Paul Mackie

Committee Member P. Mackie provided a verbal update to the Committee:

- The exact location for the Sunrise Ceremony will be determined at a later date;
- A list of supplies have been provided to the Committee which has been included as a contingency cost;
- Installation of truth and reconciliation signage; and,
- Availability of a microphone for the ceremony.

Moved by: A. Stevenson

Seconded by: M. Doucet

THAT the Committee approve an expenditure of \$1320.00 for Crow Shield Lodge, plus an additional contingency fund of \$200.00 for requested supplies for the Sunrise Ceremony.

Carried.

9.6 SUB-COMMITTEE VERBAL REPORTS

9.6.1 Community Engagement & Vendors Sub-Committee

M. Doucet and S. Martin provided a verbal update:

- There will be a separate email for vendors (wilmotcanadadayvendors@gmail.com)

The Committee was of the consensus that the vendors can determine when they wish to leave the event, and consideration will need to be given to vehicle ingress and egress from the area.

M. O'Krafka noted that if any information needs to be shared with local community organizations, the Township can share the information.

9.6.2 Event Sponsorship / Donation Sub-Committee

S. Hammer and A. Stevenson provided a verbal update.

The Committee asked and received a response from staff on the following:

- Payment methods for sponsorships and donations; and,
- Social media marketing.

9.6.3 Marketing and Promotion Sub-Committee

L. Divita and J. Divita provided a verbal update to the Committee:

- Volunteers are being sought for face painting activities.

9.6.4 Music and Entertainment Sub-Committee

R. Unrau provided a verbal update:

- Music and entertainment options have been contacted;
- Performance options will be presented to the Committee at a later date;
- Participation by religious music groups; and,
- Stage options.

9.6.5 Volunteer Co-ordinator

E. Penner provided a verbal report to the Committee:

- Applications are being submitted to the Township for further review.

10. ANNOUNCEMENTS

M. O'Krafka provided the following announcement:

- Wilmot's Community Services Departments will be hosting a meeting for Special Event organizing groups and Affiliated Groups on Wednesday March 5th at 7:00 p.m. (2nd Floor Community Centre).

11. ADJOURNMENT

Moved by: A. Stevenson

Seconded by: J.Divita

THAT we do now adjourn to meet again on March 18, 2025 or at the call of the Chair.

Carried Unanimously

DRAFT