

## **Committee Meeting Minutes**

### **Wilmot Canada Day Task Force Meeting**

Tuesday, March 18, 2025, 6:30 P.M.

Wayne Roth Meeting Room – Wilmot Recreation Complex

1291 Nafziger Rd,

Baden, ON

N3A 0C4

Members Present:

- M. Doucet
- K. Gray
- P. Mackie
- S. Martin
- B. Roth
- A. Stevenson
- R. Unrau
- E. Penner
- S. Hammer
- J. Divita

Staff Present:

- M. Okrafka, Manager of Community Services
- K. Bos, Manager of Legislative Services / Municipal Clerk
- M. Dykstra, Supervisor of Legislative Services / Deputy Clerk
- M. Habel, Recreation Program Supervisor

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#### **1. CALL TO ORDER**

**Moved by:** E. Penner

**Seconded by:** S. Hammer

THAT the Wilmot Canada Day Event Task Force Meeting on March 18, 2025 be called to order at 6:32 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:** A. Stevenson

**Seconded by:** J. Divita

THAT the Agenda as presented for March 18, 2025 be adopted.

**Motion Carried**

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

Committee Member M. Doucet declared a conflict of interest with Item 9.6.1 Volunteer T- Shirts.

Committee Member E. Penner declared a conflict of interest with Item 9.7.2 Event Food.

**6. MINUTES OF PREVIOUS MEETING**

moved by: Brian Roth

**Seconded by:** A. Stevenson

THAT the Minutes of the March 4, 2025 Wilmot Canada Day Event Task Force be adopted as presented.

**Motion Carried**

**7. DELEGATIONS**

**7.1 Marg Mueller re: Sound Services**

Delegate M. Mueller addressed the Committee regarding the following:

- Location of stage;
- Hydro; and,

- Sound system requirements.

The Committee asked and received a response on the following:

- The date of the walk-through;
- If there are any activities planned for the section of the track the stage is being proposed to go; and,
- If there will be a portable microphone and speakers available for the Sunrise Ceremony.

## **8. CORRESPONDENCE**

There were no correspondences.

## **9. REPORTS**

### **9.1 COMMITTEE ADMINISTRATOR REPORT**

Committee Administrator M. Habel provided a verbal update to the Committee on the following:

- Canada Day Cake;
- 23 Accessible Parking Spaces;
- Event Map has been drafted, will need finalized;
- Marketing and Promotions budget needs to include newspaper advertisements, signage and posters;
- Grand River Party Rentals contract updated to 1:00 p.m.;
- Mayor N. Salonen available anytime that day for Opening Ceremonies;
- Deadline for invoices is June 1, 2025 to be paid on or before July 1, 2025;
- Highschool Volunteer hours will be double time;
- Top Shot Hockey contract sent;
- Letter to neighbours will go out for a 250m radius;
- Sponsorship payments can be made online, link to be sent out following this meeting;

- Potential for MRC Radios to provide an in-kind donation again this year;
- Website and forms updated;
- 2025 Budget allocations versus proposed expenses;
- Grant application result for federal funding will not be available until the end of April;
- Potential of making Jacob Street and Asmus Street a one-way street; and,
- Cost of security \$58.75/hour per security guard.

The Committee asked and received a response on the following:

- Will the sponsorship form include a spot to upload a logo;
- Could the Waterloo Regional Police be able to direct traffic in a particular way rather than closing the street;
- How many security personnel were onsite last year; and,
- What was the cost of the Auxiliary Police services last year.

## **9.2 EVENT BUDGET**

Committee Administrator M. Habel presented the event budget report to the Committee under Item 9.1 Committee Administrator Report.

## **9.3 OPENING CEREMONY TIME**

The Committee asked and received a response on the following:

- Will there be activities between the Sunrise Ceremony and the Opening Ceremonies;
- Does the 1:00 p.m. start for the Legion Colour Party;
- O Canada performer from last year is not available; and,
- The Community Players (TCP) has volunteered to sing O Canada at the 2025 event.

**Moved by:** B. Roth

**Seconded by:** K. Gray

THAT the 2025 Wilmot Canada Day Event Open Ceremonies take place at 1:00 p.m.

**Motion Carried****9.4 EVENT SECURITY**

Committee Administrator M. Habel presented the event security report to the Committee under Item 9.1 Committee Administrator Report.

The Committee asked and received a response on the following:

- If the road closure decision will impact this item;
- If the intention is to smooth out the exit process;
- Cost of the Police and Security last year;
- Any potential liability of this decision;

Committee Member P. Mackie volunteered to look for guidance, and contact information for the police services at other events in the year to handle traffic and pedestrian control after the fireworks. To report back at the next meeting with findings.

Committee Administrator M. O' Krakfa provided guidance that Staff are able to book security with a fairly short notice.

**9.5 EVENT ACCESS**

Committee Administrator M. Habel presented the event access report to the Committee under Item 9.1 Committee Administrator Report.

**9.6 VOLUNTEER RECOGNITION****9.6.1 Volunteer T-Shirts**

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

- How many shirts does the proposed expenditure provide.

Committee Member M. Doucet declared a conflict of interest, and recused from voting.

**Moved by:** E. Penner

**Seconded by:** A. Stevenson

THAT the Committee approves an expenditure in the amount of \$500 with M&M Transfer for the provision of volunteer shirts for volunteers.

**Motion Carried**

### **9.6.2 Volunteer Snacks and Drinks**

**Moved by:** S. Martin

**Seconded by:** A. Stevenson

THAT the Committee approves an expenditure in the amount of \$250 for the provision of complimentary snacks and drinks for event volunteers.

**Motion Carried**

## **9.7 FOOD PROVISIONS**

### **9.7.1 Canada Day Cake and Supplies**

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

- Sobeys ownership change impact on the cost if needed to purchase elsewhere;
- Deadline for Public Health is 45-days in advance;
- Need for 6 sheet cakes;
- How much the supplies were; and,
- Any local interests.

Councillor S. Martin to ask MeMe's Cafe and Food Shop if they would be interested in providing the cake for the 2025 Canada Day Event.

**Moved by:** A. Stevenson

**Seconded by:** E. Penner

THAT the Committee approves an expenditure of \$1000.00 for provision of the Canada Day Cake and associated supplies.

**Motion Carried**

### **9.7.2 Event Food**

The Committee asked and received a response on the following:

- Will vendors be allowed to sell packaged food for fundraising purposes;
- Time period to allow other food to be sold;
- What is on the food menu;
- Jr. Optimist Club involvement;
- Precluding businesses from participating;
- Definition of primary food vendor; and,
- Does a primary food vendor limit the number of food trucks.

Committee Member E. Penner declared a conflict of interest, and recused from voting.

**Moved by:** J. Divita

**Seconded by:** S. Hammer

THAT the Committee approves the Optimist Club of New Hamburg being the primary food vendor for the 2025 Wilmot Canada Day Event.

**Motion Carried**

## **9.8 COMMITTEE MEMBER REPORTS**

### **9.8.1 Janet Divita**

Committee Member J. Divita provided a verbal update to the Committee on the provision of children's activity supplies including;

- Leftovers supplies; and,
- Supplies proposed to purchase this year.

**Moved by:** J. Divita

**Seconded by:** E. Penner

THAT the Committee approves an expenditure in the amount of \$500.00 for the provision of children's activity supplies.

**Motion Carried**

## **9.9 SUB-COMMITTEE VERBAL REPORTS**

### **9.9.1 Community Engagement & Vendors Sub-Committee**

Committee Members M. Doucet and S. Martin provided a verbal update on the community engagement and vendors.

Committee Members asked and received a response on the following:

- Is it free of charge for community groups;
- The fee for vendors selling items;
- Possibility for vendors inside the arena;
- The potential need of the area for inclement weather impacts;
- Do vendors include craft vendors; and,
- What time do vendors need to be set-up by.

### **9.9.2 Event Sponsorship / Donation Sub-Committee**

Committee Member A. Stevenson provided a verbal update on the event sponsorship / donation sub-committee.

Committee Members asked and received a response on the following:

- Potential for customized sponsorship packages; and,
- What is the cost of a vendor fee.

### **9.9.3 Marketing and Promotion Sub-committee**

Committee Member J. Divita provided a verbal update on the marketing and promotion sub-committee.

Committee Administrator M. O'Krafka provided an introduction to the motion as included in the Agenda.

Committee Members asked and received a response on the following:

- If the included amount is enough for the marketing needs for the 2025 Wilmot Canada Day Event.

**Moved by:** M. Doucet

**Seconded by:** A. Stevenson

THAT the Committee approve an expenditure of \$1500 plus HST for the provision of various marketing and promotion activities.

**Motion Carried**

#### **9.9.4 Music and Entertainment Sub-Committee**

Committee Member K. Gray provided an introduction to the motion as included in the Agenda.

Committee Members asked and received a response on the following:

- If all entertainment performances are approved what is the impact to the event budget;
- The overall time to be filled with entertainment performances;
- Time slots per each performance; and,
- The amount of time to be allocated to transitions between performances.

**Moved by:** A. Stevenson

**Seconded by:** E. Penner

THAT the Committee approve the following expenditures for entertainment performances at the Wilmot Canada Day Event:

- Erick Traplin in the amount of \$1,100 plus HST;
- Counting Down the Hours in the amount of \$1,000 plus HST;
- Dolinar, Doseman and Dunn in the amount of \$800 plus HST;
- After Midnight in the amount of \$800 plus HST;
- David Martin in the amount of \$250 plus HST;
- New Hamburg Concert Band in the amount of \$500 plus HST; and,
- Randy Satchel Band in the amount of \$800 plus HST.

**Motion Carried**

**Moved by:** A. Stevenson

**Seconded by:** P. Mackie

THAT the Committee approve an expenditure in the amount of \$2,000 plus HST with Vabs Staging for the provision of a 16ft by 24ft stage.

**Motion Carried**

**Moved by:** S. Martin

**Seconded by:** P. Mackie

THAT the Committee approve an expenditure in the amount of \$2500 with Marg Mueller for the provision of sound tech services.

**Motion Carried**

The Committee asked and provided a response on the following:

- Emcee services for the afternoon being provided by the Director of Community Services, C. Catania; and,
- Housekeeping messages to be included in the emcee script.

Committee Members asked and received a response on the following:

- What does this activity include;
- Is this complimentary to other children activities;
- What this pricing includes; and,
- Potential for the timing of the balloon twisters being from 6:30 p.m. - 8:30 p.m..

**Moved by:** S. Martin

THAT the Committee approve an expenditure in the amount of \$585 plus HST with Grand River Inflatables for the provision of two balloon twisters for two hours.

**Motion Carried**

#### **9.9.5 Volunteer Co-ordinator**

Committee Member E. Penner provided a verbal update on the volunteer co-ordinator position.

**10. ANNOUNCEMENTS**

**11. ADJOURNMENT**

**Moved by:** M. Doucet

**Seconded by:** J. Divita

THAT we do now adjourn to meet again on April 15, 2025 or at the call of the Chair.

**Motion Carried**