

Committee Meeting Minutes

Wilmot Canada Day Task Force Meeting

Tuesday, May 20, 2025, 6:30 P.M.
New Hamburg Community Centre
251 Jacob Street
New Hamburg, ON N3A 1G6

Members Present: J. Divita
L. Divita
S. Hammer
P. Mackie
E. Penner
B. Roth
A. Stevenson
R. Unrau

Staff Present: M. Okrafka, Manager of Community Services
M. Dykstra, Supervisor of Legislative Services / Deputy Clerk
M. Habel, Recreation Program Supervisor

1. CALL TO ORDER

Moved by: A. Stevenson

Seconded by: J. Divita

THAT the Wilmot Canada Day Event Task Force Meeting on May 20, 2025 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

The following items were added to the agenda:

- 10.5.3.2 Kids Zone - Face Painting
- 11. Notice of Motion
 - 11.1 Committee Member A. Stevenson re: Motion to Reconsider

4. **ADOPTION OF THE AGENDA**

Moved by: E. Penner

Seconded by: B. Roth

THAT the Agenda as presented for May 20, 2025 be adopted.

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

Committee Member E. Penner declared a conflict of interest with Item 11.1 Committee Member A. Stevenson re: Motion to Reconsider.

6. **SITE VISIT AT NEW HAMBURG COMMUNITY CENTRE**

The Committee conducted a site visit at the New Hamburg Community Centre which is the rain location for the event.

The Committee discussed the following items:

- Parameters need to be established at the next meeting to determine when, and under what conditions, the event should transition to an indoor setting;
- If the event is moved indoors, a revised event schedule will be required;
- The Kids Zone will be set up on the upper floor;
- The band stage, bouncy castles, dunk tank and Top Shot Hockey will be located on the ice pad; and,
- Vendors may be positioned in the hallway; confirmation from the Fire Department is required to ensure compliance.

Moved by: A. Stevenson

Seconded by: L. Divita

THAT the Committee does now recess at 6:51 p.m. to reconvene in 15 minutes at the Wilmot Recreation Complex in Wayne Roth Meeting Room.

Motion Carried

Moved by: E. Penner

Seconded by: A. Stevenson

THAT the Committee does now reconvene at 7:09 p.m.

Motion Carried

7. MINUTES OF PREVIOUS MEETING

Moved by: L. Divita

Seconded by: A. Stevenson

THAT the Minutes of the May 6, 2025 Wilmot Canada Day Event Task Force be adopted as presented.

Motion Carried

8. DELEGATIONS

There were no delegations.

9. CORRESPONDENCE

There was no correspondence.

10. REPORTS

10.1 COMMITTEE ADMINISTRATOR REPORT

Committee Administrator's M. O'Krafka and M. Habel provided a verbal update to the Committee, highlighting the following items:

- Committee members should send recommendations regarding the emcee notes;
- Council would like include an advertisement in the newspaper; and,
- Vendors will be required to submit insurance.

Moved by: P. Mackie

Seconded by: B. Roth

THAT the Committee establish a deadline of June 1, 2025 for the following:

- Vendor applications;
- Sponsorships; and,

- Volunteer applications.

Committee Member E. Penner expressed some concerns related to reducing the timelines for the submission of volunteer applications.

Moved by: A. Stevenson

Seconded by: J. Divita

THAT the motion be amended to strike June 1, 2025 and be replaced with June 6, 2025.

Motion Carried

The Committee now voted on the main motion, as amended.

Moved by: P. Mackie

Seconded by: B. Roth

THAT the Committee establish a deadline of June 6, 2025 for the following:

- Vendor applications;
- Sponsorships; and
- Volunteer applications.

Motion Carried

10.2 2025 WILMOT CANADA DAY EVENT BUDGET UPDATE

Committee Administrator's M. O'Krafka and M. Habel provided a verbal update to the Committee.

Moved by: A. Stevenson

Seconded by: E. Penner

THAT the Committee authorize an expenditure of \$2,665.50 for the purpose of securing security services for the event from 12:30 p.m. to 10:30 p.m.

Motion Carried

The Committee sought clarification on the following:

- Whether a volunteer is required to stand with the signage to assist with accessibility;
- The verbiage to be included on the signage; and,
- Whether vendor specific sign offs are required.

Moved by: B. Roth

Seconded by: L. Divita

THAT the Committee authorize an expenditure of \$250 + HST for the purchase of photo release signage.

Motion Carried

10.3 EMERGENCY PLAN REVIEW

Committee Administrator's M. Habel and M. O'Krafka provided an overview of the Canada Day Event Emergency Plan.

10.4 EVENT TIMELINE

Committee Administrator's M. O'Krafka and M. Habel presented a draft timeline for the event.

The Committee reviewed the draft timeline, and discussed the following:

- Shortening the duration of the dunk tank;
- When the schedule of events will be released to the public;
- The timelines for the food trucks should be included in the timeline; and,
- Establishing an end time for vendors.

Committee Member E. Penner advised that the New Hamburg Optimists will follow up regarding their anticipated timelines.

10.5 SUB-COMMITTEE VERBAL REPORTS

10.5.1 Community Engagement & Vendors Sub-Committee

10.5.1.1 Activity Vendor Application - Inflatable Racquet Ball

Committee Administrator M. Habel provided an overview of the vendor application regarding an

inflatable racquet ball activity which requires a flat surface.

The Committee discussed the following:

- Potential locations for the activity;
- Indicated a preference for the activity to be located outdoors; and,
- Request that the interested vendor conduct a site visit to determine if a baseball diamond is a suitable location.

10.5.2 Event Sponsorship / Donation Sub-Committee

Committee Member A. Stevenson and S. Hammer provided a verbal update on the event sponsorship / donation sub-committee, and provided the following:

- The Committee has raised over \$10,000 for the event; and,
- There are two sponsorship spaces available at the Top Shot Hockey activity.

Chair R. Unrau asked if the in-kind donation for portable radios can be increased.

10.5.3 Marketing and Promotion Sub-Committee

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

The Committee requested that the deadline for volunteer applications and sponsorships be promoted.

10.5.3.1 2025 Canada Day Event Banner

Committee Member L. Divita advised that the printing company has stated that it will take a minimum of seven (7) days to produce the banners.

The Committee reviewed and discussed potential locations for installing the banners.

Moved by: A. Stevenson

Seconded by: E. Penner

THAT the Committee select revised banner design option # 1 as the Canada Day banner as identified in Attachment A - Banner Design.

Motion Carried

10.5.3.2 Kids Zone - Face Painting

Committee Member J. Divita provided a verbal update to the Committee on the following items:

- All supplies for the kid zone have been purchased;
- The kid zone still requires face painting volunteers; and,
- The kid zone will require a minimum of two to three volunteers for face painting.

The Committee discussed involving youth groups as vendors to support their fundraising efforts. It was agreed that committee members will follow up with these groups to determine what they plan to sell, and their proposed timelines.

The Committee considered hiring a professional face painting service to ease the burden on event volunteers.

Moved by: B. Roth

Seconded by: A. Stevenson

THAT the Committee authorize an expenditure up to \$1500.00 + HST for professional face painting services.

Motion Carried

10.5.4 Music and Entertainment Sub-Committee

Chair R. Unrau provided a verbal update on the music and entertainment sub-committee.

Committee Member B. Roth provided an update to the Committee, and stated that the Moparfest electrical cord is being repaired, and will be available for the event.

10.5.5 Volunteer Co-ordinator

Committee Member E. Penner provided a verbal update on the volunteer co-ordinator positions and requested that Committee Members reach out to their networks.

11. NOTICE OF MOTION

11.1 Committee Member A. Stevenson re: Motion to Reconsider

Committee Member E. Penner declared a conflict of interest with this item, and recused themselves from voting.

Deputy Clerk M. Dykstra provided procedural advice for handling a Notice of Motion to Reconsider.

Committee Member A. Stevenson provided an overview for bringing forward a Notice of Motion to Reconsider.

Moved by: A. Stevenson

Seconded by: P. Mackie

THAT the Committee Reconsider the following resolution:

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

Motion Carried

The Committee discussed the following items:

- What the definition "primary food vendor" means;
- Whether other food vendors, including businesses be considered; and,
- Are there other interested food vendors who wish to participate in the event.

Moved by: A. Stevenson

Seconded by: S. Hammer

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

Motion Defeated

Moved by: B. Roth

Seconded by: A. Stevenson

THAT "primary food vendor" be defined as a business, or service club engaged in preparing and serving warmed or cooked substantial food items intended for immediate consumption, and substantial food means dishes that can be reasonably served as a complete meal, rather than snacks, desserts or beverages;

THAT the Committee approves the Optimist of New Hamburg being the primary food vendor from the commencement of the event until 7:00 p.m.; and,

THAT the Committee authorizes additional primary food vendors from 7:00 p.m. to the end of the event.

Motion Carried

12. ANNOUNCEMENTS

There were no announcements.

13. ADJOURNMENT

Moved by: B. Roth

Seconded by: J. Divita

THAT we do now adjourn to meet again on June 17, 2025 or at the call of the Chair.

Motion Carried