

## **Committee Meeting Revised Agenda**

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

Tuesday, March 18, 2025

6:30 pm

Wayne Roth Meeting Room – Wilmot Recreation Complex

1291 Nafziger Rd,

Baden, ON

N3A 0C4

This meeting will be held in-person.

Meetings of the Wilmot Canada Day Event Task Force will not be video recorded. Meetings of the Task Force are open meetings to the public, who may attend in-person at the Wilmot Recreation Complex.

Delegations must register with the Committee Administrator, Manny O'Krafka, at [manny.okrafka@wilmot.ca](mailto:manny.okrafka@wilmot.ca). The only matters being discussed at this meeting will be those on the Agenda.

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Pages

1. **CALL TO ORDER**  
**RECOMMENDATION**  
THAT the Wilmot Canada Day Event Task Force Meeting on March 18, 2025 be called to order at 6:30 p.m.
2. **TERRITORIAL LAND ACKNOWLEDGEMENT**  
Chair R. Unrau will read the Territorial Land Acknowledgement.
3. **ADDITIONS TO THE AGENDA**
4. **ADOPTION OF THE AGENDA**  
**RECOMMENDATION**  
THAT the Agenda as presented for March 18, 2025 be adopted.
5. **DISCLOSURE OF PECUNIARY INTEREST UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT**  
*Members of Council and members of the Township's local boards are required to file a written statement when they have a conflict of interest. If a conflict is declared, please review the Policies and Rules for Council and complete the Disclosure of Pecuniary Interest Form.*
6. **MINUTES OF PREVIOUS MEETING**

## **RECOMMENDATION**

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

## **7. DELEGATIONS**

*Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of seven (7) minutes. Delegations are only permitted to discuss matters listed on the agenda as staff reports; informal and formal public meetings; notice of motions; and by-laws. All Delegations where possible are encouraged to register prior to the start of the meeting. For Delegates who are attending in-person, registration is permitted up to the start of the meeting.*

### **7.1 Marg Mueller re: Sound Services**

## **8. CORRESPONDENCE**

## **9. REPORTS**

### **9.1 COMMITTEE ADMINISTRATOR REPORT**

Committee Administrator M. O'Krafka and M. Habel will provide a verbal update to the Committee.

### **9.2 EVENT BUDGET**

Committee Administrator M. O'Krafka and M. Habel will provide an update regarding the approved Canada Day Budget, and funds allocated to date.

### **9.3 OPENING CEREMONY TIME**

The Committee deferred the consideration of the motion until more information could be provided regarding already scheduled dignitaries. Additional information will be provided at the meeting.

The Committee is to set a time for the Opening Ceremonies for the 2025 Wilmot Canada Day event.

## **RECOMMENDATION**

THAT the 2025 Wilmot Canada Day Event Open Ceremonies take place at \_\_\_\_\_ a.m / p.m..

### **9.4 EVENT SECURITY**

Committee Administrator M. O'Krafka will propose security options for the event.

### **9.5 EVENT ACCESS**

M. Habel to discuss with the Committee the feasibility of making Jacob Street, and Asmus Street one-way streets.

### **9.6 VOLUNTEER RECOGNITION**

9.6.1 Volunteer T-Shirts

## **RECOMMENDATION**

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

9.6.2 Volunteer Snacks and Drinks

**RECOMMENDATION**

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

**9.7 FOOD PROVISIONS**

9.7.1 Canada Day Cake and Supplies

**RECOMMENDATION**

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

9.7.2 Event Food

**RECOMMENDATION**

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

**9.8 COMMITTEE MEMBER REPORTS**

9.8.1 Janet Divita

**RECOMMENDATION**

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

**9.9 SUB-COMMITTEE VERBAL REPORTS**

9.9.1 Community Engagement & Vendors Sub-Committee

9.9.2 Event Sponsorship / Donation Sub-Committee

\*9.9.3 Marketing and Promotion Sub-committee

**RECOMMENDATION**

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

\*9.9.4 Music and Entertainment Sub-Committee

**RECOMMENDATION**

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;

- Smile N' wave in the amount of \$1,000 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.

**RECOMMENDATION**

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.

**RECOMMENDATION**

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

**RECOMMENDATION**

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.

9.9.5 Volunteer Co-ordinator

**10. ANNOUNCEMENTS**

**11. ADJOURNMENT**

**RECOMMENDATION**

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

## 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

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#### 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

**2025 Canada Day PROPOSED Budget**

<b>Description</b>	<b>Revenue</b>	<b>Expense</b>
Carryforward from 2024	9936.25	***approximate as not all invoices had been received
Contribution from Council	\$ 20,000.00	***Approved
Celebrate Canada Grant		*** applied for \$8000.00 rec'd in 2024
Sponsorships and Donations		**** \$6050.00 rec'd in 2024
Fireworks		\$ 10,176.00 ***Approved
Bouncy Castles , gaming trailer and dunk tank		\$ 5,000.00 ****Approved
Erick Traplin		\$ 1,200.00 *** Qouted 1100 +HST
Cake		\$ 1,000.00
Security via WRPS		\$ 500.00
Socan		\$ 60.00
St John Ambulance – 1 <sup>st</sup> Aid Station		\$ 500.00
Bands		\$ 5,000.00
Sound System		\$ 2,500.00
Entertainment - DJ/Emcee		\$ 1,000.00
Honorarium - Sunrise Ceremony		\$ 1,520.00 *** Approved
Honorarium - NH Concert Band		\$500.00
Advertising and promotion		\$ 1,200.00 spent 1300.00 in 2024
Volunteer appreciation - snacks and drinks		\$ 250.00
Volunteer T-shirts		\$ 600.00
Security		\$ 1,200.00
Amazon Purchase for kids activities/ misc i.e. lanyards		\$ 700.00
Generator		\$ 550.00
Electrical and Inspection		\$ 700.00
Top Shot Hockey		\$3,350.00
<b>Totals:</b>	<b>\$ 29,936.25</b>	<b>\$ 37,506.00</b>

\*\*\*Currently in a shortfall

Ledger Detail for Fiscal Year Ending DEC 31,2025 - Posting Date: 01/01/2025 To 03/31/2025

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
<b>Account: 04-6622-5800 Contributions Received - Canada Day</b>							
					Beginning Balance		0.00
02	02/26/2025	060664	GLJL 2025 Canada Day in Wilmot Contribution		0.00	-20,000.00	-20,000.00
				Period 02 Total	0.00	-20,000.00	
					Period Net		-20,000.00
					YTD Account Total		-20,000.00
					Annual Budget		0.00
					<b>Report Summary</b>		
					Balance Forward:		0.00
				Total Debits/Credits:	0.00	-20,000.00	
					Report Net:		-20,000.00

Township of Wilmot  
**General Ledger**

Ledger Detail for Fiscal Year Ending DEC 31,2025 - Posting Date: 01/01/2025 To 12/31/2025

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
<b>Account: 04-6622-3900</b>			<b>Expenditures - Canada Day</b>				
					Beginning Balance	0.00	
01	01/23/2025	060347	PURCH GRAND RIVER PARTY RENTALS INC, 32344725	CANADA DAY 2025-20% Pd. By Chq: 043478	897.79	0.00	897.79
				Period 01 Total	897.79	0.00	
					Period Net		897.79
					YTD Account Total		897.79
					Annual Budget		0.00
					Report Summary		
					Balance Forward:		0.00
				Total Debits/Credits:	897.79	0.00	
					Report Net:		897.79

Ledger Detail for Fiscal Year Ending DEC 31,2025 - Posting Date: 01/01/2025 To 12/31/2025

Pd.	Date	Trace #	Source Description	Ref	Debits	Credits	Balance
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**Account: 04-6622-2950 Fund Balance - Canada Day**

					Beginning Balance		0.00
01	01/01/2025	060561	GLJL		0.00	-9,936.25	-9,936.25
				Period 01 Total	0.00	-9,936.25	
					Period Net		-9,936.25
					YTD Account Total		-9,936.25
					Annual Budget		0.00
					<b>Report Summary</b>		
					Balance Forward:		0.00
				Total Debits/Credits:	0.00	-9,936.25	
					Report Net:		-9,936.25