

Head, Clara and Maria Townships  
Canada Day Committee  
Minutes for April 8, 2015  
10 a.m. HCM Municipal Office

1. Roll Call

Committee Members: Melinda Reith, Gayle Watters, David Balla-Boudreau, John Reith, Betty Condie, Linda Chartrand, Debbi Grills, Marlene Gibson, Jim Gibson, Noella LeBreton

Event Volunteers - June Vaughan, Cathy Balla-Boudreau,

***The Canada Day theme this year is the celebration of Canada's flag as it is it's 25 anniversary.***

*Note - As some things have been started and some ideas explored we will look at what has been done as we get to that area.*

1 Committee Members

- a. Marlene Gibson and Debbi Grills will sit on the committee. Jim Gibson will volunteer before and during the event.

**Action:** Linda Chartrand to contact Roseanne Boudreau about sitting on committee and volunteering for the event. Linda to contact Trang Tron to see if she will volunteer for the event.

The Clerk briefly described:

- the handouts provided,
- the effects of funding from Heritage Canada on our plan,
- the fact that a complete worksheet with individuals responsible will be created for event planning and organization,
- that High School volunteers should be recruited to assist during the event,
- that set up and takedown of tents and tables is beyond volunteering and should be provided by paid labour,
- that the place to begin is to discuss what happened last year and move forward.

**Action:** Melinda to bring to Council – use of municipal staff to move materials, set up and tear down as well as the hiring of short term help to help with set up and tear down.

“Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting.”

**Action:** Melinda to contact high school to recruit volunteers.

There was discussion of leaving materials at OMP overnight.

**Action:** Clerk to bring to Council – permission for someone to camp at OMP to provide security for materials.

Pavilion – will the extension be erected prior to Canada Day? The plan is yes. Mayor Gibson and David Balla-Boudreau to visit site to discuss layout of extension.

Tents – Need to put them up day before event. Make sure we use as many as we have to prepare for weather.

**Action:** David Balla-Boudreau to contact Kevin Waito about tent use. If allowed David will be responsible for pick up and return.

Weather and postponement, cancellation, responsibility for decision. The committee decided that the event will be held rain or shine. That only lightening would result in cancellation. This to be advertised on event notices.

The Committee then reviewed the events from 2014 to review for 2015.

a) There will be no quilting display – not enough activity in 2014 to warrant it.

b) OPP auxiliary a hit.

**Action:** Debbi to contact the OPP for participation.

c) Paramedics – agreed that they should be invited.

**Action:** Melinda to contact paramedics for participation.

d) Historical displays. Health concerns.

**Action:** David to contact Peter to determine ability to participate. Up to two displays.

e) Carl's spoons and axe handles. Health concerns.

**Action:** Marlene to contact with invitation to participate but no pressure.

f) Omar and woodworking.

**Action:** Marlene to contact Omar for interest.

g) We discussed the layout of the exhibits and David suggested exhibits circle the road ring to make all more inclusive.

**Action:** David to create a map which will be used to hand out to visitors outlining locations of all exhibits/activities in conjunction with the agenda.

h) There was a discussion of whether or not to ask for other hand made ware exhibitors. The committee consensus was that if anyone asks to participate they will be welcome but we will not aggressively seek anyone out aside from Nicole's family concerning maple products.

**Action:** Jim to contact Brent and Nicole about a maple syrup display and/or products to provide to attendees.

i) Danny and photos

**Action:** Marlene to contact Danny

j) Winston and bannock

**Action:** Linda to ask.

k) We discussed the provision of photos and a display stating "you are here" with a view of what the site was like before the dam. A temporary structure could be created for Canada Day with a long term project to create a weather proof structure to occur at a later time.

**Action:** David to attempt to locate photos and create a temporary display.

**Action:** Melinda to take recommendation for a permanent display to Council.

l) Suggestion by Jim to use this as a backdrop for photos of our seniors at OMP celebrating Canada Day.

#### Children's Area

m) T-shirts are a go. At Canada Day Breakfast and Canada Day itself.

Canada Day Breakfast – yes. Date to be set. Conflict on Saturday, June 27, 2015 with Lair Ball Tournament.

n) Face painting and tattoos. – Yes. Need to check supplies from 2014. Need to locate volunteers.

o) Piniatas – David has purchased two. Suggestion to use a rope and pulley system to raise for larger/older kids. Have rope on tree in advance.

"Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting."

Sound system – need to ensure that everyone can hear. Make sure schedule is set, events are held on time and that public attention is attained prior to events – especially food and flag raising. Church bell might be used to get attention.

p) Active games such as tug of war, lawn bowling, nerf target game, bean bag toss into tarp, ring toss, giant Jenga etc. Some games will be donated for use depending on number of volunteers willing to host.

q) Dunk tank – Mayor Gibson, Councillor Grills and CAO Reith will volunteer to get dunked. Ensure that trigger on bulls eye is such that something light will trigger it so volunteers don't get hit hard.  
Fundraiser - \$2/throw.

**Action:** Melinda to get portable dunk tank created.

r) Foraging –

**Action:** David to ask about individual who provides instruction and ask about involvement.

s) Scavenger Hunt – timed; report to Welcome Tent at a specific time with collections. Small prize in return?

**Action:** Gayle to use list from ROAR conference, use a phrase "Canada Day" or "maple leaf" or some other to create a list of items.

t) Bird houses – activity for kids – will require 15+ to put together. Will need quick drying paint. Suggested that pallets would not be appropriate – Dave volunteered cedar to use. John has volunteered to pre-cut pieces.

**Action:** John, Dave and Jim to work out details of materials/thicknesses and plans.

Adult Games/activities

u) Washer toss, bean bag toss, horse shoes

**Action:** Debbi to contact Sue Giroux about bringing her game

**Action:** Linda to bring her games

**Action:** Melinda to bring to Council – need to relocate the horseshoe pits at OMP due to parking issues. Advertise horse shoes and new pits in Canada Day ads.

"Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting."

v) General Comments

- Time of event – 11:00 – 3:00.
- Pre-advertise activity schedule and stick to it.
- Get attention of crowd prior to activity.
- Respect for flag.
- Flag raising at 12:00 noon. Lunch right after.

w) Food

- Same as in years past – hot dog, sausage, veggies.
- Cake – Costco

**Action:** Linda to organize Food service.

**Action:** Marlene to order, purchase, pick up cakes at Costco.

x) Photography – photos of attendees – post on line.

**Action:** Debbi to contact Jim Murphy.

y) Oldest/Youngest – discussed options. Decided that candidates will be selected from the crowd day of.

z) Set up – Tear Down

- Need volunteers other than event volunteers to take care of infrastructure.
- Municipal cost? Staff or temp help?
- Tents from Kevin Waito? Mike Tait?
- Discussion of Council procurement of tents/shelters.
- Discussion of Rec Committee purchases – picnic tables and umbrellas.
- Flag pole – 35' – flag suggestion 5' x 10'

**Action:** Jim and David to visit site and make recommendation to Council for improvements, pavilion expansion, horse show pit location.

**Action:** Melinda to take to Council – staff on the clock to set up tents, tables etc. Hire community members?

**Action:** Melinda to take to Council – purchase of community shelters/tents.

**Action:** Melinda to take to Council – Permission to have someone camp overnight at OMP.

**Action:** Melinda to take to Council – purchase of larger flag.

**Action:** Melinda to provide a site plan of OMP to Jim and David.

“Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting.”

- aa) Parking issue – need for volunteers. Expand parking area by moving horseshoe pits and removing some stumps and trees. Parking for those participating over the whole day by graveyard – shuttle service available. Barriers created to direct traffic flow. Need for handicapped parking spots. Look for options. To be decided.
- bb) Signage – ruined in rain. Substitute with individual maps. Need to ensure that logos of Heritage Canada, TransCanada and OPG all be included in all printed materials. Need for recognition. Suggestion of the creation of a weather proof banner. What message? HCM, Canada Day? Nothing decided.
- cc) We discussed a separate project of signs made from pallets in format of the Canada Flag to erect along Jennings Road and elsewhere within the municipality.

**Action:** Melinda to create with volunteers.

- dd) Discussion of the rental of a bounce house, slide etc. and the need to reserve for 2017. Will this committee take it on? Should it go to Council? Nothing decided.
- ee) Water bottles? Options – jugs and paper? How to keep jugs cold? Partially freeze? Refillable bottles? Hygiene?
- ff) Bags, handouts and waste. OPG, HCM bags, Fire Smart? No decision made.

**Action:** Gayle to contact Jennifer at OPG about 200 bags w/ w/o OPG materials.

- gg) Next Meeting – Monday, April 20, 2015 - 9:00 a.m.

## 2 Budget

- a. Grant application has been sent in. If we receive funding from Heritage Canada we need to follow the application. If we do not receive funding any number of modifications might be made.
- b. \$1500.00 received to date in donations from OPG and Trans Canada Pipeline; Council has contributed \$1,000.

“Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting.”

- c. The overall budget has been approved by Council as a component of the Recreation Committee meeting.
- d. Committee needs to set budget for 2015 event.
- e. For the time being, we will use the budget for 2014 as a guide for 2015. The 2015 budget will be reviewed and updated at the next meeting. This however, allows for purchases until that time. – Agreed to by the committee.

**Action:** Committee members to review documents provided for this meeting – suggest topics for discussion at next meeting – issues missed, to be added, or deleted. There will not be an agenda for next meeting, simply a review of action/activity to date.

**Action:** Committee members to attempt to recruit volunteers for event to be discussed at the next meeting.

3 Recognition - Signage from our sponsors are a must. – discussed above.

4 Food – discussed above.

5 Décor – needs to be reviewed.

6 Activities – discussed above.

7 Guest display – discussed above.

8 Prizes

Some thought has been given to not soliciting for prizes this year but sending a thank you for past support and future needs. Not determined. Needs follow up.

9 Questions and Answer

10Adjournment

“Any agenda items etc. please have them to me by the Friday before the meeting date for inclusion for the next meeting.”