

# CANADA DAY COMMITTEE

## Meeting Minutes

**April 18, 2017**

Present: Marie Buscomb (Chairperson), Marilyn Warnock, Phyllis Waghorn, Lucie MacDonald, Bonnie Wellman, Wayne Fraser, Allison Holtzhauer, Teri MacDonald Anne Hutchinson (Secretary)

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### **1. Call to Order**

The meeting was called to order at 6:30 p.m.

### **2. Announcements**

- Allison Holtzhauer and Teri MacDonald from the Municipal office were welcomed to the meeting.
- There has still not been a reply from Urban Donleavy regarding his participation on July 1. We need to know exactly what he is planning to do and a minimum of two weeks' notice is required for insurance purposes.
- There will be no amendment to the noise bylaw and therefore the band will only play until 10 p.m.

### **3. Discussion**

- Allison presented the budget for Canada Day Celebrations. The total budget is \$14, 897. With costs incurred to date and budgeted expenses, there is \$2067 left to work with. It was pointed out that this is only the proposed budget and there may be some changes. We will be given monthly updates.
- It was agreed that the bouncy castle, cotton candy and snow cones (500 each) should be booked at a cost of \$1800, as outlined in the budget.
- An accurate map of Madawaska Street has been printed to be used by the committee to plan site locations. It was agreed that there is no need for a walk through on the street as the initial planning can be done on the map.

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- It was agreed that instead of the usual donation from the Fish and Game Club, that money would be used by the Fish and Game Club to purchase the prizes for the fish pond and minnow races themselves.
  - Staff at the Municipal office have a lead on a stage for the band at no cost. To be confirmed.
  - Allison confirmed that the office can provide three donation boxes. The ones belonging to the Fire Department were not on site last year.
  - It was agreed that we will go ahead and have calendars printed as a fund raiser. We will have 100 calendars made at a cost of \$600 (\$6 per) and they will be sold for \$15 each. The cost of producing the calendars will come out of the budget in advance, but will be recovered through the sales.
  - A float of \$300 cash will be needed for calendar sales.
  - Bonnie reported that the Art Guild can guarantee 12 paintings of old buildings for display and for use on the calendars. A photo of each painting will be placed on a whiteboard with a brief writeup about the building. These will be placed at the former site of the building. The actual paintings will all be displayed together outdoors at a location to be determined. In case of inclement weather, they will be displayed either in Council Chambers or the C.E. Hall of St. Andrew's UC.
  - Allison confirmed that Cathy Appleyard will look after producing the whiteboards. She will also produce a sign for each entrance point (3) with a site map of activities. The office will purchase the necessary stakes and whiteboards.
  - It was suggested that in the absence of Glenda MacKay and Wayne Fraser, Brian Hunt should be asked to officially open the festivities on July 1.

#### **4. Roundtable**

- There was discussion once again about street closure. It was generally agreed that as discussed at the last meeting, the street will be closed to traffic at 1 p.m. to allow for site set up from 1 p.m. to 2 p.m. All vendors should be in place and their vehicles removed by 2 p.m. regardless of when they begin to sell.

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- There is still concern about the number of volunteers required to cover the extended hours at two entrance points. Volunteers may be asked to do a two hour shift instead of one, which would cut the number needed in half.
  - Allison suggested that an ad could be placed in the Renfrew Mercury (at no cost) and on the Township website and Facebook page asking for volunteers.

## **5. Actions**

- **Allison:**

1. Contact Chief Whiteduck and invite him to participate in the Market.
2. Send monthly budget updates.

- **Teri:**

1. Follow up with Jennifer at OPG regarding giveaways for the kids.

- **Marilyn:**

1. Speak to Bill McAdam at Renfrew Printers to confirm the price for the calendars and the time needed to produce them.

- **Anne:**

1. Send Allison the specs needed for the volunteer ad.
2. Call Rick Brown and ask him to take photographs of the old paintings

## **6. Next Meeting**

The next meeting will be **Tuesday May 2, 2017 at 6:30 p.m. at the Community Centre.**

## **7. Adjournment**

The meeting was adjourned at 8:10 p.m.