

Canada Day Committee

AGENDA – June 18, 2018 5:30pm – Village Office

Item	Discussion	Action
1. Disclosure of Pecuniary Interest		
2. Approval of Previous Minutes	Minutes of the June 5th meetings attached	
3. Adoption of Agenda		
4. Administrative Items	Budget: see attached <ul style="list-style-type: none"> • Cost of ad to Phoenix Communication: <ul style="list-style-type: none"> • Posters – 50 copies to be circulated in village and area • Posting of events to Village FB and Web pages 	
5. Review of Activities and Events July 1st	5.1 Review of Roles and Responsibilities (attached) 5.2 Confirm what documents (i.e., permits/road closures) needed to have on hand day of – Mark Scullino	
6. Other Business	MW 225 Celebrations- ad hoc working group <ul style="list-style-type: none"> • Feedback on Launch event – Lee Horning • Status of Photo Project 	
7. Date of Next Meeting	Wrap up and Overview – July	

Canada Day Advisory Committee Meeting

Minutes

June 5, 2018 at 5:30pm

Council Chambers

Present: Robyn Eagle, Don Halpenny, Wayne Trusty, Mayor Nash, Mary Kate Laphen (Staff liaison)	Other: Bob Foster	Regrets: Lee Horning,
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Agenda Item	Discussion	Action
1. Call to Order		Meeting called to order at 5:30 pm
2. Disclosure of Pecuniary Interest:	None declared	n/a
3. Approval of Agenda	RESOLUTION to approve the agenda. Moved by Wayne Trusty, Seconded by David Nash.	Agenda APPROVED
4. Approval of Minutes	RESOLUTION to approve the minutes of the Apr. 3 meeting. Moved by Don Halpenny, Seconded by David Nash. RESOLUTION to approve the minutes of the May 7 meeting. Moved by Wayne Trusty, Seconded by David Nash.	Minutes APPROVED Minutes APPROVED
5. Administrative Items	Budget – List of expenses included in package	Check on cost for Pipe Band Village Office can use list to make up cheques needed on Canada Day
	Permits Park Permit – in the works, but not yet received Road Closure Permit <ul style="list-style-type: none"> • Permit confirmed • OPP will show up, unless there's a call 	<ul style="list-style-type: none"> • Robyn will check with Parks Canada
	Communications Article was printed in Phoenix and NG Times Also want to get article and/or schedule poster on: <ul style="list-style-type: none"> • municipal website • facebook • Schedule in July Phoenix • Kemptville Advance? • Link to M225 facebook page re: Canada Day • Jennifer Westendorp (radio) 	<ul style="list-style-type: none"> • Robyn will pass items to the press and contact Jennifer Westendorp • Mary Kate will post on website and social media

	<p>Communications cont.</p> <ul style="list-style-type: none"> Finalized Schedule poster 	<ul style="list-style-type: none"> Poster APPROVED Now need to circulate copies
<p>6. Events for Canada Day 2017</p>	<p>Road Closures</p> <ul style="list-style-type: none"> Ted & Gini Purnell will set up barricades <p>Church Service</p> <ul style="list-style-type: none"> Historical Society handling details of this <p>Parade</p> <ul style="list-style-type: none"> Plans are progressing well <p>Blockhouse Events</p> <ul style="list-style-type: none"> Plans are progressing well Chairs arranged for <p>Cake</p> <ul style="list-style-type: none"> How much cake is needed? Discussion of using local baker vs Costco <p>Lions' BBQ</p> <ul style="list-style-type: none"> Good to go <p>Children's Activities</p> <ul style="list-style-type: none"> Bouncy house is a maybe <ul style="list-style-type: none"> Raised noise consideration (of equipment) re: musicians Face painters are good to go <p>Maker's Market</p> <ul style="list-style-type: none"> Good to go <p>Water-filling station</p> <ul style="list-style-type: none"> Mark Syne is managing this in booths from Kevin Bridge Free, but will take donations <p>Port-a-Potties</p> <ul style="list-style-type: none"> to be located near Depot sponsored by MUAC 	<ul style="list-style-type: none"> Need more help with pylon set up Ask Churches to publicize this Ron Eagle will be setting these up Need cake for 100-120 Mary Kate to contact Sugar Belle's to see if she can work with our budget Mary Kate to coordinate storage and transport of cake with Peggy Holloway (co-MC) Will follow-up Need signage for who is supplying water and who donations are going to Mark Syne handling these

	<p>Fairgrounds (Evening)</p> <ul style="list-style-type: none"> • Discussed where to locate the trailer for Sons of Martha 	<ul style="list-style-type: none"> ○ Tentatively will locate on track beside library parking lot ○ Parking lot must remain empty to allow emergency access to beach area.
7. Next meeting	Mon, June 18, 5:30 pm. Council Chambers	
8. Adjournment		Meeting Adjourned

Canada Day 2018 – Timing **Updated June-14-18**

May		Write up in June Phoenix , NG Times, EMC, Websites	Robyn - done
Mid-June		Hand out posters in Village and update Village Calendar of Events	Finalize Poster at June 5 th meeting and circulate
Friday June 29		Pick up key for Community Centre Pick up Cheques for parade Participants Get Flag from Mayor's Office – give to Mark Scullino	Robyn
		Pick up Cake (2 - 10x12- approx. 120 pieces), purchase table cloths & napkins. Get a knife to cut cake	Mary Kate
		Public Works set out road barriers, pylons, detour sign	Andy Boffee
		Move Ag. Society Trailer to parking lot of Blockhouse Park	Don Halpenny to coordinate with Don McConnell
		Check hydro hookup for Trailer to Pole works	Robyn
June 31 st		Decorate Blockhouse Park	Margo and Kevin
July st	7:30am	Set up Pylons along St. Lawrence from Main to Bruce for No Parking	Robyn, Don, Bob, Ron
	8:00am	Get from Community Centre: ●2 large Tables up in Blockhouse Park (by trailer for cake) ●20 Chairs – 10 go to Collar Hill Cemetery; 10 to be set up inside trailer at Blockhouse Park ●Podium – to be set up at Collar Hill Cemetery Set up generator and 100' extension cord at Collar Hill Cemetery	Ron
	9:00am	Sound system set up in Blockhouse Park. Make sure microphone working	Herb Clouthier's Crew <i>(microphone is confirmed for noon Ceremonies)</i>
		Set up for St. M. Bourgeois and Liz Facepainter Wardhaugh in Blockhouse Park (generator???)	
		Lions' set up for BBQ in Blockhouse Park	Kelvin
		Makers' Market sets up in vacant lot beside Mainstreet	Laura Starkey et al
		Port-a-Potties to be set by Friends of the Rideau building – confirm who will do signage	Bob Foster
Set up 2 water stations in Blockhouse Park -coolers/ice and donation receptacle	Bob Foster and Ron		
10:00am	Set up 20 chairs (from Legion) in pavement area in front of trailer in Blockhouse Park.	Ron	
	Make sure all is in place at Blockhouse Park – sound, seating, etc	Robyn	
10:30am	Parade musters at Hilltop Manor	Mark Scullino	
	Ecumenical Church Service begins at Collar Hill Cemetery	Rev's. Wilson and Gallinger	

10:50am	Ensure road barriers placed on cross streets (both sides) on St. Lawrence Street Firefighters set up Detour sign- barring entrance to Village from Cty Road 15. Put sign on barrier "Special Event "	Ginny & Ted Purnell – East Don Halpenny - West Confirmed with Chief Urquhart
11:30am	Parade Starts OPP at Main and HYW 43 to assist to direct traffic over bridge	Mark Scullino OPP will be on site, unless they are called away
11:50am	Set out Cake on tables beside trailer	Mary Kate and her Sherpas
12:00	Canada Day Ceremonies begin in Blockhouse Park	Co-MC's Jacques Pelletier and Peggy Halloway
After parade	Remove road barriers on cross streets. Leave on grass near sidewalk Remove Detour Sign and leave in ditch by Chamber sign	Ginny & Ted Purnell -East Don Halpenny -West
1:00pm	Lions' BBQ starts in Blockhouse Park Legion's Chicken dinner starts Live Music in Blockhouse Park begins 1:00 – 1:45: Giococo Strings 2:00 – 2:45 45north Jazz Band 3:00 – 3:45 Andrew James Review 4:00 – 4:45 Billy Walzak 5:00 – 5:30 Andrew James Review Activities in Blockhouse Park ●The Wild Rooster Face painter ●Ecole catholique Sainte Marguerite Bourgeoys' Kids Centre	Kelvin Lee Herb Clouthier's Sound Crew
	Charles Antoine sets up Fireworks Display at Beach	Pyrotechniques guy Have provided Charles' contact to Chief Urquhart
2 & 3:00pm	Fiddlehead Soup plays	upstairs at the Legion
5:30pm	Live Music in Blockhouse Park stops Wrap up activities at Blockhouse Park Makers' Market packs up Clean up area	Robyn, Ron, Bob et al....
6:00pm	Move Trailer to Fairgrounds – Set up Generator (4000watts) & 2 100' extension cords	Don McConnell Ron
7:30pm	Sons of Martha Production set up at Fairgrounds	Stephen Fuller
??	Firefighters on site	Mark Urquhart
8:30pm	Sons of Martha Production begins	Stephen Fuller

	9:30pm	Sons of Martha Production ends	
	10:00pm	Fireworks begin	
	10:30pm ish	Fireworks end	

Canada Day, Sunday July 1, 2018

Schedule of Events

Time	Event	Location										
10:00am	Ecumenical Church Service	Collar Hill Cemetery										
10:30	Muster begins for Parade Participants	Hilltop Manor										
11:30	Parade begins	St. Lawrence Street to Blockhouse Park										
12:00	<p>Canada Day Ceremonies:</p> <p>Church bells ring</p> <p>Kemptville Pipe Band plays “Maple Leaf Forever”</p> <p>Welcome – Mayor Nash</p> <p>“O Canada” –Megan Thompson accompanied by Giocosos Strings</p> <p>Folding of the Flag – Girl Guides and Pipe Band</p> <p>Special Recognition – Mayor Nash</p> <p>“God Save the Queen” – Angela Maconnachie and Catherine Thompson with Giocosos Strings</p> <p>Blessing Rev. Matt Gallinger</p> <p>Announcements /Information Items–</p> <ul style="list-style-type: none"> • Free Oven Baked Chicken Leg Dinner at the Legion • Lions’ Free BBQ in the Park • Makers’ Market next to Mainstreet Restaurant <p>Announcement of Musical Lineup in Blockhouse Park:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">1:00 - 1:45</td> <td>Giocosos Strings</td> </tr> <tr> <td>2:00 - 2:45</td> <td>45 north Jazz Band</td> </tr> <tr> <td>3:00 -3:45</td> <td>Andrew James Review</td> </tr> <tr> <td>4:00 – 4:45</td> <td>Billy Walzak</td> </tr> <tr> <td>5:00- 5:30</td> <td>Andrew James Review</td> </tr> </table> <p>2:00 & 3pm Fiddlehead Soup @ Legion</p> <p>Thank you for financial donations: Herb White Automotive, Lions’ Club of Merrickville, Merrickville Tool & Equipment Rentals, Heat Busters, RW Eagle Carpentry, Communities in Bloom, and to the Merrickville United Arts Centre for providing the Water Station and Port-a-Potties</p> <p>“This is Our Land” –Angela, Megan and Catherine</p> <p>Cake Cutting</p>	1:00 - 1:45	Giocosos Strings	2:00 - 2:45	45 north Jazz Band	3:00 -3:45	Andrew James Review	4:00 – 4:45	Billy Walzak	5:00- 5:30	Andrew James Review	Blockhouse Park
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3:00 -3:45	Andrew James Review											
4:00 – 4:45	Billy Walzak											
5:00- 5:30	Andrew James Review											

1:00 – 5:30pm	Live Music & Entertainment <ul style="list-style-type: none"> • Face Painting by the <i>Wild Rooster</i> – sponsored by Liz Wardhaugh • Ste. Marguerite Bourgeoys activities for children 	Blockhouse Park
8:30pm	Sons of Martha Performance	Fairgrounds
10:00pm	Fireworks	Beach

Updated: June-13-18



2018 Canada Day

July 1st Merrickville Schedule of Events

10:00am	<i>Ecumenical Church Service</i>	Collar Hill Cemetery
11:30	<i>Parade Starts</i>	From Hilltop Manor along St. Lawrence Street to Blockhouse Park
12:00	<i>Canada Day Ceremonies</i> <ul style="list-style-type: none"> • Free Fun and Entertainment • Children's Activities (thanks to École catholique Sainte-Marguerite-Bourgeoys) 	Blockhouse Park
1:00 – 5:30pm	<i>Live Local Musicians Featuring</i> <ul style="list-style-type: none"> • Giocoso Strings • 45north Jazz Band (sponsored by Merrickville's Jazzfest) • Andrew James Review • Billy Walzak 	
1:00 until it's gone	<i>FREE BBQ</i> Courtesy of the Lions' Club of Merrickville	
	<i>Legion's FREE Oven Baked Chicken Lunch</i>	The Legion -223 Main Street W
1:00 – 5:30 ish	<i>Makers' Market</i>	Lot beside Mainstreet Restaurant
2pm and 3pm	<i>Fiddlehead Soup</i> A local Celtic Band Sponsored by Merrickville District Historical Society	The Legion -223 Main Street W
8:30pm	<i>Sons of Martha Production</i> A soundscape of what Merrickville fairgrounds might have sounded like in bygone years. A Rock-infused multi-genre set including a compressed version of their rock opera, "The Voyage of the Intergalactic Merchant Marine"	Fairgrounds
10:00pm	<i>Fireworks</i>	

We gratefully acknowledge financial support from:

***Merrickville Tool & Equipment Rental * Heat Busters *
Herb White Automotive * Lions' Club of Merrickville * RW Eagle Carpentry *
Merrickville-Wolford in Bloom***

Thanks to the Merrickville United Arts Centre for providing the water stations and port-a-potties



Canada Day Coordinating Committee 2018

	Credits	Debit	Balance	
Opening Balance	12,000.00		\$ 12,000.00	
Lions'	750.00		\$ 750.00	
Herb White Automotive	100.00		\$ 100.00	
Heat Busters	200.00		\$ 200.00	
RW Eagle Carpentry	100.00		\$ 100.00	
Merrickville-Wolford Comr	100.00		\$ 100.00	
Merrickville Tool Rental	250.00		\$ 250.00	
Total Budget			\$ 13,500.00	
Payment for		Amount		Payable to:
Fireworks		\$ 8,475.00		
Pipe Band		\$ 500.00	cheque	Kemptville Legion Pipes and Drums Branch 212
Swords & Ploughshares		\$ 500.00	cheque	TBD
Shriners		\$ 400.00	cheque	Tunis Shriners #179. Lower left hand corner "Shrine Hospital for Children" for participating in Merrickville's Canada Day Parade.
Canada Day Cake		\$ 85.00		Mary Kate Laphen will submit an invoice
Parks Canada Permit		\$ 692.30	cheque	Government of Canada
Entertainment	musicians	\$ 60.00	cheque	Billy Walzak
Sons of Martha Band		\$ 1,200.00	cheque	Chris Chinkiwsky
Andrew James Review		\$ 300.00	cheque	Jim White
Sound Technician		\$ 650.00	cheque	Jamming Around Man Productions
Pop for Lions' BBQ		\$ 75.00	cheque	Merrickville Lions Club
Decorations		\$ 350.00	(est)	Margo Heighton
Advertisements	Phoenix ad	\$ 226.00		
Printing Costs - Posters	Detour for Special Event	\$ 40.00	(est)	Coba Studio
Total Expenses		\$ 13,553.30		
BALANCE			-\$ 53.30	