

Canada Day Committee

AGENDA – March 5th, 2018 5:30pm – Village Office

Item	Discussion	Action
1. Disclosure of Pecuniary Interest		
2. Approval of Previous Minutes	Minutes of the February 5 th Meeting (attached)	
3. Adoption of Agenda		
4. Administrative Items	<p>Status of Budget: Mayor Nash</p> <p>Fireworks Contract –Approval process</p> <p>Public Works-</p> <ul style="list-style-type: none"> • road blocks (? Permit required?) • additional staff (3-4) • additional garbage bins/picnic tables/chairs from Legion • sound system set up • port-a-potties/location <p>Location of Canada Day Supplies-</p> <ul style="list-style-type: none"> • Large flag <p>Insurance and Permits-</p> <ul style="list-style-type: none"> • Insurance –confirmed • Parks Permit • Other Permits? <p>Communication-</p> <ul style="list-style-type: none"> • MW225 Article submitted to March Phoenix requesting volunteers • Canada Day write up • Call for Parade participants/floats 	
5. Review of Activities and Events July 1st	<p>Morning Church Service – Merrickville and District Historical Society (MDHS)</p> <p>Parade-</p> <ul style="list-style-type: none"> • Update – Margo <p>Blockhouse Activities-</p> <ul style="list-style-type: none"> • Official ceremonies/speeches • Choir • Music/Entertainment • Lions BBQ- Gerry Seguin • Childrens’ Activities - Margo • Launch/location of Beer- Dell • Canada Day Booths (2) – Kevin • Makers’ Market –use of Linda Fry’s lot? 	

6.	MW 225 Celebrations- ad hoc working group <ul style="list-style-type: none">• Update of meeting February 15th next meeting April 5 th at Library at 5pm	
7. Other Business		
8. Date of Next Meeting		

Canada Day Advisory Committee Meeting

Minutes

February 5, 2018 at 5:30pm

Council Chambers

Present: Robyn Eagle, Lee Horning, Wayne Trusty, Mayor Nash, Mary Kate Laphen (Staff liaison)	Other:	Regrets: Don Halpenny
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Agenda Item	Discussion	Action
1. Call to Order		Meeting called to order at 5:35 pm
2. Disclosure of Pecuniary Interest:	None declared	n/a
3. Approval of Minutes	<p>RESOLUTION to approve the minutes of the Jan. 15 meeting. Moved by Wayne Trusty.</p> <p>Follow-up of action items from the minutes:</p> <ul style="list-style-type: none"> • Robyn has contacted the Historical Society and Merrickville-Wolford in Bloom re: the Merrickville 225 ad hoc committee • Mayor Nash has received the contracts for the fireworks and will be reviewing them with staff. 	Minutes APPROVED
4. Approval of Agenda	RESOLUTION to approve the agenda. Moved by David Nash.	Agenda APPROVED
5. Review of comments from Canada Day 2017	<p>Reviewed list of items and comments from the post-Canada Day meeting minutes.</p> <p>Re: music in park</p> <ul style="list-style-type: none"> • Susan Lines has been contacted re: choir performing during the ceremonies • possibly try to arrange a concert in the afternoon? • Would like to have some type of music in the park during the afternoon; however, there may not be money for musicians as the budget is likely to be \$10,000 <p>Re: ceremonies</p> <ul style="list-style-type: none"> • Jacques Pelletier has agreed to act as MC • Line Pelletier will act as photographer • The Lions' planned gazebo should be available for use, however will also investigate the availability of the Agricultural Society's trailer or a tent for the musicians (Lions). • The Legion will supply plastic chairs for use, 	<ul style="list-style-type: none"> • Tentatively agreed, but needs more information • Still pending • Will contact Steve Hurdell / Jim White / Stephen Fuller about this • Already contacted • Already contacted • Robyn will contact the Agricultural Society

	<p>instead of municipal wooden chairs</p> <ul style="list-style-type: none"> • Parks Canada needs to be approached about the permits. Can use the site plan from last year <p>Re: Parade</p> <ul style="list-style-type: none"> • Mark Scullino will be parade marshal • Margo Heighton will assist with floats for the parade and general decoration • The horses are welcome, as last year’s concerns re: insurance, clean up have been resolved <p>Re: municipal staff</p> <ul style="list-style-type: none"> • Need to consult with Public Works about blocking off parking, setting up barricades • Need advance notice to Finance to ensure that cheques required on Canada Day are ready • Will request use of municipal sound system this year to improve sound quality; may need staff assistance with set-up • The large Canada flag needs to be located and stored in a designated area of the municipal office (along with other Canada Day items) <p>Re: other events</p> <ul style="list-style-type: none"> • Legion chicken lunch will run again this year. Lee is confident they can handle the crowd, even if there is good weather • Plan to sign a 3-yr contract for Fireworks 	<ul style="list-style-type: none"> • Robyn will contact. Mayor passed on the file on this • Already contacted • Already contacted • Already contacted • Will need to consult with municipal staff on these items • Committee will put \$500 towards the lunch • Mayor is reviewing contract with staff
<p>6. Merrickville 225 celebration</p>	<p>Robyn has contacted the Historical Society and Merrickville-Wolford in Bloom, who are both interested in participating.</p> <p>Historical Society has a lecture series planned.</p> <p>Lee reports that the Legion also wants to hold an event (Music Festival - June 9)</p> <p>Committee would like a 225 event for Canada Day</p>	<p>Subcommittee meeting re: 225 scheduled for Thurs, Feb. 15 at 5:00 pm at the Library to discuss 225 plans, esp. re: Canada Day</p> <p>Robyn will notify the other groups</p>
<p>7. To Do List</p>	<ul style="list-style-type: none"> • Need to update and expand the Canada Day “Bible”, which includes all tasks and events, timeframes, costs, contact people, etc. • Discussion of communications/publicity for Canada Day events – where/how to publicize • Insurance? • Music before Fireworks – contact? 	<ul style="list-style-type: none"> • Robyn is working on this • Mayor will pass on list of contacts • Robyn and Mary Kate will work on publicity • Robyn will contact Gord Sowten to make sure everything is covered • Robyn will contact Bob Freeman who has done it in the past re: pricing

	<ul style="list-style-type: none"> • Road closures and barricades • Parade <ul style="list-style-type: none"> ○ Discussion of muster time ○ Discussion of parade participants <ul style="list-style-type: none"> ▪ Shriners are confirmed • Blockhouse ceremonies / activities <ul style="list-style-type: none"> ○ Organizing these events ○ Town Crier ○ Giocosos Strings ○ Children's Activities ○ Lions • Company of Fools <ul style="list-style-type: none"> ○ Well-received last year, but probably don't have the budget for it this year. 	<ul style="list-style-type: none"> • Will look into who is responsible for setting these up and taking them down (Public Works or Committee) • Will consider earlier muster time, as parade is getting longer, but still want to be at the park for 12:00 • Need to contact Swords & Ploughshares, and the Kemptville Pipe Band • Margo Heighton to organize • Town Crier is unavailable • Robyn will contact Polly McCombe re: Giocosos Strings • Looking for names for clowns, face painting. Robyn is looking into a bouncy castle • Robyn will contact the Lions to find out their plans • Mary Kate will contact the Fools re: costs and available dates. Will consult with Wayne re: Chamber possibly subsidizing this
8. Other 225 Events	Legion is planning a music festival for June 9 featuring local talent (unpaid), and a country jamboree for June 10	
9. Future meeting dates	Our planned regular meeting dates (1 st Monday of the month) are a problem for some committee members. Discussion of possible dates	Will continue with meeting schedule for now (next meeting – Mon, Mar. 5, 5:30 pm)
10. Committee Status	Discussion of pros and cons of being a Committee of Council, and whether we would like to change that status in the future	
11. Adjournment		Meeting Adjourned

Canada Day Sunday, July 1, 2018 - Activities					
Activity	Details	Timeframe	Cost	Lead	Status
Communication	Place notice of Event in Local Papers (EMC), Phoenix, Village Website, Chamber Website Merrickville Spectator	Phoenix: March EMC: May, June, July Websites: May, June, July		Robyn and Mary Kate	Article about MW225 submitted for March Phoenix
	Posters to be circulated throughout Village and Wolford, websites	early June			
	Write up in Phoenix Invitation for Parade Participants - Phoenix, websites	May and June			
Coordinate Merrickville 225 Celebrations	Coordinate MW225 activities in keeping with budget Agreed to focus on 4 events : June 9 (Legion), June 23 Blockhouse Opening August 6 Canalfest August 10-12 Fair			Robyn, Mary Kate, Wayne, Lee, Ann Martin, Christopher Scullino and Mayor Nash	Ad Hoc Group met Feb 15 Funding uncertain, will seek sponsorships. Next Meeting April 5
Secure Insurance for the day	Gordon Sowten 613 371-1107	February - done	no charge		confirmed
Secure Permits	Parks Canada	April			
Secure Music and Entertainment	Music for Blockhouse Park Grandstand and before fireworks at beach front; Entertainment for Blockhouse Park		No charge for Trailer Ask Don McConnel to move it ??? Location????		Use of Ag. Society Trailer Confirmed
	See Music Entertainment tab				
Confirm Fireworks	3 year contract from Royal Pyrotechnics (2018-202)				we have copies of site plan and map of Merrickville

Activity	Details	Timeframe	Cost	Lead	Status
Legion BBQ	Free BBQ at the Legion		\$500.00	Lee Horning	confirmed
Road Closure/Barricades	See Operations tab				
Parade	Muster at Hilltop	July 1st 11:00am		Mark Scullino Margo Heighton	Leads confirmed
	Parade starts at Hilltop N on St. Lawrence to Blockhouse Park	July 1st 11:30am			
	See Parade tab				
Blockhouse Park Activities	See Blockhouse Activities tab	July 1st at 12:15ish			
Photographer	Capture all events/activities of the day starting at Hilltop with the Parade, Blockhouse ceremonies, music in the Park and evening activities	secure by April		Line Pelletier	Confirmed
Coordinate Cheques as required					
Secure OPP for safety					
Updated:	25/02/2018 0:00				

Parade Participants	Contact Info	Requirements and Details	Insurance Confirmed	Time Frame	Cost (insure chq available day of)	Lead	Status
Secure Town Crier	Michael Whittiker			Confirm by April			Michael NOT available July 1
Secure Parade Coordinator						Mark Scullino	Confirmed
Kemptville Pipe & Drum Band					\$500.00		Confirmed
Pathfinders	Diane Davidson	need a flag					Confirmed
Shriners	Don Healey				\$400.00		Confirmed
Firefighters	Mark Urquhart						Confirmed
Members of Council	David Nash						Confirmed
A Chance Animal Rescue	Bonnie Dowdall						Confirmed
Swords and Ploughshares	Mike				\$500.00		Confirmed
Heritage Stables	Robyn Fredrickson						Confirmed
Breathe Dance Studio							Maybe
Girl Guides/Scouts	Kara Ferguson						confirmed
Scouts							don't have many scouts
Vintage car	Barry Phillips						pending weather
Royal Bank	Dawn						Resonded and considering
Floats from Community Groups: Trails Society Chamber Historical Society Agricultural Society Recreation Society Canal Day Heritage Run Day Day Care Day Camp Kids Communities in Bloom Military Jazzfest Hilltop Retirement Home Bike Show Car Show Christmas in Merrickville Ecofest Others>>>>						Margo	CiB Confirmed
Stuff to hand out (pins, flags, etc)							

Blockhouse Activities 2018

Participants/Other	Contact Info	Timing	Requirements and Details	Cost	Lead	Status
Permission to use the Park	Annie Laurie Annie.Laurie@pc.gc.ca	April	will need the fire safety, site plan and confirmation of insurance for Fireworks before Permit is granted	\$200 refundable deposit plus \$640		Form received from Parks. Awaiting sign off of Fireworks from Mayor
Dignitaries - listing of who and invitations to be sent	Gord Brown Steve Clark	Invitations to be sent by April			????	
Insurance to use Park, include Fire safety Plan	Gord Sowten	May	If a Committee of Council, just need a certificate naming the Queen	\$0		Confirmed
Order Cake and Supplies		order by June 1st	large table (fire hall) and table cloth napkins, knife "refreshments?? Garbage can	\$80		contacted Paula Burke to do cake
Confirm Church bells to ring at Noon		confirm by end of May, early June		\$0		
Confirm who will do the Blessing				\$0		
Designate Master of Ceremonies			ensure all in place for the Blockhouse Activities	\$0	Jacques Pelletier Peggy Halloway	Confirmed
Confirm Merrickville-Wolford 225 Celebration activity(ies)				budget not yet confirmed	ad hoc Committee	planning under w
Secure use of Fairboard Trailer for music/band at Blockhouse Park	Rose Lamingman	February-March		\$0		trailer for use at Blockhouse Park. CONFIRMED

Participants/Other	Contact Info	Timing	Requirements and Details	Cost	Lead	Status
Parade arrives at Blockhouse - Agenda as follows:		July 1st 12:15PM ish				
Kemptville Pipe Band Plays						
Message from the Mayor						
Choir sings O Canada - Strings Accompany						
Pathfinders fold Flag; Piper Lament						
Choir sings God Save the Queen - Strings Accompany			Ploughshares fire off canon			
Blessing						
Messages from Dignitaries						
Kemptville Pipe Band Plays Amazing Grace						
Merrickville 225 Celebration Activity			have decendents of W Mirrick present?			
MC - Announcements: Thank you to contributors Fireworks at Fairground Music in Park Line Up Cake Cutting BBQ at Legion Introducing MW 225 Craft Beer Evening Entertainment/Fireworks						
Choir sings This is Your Land						
Kemptivlle Pipe Band Plays						
Canada Day Cake Cutting- Mayor Cuts, CDCC assists		set up by 12:00	Large table, garbage can, forks, napkins			
Lions BBQ		start serving after announcements			Gerry Seguin	
Live Entertainment		approx 1:00 - 4:00pm	stage, electrical, sound system			

Date	Activity	Lead	Cost	Details	Status
Feb-26	MW225 Logo	Chamber Karl Faige		Wayne Trustee will send logo image to Mary Kate and Robyn to be shared with Community.	Draft sent out Feb 24
Jun-09	Legion Music Festival - Kick off of MW225	Legion Lee Horning		Music Festival Communications/Promotion Historical Displays	
Jun-23	Blockhouse Official Opening	MDHS Ann Martin		Invite Dignitaries -Gord Brown, Julie Payette, others? Indigenous Ceremonies Interpretors Decendents of William Mirrick	
Jul-01	Outdoor Church Ceremony at Collar Hill Cemetery	MDHS Ann Martin		Morning Church Service	
Aug-05	Canalfest	Lions			
Aug 10-12	Merrickville Fair	Fair Board Rose Lamingman (269-4402) rlamingman@hotmail.com		Feb 20 - Robyn contacted Rose to advise there will be some sort of MW225 celebration during the fair	

Contacts and Volunteers - Canada Day 2018

Name	Contact	Duties
Ann Martin	613 269-2042 acm.mapletale@gmail.com	Merrickville Historical Society
Michael Whittiker	mpw1749@gmail.com	Town Crier (not available 2018)
Jacques Pelletier	jqcspelletier@gmail.com	MC- Blockhouse Park
Mark Scullino	Mark.scullino@theroyal.ca	Parade Marshall
Line Pelletier	lineminou@aim.com	Photographer
Susan Lyons	linessusan@hotmail.com	Youth Choir
Brian Reid	volksplane2003@yahoo.com	Adult Choir (backup)
Linda the Clown	cclown@cogeco.ca	Entertainment for Park (not available 2018)
Myles Lavigueur	myleslav48@gmail.com	
Christopher Scullino	(613)558-3717	Communities in Bloom
Kara Ferguson		Girl Guides
Bob Freeman	soundsgreat@rogers.com	DJ
Mike Calnan	swords@calnan.com 613 498-0489	Swords and Ploughshares
Father Julius	613 269-4220	St. Anne's Church - Blessing
Ken Janes		United Church
		Anglican Church
Paul Perkins, Colonel of Unit	cadiman@xplornet.com 613 283-9071	Shriners

Operations

Contact	Activity/Item	Location	Timing
Dave Powers	set up barricades and related equipment		
	Secure 2-3 Port-a-Potties	Blockhouse Park ???	
	Secure and set up sound system		
	Picnic tables, chairs (from Legion) to Park		
	Set up table for cake		
	Extra Garbage cans		
	Secure OPP		
	coordinate moving of Ag society Trailer from Community Centre to Park		
	2 - 3 Staff		

Entertainment and Music for 2018

Entertainers	Contact Info	Location and Details	Time frame	Lead	Cost	Status
Giascoco Strings	Polly McComb	Blockhouse Park	Confirm by end of May		\$0	Confirmed- would also like to have a solo violinist play
Face Painter	Liz Wardhaugh		July 1st - 1-4pm		\$0	Confirmed
Other?						
Play- committee agreed not in the budget for 2018		Fairgrounds/Community Centre will not perform Sundays	6:00 - 7:00 pm		\$1000 plus they will "pass the hat"	Not part of 2018 activities
Fireworks	Marie-Claude Lizee, Royal Pyrotechnie, Inc., 1-800-563-2437, ext 142 Cell: 450 501-4044 mclizee@royalpyrotechnie.com	Fairgrounds July 1 at 10:00pm Fire safety Plan and Site Plan - copy to Parks and Fire Chief Copy of Technician in Charge Certificate - give to Fire Chief Copy of Insurance to Parks Obtain Permit	Confirm by Feb/March		\$8,475	Contract received for 3 years. Pending Council's approval of Budget
Interpreters from Parks Canada or MDHS				Ann Martin		
Bouncy House	Jeff Knapp					Confirmed
Musicians	Contact Info	Location and Details	Time frame	Lead	Cost	Status
Choir	Susan Lyons	Blockhouse Park Grand Stand- July 1st after Parade- sing O Canada, Amazing Grace, This Land is Our Land, God Save the Queen	Confirm by March	Susan		email to Susan
Band	Jim White/Steve Hurndel		confirm by April	Robyn		On Hold- Pending Funding
	Steven Fuller			Margo		
DJ	Bob Freeman soundsgreat@rogers.com					

Canada Day Coordinating Committee 2018

	Credits	Debit	Balance
Opening Balance	\$ 10,000.00		\$ 10,000.00
MW225	\$ 3,000.00		\$ 3,000.00
Fireworks			\$ 8,475.00
Pipe Band			\$ 500.00
Swords & Ploughshares			\$ 500.00
Shriners			\$ 400.00
Canada Day Cake			\$ 85.00
Legion Lunch			\$ 500.00
Parks Canada Permit			\$ 692.30
Entertainment			
Musicians			\$ 1,200.00
			\$ -
			\$ -
Balance			\$ 12,352.30

2017

Name	Contact Info	Amount Pledged	Date Received
Eric Monkman Forming	Cell: 613 223-8489 Office: 613 269-3676		
RW Eagle Carpentry	Ron Eagle 613 880-3946		
Jonah Robinson	613 485-3535		
Paul Moire			
Kevin Karho			
Burlco Flooring	Mike Burley 613 269-3505		
Health Centre	Peter McKenna		
Lions			
Royal Bank			
Rideau Woodland Ramble	613 258-3797		
Royal Lepage	Liz Wardhaugh 613 884-6652		
Ogilvie's Auto and Fleet Service	613 283-7444		
Remax	Gerry Seguin 613 852-4313		
Rona	Kim Forsyth 613 258-9333		
Satellite Truss	613 269-3310		
3.5% Real Estate	Robin Chinkiwsky 613 269-2222		
New Rideau Restaurant	Hemke Van Gerwin 613 258-7272		
Heat Busters	Larry 613 223-9604		
On Tower	613 601-0494		
McConnell's	Don McConnel 613 269-3342		
Heritage Stables	Katie Gemmell 613 229-0759		
Pinecrest Riding	613 269-4748		
MAG			
Herb White Automotive	613 269-4401		

