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## Rural Municipality of West River Canada Day Celebration Committee

<b>Meeting No.</b>	1	<b>Chair</b>	Deputy Mayor Robert Clow
<b>Meeting Date</b>	Monday, May 2, 2022	<b>Phone</b>	902-675-7000
<b>Start Time</b>	5:30 PM	<b>E-mail</b>	admin@westriverpe.ca
<b>Location</b>	Afton Community Center	<b>Session</b>	Public
<b>Present</b>	Deputy Mayor Robert Clow, Mayor Helen Smith-MacPhail, Councillor Lori Ashley, Councillor Shaun MacArthur		
<b>Also</b>	Laala Jahanshahloo – CAO		
<b>Regrets</b>	Nil		

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- **Call to order**

Chair Deputy Mayor Robert Clow called the meeting to order at 5:35 pm.

- **Approval of Agenda**

It was moved by Councillor Lori Ashley and seconded by Councillor Shaun MacArthur; the agenda be approved as circulated.

**Motion Carried**

- **Declarations of Conflict of Interest**

No conflict of interest was declared.

- **CANDAY 1.1**

➔ CAO requested funding from Celebrate Canada on November 5, 2021, and on February 22, 2022, the Department of Canadian Heritage awarded a \$1,680 grant to RMWR. This funding is subject to the following terms and conditions:

- Celebrate Canada eligible project must:
  - funded activities have to be held on the designated day of July 1;
  - be free of charge (no admission fees or donation required for entry);. and
  - be open to the general public and promoted as such.
- The following activities are not eligible:
  - any events of a primarily religious, political or commercial nature;
  - activities whose primary purpose is fundraising or contests;
  - conferences, workshops and other events not intended for the general public;
  - activities that are (in whole or in part) an extension of regular or permanent programming.
- Only project-related expenses are eligible, which may include:
  - promotional expenses, communications, entertainment, supplies, equipment rental;
  - birthday cake for Canada Day Celebrations;
  - Administrative costs (not exceeding 15% of the total contribution);
  - Reasonable travel/hospitality expenses inside Canada must not exceed the rates permitted for [travel on government business](#).
- Ineligible expenses from Celebrate Canada funding include costs related to :
  - BBQ, general food and beverages;
  - Major infrastructures; equipment purchase;
  - Lobbying activities;
  - Advocacy;

- Prizes;
- Fairs and festivals;
- Liquor permits.

→ RMWR has a budget line for events in its operating budget 2022-23 to top up the federal grant if needed.

● **CANDAY 1.2**

→ The Committee proposed an early draft of activities and programs, including pancake breakfast, music, and BBQ. This list will be discussed further in the next session.

→ Councillor Shaun MacArthur will make some inquiries regarding the bouncy castle rental.

→ The communication and public notice of this event will be posted on The Buzz (community event), Municipality's Website, Afton Sign and any other means to increase public engagement.

● **CANDAY 1.3**

→ The Committee reviewed the possible administration option for the draft list, and besides the Committee members and CAO, Councillor Shaun MacArthur will reach out to the following Women's Institute to coordinate their engagement:

- St. Catherines WI
- Rice Point WI
- Meadow Bank WI
- Canoe Cove WI
- Bonshaw WI

→ CAO will contact Kingston Legion Branch # 30 if they accept helping in our event as volunteering hours for the cadet program.

● **CANDAY 1.4**

→ The Committee proposed to hold events in the Afton Community Center and Llyod Inman Park.

→ The CAO was directed to contact the Afton Community Center and book it for July 1.

- **CANDAY 1.5**

- CAO reached out to the Insurance agent, and it was confirmed that as long as the RMWR is the organizer and host of the events in any of the properties or lands it owns or leases, the liabilities are covered under the current policy. If any other parties (e.g., musician, rental inflatable, etc.) engage in the event, they need to carry their own insurance.

- **CANDAY 1.6**

- The Afton community Centers and Bonshaw Community Centers Board of Directors will be contacted by CAO and Councillor Lori Ashley, respectively and informed to coordinate with Deputy Mayor Bob Clow if they plan to hold an event for this year's celebrations.

- **Adjournment**

- The meeting adjourned at 6:30 pm.
- The next meeting will be on May 18, 2022.

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ROBERT CLOW \_\_\_\_\_

CHAIR