



Staff Report

Report To: South Huron Council
From: **Scott Currie, Manager of Community Services**
Date: February 19 2019
Report: CSD.19.01
Subject: Canada Day 2019 Event Support

Recommendations:

That Council receive the report titled "Canada Day 2019 Event Support" for information.

Purpose:

Council Resolution 062-2019 directed staff to bring back a report outlining the scope of the recent Canada Day event activities to see what is involved now and opportunities on how to move ahead with Council help on projects.

Background and Analysis:

For the past two decades, a committee of community volunteers has delivered a Canada Day event free of charge in Exeter.

However, several members of the Canada Day Committee have retired from their duties and the committee has approached Council for support in the administration and delivery of the 2019 event.

The Committee needs an individual(s) to act as event coordinator and lead planning and delivery. In particular, the event coordinator would be responsible for:

- Liaising between all groups/volunteers ensuring effective communication
- All certificates of insurances
- Organizing all activities/vendors/service groups,

- Purchasing
- Set up, lighting and clean up
- Organizing fireworks

The Municipality's Manager of Community Services met with retiring Canada Day Committee member Mr Jeff Musser on February 4th to collect information regarding the 1) scope, 2) cost and 3) time requirements of this event.

1) Project Scope

The 2018 Canada Day event schedule was as follows:

ACTIVITY	LOCATION	TIME	SPONSOR
Breakfast (*user fee)	South Huron Rec Centre	8 – 11:00 AM	Legion Ladies Auxilliary
Sandhills / Giant Sandbox	Ag Building	All Day	McCann Redi Mix
Exeter Splash Zone	McNaughton Park	All Day	South Huron Optimist Club
Cash Bar	Ag Building	All Day	
Dunk Tank	South Huron Rec Centre	All Day	Exeter Lioness/ South Huron Firefighter's Association
Car Show	South Huron Rec Centre – ball diamonds	9:00 – 1:00 PM	Canadian Tire Exeter
Touch the Tractor	Rodeo Ring	9:00 – 4:00 PM	Huron Tractor Delta Power
Decorate your Bicycle	South Huron Rec Centre	10:00 AM	Exeter Lioness
Face Painting	Ag Building	11:00 – 1:30 PM	Exeter Lioness
Inflatables	South Huron Rec Centre	11:00 – 3:00 PM	
Food Booth	South Huron Rec Centre	11:00 – 9:00 PM	Exeter Lions
Giant Water Spray (Firetruck)	Exeter Elementary	12:00 – 1:00 PM	South Huron Fire Fighter's Association
Canada Day Cupcakes	Ag Building	12:00 PM	Hansen's
Free Swim	Kirkton Pool	2:00 – 3:30 PM, 6:30 – 8:00 PM	Municipality
Free Swim	Exeter Wading Pool	2:00 – 4:00 PM	Municipality

Canada Day Boot Drive	South Huron Rec Centre	7:00 – 10:00 PM	Canada Day Committee
Live music	Ag Building	8:00 - 10:00 PM	Canada Day Committee
Concession Stand	Ag Building	11:00 – 3:00 PM, 8:00 PM – 10:00 PM	Courtesy of Big Brothers, Big Sisters South Huron
Fireworks	South Huron Rec Centre	10:00	Canada Day Committee

2) Cost

The Committee has raised approximately \$11,300 in funding for the 2019 event. Fundraising is conducted by Committee members and volunteers for the following year's event. The major expenses have traditionally been fireworks, professional services, certificates of insurance and marketing.

3) Time

The time required to deliver the event each year varies based on the constraints of project scope and availability of volunteers. Fundraising is by far the most significant time-consuming activity.

Operational Considerations:

If municipal staff were directed by Council to assume the role of event coordinator, the event scope and time budget requirements would need to be adjusted to fit staff schedules, abilities and resources; otherwise, current budgeted-for program commitments cannot be met. Therefore, the 2019 Canada Day event would likely be smaller in scope than in previous years.

Furthermore, staff do not recommend that the municipality assumes the duties of fundraising for subsequent events as donors are much less likely to support 'governments' projects. Without community volunteers to conduct the fundraising, this will impact the event budget going forward.

South Huron's Strategic Plan:

Financial Impact:

None. As this is a non-budgeted event in the Community Services program, the event budget would be restricted to the Committee's funds of \$11,300.

Legal Impact:

None.

Staffing Impact:

None.

Policies/Legislation:

None.

Consultation:

Jeff Musser, Public

Related Documents:

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk