



TOWNSHIP OF
Southwold

Southwold 175 Event Coordinator

**Request for Proposal
No. 2025-001**

ELECTRONIC BID SUBMISSIONS ONLY

Bid Submissions shall be received by e-mail no later than:

**February 5, 2025
3:00 p.m. (local time)**

Issued: January 23, 2025

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
DATA SHEET FOR BIDDERS.....	4
DEFINITIONS AND INTERPRETATIONS.....	5
DEFINITIONS.....	5
INTERPRETATIONS.....	6
PART ONE – INTRODUCTION	6
1.1 Contract/Intent.....	6
1.2 Bid Submission.....	6
1.3 Inquiry/Questions.....	7
1.4 Addenda.....	8
1.5 Acceptance of Terms.....	9
1.6 Non-exclusive.....	9
1.7 Evaluation	9
1.8 Deposit	10
1.9 Proof of Ability.....	10
1.10 Subcontractors.....	10
1.11 Procurement Policy.....	10
PART TWO – SCOPE OF WORK	10
2.1 Pre-Event Planning	10
i) Venue Coordination.....	
ii) Vendor Management.....	
iii) Sponsorship.....	
iv) Logistics Planning.....	
v) Volunteer Recruitment.....	
2.2 Event Execution	10
i) On-site Coordination.....	
ii) Volunteer Coordination	
iii) Communication	
iv) Guest Liaison	
2.3 Post Event Follow-up	10
i) Event Wrap-up.....	
ii) Financial Reporting.....	
PART THREE -Default/Non-performance.....	
PART FOUR – DELIVERABLES	11

PART FIVE – PROPOSAL SUBMISSION REQUIREMENTS..... 17

4.1 Experience and Qualifications
4.2 Approach to Event Planning17
4.3 Budget Proposal..... **Error! Bookmark not defined.**
4.4 References **Error! Bookmark not defined.**

PART SIX – Proposal Deadline 19

PART SEVEN - SELECTION CRITERIA.....

PART EIGHT - SUBMISSION INSTRUCTIONS.....

PART NINE - TERMS AND CONDITIONS.....

APPENDICES..... 19

DATA SHEET FOR BIDDERS

Proposal No.	2025-001
Project Name and Description	Southwold 175 Event Coordinator
Bid Submission Type	Electronic Bid Submission only (e-mail)
Closing Date and Time	February 5, 2025 @ 3:00 pm (local time)
Deadline for Questions	January 29, 2025 @ 4:00 pm
Tentative Commencement Date	February 10, 2025
Completion Date	August 18, 2025
Contract Administrator	June McLarty, Deputy Clerk

DEFINITIONS AND INTERPRETATIONS

DEFINITIONS

Wherever a term set out below appears in the text of this Request for Proposal (*RFP*) capitalized and in italics, the term shall have the meaning set out for it in this Section. Wherever a term below appears in the text of this *RFP* in lower case, it shall be deemed to have the meaning ordinarily attributed to it in the English language.

- (a) **Alternative** means a choice of things, each being fully compliant.
- (b) **Bidder(s)** means all persons, partnerships or corporations who respond to this *RFP*, and includes their heirs, successors, and permitted assigns.
- (c) **Contract** means the agreement to be entered into between the *Coordinator* and the *Township* with respect to the supply of the *Services*. It shall be based upon this *RFP*, with any agreed upon amendments, and shall also include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the *Services*.
- (d) **Contractor** means the *Bidder(s)* whose *Proposal's(s)* is/are accepted and who has/have agreed to supply the *Services* as described in the *Contract*. In either case, the term extends to its legal representatives, successors and permitted assigns, agents, employees, sub-Contractors and suppliers.
- (e) **Equipment** means all goods, materials, articles, equipment, software, intellectual property (or any part of them) and vehicles as described in the Specifications and acquired through the inclusion of such equipment in a schedule to the *Contract* from time to time throughout the term of the *Contract*.
- (f) **Improper** means a *Proposal* that is not in conformity in some manner with the requirements of this *RFP* but will be reviewed by the *Township* to determine whether it may be considered in the evaluation process, in the sole and unfettered discretion of the *Township*.
- (g) **Tender(s)** means the *Bidder's* electronic submission in response to this *RFP*, including the specifications, directions, specifications, schedules and requirements, together with all documents of any description and agreements made or to be made pertaining to the method of supplying the *Services* or to the quantities as shown of acceptable materials to be furnished under the *Contract*.
- (h) **Township** means the Corporation of the Township of Southwold and includes its successors and assigns
- (i) **RFP** means this Request for Proposal document, including all schedules, parts and attachments, as issued by the *Township*, including any addenda or amendments made to it after initial issue.

- (j) **Services** means the services as required and described in Part Four and Five of this *RFP*.
- (k) **Working Day** means is defined as any day:
 - i. Including Saturday August 9th, 2025

INTERPRETATIONS

The following rules of interpretation apply:

- (a) The term 'best value' means the most cost efficient and effective manner of supplying the *Services* in the sole and unfettered opinion of the *Township*.
- (b) Each reference to Provincial legislation in this *RFP*, unless otherwise specified, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation.
- (c) The words "shall", "will", and "must" used in this *RFP* denote imperative and mean "a requirement having a significant degree of importance to the objective of this *RFP*".
- (d) The words "should" or "may" used in this *RFP* denotes permissive.
- (e) The word "and" is an inclusive conjunction, the use of which indicates that all items or phrases in the subsection, article, or list in which it appears are permitted or required, as the case may be. The word "or" is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word "or" may also be an inclusive conjunction having the same meaning as the word "and".

PART ONE – INTRODUCTION

1.1 CONTRACT / INTENT

The Township invites qualified experienced Contractor(s) to respond to this Request for Proposal for the supply of services for the Southwold 175 Celebration Event. It is the intent of the Township to secure one Contractor.

The intent of this RFP is to secure the services outlined herein in accordance with the terms, conditions, specifications, appendices and attachments of this RFP. The Township may or may not enter into a Contract as a result of the issuance of this RFP. The Township may accept any Proposal in whole or in part, whether the price or prices be the lowest or not, and may reject any and all Tenders.

1.2 **BID SUBMISSION**

ELECTRONIC BID SUBMISSIONS ONLY, shall be received by email to deputyclerk@southwold.ca . Hardcopy submissions not permitted.

The closing time and date shall be determined by the Deputy Clerk's email date stamp.

Late Bids are not permitted by the Township.

The onus unequivocally remains with the Bidder to ensure that the bid is submitted electronically prior to the deadline and in accordance with the submission instructions.

Submission of a *Proposal* will constitute acceptance of all provisions contained in this *RFP* on the part of all *Bidders*.

When submitting a *Proposal/Bidders* must ensure that all areas of this *RFP* that require information are completed and submitted in accordance with the instructions. Failure to do so may result in the incomplete *Proposal* being rejected.

Proposals which are incomplete, conditional, illegible, or obscure or which contain reservations, erasures, alterations, or irregularities will be declared *Improper* and may be rejected.

None of the conditions contained on the *Bidder's* standard or general conditions of sale shall be of any effect unless explicitly agreed to by the *Township*.

Proposal Submission Requirements

Interested parties must submit a detailed proposal that includes:

- **Experience & Qualifications:**
 - A portfolio of previous events, especially large-scale sporting, cultural events, festivals, multi-day gatherings, etc.
 - Demonstrated ability to analyze, solve problems and put contingency plans in place.

- **Approach to Event Planning:**
 - A high-level overview of your approach to planning and executing the Southwold 175 Celebration
 - Your strategies for handling cultural sensitivity and ensuring a family forward and community-focused experience.

- **Budget Proposal:**
 - A cost estimate including fees for services, logistics, and other related expenses.
- **References:**
 - Contact information for references, preferably from clients whom you have organized similar events for.

1.3 **INQUIRY / QUESTIONS**

All inquiries regarding this *RFP* shall be directed by email to the Deputy Clerk.

All questions shall be submitted in writing prior to the question deadline noted on page 1.

Any inquiries will be responded to in writing. Any clarification shall not alter the *Tender*. Verbal arrangements or discussions are not binding and cannot be relied upon.

If during the period prior to submission of *Proposals*, the Township determines, in its sole and unfettered discretion, that part of the *Proposal* requires formal amendment or clarification, written addenda to this *Proposal* will be produced and distributed to all known *Bidders* and posted on the Township's website.

Bidders attempting to contact *Township* staff or elected officials other than the contact indicated in this *RFP*, for whatever reason during the *Proposal* or evaluation process, are advised that such action may result in their disqualification from the process. If consultation is deemed to be necessary by the *Township*, a pre-*Proposal* meeting of all *Bidders* and *Township* staff will be arranged at a location of the *Township's* choosing. The *Township* reserves the right to change the deadline for submission, if necessary, to accommodate such a meeting.

No officer, agent or employee of the *Township* is authorized to verbally alter any portion of this *RFP*. During the period prior to submission of *Proposals*, any clarification will be issued in the form of written addenda.

1.4 **ADDENDA**

The Township, may at its discretion, amend or supplement the Proposal documents by addendum at any time prior to the closing date. Changes to the Proposal documents shall be made by Addendum only. Such changes made by addendum shall be supplementary to and form an integral part of the Proposal documents and should be allowed for in arriving at the total price.

It is the responsibility of the Bidder to have received all Addenda that are issued. Bidders should check online at <https://www.southwold.ca/en/business-and-development/bids-and-tenders.aspx> prior to submitting their Bid and up until Bid closing time and date in the event

additional addenda are issued.

1.5 ACCEPTANCE OF TERMS

Each *Bidder*, by submitting a *Proposal*, represents that the *Bidder* has read, completely understands, and accepts the terms, conditions, and specifications of the *RFP* in full.

1.6 NON-EXCLUSIVE

Bidders should note that any *Contract(s)* awarded as a result of this *RFP* will be non-exclusive. The *Township* may, at its sole and unfettered discretion, purchase the same or similar *Services* from other sources, including but not limited to other *Bidders*, during the term of the *Contract(s)*.

1.7 EVALUATION

Evaluation will be based on, but not limited to, the following:

- a) Experience and qualifications (30%)
- b) Approach and understanding of the Southwold 175 event (30%)
- c) Cost-effectiveness and budget management (20%)
- d) References and past client feedback (10%)

1.8 DEPOSIT

10% of the total cost will be provided at the signing of the contract.

1.9 PROOF OF ABILITY

The Bidder shall be qualified and competent to perform the work called for in the Proposal .

The Township reserves the right to investigate and evaluate the experience, capability, registration and financial position of any Bidder prior to an award of a Contract. The Township reserves the right to reject any Bidder **or** Proposal in its sole discretion, based on the information obtained.

1.10 PROCUREMENT POLICY

Bids will be solicited, received, accepted and processed in accordance with the Township's Procurement Policy as amended from time to time. In submitting a bid, the Bidder agrees and acknowledges that it has read and will be bound by the terms and conditions of the Township's Procurement Policy which is posted on the Township's website, www.southwold.ca

PART TWO – SCOPE OF WORK

2.1 Pre-Event Planning

- i) **Venue Coordination:** Liaise with venue management to develop a site plan for the celebration.
- ii) **Vendor Management:** Obtain and coordinate food and artisan vendors
- iii) **Sponsorship:** Obtain sponsorship for the celebration.
- iv) **Logistics Planning:** Work with the Southwold 175 Planning Committee, including attending planning committee meetings, to determine logistics and expense approval.
- v) **Volunteer Recruitment:** Create a volunteer campaign, database of willing volunteers and a volunteer schedule including days, times, jobs, etc.

2.2 Event Execution

- i) **On-site Coordination:** Manage the event on-site, ensuring smooth operation of celebration, ancillary activities as well as vendor and booth setup.
- ii) **Volunteer Coordination:** Recruit, schedule and oversee volunteers to assist with parking, site set up, vendor coordination, and gate admissions.
- iii) **Communications:** Work with sub-contractor to ensure photo and media coverage of events.
- iv) **Guest Liaison:** Communicating with special guests and speakers; ensuring execution of agenda and speaker times during the event.

Any termination of the Contract by the Township, as mentioned above, shall be without prejudice to any other rights or remedies the Township may have.

2.3 Post -Event Follow-up

- i) **Event Wrap-Up:** Ensure return of rented and borrowed items and post-event reporting.
- ii) **Financial Reporting:** Provide a report on full expenses

3. Default/Non-Performance

The Township will reserve the right to determine “non-performance” or “poor quality” of service and further reserves the right to cancel any or all of this contract at any time should the Contractor’s performance not meet the terms and conditions of the Proposal upon 30 days written notification to the Contractor.

“Non-performance” shall mean the failure to meet the complete terms and conditions of this Contract including, but not limited to, the response time. In the event of such cancellation, the Township retains the right to claim damages as a result of such default.

Upon any default of the Contractor, the Township at its election may reduce or cancel any purchase order in the event that any delivery or deliveries affected are not made at the time specified in this Proposal without penalty or prejudice.

If the Township terminates the Contract, it is entitled to:

- i. withhold any further payment to the Contractor until the completion of the material or services and the expiry of all obligations under the contract; and
- ii. recover from the Contractor any loss, damage and expense incurred by the Township by reason of the supplier’s default (which may be deducted from any monies due or becoming due to the Contractor).

PART THREE – STANDARD TERMS & CONDITIONS

3.1 RIGHTS OF THE TOWNSHIP

The Township is not liable for any costs incurred by the Bidder in the preparation of their response to the Proposal. Furthermore, the Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Township of any bid or by reason of any delay in the award of the contract.

The Township reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the Request for Proposal.

The Township reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of a contract.

The Township reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Township. This Request for Proposal should not be considered a commitment by the Township to enter into any contract.

The Township reserves the right to cancel this Request for Proposal and not accept any Proposal at all if the costs exceed the Council approved budget amount.

The Township reserves the right to enter into negotiations with the selected Bidder. If these

negotiations are not successfully concluded, the Township reserves the right to begin negotiations with the next selected Bidder.

In the event of any disagreement between the Township and the Bidder regarding the interpretation of the provisions of the Request for Proposal, the Director of Financial Services or an individual acting in that capacity, shall make the final determination as to interpretation.

The Township reserves the right to evaluate the bids based on past performance, timely project completion, appropriate manpower, equipment and facilities.

The Township reserves the right to award by items, groups of items, parts of items or parts of groups of items, or all items of the Proposal, and to award Contracts to one or more Bidders; to accept or reject any Proposal in whole or in part; to waive irregularities and omissions in the Township's sole and unfettered discretion, if in so doing, the best interests of the Township will be served. No liability shall accrue to the Township for its decision in this regard.

Should the Township receive only one (1) Proposal on commodities/services that have a known multiple source potential, the right is reserved to recall or cancel the competition or to negotiate the prices/terms offered by the Bidder.

All Proposal shall be irrevocable for ninety (90) days following the deadline for submission to allow sufficient time for evaluation of the Proposal and for the investigation of the Bidders.

The Township and likewise the successful Bidder shall have the right during anytime of this contract to cancel this contract within 30 days' notice in writing without penalty or recourse.

Upon acceptance of a Proposal, (or any part of it), by the Township, the successful Bidder shall, if requested by the Township, execute and enter into an additional formal contract that is satisfactory to the Township to properly secure the Contract resulting from the acceptance of a Proposal (or any part of it) and to embody indemnity and related provisions as required to protect the Township.

No Proposal shall be accepted from any person or Bidder who, has a claim or has instituted a legal proceeding against the Township or against whom the Township has a claim or has instituted a legal proceeding, without the prior approval of Township Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

Failure to comply with all terms, specifications, requirements, conditions and general provision of this Proposal, to the satisfaction of the Township, shall be just cause for cancellation of the contract award. The Township shall then have the right to award the contract to any other Bidders or to reissue the Proposal. The Township shall assess against the Bidder any damages whatsoever as a result of failure to perform. In addition, the Township may, at its discretion, stop the performance of this contract until such time as the successful Bidder complies with all the provisions of this contract.

3.2 GENERAL NOTES TO BIDDERS

The Bidder is not to act on verbal instruction from the Township on work they consider to be extra to their contract scope. Extra work can only be authorized by the Township and in a written format only. The written form must also include that this work is an extra to the contract scope and the method by which extra costs will be tabulated.

Bidders must meet the Township's requirements for experience. The Township will disqualify any Bidder who cannot provide the following, when requested by the Township.

- i. proof that they have previously held and satisfactorily completed a contract of the size and type being proposed; or
- ii. proof of employment in the type of service being proposed and written references as to their satisfactory performance; or
- iii. adequately demonstrate that they have the ability to provide the necessary expertise and resources to satisfactorily complete the *Contract*.

The Township reserves the right to investigate and evaluate the experience, capability, registration and financial position of any bidder prior to an award of a contract. The Township reserves the right to reject any bidder or Proposal based on the information obtained.

3.3 REQUIREMENTS AT TIME OF CONTRACT EXECUTION

Subject to an award of the Contract by the Township, the successful Bidder is required to submit the following documentation in a form satisfactory to the Township;

- i. A detailed event plan including timeline, staffing and logistical requirements
- ii. An action plan for managing risk and ensuring compliance with Health and Safety.
- iii. Insurance Certificates, as described in this document, showing proof of the requested policies and amounts as noted in section 3.5.
- iv. Verification of receipt of a copy of the Township of Southwold Health and Safety Policy

When the Agreement is executed by the Township and by the Contractor, an executed copy thereof together with the other Contract Documents is delivered to the Contractor. The Township shall not be responsible for any liabilities, costs or expenses, loss or damage incurred, sustained or suffered by any Bidder prior or subsequent to or by reason of the acceptance or the non-acceptance by the Township or by reasons of delay in the acceptance of a Proposal save as provided in the Contract. Tenders are subject to a Formal Contract being prepared and executed. The Township reserves the right to reject any or all Tenders and to waive formalities as the interest of the Township may require without stating reasons and therefore the lowest or any Proposal will not necessarily be accepted.

3.4 INSURANCE

The Contractor shall at its own expense obtain and maintain until the termination of the contract and provide the Township with evidence of the following insurance:

i. **General Liability Insurance**

The Contractor will provide at its own expense General Liability Insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars and shall **include the Corporation of the Township of Southwold** as an additional insured with respect to the Contractor's operations, acts and omissions relating to its obligations under this Agreement, such policy to include the following:

- 1) owners' protective products and completed operations;
- 2) non-owned automobile liability;
- 3) personal injury;
- 4) broad from property damage;
- 5) contractual liability;
- 6) contingent employers' liability;
- 7) cross liability;
- 8) severability of interest clauses.

ii. **Automobile/Equipment Insurance**

The Contractor shall provide at their own expense (including the cost of deductibles) and maintain and keep in force during the term of this agreement, such policy to include against claims for personal injury, death, property damage or loss, arising from an accident or occurrence relating to this agreement, in an amount of not less than Five Million (\$5,000,000) dollars in respect of each claim or occurrence. The insurance policy as required herein shall be in force during the term of the Contract.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work, as the Township may reasonably require.

The Contractor shall not commence work until such time as the required evidence of insurance has been filed with and approved by the Township. The Contractor shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

3.5 INDEMNIFICATION

The *Contractor* agrees that it shall continuously save, keep harmless and fully indemnify the *Township* its elected officials, employees and agents and its successors and assigns, from and against all actions, claims, suits, demands, proceedings, losses, liabilities, damages, injuries (including death), costs and expenses (including legal costs), which may be brought against or

made upon the *Township* resulting from or arising out of the *Contractor's* performance of or rendering of any *Services* pursuant to the *Contract*.

The *Contractor* shall indemnify the *Township* from all claims arising out of unpaid accounts relating to the *Contract*. The *Township* shall have the right at any time to require satisfactory evidence that the *Equipment* (or any part of it) in respect of which any payment has been made or is to be made by the *Township* is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

3.6 CONTRACTOR'S LIABILITY AND WSIB COVERAGE

Any work performed by the Contractor upon the lands of the Township and its agencies or otherwise in connection with the proposed work, shall be solely at the Contractor's own risk and the Township and its agencies shall not be liable to the Contractor or the Contractor's employees, agents or invitees for any damage, injury or loss sustained by them, including death, or to their property as a result of working or operating hereupon.

The Contractor shall be responsible for any damage, injury (including death) or loss sustained by the Contractor or any other person, or to its or any other person's property as a result of working or operating upon the lands of the Township and its agencies and providing the goods and services of this project and shall obtain public liability insurance, property damage insurance and automobile insurance all to the satisfaction of the Township and its agencies in every respect including without limitation, amount of coverage and deductible amounts. **Such insurance shall be in accordance with section 3.5.** The Contractor shall provide a certificate of insurance evidencing the foregoing requirements to the satisfaction of the Township and its agencies prior to issuance of the purchase order and commencement of work.

The Contractor must obtain and forward to the Township a letter of clearance from the Workplace Safety and Insurance Board stating that the Contractor is in good standing with the Board as of the current date and **every 60 days** thereafter ensuring ongoing good standing with the Workplace Safety and Insurance Board. **This is also required for all subcontractors.**

If you are unable to submit this clearance because you are claiming independent operator status, with no insurable workers, you must submit to the Deputy Clerk a written confirmation from the Workplace Safety and Insurance Board of its status as an independent operator for the contract. **Work will not be authorized to begin until this document is received in Financial Services.**

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the Workplace Safety and Insurance Act and upon failure to do so, the Township may pay such assessment or compensation to the Workplace Safety and Insurance Board, and the Contractor shall forthwith reimburse the Township. The Township may at its option deduct such expenses from any monies owed to the Contractor.

3.6.1 Safety

- i. The Contractor, his/her workers, sub-Contractors, and their workmen, must have a good knowledge of, and abide by, the provisions of all legislative enactment's, by-laws and regulations in regards to safety in the Province of Ontario.
- ii. All work shall comply with all applicable safety regulations, codes and general safe working practices of the trade.
- iii. The Contractor shall provide and maintain adequate barricades, warning signs, out of order signs, and all reasonable protection when required.
- iv. All electrical equipment which must be used by the Contractor shall be safe to use, properly grounded, CSA approved, and be of no hindrance to the building electrical system or equipment.

3.7 FAILURE OF EXECUTION OF CONTRACT

Failure to execute the contract and to file satisfactory insurance policies and Workplace Safety and Insurance Board documentation as required herein within the specified time period shall be just cause for the cancellation of the contract award.

3.8 FREEDOM OF INFORMATION

All information obtained relative to this Request for Proposal is the property of the Township and shall be treated as confidential and not used for any purpose other than for replying to this Tender. All information is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and records retention policy of the Township.

Submissions of Bids as a result of this Proposal are in accordance with the [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#).

Release of information contained in the Proposal may be requested by anyone under the MFIPPA unless they contain either a trade secret or information that if disclosed would result in harm to the Bidder. This would include scientific, technical, financial or labour relations information.

All requests for information must be made in writing and submitted to the Township's Chief Administrative Officer.

In addition, certain contractual information must be disclosed to Council, and accordingly may become part of the public record.

Bidders may mark any part of their submission as confidential except the total contract price and their name. A watermark or rubber stamp imprint is suitable for this purpose. The Township will

use its best efforts not to disclose any information so marked, but shall not be liable to a Bidder where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law.

3.9 ACCESSIBILITY REGULATIONS FOR CONTRACTED SERVICES

The Township is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the [Accessibility for Ontarians with Disabilities Act, 2005](#) as may be amended from time to time.

Regulations enacted under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The Contractor and all sub-contractors hired by the Contractor in the completion of its work will meet or exceed compliance with all applicable regulations under the Accessibility for Ontarians with Disabilities Act, 2005 as may be amended from time to time.

It is the Contractors responsibility to ensure they are fully aware of and meet all the requirements under the Act. A Declaration of Accessibility Compliance will be required by the successful bidder.

3.10 ERRORS, OMISSIONS IN THE TOWNSHIP DOCUMENTS

The Township shall not be held liable for any errors or omissions in any part of this RFP. While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive.

PART FOUR – SPECIAL TERMS & CONDITIONS

4.1 WORK LOCATION

Southwold Keystone Complex 35921 Talbot Line, Shedden
Corsley Park, 9510 Union Road 9210 Union Road, Shedden

4.2 CONTRACT

The Event Planner's Contract will begin on Monday February 10, 2025 and conclude on Monday August 18, 2025.

4.3 TERMS OF PAYMENT

A deposit of 10% of the total cost will be provided at the signing of the contract. Additional payment will be made at the end of the contract.

Payments made by the Township, including final payment, shall not relieve the Contractor from its obligations or liabilities under the Contract.

Vendors must note that payments will be made in accordance with the authorized prices and upset limit (estimate) outlined in the RFP. No other payments will be made without prior express, written justification to and authorization by the Township.

Acceptance by the Contractor of the final payment shall constitute a waiver of claims by the Contractor against the Township, except those previously made in writing in accordance with the Contract and still unsettled.

4.4 AGREEMENT

A written agreement, prepared by the Township, shall be executed by the Township and the successful Contractor. The sample form of agreement is included as Appendix A.

4.5 EXTRA WORK

If the Township orders in writing the performance of any work not covered by the Specifications that cannot be classified as coming under any of the contract units and for which no unit price, lump sum, or other basis can be agreed upon, then such extra work shall be performed on a Cost-Plus Percentage basis.

Any extra work ordered by the Township to be done on a cost-plus basis shall be so done by the Contractor, who shall be paid therefor only the actual cost thereof, as determined by the estimation of the Township plus 15 per cent for use of plant, tools, etc., and to cover Contractor's profits, and the Contractor must furnish the Township with satisfactory vouchers for all labour and material expended on the work. Where rental charge is made for trucks, equipment, etc. no percentage will be allowed on such rental. When such extra work is required, and is performed by a Sub-contractor, the percentage paid by the Township for overhead, profit, etc., shall be no greater than the sum that would have been paid had the Contractor himself performed the work.

The Contractor will only be monetarily compensated for performing "extra work" for the actual labour, machinery, and materials requested to perform the work. All attempts shall be made by the Contractor to ensure the labour and machinery not required to perform the extra work is constructing other works outside of the extra work.

All extra work must be approved by the Township prior to commencing construction in the field.

The Contractor must inform the Township 's site representative (inspector) as soon as extra work

is anticipated, to ensure the Township 's approval is received in a timely fashion. The Contractor must also notify the Inspector when the extra work is being constructed to allow verification of time and materials required to perform the work.

PART FIVE – CONTRACT SPECIFICATIONS

APPENDICES

APPENDIX A – SAMPLE FORM OF AGREEMENT

(4 Pages)

APPENDIX B – DRAFT COMMITTEE BUDGET FOR EVENT

APPENDIX C – MINUTES OF COMMITTEE TO DATE

APPENDIX A - SAMPLE FORM OF AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2023.

BETWEEN:

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
(hereinafter called "Township")

OF THE FIRST PART

- AND -

(hereinafter called "Contractor")

OF THE SECOND PART

WITNESSETH:

The Township and the Contractor in consideration of the fulfillment of their respective promises and obligations hereinafter set forth covenant and agree with each other as follows:

ARTICLE 1

- a) A general description of work is to provide all the labour, equipment and materials required for the Southwold 175 Event Planner Proposal;
- b) In respect of such work and except as otherwise specifically provided, the Contractor, at their own expense, shall provide all and every kind of labour, and materials necessary for the due execution and completion of all the work set out in this Contract and shall forthwith according to the instructions of the Township commence the works and diligently execute the respective portions thereof; and deliver the works complete in every particular to the Township within the time specified in the Proposal .

ARTICLE 2

The Township covenants with the Contractor that the Contractor, having in all respects complied with the provisions of this Contract, will be paid for and in respect of all the work, at the tendered approved by the Township, the total which is presently estimated at **\$XXX,XXX.XX** excluding HST, together with such additional sum up to a maximum of **\$XX,000.00**, excluding HST, for extra or additional work at the unit rates or the amounts, as the case may be, stipulated in the written orders of the Engineer authorizing extra or additional work

ARTICLE 3

In the event that the Proposal provides for and contains a Contingency Allowance, it is understood and agreed that such Contingency Allowance is merely for the convenience of accounting by the Township and the Contractor is not entitled to payment thereof except for extra or additional work carried out by them in accordance with the Contract and only to the extent of such extra or additional work.

ARTICLE 4

Where any notice, direction or other communication is required to be or may be given or made by one of the parties hereto to the other or to the Township, it shall be deemed sufficiently given or made if mailed or delivered in writing to such party or the Engineer at the following addresses:

TOWNSHIP: CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
35663 Fingal Line
Fingal, ON N0L 1K0

CONTRACTOR: _____

ARTICLE 5

In case of any inconsistency or conflict between the provisions of this Agreement and the Specifications or General Conditions or Proposal or Drawings or any other document or writing, the provisions of such documents shall take precedence and govern in the following order, namely:

- a) Agreement
- b) Addenda
- c) Contract Specifications
- d) Bid Submission Forms
- e) General Terms and Conditions

ARTICLE 6

The Contractor agrees to begin the works no sooner than _____, **2025** and substantially complete the work no later than _____, **2025**.

ARTICLE 7

The Contractor declares that they have either investigated for himself the character of the work and all local conditions that might affect his Proposal or his acceptance of the work, or that not having so investigated, they are willing to assume and does hereby assume all risk of conditions arising or developing in the course of the work which might or could make the work, or any items thereof, more expensive in character or more onerous to fulfill, than was contemplated or known when the Proposal was made of the Contract signed. The Contractor also declares that they will not and does not rely upon information furnished by any methods whatsoever, by the Township or its officers or employees, being aware that any information from such sources was and is approximate and speculative only, and was not in any manner warranted or guaranteed by the Township.

ARTICLE 8

The Contractor shall indemnify and save harmless the Township from all loss, damages, costs, charges, expenses or claims arising out of the Contract and the Contractor shall take due and proper precautions for the prevention of accidents to persons and property during or in consequence of the work and should the Township incur, pay or be put to any such loss, damages, costs, charges or expenses or claims, the Contractor shall forthwith, upon demand, repay the same to the Township.

ARTICLE 9

This Agreement may be executed in several counterparts, each of which, when so executed, shall constitute but one and the same document. This Agreement may also be signed in paper form, by facsimile signature or by electronic signature in accordance with section 11 of the Electronic Commerce Act, 2000 (Ontario). It may also be signed, whether or not in counterpart, scanned to Adobe® Portable Document Format (PDF) and delivered by way of electronic mail.

(Remainder of page left blank intentionally)

ARTICLE 10

The Contract shall apply to and be binding on the parties hereto, their heirs, executors, successors, administrators, and assigns jointly and severally.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day of the year first above written or cause their corporate seals to be affixed, attested by the signature of their proper officers, as the case may be.

<Insert Contractor Name>

_____ **Per:** _____

DATE **Name:** _____

Position: _____

I have the authority to bind the corporation

Corporation of the Township of Southwold

_____ **Per:** _____

DATE **Name: Grant Jones**

Position: Mayor

Per: _____

Name: Lisa Higgs

Position: Chief Administrative Officer

We have the authority to bind the corporation

\$175 EVENT BUDGET

Projected Subtotal to Date: \$ 128,824.00

Actual Subtotal to Date: \$ -

CATEGORY		PROJECTED SUBTOTAL	ACTUAL SUBTOTAL
Venue	SUBTOTALS	\$ 59,940.00	\$ -
Equipment /Stage Rental		\$ 25,000.00	\$ -
Event Staff		\$ 500.00	\$ -
Audio-Visual Equipment		\$ 10,000.00	\$ -
OPP Auxiliary		\$ 50.00	\$ -
Chairs (folding chairs - \$3.00/each)		\$ 3,000.00	
Portable Toilets - 40 porta poties		\$ 15,000.00	
Signage		\$ 2,500.00	\$ -
Keystone Grounds		\$ 3,390.00	
Payment Terminal?			
Fencing?		\$ 500.00	
Entertainment	SUBTOTALS	\$ 38,334.00	\$ -
Headliner		\$ 25,000.00	\$ -
Topline Local Act #1		\$ 1,000.00	\$ -
Topline Local Act #2		\$ 2,500.00	\$ -
Quality Local Acts (10)		\$ 5,000.00	\$ -
Up and Coming Local Acts (5)		\$ -	\$ -
Jan 25th Local Acts		\$ 1,800.00	\$ -
DJ		\$ 2,034.00	
Food/Drink for Acts		\$ 1,000.00	
Research Costs	SUBTOTALS	\$ 3,000.00	\$ -
EC Archives Research		\$ 400.00	\$ -
Booth Costs		\$ 600.00	\$ -
Printing		\$ 1,000.00	\$ -
Posters		\$ 1,000.00	\$ -

Refreshments	SUBTOTALS	\$ 350.00	\$ -
S175 Cake for Jan 25		\$ 250.00	\$ -
Drinks for Jan 25 event		\$ 100.00	\$ -
Bottles of water as giveaways at booth		\$ -	\$ -
Advertising	SUBTOTALS	\$ -	\$ -
Online			\$ -
Print			\$ -
Outdoor			\$ -
Radio			\$ -
Merchandise	SUBTOTALS	\$ 10,000.00	\$ -
Tees (QTY = 250) Gildan @\$20.00 each		\$ 10,000.00	\$ -
Hats (QTY = 100) - Rope Cap @ \$35.00 each			\$ -
Hoodies (QTY = 250) Perf.Prem @ \$40.65 each)			\$ -
Long Sleeve (QTY = 250) Odin/AA @ \$37.68 each			\$ -
Pens (QTY = 2000)			\$ -
Hotel Keys (QTY = 500)			\$ -
Other	SUBTOTALS	\$ 17,200.00	\$ -
Calendars (QTY=1000)		\$ 2,700.00	\$ -
Fireworks		\$ 5,000.00	\$ -
Harvard Airplanes		\$ 2,500.00	\$ -
Helicopter for Rides		\$ -	\$ -
Logo Design		\$ -	\$ -
Special Event area for Cultural Stage		\$ -	\$ -
Rides/games for kids		\$ 5,000.00	\$ -
Car Show - costs for signage, clean up		\$ -	\$ -
Photographer		\$ 2,000.00	
Event Coordinator			



Southwold 175 Planning Committee Meeting Minutes

Friday July 5, 2024

Council Chambers, Fingal

Time meeting started: 2:00 p.m.

Present: Mayor Grant Jones
Deputy Mayor Justin Pennings
Bill Aarts
Chris Cirella
Abi North
Sofia Sinclair-Jones

Regrets: John Coleman

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order, and the Committee members introduced themselves.

2. Approval of the Agenda

The Committee members approved the July 5th, agenda.

3. Brief Overview of Terms of Reference & Role of Committee

A brief overview of the Terms of Reference and Role of the Committee was done.

4. Initial Planning for 2025

4.1.1 Brainstorming Ideas for 2025 Event (s)

- Obtain funding from the Green Lane Community Trust Fund and other sponsors
- Multi events or one big event
- Admission fee
- Traveling trailer to attend multi -events to promote the celebration
- Merchandising and branding
- Website page and social media

- Surveys to determine most popular music and Southwold events
- Bringing in aspects of established Southwold events – a Harvard flyover, fireworks, food trucks
- Will this be a licensed event
- Gift baskets to promote Southwold products
- Highlight the past, present and future of Southwold
- Compile a pamphlet or book on the history of the Township

4.1.2 2025 Event Budget

More discussions on the budget for the event will be conducted at the next meeting.

4.1.3 Action Items

Create a page on the Township’s website and a Facebook page
 Create a survey to residents asking them what their favourite part about the different Township events.

Create a survey to residents asking what type of music they like and who they like to see perform.

Sofia will get costs for a stage, sound equipment and possible entertainers.

Abi to create branding for the celebration

Bill to contact the Harvards and the possibility of helicopter rides

Chris to do research at the Elgin County Archives on previous

Grant to contact food trucks.

5. Future Meeting Dates

The Committee discussed future meeting dates.

6. Adjournment and Next Meeting

The next meeting is scheduled for Monday August 12th, 2024 at 3:00 p.m.



Southwold 175 Planning Committee Meeting Minutes

Monday August 12, 2024

Council Chambers, Fingal

Time meeting started: 3:00 p.m.

Present: Mayor Grant Jones
Deputy Mayor Justin Pennings
Bill Aarts
Chris Cirella
Abi North
Sofia Sinclair-Jones

Regrets: John Coleman

1. Call Meeting to Order and Welcome – 3:07 p.m.
Mayor Jones called the meeting to order at 3:07 p.m.

2. Approval of the Agenda
Moved by Chris Circella - **Seconded by** Justin Pennings
That the agenda for the August 12th meeting be approved.
Carried

3. Approval of the July 5th, 2024 Minutes
Moved by Bill Aarts – **Seconded by** Justin Pennings
That the minutes from the July 5th meeting be approved with the addition of the main event date of August 9th, 2025.
Carried

4. Survey Results
The Committee reviewed the survey results that we have received to date. The QR code for the survey was included in the Tax newsletter. The survey will be open until the end of August 2024.

5. Initial Planning for 2025

5.1.1 2025 Event Budget

A minimum budget of \$25 000. 00 and a maximum budget of \$75 000.00 was discussed. Other sources of revenue can include corporate sponsorship, alcohol companies' sponsorship, admission fees or percentage of sales from food trucks, local vendors and the selling of Southwold 175 merchandise. More discussion on the merchandising will be done later.

5.1.1 Action Items

Sofia will investigate the costs for Country and Rock artists and extra equipment needed within our budget

Abi will continue to work on the branding

Abi will contact Coors or Railway Brewing about sponsorship

Abi will reach out to local artists to see if they would be interested in playing at our event(s).

Grant will investigate how we can raise money from food trucks.

Bill to confirm the Havards for August 9th.

Chris to determine the costs for promotional items (hats, mugs, T-shirts, sweatshirts) and wholesale pricing for small items (pens, stickers)

Chris to contact OPP Auxiliary for added security

Grant to design letters for a stand-alone Southwold sign. This sign will be used for promotion at events, photos, etc.

Suggestions of some additional components for the August 9th event included an Indigenous component, war memorial, a car show, heritage farm equipment and a scavenger hunt. A formal invitation will be sent to our Indigenous neighbours.

6. Kick off Event (January 21st, 2025)

With the possible assistance from the Elgin County Archives, an online launch for the celebration will begin on Tuesday January 21st, 2025. On Saturday January 25th, 2025 there will be a kick off event to start the 175th celebration. More discussions on these events will be done at future meetings.

7. Contributions from Other Committees/Service Clubs

Mayor Jones will ask the local service clubs for donations to our events

8. Adjournment and Next Meeting

Moved by Abi North – **Seconded by** Chris Circella

RESOLVED that the meeting be adjourned at **5:04 p.m.** to meet again at **3:00 p.m.** on **September 16th, 2024.**

Carried



Southwold 175 Planning Committee Meeting Minutes

Monday September 16, 2024
Council Chambers, Fingal
Time meeting started: 3:00 p.m.

Present: Mayor Grant Jones
Bill Aarts
Chris Cirella
Abi North

Regrets: Deputy Mayor Justin Pennings, Sofia Sinclair-Jones, John Coleman

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:05 p.m.

2. Approval of the Agenda

Moved by - Bill Aarts **Seconded by** - Chris Circella

That the agenda for the September 16th, 2024 meeting be approved.
Carried

3. Approval of the August 12th, 2024 Minutes

Moved by- Abi North **Seconded by**- Bill Aarts

That the minutes from the August 12th, 2024 meeting be approved.
Carried

4. Initial Planning for 2025

4.1 2025 Event Budget

Mayor Jones reported that staff are comfortable setting a maximum budget of \$75 000.00 for the event.

4.2 Action Items

4.1.1 Costs for Country and Rock Artist plus equipment

More information will be reported at the next meeting

4.1.2 Branding/Logo Creation

A budget will need to be determined for social media and printing notices. We may need to purchase some fonts for the printing of notices. Abi will have mock-ups of designs for the apparel at the next meeting.

4.1.3 Brewing Companies

Abi is still talking to the Brewing Companies for sponsorship

4.1.4 Local Artists

Rob Burns is confirmed.

Connor Wilson is available.

Still conversing with Genevieve Fisher's manager

4.1.5 Food Trucks

The Streetery has donate a percentage of their sales to the invite. No other Food Trucks have responded to inquiries.

4.1.6 Harvards

Bill will report back at the next meeting.

4.1.7 Cost of Promotion Items

Chris provided quotes for hats, T-shirts, sweatshirts and small promotional items. The maximum outlay for these items may be \$25000. Designs will need to be finalize by November 2024.

Southwold 175 Committee could partner with anything Southwold Committee to do a calendar. We can also approach local businesses for sponsorship on the calendar as well.

4.1.8 OPP Auxiliary

There will be no cost for the OPP Auxiliary to attend. We will need numbers of auxiliary members that are needed.

4.1.9 Southwold Sign

Abi will use the Southwold logo to design this sign

4.1.10 Website/Social Media

Have monthly contests with prizes to engage residents

4.1.11 Research the history for the website/social media \$40 per

Moved by - Chris Circella Seconded by - Bill Aarts

THAT a budget of \$250 be set to do research on Southwold at Elgin County Archives.

Carried

4.1.12 Pop-up Booth

The goal of the pop-up booth is to promote the August 9th event and sell the big item merchandise. Small items like pens, keychains, and calendars can be handed out for free. Banners could be used for promotion but they should be designed that we can use them again. The stand-alone sign can also be used at the Pop-Up Booth.

4.1.13 Sponsorship

Mayor Jones and Deputy Mayor Pennings will canvas local businesses for sponsorship. Increments of dollar donations may get extra advertising on social media and the calendar

4.1.14 Volunteer Recruitment

Will recruit volunteers when needed.

4.1.15 Community Partnership Recruitment

Local services clubs and Council committees are on board to assist with the celebration. Chris will reach out to the Southwold Public School for involvement in the celebration. Kid Zero design name and poster contests for the students following the school curriculum.

5. Kick off Event (January 21st, 2025)

Something on the website and social media accounts on January 21st 2025, the actual date of incorporation. The event on January 25th, 2025 will be a taste of the big event with local performers. More discussion on this event will be held at the next meeting.

6. Food/Vendor Applications

Grant has a list of vendors. A fillable application form for food and regular vendors will be available soon on the Township website.

7. Other Business

A suggestion was made to have a professional photographer take pictures at both the January and August events. An RFP could be done to hire the photographer. More discussion on this item at the next meeting.

8. Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **4:27 p.m.** to meet again at **3:00 p.m.** on **October 7, 2024.**



Southwold 175 Planning Committee Meeting Minutes

Monday October 7, 2024
Council Chambers, Fingal
Time meeting started: 3:00 p.m.

Present: Mayor Grant Jones
Bill Aarts
Chris Cirella
Abi Drewett
Sofia Sinclair-Jones

Regrets: Deputy Mayor Justin Pennings, John Coleman

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:23 p.m.
Mayor Jones reported that Deputy Mayor Justing Pennings has resigned from the committee and Council will appoint another Council member to the committee.

2. Approval of the Agenda

Moved by – Abi North **Seconded by** – Bill Aarts
That the agenda for the October 7th, 2024 meeting be approved.

Carried

3. Approval of the September 16th, 2024 Minutes

Moved by–Chris Cirella **Seconded by**–Abi North
That the minutes from the September 16th, 2024 meeting be approved.

Carried

4. Initial Planning for 2025

4.1 2025 Event Budget

The Committee review the draft spreadsheets that contained a list of items that are being proposed to have at the event(s).

4.2 Action Items

4.2.1 Performers Update

A request was made on some suggestions for performers to entertain at both the January and August events.

4.2.2 Branding/Logo Creation

Some mock-up were presented to the committee and more will be available at the next meeting.

4.2.3 Pop-up Booth

Suggestions were made on what to include in the booth. A timeline of Southwold through the years and future plans, advertising for the August event, merchandise pre-orders.

4.2.4 Sponsorship

A proposal of a tiered sponsorship was presented to the committee. The committee discussed ways to utilize the sponsorship money. The Committee will need to reach out to potential sponsors soon.

4.2.5 Website/Social Media

A flyer to advertise both events will need to be created. A suggestion of a hashtag was also given to promote the events. Vendor applications will soon be available on the event page on the Township website.

4.2.6 Community Partnership Recruitment

Mayor Jones reported that the Shedden Tractor Pull Committee is available to discuss crowd control. The Southwold Young at Heart Committee would like to assist with the calendar. The Southwold Communities in Bloom Committee will incorporate the Southwold logo colours in their sign and step boxes next year. The Fingal-Shedden & District Optimist Club is willing to assist with a antique car and tractor show.

5 Kick off Event (January 25th, 2025)

The Kick off Event will include an Opening Ceremony, local artist performing from 2:00 p.m. – 5:00 p.m. Cake and beverages will be served. Aspects of the major event, artisan vendors, Contest for meet and greet of performers at the August 9th event. Celebration merchandise pre-orders.

6. Photographer

Chris to provide samples of an RFP for a photographer/videographer. More discussion on the proposal will be done at a future meeting.

7. Other Business

The Committee discussed the possibility of having an event coordinator to assist with the celebration. More discussion at future meetings will need to be done.

8. Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **5:32 p.m.** to meet again at **3:30 p.m.** on **November 4, 2024.**

Carried



Southwold 175 Planning Committee Meeting Minutes

Monday November 4, 2024

Council Chambers, Fingal

Time meeting started: 4:00 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Bill Aarts
Chris Cirella
Abi Drewitt
Sofia Sinclair-Jones
June McLarty, Staff Resource

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 4:01 p.m.

2. Approval of the Agenda

Moved by – Sarah Emons **Seconded by** – Bill Aarts

That the agenda for the November 4th, 2024 meeting be approved.

Carried

3. Approval of the October 7th, 2024 Minutes

Moved by–Abi Drewett **Seconded by**–Chris Circella

That the minutes from the October 7th, 2024 meeting be approved.

Carried

4. Planning for 2025

4.1 Scale of Event – Keystone Capacity

4.1.1 Shedden Road Works and Construction

There is a possibility that due to the construction on Union Road that the road may not be open for the August 9th event.

4.1.2 Parking Space Available

There will be only approximately 700-1000 parking spaces available for the August 9th event. This will limit the attendees to approximately 2000-5000 people.

4.1.3 Infrastructure (Septic and Porta Potties)

The septic system at the complex is designed for maximum capacity (300 people). Due to the scale of the event, 40 porta potties will be needed. \$15000.00 is included in the budget for these items.

4.1.4 Chairs/Seating

Extra chairs will need to be obtained for the main concert. Some extra table may also be needed. Grandstand setting can be used for the cultural concerts.

4.1.5 On-site Payment Options

Township staff are working on options to provide an on-site payment option.

5.0 2025 Event Budget

5.1 Revenues

5.1.1 Green Lane Trust

Green Lane Community Trust will contribute \$95 000.00 towards the events.

5.1.2 Ticket Sales

Tickets for the August 9th event will be free but on a first come first service bases

5.1.3 Sponsorship

A tier sponsorship proposal was reviewed by the committee. A list of local businesses to be approached was discussed. Abi and Sofia will prepare the sponsorship packages.

5.2 Expenses

5.2.1 Updated Venue Costs

Staff time and complex fees will need to be included as part of the budget.

6.0 Event Entertainment Elements

6.1.1 Performer Update

There will be 1 headliner. Sofia will provide list of potential artists.

Genevieve Fisher – August 9th, 2025

Connor Higgs and Randy Dawdy for January 25th, 2025

Only 1 stage will be required

6.1.2 Kids Events

Grant will talk to local bouncy castle companies.

Optimist Club and Shedden Scouts have some games we can use.

6.1.3 Havards

There will 2 Harvards.

The Copa Group costs need to be determined

6.1.4 Helicopter Rides

A landing area will need to be determined

6.1.5 DJ

Abi will investigate and obtain a cost.

7.0 Logistics

7.1.1 Booking/Ordering Timing Deadlines

The headliner will need to be booked by December 15th.

7.1.2 Community Partnership Recruitment

Mayor Jones has talked to some of the local services clubs.

Maybe a meeting should be scheduled with the service club to discuss their expertise on handling large events.

7.1.3 Volunteer Coordination & Recruitment

A list of the extra volunteers that will be needed for the events has to be completed.

7.1.4 Beer Tent & Liquor Licensing

Contact a local service club to do this.

7.1.5 Weather & Contingency

The August 9th event will be rain or shine. Extra tents that may need to be obtained and must include awnings.

8.0 Advertising/Communications

8.1.1 Branding/Logo Creation

Abi is continuing to work on the logo and branding.

8.1.2 Pop-up Booth

The Township has tents that can used as a pop-up tent.

8.1.3 Website/Social Media

Township staff to set up the website and social media accounts.

Committee members will assist with the monitoring.

Sarah will contact Len Lynch about doing a short video on the History of the Township

8.1.4 Photographer

Graeden Laing was suggested as a photographer. Cost will need to be determined

9. Kick off Event (January 25th, 2025)

Connor Higgs will preform from 2:30 p.m.-3:30 p.m.

Randy Dawdy will preform from 3:35 p.m. -5:00 p.m.

A table for pre-orders of swag will be set up as well.

10. Other Business

Chris provided some event coordinator resumes. Applicants will be brought back at a future meeting for an interview.

11. Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **6:26 p.m.** to meet again at **3:30 p.m.** on **November 18, 2024.**

Carried



Southwold 175 Planning Committee Meeting Minutes

Monday November 18, 2024
Council Chambers, Fingal
Time meeting started: 3:36 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Bill Aarts
Chris Cirella
Sofia Sinclair-Jones
June McLarty, Staff Resource

Regrets: Abi Drewitt

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:36 p.m.

2. Approval of the Agenda

Moved by – Chris Circella **Seconded by** – Bill Aarts

That the agenda for the November 18th, 2024 meeting be approved.

Carried

3. Approval of the November 4th, 2024 Minutes

Moved by– Sarah Emons **Seconded by**– Sofia Sinclair-Jones

That the minutes from the November 4th, 2024 meeting be approved as amended.

4. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship Packages

Feedback from the Southwold 175 Committee and the History Committee for verbiage at the front of the sponsorship package needs to be completed.

b. Inflatable Companies- left messages

Messages have been left with the companies. Hope to hear back soon.

c. DJ

Report at next meeting.

d. Beer Tent and Liquor Licencing

Update on the availability of the Fingal-Shedden & District Optimist Club to be responsible for the beer tent and liquor licence. Review other options if Optimist Club is not available.

e. Branding

Abi will update at the next meeting.

f. Photographer Cost

Sarah will update at the next meeting on the cost for the photographer.

g. Event Coordinator

An Event Coordinator will attend next meeting to answer question on her proposal.

5.0 2025 Event Budget

Remove advertising costs
Change event coordinator to \$8000
Planes (Havards and Copa) total max. \$2500.

6.0 Volunteers

The Townships social media accounts can be used to obtain volunteer. A meeting to be held in January with other local organizations to collaborate on the Southwold 175 events.

7.0 Other Business Logistics

Talk to the History Committee about assisting with the history of the Township.

8.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **5:42 p.m.** to meet again at **3:30 p.m.** on **December 2nd, 2024.**



Southwold 175 Planning Committee Meeting Minutes

Monday December 2, 2024
Council Chambers, Fingal
Time meeting started: 3:36 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Abi Drewitt
Bill Aarts
Chris Cirella
Sofia Sinclair-Jones
June McLarty, Staff Resource

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:35 p.m.

2. Approval of the Agenda

Moved by – Sarah Emons **Seconded by** – Abi Drewitt

That the agenda for the December 2nd, 2024 meeting be approved.

Carried

3. Approval of the November 18th, 2024 Minutes

Moved by– Chris Circella **Seconded by**– Bill Aarts

That the minutes from the November 18th, 2024 meeting be approved as amended.

Carried

4. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship Packages

The Committee reviewed the updated Sponsorship Packages. The event coordinator will review the package, and she may have some suggestions for sponsors. There may be an opportunity to include donations to a charity.

b. Headliner

Moved by: Sarah Emons **Seconded by:** Abi Drewitt

That Dillon James be reserved as a headliner for the August 9th event, and;

That a classic rock band in the amount of \$10 000 to \$15 000 also be reserved for the August 9th event.

Carried

c. Inflatable Companies

Grant has talked to a couple of inflatable companies. No definite company has been booked.

d. DJ

Abi will talk to Zack Yeo and Grant will talk to Adrain Peters to obtain prices for approximately 10 hours of service. A report will be brought back at the next meeting.

e. Beer Tent and Liquor Licencing

The Fingal-Shedden & District Optimist Club are meeting next week and will have a decision on whether to do the beer tent and liquor. Sponsorship from alcohol companies can also be obtained.

f. Branding

Abi will send out the final version of the branding to the committee members.

g. Photographer Cost

Approximately \$1500 -\$2000 for the photographer. Sarah is meeting with Establish Media to firm up details for a photographer package. Should have a contract by the next meeting.

h. Event Coordinator

Moved by: Chris Circella **Seconded by:** Sarah Emons

That Sharon Lechner be hired as the Event Coordinator for the Southold 175 events.

Carried

i. Merchandise

Chris talked to Derek at Union Sports. Union Sports is willing to set up a website where orders can be made for merchandise. A link to merchandise website and a QR code can be added to the Township website. The pop-up booth can also be sent up to take orders or

create merchandise that day. One example of each size will need to be ordered. Derek has offered to supply shirts for volunteers. Chris will have prices for merchandise at the next meeting.

Calendars

Include facts about each Southwold community. Available for distribution at the January 25th event. More planning to be done at the next meeting.

j. History Committee Assistance

Sarah is meeting with some members of the History Committee soon. A report will be brought to the next meeting.

5.0 2025 Event Budget

- Merchandise reduced to \$10 000.00
- Calendars reduced to \$2 700.00
- Photographer \$ 2000.00
- Cakes for January 25 event \$250.00
- Drinks for January 25 event \$100.00

6.0 January 25th Event

- Stage set up
- Connor can use Randy's equipment
- Contract needs to be prepared for Randy and Connor
- 2 slab cakes need to be ordered from Costco
- Bill to contact Tim Horton's about getting some juice
- An invitation for the January 25th event completed for next meeting

7.0 Other Business

A meeting date with the local organizations will be set up at the next Southwold 175 meeting.

8.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **5:32 p.m.** to meet again at **3:30 p.m.** on **December 19th, 2024.**



Southwold 175 Planning Committee Meeting Minutes

Monday December 19, 2024
Council Chambers, Fingal
Time meeting started: 3:48 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Chris Cirella
Sofia Sinclair-Jones
June McLarty, Staff Resource

Guest: Sharon Lechner, Event Planner

Regrets: Abi Drewitt
Bill Aarts

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:48 p.m.

2. Approval of the Agenda

Moved by: Chris Cirella **Seconded by:** Sarah Emons

That the agenda for the December 19th, 2024 meeting be approved.

Carried

3. Approval of the December 2nd, 2024 Minutes

Moved by: Sarah Emons **Seconded by:** Sofia Sinclair-Jones

That the minutes from the December 2nd, 2024, meeting be approved as amended.

Carried

4. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship Packages

An updated draft version was presented to the committee. Final version will be available in the new year for canvassing.

b. Entertainment

Headliner

Sofia reported that the process has started to book the headline. More time is required to book at classic rock band.

c. History Committee Assistance

Sarah reported that she met with Len Lynch and Ross Burgar and they will assist with the history aspect of the celebration. They will provide some information for the Southwold 175 website page.

d. Inflatable Companies

More research on obtaining a company to provide the inflatables is needed.

e. DJ

Grant spoke with Adrian Peters from A & M Sounds Disc Jockey Service. A quote of \$150.00 per hour was provided for a 12 hour day. Mr. Peters would be available all day. He can work with the sound company and use their equipment or provide his own.

f. Beer Tent and Liquor Licencing

We do not have a confirmation for who will be running the beer tent and obtaining the licence. Sharon offered to obtain the licence and she has some contacts with alcohol companies. Some liquor companies provide their own bartenders.

g. Branding

The branding is getting close to completion.

h. Photographer Cost

Establish Media has committed to providing photography services for our events. A cost has not been confirmed.

i. Merchandise -clothing

Chris provided the quotes he received for rope hats, T-shirts and hoodies. Additional fees will be added if we want logos on the back of the T-shirts and hoodies. There is also a one time set -up fee for an embroidery logo and the printing of the logo. January 12th will be the deadline to have the samples completed for the January 25th event.

j. Calendar

Len and Ross will create the calendar. They will choose the topics and photos for each month. A QR code on the calendars will be available to go the Township website for additions facts and photos. Sarah, Chris and Abi will meet to discuss the calendar. January 12 will be the deadline to have the calendars ready for the January 25 event.

5.0 2025 Event Budget

No updates to the budget at this meeting.

6.0 January 25th Event

The invitations for the January 25th event will need to be sent out at the beginning of the new year. Advertising for this event will also start in the new years.

Coffee can be provided by Tim Horton's. A letter requesting this donation will need to be sent.

7.0 Other Business

- Meeting with other local organizations

The Rosy Rhubarb Committee is willing to assisting with the celebration. More communication with the other local organizations will be done in the new year.

8.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **4:55 p.m.** to meet again at **3:30 p.m.** on **January 6, 2025.**



Southwold 175 Planning Committee Meeting Minutes

Monday January 6, 2025
Council Chambers, Fingal/Via Video Link
Time meeting started: 3:30 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Chris Cirella
Sofia Sinclair-Jones (virtually)
June McLarty, Staff Resource

Regrets: Bill Aarts

Guest: Steve Garvin

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Moved by: Sarah Emons **Seconded by:** Chris Cirella

That the agenda for the January 6th, 2025 meeting be approved with the following addendums:

- a. Resignation of Abi Drewitt
- b. RFP for an event planner

Carried

3. Approval of the December 19th, 2024 Minutes

Moved by: Chris Cirella **Seconded by:** Sofia Sinclair-Jones

That the minutes from the December 19th, meeting be approved.

Carried

4. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship Packages

Sofia will work with Brittany to get the finalize the sponsorship packages.

b. Entertainment

Headliner

Sofia reported that she is has received an offer template to create the booking for the headline artist. A 50% deposit will need to be made for booking the headline artist. She is still working on obtaining a classic rock artist.

c. Inflatable Companies

No updates were provided at this meeting.

d. DJ

e. Beer Tent and Liquor Licencing

Steve Garvin from the Fingal-Shedden & District Optimist Club attended the meeting to get some information on the August 9th event. The Optimist Club is meeting soon and will decide if they will run the bar at the August 9th event.

f. Branding

The branding is complete, and it can be used to create banners, clothing and a page on the website. An event page can be created on Facebook. More discussion on what would be included on the Facebook page need to be done. The costs for banners will need to be determined.

g. Photographer Cost

Established Media, including an assistant will be \$650.00 for the January 25th event. Videos will be created from the January 25th event. Maybe we can use the County Video on Southwold as part of our video packages.

h. Merchandise -clothing

Chris will get some samples done up and send them out to the committee for review.

i. Calendar

Ross and Len sent photos and facts to Brittany for the calendar. Sarah and Brittany will review the photos to determine what ones will be included in the calendar. We need to make sure that we include the logos of the groups that contributed to the cost of the calendar.

5.0 2025 Event Budget

Photographer cost revised.

6.0 January 25th Event

The Committee will be at the complex for 10:00am to set up. Opens will open at 1:00 p.m. Flyers notifying residents of the January 25th event will be going out in the January water bills.

7.0 Other Business

Grant notified the Committee that Abi Drewill has resigned. We will need to recruit a new member.

As per the Township's procurement policy, a Request for Proposal (RFP) for an event planner will need to be done. Township staff will create the RFP and post it on the website for submissions.

8.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **5:20 p.m.** to meet again at **3:30 p.m.** on **February 3, 2025.**