



The members of the NOTL Canada Sesquicentennial Committee met on February 7, 2017 in the Penner Room at the NOTL Community Centre at 10:00 am.

PRESENT: Bill Cowie, Rick Meloen, Sarah Kaufman, Sarah Bowers, Bill French, Patti Knipe, Lord Mayor Pat Darte, Cheryl Morris, Kevin Turcotte, Mona Babin, Sheldon Randall, Lisa Gerrie, Rene Bertschi, Stan Harrington

REGRETS: Richard Coyne, Tony Chisholm, Peter Martin, Janice Thompson, John Mather, Clare Cameron

Co-Chair Bill Cowie called the meeting to order at 10:00 a.m.

CONFLICTS OF INTEREST: None

MATTERS FROM MINUTES: None

DELEGATIONS: None

MINUTES of January 24, 2017 meeting approved by Rick Meloen and all.

AGENDA for February 7, 2017 approved by Bill French and all.

PRESENTATIONS:

None

SUBCOMMITTEE REPORTS:

a) **Finance:**

- Cheryl Morris reported an amendment to the Ontario 150 Transfer Payment Agreement has been sent in to enable the province to send \$360,000 in one lump payment by the end of February, instead of in two separate payments. The amendment needs to be signed by the Lord Mayor and CAO Holly Dowd.
- Sheldon Randall said the Town will loan funds to pay deposits in the interim.

b) **Legacy:**

- **MOTION:** Rick Meloen presented a motion from the Committee to request from the Town maps and documentation in order to clarify property boundaries and to identify challenging areas of trail. Motion was approved by Bill French and then by all present members of Committee.
- Sheldon indicated that staff time to provide these documents would be offered in-kind.

c) **Communications:**

- Bill French reported that a draft of a marketing plan will be discussed at a February 8 communications subcommittee meeting, along with an idea for merchandising.
- A public information update is scheduled for February 21 at 7:00-8:00pm in the Simpson Room at the NOTL Community Centre. This update will highlight special events and encourage volunteers from the community.

d) **June 30:**

- Cheryl reported that Joe Lapinski (production manager) is making progress on engaging musical performers and putting a show schedule together.
- Items to research for June 30 & July 3 events (and who will own, with help from others):
 - i. Full map of Centennial Park (Cheryl to ask Kevin Turcotte)
 - ii. St Johns Ambulance (Cheryl)
 - iii. Radios for staff/volunteers (Cheryl) – need for other events as well
 - iv. Security and fencing for wine/beer sales area (Cheryl/Silversmith)
 - v. Coordinator for volunteers (Patti Knipe). List of volunteer tasks is required.

- vi. Face-painting (Bill French)
- vii. Games for children/youth (Barbara Worthy)
- viii. Costume contest/prizes (Rick Meloen)
- ix. Bouncy castles (Cheryl)
- x. Tents (Rick) a) Two 10x10 tents (for merchandise sales & on-site info); b) Two 12x12 tents to serve as actors' dressing rooms.

e) July 3:

- Bill French will manage non-stage activities: circus workshops, other organizations' participation, face-painting, et al.
- All performances on stage will be managed and hired by Joe Lapinski.

f) 225th Anniversary:

- Cheryl Morris reported that 225th Anniversary subcommittee will invite HRH Prince Harry to attend as he will be travelling to Toronto for Invictus Games. Protocol for inviting royal family involves the Lord Mayor to send letters to Premier and Minister of Canadian Heritage, whose offices can coordinate. Letters will be mailed by February 15.
- Stan Harrington of the NOTL Cenotaph Committee suggested Prince Harry be invited to attend the cenotaph rededication on Sept 17, and that the invitation letter to the Premier and Minister of Canadian Heritage mention this event as well. (note: subsequent email correspondence with 225th subcommittee members recommended that the two invitations be sent separately).
- Key invitees from list will be sent invitations as soon as possible.
- Luncheon will be booked at Prince of Wales Hotel at an approx. cost of \$7000 for a maximum attendance of 150 people. The invitation list will need to be narrowed down.
- Lord Mayor says the Town may be able to help with the cost of the luncheon.

g) Doors Open

- Sarah Kaufman is asking the Committee for suggestions of potential buildings/homes with historic interest that are not typically open to the public but could be included in the program. These could be located outside of Old Town.

h) Sponsorship:

- Bill Cowie has draft letter prepared of sponsorship details. Proceeds from sponsorships (and merchandise sales) will go to the Legacy project.
- Lord Mayor asked that Bill send the letter to Lauren Kruitbosch for input and review, and to coordinate details with him.
- Cheryl has confirmed with Ontario 150 Secretariat that sponsorships are fine as long as the Ontario 150 logo is most prominent.

i) Dock/Tall Ships:

- In Tony's absence, Cheryl reported that the two Tall Ships will be USS Niagara and Mist of Avon. A potential issue with Homeland Security approval of a U.S. ship being used this way will be investigated by Roger Nugent.
- Tony has booked a nearby cottage for crew's use. Other facilities are needed and will be researched. Cheryl will investigate cost of portable toilets and showers.
- Lord Mayor suggested an entry fee be charged to help cut down crowds.
- At the subcommittee, it was mentioned to offer free booth space onsite for local non-profits like the Museum and Friends of Ft George etc.
- Patti Knipe is looking into what could be included (coupons, toiletries) for crew "swag bag".

j) Confederation Celebration:

- Sarah Bowers reported that Crossroads School is interested in having the play performed for the students in May. Other schools may be interested, but St. Mike's response has been negative. Lord Mayor said he could call the principal to help.
- Several new show venues have been secured – visit www.notlcanada150.ca/events-calendar for ongoing updates.

- A cap of 20 shows will be scheduled.
- Report from Babs Worthy: Have confirmed three performers and holding auditions on Friday feb17 for remaining actors. Our composer is Aaron Berger who begun collaborating on the music-scape. Indigenous performers will be included in program (acting, dance), and Brownies and Guides from St. Davids will be involved with the show when we present there, incorporating local 'guiding' history into the play.
- Musical performers will be sourced through Jazz Niagara/Juliet Dunn.
- Rick reported that an estimate for the mobile stage is coming and the deposit will be paid as soon as possible.

k) Snowbirds

- Lord Mayor Pat Darte will hire David White, who has experience as an Air Boss for many airshows, to manage all the logistics.
- A subcommittee will be formed by the Lord Mayor to oversee event.

l) Logistics: no report

NEW BUSINESS:

- Sheldon suggested that the Committee submit a budget request to the Town to cover community events not covered by the Ontario 150 grant which covers the Confederation Celebration only. He will put a report together for Council to clarify terms of the province's Transfer Payment Agreement.

Meeting ended at 11:30 a.m.

Next meeting: 10:00 a.m. Tuesday February 21 in Penner Room, NOTL Community Centre.