



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

**PRESENT:** John Mather, Clare Cameron, Sarah Bowers, Bill French, Nicole Cripps (representing Janice Thompson), Tony Chisholm, Rick Meloen, Sarah Kaufman, Terry Flynn, Sheldon Randall, Patti Knipe, Roger Nugent Cheryl Morris.

**Guests:** Jane Catcher, Tom Catcher

**Regrets:** Lord Mayor Pat Darte, Bill Cowie, Richard Coyne, Peter Martin/Lisa Curtis

Co-Chair Rick Meloen called the meeting to order at 10:00 a.m.

(Note: Some of the following was discussed at a meeting held February 21. However, because there were not enough committee members to complete a quorum, these minutes encompass February 21 and March 7 discussions.)

**CONFLICTS OF INTEREST:** None

**MATTERS FROM MINUTES:** None

**DELEGATIONS:** None

MINUTES of February 7, 2017 meeting approved by John Mather, seconded by Bill French, approved by all.

AGENDA for March 7, 2017 approved by Rick Meloen, approved by all.

**PRESENTATION on SNOWBIRDS EVENT (from February 21):**

- David White described his duties as Air Boss, as well as what is required from the Town and NOTL 150 Committee to prepare for the Snowbirds visit and show. Arrival date is September 17, show date is September 20, departure is September 21. **See Appendix A** for details.
- The aircraft arrival over NOTL on Sept 17 will be an event in itself.
- Capt. McNaughton: crew is available for media interviews, local school visits, VIP dinner and other opportunities prior to show date.
- The air show will start at 4:30pm and will last 35 minutes. 11 Snowbirds aircraft will participate.
- Tony Chisholm asked if Lancaster or Air Rescue aircraft can be added to the show. David said this would be complex for safety and security reasons, and would increase certification requirements. He suggests keeping things simple for this first time. Other aircraft can be static/on the ground for people to view only if space allows.
- Area of 3000' x 6000' must be cleared during length of show. This will require residents on Carlton St. to be evacuated.
- Committee needs to source: Portable toilets, food trucks, announcer
- **A letter of invitation and acknowledgement of the event needs to be requested FROM the Mayor of St Catharines, as the Snowbirds will at some point fly over the city.**
- Air Cadets may be able to help with parking direction, but security and crowd-control need to be managed by adults. Perhaps Niagara College students.
- Overnight security of aircraft is needed (Committee to source).

**SUBCOMMITTEE REPORTS:**

a) **Finance:**

- Tony moved that a **motion** should be put forward to Town Council to approve funding for the Committee for the following:

Organization	Request	To support
Canada Sesqui Committee	\$17,000	Accommodations and rental cars for Canadian Forces Snowbirds crew for Sept 20 event at Niagara District Airport.
Canada Sesqui Committee	\$10,000	Signage, marketing and maintenance of Upper Canada Heritage Trail, a Legacy project adopted by the Committee.
<b>Total</b>	<b>\$27,000</b>	

- Motion was approved by Tony Chisholm, seconded by Terry Flynn, approved by all
- For both of the items above, fundraising and sponsorship opportunities will be investigated.
- Bill French asked if \$2500 can be added to the items above in order to engage the NRP pipe band for July 1 in Simcoe Park. As this was not part of Rotary's original discretionary fund request to the Town, and is not, in fact, a Rotary priority, it was suggested that interested parties fundraise this amount.
- A new Committee account structure has been put in place with the Town to be able to track and report expenses and revenue by unique codes.

**b) Legacy – Upper Canada Heritage Trail:**

- Tony led a group hike along the trail to view the area that has been washed out. There is a pathway above the wash-out but it is difficult to bring clearing equipment there.
- Tony says this area is the most beautiful of the trail and efforts should be made to rehabilitate it and enhance awareness to the public.
- Lord Mayor says this section is owned by the Region which originally said they would repair it before transferring it to the Town, but that thinking may have changed.
- Sheldon estimates the repair could cost \$200,000.
- Gary Burroughs and Steffanie Bjorgan (Chair of the Legacy subcommittee) are in discussion to investigate solutions.
- **NOTE: Subcommittee members asked that a **motion** should go forward to Council to ensure that landowners along the trail are notified by Town By-Law Officers of potential encroachment and that they will be held responsible for removing any barriers to safe passage along the trail.**
- A NOTL 150 webpage has been created to provide some preliminary information to the public – awareness is of prime importance now. <http://www.notlcanada150.ca/legacy-project.html>
- An article written by Steffanie was sent to the Advance and Town Crier and may be published shortly.
- There may be opportunities for grants and sponsorships. (see [http://www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&BillID=3338](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=3338))
- Betty Disero will contact Charlie Burland (sp?) to see if he is interested in sponsoring.

**c) Communications:**

- Bill French explained the NOTL 150 t-shirt merchandising agreement with Versions/Viking shops is in place. The Committee will receive \$1.00 for each sale. Funds will go to the Legacy project. Versions will set up a sales table at several Confederation Celebration events as well as July 1 (and July 2 at the Commons per agreement with the concert promoter). The Committee will supply a tent and table.
- Tony has arranged with Beau Chapeau to sell baseball caps with the NOTL 150 logo. Twenty percent of caps that Beau Chapeau will order will go to NOTL 150 volunteers.
- Bill reported that a marketing plan is in place, which includes timing for ads, editorial, social media and other channels. The strategic audience is local vs tourist; however, there is no

doubt tourists will make up a portion of the overall attendees at the events, as per the Committee's proposal that was accepted by Ontario 150.

- This marketing plan is available upon request to [cmorris@notl.org](mailto:cmorris@notl.org)
- Bill French has stepped down as Communications Chair. No replacement will be named as marketing/communications will be carried out by Cheryl Morris who will provide reports back to the Committee.

**d) Community event on May 21, Niagara on the Green**

- Cheryl provide a brief report saying that a visit to the NoG park determined that it was not suitable for fireworks. Nearby Kaneff Royal Niagara Golf Course has provided a letter of permission to allow the launch site to be on the golf course. GardenCity Fireworks Display has been contracted, and they have supplied a site map to accompany the special event request that was submitted to the Town by Cheryl on March 1.

**e) June 30:**

- Sarah Bowers reported that Joe Lapinski has the entertainment schedule set and that local entertainer Joe Pillitteri has been hired as emcee.
- Tony Chisholm will help to manage the proposed costume contest.
- Tony, Rick and Cheryl met with Silversmith Brewery to discuss food trucks and alcohol sales.
- Bill Cowie had corresponded with Phil Leboudec (VBA) who said his group would be able to help with food, but they'd also be fine to step aside if we have that covered by others.
- Other off-stage entertainment was discussed: Bill French provided information on circus workshops, balloon sculptors and other activities for children. Cheryl will follow up on these with Bill.

**f) July 3:**

- Bill French and John Mather have met with the Niagara Pumphouse to determine participation for art activities for children. Depending on the cost of materials for this activity, other items may be added.
- Cheryl has provided costs for bouncy castles.
- Stage entertainment has been scheduled by Joe Lapinski.

**g) 225<sup>th</sup> Anniversary:**

- Cheryl reported that all invitations to MPPs and other dignitaries have been mailed. A few responses have come back.
- Patti Knipe is the editor of the Newark Gazette of which 2 editions will be distributed: prior to (Canada Day weekend) and on Sept 17. She has scheduled a meeting with Maureen Churchill, Richard Merritt and Babs Worthy to work on content.
- The Gazette will be inserted into the Advance accordingly (7500 copies each time), with several copies held back for distribution at other locations/events.
- Janice Thompson suggested McKenzie Printery be asked to print the paper, but that has been researched previously and McKenzie cannot print the size format required. They can print posters for the event.
- Atis Bankas from Music Niagara is working on the musical program.

**h) Dock/Tall Ships:**

- Tony reported that the contract with RendezVous 2017 has been signed.
- He received estimates between \$36K to \$86K for the dock. He is going with the lowest quote, which will entail a 150' long barge that will be towed from Toronto. The contract has not been received yet.
- Tony has prepared a flyer he is distributing to concerned residents in condos near the dock location to allay concerns about the dock. They have heard rumors that the dock and activities will be onsite on all year, which is not correct. The dock will be in place for a maximum of four days. Entertainment will take place on one day, and the ships will be

accessible to visitors for a maximum of two days. Ships will arrive 8am on July 3, depart 6pm (approx.) July 4.

- Cheryl has received a quote for porta-potties (for visitors and crew) and showers (for the crew).
  - Roger Nugent will contact Transport Canada (as a matter of course) and will ask about the Homeland Security issue, if there is one. Transport Canada will be coming for a site inspection prior to the event.
  - Kevin Turcotte will investigate 100-amp power requirements.
  - Tony has contacted Tim Jennings from the Shaw, who has agreed to allow parking on the grounds of the old Anchorage Hotel near the dock.
  - There are strict guidelines on every aspect of a Tall Ships event. Tony has gone through the manual, and Cheryl will review it as well. Many volunteers are needed to ensure a smooth execution of this event.
  - Tables/tents for local organizations will be considered, as well as a tent for Sail Training International to provide information to recruit for Tall Ships crewing opportunities.
  - Information on the ships (Mist of Avalon, and the Niagara) can be viewed here <https://www.sailonboard.com/port/great-lakes-flotilla/>
- i) **Confederation Celebration:**
- Sarah Bowers reported that four local actors, as well as a music composer, Aaron Berger from Niagara Falls, have been hired for the play. Babs Worthy and Joe Lapinski managed auditions and process. A letter of agreement will be sent to each actor to formalize obligations and payments.
  - Rick reported that the deposit for the mobile stage will be paid very soon.
  - Babs Worthy, Joe Lapinski and Cheryl met with Barb Gelb to discuss the graphics wrap for the exterior of the stage trailer.
  - Babs has met with the Shaw who have agreed to help with costumes and props.
- j) **Snowbirds** – see above presentation by David White
- Terry Flynn in his capacity as Chairman of the Niagara District Airport, will oversee the event along with Len O'Connor and Joyce Morocco.
- k) **Sponsorship:** no report
- l) **Logistics:** The Logistics subcommittee will need to be initiated soon to coordinate volunteer assignments and services like Fire Dept., health and safety, NRP. Terry Flynn has stepped forward to offer his guidance and be a liaison for these services.

## **NEW BUSINESS:**

- A **motion** was put forward by Rick Meloen to appoint Mona Babin as a member of the Canada Sesquicentennial Committee, replacing Jim Alexander who has resigned. Mona is involved in both the Legacy and 225<sup>th</sup> Anniversary events. The motion was approved by Sarah Kaufman, seconded by John Mather, and approved by all.
- Cheryl has compiled a list of volunteer tasks so people can be assigned and matched when needed. She will send to all Committee members so other tasks can be added.
- Cheryl will contact a provider of water for events. Tony will ask ValuMart about bottled water for our events.
- Cheryl mentioned that someone will be contacting her to discuss safety guidelines needed for the events, and will also investigate what is needed for volunteers (background checks, training, etc.)

Meeting ended at 11:15 a.m.

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

## **APPENDIX A – Snowbirds Event, September 20, 2017**

### **David White will provide:**

Personnel required to perform all required air boss and consultation duties during Show and planning including;

- Assist with site design preparation,
- Transport Canada coordination/liaison including SFOC application (Special Flight Operations Certificate) preparation and airspace NOTAM application,
- Secure acceptable documentation from performers. Including C of A, C of R, C of I, Pilot lic and medical, SAC Card, Maneuvers package as required and check all for validity if required
- Nav Canada coordination/liaison
- Air Boss frequency selection and application with Industry Canada if required
- Assist with performer selection and negotiation if required
- Prepare and present pilot safety brief at show provided location,
- Prepare schedule (choreograph performance)
- Perform Air Boss role on-site during practice, and show days
- Provide air to ground radio equipment
- Act as Snowbird Point of Contact as listed in the Snowbird 2017 support manual

### **Safety:**

- If, in the opinion of the Air Boss, any performer is unfit to perform, or any aircraft is unfit for any reason that performer will not be allowed to fly under the provision of SFOC.
- If, in the opinion of the Air Boss, the weather does not meet the minima as detailed in the SFOC. air show civilian flight operations will be suspended until the Air Boss is satisfied that the weather meets the required minimum ceiling and visibility.
- If in the opinion of the Air Boss any maneuver or activity in a performers routine is unsafe, the performer may be asked to remove or change some or all of their routine
- The Air Boss may stop flight operations at any time they feel that the safety of a performer, volunteer, employee or a spectator is at risk.
- The Air Boss has the right to suspend Show flight operations for any reason.
- No flight operations will be allowed under the provision of the SFOC which in any way violates the Canadian Aviation Regulations including, but not limited to section 623.

### **DUTIES OF TOWN OF NOTL AND 150 COMMITTEE:**

#### **Platform:**

- The Show will provide a platform from which DW may conduct the Air Boss function. Access to this platform to be controlled and secured by show staff.
- The show announcer is to also be located in this area.
- This platform to be not less than 6 feet by 16 feet, and raised above ground not less than 5 feet. Reliable 120 Volt AC power will be available at this location from one hour before the start of each show or practice day until the conclusion of the Show flight operations.

**Access credentials:**

- The show will provide all credentials required for David White and one more team member to access any and all show site areas, including vehicle access, to the flying display area and hot ramp.

**Emergency Services:**

- The show will provide Crash Fire Rescue, Ambulance as well as Aircraft Rescue and Firefighting assets that meet or exceed the requirements set out by The RCAF and the Canadian Armed Forces.
- The Air Boss will be provided with a communication path directly to these assets.
- A representative of each CFR and/or ARFF service will attend the Pilot Safety Briefing as scheduled for each show or practice day.

**Briefing:**

- The Show will provide a Briefing room and furniture suitable to conduct a Pilot Safety Briefing which will be held on each show or practice day. This room to be equipped with a screen for projection of the briefing AV materials.

**Storage:**

- The Show will provide a secure storage area allowing DW to store, overnight, the radios, antennas and equipment needed to perform the Air Boss duties.

**Insurance:**

- The show will have in force, a minimum 5 million dollar liability insurance policy which will list David White as an “additional insured” as Air Boss and Flight Operations Director.

**Services Not Specifically detailed:**

The Show will provide all air show related activities required to stage this event which are not specifically listed here. These include but are not limited to;

- Marketing and Advertising
- Provision of a sound system and announcer capable of addressing all spectators in attendance
- Fencing and crowd security, access control, parking, hot ramp management and coordination
- Performer compensation, fuel, performer hotel, meal, rental car or supplies, any and all other requirements as needed to stage the event.