



The members of the NOTL Canada Sesquicentennial Committee met on February 21, 2017 in the Penner Room at the NOTL Community Centre at 10:00 am.

PRESENT: Rick Meloen, Bill French, Tony Chisholm, Patti Knipe, Lord Mayor Pat Darte, Cheryl Morris, Kevin Turcotte, Sheldon Randall, John Mather, Stan Harrington, Clare Cameron, Janice Thompson.

REGRETS: Bill Cowie, Richard Coyne, Sarah Kaufman, Sarah Bowers, Peter Martin, Mona Babin

Guests: David White who will act as Air Boss for Snowbirds event Sept. 20, and by phone, Capt Blake McNaughton, Team Coordinator for Snowbirds.

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

CONFLICTS OF INTEREST: None

MATTERS FROM MINUTES: None

DELEGATIONS: None

MINUTES of February 7, 2017 meeting approved by Lord Mayor Darte, seconded by Tony Chisholm, approved by all.

AGENDA for February 21, 2017 approved by all.

PRESENTATIONS:

- 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: Portapotties, 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 requested that a **motion** should be put forward to Council to approve funding to 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.
Total	\$27,000	

- The members of the Committee at today's meeting support this motion. However, as there are not enough members present to qualify as quorum, the approval to pass this motion will need to wait.
- Committee of the Whole meets March 6. Sheldon Randall recommends one Committee member attend to answer potential questions from Council.
- 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.

b) Legacy – Upper Canada Heritage Trail:

- Tony led a group hike along the trail on Sunday 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.
- 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>
- There may be opportunities for grants and sponsorships. (see 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

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, but nearby Kaneff Royal Niagara Golf Course has agreed verbally to allow the launch site to be on the golf course. GardenCity Fireworks Display has been

contracted, and they will supply the site map and necessary permits to accompany the event request that will be submitted by Cheryl. A formal letter of agreement is needed first from Kaneff and is pending.

e) **June 30:**

- Cheryl reported that Joe Lapinski has the entertainment schedule is set and that local entertainer Joe Pillitteri has been hired as emcee.
- Tony Chisholm will manage the proposed costume contest, and other off-stage entertainment needs to be engaged.
- Tony, Rick and Cheryl will meet with Silversmith's 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.

f) **July 3:**

- Bill French and John Mather are meeting with local orgs to determine participation for non-stage activities for children.
- Stage entertainment schedule is making good progress via Joe Lapinski.

g) **225th Anniversary:**

- Cheryl reported that 1/3 of the invitations to MPPs and other dignitaries has been mailed. Balance will be mailed shortly.
- Patti Knipe is the editor of the Newark Gazette which will be distributed prior to and on Sept 17. She will call a meeting together with Maureen Churchill, Richard Merritt and Babs Worthy to work on content.
- 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.

h) **Dock/Tall Ships:**

- Tony reported that the contract with Rendez-Vous 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.
- Tony has prepared a flyer he is distributing to concerned residents in condos near the dock location. **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. This will also be discussed at the public information session this evening (Feb 21, 7-8pm at the NOTL Community Centre).
- 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.
- Kevin Turcotte will investigate 100 amp power requirements.

i) **Confederation Celebration:**

- Auditions were held on Feb 17 and 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 the auditions.
- Rick reported that the first estimate for the mobile stage was much higher than first discussed by the vendor, so he has gone back to them to take out some items in order to reduce the cost and move the purchase ahead.

j) **Snowbirds** – covered in presentation by David White

k) **Sponsorship:** no report

l) **Logistics:** no report

NEW BUSINESS:

- Patti Knipe asks for a list of volunteer tasks be developed so people can be assigned and matched when needed.

Meeting ended at 12:00 p.m.

Next meeting: 10:00 a.m. Tuesday March 7 in Penner Room, NOTL Community Centre.

Appendix A on next page.

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.