



MEETING MINUTES

Meeting Name:	150 th Relay Committee / McNab/Braeside Relay 150		
Meeting Location:	Council Chambers		
Date / Time:	May 17, 2017	7:00 p.m.	
Minutes Prepared By:	Councillor Heather Lang, Chair		

1. Purpose

To plan 150th relay

2. Attendance

Name	Present	Name	Present
Councillor Heather Lang	Y	Georgia Quinn	Y
John Brady	regrets	Roger Robertson	Y
Andy Kalnins	Y		
Jason Marshall	regrets	Karla Blemkie, Recreation Dept	Y
Nicci Murray	Y		

3. Agenda

No.	Subject	Responsible
1	Call to order/Welcome/Attendance	HL
2	Adoption of Agenda	HL
3	Approval of minutes May 17	All
4	Delegations: a) Zak Remus, re flight regulations etc. b) Mark Mackenzie, re tree idea to launch relay or at finale	All
5	Updates re relay route/sections	All
6	Update on finale preparations	HL
7	Update on OPP, county paramedics and road dept. + insurance and waiver forms	HL
8	Update on head scarves (ribbons), time capsule, storing items at Heather's house	All
9	Volunteers, incl. Guinness recorders	HL
10	Budget & Sponsorship / Fundraising	
11	Other	All
12	Next meeting (June 5)	All
13	Adjournment	All

4. Action Items:				
No	Actions, Decisions and Important Issues	Respon- sible	Status	Closure Date
1	The meeting was called to order at 7:00 p.m. by Chair Heather Lang. Attendance was taken by Chair Lang. Chair Lang welcomed Ralph Chown to the meeting, as an observer and participant, and the two delegates.	HL	Open	
2	Agenda reviewed and adopted. Moved by Andy Kalnins, seconded by Roger Robertson. CARRIED.	HL	Open	
3	Minutes for meeting of May 1. Moved by Georgia Quinn, seconded by Nicci Murray. CARRIED.	HL	Open	
4	<p>Delegations:</p> <p>a) Zach Remus, 1Point1: Zach Remus indicated he had been in touch with the Arnprior Airport and there is no issue with the no-fly zone for drones. He is to file his flight plan with the airport ahead of time, so that all aircraft will be aware of the drone (and locations and times).</p> <p>The relay route was revisited re highlights for the drone.</p> <p>Chair Heather Lang indicated that participants/volunteers will be forming a large 150 on the lawn at the finale, and would like the drone to capture the moment.</p> <p>b) Mark Mackenzie:</p> <p>Chair Heather Lang offered her thoughts on the launch and trying to have a tree planting ceremony to honour community spirit re the flood, with the tree planting taking place on township property near the wharf. Given that there is no suitable property, Mark Mackenzie suggested perhaps the tree could be planted at the Waba museum. An oak sapling costs \$15 at Milliken's and the plaque would cost between \$80 and \$100 from Gilks</p> <p>Moved by Roger Robertson, seconded by Georgia Quinn, that Mark Mackenzie in investigate further and report back. CARRIED.</p>	All	Open	
5	<p>Updates re relay route/sections:</p> <p>Committee members provided updates on their sections (progress). Waiver forms for volunteers and participants were distributed. However, it was noted they lacked a Township identifier. Karla Blemkie to revise and email the new forms.</p> <p>Karla Blemkie showed the Participant and Volunteer forms she has developed and asked committee members to provide her with names, etc. as they receive them.</p> <p>The committee asked Chair Heather Lang to see if the paramedics would carry the baton in their vehicle.</p>	ALL	Open	

6	<p>Finale preparations:</p> <p>Chair Heather Lang gave a brief overview of the preparations taking place re the finale, and provided an update on the list that is being populated of all the items that are needed. Quantities for food, etc., will be determined once the committee has a better idea of attendance/participation in the relay.</p> <p>Chair Lang's suggestion to create drama would be to have volunteers and participants form a large 150 on the lawn, with the drone capturing the moment, was enthusiastically received. Karla Blemkie suggested getting small Canada flags for everyone. She also suggested that chalk could be used to mark 1-5-0 on the lawn to make it easier for people to get into formation. Karla Blemkie will look to see if the Township has any extra flags in stock.</p>	ALL	Open
7	<p>Update on OPP, insurance / waiver forms, communications with County (paramedic service, roads)</p> <p>Chair Heather Lang updated the committee on the meeting with the OPP, and that in addition to providing service for free through its auxiliary unit, the OPP offered suggestions for participants (observe rules of road, wear helmets, etc.).</p> <p>Waiver forms handed out (see item #4).</p> <p>Chair Heather Lang also updated the committee on the discussions she had with the County's road dept. and with the paramedic service. There is no issue from the roads' perspective. The paramedic service will be provided for free as this is a municipally sanctioned event. The paramedic will be available all day.</p> <p>Chair Lang to keep OPP and paramedic service updated as route/relay is finalized.</p>	ALL	Open
8	<p>Head scarves (ribbons), baton, time capsule:</p> <p><u>Head scarves:</u> Andy Kalnins is buying re/orange ribbon for the head scarves, and will look at stamp option for stamping a Canada flag or something Canadian onto the ribbons.</p> <p><u>Time Capsule:</u> Andy Kalnins brought in a container he owns and will donate to use as a time capsule. Committee members liked the container and felt it would be very suitable for the purpose.</p> <p>A suggestion was made to buy silver and gold indelible markers that participants could sign at the finale. Chair Heather Lang will purchase.</p> <p>Karla Blemkie will look at putting the Township coat of arms on the container.</p> <p><u>Baton:</u> Chair Heather Lang met with Dub Juby, who is making progress on the baton. Dub has created a lid that participants could use to put their names (on slip of paper) into.</p> <p>Ralph Chown asked how the baton could be 'carried' by swimmers. Andy Kalnins and Ralph Chown to work out a tether for the baton.</p> <p>Chair Heather Lang will be asking for another press conference, to be held at 6:30 p.m. on June 5, with Dub Juby to be in attendance.</p>	ALL	Open
9	<p>Volunteers, incl. Guinness Recorders:</p> <p>Names of volunteers are to be provided to Karla Blemkie. All volunteers need to sign a waiver form.</p> <p>The item on Guinness Recorders was deferred until the next meeting.</p>		

10	<p>Budget / Sponsorship / Fundraising:</p> <p>Chair Heather Lang informed the committee that a request for \$500 sponsorship has gone to OPG. A similar request will be made to RONA.</p> <p>Karla Blemkie reported that the glow bracelets will cost \$60 + tax + shipping for 600.</p> <p>Moved by Roger Robertson, seconded by Georgia Quinn, that Karla proceed with this purchase. CARRIED.</p> <p>The first part of June will be spent seeking donations, etc. for food items, etc. needed for finale.</p>	ALL	Open	
11	<p>Other:</p> <p><u>Road Markings:</u> NEAT has no pylons (they were sold by previous owner).</p> <p>Nicci Murray suggested that Kevin Murray could make the route markers if the committee bought the supplies needed. Andy Kalnins agreed to look into stake options and report back, with Roger Robertson's help.</p> <p><u>Branding the event:</u> Georgia Quinn updated the committee on the cost to have signs printed through the popular online printing firm. The cost was too prohibitive.</p>	ALL	Open	
12	<p>The meeting adjourned at 8:30 p.m.</p> <p>Moved by Georgia Quinn, seconded by Andy Kalnins. CARRIED.</p> <p>Next meeting: June 5 (with press conference at 6:30 p.m.)</p>	HL	Closed	05/17/ 2017