



250th Anniversary Workshop

Saturday, 6 March, 10am to 2pm

Maple Grove Education Centre
Cafeteria

Our five objectives for today

- To build enthusiasm for the 250th celebrations
- To help participants network and collaborate with one another
- To help participants take responsibility for initiating and implementing projects
 - To help participants develop clear plans for implementing projects
 - To become aware of the support available to help projects happen

Program

- **Welcome:** Carole Hill-Bojarski, Chair, Municipality of Yarmouth 250th Committee
- Introduction to today's activities: Wilfred Allan, program facilitator
- *Some projects already in the beginning stages*
- **What's a topic?** Introduction to *Topic Groups*
- **Topic Groups**
- *Our exciting ideas*
- **What's a community?** Introduction to *Community Groups*

Break (about 11am)

- **Community Groups**
- *Our exciting ideas*
- **What's a project?** Introduction to *Project Planning Groups* and lunch time networking

Lunch (about 12:15)

- **Project Planning Groups**
- *Our exciting ideas*
- Five minutes to complete evaluation sheets
- **What's Next?:** Carole Hill-Bojarski

Head home (no later than 2pm)



MUNICIPALITY OF THE DISTRICT OF
YARMOUTH
truly connected

250th Project Planning 101

Whenever you want to hold an event, project or bring an idea to life- there is always lots to do. This information package has been designed to assist community groups in simplifying the process. As we are well aware, Volunteers don't always have lots of time to commit to planning, even if you have done it for the past 20 years! This package has been put together to help start the process of planning an event.

Contents:

Planning an Event Info to get you started:

1. Worksheet
2. Budget Planning Worksheet
3. Checklist for Planning Your Event
4. Media Advisory Worksheet

The Volunteer Protection Act and Insurance Resource Information

Possible Funding Resources for your event, project or way of celebrating.

Resources Available from Yarmouth Joint Leisure Services

Information from Waste Check on Event Greening/Waste Separation

“If you have a great idea/ form or element that is missing from this package that you feel would benefit others, please send it along to the 250th Committee – our goal of providing resources to all will benefit from the contribution of many! ”

***Email: erin@district.yarmouth.ns.ca
phone 902.742.7159***

Community Event Work Sheet

Name of Event:

Place of Event:

Address of Event:


Date of Event:

Organizer Contact Information: Name:

Address:

Phone:

Email:

 (Please Cut and return top portion to 250th Committee for the Event Calendar).....

Details for Organizers:

Who:

Contact Info:

Meeting Dates:

Work to be done:

Completion Date:

Community Event Worksheet

Community Event Work Sheet

Additional Information

Community Event Budget Planning Sheet

Item	Projected Expense	Actual Expense	Details
Site Rental Costs (ie. Hall, Port a Potties , etc)			
Food & Refreshments (also plates, napkins etc.)			
Decorations etc.			
Entertainment & Equipment fees (i.e. music, Sound Systems etc.)			
Printing and Promotion Charges (i.e. pamphlets, posters, ad prices etc)			
Activities Expenses (i.e. face painting, games etc.)			
Other			

Sample Projects Planning Checklist

Please scratch off any items that do not apply to your project.

6 to 12 Months before Project

Completed

- Decide event purpose (raise funds, visibility, celebration, etc.)
- Choose a theme
- Visit potential sites
- Research/appoint person(s) acting as an event coordinator/manager
- Research/select committees/chairpersons (or
- Get cost estimates (site rental, food, drinks, sound/lights, etc.)
- Get recommendations for entertainment
- Get bids for entertainment
- Get bids for decorations
- Get bids for design/printing
- Get bids for other major items
- Draft initial budget
- Decide on admission cost (if any)
- Create sponsorship amounts/levels
- List items to be underwritten and possible sources
- Research/approach VIPs
- Compile mailing list (individuals/businesses)
- Check proposed date for potential conflicts, finalize date in writing
- Get written contracts for site, entertainment, etc.

- ___ Develop alternative site (if event is outdoors)
- ___ Consider pre-party event for publicity or underwriting
- ___ Invite/confirm VIPs
- ___ begin invitation design
- ___ Create logo for event
- ___ Set marketing/public relations schedule
- ___ Develop press release and calendar listings
- ___ Select photographer; arrange for photos of VIPs, etc.
- ___ Get biographical information on VIPs, etc.
- ___ Investigate need for special permits, licenses, insurance, etc.
- ___ Send Notification and/or Confirmation of Date Time, Location and Event to 250th Committee for inclusion on Projects Calendar

3 to 6 Months

- ___ Begin monthly committee meetings
- ___ Write/send requests for funding to major donors, corporations, sponsors
- ___ Request logos from corporate sponsors for printing
- ___ Review invitations, programs, posters, etc.
- ___ Prepare final copy for invitations, return card, posters
- ___ Prepare final copy for tickets (if any)
- ___ Complete mailing lists for invitations
- ___ Order/ make invitations, posters, tickets, etc.
- ___ Make list of locations for posters
- ___ Finalize mailing lists; begin soliciting corporations and major donors
- ___ Obtain radio/TV sponsors, public service announcements, promos
- ___ Set menu with caterer (or other) for food and beverages
- ___ Secure permits and insurance
- ___ Get written confirmation of VIP and/or special needs
- ___ Finalize audio/visual needs
- ___ Advise Local RCMP & CJLS (if there are potential traffic issues)
- ___ Request Noise Permit from Municipal Office (if operating outside of designated hours)
- ___ Arrange for Emergency Health Services if necessary
- ___ Select/order trophies/awards, if any



2 Months Ahead

- ___ Hold preview party to coincide with mailing of invitations; invite media
- ___ Assemble/address invitations (with personal notes when possible)
- ___ Mail invitations
- ___ Distribute posters
- ___ Finalize transportation/hotel accommodations for staff, VIPs, honorees
- ___ Obtain contracts for decorations and rental items
- ___ Confirm TV/radio participation
- ___ Release press announcements about VIPS, highlights, etc.
- ___ Follow up to confirm sponsorships and underwriting
- ___ Obtain logos from corporate sponsors for program printing (if any)
- ___ Review needs for signs at registration, directional, etc.
- ___ Finalize all plans
- ___ Hold walk-through of event with volunteers responsible at event site
- ___ Review/finalize budget, task sheets and tentative timeline
- ___
- ___
- ___

1 Month Ahead

- ___ Phone follow-up of mailing list (ticket sales, if any)
- ___ Place newspaper ads, follow up with news media, on-air announcements
- ___ Confirm volunteers for registration, hosting, other
- ___ Write to VIPs, confirm participation (if any)
- ___ Complete list of contents for VIP, door prizes, draws etc.
- ___ Get enlarged site plan/room diagram
- ___ Meet with all outside vendors or others participating
- ___ Review script/timeline
- ___ Continue phone follow-ups for ticket/table sales (if any)
- ___ Confirm arrival times of all volunteers for set up/ clean-up and participation
- ___ Prepare welcome packet for VIPs, etc.
- ___ Schedule deliveries of special equipment, rentals
- ___ Confirm setup and tear down times with event site
- ___ Finalize plans with party decorator
- ___ Double check amount of refreshments, food required
- ___ Meet with group, key volunteers to finalize any of the above

1 Week Before

- ___ Meet with all committees for last-minute details
- ___ Finish phone follow-ups
- ___ Confirm number attending (if possible)
- ___ Finish seating/table arrangements or set up layout of event
- ___ Hold training session with volunteers; finalize assignments
- ___ Secure two or three volunteers to assist with emergencies
- ___ Schedule pickup or delivery of any rented or loaned equipment
- ___ Double-check arrival time and delivery times with vendors (if any)
- ___ Reconfirm event site make arrangements for key pick up if necessary
- ___ Deliver final scripts/ timelines to all program participants
- ___ Finalize catering guarantee, refreshments
- ___ Confirm number of volunteers
- ___ Make follow-up calls to news media for advance and event coverage
- ___ Distribute additional fliers
- ___ Final walk-through with all volunteers
- ___ Schedule rehearsals
- ___ Schedule volunteer assignments for day of event
- ___ Establish amount of petty cash needed for tips and emergencies
- ___ Write checks for payments to be made for the day of the event



Day Before

___ Recheck all equipment and supplies to be brought to the event

___ Have petty cash and vendor checks prepared

The Day of

___ Unpack equipment supplies and make sure nothing is missing

___ Reconfirm refreshments/meal schedule for volunteers

___ Check with volunteers to make sure all tasks are covered

___ Setup registration area

___ Check sound/light equipment and staging before rehearsal

___ Hold final rehearsal

Enjoy Your Project!

Your Organization or Event and Insurance

The following information is being provided as resource material to assist your efforts answering questions regarding insurance of events or for your organization/ volunteer services. For specific information it is necessary to contact a lawyer for a legal opinion or an insurance broker for policy specifics.

- *www.gnb.ca/volunteer, “click on non-profit” www.ibc.ca, click on “business insurance”*
 - *Risk management and insurance overview.*
 - *Practical easy to use tools and templates*
- *www.volunteeralberta.ca, click on “Risk Management”*
- *Imagine Canada—Risk Management www.imaginecanada.ca*
- *www.rims.org*
- *Maritime Risk Managers*
- *Insurance Bureau of Canada—www.ibc.ca*
- *Legal Information Hotline 1-(800) 665-9779 (a toll free service – call and speak to a lawyer for free advice)*
- *Nova Scotia Volunteer Protection Act (copy attached as well)*
http://www.gov.ns.ca/legislature/legc/~sol.htm
- *imagine Canada – Risk Management – expert advice columns*
http://nonprofitrisk.imaginecanada.ca/node/124
- **Coverage under a volunteer’s personal insurance policy**

A volunteer’s personal homeowner, condo or tenant’s insurance policy may protect him or her against some risks related to volunteering. For example, if a volunteer damages his or her own camera or other personal property while volunteering, it may be covered under the volunteer’s personal policy.

As well, if a volunteer is negligent and injures someone while carrying out his or her volunteer role, and the injured party seeks compensation, both the organization’s insurance company and the volunteer’s personal insurance company should be advised.

- *The Association of Nova Scotia Insurance Brokers <http://www.ibans.com>*

Volunteer Protection Act

CHAPTER 14

OF THE

ACTS OF 2002

amended 2003 (2nd Sess.), c. 8

NOTE - This electronic version of this statute is provided by the Office of the Legislative Counsel for your convenience and personal use only and may not be copied for the purpose of resale in this or any other form. Formatting of this electronic version may differ from the official, printed version. Where accuracy is critical, please consult official sources.

An Act to Limit the Liability of Volunteer Serving Non-profit Organizations

Short title

1 This Act may be cited as the Volunteer Protection Act. 2002, c. 14, s. 1.

Interpretation

2 In this Act,

- (a) "damage" includes both physical and non-physical losses and both economic and non-economic losses;
- (b) "economic loss" means any pecuniary loss resulting from damage, including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs and loss of business or employment opportunities;
- (c) "hospital" means a body designated as a hospital pursuant to the Hospitals Act;
- (d) "municipality" means a municipality as defined in Part XX of the Municipal Government Act;
- (e) "non-economic losses" means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium, other than loss of domestic service, injury to reputation and all other non-pecuniary losses of any kind or nature;

(f) "non-profit organization" means any non-profit body corporate or society incorporated under the Societies Act organized and conducted for public benefit and operated primarily for charitable, civic, educational, religious, welfare, health, sport, recreation, tourism, heritage or culture purposes, and includes a municipality, a school board, a regional library board or a hospital and, for greater certainty, includes each body designated as a non-profit organization by the Governor in Council in the regulations;

(g) "school board" means a school board as defined in the Education Act;

(h) "volunteer" means an individual performing services for a non-profit organization who does not receive in respect of those services

(i) compensation, other than reasonable reimbursement or allowance for expenses actually incurred, or

(ii) money or any other thing of value in lieu of compensation in excess of five hundred dollars per year,

and may include a director, officer, trustee or employee of the organization. *2002, c. 14, s. 2.*

Limitations on liability

3 (1) Notwithstanding any enactment, no volunteer of a non-profit organization is liable for damage caused by an act or omission of the volunteer on behalf of the organization if

(a) the volunteer was acting within the scope of the volunteer's responsibilities in the non-profit organization at the time of the act or omission; and

(b) the volunteer was properly licensed, certified or authorized, if required by law, by the appropriate authorities for the activities or practice undertaken by the volunteer at the time the damage occurred, but the limitations on the liability of a volunteer under this Act do not apply if

(c) the damage was caused by willful, reckless or criminal misconduct or gross negligence by the volunteer;

(d) the damage was caused by the volunteer while operating a motor vehicle, vessel, aircraft or other vehicle for which the owner is required by law to maintain insurance;

(e) the act or omission which caused the damage constitutes an offence; or

(f) the volunteer was unlawfully using or impaired by alcohol or drugs at the time of the act or omission which caused the damage.

(2) Nothing in this Section affects the liability of any non-profit organization with respect to damage caused to any person, including damage caused by an act or omission of a volunteer of the organization, for which the volunteer is not liable pursuant to subsection (1).

(3) For greater certainty, where damages are awarded against or any amount is paid by a non-profit organization in respect of damage caused by a volunteer of the organization for which the volunteer is not liable pursuant to subsection (1), the organization has no right of recovery against the volunteer. *2002, c. 14, s. 3.*

Solicitor-and-client costs

3A Where an action that is brought against a volunteer for damages caused by an act or omission of the volunteer on behalf of a non-profit organization does not result in a judgment against the volunteer, the volunteer is entitled to costs on a solicitor-and-client basis. *2003 (2nd Sess.), c. 8, s. 1.*

Application of Act

4 This Act applies to any claim for damage caused by an act or omission of a volunteer where that claim is filed on or after the coming into force of this Act. *2002, c. 14, s. 4.*

Regulations

5 (1) The Governor in Council may make regulations

(a) designating any agency, association, board, commission, corporation, office, society or other body as a non-profit organization;

(b) defining any word or expression used but not defined in this Act;

(c) deemed necessary or advisable to carry out effectively the intent and purpose of this Act.

(2) The exercise by the Governor in Council of the authority contained in subsection (1) is regulations within the meaning of the Regulations Act. *2002, c. 14, s. 5.*

Proclamation

6 This Act comes into force on such day as the Governor in Council orders and declares by proclamation. *2002, c. 14, s. 6.*

Proclaimed - December 20, 2002
In force - January 1, 2003

Event Press Release

DATE:

FOR IMMEDIATE RELEASE

Media Advisory – Photo and Interview Opportunity

Name of Project: _____

Place of Event/ Project: _____

Date Happening: _____

Contact: _____

Event Description/ other information: _____

The Vanguard	CJLS	Eastlink TV
Email: info@thevanguard.ca	news@cjls.ca	michael.macdonald@corp.eastlink.ca
Phone: 742-7111	749-1919	881-3588
Fax: 742-2311	742-3143	742-6259

Possible Funding Resources

Fund raising will possibly be an essential part of your project unless, of course, it is going to be a fundraiser. Here are some resources that may help.

Each and every one are very different from the nature of organization that can apply, rules for submitting applications, information required for budgeting. Ensure that each and every application is read in full and the rules adhered to submit a more favorable application.

Some funding requires a letter of intent, which is simply, a letter stating what the project is and how and who will carry it out. This is often due quite early and then allows you the time to complete the application.

Information and tips for grant writing: http://managementhelp.org/fndrsng/np_raise/np_raise.htm
<http://foundationcenter.org/>

Municipal funding: each of Yarmouth County's municipalities has a funding program for community groups. Check with your municipal office. Contact information will be found on each these websites: *Yarmouth Municipality:* www.district.yarmouth.ns.ca; *Argyle Municipality:* www.munargyle.com; *Yarmouth Town:* <http://townofyarmouth.ca>.

- **Hint:** If you are in Yarmouth Municipality or Argyle Municipality be sure to discuss your project with the councillor for your district. Yarmouth Town does not have a district system but it wouldn't hurt to talk with at least one of the town's councillors about your proposal.

Provincial funding: Information about **cultural** funding programs may be found at:

www.gov.ns.ca/tch/culture_funding.asp. For **sport** funding go to: www.sportnovascotia.ca/ and click on *funding* and *fundraising*.

- If your project will involve **seniors** (folks 50+) the Nova Scotia government booklet **2010 Programs for Positive Aging** has many examples of funding and support sources. A few copies are available at the workshop.
- **Hint:** talk with your local MLA about your project. He may be able to help directly or advise you about other provincial funding opportunities. Currently Yarmouth County residents should contact Chris d'Entremont's office: info@chrisdentremont.com or (902) 648-2020. It might also be useful to also speak with representatives of other political parties for broad based support.

Federal funding For information on **student employment programs** go to: www.pch.gc.ca/special/jct-ycw/index-eng.cfm. For **Canadian heritage** funding (includes youth, multiculturalism, and sport) go to: www.pch.gc.ca/pgm/1st/fndx-eng.cfm. For **arts** funding check out the *Canada Council* at: www.canadacouncil.ca/grants. For **community partnerships** including funding for **seniors** such as the *New Horizons Program* go to: http://www.rhdcc-hrsdc.gc.ca/eng/community_partnerships .

- The major federal funding program for celebrations such as the 250th is called ***Building Communities Through Arts and Heritage***. It has three components. Most relevant to the 250th is *Component II: Community Anniversaries* (a few copies of the Guide and Application Form are available at the workshop). The first component primarily supports recurring festivals, while the third supports capital projects. The guides and application forms may be downloaded from the web site: www.pch.gc.ca/pgm/dcap-bcah/index-eng.cfm. The next deadline for projects occurring in 2011 is 30 April 2010. This program requires cash or in-kind support from your Municipality.
- ***Hint***: talk with your MP. He could be aware of funding opportunities that may not be well known. He, or someone in his office, can certainly direct you to the best folks in the federal government to discuss your project. The MP responsible for Yarmouth County is Greg Kerr: KerrG1a@parl.gc.ca, 742-6808. Also it might be useful to speak with representatives of other political parties for broad based support.

Foundation funding: One of the best resources for learning about Canadian Foundations is *Imagine Canada* and its database: ***The Canadian Directory to Foundations & Corporations***. It has more than 3,100 foundation listings, more than 150 corporations, and over 90,000 indexed grants. An annual subscription costs from \$375 to \$1,000. It is updated every week. The 2006 print edition called *The Canadian Directory to Foundations & Grants* is available through the Yarmouth Public Library. This directory is produced by ***Imagine Canada***. Their web site has several guides for non-profit organizations that may be downloaded at no cost. Take the time to explore several of *Imagine Canada's* web pages: www.imaginecanada.ca

Many ***local businesses*** may compensate their employees for work donated. Approach your employer. Almost 60% of businesses in Canada provide some sort of support (e.g. volunteering during work hours and grants to projects based on volunteer hours donated).

Fund Raising Ideas. Have you thought of a way your project might raise funds to cover costs or even turn a profit? Give this serious consideration while planning your project. Here are some web sites with ideas:

- *101 Fundraising Ideas* www.freethechildren.com/we/images/pdf/101_fundraising_ideas.pdf
- *Do It Yourself Fundraising Ideas* www.fundraising-ideas.org/DIY
- *Better Fundraising Ideas* <http://www.better-fundraising-ideas.com>
- *Fundraising Basics* <http://fund-raising-basics.blogspot.com/>

Resources Available from Joint Leisure Services

Yarmouth Joint Leisure Services provides recreation programming and services for the Residents of both the Town and Municipality of Yarmouth. Yarmouth Joint Leisure Services is given direction and recommendations from the Leisure Services Committee. Joint Leisure Services continuously strives to improve the quality and condition of our facilities, to increase the availability of recreation and leisure programming for area residents, and to ensure optimal customer service.

How can they help with your events?

Facilities: Yarmouth Joint Leisure Services is committed to ensuring suitable, safe facilities that are available for a variety of leisure pursuits within the Town and Municipality of Yarmouth. The department satisfies this commitment through the development of facilities, creating partnerships for access to facilities and through assisting other organizations in developing facilities for recreation purposes.

Programs: Yarmouth Joint Leisure Services is also committed to providing and informing residents of the multitude of quality recreation and leisure programs that exist within our community. In addition to our own programs, there are many organizations providing leisure opportunities for the people of the area. Yarmouth Joint Leisure Services is pleased to be able to offer information on a wide variety of these opportunities through our web site, and to partner with other providers of community based recreational programs. As an effort to increase participation in recreation and leisure activity, we are committed to breaking down barriers to program participation.

They are also able to assist you in promoting your event

Resource and Assistance: From advice on setting up a board, running an effective meeting, possible funding sources for your project or event, to helping you source items such as chairs for your event, the staff at Yarmouth Joint Leisure Services will assist you in any way that they are able.

For More Information please contact them at:

Website: <http://www.district.yarmouth.ns.ca/leisure/>

Hebron, 932 Highway 1

PO Box 21 Hebron
NS B0W 1X0

Tel: 902-742-8868

Fax: 902-749-1645

Email: leisure@district.yarmouth.ns.ca

The office is open from Monday to Friday 8:30a.m. - 4:30p.m.

Event Greening Through Waste Check

✓ *Education: Event Greening...*

Are you organizing an event, festival, family picnic or BBQ? If you are organizing an event with a large gathering of people, don't forget to think about waste separation.

It is law in Nova Scotia to separate your waste. Are the containers you have adequate for the event? Leave out the guess work by contacting qualified staff at Waste Check to help. Waste separation containers are available for loan to groups for their events.

There are possible opportunities for non-profit and volunteer organizations who would like to apply for funding to green their event. We can also provide a booth with information, prizes and games. Waste Check is more than happy to assist you.

More information can be obtained from Waste Check by calling 742-1312. There is an event greening booklet available, you are encouraged to please give them a call or drop by the office located at 309 Forest Street, Yarmouth NS. They are open from Monday to Friday 8:30 to 4:30 pm.

Waste management is mandatory and proper sorting is essential both by law and also for our environment.

(Information sourced through Waste Check website and also from Waste Check Staff)



Yarmouth Municipality's

250th Anniversary Workshop

Evaluation

How well did we meet our five objectives?

0=Not at all

5=So-So

10=Completely

To build enthusiasm for the 250th celebrations

0 1 2 3 4 5 6 7 8 9 10

To help me network and collaborate with others

0 1 2 3 4 5 6 7 8 9 10

To help participants take responsibility for initiating & implementing projects

0 1 2 3 4 5 6 7 8 9 10

To help participants develop clear plans for a number of projects

0 1 2 3 4 5 6 7 8 9 10

To become aware of the support available to help projects happen

0 1 2 3 4 5 6 7 8 9 10

Please use the space below to write any comments, questions, concerns or ideas. If you would like a personal response from a committee member please print your name.

