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### AGENDA

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Page

#### **Chair's Remarks**

#### **Disclosure of Interest**

#### **Approval of the Minutes**

3 - 5      *THAT the minutes of the Island Breakfast Committee meeting dated September 28, 2017 be adopted as circulated.*

#### **Sub-Committee and Member Reports/Project Updates**

1. Legacy Project
2. Sponsorship and Grants
3. Pavilion Naming Rights
4. Ticket Sales
5. Marketing and Communications
6. Volunteers
7. Procurement
8. Signage
9. Set Up/Tear Down
10. Logistics
11. Health and Safety

- 12. Transportation
- 13. Finance and Administration
- 14. New Business

**Adjournment**

*THAT the Island Breakfast Committee meeting be adjourned until its next meeting scheduled for May 17, 2018.*

***Committee Minutes***

**Island Breakfast  
Committee Meeting**

Thursday, September 28, 2017, 4:00 pm  
Tourism Office 10 Market Street W

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**Members Present:**

Mr. Dan Elwood, Chair  
Mr. Dave Beatty  
Mr. Conal Cosgrove  
Ms. Deb Hamilton  
Mr. Mike Libbos  
Ms. Kendra Lorimer

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**Chair's Remarks**

Dan welcomed Tyler Verkerk, Justin Noseworthy, Duane Earl, Chad Davis, Pam Robertson and Amanda Robinson to the meeting.

**Disclosure of Interest**

Nil.

**Approval of the Agenda**

Moved by: Conal Cosgrove  
Seconded by: Kendra Lorimer

THAT the Agenda of the September 28, 2017 meeting of the Island Breakfast Committee be approved.

CARRIED

**Approval of the Minutes**

Moved by: Dave Beatty  
Seconded by: Mike Libbos

THAT the Minutes of the August 4, 2017 meeting of the Island Breakfast Committee be approved.

CARRIED

### **Delegation from Mapleview Homes**

Justin Noseworthy and Tyler Verkerk met with the committee to go over the picnic pavilion plans. Mapleview Homes reiterated their commitment to seeing this project come to fruition. Chair Dan Elwood thanked Mapleview Homes for their sponsorship and assistance with concept and their assistance during this year's festival. Mapleview Homes provided mulch and labour to make the island safe for the Saturday breakfast. The committee is looking forward to working with Mapleview to complete the project in the fall of 2018.

Duane Earl will act as the General Foreman overseeing the construction of the concrete pavilion floor. Mr. Earl is obtaining an engineer's report to satisfy the City's Planning Dept. requirements.

Conal to confirm whether an application needs to be filed with the Cataraqui Area Conservation Authority (CRCA).

The goal is to have the pad completed this fall. The contingency plan is have the pad poured in the spring at least 2 weeks prior to the Island Breakfast event.

Requirements during the construction on the island are:

Boat and driver on site at all times

First Aid Station

Moved by: Dan Elwood

Seconded by: Deb Hamilton

THAT the Island Breakfast Committee requests permission from the City of Brockville Mayor and Council to move ahead with the picnic pavilion construction as funds become available.

Moved by: Conal Cosgrove

Seconded by: Dan Elwood

THAT in response to an email received from the Brockville Municipal Accessibility Committee (BMAAC), the pavilion will be accessible.

## **Adjournment**

Moved by: Mike Libbos  
Seconded by: Dave Beatty

THAT the Island Breakfast Committee meeting be adjourned until its next regular scheduled meeting at the Tourism Office 10 Market St. W.

CARRIED

The meeting adjourned at 5:20 pm.