

AGENDA

Date: Thursday February 22, 2024

Location: Committee Room #304, City Hall & Microsoft Teams

Time: 9:00 a.m.

DISCLOSURES OF INTEREST

ADOPTION OF MINUTES

1. Confirmation of the January 25, 2024 Minutes.

UNFINISHED BUSINESS

REPORTS of COMMITTEES

1. Budget:
2. Special Events:
3. Site Plan Control:

NEW BUSINESS

1. 2024 AccessAbility Open House
 - a. Event Hours
 - b. 2024 Checklist Template **Pages 2-4**
 - c. Gift Bags for Event
 - d. Advertising Plan - Estimated at approximately \$500
 - e. Vendor List
 - f. Draft Vendor Letter and Application **Pages 5-6**

NEXT MEETING

To be determined.

ADJOURNMENT

ACCESSABILITY OPEN HOUSE	<p style="text-align: center;">June 1, 2024 from 2:00 p.m. to 7:00 p.m. at Doug Tarry Room, Joe Thornton Arena</p>		
Committee Members:	<p>St. Thomas: Michelle Sylvester (Chair), Cathy Topping (Vice Chair), Councillor Rose Gibson, Sheila Rodaway, Ed Vandermaarel, John Allen, Joe Docherty Jr., Amanda Stark, Sarah Savoie, Jon Hindley (Staff Support)</p> <p>Elgin County / Central Elgin Joint: Tom Marks (Chair), Councillor Dave Baughman, Councillor Todd Noble, George Corrin, Jenn Salverda</p>		
ITEM(S)	TASKS & Contacts	OWNER	✓
BOOK Doug Tarry Room at Joe Thornton Arena	Booked through Martin Run (Parks) - entire day	Jon	✓
Name Tags for Committee	Print name tags to identify Committee Members and Staff (may need a few new tags)	Jon	
Gift Bags Printed Materials	<p>There are no gift bags left at this time. Discussion on whether to offer this will need to take place.</p> <p>Feedback Forms to be updated for 2024 and printed.</p>	Jon / Committee	
Free Transit Request	Request to be updated for 2024 and submitted to the Manager of Transportation and By-law after confirming Committee support	Jon / Committee	
Door Prizes	<p>Vendors are being asked if they would like to donate a door prize at the time of inviting them to attend the event.</p> <p>Door prize tickets to be printed by Jon</p>		
Contact Vendors	Vendors being sent a form letter/application for the event		
Confirmation and Scheduling of Any Guest Speakers/Performances/ Presentations	<p>Decide on any guest speakers, performances or presentations, ensure appropriate technology is in place.</p> <p>Confirm schedule of event and prepare any introductory remarks.</p>	Committee	
Refreshments	Decide on any refreshments. The Joe Thornton Arena has a concessionaire, so Food Trucks will not be allowed.	Committee	

Set up for Joe Thornton Arena	Need 1 week notice for table/ floorplan layout	Jon	
Thank-you Letters	Send thank-you letters and feedback forms to vendors, guest speakers, presenters, etc. after the event	Jon	
ADVERTISING			
City Website	<p>Caitlyn Clancey (cclancey@stthomas.ca or 519-631-1680 x 4196)</p> <p>Request event notice/poster to be on event calendar and event feed on website, as well as Social Media communications (MAY 2023)</p> <p>2023 Materials to be updated for 2024</p> <p>Materials to be shared with Elgin County and Central Elgin for cross posting on their channels as well.</p>	Jon	
My FM	<p>Free to submit community event, through stthomastoday.ca. myFM did a news post in 2023 for no cost.</p> <p>\$79 production fee for guaranteed radio ads in 3-4 days leading up to event (2023 cost)</p>	Jon	
Flyers / inserts / posters	<p>Rose Patrick - rpatrick@stthomas.ca</p> <p>34 Bus Shelters- early May (students) 11x17 (A. Gazda will laminate)</p> <p>Print approx.. 50 posters for committee</p> <p>St. Thomas Transit office</p> <p>3x3 Inserts for Parallel Transit applications</p> <p>Poster to Long Term Care Homes. St. Thomas Public Library, City Hall, Elgin Centre, Seniors Centre, County Libraries and Long-Term care Homes</p>	<p>Jon</p> <p>Need to connect with Rose Patrick about availability of students to assist with bus shelter posters in May</p>	
Coffee Chat paper	<p>APRIL AND MAY</p> <p>Pete Thuss</p> <p>Pete@ourcoffeenews.com</p> <p>519-494-7629</p> <p>Approximately 4 weeks in advance</p>	Jon	
Senior Centre Newsletter	<p>Angela Walker – awalker2198@rogers.com or 519 633 2850 Email poster for insert:</p> <p>NEED TO CONFIRM DEADLINES FOR PUBLISHING PRIOR TO JUNE 1 EVENT</p>	Jon	

Times Journal Ad	2 ads in the paper to go along with the usual City Ad MAY abasic@stthomas.ca	Jon	
Chamber of Commerce Newsletter	Green Mail Exclusives week before event (approximate cost of \$100)	Jon	
Rogers Channel 13 Community Board	Rogerstv.com Community Events Board (free)	Jon	
Lawn Sign/Banner	<p>Banner and A-frame sign placed at the Joe Thornton area day of the event.</p> <p>A-frame sign on display at City Hall for 1 month prior to the event.</p> <p>Content created for Welcome Screen in City Hall.</p>	Jon	

Date

Vendor Name

Vendor Address

Attn:

Dear Vendor,

The AccessAbility Open House is fast approaching and the St. Thomas Municipal Accessibility Advisory Committee and the Elgin County and Central Elgin Joint Accessibility Advisory Committee are working hard to organize the event. This year's event will be held in the **Doug Tarry Room at the Joe Thornton Arena**, 75 CASO Crossing, St. Thomas, Ontario, on **June 1, 2024**, from **2:00pm – 7:00pm**.

We are writing to solicit your organization's interest in attending the event as a vendor. This event would provide your business/organization with the opportunity to promote your services to seniors and people with disabilities in our community. If you are interested in attending the event as a vendor, please complete the **Vendor Application Form** attached, and submit it to customerservice@stthomas.ca by **May 1, 2024**.

Our Committees would love to provide you with the opportunity to showcase your business by inviting you to donate a door prize that will be awarded to one of the lucky individuals in attendance during the event. All contributions are greatly appreciated and donors will be recognized at the event. Should you wish to donate, please include your business card with your item. **If you are attending the event and would like to donate a door prize, please specify this on the Vendor Application Form.**

If you would like to donate a door prize, but are unable to attend the event, please reach out by **May 1, 2024** to coordinate pickup or delivery of your item.

Jon Hindley **519-631-1680 ext. 4125** customerservice@stthomas.ca

If you have any questions, please do not hesitate to contact me.

Thank you in advance for your support of our event.

Yours Truly,

Jon Hindley
Deputy City Clerk, City of St. Thomas
E: customerservice@stthomas.ca or jhindley@stthomas.ca
P: 519-631-1680 ext. 4125



Vendor Application Form

About the Event

The AccessAbility Open House is an event that provides residents an opportunity to learn more about different organizations that offer services and supports for seniors and people with disabilities. By raising awareness, we can continue to work towards creating a community that provides barrier free access for all abilities. To attend as a vendor, please fill out the form and send it to customerservice@stthomas.ca by: **May 1, 2024**.

Event Location: Doug Tarry Room, Joe Thornton Arena,
75 CASO Crossing, St. Thomas, Ontario

Event Date: June 1, 2024

Event Time: 2:00pm - 7:00pm (Vendors may arrive starting at 1:00pm for setup)

Vendor Information

Vendor Name:	Contact Person:
Phone:	Email:
Address:	Website:

Scope of Organization (Brief Summary)

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Set Up Requirements / Equipment

<input type="checkbox"/> Table Number:	<input type="checkbox"/> Chairs Number:
<input type="checkbox"/> Additional Space Required Amount of Space: Reason:	<input type="checkbox"/> Electrical Outlet / Other (Not Guaranteed) Number: Other Equipment:

Accommodations / Special Requests

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Door Prize Donation (If Applicable)

<input type="checkbox"/> Yes, I will donate a door prize (please bring the door prize with you to the event)

Certification

Signature:	Date:

Please email completed to: customerservice@stthomas.ca by: **May 1, 2024**.