

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE EIGHTH MEETING OF THE SPECIAL EVENTS COMMITTEE 2018

COMMITTEE ROOM #304
CITY HALL

SEPTEMBER 5, 2018

3:06 p.m. The meeting convened with Councillor Steve Wookey, Chair, presiding.

ATTENDANCE

Members

Councillor Steve Wookey, Chair
Tim Bridge, Lead Hand Building Maintenance
Simran Saini, Southwestern Public Health
Adrienne Jefferson, Gardener
April Gazda, Admin Assistant, Parks & Rec
Hank Zehr, St. Thomas Police Department
Bob Hammersley, Chamber of Commerce
Matthew Vriens, Manager, Roads and Transportation
Sarah Noble, Tourism Coordinator
Earl Taylor, DDB
Chris Peck, Chief Building Official
Karen English, Purchasing Agent

Officials

Melanie Knapp, Corporate Admin &
Accessibility Clerk, Secretary

Others

Katie Charette, Child Car Safety
Chris McConnell, Optimist Club
Sara Teare, Light the Night
Gerry Moniz, CCHC

Absent

Bill Todd, Fire Prevention Officer
Cathy Topping, MAAC
Pauline Meunier, EMS Ambulance Representative
Gary Drouin, Supervisor of Recreation Facilities

DISCLOSURE OF INTEREST

Earl Taylor disclosed an interest with regard to the Santa Claus Parade as he is a member of the Optimist Club.

MINUTES

Motion by B. Hammersley - H. Zehr:

THAT: The minutes of the meeting held on July 4, 2018 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

Car Seat Clinic - Child Passenger Safety Association of Canada - September 23, 2018

Motion by T. Bridge - C. Peck:

THAT: The Special Events Committee supports the permit for the Car Seat Clinic to be held on September 23, 2018; and further,

THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event; and further,

THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event; and further,

THAT: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

CONFIRMED _____ CHAIRMAN

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Santa Claus Parade - Optimist Club - November 17, 2018

B. Hammersley asked if the parade would be similar to last year's event.

Mr. McConnell stated that the event would be similar to last year's event.

E. Taylor mentioned that this year's event theme would be the railway city.

A. Jefferson asked if the Roads and Transportation Division would be picking up and returning the garbage cans for the event.

M. Vriens stated that Roads and Transportation would pick up and return the garbage cans.

S. Saini asked if there were any food vendors at the event.

Mr. McConnell mentioned that there would be restaurants open up and down Talbot Street however they were not affiliated with the event.

Motion by S. Noble - B. Hammersley:

THAT: The Special Events Committee supports the permit for the Optimist Santa Claus Parade to be held on November 17, 2018; and further,

THAT: A meeting be arranged with the St. Thomas Police Department and the Public Works Department for the organization of the event; and further,

THAT: A report be submitted by the Public Works Department to Council for the road closure and drop off/removal of garbage cans; and further,

THAT: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

Light the Night - Sara Teare - November 17, 2018 to January 6, 2019

Ms. Teare explained that it is hard to find much help for the event and that stringing/putting up the lights can be very labour intensive. She mentioned that she would be asking the City in 2019 for more help with the event.

A. Gazda asked roughly how much time was taken for putting up the lights.

Ms. Teare stated that it takes three people 3 10-12 hour days to put up the lights. This does largely depend on weather and schedules.

A. Gazda stated that the Parks Department only has five full-time staff during that time of year and their time is limited.

A. Jefferson stated that at that time of year, Parks staff still have many duties including snow removal, salting, greenhouse care and planting for the next spring.

The members discussed several options for the organizers including sponsorships, community volunteers and student volunteers.

Motion by H. Zehr - E. Taylor:

THAT: The Special Events Committee supports the permit for the Light the Night to be held from November 17, 2018 to January 5, 2019; and further,

THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event; and further,

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THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event; and further,

That: A permit for an exhibition fireworks display be obtained from the St. Thomas Fire Department; and further,

THAT: 3 garbage cans be provided and maintained throughout the event by the Parks and Recreation Department; and further,

THAT: Arrangements be made with the Parks and Recreation Department regarding hydro requirements and light access; and further,

THAT: An Electrical Safety Authority permit be obtained and a copy provided to the Parks and Recreation Department; and further,

THAT: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

Fall Fair - Central Community Health Centre - October 26, 2018

A. Jefferson asked if any additional tables or garbage cans were required.

Mr. Moniz stated that 2 tables and 2 garbage cans were required.

A. Jefferson suggested filling out an application at the Joe Thornton Community Centre.

T. Bridge asked if hydro was required.

Mr. Moniz stated that hydro was not required.

Motion by E. Taylor - M. Vriens:

THAT: The Special Events Committee supports the permit for the Central Community Health Centre Fall Fair to be held from on October 26, 2018; and further,

THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event; and further,

THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event; and further,

THAT: Washrooms, including accessible washrooms, be provided for the event; and further,

THAT: An application must be submitted to Southwestern Public Health regarding the food being sold to the public; and further,

THAT: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

UNFINISHED BUSINESS

Upcoming Events

Kirkin O' the Tartan - Knox Church - September 16, 2018

The St. Thomas Police Department be contacted for traffic control during the parade **NOT COMPLETED**

Safety, Love and Butterfly Wings - Violence against Women - September 22, 2018

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Hydro requirements be arranged through the Parks, Recreation and Property Management Department prior to the event **NOT COMPLETED**

Remembrance Day Service - Royal Canadian Legion - November 11, 2018

A site meeting be arranged with the Police Department, Parks, Recreation and Property Management Department, and the Environmental Services (Roads) Department. **NOT COMPLETED**

The members asked the Secretary to organize the site meeting.

Washrooms, including accessible washrooms, be provided for the event. **NOT COMPLETED**

A report to Council be provided by the Manager, Roads and Transportation for the road closure and parking plan. **NOT COMPLETED**

The Parks, Recreation and Property Management Department be contacted regarding hydro requirements for the event. **NOT COMPLETED**

NEW BUSINESS

Disposal of Grey Water at Special Events

Chairman Wookey read an email from the Mayor regarding organizers of the Iron Horse Festival wondering where to dispose of their grey water.

M. Vriens stated that he was waiting for an answer from the Manager of Sewer and Water and would report back to the Committee.

S. Saini mentioned that grey water must be disposed of in a sanitary manner and cannot be dumped directly on the ground. Further, she stated that there are companies that will come in and remove the grey water.

ADJOURNMENT

Motion by A. Jefferson - H. Zehr:

THAT: We adjourn the meeting. (3:33 p.m.)

Carried.