

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

COMMITTEE ROOM #304
CITY HALL

OCTOBER 3, 2018

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

ATTENDANCE

Members

Councillor Steve Wookey, Chair
Martin Run, Booking Coordinator
Jamie Yolkowskie, Building & Plumbing Inspector
Adrienne Jefferson, Gardener
Cathy Topping, MAAC
Judy Kowalczyk, St. Thomas Police Department
Bob Hammersley, Chamber of Commerce
Matthew Vriens, Manager, Roads and Transportation
Sarah Noble, Tourism Coordinator
Earl Taylor, DDB
Karen English, Purchasing Agent

Officials

Melanie Knapp, Corporate Admin &
Accessibility Clerk, Secretary

Others

Jonathan Kisslinger, 31 Combat Engineer

Absent

Bill Todd, Fire Prevention Officer
Pauline Meunier, EMS Ambulance Representative
Gary Drouin, Supervisor of Recreation Facilities
Chris Peck, Chief Building Official
Tim Bridge, Lead Hand Building Maintenance
Simran Saini, Southwestern Public Health

DISCLOSURE OF INTEREST

Earl Taylor expressed a disclosure of interest with regard to the DDB Tree Lighting Celebration as he is the Chair of the DDB.

MINUTES

Motion by B. Hammersley - A. Jefferson:

THAT: The minutes of the meetings held on September 5 and 21, 2018 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

Tree Lighting Celebration - DDB - November 16, 2018

A. Jefferson stated that the picnic tables and garbage cans could be delivered to the event by Parks, Recreation and Property Management staff.

Mr. Taylor would provide M. Vriens with a photo for the report that would go to Council on October 15th for the road closure.

K. English asked about the code for the public washrooms at City Hall.

Mr. Taylor stated that he would discuss the matter with T. Bridge.

Motion by A. Jefferson - B. Hammersley:

THAT: The Special Events Committee supports the permit for the Tree Lighting Celebration to be held on November 16, 2018; and further,

THAT: An application be submitted to Southwestern Public Health for the food at the event; and further,

CONFIRMED _____ CHAIRMAN

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THAT: The Environmental Services Department submit a report to Council regarding the road closure requirement; and further,

THAT: 4 picnic tables and 2 garbage cans be delivered by the Parks, Recreation and Property Management Department for the event; and further,

THAT: The St. Thomas Fire Department transport Santa Claus to/from the event via City Fire Truck, with the understanding that an alternative method of transportation needs to be arranged should the truck have to respond to an emergency; and further,

THAT: The Parks, Recreation and Property Management Department provide access to the electrical source for entertainment and the tree lighting and arrange for the public washrooms to be available for use; and further,

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

Carried.

Freedom of the City - 31 Combat Engineer Regiment - November 3, 2018

C. Topping asked about accessible parking at the event.

Mr. Kisslinger stated that would meet with owners of CASO Station and Van Pelt's regarding parking.

The members suggested that 10 parking spots be reserved in front of the CASO Station for members of the public with accessibility issues and Veterans.

The members discussed the re-routing of traffic for the event.

J. Kowalczyk stated that one lane would be open for emergency vehicles.

E. Taylor asked if the parade would stop at City Hall.

Mr. Kisslinger was unsure but stated that they would be inviting the Mayor to speak at the event.

Motion by K. English - M. Vriens:

THAT: The Special Events Committee supports the permit for the Freedom of the City - 31 Combat Engineer Regiment to be held on November 3, 2018; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding hydro requirements; and further,

THAT: The Environmental Services Department submit a report to Council regarding the road closure requirement; and further,

THAT: The Police Department be contacted regarding police escort and traffic control for the event; and further,

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

Carried.

UNFINISHED BUSINESS

Disposal of Grey Water at Special Events

The members noted the information provided by Environmental Services and Southwestern Public Health on the agenda and asked the Secretary to update the Special Events Manual.

Upcoming Events

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

A report to Council be provided by the Manager, Roads and Transportation for the road closure and parking plan. **OCTOBER 15**

The Chair mentioned that some of the Committee members met with Remembrance Day organizers and the west side of the Moore Street parking lot would be open for accessible parking only with volunteers assisting.

Santa Claus Parade - Optimist Club - November 17, 2018

A meeting be arranged with the St. Thomas Police Department and the Public Works Department for the organization of the event **NOTHING ARRANGED**

A report be submitted by the Public Works Department to Council for the road closure and drop off/removal of garbage cans **OCTOBER 15**

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

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 **NOT SUBMITTED**

The certificate of insurance be submitted to the Treasury Department prior to the start of the event **NOT SUBMITTED**

A permit for an exhibition fireworks display be obtained from the St. Thomas Fire Department **UNKNOWN**

3 garbage cans be provided and maintained throughout the event by the Parks and Recreation Department **COMPLETED**

Arrangements be made with the Parks and Recreation Department regarding hydro requirements and light access **UNKNOWN**

An Electrical Safety Authority permit be obtained and a copy provided to the Parks and Recreation Department **UNKNOWN**

ADJOURNMENT

Motion by K. English - M. Vriens:

THAT: We adjourn the meeting. (3:20 p.m.)

Carried.