

**THE CORPORATION OF THE CITY OF ST. THOMAS**  
**MINUTES**  
**THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE 2019**

**COMMITTEE ROOM #304**  
**CITY HALL**

**FEBRUARY 6, 2019**

3:02 p.m. The meeting convened with Councillor Gary Clarke, Chair, presiding.

**ATTENDANCE**

**Members**

Councillor Gary Clarke, Chair  
Martin Run, Booking Coordinator  
Bill Todd, Fire Prevention Officer  
Jason Rick, EMS Ambulance Representative  
Steve Bogart, St. Thomas Police Department  
Adrienne Jefferson, Supervisor, Parks & Forestry  
Tim Bridge, Lead Hand Building Maintenance  
Mayor Joe Preston  
Judy Kowalczyk, St. Thomas Police Department  
Matthew Vriens, Supervisor, Roads and Transportation  
Megan Pickersgill, Tourism Coordinator  
Earl Taylor, DDB  
Simran Saini, Southwestern Public Health

**Officials**

Melanie Knapp, Corporate Admin &  
Accessibility Clerk, Secretary

**Others**

Sharon Lechner, Alzheimer's Society  
Charlie DiMaria, Right to Life  
Matt Sharpe, St. Thomas Kinsmen Club  
Len Parkins, St. Anne's Parish  
Rob Burns, DDB

**Absent**

Gary Drouin, Supervisor of Recreation Facilities  
Chris Peck, Chief Building Official  
Cathy Topping, MAAC  
Bob Hammersley, Chamber of Commerce  
Karen English, Purchasing Agent

**DISCLOSURE OF INTEREST**

Earl Taylor declared a conflict of interest relating to the Nostalgia Nights application as he is a member of the Downtown Development Board. He refrained from all discussion regarding the matter.

**MINUTES**

Motion by J. Kowalczyk - A. Jefferson:

THAT: The minutes of the meeting held on October 3, 2018 be confirmed.

Carried.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

**Coldest Night of the Year - Elgin County YFC - February 23, 2019**

The members requested a map with the route for the walk before the start of the event.

Motion by S. Bogart - A. Jefferson:

THAT: The Special Events Committee supports the permit for the Coldest Night of the Year to be held on February 23, 2019; and further,

THAT: The map with the route for the walk be provided to the Committee Secretary; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

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

CONFIRMED \_\_\_\_\_

CHAIRMAN

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Carried.

Shamrock Shuffle - Shamrock Shuffle Organization Committee - March 16, 2019

The members requested a map with the route for the walk before the start of the event.

The members requested proof that First Aid services had been retained because expected attendance was over 250 people.

Motion by M. Run - M. Vriens:

THAT: The Special Events Committee supports the permit for the Shamrock Shuffle to be held on March 16, 2019; and further,

THAT: The map with the route for the walk be provided to the Committee Secretary; and further,

THAT: Proof of First Aid services be provided to the Committee Secretary; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

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

Carried.

Big Bike Heart and Stroke - Heart and Stroke Foundation - May 28 and 29, 2019

The members requested a map with the route for the walk before the start of the event.

J. Kowalczyk asked for confirmation of a need for a paid duty officer.

Motion by M. Run - S. Bogart:

THAT: The Special Events Committee supports the permit for the Big Bike Heart and Stroke to be held on May 28 and 29, 2019; and further,

THAT: The map with the route for the walk be provided to the Committee Secretary; and further,

THAT: The St. Thomas Police Services be contacted if a paid duty officer is required; 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.

Walk for Alzheimer's - Alzheimer Society - May 11, 2019

Ms. Lechner stated that Kathy's Catering would be providing the food and would fill out the form for Southwestern Public Health. She also mentioned that chair massages would be provided at the event.

S. Saini stated that nothing else was required from Southwestern Public Health.

CONFIRMED \_\_\_\_\_ CHAIRMAN

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A. Jefferson asked that the event organizer contact the Parks, Recreation and Property Management Department one week prior to the event to confirm entrance to Pinafore Park due to the construction on Elm Street.

M. Run asked how many picnic tables would be required for the event.

Ms. Lechner confirmed that four picnic tables would be required for the event.

Motion by S. Bogart - J. Kowalczyk:

THAT: The Special Events Committee supports the permit for the Walk for Alzheimer's to be held on May 11, 2019; and further,

THAT: The Supervisor, Parks and Forestry be contacted one week before the event to confirm entrance to Pinafore Park due to the construction on Elm Street; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans and hydro; and further,

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

Carried.

Father's Day Car Show - Lions Club - June 16, 2019

A. Jefferson asked that the event organizer contact the Parks, Recreation and Property Management Department one week prior to the event to confirm entrance to Pinafore Park due to the construction on Elm Street. She also mentioned that the event organizer contact the Parks, Recreation and Property Management Department regarding a site meeting before the event.

Motion by M. Run - T. Bridge:

THAT: The Special Events Committee supports the permit for the Father's Day Car Show to be held on June 16, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage and personal services components; and further,

THAT: The Supervisor, Parks and Forestry be contacted one week before your event to confirm entrance to Pinafore Park due to the construction on Elm Street; and further,

THAT: The Parks, Recreation and Property Management Department be contacted and a site meeting be arranged regarding overflow parking, picnic tables, garbage cans, hydro and water; 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.

Respect Life Walk-a-Thon - St. Thomas & District Right to Life - April 27, 2019

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Motion by M. Run - A. Jefferson:

THAT: The Special Events Committee supports the permit for the Respect Life Walk-a-Thon to be held on April 27, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

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

Carried.

Easter Egg Hunt - St. Thomas Kinsmen - April 20, 2019

A. Jefferson asked that the event organizer contact the Parks, Recreation and Property Management Department one week prior to the event to confirm entrance to Pinafore Park due to the construction on Elm Street. She also stated that public notice would be provided regarding the alternate access.

J. Rick asked if first aid will be provided at the event.

Mr. Sharpe mentioned that some of the members of the St. Thomas Kinsmen Club have completed their first aid training.

Motion by M. Run - A. Jefferson:

THAT: The Special Events Committee supports the permit for the Easter Egg Hunt to be held on April 20, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage and personal services components; and further,

THAT: The Supervisor, Parks and Forestry be contacted one week before your event to confirm entrance to Pinafore Park due to the construction on Elm Street; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding traffic control, picnic tables, garbage cans, hydro and water; and further,

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

Carried.

St. Anne's Community Festival - June 5-8, 2019

Mr. Parkins stated that the Knights of Columbus would submit the application to Southwestern Public Health for the food at the event.

M. Run stated that the event organizers must submit a letter to Council asking that there is no objection to the proposed extended licensed area, requesting portable fencing for the proposed extended licensed area and also requesting use of the parking lot at the Joe Thornton Community Centre for parking of recreational vehicles and travel trailers by workers.

B. Todd would let the organizers know when he would be around for the inspections.

Motion by B. Todd - J. Rick:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held from June 5-8, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

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THAT: Application for a tent permit be submitted to the Planning and Building Services Department; and further,

THAT: A letter be submitted to Council for Council to declare the event “Municipally Significant”, asking Council that there is no objection to the proposed extended licensed area, requesting portable fencing for the proposed extended licensed area and also requesting use of the parking lot at the Joe Thornton Community Centre for parking of recreational vehicles and travel trailers by workers; and further,

THAT: The Environmental Services Department, Roads Division be contacted regarding barricades for the event; 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.

Walk with the Cross - St. Thomas Pentecostal Assembly - April 19, 2019

J. Kowalczyk stated that she had not received the request for the police escort yet but would be able to accommodate the request.

Motion by J. Rick - B. Todd:

THAT: The Special Events Committee supports the permit for the Walk with the Cross - St. Thomas Pentecostal Assembly to be held on April 19, 2019; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding electricity at City Hall; and further,

THAT: The St. Thomas Police Services be contacted regarding police escort 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.

Wellkin Run for Children’s Mental Wellness - June 1, 2019

A. Jefferson asked that the event organizer contact the Parks, Recreation and Property Management Department one week prior to the event to confirm entrance to Pinafore Park due to the construction on Elm Street. She also requested an onsite meeting with the event organizers prior to the start of the event.

S. Saini stated that proper documentation was required by Southwestern Public Health for serving food at the event.

Motion by T. Bridge - A. Jefferson:

THAT: The Special Events Committee supports the permit for the Wellkin Run for Children’s Mental Wellness to be held on June 1, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

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THAT: The Supervisor, Parks and Forestry be contacted one week before the event to confirm entrance to Pinafore Park due to the construction on Elm Street; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding an onsite meeting, picnic tables and garbage cans for the event; 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.

Nostalgia Nights - Downtown Development Board - July 6, 2019

M. Run asked if anything was being set up in Hepburn Park.

Mr. Burns stated that just the hydro was required for Hepburn Park and nothing would be set up in the Park.

B. Todd asked if the fire route would be set up as in previous years.

Mr. Burns stated that the fire route would be set up as in previous years.

S. Saini asked who the contact person would be for the food services at the event.

Mr. Burns stated that he would collect the permits from the various organizations and submit them to Southwestern Public Health.

Motion by M. Vriens - T. Bridge:

THAT: The Special Events Committee supports the permit for the Nostalgia Nights to be held on July 6, 2019; and further,

THAT: Proper documentation be submitted to Southwestern Public Health for the food/beverage component; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding hydro and garbage cans for the event; and further,

THAT: The Supervisor, Roads and Transportation prepare a report to Council relating to the road closure for the event; 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.

**UNFINISHED BUSINESS**

Upcoming Events

CONFIRMED \_\_\_\_\_ CHAIRMAN

**ADJOURNMENT**

Motion by M. Vriens - T. Bridge:

THAT: We adjourn the meeting. (3:23 p.m.)

Carried.