

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

COMMITTEE ROOM #304
CITY HALL

APRIL 3, 2019

3:00 p.m. The meeting convened with Earl Taylor, Acting Chair, presiding.

ATTENDANCE

Members

Earl Taylor, DDB
Councillor Gary Clarke (Arrived 3:15 p.m.)
Steve Bogart, St. Thomas Police Department
Tim Bridge, Lead Hand Building Maintenance
Kim Destun, Fire Prevention Officer
Karen English, Purchasing Agent
Bob Hammersley, Chamber of Commerce
Adrienne Jefferson, Supervisor, Parks & Forestry
Chris Peck, Chief Building Official
Martin Run, Booking Coordinator (Arrived 3:05 p.m.)
Matthew Vriens, Supervisor, Roads and Transportation

Absent

Megan Pickersgill, Tourism Coordinator
Cathy Topping, MAAC
Pauline Meunier, EMS Ambulance Representative
Simran Saini, Southwestern Public Health

Officials

Jon Hindley, Corporate Customer
Service Assistant

Others

Chris McConnell, Ritchie Stewart,
Jim Wakefield, St. Thomas Optimist
Courtney McQuiggan, Victim
Services Elgin
Terri Sinclair, Paul Corriveau, Joanne
Dowsdell, Iron Horse Festival
Russel Robinson, BRO Awareness
Ride
Caroline Johnson, Railway City
Road Races

ACTING CHAIR

Motion by B. Hammersley - C. Peck:

THAT: Earl Taylor be appointed Acting Chair.

Carried.

MINUTES

Motion by C. Peck – T. Bridge:

THAT: The minutes of the meeting held on February 6, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

St. Thomas Optimist Children’s Festival - Optimist Club - September 14, 2019

A. Jefferson advised that staking of tents is not permitted in Optimist Park.

The members discussed picnic tables, garbage cans and hydro arrangements.

Mr. McConnell, St. Thomas Optimist Club advised that Little Ray’s Reptile Zoo would be coming in with some animals and that an Application for a Temporary Exemption to the Animal Control by-law would be submitted.

The members discussed the emergency vehicles to be displayed during the event.

Motion by B. Hammersley - T. Bridge:

THAT: The Special Events Committee supports the permit for the St. Thomas Optimist Children’s Festival to be held on September 14, 2019; and further,

CONFIRMED _____

CHAIRMAN

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

THAT: The Police Department and Fire Department be contacted regarding Emergency Services vehicle displays; and further,

THAT: An Application for a Temporary Exemption to the Animal Control by-law be submitted; 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.

Railway City Road Races - Organizing Committee - September 22, 2019

The members discussed possible disruptions due to Elm Street construction.

M. Vriens advised that the section of Elm Street used by Railway City Road Races is scheduled to be completed by July, 2019.

Ms. Johnson, Railway City Road Races advised that the half marathon route has been changed to stay in St. Thomas this year, using as much trail as possible.

A. Jefferson asked that the signage not be placed throughout the park on the roads.

S. Bogart discussed the point duty officer requests.

Motion by A. Jefferson - T. Bridge:

THAT: The Special Events Committee supports the permit for the Railway City Road Races to be held on September 22, 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,

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

THAT: A report to Council be prepared for the road closures; and further,

THAT: The Public Works Department be contacted regarding barricades for the event; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage can pick up/delivery for the event; and further,

THAT: The St. Thomas Police Department be contacted regarding 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.

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St. Thomas Iron Horse Festival - Iron Horse Festival Committee - August 15-18, 2019

A. Jefferson advised that picnic tables can be picked up the morning of Thursday, August 15, 2019.

The members discussed garbage cans and potential fencing requirements.

K. Destun advised that a walkthrough would need to be completed with the Fire Department.

Mr. Corriveau, Iron Horse Festival advised that the current plan does not include use of Talbot Street, but revised plans would be provided to the Special Events Committee, should that change.

T. Bridge asked about hydro requirements.

Mr. Corriveau advised there are two hydro poles in the Moore Street parking lot that could be used and that BX Tower had upgraded hydro capacity.

T. Bridge advised that BX Tower had been upgraded for special events to access hydro.

Mr. Corriveau advised that they were reviewing opportunities to obtain potable water, possibly from the BX Tower and the St. Thomas Transit bus depot, as the closest fire hydrants are too far away.

M. Vriens advised that he was working on arrangements for the bus fueling to be done offsite.

Motion by A. Jefferson - T. Bridge:

THAT: The Special Events Committee supports the permit for the St. Thomas Iron Horse Festival to be held August 15-18, 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,

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

THAT: Public Health be provided with a list of food vendors two weeks prior to the start of the event; and further,

THAT: If event tents are larger than 60m² cumulatively, a building permit be obtained from the Planning and Building Services Department if required; and further,

THAT: A report to Council be prepared for the road closures and parking lot closures; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding hydro, 40 picnic tables and 60 garbage cans and fencing, if required; and further,

THAT: St. Thomas Police Services be contacted regarding foot patrol for the event; and further,

THAT: The Fire Department be contacted to schedule a walkthrough 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.

Victims and Survivors Week BBQ - Victim Services Elgin - May 29, 2019

M. Run asked about hydro requirements.

Ms. McQuiggan, Victim Services Elgin advised that the organizers would like hydro in order to operate a popcorn machine.

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M. Run advised that a key for the hydro panel at Hepburn Parkette could be signed out from the Joe Thornton Community Centre a week before the event.

Motion by K. English - K. Destun:

THAT: The Special Events Committee supports the permit for the Victims and Survivors Week BBQ to be held on May 29, 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,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding access to the hydro panel; and further,

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

Carried.

BRO Awareness Ride – Bikers Rights Organization Elgin Middlesex - May 5, 2019

R. Robinson advised that the Awareness Ride would be coming from Sunset Drive at approximately 2:30 p.m. on May 5th, 2019.

S. Bogart asked that the organizers call the St. Thomas Police Dispatch approximately thirty minutes before arriving in St. Thomas for a police escort.

Motion by K. English – K. Destun:

THAT: The Special Events Committee supports the permit for the BRO Awareness Ride to be held on May 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,

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

THAT: The Police Department be contacted regarding potential 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

Upcoming Events

The members discussed outstanding items relating to upcoming special events.

ADJOURNMENT

3:35 p.m. The meeting adjourned.