

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

COMMITTEE ROOM #304
CITY HALL

MAY 1, 2019

3:00 p.m. The meeting convened with Councillor Gary Clarke, Chair, presiding.

ATTENDANCE

Members

Earl Taylor, DDB
Councillor Gary Clarke, Chair
Bill Todd, Fire Prevention Officer
Tim Bridge, Lead Hand Building Maintenance
Karen English, Purchasing Agent
Bob Hammersley, Chamber of Commerce
Adrienne Jefferson, Supervisor, Parks & Forestry
Chris Peck, Chief Building Official
Martin Run, Booking Coordinator
Cathy Topping, MAAC
Simran Saini, Southwestern Public Health
Mayor Joe Preston

Officials

Melanie Knapp, Corporate Admin
& Accessibility Clerk

Others

Jerad Henderson, YMCA
Gillian Martin, ECRM
Matt Sharpe, Kinsmen Club
Carly Coxon, CMHA
Deb Schmerbauch, Destination
Church

Absent

Megan Pickersgill, Tourism Coordinator
Jason Rick, EMS Ambulance Representative
Steve Bogart, St. Thomas Police Department
Matthew Vriens, Manager, Roads and Transportation

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by Bill Todd – Karen English:

THAT: The minutes of the meeting held on April 3, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

YMCA Sweat for Strong Kids: Kids Triathlon – St. Thomas YMCA – June 2, 2019

Mr. Henderson stated that the triathlon is an annual event that raises money through registration fees and sponsorships pledges and provides financial assistance to members of the YMCA.

C. Topping asked whether there were accessible washrooms for the event.

Mr. Henderson stated that there were accessible washrooms inside the YMCA.

C. Topping suggested having accessible portable toilets in various locations along the event route.

Motion by Bill Todd – Karen English:

THAT: The Special Events Committee supports the permit for the YMCA Sweat for Strong Kids to be held on June 2, 2019; and further,

THAT: Application for food component be forwarded to Southwestern Public Health; and further,

THAT: Accessible portable toilets be considered for the event; and further,

CONFIRMED _____

CHAIRMAN

3rd meeting - Special Events Committee - 2

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

Teddy Bear Picnic – EarlyON Child and Family Centre St. Thomas-Elgin – June 12, 2019

A. Jefferson requested that an onsite meeting be arranged to confirm parking and alternative arrangements due to the construction on Elm Street.

Motion by Chris Peck – Bill Todd:

THAT: The Special Events Committee supports the permit for the Teddy Bear Picnic to be held on June 12, 2019; and further,

THAT: Application for food component be forwarded to Southwestern Public Health; and further,

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

Law Enforcement Torch Run – St. Thomas Police Service – June 27, 2019

Motion by Bob Hammersley – Tim Bridge:

THAT: The Special Events Committee supports the permit for the Law Enforcement Torch Run to be held on June 27, 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

Day Out with Thomas – Elgin County Railway Museum – July 12-14, 2019

Ms. Martin asked whether there would be any issues for the event due to the construction on Elm Street.

A. Jefferson stated that construction in the area of the event was to be completed before the end of June so it would not affect this event.

3rd meeting - Special Events Committee - 3

T. Bridge asked whether hydro and water were required for the event.

Ms. Martin stated that the portable hydro panel and water would be required.

B. Todd stated that the Fire Department would be providing the vendors with inspections.

S. Saini stated that the vendors must complete the special events form and submit it to Southwestern Public Health.

S. Saini stated that handwashing stations were required around the location of the animals.

C. Topping complimented the event organizers for the accessible parking options at the 2018 event.

E. Taylor requested clarification of the rental rates.

M. Run explained that during the non-event days when Memorial Arena was still booked, the event organizer was only asked to pay 10% of the regular daily rates.

Ms. Martin asked about janitorial services at the arena.

M. Run stated that he would look into the matter.

Motion by Bob Hammersley – Earl Taylor:

THAT: The Special Events Committee supports the permit for the Day Out with Thomas to be held from July 12-14, 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: Application for food component be forwarded to Southwestern Public Health; and further,

THAT: A Council report be prepared for the Temporary Exemption to the Animal Control By-law for the animals at the event and handwashing stations be located near the animals at the event; and further,

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

Carried.

Canada Day Celebrations – July 1, 2019

B. Todd stated that the fireworks application had been received.

E. Taylor asked about the placement of tents for the vendors.

C. Peck explained that the tent permits are treated individually and reviewed on a case by case basis.

The members were advised that inspections would be completed by ESA and the Fire Department on July 1st, 2019.

Motion by Tim Bridge – Earl Taylor:

THAT: The Special Events Committee supports the permit for the Canada Day Celebrations event to be held on July 1, 2019; and further,

3rd meeting - Special Events Committee - 4

THAT: Application for food component be forwarded to Southwestern Public Health; and further,

THAT: A meeting be arranged with the St. Thomas Police Services to establish a traffic plan 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.

Canada Day Beer Garden & BBQ – St. Thomas Kinsmen Club – July 1, 2019

T. Bridge advised that there must be mats covering all electrical cords on the ground.

A. Jefferson requested that an onsite meeting be arranged to confirm details.

Motion by Adrienne Jefferson – Tim Bridge:

THAT: The Special Events Committee supports the permit for the Canada Day Beer Garden & BBQ to be held on July 1, 2019; and further,

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

THAT: Application for food component be submitted to Southwestern Public Health; and further,

THAT: All electrical cords on the ground be covered with mats; and further,

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

Carried.

Let's Chalk About Mental Health – CMHA – May 8, 2019

E. Taylor advised that the Downtown Development Board could work with the Canadian Mental Health Association on this event.

S. Saini asked if food was being served to the public.

Ms. Coxon stated that no food would be available at the event.

Motion by Adrienne Jefferson – Cathy Topping:

THAT: The Special Events Committee supports the permit for the Let's Chalk about Mental Health to be held on May 8, 2019; and further,

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

Carried.

Roots & Shoots Adventure Club – Destination Church – August 19-23, 2019

The members discussed the use of the Moore Street parking lot for the event.

C. Peck stated that the tent must be a minimum of 10ft away from the Destination Church building.

Motion by Martin Run – Simran Saini:

THAT: The Special Events Committee supports the permit for the Roots & Shoots Adventure Club to be held from August 19-23, 2019; and further,

3rd meeting - Special Events Committee - 5

THAT: A Council report be prepared regarding the use of the Moore Street parking lot; and further,

THAT: Application for food component be submitted to Southwestern Public Health; 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

ADJOURNMENT

Motion by Chris Peck – Martin Run:

THAT: We adjourn the meeting (3:25 p.m.)

Carried.