

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

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

**JUNE 5, 2019**

2:59 p.m. The meeting convened with Councillor Gary Clarke, Chair, presiding.

**ATTENDANCE**

**Members**

Councillor Gary Clarke, Chair  
Earl Taylor, DDB  
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  
Megan Pickersgill, Tourism Coordinator  
Martin Run, Booking Coordinator  
Cathy Topping, MAAC  
Simran Saini, Southwestern Public Health  
Tanya Calvert, St. Thomas Police Department  
Matthew Vriens, Manager, Roads and Transportation

**Officials**

Melanie Knapp, Corporate Admin  
& Accessibility Clerk

**Others**

Samantha Wakefield, MyFM  
Gord Campbell, Seniors Picnic  
Celeste Fiallos, Face It!  
Terri Sinclair, Iron Horse Festival  
Gabby McSloy, Iron Horse Festival  
Jessica Lang, Trails Open

**Absent**

Jason Rick, EMS Ambulance Representative  
Chris Peck, Chief Building Official

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by M. Pickersgill – T. Calvert:

THAT: The minutes of the meeting held on May 1, 2019 be confirmed.

Carried.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

**Beef BBQ – Elgin Beef Farmers – August 21, 2019**

A. Jefferson stated that an on-site meeting was required.

Motion by M. Pickersgill – E. Taylor:

THAT: The Special Events Committee supports the permit for the Elgin Beef Farmers BBQ to be held on August 21, 2019; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding an on-site meeting prior to the event; and further,

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

CONFIRMED \_\_\_\_\_

CHAIRMAN

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

Carried.

Old Courthouse Neighbourhood Street Party – June 15, 2019

Motion by M. Pickersgill – E. Taylor:

THAT: The Special Events Committee supports the permit for the Old Courthouse Neighbourhood Street Party to be held on June 15, 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.

Car Seat Clinic – Child Passenger Safety Association of Canada – July 14, 2019

Motion by M. Run – A. Jefferson:

THAT: The Special Events Committee supports the permit for the Car Seat Clinic to be held on July 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

Face It! Performance Art Installation – Celeste Fiallos – July 18 and 19, 2019

Ms. Fiallos stated that she was teaming up with Laura Woermke, St. Thomas-Elgin Public Art Centre to bring an art exhibit with an interactive theatre performance to Waterworks Park.

The members discussed concerns including hydro, lighting, and accessibility.

The members stated that an on-site meeting would be requested prior to the start of the event to address the concerns.

Motion by M. Run – C. Topping:

THAT: The Special Events Committee supports the permit for the Face It! Performance Art Installation to be held on July 18 and 19, 2019; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding an on-site meeting prior to 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

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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.

Yoga in the Park – Young Women’s Christian Association – July 13, 2019

A. Jefferson stated that there were picnic tables across from the pavilion that could be used for the event.

Motion by C. Topping – M. Run:

THAT: The Special Events Committee supports the permit for the Yoga in the Park to be held on July 13, 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.

St. Thomas Trails Open – Creating Connections – September 14, 2019

Ms. Lang stated that it was a celebratory event in partnership with the City and the developers encouraging residents to explore the City’s trails.

S. Saini asked about available food at the event.

Ms. Lang stated that there would be a caterer and ice cream being served and she would fill out the proper documentation.

Motion by B. Todd – M. Vriens:

THAT: The Special Events Committee supports the permit for the St. Thomas Trails Open to be held on September 14, 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, picnic tables, water 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.

Iron Horse Festival – August 15-18, 2019 – Amendment

The members asked for more information relating to the temporary exemption.

Ms. Sinclair stated a petting zoo was coming from the Aylmer area. They would be located at the corner of Ross Street and Talbot Street. They would be bringing handwashing stations.

S. Saini asked that the food vendors provide proper documentation and asked where the water hookup would be.

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The members discussed concerns about the layout of the event and parking requirements and asked for a site map from the organizer.

M. Vriens asked whether the road closure of Moore Street was still required.

Ms. Sinclair stated that the road closure of Moore Street was no longer necessary.

Motion by C. Topping – A. Jefferson:

THAT: The amendment relating to the Iron Horse Festival being held on August 15-18, 2019 be received for information; and further,

THAT: A Council report be prepared for the temporary exemption to the animal control by-law.

Carried.

75<sup>th</sup> Normandy Anniversary – Mary Ann White – July 21, 2019

M. Run stated that a rental permit must be filled out with the Parks, Recreation and Property Management Department.

T. Bridge asked whether hydro was required and whether the organizer wanted the flags lowered for the event.

Motion by M. Vriens – A. Jefferson:

THAT: The Special Events Committee supports the permit for the 75<sup>th</sup> Normandy Anniversary to be held on July 21, 2019; and further,

THAT: A report to Council be provided by the Manager, Roads and Transportation for the road closure and parking plan; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding hydro requirements and the rental permit 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.

Jurassic Park Game 4 Viewing NBA Finals – City of St. Thomas and MyFM – June 7<sup>th</sup>, 2019

The members discussed placement of the television and the fact that an on-site meeting was arranged.

The members discussed security and police presence at the event.

T. Calvert stated that there would be two paid duty officers at the event to control traffic and provide police presence.

The members discussed the road closure and access to the Moore Street parking lot.

The members were advised that the closure of Moore Street from Talbot Street to Centre Street would be needed from 7:00 p.m. to 1:00 a.m.

Mr. Cox, Lyndon Security was in attendance and expressed concern that his staff would not be able to access the Moore Street parking lot.

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The members agreed to have access to the Moore Street parking lot through the emergency gate on the other side of the lot for parking and access for the businesses nearby only. A volunteer would be at the gate to let people in and out.

E. Taylor volunteered to let the Downtown Development Board members know about the current plans for the event.

The members discussed the potential for more games and that a resolution would be required from Council regarding future road closures.

Motion by T. Bridge – B. Hammersley:

THAT: The Special Events Committee supports the permit for the Jurassic Park Game 4 Viewing NBA Finals to be held on June 7th, 2019; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans, hydro requirements and an on-site meeting for the event; and further,

THAT: The Roads and Transportation Department provide barricades for the road closure from 7:00 p.m. to 1:00 a.m. on Moore Street from Talbot Street to Centre Street; and further,

THAT: Access to the Moore Street parking lot through the emergency gate be provided for accessibility parking and access for nearby businesses only with a volunteer at the gate; and further,

THAT: The St. Thomas Police Service provide two paid duty officers 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.

Seniors' Picnic in the Park – July 10, 2019

A. Jefferson stated that an on-site meeting was held with the organizer.

K. English advised that the insurance certificate be provided to the Treasury Department.

S. Saini asked about food vendors.

Mr. Campbell stated that the food vendors would be the same as in past years.

M. Vriens stated that a report regarding bus transportation would go to Council on June 17<sup>th</sup>, 2019 which may require a detour due to the construction on Elm Street.

B. Todd stated that fire inspections would be completed prior to the start of the event.

Motion by T. Bridge – B. Hammersley:

THAT: The Special Events Committee supports the permit for the Seniors' Picnic in the Park to be held on July 10, 2019; and further,

THAT: A report to Council be provided by the Manager, Roads and Transportation for the free bus transportation for seniors going to and from the park; and further,

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

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

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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**

4:10 p.m. The meeting adjourned.