

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

COMMITTEE ROOM #304
CITY HALL

AUGUST 7, 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
Chris Peck, Chief Building Official
Adrienne Jefferson, Supervisor, Parks & Forestry
Martin Run, Booking Coordinator
Steve Bogart, St. Thomas Police Department

Officials

Melanie Knapp, Corporate Admin
& Accessibility Clerk

Others

Ian Basson, COPA
Liz Brown, VAWSEC

Absent

Jason Rick, EMS Ambulance Representative
Bob Hammersley, Chamber of Commerce
Megan Pickersgill, Tourism Coordinator
Cathy Topping, MAAC
Matthew Vriens, Manager, Roads and Transportation
Simran Saini, Southwestern Public Health

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by E. Taylor – B. Todd:

THAT: The minutes of the meeting held on June 5, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

Flight 75 Fly-In, Drive-In Breakfast – COPA – September 8, 2019

Motion by B. Todd – C. Peck:

THAT: The Special Events Committee supports the permit for the Flight 75 Fly-In, Drive-In Breakfast to be held on September 8, 2019; 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,

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

Carried.

CONFIRMED _____

CHAIRMAN

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Kirkin' O' the Tartan Parade – Knox Church – September 15, 2019

S. Bogart stated that a paid duty officer is not required.

Motion by C. Peck – K. English:

THAT: The Special Events Committee supports the permit for the Knox Church Kirkin' O' the Tartan Parade to be held on September 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: The St. Thomas Police Department be contacted for traffic control during the parade; and further,

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

Carried.

The Gift of Baby Elena - Amanda Zielinski - October 5, 2019

A. Jefferson stated that she would email the applicant to ask about overflow parking and the number of volunteers at the event.

Motion by E. Taylor – B. Todd:

THAT: The Special Events Committee supports the permit for the Gift of Baby Elena - Amanda Zielinski to be held on October 5, 2019; 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,

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

Carried.

Santa Claus Parade - Optimist Club - November 16, 2019

M. Run stated that a permit is required for the rental of the garbage cans.

Motion by S. Bogart – T. Bridge:

THAT: The Special Events Committee supports the permit for the Optimist Santa Claus Parade to be held on November 16, 2019; and further,

THAT: A report be submitted by the Public Works Department to Council for the road closure and drop off/removal of garbage cans; and further,

THAT: A permit be submitted to the Parks and Recreation Department for the rental of the garbage cans; and further,

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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.

Safety, Love and Butterfly Wings - Violence against Women - September 21, 2019

A. Jefferson asked if overflow parking was required.

L. Brown stated that overflow parking would be required.

A. Jefferson stated that staff would open the overflow parking lot and asked that volunteers direct traffic into the parking lot.

L. Brown stated that she would require hydro for the audio component of the event.

Motion by T. Bridge – S. Bogart:

THAT: The Special Events Committee supports the permit for Safety, Love and Butterfly Wings - Violence against Women to be held on September 21, 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: Volunteers be available to direct traffic into the overflow parking lot; and further,

THAT: Hydro requirements be arranged through the Parks, Recreation and Property Management Department prior to the event; and further,

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

Carried.

Overdose Awareness – Southwestern Public Health – August 28, 2019

C. Peck stated that washrooms were required for the event if the organizers were serving food and drink.

M. Run stated that a permit would be required for the picnic table and garbage can rental.

Motion by E. Taylor – K. English:

THAT: The Special Events Committee supports the permit for Overdose Awareness – Southwestern Public Health to be held on August 28, 2019; 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

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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: A permit be filed with the Parks, Recreation and Property Management Department relating to the use of a picnic table and garbage can; and further,

THAT: Washrooms be made available 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

3:17 p.m. The meeting adjourned.