

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

COMMITTEE ROOM #304
CITY HALL

SEPTEMBER 4, 2019

2:56 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 (Arr. 3:08 p.m.)
Adrienne Jefferson, Supervisor, Parks & Forestry
Steve Bogart, Staff Sergeant, STPS
Bob Hammersley, Chamber of Commerce
Megan Pickersgill, Tourism Coordinator
Cathy Topping, Chair, MAAC
Matthew Vriens, Manager, Roads and Transportation

Officials

Melanie Knapp, Corporate Admin
& Accessibility Clerk

Others

Sara Teare, Light the Night

Absent

Jason Rick, EMS Ambulance Representative
Simran Saini, Southwestern Public Health
Martin Run, Booking Coordinator

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by K. English – A. Jefferson:

THAT: The minutes of the meeting held on August 7, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

Railway City Street Art – Railway City Tourism – September 28, 2019

E. Taylor asked whether any of the downtown merchants would be impacted by the road closure.

M. Pickersgill advised that no downtown merchants would be impacted.

K. English advised that the certificate of insurance was not required for this City run event.

Motion by C. Topping - A. Jefferson:

THAT: The Special Events Committee supports the permit for the Railway City Street Art to be held on September 28, 2019; and further,

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

THAT: A report be submitted by the Environmental Services Department to Council for the road closure; 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.

Light the Night – November 16, 2019 to January 5, 2020

B. Todd stated that a fireworks permit would have to be submitted to the Fire Department for approval.

Motion by B. Hammersley – B. Todd:

THAT: The Special Events Committee supports the permit for Light the Night to be held from November 16, 2019 to January 5, 2020; 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 permit for an exhibition fireworks display be submitted to the St. Thomas Fire Department for approval; and further,

THAT: 3 garbage cans be provided and maintained throughout the event by the Parks, Recreation and Property Management Department; and further,

THAT: Arrangements be made with the Parks, Recreation and Property Management Department regarding hydro requirements, light access and snow plowing; and further,

THAT: An Electrical Safety Authority permit be obtained and a copy provided to the Parks, Recreation and Property Management Department; 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.

NEW BUSINESS

Special Events Application Form Revisions

The members discussed changes to the Special Events Application Form including requirement of a fireworks permit to the Fire Department, availability of submitted documents, and timelines for clean-up of events.

Motion by E. Taylor – B. Hammersley:

THAT: The Special Events Committee approve the revised Special Events Application; and further,

THAT: A report recommending adoption of the revised application be prepared for Council's consideration.

Carried.

ADJOURNMENT

3:17 p.m. The meeting adjourned.

CONFIRMED _____ CHAIRMAN