

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

COMMITTEE ROOM #304
CITY HALL

OCTOBER 2, 2019

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

ATTENDANCE

Members

Councillor Gary Clarke, Chair
Earl Taylor, Chair, DDB
Kim Destun, Fire Prevention Officer
Tim Bridge, Lead Hand Building Maintenance
Mayor Joe Preston
Karen English, Purchasing Agent
Jamie Yolkowskie, Building & Plumbing Inspector
Steve Bogart, Staff Sergeant, STPS
Bob Hammersley, Chamber of Commerce
Matthew Vriens, Manager, Roads and Transportation
April Gazda, Admin Assistant, Parks, Rec & PR
Martin Run, Booking Coordinator, Parks, Rec & PR

Officials

Melanie Knapp, Corporate Admin
& Accessibility Clerk

Absent

Jason Rick, EMS Ambulance Representative
Simran Saini, Southwestern Public Health
Cathy Topping, Chair, MAAC
Adrienne Jefferson, Supervisor, Parks & Forestry
Megan Pickersgill, Tourism Coordinator

DISCLOSURES OF INTEREST

Earl Taylor expressed a disclosure of interest with regard to the Downtown Development Board Tree Lighting Celebration as he is the Chair of the Downtown Development Board. He refrained from all discussion and action relating to the matter.

MINUTES

Motion by B. Hammersley - S. Bogart:

THAT: The minutes of the meeting held on September 4, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

RTL St. Thomas Life Chain - St. Thomas and District Right to Life - Oct 6, 2019

Motion by S. Bogart - B. Hammersley:

THAT: The Special Events Committee supports the permit for the Right to Life St. Thomas Life Chain to be held on October 6, 2019; and further,

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

Carried.

Tree Lighting Celebration – Downtown Development Board – November 15, 2019

J. Yolkowskie stated that the Environmental Services Department should be contacted for a temporary sign permit.

CONFIRMED _____

CHAIRMAN

7th meeting - Special Events Committee - 2

T. Bridge stated that hydro would be provided on a timer for the event and that the organizers should contact Lyndon Security directly for their security services inside a building.

S. Bogart stated that if required, the Police could attend the event to help with traffic.

Motion by K. English – K. Destun:

THAT: The Special Events Committee supports the permit for the Tree Lighting Celebration to be held on November 15, 2019; and further,

THAT: An application be submitted to Southwestern Public Health for the food at the event; and further,

THAT: The Environmental Services Department submit a report to Council regarding the road closure requirement; and further,

THAT: 4 picnic tables and 2 garbage cans be delivered by the Parks, Recreation and Property Management Department for the event; and further,

THAT: The St. Thomas Fire Department transport Santa Claus to/from the event via City Fire Truck, with the understanding that an alternative method of transportation needs to be arranged should the truck have to respond to an emergency; and further,

THAT: The Parks, Recreation and Property Management Department provide access to the electrical source for entertainment and the tree lighting, and arrange for the public washrooms to be available for use; and further,

THAT: The Environmental Services Department be contacted regarding the sign installation in front of City Hall; 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

Committee Quorum

The members discussed the fact that the Committee has trouble achieving quorum.

It was agreed that going forward should a regularly appointed member be absent for a meeting, he/she must email the Secretary with the confirmed alternate attending the meeting in his/her place.

ADJOURNMENT

3:06 p.m. The meeting adjourned.