

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE 2020

COMMITTEE ROOM #304
CITY HALL

JANUARY 8, 2020

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

ATTENDANCE

Members

Councillor Gary Clarke, Chair
Cathy Topping, MAAC
Bill Todd, Fire Prevention Officer
Tim Bridge, Lead Hand Building Maintenance
Dan Sheridan, Director of Finance & City Treasurer
Chris Peck, Chief Building Official
Tanya Calvert, STPS
Christy Hunking, Chamber of Commerce
Martin Run, Booking Coordinator, Parks, Rec & PR
Adrienne Jefferson, Supervisor, Parks & Forestry

Officials

Melanie Knapp, Corporate Admin
& Accessibility Clerk, Secretary
Dale Arndt, Airport Superintendent

Others

Sheila Rodaway, MAAC
Betsy McClure, KCCA
Kyle Rolph, Elgin County YFC
Paul Nicli, AirFest

Absent

Jason Rick, EMS Ambulance Representative
Earl Taylor, Chair, DDB
Matthew Vriens, Manager, Roads and Transportation
Megan Pickersgill, Tourism Coordinator
Simran Saini, Southwestern Public Health

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by A. Jefferson - M. Run:

THAT: The minutes of the meeting held on November 6, 2019 be confirmed.

Carried.

PETITIONS AND COMMUNICATIONS

Permit Applications

Coldest Night of the Year - Elgin County YFC - February 22, 2020

Motion by A. Jefferson - D. Sheridan:

THAT: The Special Events Committee supports the permit for Coldest Night of the Year to be held on February 22, 2020; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements 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.

St. Thomas-Elgin Children's Water Festival - KCCA - May 11-15, 2020

The Chief Building Official stated that a tent permit application must be submitted to the Planning and Building Services Department prior to the start of the event.

Motion by C. Peck - B. Todd:

CONFIRMED _____ CHAIRMAN

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THAT: The Special Events Committee supports the permit for St. Thomas-Elgin Children's Water Festival to be held from May 11-15, 2020; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements at the event; and further,

THAT: A site visit be arranged with the Parks and Recreation Department prior to the start of the event; and further,

THAT: A tent permit application be submitted to the Planning and Building Services Department prior to the start of 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.

AirFest 2020 - Southwestern Ontario Wings and Wheels Association - June 26-28, 2020

The Supervisor, Parks and Forestry stated that only 30 garbage cans would be available through the Parks, Recreation and Property Management Department. She asked that the garbage cans be dropped off immediately after the event due to Canada Day preparation.

Ms. Rodaway asked about accessible parking for the event.

Mr. Nicli stated that at least a dozen accessible parking spots would be available close to the entrance of the event.

The Booking Coordinator stated that a permit for the garbage can rental must be obtained through the Parks, Recreation and Property Management Department.

The Lead Hand Building Maintenance asked about hydro requirements for the event.

Mr. Nicli stated that he would invite the Electrical Safety Authority inspector to check the hydro hookups.

Motion by C. Peck - B. Todd:

THAT: The Special Events Committee supports the permit for AirFest 2020 to be held from June 26-28, 2020; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements at the event; and further,

THAT: A permit for the 30 garbage cans rental be submitted to the Parks, Recreation and Property Management Department; 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,

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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

NEW BUSINESS

MAAC Appointment

Chairman Clarke thanked Ms. Topping for all her years on the Committee and welcomed Ms. Rodaway to the Committee.

ADJOURNMENT

3:06 p.m. The meeting adjourned.