

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

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

**FEBRUARY 5, 2020**

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

**ATTENDANCE**

**Members**

Councillor Gary Clarke, Chair  
Kim Destun, Fire Prevention Officer  
Tim Bridge, Lead Hand Building Maintenance  
Dan Sheridan, Director of Finance & City Treasurer  
Chris Peck, Chief Building Official  
Tanya Calvert, Corp Communications Coordinator, STPS  
Christy Hunking, Chamber of Commerce  
Martin Run, Booking Coordinator, Parks, Rec & PM  
Matthew Vriens, Manager, Roads and Transportation  
Megan Pickersgill, Tourism Coordinator  
Simran Saini, Southwestern Public Health

**Officials**

Melanie Knapp, Corporate Admin  
& Accessibility Clerk

**Others**

Sandy Westaway, Railway City Rotary  
Sharon Lechner, Alzheimer's Society

**Absent**

Jason Rick, EMS Ambulance Representative  
Earl Taylor, Chair, DDB  
Sheila Rodaway, MAAC  
Adrienne Jefferson, Supervisor, Parks & Forestry

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by Martin Run - Dan Sheridan:

THAT: The minutes of the meeting held on January 8, 2020 be confirmed.

Carried.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

Shamrock Shuffle - St. Thomas Railway City Rotary - March 14, 2020

Ms. Westaway stated that the event is hoping to raise \$15,000 for Inn Out of the Cold.

Motion by Dan Sheridan - Martin Run:

THAT: The Special Events Committee supports the permit for the Shamrock Shuffle to be held on March 14, 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

CONFIRMED \_\_\_\_\_

CHAIRMAN

2nd meeting - Special Events Committee - 2

Alzheimer's Walk - St. Thomas-Elgin Alzheimer Society - May 9, 2020

Ms. Lechner stated that the event is an annual event and that there would be entertainment and other activities.

Motion by Martin Run - Dan Sheridan:

THAT: The Special Events Committee supports the permit for the Alzheimer's Walk to be held on May 9, 2020; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans and hydro; and further,

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

Carried.

Father's Day Car Show - Lions Club - June 21, 2020

The Booking Coordinator requested an onsite meeting prior to the start of the event.

Motion by Tim Bridge - Matt Vriens:

THAT: The Special Events Committee supports the permit for the Father's Day Car Show to be held on June 21, 2020; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans and an onsite meeting; 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.

Seniors Day in the Park - July 8, 2020

The Booking Coordinator requested an onsite meeting prior to the start of the event.

Motion by Matt Vriens - Tim Bridge:

THAT: The Special Events Committee supports the permit for the Seniors Day in the Park to be held on July 8, 2020; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding booking a pavilion, picnic tables, garbage cans, hydro and an onsite meeting; and further,

2nd meeting - Special Events Committee - 3

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.

Walk with the Cross - LifeHouse St. Thomas - April 10, 2020

Motion by Megan Pickersgill - Simran Saini:

THAT: The Special Events Committee supports the permit for the Walk with the Cross to be held on April 10, 2020; and further,

THAT: The St. Thomas Police Services be contacted for the police escort; and further,

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

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

Carried.

Easter Egg Hunt - St. Thomas Kinsmen Club - April 11, 2020

The Booking Coordinator requested an onsite meeting prior to the start of the event.

Motion by Megan Pickersgill - Simran Saini:

THAT: The Special Events Committee supports the permit for the Easter Egg Hunt to be held on April 11, 2020; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans, water, hydro and an onsite meeting; 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.

Teddy Bear Picnic - EarlyON Child and Family Centre - June 10, 2020

The Booking Coordinator requested an onsite meeting prior to the start of the event.

Motion by Kim Destun - Megan Pickersgill:

2nd meeting - Special Events Committee - 4

THAT: The Special Events Committee supports the permit for the Teddy Bear Picnic to be held on June 10, 2020; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans, water, hydro and an onsite meeting; and further,

THAT: An updated certificate of insurance be submitted to the Treasury Department when available 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.

St. Anne's Community Festival - June 3-6, 2020

Motion by Matt Vriens - Tim Bridge:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held from June 3-6, 2020; and further,

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

THAT: Application for a tent permit be submitted to the Planning and Building Services Department; and further,

THAT: A letter be submitted to the Clerk's Department for Council to declare the event "Municipally Significant", asking Council that there is no objection to the proposed extended licensed area, requesting portable fencing for the proposed extended licensed area and also requesting use of the parking lot at the Joe Thornton Community Centre for parking of recreational vehicles and travel trailers by workers; and further,

THAT: The Environmental Services Department, Roads Division be contacted regarding barricades 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.

Big Bike Heart and Stroke - May 27 and 28, 2020

The Manager, Roads and Transportation stated that the big bike can be parked in the lot behind Streamliners for the event.

Motion by Tim Bridge - Kim Destun:

THAT: The Special Events Committee supports the permit for the Big Bike Heart and Stroke to be held on May 27 and 28, 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

2nd meeting - Special Events Committee - 5

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.

Canadian Dream Circus - St. Thomas EDC - August 24 - September 17, 2020

The members discussed having an onsite meeting regarding water hookup.

Motion by Martin Run - Simran Saini:

THAT: The Special Events Committee supports the permit for the Canadian Dream Circus to be held from August 24 to September 17, 2020; and further,

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

THAT: Application for a tent permit be submitted to the Planning and Building Services Department; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans, water and an onsite meeting; 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

**NEW BUSINESS**

**ADJOURNMENT**

3:20 p.m. The meeting adjourned.