

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE THIRD MEETING OF THE SPECIAL EVENTS COMMITTEE 2021

VIA MICROSOFT TEAMS

JULY 28TH, 2021

3:00 p.m. The meeting convened with Mayor Joe Preston, Alternate Chair, presiding.

ATTENDANCE

Members

Mayor Joe Preston, Alternate Chair
Councillor Gary Clarke, Chair
Jeff Bray, Director, Parks, Recreation & Prop. Mngt.
Tim Bridge, Lead Hand Building Maintenance
Kim Destun, Fire Prevention Officer
Paul Jenkins, Chamber of Commerce
Kyle Johnstone, St. Thomas Police Dept.
Ray Ormerod, Interim Fire Chief
Chris Peck, Chief Building Official
Megan Pickersgill, Tourism Coordinator
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB

Officials

Jon Hindley, Corporate Admin
& Accessibility Clerk

Others

Martin Withenshaw, Rainbow
Optimist Club
Paul Corriveau, Joanne Dowsell,
Railway City Music & Arts Festival
Liz Brown, Violence Against Women
Services Elgin County

Absent

Karen English, Purchasing Agent & Insurance Coordinator
Adrienne Jefferson, Supervisor, Parks & Forestry
Sheila Rodaway, MAAC
Martin Run, Booking Coordinator, Parks, Rec & PM
Matt Vriens, Manager, Roads & Transportation

DISCLOSURES OF INTEREST

Earl Taylor declared a conflict of interest relating to the Nostalgia Nights application as he is a member of the Downtown Development Board. He refrained from all discussion and action relating to the matter.

Earl Taylor declared a conflict of interest relating to the Optimist Club of St. Thomas Santa Claus Parade as he is a member of the Optimist Club of St. Thomas. He refrained from all discussion and action relating to the matter.

MINUTES

Motion by Councillor Clarke - Tim Bridge:

THAT: The minutes of the meeting held on April 8, 2021 be confirmed.

Carried.

NEW BUSINESS

Elgin County Pride Spiritual Celebration - Rainbow Optimist Club - August 15, 2021

Mr. Martin Withenshaw, Rainbow Optimist Club provided an overview of the event.

S. Saidi advised that current provincial regulations allow for the lesser of 75% of venue capacity or 5,000 people for the event and that screening signage must be posted at the event.

T. Bridge inquired about hydro requirements.

Mr. Withenshaw advised that they need access to a plug for a Public Address system.

Motion by Kyle Johnstone - Ray Ormerod:

THAT: The Special Events Committee supports the permit for the Elgin County Pride Spiritual Celebration to be held on August 15, 2021; and further,

CONFIRMED _____ CHAIRMAN

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THAT: Southwestern Public Health be contacted regarding a plan for reducing the spread of COVID-19 at the event; and further,

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

THAT: A permit be obtained from the Parks, Recreation and Property Management Department for the rental of the Bandshell in Pinafore Park; and further,

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

Carried.

Railway City Music & Arts Festival - Iron Horse Festival of St. Thomas - August 20-22, 2021

Mr. Paul Corriveau, Railway City Music & Arts Festival provided an overview of the event and advised that security and first aid services had been confirmed.

Mr. Corriveau advised that he had submitted a request to St. Thomas Police Services for assistance, that he would like to utilize the temporary fencing used previously that is stored at Emslie Field, and that signage would be posted as required by Southwestern Public Health.

Mr. Corriveau inquired about the increased rental costs for the parks facilities because of the alcohol component, even though security and police would on site.

J. Bray advised that he would follow up about the cost increase.

The members inquired about monitoring of attendance.

Ms. Joanne Dowswell, Railway City Music & Arts Festival advised that security staff would monitor attendance in the beer garden area using a count clicker and that any picnic tables would be spaced out two metres apart.

The members discussed traffic, parking and mitigating damage to grass from vehicles driving over it.

Mr. Corriveau advised that only the south end of the park is being used for the event and that parking would be monitored with offsite parking used as needed, and with the gates of Emslie Field open to allow vehicular access from Parkside Drive. He further advised that parking at the south end of the park would be restricted to volunteers, artists, accessible parking and those with a booked pavilion.

R. Ormerod advised that with both accesses to the park open, emergency services may have to stop traffic in the park to get through in case of an emergency.

The members discussed use of damage deposits relating to garbage and damage to grass.

Mr. Corriveau advised that they would be responsible for garbage disposal with the use of a large dumpster dropped off near the existing garbage area in the park.

Motion by Ray Ormerod - Councillor Clarke:

THAT: The Special Events Committee supports the permit for the Railway City Music & Arts Festival to be held August 20-22, 2021; and further,

THAT: Southwestern Public Health be contacted regarding a plan for reducing the spread of COVID-19 at the event; and further,

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

THAT: A permit be obtained from the Parks, Recreation and Property Management Department for the rental of the Bandshell, pavilions, picnic tables and garbage bins in Pinafore Park; and further,

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

THAT: Proof of First Aid services be provided to the Committee Secretary; 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.

Nostalgia Nights Car Show - St. Thomas Downtown Development Board - September 18, 2021

Mr. Earl Taylor, Chair, Downtown Development Board provided an overview of the event and advised that insurance documents and the garbage cans equipment rental permit were recently submitted to the City and that signage would be posted at the event as required by Southwestern Public Health.

Mr. Taylor advised that vehicles would be parked parallel on one side of the street and angled on the other side to ensure access to emergency vehicles should they require access. He further advised that St. John's Ambulance and R.E.A.C.T. traffic control had been secured.

K. Destun asked that the event organizers contact her closer to the event to confirm layout and access for emergency vehicles.

T. Bridge inquired about hydro requirements.

Mr. Taylor advised that hydro access would be required at the Tourism Office, City Hall and Hepburn Parkette.

Motion by Paul Jenkins - Ray Ormerod:

THAT: The Special Events Committee supports the permit for the Nostalgia Nights Car Show to be held on September 18, 2021; and further,

THAT: Southwestern Public Health be contacted regarding a plan for reducing the spread of COVID-19 at the event; and further,

THAT: The Supervisor, Roads and Transportation prepare a report to Council relating to the road closure for the event; and further,

THAT: The St. Thomas Police Department be contacted regarding traffic control for the event; and further,

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

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Safety, Love & Butterfly Wings - Violence Against Women Services Elgin County - September 23, 2021

Ms. Liz Brown, Violence Against Women Services Elgin County provided an overview of the event.

Motion by Tim Bridge - Councillor Clarke:

THAT: The Special Events Committee supports the permit for the Safety, Love & Butterfly Wings event to be held on September 23, 2021; and further,

THAT: Southwestern Public Health be contacted regarding a plan for reducing the spread of COVID-19 at 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.

Optimist Club of St. Thomas Santa Claus Parade - November 20, 2021

E. Taylor requested that the members discuss the Optimist Club of St. Thomas Santa Claus Parade.

The Corporate Administrative & Accessibility Clerk advised that an application had been received for the Optimist Club of St. Thomas Santa Claus Parade but that clarification was being sought from the Medical Officer of Health on the allowance of parades under Step 3 of the Roadmap to Reopen.

The members discussed the fact that parades are not mentioned in the current provincial legislation and that the event is still a number of months away.

S. Saidi advised that she had reached out to the Medical Officer of Health about the parade and has not yet heard back.

The members discussed the fact that a Special Events meeting could be called on short notice to review the event application and that tentative approval could be considered.

Motion by Paul Jenkins - Ray Ormerod:

THAT: The Special Events Committee tentatively supports the permit for the Optimist Club of St. Thomas Santa Claus Parade to be held on November 20, 2021, pending clarification from the Medical Officer of Health for Southwestern Public Health on the allowance of parades under Step 3 of the Roadmap to Reopen.

Carried.

ADJOURNMENT

3:49 p.m. The meeting adjourned.