

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

VIA MICROSOFT TEAMS

SEPTEMBER 17TH, 2021

3:05 p.m. The meeting convened with Mayor Joe Preston, Alternate Chair, presiding.

ATTENDANCE

Members

Mayor Joe Preston, Alternate Chair
Jeff Bray, Director, Parks & Recreation (Dep. 3:15 p.m.)
Karen English, Purchasing Agent & Insurance Coordinator
Paul Jenkins, Chamber of Commerce
Ray Ormerod, Interim Fire Chief
Megan Pickersgill, Tourism Coordinator
Sheila Rodaway, MAAC
Simran Saini, Southwestern Public Health
Christina Sokay, Horticultural Worker (Arr. 3:15 p.m.)

Officials

Jon Hindley, Corporate Admin
& Accessibility Clerk

Others

Jolie Inthavong, Taste Makers Studio

Absent

Councillor Gary Clarke, Chair
Tim Bridge, Lead Hand Building Maintenance
Kyle Johnstone, St. Thomas Police Dept.
Martin Run, Booking Coordinator, Parks, Rec & PM
Earl Taylor, Chair, DDB
Matt Vriens, Manager, Roads & Transportation
Jamie Yolkowskie, Senior Building Inspector

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by Paul Jenkins - Megan Pickersgill:

THAT: The minutes of the meeting held on September 1, 2021 be confirmed.

Carried.

NEW BUSINESS

A Little ACTION! - The Comic Book Syndicate / Taste Makers Studio - September 25, 2021

Ms. Jolie Inthavong, Taste Makers Studio provided an overview of the event.

The members inquired whether the alley would be blocked to pedestrians during the event.

Ms. Inthavong advised that it would remain open to anyone passing through the event.

Sheila Rodaway suggested that if washrooms were being offered, an accessible washroom should be available.

Ms. Inthavong advised that she is working on acquiring a ramp to make the washroom in her business accessible but that she does not believe washrooms would be required for this event.

Paul Jenkins suggested that an accessible portable washroom could be rented for a reasonable rate.

Motion by Paul Jenkins - Megan Pickersgill:

THAT: The Special Events Committee supports the permit for the A Little ACTION! event to be held on September 25, 2021; and further,

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

CONFIRMED _____ CHAIRMAN

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THAT: The Supervisor, Roads and Transportation be contacted regarding the use of the Moore Street parking lot and alley; 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.

Summer Night(s) Market - Taste Makers Studio & A Handmade Tale - September 30 & October 28, 2021

Ms. Jolie Inthavong, Taste Makers Studio provided an overview of the event.

Motion by Karen English - Paul Jenkins:

THAT: The Special Events Committee supports the permit for the Summer Night(s) Market to be held on September 30 and October 28, 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: The Supervisor, Roads and Transportation be contacted regarding the use of the Moore Street parking lot and alley; 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.

Right to Life St. Thomas Life Chain - St. Thomas & District Right to Life - October 3, 2021

Motion by Karen English - Simran Saini:

THAT: The Special Events Committee supports the permit for the Right to Life St. Thomas Life Chain to be held on October 3, 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

UNFINISHED BUSINESS

CONFIRMED _____ CHAIRMAN

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Upcoming Events

The members discussed outstanding items relating to upcoming special events.

ADJOURNMENT

3:20 p.m. The meeting adjourned.