

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

VIA MICROSOFT TEAMS

OCTOBER 27TH, 2021

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

ATTENDANCE

Members

Councillor Gary Clarke, Chair
Mayor Joe Preston, Alternate Chair
Tim Bridge, Lead Hand Building Maintenance
Karen English, Purchasing Agent & Insurance Coordinator
Adrienne Jefferson, Supervisor, Parks & Forestry
Paul Jenkins, Chamber of Commerce
Kyle Johnstone, St. Thomas Police Dept.
Sheila Rodaway, MAAC
Martin Run, Booking Coordinator, Parks, Rec & PM
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB
Jamie Yolkowskie, Senior Building Inspector

Officials

Jon Hindley, Corporate Admin
& Accessibility Clerk

Others

Jeff Bray, Director, Parks &
Recreation
Jamie Pay, St. Thomas Disc Sports
Club
Bob Ward, Light Up the Park

Absent

Kim Destun, Fire Department
Megan Pickersgill, Tourism Coordinator
Matt Vriens, Manager, Roads & Transportation

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 Tim Bridge - Adrienne Jefferson:

THAT: The minutes of the meeting held on September 17, 2021 be confirmed.

Carried.

NEW BUSINESS

STDSC Doubles Event - St. Thomas Disc Sports Club - November 6, 2021

The Supervisor, Parks & Forestry asked that a site map showing the locations of the holes and placement of picnic tables and garbage cans be provided in advance.

Mr. Jamie Pay, St. Thomas Disc Sports Club advised that they would also be available for a walkthrough of the event.

Motion by Adrienne Jefferson - Mayor Preston:

THAT: The Special Events Committee supports the permit for the STDSC Doubles Event to be held on November 6, 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 Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans and course layout; and further,

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

Carried.

CONFIRMED _____ CHAIRMAN

6th meeting - Special Events Committee - 2

Remembrance Day Service - Lord Elgin Br. 41 Royal Canadian Legion - November 11, 2021

The Booking Coordinator advised that a permit would be required for use of the park space.

Mayor Preston asked that all flags be flown at half-mast on Remembrance Day, including the flags at the old cenotaph location, City Hall and Stanley and Talbot Street.

The Lead Hand Building Maintenance advised that he would ensure all flags are at half-mast.

Motion by Paul Jenkins - Sheila Rodaway:

THAT: The Special Events Committee supports the permit for the Remembrance Day Service to be held on November 11, 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: A report to Council be prepared for the road closure; and further,

THAT: A permit be submitted to the Parks and Recreation Department for the rental of the property; and further,

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

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

Carried.

DDB Tree Lighting Celebration - St. Thomas Downtown Development Board - November 19, 2021

Mr. Earl Taylor, Chair, St. Thomas Downtown Development Board provided an overview of the event. He advised that no food or drinks would be served this year.

Mr. Taylor advised that the lights would be installed the week before the event.

The Lead Hand Building Maintenance asked that an e-mail be sent confirming the date of installation so that the adjacent parking spots can be blocked off.

Motion by Paul Jenkins - Mayor Preston:

THAT: The Special Events Committee supports the permit for the DDB Tree Lighting Celebration to be held on November 19, 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 Parks, Recreation and Property Management Department be contacted regarding hydro requirements for the event; and further,

THAT: The St. Thomas Fire Department transport Santa Claus to 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

6th meeting - Special Events Committee - 3

Reverse Santa Claus Parade - City of St. Thomas, MP, MPP, Optimists - December 3-5, 2021

Mr. Taylor provided an overview of the event and that this would replace the traditional Optimist Club of St. Thomas Santa Claus Parade this year.

Mr. Taylor advised that the displays would use generators for power and that a layout would be provided once the number of displays is confirmed.

The members discussed some issues last year relating to hydro where speeches were made and traffic congestion getting into the park.

Mr. Kyle Johnstone, St Thomas Police Department advised that discussions about traffic measures have been ongoing and that the Elm and Wilson intersection creates the most problems. He further advised that it was being considered to have cars enter from the west only and use both lanes of Elm Street as exit lanes.

The members discussed potentially blocking traffic at Elm and Elmina Streets.

Mr. Johnstone advised that officers would be available to assist and that he would also work with EMS to notify them.

Motion by Tim Bridge - Sheila Rodaway:

THAT: The Special Events Committee supports the permit for the Reverse Santa Claus Parade to be held December 3-5, 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: St. Thomas Police Service be contacted regarding traffic control for the event; and further,

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

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

Carried.

Light Up the Park - St. Thomas Chamber of Commerce / Downtown Development Board - November 27, 2021 - January 4, 2022

Mr. Bob Ward, Light Up the Park provided an overview of the event and advised that there would be 10 participating service clubs that would provide insurance documentation.

Mr. Taylor advised that Sara Teare had generously donated her lights from the previous Light the Night events and that they would be utilized throughout the park.

Mr. Ward advised that a walkthrough would be conducted to ensure there is adequate hydro.

The members discussed any conflicts between this event and the Reverse Santa Claus Parade.

Mr. Taylor advised that the two events would work together to ensure there are no conflicts with displays.

Motion by Martin Run - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Light Up the Park event to be held November 27, 2021 to January 4, 2022; and further,

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

6th meeting - Special Events Committee - 4

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

THAT: The Statement of Indemnification be submitted to the City Clerk's 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.

UNFINISHED BUSINESS

Upcoming Events

The members discussed outstanding items relating to upcoming special events.

ADJOURNMENT

3:53 p.m. The meeting adjourned.