

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE 2022

VIA MICROSOFT TEAMS

MARCH 23RD, 2022

3:45 p.m. The meeting convened with Councillor Gary Clarke, Chair, presiding.

ATTENDANCE

Members

Councillor Gary Clarke
Mayor Joe Preston, Alternate Chair
Jeff Bray, Director of Parks, Recreation and Property Management
Tim Bridge, Lead Hand Building Maintenance
Angelo DiCicco, Deputy Chief Building Official
Karen English, Purchasing Agent & Insurance Coordinator
Paul Jenkins, Chamber of Commerce
Kyle Johnstone, St. Thomas Police Dept
Megan Pickersgill, Tourism Coordinator
Sheila Rodaway, MAAC
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB
Matt Vriens, Manager, Roads & Transportation

Officials

Matt Smale, Corporate Admin Clerk

Others

Matt Sharpe, St. Thomas Kinsmen Easter Egg Hunt
Cheriss Marson, IG Wealth Management Walk for Alzheimer's
Sharon Lechner, IG Wealth Management Walk for Alzheimer's
Sarah Abbott, CECI, Shakespeare's Midsummers Nights Dream
Dana Vanzanten, Community Conversations
Petrusia Hontar, Community Conversations
Rob Simonds, Railway City Cycling Club Retro Velo Ride and Cycle Festival
Krista Thompson, EarlyON Children's Festival
Paul Nicli, Air Fest 2022 presented by the Great Lakes International Airshow
Rob Burns, Nostalgia Nights
Martin Withenshaw - Elgin County Pride and Parade
Carolyn Johnson - Railway City Road Races

Absent

Kim Destun, Fire Department
Adrienne Jefferson, Supervisor, Parks & Forestry
Martin Run, Booking Coordinator, Parks, Rec & PM

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by P. Jenkins - E. Taylor:

THAT: The minutes of the meeting held on March 2, 2022 be confirmed.

Carried.

NEW BUSINESS

St. Thomas Kinsmen Easter Egg Hunt - April 16th, 2022

The members inquired whether the event area would be accessible for all participants.

Mr. Matt Sharpe, St. Thomas Kinsmen Easter Egg Hunt advised that the existing pathways and accessible parking spaces in Pinafore Park would be utilized and that volunteers would carry candy with them to ensure that all participants received treats.

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Motion by S. Rodaway - J. Bray:

THAT: The Special Events Committee supports the permit for the Easter Egg Hunt to be held on April 16, 2022; and further,

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

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

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

Carried.

Red Dress Walk for Missing and Murdered Indigenous Women and Girls - May 5th, 2022

Ms. Joy Wendling, Red Dress Walk for Missing and Murdered Indigenous Women and Girls inquired whether participants could carry candles during the walk.

The Director of Parks, Recreation and Property Management advised that no open flames were permitted in City parks and that an alternative such as electronic lights could be used.

Motion by T. Bridge - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Red Dress Walk for Missing and Murdered Indigenous Women and Girls to be held May 5, 2022; 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 statement of indemnification be signed and 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.

Community Conversations - May 14th, 2022

The Purchasing Agent and Insurance Coordinator advised that events hosted by the St. Thomas Public Library were covered under the City's insurance and that organizers should confirm proof of insurance for any mobile food vendors attending at the event.

Motion by Mayor Preston - T. Bridge:

THAT: The Special Events Committee supports the permit for the Community Conversations event to be held May 14, 2022; and further,

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

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

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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.

Railway City Cycling Club Retro Velo Ride & Cycle Festival - May 14th, 2022

Prior to consideration of this application, Mr. Rob Simonds, Railway City Cycling Club advised that the club would be withdrawing its application with an intent to stage the event in 2023 instead.

The members inquired about the reasons for the postponement.

Mr. Rob Simonds, Railway City Cycling Club Retro Velo Ride & Cycle Festival advised that given the restrictions in place when the application was made and the ongoing uncertainty caused by COVID-19, the club had decided to postpone the event until 2023 to provide participants and sponsors the assurance that a complete event could occur.

Ms. Saini advised that a plan for reducing the spread of COVID-19 was not required at this time but that event organizers should contact Southwestern Public Health in advance of their event regarding any updated measures that should be taken in relation to COVID-19.

IG Wealth Management Walk for Alzheimer's - May 28th, 2022

The members inquired about the type of animals would be present at the event.

Ms. Cheriss Marson, IG Wealth Management Walk for Alzheimer's advised that therapy dogs from St. John's Ambulance would be present at the event.

Motion by Mayor Preston - P. Jenkins:

THAT: The Special Events Committee supports the permit for the Walk for Alzheimer's to be held on May 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/personal care and animal requirements at the event; and further,

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

Shakespeare's Midsummer Night's Dream - June 6th to 12th, 2022

The Director of Parks, Recreation and Property Management advised that a permit application for use of the bandshell could be made through the Booking Coordinator.

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Ms. Sarah Abbott, Central Elgin Collegiate Institute advised that the play would be held from June 6th to 11th.

Motion by K. Johnstone - T. Bridge

THAT: The Special Events Committee supports the permit for the Shakespeare's Midsummer Night's Dream event to be held June 6-12, 2022; 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 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.

EarlyON Children's Festival - June 15th, 2022

Motion by Mayor Preston - P. Jenkins

THAT: The Special Events Committee supports the permit for the EarlyON Children's Festival to be held June 15, 2022; 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 and signed statement of indemnification 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.

Lion's Club Father's Day Car Show - June 19th, 2022

Motion by E. Taylor - K. Johnstone:

THAT: The Special Events Committee supports the permit for the Father's Day Car Show to be held on June 19, 2022; 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/personal services requirements at the event; and further,

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

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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.

Air Fest 2022 Presented by the Great Lakes International Airshow - June 24th to 26th, 2022

The members inquired whether garbage cans and picnic tables would be required.

Mr. Paul Nicli, Air Fest 2022 advised that garbage cans and picnic tables would be rented from an outside supplier.

Motion by K. Johnstone - T. Bridge:

THAT: The Special Events Committee supports the permit for the Air Fest 2022 presented by the Great Lakes International Airshow to be held on June 24, 25 and 26, 2022; and further,

THAT: Southwestern Public Health be contacted regarding a plan for reducing the spread of COVID-19 at the event and food/beverage requirements 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: The Environmental Services Department be contacted regarding recycling containers and collection for the event; and further,

THAT: Documentation be provided that First Aid services have been confirmed for the event; and further,

THAT: An application to erect tents on the airport property be made to the Airport Superintendent; and further,

THAT: The Airport Superintendent be contacted to review the site plan for the event and regarding hydro and water requirements; and further,

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

Carried.

Nostalgia Nights - July 9th, 2022

Mr. Taylor inquired whether road closures, particularly along Talbot Street could occur as close to 4:00 p.m. as possible to allow organizers to properly monitor barricades and marshal show vehicles.

The Manager of Roads and Transportation advised that side streets may be closed earlier in the afternoon, but that Talbot Street could be closed at 4:00 p.m.

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Motion by K. Johnstone - J. Preston:

THAT: The Special Events Committee supports the permit for the Nostalgia Nights event on July 9, 2022; and further,

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

THAT: A report to Council be prepared relating to road closures for the event; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans and hydro 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.

Elgin County Pride & Parade - August 13th and 14th, 2022

The Director of Parks, Recreation and Property Management advised that staking is not permitted in parks and that the Parks Department could not ensure security of tents left in the park overnight. He further added that the applicant should meet onsite with Parks staff to discuss event layout and location for tents.

Motion by M. Vriens - M. Pickersgill:

THAT: The Special Events Committee supports the permit for the Elgin County Pride & Parade to be held August 13-14, 2022; 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 St. Thomas Police Service be contacted regarding traffic control for the event; and further,

THAT: If event tents are larger than 60m² cumulatively, a building permit be obtained from the Planning and Building Services Department if required; 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: Hydro requirements be arranged through the Parks, Recreation and Property Management Department prior to 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.

Railway City Road Races - September 25th, 2022

Ms. Carolyn Johnson, Railway City Road Races advised that races would start at the Elgin County Rail Museum and remain on trails and pathways wherever possible.

Motion by Mayor Preston - P. Jenkins:

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THAT: The Special Events Committee supports the permit for the Railway City Road Races to be held on September 25, 2022; and further,

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

THAT: A report to Council be prepared for the road closures; 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 garbage cans 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.

UNFINISHED BUSINESS

Upcoming Events

The members discussed unfinished business relating to upcoming events.

ADJOURNMENT

4:57 p.m. The meeting adjourned.

CONFIRMED _____ CHAIRMAN