

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

VIA MICROSOFT TEAMS

MAY 4TH, 2022

3:30 p.m. The meeting convened with Mayor Joe Preston, Alternate Chair, presiding.

ATTENDANCE

Members

Mayor Joe Preston, Alternate Chair
Jeff Bray, Director of Parks, Recreation and Property Management
Tim Bridge, Lead Hand Building Maintenance
Kim Destun, Chief Fire Prevention Officer
Karen English, Purchasing Agent & Insurance Coordinator
Paul Jenkins, Chamber of Commerce
Megan Pickersgill, Tourism Manager
Sheila Rodaway, MAAC
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB

Officials

Matt Smale, Corporate Admin Clerk

Others

Mike and Miriam McLaughlin, St. Anne's Community Festival
Sarah Noble, Track to the Future Mural Festival
Terri Sinclair, Railway City Music and Arts Festival
Paul Corriveau, Railway City Music and Arts Festival

Absent

Councillor Gary Clarke
Angelo DiCicco, Deputy Chief Building Official
Adrienne Jefferson, Supervisor, Parks & Forestry
Kyle Johnstone, St. Thomas Police Dept
Martin Run, Booking Coordinator
Matt Vriens, Manager, Roads & Transportation

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by E. Taylor - T. Bridge:

THAT: The minutes of the meeting held on March 23, 2022 be confirmed.

Carried.

NEW BUSINESS

St. Anne's Community Festival - June 1st to 4th, 2022

The Corporate Administrative Clerk advised that a request had been made to Council for a letter of no objection relating to a proposed temporary liquor licensed area on the St. Anne's property and to allow travel trailers for festival workers to park at the St. Thomas Elgin Memorial Centre.

Motion by S. Rodaway - K. Destun:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held from June 1-4, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements, and any current COVID related event restrictions; and further,

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

CONFIRMED _____ CHAIRMAN

3rd meeting - Special Events Committee - 2

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.

Old Courthouse Neighbourhood Street Party - June 18th, 2022

Motion by P. Jenkins - S. Rodaway:

THAT: The Special Events Committee supports the permit for the Old Courthouse Neighbourhood Street Party to be held on June 18, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements, and any current COVID related event restrictions; and further,

THAT: The Manager of Roads and Transportation be contacted regarding road closures 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 and 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.

Track to the Future Mural Festival - July 16th, 2022

The members inquired whether businesses on the affected area of Talbot Street had been notified of the road closure proposed for the event.

Ms. Pickersgill advised that notification had not yet been made to affected businesses.

The Chief Fire Prevention Officer requested that the Fire Department be notified of any temporary road closures.

Motion by J. Bray - P. Jenkins:

THAT: The Special Events Committee supports the permit for the Track to the Future Mural Festival to be held on July 16, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements, and any current COVID related event restrictions; and further,

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

THAT: The Manager of Roads and Transportation be contacted regarding road and parking lot closures for the event; and further,

3rd 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 and 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.

Railway City Music and Arts Festival - August 18th to 21st, 2022

The members inquired whether the use of Pinafore Park for the event would preclude the use of park amenities by members of the public.

Ms. Sinclair advised that other areas of the park such as the playground and splashpad would remain open to the public during the event.

The Director of Parks, Recreation, and Property Management requested that an event layout site map be provided to parks staff including proposed hydro requirements.

Ms. Sinclair inquired about additional charges included in the cost of the facility rental permit for Pinafore Park related to the sale of alcohol. She noted that organizers had obtained paid duty security as required under the municipal alcohol policy.

The Director of Parks, Recreation, and Property Management advised that he would provide more clarity to the organizers on the additional charges related to the sale of alcohol.

Motion by T. Bridge - E. Taylor:

THAT: The Special Events Committee supports the permit for the Railway City Music and Arts Festival to be held on August 18-21, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements, and any current COVID related event restrictions; and further,

THAT: A letter be submitted to the City Clerks Department requesting that Council declare the Railway City Music and Arts Festival as a "Municipally Significant Event"; and further,

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

3rd meeting - Special Events Committee - 4

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

The members were informed that the event organizers were postponing this event until a future date in the fall.

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

The Corporate Administrative Clerk advised that a request had been received from event organizers to host a movie night at Pinafore Park as part of the Elgin County Pride and Parade event.

The members had no objection to a proposed movie night as part of the event on August 13th, 2022 and noted that the park closes at 11:00 p.m.

ADJOURNMENT

3:53 p.m. The meeting adjourned.