

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

VIA MICROSOFT TEAMS

JULY 6TH, 2022

3:30 p.m. The meeting convened with Councillor Clarke, Chair, presiding.

ATTENDANCE

Members

Councillor Gary Clarke, Chair
Mayor Joe Preston, Alternate Chair
Jeff Bray, Director of Parks, Recreation and Property Management
Kim Destun, Chief Fire Prevention Officer
David Gregory, Interim Fire Chief (Alternate)
Paul Jenkins, Chamber of Commerce
Chris Peck, Chief Building Official
Sheila Rodaway, MAAC
Earl Taylor, Chair, DDB

Officials

Matt Smale, Corporate Admin Clerk

Applicants

Taylor Walker, United Way Elgin Middlesex
CJ Allen, St. Thomas Summer Harvest Festival
Jennifer Nace, St. Thomas Summer Harvest Festival

Absent

Tim Bridge, Lead Hand Building Maintenance
Karen English, Purchasing Agent & Insurance Coordinator
Kyle Johnstone, St. Thomas Police Service
Megan Pickersgill, Tourism Manager
Martin Run, Booking Coordinator
Simran Saini, Southwestern Public Health
Matt Vriens, Manager, Roads & Transportation

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by P. Jenkins - D. Gregory:

THAT: The minutes of the meeting held on June 1, 2022 be confirmed.

Carried.

NEW BUSINESS

Kirkin 'O' the Tartan Parade – September 18, 2022

Motion by P. Jenkins - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Kirkin 'O' the Tartan Parade to be held on September 18th, 2022; and further,

THAT: The St. Thomas Police Department be contacted regarding traffic control 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,

CONFIRMED _____ CHAIRMAN

5th meeting - Special Events Committee - 2

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

Carried.

United Way 3M Harvest Lunch Elgin - September 22nd, 2022

Ms. Taylor Watson provided an overview of the event.

The Corporate Administrative Clerk advised that a signed application and statement of indemnification had been received from the applicant and that the access to washrooms and hydro at the Horton Market had been confirmed by Economic Development Corporation staff.

Motion by D. Gregory - Mayor Preston:

THAT: The Special Events Committee supports the permit for the United Way 3M Harvest Lunch Elgin on September 22nd, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements 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.

St. Thomas Summer Harvest Festival - September 23rd to 25th, 2022

Mr. Allen and Ms. Nace provided an overview of the event and advised that an initial site meeting had been held at Pinafore Park with Parks staff.

Ms. Rodaway inquired how access to the park would be maintained during the event.

Mr. Allen advised that the splash pad and playground would remain open to the public during the event and that partial road access would be maintained.

The Corporate Administrative Clerk advised that a letter requesting that the event be designated as municipality significant would need to be submitted for Council consideration via the Clerk's Office as a condition of obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario.

Motion by Mayor Preston - S. Rodaway:

THAT: The Special Events Committee supports the permit for St. Thomas Summer Harvest Festival to be held on September 23rd to 25th, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements 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 to hold a site meeting, and arrange garbage cans, picnic table and hydro requirements at the park; 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

5th meeting - Special Events Committee - 3

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

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

The Corporate Administrative Clerk advised that the organizers had indicated that the event originally scheduled to take place on August 13th and 14th would now take place on August 13th only.

ADJOURNMENT

3:44 p.m. The meeting adjourned.