

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

VIA MICROSOFT TEAMS

AUGUST 3RD, 2022

3:32 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
Tim Bridge, Lead Hand Building Maintenance
Karen English, Purchasing Agent & Insurance Coordinator
David Gregory, Interim Fire Chief
Chris Peck, Chief Building Official (Arrived 3:36 p.m.)
Megan Pickersgill, Tourism Manager
Sheila Rodaway, MAAC (Arrived 3:36 p.m.)
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB

Officials

Jon Hindley, Corporate Admin & Accessibility Clerk

Applicants

Dave Kernohan, Optimist Club of St. Thomas
Shannon Springer, St. Thomas Disc Sports Club
Diane Arsenijevic, Central Community Health Centre

Absent

Paul Jenkins, Chamber of Commerce
Kyle Johnstone, St. Thomas Police Service
Martin Run, Booking Coordinator
Matt Vriens, Manager, Roads & Transportation

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by E. Taylor - D. Gregory:

THAT: The minutes of the meeting held on July 6, 2022 be confirmed.

Carried.

NEW BUSINESS

St. Thomas Optimist Club Santa Claus Parade – November 19, 2022

Mr. Dave Kernohan provided an overview of the event.

Motion by K. English - T. Bridge:

THAT: The Special Events Committee supports the permit for the Optimist Santa Claus Parade to be held on November 19, 2022; and further,

THAT: A meeting be held with the Public Works Division and the St. Thomas Police Department to organize traffic control for the event.

THAT: A report be submitted by the Public Works Division to Council for the road closure and drop off/removal of garbage cans; 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,

CONFIRMED _____

CHAIRMAN

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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.

Remembrance Day Ceremony and Parade – November 11, 2022

Motion by E. Taylor - K. English:

THAT: The Special Events Committee supports the permit for the Remembrance Day Ceremony and Parade to be held on November 11, 2022; and further,

THAT: A meeting be held with the Public Works Division and the St. Thomas Police Department to organize traffic control for the event; and further,

THAT: A report be submitted by the Public Works Division to Council for the road closure; 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.

2nd Annual 4WxW Women's Global Disc Golf Event – August 6, 2022

Ms. Shannon Springer provided an overview of the event and advised that she was awaiting the insurance certificate.

Motion by J. Bray - D. Gregory:

THAT: The Special Events Committee supports the permit for the 2nd Annual 4WxW Women's Global Disc Golf Event to be held on August 6, 2022; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements for the event; and further,

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables and 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.

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Central CHC Community Barbeque – August 31, 2022

Ms. Diane Arsenijevic provided an overview of the event and advised that she will not need any picnic tables or garbage cans from the City.

The Purchasing Agent & Insurance Coordinator advised that a revised insurance certificate would need to be submitted, listing the City as an additional insured for the event.

Motion by M. Pickersgill - K. English:

THAT: The Special Events Committee supports the permit for the Central CHC Community Barbeque to be held on August 31, 2022; and further,

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

Meeting Format

The DDB Chair inquired about returning to in person meetings.

The Chair advised that this may be considered next month.

UNFINISHED BUSINESS

ADJOURNMENT

3:41 p.m. The meeting adjourned.