

**THE CORPORATION OF THE CITY OF ST. THOMAS**  
**MINUTES**  
**THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE 2023**

**VIA MICROSOFT TEAMS**

**FEBRUARY 1ST, 2023**

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

**ATTENDANCE**

**Members**

Councillor Gary Clarke, Chair  
Jeff Bray, Director of Parks, Recreation and Property Management  
Kim Manuel, St. Thomas Police Service  
David Gregory, Fire Chief  
Kim Destun, Chief Fire Prevention Officer  
Karen English, Purchasing Agent & Insurance Coordinator  
Angelo DiCicco, Chief Building Official  
Sheila Rodaway, MAAC  
Earl Taylor, Chair, DDB

**Officials**

Matt Smale, Corporate Admin Clerk

**Absent**

Mayor Joe Preston, Alternate Chair  
Matt Byl, Supervisor of Property Management  
Paul Jenkins, Chamber of Commerce  
Megan Pickersgill, Tourism Manager  
Martin Run, Booking Coordinator  
Simran Saini, Southwestern Public Health  
Matt Vriens, Manager, Roads & Transportation

**Guests**

Melanie Rowley, Shamrock Shuffle  
Carolyn Johnson, Railway City Road Races  
Bob Pate, Colours in the City

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by K. Destun - K. Manuel:

THAT: The minutes of the meeting held on January 18, 2023 be confirmed.

Carried.

**NEW BUSINESS**

**Polar Plunge - February 28, 2023**

Inspector Kim Manuel provided an overview of the event.

Motion by K. Destun – K. English:

THAT: The Special Events Committee supports the permit for the Polar Plunge to be held on February 28, 2023; 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.

CONFIRMED \_\_\_\_\_ CHAIRMAN

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Shamrock Shuffle - March 18, 2023

Melanie Rowley provided an overview of the event.

Motion by A. DiCicco - K. Manuel:

THAT: The Special Events Committee supports the permit for the Shamrock Shuffle to be held on March 18, 2023; and further,

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

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

Carried.

Colours in the City - August 26, 2023

Bob Pate provided an overview of the event and advised that the colours were made from a starch based bio-degradable material.

Motion by K. Manuel - J. Bray:

THAT: The Special Events Committee supports the permit for the Colours in the City to be held on August 26, 2023; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans and picnic tables, and an electrical plan for the event with a site visit at Pinafore Park to discuss site setup; 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 24, 2023

Carolyn Johnson provided an overview of the event.

Motion by E. Taylor - J. Bray:

THAT: The Special Events Committee supports the permit for the Railway City Road Races to be held on September 24, 2023; and further,

THAT: Southwestern Public Health be contacted regarding 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,

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THAT: The Parks, Recreation and Property Management Department be contacted regarding garbage cans for the event and that a site visit be arranged at Pinafore Park to discuss site setup; 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**

Special Events Manual Review

The Corporate Administrative Clerk advised that organizers of events in the City of London using sound amplification were required to post a \$500 security deposit and that the deposit would be returned if no noise violations were noted during the event.

The Chair inquired whether the City had equipment to measure decibel readings that could be deployed in the event a complaint was made.

The Chief Building Official advised that he would look into the availability of equipment.

The members discussed decibel levels that could cause hearing damage.

**ADJOURNMENT**

4:02 p.m. The meeting adjourned.