

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

**VIA MICROSOFT TEAMS**

**MARCH 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  
Megan Pickersgill, Tourism Manager  
Simran Saini, Southwestern Public Health

**Officials**

Matt Smale, Legislative Services Coordinator

**Absent**

Mayor Joe Preston, Alternate Chair  
Matt Byl, Supervisor of Property Management  
Martin Run, Booking Coordinator  
Matt Vriens, Manager, Roads & Transportation

**Guests**

Dorothy Cook, Walk for Dog Guides  
Lori McClymont, Toys for Tots Run  
Matt Sharpe, Easter Egg Hunt

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by K. Manuel - K. English:

THAT: The minutes of the meeting held on February 1, 2023 be confirmed.

Carried.

**NEW BUSINESS**

Cross Walk - April 7, 2023

Motion by P. Jenkins - K. English:

THAT: The Special Events Committee supports the permit for the Cross Walk event to be held on April 7, 2023; and further,

THAT: The St. Thomas Police Department be contacted regarding traffic control for the event;

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

Pet Value Walk for Dog Guides - May 28, 2023

Ms. Cook provided an overview of the event.

The Legislative Services Coordinator reminded the applicants that dogs must be leashed and that owners would be responsible for cleaning up after their animals.

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

3rd meeting - Special Events Committee - 2

Motion by P. Jenkins - D. Gregory:

THAT: The Special Events Committee supports the permit for the Pet Value Walk for Dog Guides to be held on May 28, 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.

Bikers Rights Organization's 45 Annual Toys for Tots Run - September 10, 2023

Ms. McClymont provided an overview of the event and advised that more activities in Pinafore Park were being added this year in addition to the ride.

Motion by: P. Jenkins - K. English:

THAT: The Special Events Committee supports the permit for the Bikers Rights Organizations's 45<sup>th</sup> Annual Toys for Tots Run event to be held on September 10, 2023; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding the use of garbage cans, picnic tables, hydro and water at Pinafore Park and that a site meeting be arranged 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.

Easter Egg Hunt - April 8, 2023

Mr. Sharpe provided an overview of the event and advised that organizers were working to source candy for the event.

Motion by E. Taylor - K. Destun:

THAT: The Special Events Committee supports the permit for the Easter Egg Hunt to be held on April 8, 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 picnic tables, garbage cans, hydro and water 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.

**UNFINISHED BUSINESS**

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

Special Events Manual Review

Mr. Taylor inquired whether event organizers are made aware of the availability of recycling services.

The Legislative Services Coordinator advised that organizers are made aware of recycling options.

The members discussed deadlines for applications and the fact that some applications are received with little notice before the event date.

The Chief Building Official advised that the City does not have sound monitoring equipment at present and that administration is currently undertaking a review of by-law enforcement services.

The members directed that the application form be updated based on the revisions made to the manual.

**ADJOURNMENT**

4:02 p.m. The meeting adjourned.