

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

VIA MICROSOFT TEAMS

APRIL 5TH, 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 Destun, Chief Fire Prevention Officer
Angelo DiCicco, Chief Building Official
Sheila Rodaway, MAAC
Earl Taylor, Chair, DDB
Simran Saini, Southwestern Public Health

Officials

Matt Smale, Legislative Services Coordinator

Absent

Mayor Joe Preston, Alternate Chair
Kim Manuel, St. Thomas Police Service
Matt Vriens, Manager, Roads & Transportation
Megan Pickersgill, Tourism Manager
Paul Jenkins, Chamber of Commerce
Karen English, Purchasing Agent & Insurance Coordinator

Guests

Mike McLaughlin, St. Anne's Festival
Rob Burns, Nostalgia Nights
Krista Thompson, EarlyON Festival
Terri Sinclair, Railway City Music and Arts
Paul Corriveau, Railway City Music and Arts

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by S. Rodaway - K. Destun:

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

Carried.

NEW BUSINESS

St. Anne's Community Festival - June 7-10, 2023

The Legislative Services Coordinator advised that insurance requirements pertain to a request for festival workers to park trailers in the Joe Thornton Community Centre parking lot.

Motion by E. Taylor - K. Destun:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held from June 7-10, 2023; and further,

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

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

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

Carried.

EarlyON Children's Festival - June 14, 2023

The Director of Parks, Recreation and Property Management requested that event organizers contact the Gardener in advance of the event to arrange site setup at Pinafore Park.

Motion by S. Rodaway - A. DiCicco:

THAT: The Special Events Committee supports the permit for the EarlyON Children's Festival to be held June 14, 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 and signed 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.

Lions Club Father's Day Car Show - June 18, 2023

Motion by K. Destun - E. Taylor:

THAT: The Special Events Committee supports the permit for the Lions Club Fathers Day Car Show to be held on June 18, 2023; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding the use of garbage cans, picnic tables and setup at Pinafore Park 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.

Nostalgia Nights Car Show - June 18, 2023

Motion by A. DiCicco - K. Destun:

THAT: The Special Events Committee supports the permit for the Nostalgia Nights event on July 15, 2023; and further,

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

THAT: A report to Council be prepared relating to road closures for the event; and further,

CONFIRMED _____ CHAIRMAN

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

Railway City Arts and Music Festival - August 17-20, 2023

Motion by A. DiCicco - E. Taylor:

THAT: The Special Events Committee supports the permit for the Railway City Music and Arts Festival to be held on August 17-20, 2023; and further,

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

Special Events Manual Review

The Chair advised that sound measuring equipment had been obtained and that staff were being trained on its use.

The Chair advised that the remaining sound and music section of the special events manual would be revised for the Committee’s consideration at its next meeting.

ADJOURNMENT

3:45 p.m. The meeting adjourned.