

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

VIA MICROSOFT TEAMS

MAY 3RD, 2023

3:30 p.m. The meeting convened with Mayor Preston, Alternate Chair, presiding.

ATTENDANCE

Members

Mayor Joe Preston, Alternate Chair
Sheila Rodaway, MAAC
Jeff Bray, Director of Parks, Recreation and Property Management
Matt Byl, Supervisor, Property Management
John Cosby, St. Thomas Police Service
Kim Destun, Chief Fire Prevention Officer
Angelo DiCicco, Chief Building Official
Karen English, Purchasing Agent & Insurance Coordinator
Earl Taylor, Chair, DDB
Matt Vriens, Manager, Roads & Transportation

Officials

Matt Smale, Legislative Services Coordinator
Abdul Basit, Legislative Services Coordinator

Absent

Councillor Gary Clarke, Chair
Megan Pickersgill, Tourism Manager
Paul Jenkins, Chamber of Commerce
Simran Saini, Southwestern Public Health

Guests

Martin Withenshaw, Elgin County Pride
Chris McConnell, Optimist Children's
Festival

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by K. English - E. Taylor:

THAT: The minutes of the meeting held on April 5, 2023 be confirmed.

Carried.

NEW BUSINESS

Old Courthouse Neighbourhood Street Party - June 17, 2023

Motion by K. English - M. Vriens:

THAT: The Special Events Committee supports the permit for the Old Courthouse Neighbourhood Street Party to be held on June 17, 2023; and further,

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

THAT: The Manager of Roads and Transportation be contacted regarding road closures 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.

CONFIRMED _____ CHAIRMAN

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Seniors' Picnic in the Park - July 12, 2023

Motion by A. DiCicco - E. Taylor:

THAT: The Special Events Committee supports the permit for the Seniors' Picnic in the Park on July 12, 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 and hydro requirements and to arrange site 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 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.

Elgin County Pride and Parade - August 11-13, 2023

Motion by J. Bray - M. Vriens:

THAT: The Special Events Committee supports the permit for the Elgin County Pride & Parade to be held August 11-13, 2023; 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, garbage cans and hydro requirements and to arrange site 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 signed statement of indemnification and 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

Optimist Club of St. Thomas Children's Festival - September 16, 2023

Motion by S. Rodaway - M. Vriens:

THAT: The Special Events Committee supports the permit for the Optimist Club of St. Thomas Children's Festival on September 16, 2023; and further,

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

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THAT: An application for a temporary exemption to animal control by-law 71-2011 as amended be submitted; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted regarding picnic tables, garbage cans and hydro requirements and to arrange site 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 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.

UNFINISHED BUSINESS

Special Events Manual and Application Review

The members discussed how noise measurements were determined and the process for enforcement of complaints.

The Chief Building Official advised that the decibel levels were similar to those utilized by the City of London and that staff would work with event organizers to ensure that decibel levels were not exceeded.

The members suggested that a list of insurance providers be made available to applicants.

Motion by J. Bray - M. Vriens:

THAT: The revised Special Events Manual and Permit Application be approved.

Carried.

The Legislative Services Coordinator advised that the draft Special Events Manual and Permit application would be referred to Council for adoption.

ADJOURNMENT

3:51 p.m. The meeting adjourned.