

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

**VIA MICROSOFT TEAMS**

**JUNE 7TH, 2023**

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

**ATTENDANCE**

Members

Councillor Gary Clarke, Chair  
Mayor Joe Preston, Alternate Chair  
Jeff Bray, Director of Parks, Recreation and Property Management  
Angelo DiCicco, Chief Building Official  
Karen English, Purchasing Agent & Insurance Coordinator  
Dave Gregory, Fire Chief  
Paul Jenkins, Chamber of Commerce  
Earl Taylor, Chair, DDB

Officials

Matt Smale, Legislative Services Coordinator  
Kim Destun, Chief Fire Prevention Officer

Absent

Matt Byl, Supervisor, Property Management  
John Cosby, St. Thomas Police Service  
Megan Pickersgill, Tourism Manager  
Sheila Rodaway, MAAC  
Simran Saini, Southwestern Public Health  
Matt Vriens, Manager, Roads & Transportation

Guests

Markus Hawco, Vendor Market and  
Business After 5 at Pinafore Park  
Lindsay Pettit, Climb Out of the Darkness  
Diane Arsenijevic, CCHC Client Barbeques  
John Lyle, Knox Church Kirkin Parade  
Al Holt, Optimist Club Santa Claus Parade

**DISCLOSURES OF INTEREST**

Paul Jenkins disclosed an interest relating to the Business After 5 Event at Pinafore Park as he works for the St. Thomas and District Chamber of Commerce which is hosting the event.

**MINUTES**

Motion by Mayor Preston - E. Taylor:

THAT: The minutes of the meeting held on May 3, 2023 be confirmed.

Carried.

**NEW BUSINESS**

Vendor Market at Pinafore Park - June 10 and July 8, 2023

Motion by E. Taylor - D. Gregory:

THAT: The Special Events Committee supports the permit for the Vendor Market at Pinafore Park to be held on June 10 and July 8, 2023; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage serving and sale requirements; and further,

THAT: The Parks, Recreation and Property Management Department regarding site setup for the events; and further,

THAT: The 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.

Business After 5 Event at Pinafore Park - June 14, 2023

Having previously declared a conflict relating to this item, Paul Jenkins refrained from discussion and voting on this matter.

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

6th meeting - Special Events Committee - 2

The Purchasing Agent and Insurance Coordinator advised that the insurance policy attached to the application did not name the City as an additional insured and did not cover this specific event.

Motion by J. Bray - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Business After 5 Event at Pinafore Park to be held on June 14, 2023; and further,

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

THAT: The Parks, Recreation and Property Management Department regarding 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 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 Post Partum Coalition - Climb Out of the Darkness - June 24, 2023

The Purchasing Agent and Insurance Coordinator advised that the insurance policy attached to the application did not name the City as an additional insured and did not provide a sufficient covering limit of \$5,000,000.

Motion by D. Gregory - J. Bray:

THAT: The Special Events Committee supports the permit for the Elgin County Post Partum Coalition - Climb Out of the Darkness to be held on June 24, 2023; and further,

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

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

Central Community Health Centre Client Appreciation Barbeques - June 28, July 26 and August 30, 2023

---

Motion by K. English - P. Jenkins:

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

6th meeting - Special Events Committee - 3

THAT: The Special Events Committee supports the permit for the Central CHC Client Appreciation Barbeques to be held on June 28, July 26 and August 30, 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 the temporary lane closures for these events; and further,

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

Carried.

Canada Day Fireworks/Celebration - July 1, 2023

Motion by Mayor Preston - P. Jenkins:

THAT: The Special Events Committee supports the permit for the Canada Day Fireworks to be held on July 1, 2022; and further,

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

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

THAT: An application be submitted to the Fire Department for an exhibition fireworks permit; and further,

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

Knox Church Kirkin Parade - September 17, 2023

Motion by K. English - A. DiCicco:

THAT: The Special Events Committee supports the permit for the Knox Church Kirkin Parade to be held on September 17, 2023; and further,

THAT: The St. Thomas Police Department be contacted regarding traffic control 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.

Optimist Club of St. Thomas Santa Claus Parade - November 18, 2023

Motion by P. Jenkins - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Optimist Santa Claus Parade to be held on November 18, 2023; 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.

CONFIRMED \_\_\_\_\_CHAIRMAN

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,

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**

#### **Revised Special Events Manual and Permit Application**

The Legislative Services Coordinator advised that Council had approved the revised Special Events Manual and permit application at its meeting on June 5, 2023.

The members inquired whether organizers of upcoming events approved in 2023 by the Committee would be notified of changes to the manual.

The Legislative Services Coordinator advised that notification of the new changes would be made to organizers of upcoming events.

### **ADJOURNMENT**

3:49 p.m. The meeting adjourned.