

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

**VIA MICROSOFT TEAMS**

**JULY 5TH, 2023**

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

**ATTENDANCE**

**Members**

Councillor Gary Clarke, Chair  
Mayor Joe Preston, Alternate Chair  
Jeff Bray, Director of Parks, Recreation and Property Management  
Dave Gregory, Fire Chief  
Paul Jenkins, Chamber of Commerce  
Kim Manuel, St. Thomas Police Service  
Megan Pickersgill, Tourism Manager  
Sheila Rodaway, MAAC  
Earl Taylor, Chair, DDB

**Officials**

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

**Absent**

Matt Byl, Supervisor, Property Management  
Angelo DiCicco, Chief Building Official  
Karen English, Purchasing Agent & Insurance  
Coordinator  
Simran Saini, Southwestern Public Health  
Matt Vriens, Manager, Roads & Transportation

**Guests**

Mickey Nielsen and Zuda Faruzel, Railway  
City Vintage, Antiques and Artisans Market  
Taylor Walker, 3M Harvest Lunch & United  
Way Campaign Launch  
Sarah Noble, Horton Christmas After Dark  
Dane Rice, John Wise P.S. Cross Country  
Meet

**MOMENT OF SILENCE**

The members observed a moment of silence for those impacted by a recent tragedy at Talbot Street and Inkerman Street.

**DISCLOSURES OF INTEREST**

Nil.

**MINUTES**

Motion by Mayor Preston - P. Jenkins - :

THAT: The minutes of the meeting held on June 7, 2023 be confirmed.

Carried.

**NEW BUSINESS**

**Law Enforcement Torch Run - July 25, 2023**

Earl Taylor inquired the route for the run.

Inspector Manuel advised that the route would follow Talbot Street from the west end of the City to CASO Crossing and that detours to side streets would occur to avoid construction zones.

Motion by P. Jenkins - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Law Enforcement Torch Run to be held on July 25, 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,

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

7th meeting - Special Events Committee - 2

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.

Railway City Vintage, Antiques and Artisans Market - August 20, 2023

Motion by K. Manuel - E. Taylor:

THAT: The Special Events Committee supports the permit for the Railway City Vintage, Antiques and Artisans Market to be held on August 20, 2023; and further,

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

3M Harvest Lunch and United Way Elgin Middlesex Campaign Launch - September 21, 2023

Motion by E. Taylor - D. Gregory:

THAT: The Special Events Committee supports the permit for the 3M Harvest Lunch and United Way Elgin Middlesex Campaign Launch to be held on September 21, 2023; and further,

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

Horton Christmas After Dark - November 25, 2023

Motion by J. Bray - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Horton Christmas After Dark event to be held on November 25, 2023; and further,

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

7th meeting - Special Events Committee - 3

THAT: A permit be obtained from Planning and Building services for tents and temporary stages

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.

John Wise P.S. Cross Country Meet - September 28, 2023

Motion by P. Jenkins - K. Manuel:

THAT: The Special Events Committee supports the permit for the John Wise P.S. Cross Country Meet to be held on September 28, 2023; and further,

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

**ADJOURNMENT**

3:42 p.m. The meeting adjourned.