

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

VIA MICROSOFT TEAMS

SEPTEMBER 6TH, 2023

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

ATTENDANCE

Members

Councillor Gary Clarke, Chair
Mayor Joe Preston
Jeff Bray, Director of Parks, Recreation and Facilities
Angelo DiCicco, Chief Building Official
Dave Gregory, Fire Chief
Darren Harvey, Supervisor of Roads
Paul Jenkins, Chamber of Commerce (Arrive 3:42 p.m.)
Kim Manuel, St. Thomas Police Service
Sheila Rodaway, MAAC
Simran Saini, Southwestern Public Health
Earl Taylor, Chair, DDB

Officials

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

Absent

Karen English, Purchasing Agent & Insurance
Coordinator
Megan Pickersgill, Tourism Manager

Guests

Rose Gibson, Royal Canadian Legion
Suzanne Faris, DDB

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by D. Gregory - K. Manuel:

THAT: The minutes of the meeting held on August 2, 2023 be confirmed.

Carried.

NEW BUSINESS

The Olde Made Sunday Market - September 24th and October 22nd, 2023

Motion by S. Rodaway - A. DiCicco:

THAT: The Special Events Committee supports the permit for the Olde Made Sunday Market to be held on September 24th and October 22nd, 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: All other necessary requirements be fulfilled to the satisfaction of the Corporation of the City of St. Thomas.

Carried.

Remembrance Day Ceremony - November 11th, 2023

The members discussed the need to have an accessible pickup/drop off point near the Veterans Memorial Garden for transit users.

CONFIRMED _____ CHAIRMAN

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Councillor Gibson advised that barricades at Moore Street and Talbot Street need to be arranged to allow parade participants from the Legion access to the Garden.

The members suggested that a site meeting be held at the Veterans Memorial Garden with representatives of the Legion, Roads Division and Parks, Recreation and Facilities staff to manage transportation and road closure logistics.

Motion by S. Rodaway - K. Manuel:

THAT: The Special Events Committee supports the permit for the Remembrance Day Ceremony to be held on November 11th, 2023; and further,

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

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

THAT: The Parks, Recreation and Facilities Department be contacted to arrange for hydro during the event; and further,

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

Carried.

Light Up Talbot Street - November 17th, 2023

Motion by A. DiCicco - Mayor Preston:

THAT: The Special Events Committee supports the permit for the Light Up Talbot Street event to be held on November 17th, 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,

THAT: The Parks, Recreation and Facilities Department be contacted regarding the delivery and pickup of garbage cans, picnic tables and to arrange access to hydro 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.

Tree Lighting Celebration - November 17th, 2023

Earl Taylor requested that the St. Thomas Fire Department provide transportation for Santa to the event.

Motion by J. Bray - K. Manuel:

THAT: The Special Events Committee supports the permit for the Tree Lighting Celebration to be held on November 17th, 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,

THAT: The Parks, Recreation and Facilities Department be contacted regarding the delivery and pickup of garbage cans for the event; and further,

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THAT: The Parks, Recreation and Facilities Department be contacted regarding access to washrooms at City Hall and to arrange for hydro during the event.

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

Carried.

Downtown Oktoberfest - October 14th, 2023

Earl Taylor advised that the event was being held to celebrate the reopening of Talbot Street following construction and would include: train rides, music, food, and pumpkin painting among other activities.

Motion by A. DiCicco - D. Gregory:

THAT: The Special Events Committee supports the permit for the Downtown Oktoberfest to be held on October 14th, 2023; and further,

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

THAT: A letter be submitted to the Clerks Department requesting that the event be declared a "Municipally Significant Event".

THAT: The Planning and Building Services Department be contacted regarding the requirements for a tent permit; and further,

THAT: The Parks, Recreation and Facilities Department be contacted regarding the delivery and pickup of garbage cans for the event; and further,

THAT: The Parks, Recreation and Facilities Department be contacted to arrange for hydro during the event.

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

Carried.

ADJOURNMENT

3:48 p.m. The meeting adjourned.