

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE 2024

VIA MICROSOFT TEAMS

JANUARY 10TH, 2024

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 Facilities
Tina Grignard, Treasury Department
Kim Manuel, St. Thomas Police Service
Matt Vriens, Manager of Transportation and By-Law
Paul Jenkins, St. Thomas and District Chamber of Commerce
Earl Taylor, Chair, DDB
Shiela Rodaway, St. Thomas MAAC
Kim Destun, Chief Fire Prevention Officer

Officials

Matt Smale, Legislative Services Coordinator

Guests

Kim Murphy, Pawsitively Elgin Dog Festival

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by K. Manuel - K. Destun:

THAT: The minutes of the meeting held on December 4, 2023 be confirmed.

Carried.

NEW BUSINESS

St. Thomas Elgin Children's Water Festival - May 7th to 10th, 2024

Motion by P. Jenkins - M. Vriens:

THAT: The Special Events Committee supports the permit for the St. Thomas-Elgin Children's Water Festival to be held May 7-10, 2024; and further,

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

THAT: The Planning and Building Services Departments be contacted to obtain a tent permit if required.

THAT: A site consultation occur to arrange site setup, layout and to discuss utility requirements at Pinafore Park prior to the start of 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.

CONFIRMED _____ CHAIRMAN

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Pawsitively Elgin Dog Festival - July 20th, 2024

Kim Murphy was in attendance and provided an overview of the event. She stated that the event had been operating annually at the Springwater conservation area since 2017 and had decided this year to relocate to Pinafore Park. She advised that proceeds from the event were donated to local animal shelters or rescues.

Motion by J. Bray – P. Jenkins:

THAT: The Special Events Committee supports the permit for the Pawsitively Elgin Dog Festival to be held July 20, 2024; and further,

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

THAT: The sale and consumption of alcohol comply with the terms set forth in the licence obtained from the Alcohol and Gaming Commission of Ontario and the City's Municipal Alcohol Policy; and further,

THAT: A site consultation occur to arrange site setup, layout and to discuss utility requirements at Pinafore Park prior to the start of 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.

Glass Canada Railway City Road Races 2024 - September 22nd, 2024

Motion by P. Jenkins - E. Taylor:

THAT: The Special Events Committee supports the permit for the Glass Canada Railway City Road Races 2024 to be held on September 22nd, 2024; and further,

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

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

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

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

CONFIRMED _____ CHAIRMAN

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Home Show Temporary Exemption to Animal Control By-Law Request

The Director of Parks, Recreation and Facilities advised that a vendor at the upcoming Home Show was seeking to have an Owl as part of their exhibit.

The Legislative Services Coordinator advised that the vendor or show organizer could submit a temporary exemption to the animal control by-law request form to the Manager of Transportation and By-Law.

UNFINISHED BUSINESS

Upcoming Events

Coldest Night of the Year - February 24, 2024

Mocha Shriners Spring Ceremonial - June 1, 2024

ADJOURNMENT

3:44 p.m. The meeting adjourned.