

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

VIA MICROSOFT TEAMS

FEBRUARY 7TH, 2024

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

ATTENDANCE

Members

Councillor Gary Clarke, Chair
David Gregory, Fire Chief
Dan Sheridan, Director of Finance
Kim Manuel, St. Thomas Police Service
Earl Taylor, Downtown Development Board
Jeff Bray, Director of Parks, Recreation and Facilities
Paul Jenkins, St. Thomas and District Chamber of Commerce
Simran Saini, Southwestern Public Health

Officials

Matt Smale, Legislative Services Coordinator

Guests

Melanie Rowley, Shamrock Shuffle
Laura Brunskill, Flora's Walk

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by D. Gregory - K. Manuel:

THAT: The minutes of the meeting held on January 10, 2024 be confirmed.

Carried.

NEW BUSINESS

Shamrock Shuffle - March 23rd, 2024

The members confirmed with the organizer that lit crosswalks would be utilized by participants crossing Wellington Street and Elm Street and that the trail would continue to be open to the general public during the event.

Motion by P. Jenkins - D. Sheridan:

THAT: The Special Events Committee supports the permit for the Shamrock Shuffle to be held March 23, 2024; and further,

THAT: Southwestern Public Health be contacted regarding food and beverage requirements 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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Flora's Walk - May 4th, 2024

Laura Brunskill provided an overview of the event and advised that as a first time event in St. Thomas, organizers were excited.

The Director of Parks, Recreation and Facilities inquired about the number of parking spaces required for participants.

Laura Brunskill advised that the number of spaces available at Waterworks Park had been included on the application but that organizers anticipated many participants walking or carpooling to the event.

Motion by D. Sheridan - D. Gregory:

THAT: The Special Events Committee supports the permit for Flora's Walk to be held May 4, 2024; and further,

THAT: The Parks, Recreation and Facilities department be contacted to manage hydro and water, and parking requirements 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 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.

St. Thomas Downtown Development Board - Easter Bunny in the Downtown

Earl Taylor advised that the Easter Bunny would be downtown on March 30th, 2024 between 11:00 a.m. and 1:00 p.m. handing out treats and posing for photos.

UNFINISHED BUSINESS

Pawsitively Elgin Dog Festival – July 20, 2024

The Director of Parks, Recreation and Facilities advised that some pavilions in Pinafore Park may not be available on July 20th for the festival and that Parks staff were working with the organizers to accommodate them in other areas of the park or select an alternate date for the event.

ADJOURNMENT

3:45 p.m. The meeting adjourned.