

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

VIA MICROSOFT TEAMS

MARCH 6TH, 2024

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

ATTENDANCE

Members

Mayor Joe Preston, Alternate Chair
Dan Sheridan, Director of Finance
Angelo DiCicco, Chief Building Official
Earl Taylor, Downtown Development Board
Darren Harvey, Foreman, Roads and Transportation
Jeff Bray, Director of Parks, Recreation and Facilities
Paul Jenkins, St. Thomas and District Chamber of Commerce
Sheila Rodaway, St. Thomas MAAC
Simran Saini, Southwestern Public Health

Officials

Matt Smale, Legislative Services Coordinator

Guests

Matt Sharpe, Kinsmen Club Easter Egg Hunt
Mike McLaughlin, St. Anne's Community Festival
Rick Nemett, Railway City Music and Arts Festival
Seanin Steele, Whistlestop Bicycle Festival

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by A. DiCicco - P. Jenkins:

THAT: The minutes of the meeting held on February 7, 2024 be confirmed.

Carried.

NEW BUSINESS

St. Thomas Kinsmen Club Easter Egg Hunt - March 30th, 2024

Motion by S. Rodaway - P. Jenkins:

THAT: The Special Events Committee supports the permit for the St. Thomas Kinsmen Club Easter Egg Hunt to be held March 30th, 2024; and further,

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

THAT: The Parks, Recreation and Property Management Department be contacted to arrange site setup prior to 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. Anne's Community Festival - June 5th to 9th, 2024

The members discussed the fact that requests to have the event deemed "municipality significant", and to store travel trailers at the Joe Thornton Community Centre should be made to Council and that insurance would be required if trailers were to be stored on City property.

CONFIRMED _____ CHAIRMAN

3rd meeting - Special Events Committee - 2

Motion by S. Saini - D. Harvey:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held June 5th to 9th, 2024; and further,

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

THAT: Application for a tent permit be submitted to the Planning and Building Services Department if required; and further,

THAT: Music and/or concert entertainment occurring as part of the event comply with the noise conditions set forth in the Festival and Events Manual; and further,

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

Carried.

Railway City Music and Arts Festival - August 15th to 18th, 2024

Motion by P. Jenkins - D. Sheridan:

THAT: The Special Events Committee supports the permit for the Railway City Music and Arts Festival to be held August 15th to 18th, 2024; and further,

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

THAT: Music and/or concert entertainment occurring as part of the event comply with the noise conditions set forth in the Festival and Events Manual; 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.

The Whistlestop Bicycle Festival - May 25th, 2024

The members discussed construction planned for 2024, and whether road closures would be required for a parade only or for the duration of the event.

The Foreman, Roads and Transportation, confirmed that no construction was scheduled for Curtis Street between Mondamin Street and St. Catharine Street.

Earl Taylor requested that the Downtown Development Board be notified of any road closures as businesses along the affected streets would be impacted.

Motion by D. Sheridan - A. DiCicco:

THAT: The Special Events Committee supports the permit for the Whistlestop Bicycle Festival to be held May 25th, 2024; and further,

3rd meeting - Special Events Committee - 3

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

THAT: Music and/or concert entertainment occurring as part of the event comply with the noise conditions set forth in the Festival and Events Manual; 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: Businesses along the affected closure route be notified of the event; and further,

THAT: The Parks, Recreation and Facilities Department be contacted regarding site setup for the event at Westlake-Evans Park including garbage cans, picnic tables and hydro 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.

UNFINISHED BUSINESS

ADJOURNMENT

3:47 p.m. The meeting adjourned.