

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

VIA MICROSOFT TEAMS

APRIL 1ST, 2026

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

ATTENDANCE

Members

Mayor Joe Preston

Todd Sawyer, Supervisor, Parks and Forestry

Aaron Dooling, Purchasing and Insurance Coordinator

Sheila Rodaway, St. Thomas Municipal Accessibility Advisory Committee

Paul Jenkins, St. Thomas and District Chamber of Commerce

Kim Destun, Chief Fire Prevention Officer

Grayden Laing, St. Thomas Downtown Development Board

Matt Vriens, Manager of Roads and Transportation

Sarah Lynch, St. Thomas Economic Development Corporation

Officials

Matt Smale, Legislative Services Coordinator

Applicants

Rico Mena, Easter Egg Hunt

Capt. Andrew Haves, 31 CER Change of Command Parade

Rev. Robert Weaver, Corpus Christi Eucharistic Procession

Jody Shy, Pump It Up for Platelets!

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by S. Rodaway - A. Dooling:

THAT: The minutes of the meeting held on March 4, 2026 be confirmed.

Carried.

NEW BUSINESS

Easter Egg Hunt - April 4th, 2026

Motion by S. Lynch - M. Vriens:

THAT: The Special Events Committee supports the permit for the Easter Egg Hunt to be held April 4th, 2026; and further,

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

THAT: The Parks and Recreation Department be contacted to arrange site setup at Pinafore Park; 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.

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St. Anne's Community Festival - June 3rd to 6th, 2026

The Supervisor of Parks and Forestry advised that the request for 30 picnic tables at the time of the event may be difficult to accommodate. He agreed to work with festival organizers to accommodate the request as best as possible.

Motion by S. Lynch - G. Laing:

THAT: The Special Events Committee supports the permit for the St. Anne's Community Festival to be held June 3rd to 6th, 2026; 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: An application for a tent/stage permit be submitted to the Planning and Building Department if required; and further,

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

Carried.

Jordan's Run the Runway - June 5th, 2026

Motion by S. Rodaway - M. Vriens:

THAT: The Special Events Committee supports the permit for Jordan's Run the Runway to be held June 5th, 2026; and further,

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

THAT: All event amenities be located outside of the airfield area and that all materials be removed from the airfield at the conclusion of the walk; and further,

THAT: A special occasion permit be obtain for the consumption of alcohol.

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 and the Airport Manager.

Carried.

31 CER Change of Command Parade - June 6th, 2026

The Legislative Services Coordinator advised that the 31 CER enjoyed "Freedom of the City" and did not require Committee or Council authorization to parade on the streets.

Motion by S. Rodaway - S. Lynch:

THAT: The Special Events Committee supports the permit for the 31 CER Change of Command Parade to be held June 6th, 2026; and further,

THAT: Traffic control and road closures be coordinated through the Public Works Division and the St. Thomas Police Department; and further,

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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 at least two weeks 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.

Corpus Christi Eucharistic Procession - June 7th, 2026

Reverend Keller advised that the procession was escorted by the Police Service in 2025 and that the same route would be followed this year.

Motion by P. Jenkins - K. Destun:

THAT: The Special Events Committee supports the permit for the Corpus Christi Eucharistic Procession to be held June 7th, 2026; and further,

THAT: Traffic control be coordinated through the St. Thomas Police Department for the event.

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 at least two weeks 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.

Canada Day Celebrations - July 1st, 2026

The members discussed traffic egress from 1Password Park following fireworks and whether a secondary access point could be opened.

Motion by M. Vriens - S. Rodaway:

THAT: The Special Events Committee supports the permit for the Canada Day Celebrations to be held July 1st, 2026; and further,

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

THAT: Traffic control be coordinated through the Public Works Division and the St. Thomas Police Department for the event.

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: An application be submitted to the Fire Department for an exhibition fireworks permit; and further,

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

Carried.

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Nostalgia Nights - July 11th, 2026

Motion by S. Rodaway - T. Sawyer:

THAT: The Special Events Committee supports the permit for Nostalgia Nights to be held July 11th, 2026; 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: A report to Council be prepared relating to road closures for the event; and further,

THAT: The Parks and Recreation 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.

Terry Fox Run - September 20th, 2026

Motion by P. Jenkins - M. Vriens:

THAT: The Special Events Committee supports the permit for the Terry Fox Run to be held September 20th, 2026; 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 and Recreation Department be contacted to arrange site setup at 1Password Park; and further,

THAT: The signed statement of indemnification be submitted to the Treasury Department at least two weeks 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.

Pump It Up for Platelets - September 26th, 2026

Motion by T. Sawyer – S. Rodaway:

THAT: The Special Events Committee supports the permit for the Pump It Up for Platelets event to be held September 26th, 2026; 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 and Recreation Department be contacted to arrange site setup prior to 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,

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THAT: The certificate of insurance and statement of indemnity 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.

Pumpkin Prowl - October 23rd, 2026

Motion by K. Destun - S. Rodaway:

THAT: The Special Events Committee supports the permit for the Pumpkin Prowl to be held October 23rd, 2026; and further,

THAT: The Manager of Roads and Transportation be contacted regarding road closures and hard barricades 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.

Light Up Talbot - November 13th, 2026

Motion by M. Vriens - K. Destun:

THAT: The Special Events Committee supports the permit for the Light Up Talbot event to be held November 13th, 2026; and further,

THAT: Southwestern Public Health be contacted regarding food/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 relating to road closures for the event and for a temporary exemption to animal control by-law 71-2011; and further,

THAT: Businesses in the event area affected by road closures be notified of those closures in advance.

THAT: The Parks and Recreation Department be contacted regarding the delivery and pickup of garbage cans and to arrange access to hydro and washroom facilities 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.

UNFINISHED BUSINESS

Application and Manual Updates – “Bring-Your-Own” Permit

The Legislative Services Coordinator provided the members with updates to the Special Events application and manual relating to “Bring-Your-Own” alcohol permitting being instituted by the Province effective April 30, 2026.

The members inquired about the role of the Committee in allowing such permits and whether all events where alcohol was consumed required such a permit.

The Legislative Services Coordinator advised that Council would consider whether to declare an event as a “cultural or community event” which was a requirement to obtain such a permit. He

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further advised that a “bring-your-own” permit was not mandatory and could be applied for at the discretion of an event applicant.

NEW BUSINESS

ADJOURNMENT

4:00 p.m. The meeting adjourned.