

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

VIA MICROSOFT TEAMS

MAY 6TH, 2026

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

ATTENDANCE

Members

Mayor Joe Preston

Todd Sawyer, Supervisor, Parks and Forestry

Paul Jenkins, St. Thomas and District Chamber of Commerce

Angelo DiCicco, Chief Building Official

Kim Manuel, Inspector, St. Thomas Police Service

Jeremy Lapadat, Staff Sergeant, St. Thomas Police Service

Sheila Rodaway, Municipal Accessibility Advisory Committee

Matt Vriens, Manager of Roads and Transportation

Megan Pickersgill, St. Thomas Economic Development Corporation.

Officials

Matt Smale, Legislative Services Coordinator

Regrets

Aaron Dooling, Purchasing and Insurance Coordinator

Kim Destun, Chief Fire Prevention Officer

Grayden Laing, St. Thomas Downtown Development Board

Applicants

Diane Arsenijevic, CCHC Client Appreciation Barbeques

Avery Laraya, Community Connect 5K

Lindsey Massecar, St. Thomas Chamber Community Block Party

Devon Church, Elgin County Pride and Parade

Laura Keates, Puppy Parade

Al Holt, Optimist Club of St. Thomas Santa Claus Parade

DISCLOSURES OF INTEREST

Paul Jenkins declared a conflict pertaining to the CCHC Client Appreciation Barbeques as he is a member of the Board of the Central Community Health Centre and the St. Thomas Chamber Community Block Party as he is employed by the St. Thomas and District Chamber of Commerce and he refrained from discussion and voting on these matters.

MINUTES

Motion by P. Jenkins - K. Manuel:

THAT: The minutes of the meeting held on April 1, 2026 be confirmed.

Carried.

NEW BUSINESS

CCHC Client Appreciation Barbeques - May 20th, June 10th, July 15th and August 19th, 2026

Motion by A. DiCicco - S. Rodaway:

THAT: The Special Events Committee supports the permit for the CCHC Client Appreciation Barbeques to be held May 20th, June 10th, July 15th, and August 19th, 2026; and further,

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

THAT: The Manager of Roads and Transportation be contacted regarding the temporary Parking lot lane closures for these events; 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,

CONFIRMED _____ CHAIRMAN

4th meeting - Special Events Committee - 2

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

Carried.

Community Connect 5K - May 30th, 2026

Motion by P. Jenkins - T. Sawyer:

THAT: The Special Events Committee supports the permit for the Community Connect 5K to be held May 30th, 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 Manager of Roads and Transportation be contacted regarding road closures 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 at least two weeks prior to the start of the event 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.

Bloom Boom Bash - May 30th, 2026

Motion by M. Vriens - K. Manuel:

THAT: The Special Events Committee supports the permit for the Bloom Boom Bash to be held May 30th, 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 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 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 Chamber Community Block Party - June 19th, 2026

Lindsey Massecar, St. Thomas and District Chamber of Commerce provided an overview of the event advising that a community block party would be held in the 100 block of Curtis Street and Westlake-Evans Park between 5:00 p.m. and 10:00 pm on June 19th with live music and that local businesses were being organized to provide food and beverage options at the event.

CONFIRMED _____ CHAIRMAN

4th meeting - Special Events Committee - 3

Motion by K. Manuel - M. Vriens:

THAT: The Special Events Committee supports the permit for the St. Thomas Chamber Community Block Party to be held June 19th, 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 Manager of Roads and Transportation be contacted regarding road closures for the event; and further,

THAT: The Parks and Recreation Department be contacted regarding site setup at Westlake-Evans park.

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.

Old Courthouse Street Party - June 27th, 2026

Motion by P. Jenkins - S. Rodaway:

THAT: The Special Events Committee supports the permit for the Old Courthouse Neighbourhood Street Party to be held on June 14th, 2025; and further,

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

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

Meet Us In the Park Concert - July 4, 2026

Motion by A. DiCicco - M. Vriens:

CONFIRMED _____ CHAIRMAN

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THAT: The Special Events Committee supports the permit for the Meet Us In the Park Concert to be held July 4th, 2026.

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 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 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.

Elgin County Pride and Parade - July 25th, 2026

Motion by K. Manuel - J. Lapadat:

THAT: The Special Events Committee supports the permit for the Elgin County Pride and Parade to be held July 25th, 2026; and further,

THAT: The Planning and Building Services Department be contacted regarding the requirements for a tent permit; 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 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 signed statement of indemnification and 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.

2026 Puppy Parade - August 8th, 2026

Motion by T. Sawyer - S. Rodaway:

THAT: The Special Events Committee supports the permit for the 2026 Puppy Parade to be held August 8th, 2026; and further,

THAT: Southwestern Public Health be contacted regarding food and beverage requirements

THAT: The Parks and Recreation Department be contacted to confirm site location and setup for the events; and further,

THAT: Pets participating in the event be leashed and/or restrained in compliance with Animal Control By-Law 71-2011.

CONFIRMED _____ CHAIRMAN

4th meeting - Special Events Committee - 5

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

Carried.

Knox Church Kirkin 'O' the Tartan Parade - September 20th, 2026

Motion by S. Rodaway - M. Vriens:

THAT: The Special Events Committee supports the permit for the Knox Church Kirkin 'O' the Tartan Parade to be held September 20th, 2026; and further,

THAT: The St. Thomas Police Department be contacted regarding traffic control 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.

Santa Claus Parade - November 21st, 2026

Al Holt, Optimist Club of St. Thomas provided an overview of the event and advised that the parade theme this year is "Christmas in Whoville".

Motion by P. Jenkins - M. Vriens:

THAT: The Special Events Committee supports the permit for the Santa Claus Parade event to be held November 21st, 2026; and further,

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

THAT: A report be submitted by the Public Works Division to Council for the road closure and drop off/removal of garbage cans; 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 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.

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

3:56 p.m. The meeting adjourned.

CONFIRMED _____ CHAIRMAN