

THE CORPORATION OF THE CITY OF ST. THOMAS
MINUTES
THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE 2025

VIA MICROSOFT TEAMS

JANUARY 14TH, 2026

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

ATTENDANCE

Members

Councillor Gary Clarke

Todd Sawyer, Supervisor, Parks and Forestry

Aaron Dooling, Purchasing and Insurance Coordinator

Angelo DiCicco, Chief Building Official

Kim Manuel, Inspector, St. Thomas Police Service

Todd Sawyer, Supervisor, Parks and Forestry

Sheila Rodaway, St. Thomas Municipal Accessibility Advisory Committee

Megan Pickersgill, Tourism Manager

Grayden Laing, St. Thomas Downtown Development Board

Dave Gregory, Fire Chief

Officials

Matt Smale, Legislative Services Coordinator

Applicants

Kyle Rolph, The Coldest Night of the Year

Joe Docherty, Railway City Music and Arts Festival

Carolyn Johnson, Railway City Road Races

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by K. Manuel - S. Rodaway:

THAT: The minutes of the meeting held on October 1, 2025 be confirmed.

Carried.

NEW BUSINESS

The Coldest Night of the Year - February 28th, 2026

The Insurance Coordinator noted that a signed statement of indemnification should also be included with the insurance certificate that was to be provided to the Treasury Department.

Motion by G. Laing - S. Saini:

THAT: The Special Events Committee supports the permit for the Coldest Night of the Year to be held February 28th, 2026; and further,

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

CONFIRMED _____ CHAIRMAN

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Railway City Music and Arts Festival - August 13th to 16th, 2026

Mr. Docherty provided an overview of the event and advised that the plans called for a similar setup as to what had occurred in 2025.

Motion by A. DiCicco - T. Sawyer:

THAT: The Special Events Committee supports the permit for the Railway City Music and Arts Festival to be held August 13th to 16th, 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 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 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.

Railway City Road Races - September 27th, 2026

Ms. Johnson advised that the event continues to grow with more runners pre-registering than ever before.

Motion by D. Gregory - A. Dooling:

THAT: The Special Events Committee supports the permit for the Railway City Road Races to be held September 27th, 2026; and further,

THAT: Southwestern Public Health be contacted regarding food/beverage requirements at 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: 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

UNFINISHED BUSINESS

NEW BUSINESS

Roads Barricades

Chief Gregory advised that the Fire Department had obtained barriers that could be filled with water to close roads at special events rather than utilizing vehicles and other apparatus.

ADJOURNMENT

3:40 p.m. The meeting adjourned.