

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

VIA MICROSOFT TEAMS

MARCH 4TH, 2026

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

ATTENDANCE

Members

Councillor Gary Clarke

Angelo DiCicco, Chief Building Official

Todd Sawyer, Supervisor, Parks and Forestry

Kim Manuel, Inspector, St. Thomas Police Service

Aaron Dooling, Purchasing and Insurance Coordinator

Kim Manuel, Inspector, St. Thomas Police Service

Sheila Rodaway, St. Thomas Municipal Accessibility Advisory Committee

Paul Jenkins, St. Thomas and District Chamber of Commerce

Officials

Matt Smale, Legislative Services Coordinator

Sherry Steadman, Legislative Services Coordinator

Applicants

Brian Elliott, Shamrock Shuffle

Kate Andrews, Flora's Walk

Katie Craig, IG Wealth Management Walk for Alzheimer's

Charlotte Smith, Hike for Hospice

Markus Hawco, First Annual Trunk Sale and National Ice Cream Day

Krista Thompson, EarlyON Children's Festival

Kim Murphy, Pawsitively Elgin Dog Festival

Fred Cahill, Outdoor Art Experience

DISCLOSURES OF INTEREST

Nil.

MINUTES

Motion by S. Rodaway - A. Dooling:

THAT: The minutes of the meeting held on January 14, 2026 be confirmed.

Carried.

NEW BUSINESS

Shamrock Shuffle - March 28th, 2026

The Supervisor, Parks and Forestry requested that non-permanent materials be used to mark the shuffle route.

Mr. Elliott advised that temporary markers would be used this year that could be removed following the event.

Motion by K. Manuel - A. DiCicco:

THAT: The Special Events Committee supports the permit for the Shamrock Shuffle to be held March 28th, 2026; and further,

THAT: The signed 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.

Floras Walk - May 2nd, 2026

Motion by A. DiCicco - S. Rodaway:

CONFIRMED _____ CHAIRMAN

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THAT: The Special Events Committee supports the permit for Floras Walk to be held May 2nd, 2026; 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,

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.

IG Wealth Management Walk for Alzheimer's - May 31st, 2026

The Supervisor of Parks and Forestry inquired which pavilion would be utilized for the event.

Ms. Craig advised that the Dance Pavilion had been rented for the event.

Motion by A. DiCicco - K. Manuel:

THAT: The Special Events Committee supports the permit for the IG Wealth Management Walk for Alzheimer's to be held May 31st, 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 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,

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.

Hike for Hospice - June 6th, 2026

Motion by A. Dooling - K. Manuel:

THAT: The Special Events Committee supports the permit for the Hike for Hospice to be held June 6th, 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 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.

CONFIRMED _____ CHAIRMAN

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Carried.

First Annual Trunk Sale - June 7th, 2026

The members discussed the number of vendors and attendees expected and the availability of parking.

Mr. Hawco advised that existing parking and grassed areas near the Dance Pavilion would be utilized for the event and that attendants would be employed to ensure orderly parking and pedestrian safety.

Motion by A. DiCicco - K. Manuel:

THAT: The Special Events Committee supports the permit for the First Annual Trunk Sale to be held June 7th, 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: Insurance and Sale of Goods permit requirements be met satisfactory to the Treasury Department; and further,

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

Carried.

EarlyON Children's Festival - June 17th, 2026

The Insurance Coordinator advised that the certificate included with the application expired in June and that the renewed certificate should be forwarded to the Treasury Department when received.

Motion by S. Rodaway - A. Dooling:

THAT: The Special Events Committee supports the permit for the EarlyON Children's Festival to be held June 17th, 2026; 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.

Restoring What Was Lost - June 27th, 2026

The members inquired if a facility had been booked, about the request for the event to be declared a municipally significant event and the use of fireworks.

The Legislative Services Coordinator advised that the applicants intended to rent the Morris Jones Bandshell, that the municipally significant event declaration was not required as no alcohol would be consumed at the event and that fireworks would not be permitted.

Motion by K. Manuel - T. Sawyer:

CONFIRMED _____ CHAIRMAN

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THAT: The Special Events Committee supports the permit for the Restoring What Was Lost to be held June 27th, 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: Insurance requirements be met satisfactory to the Treasury Department; and further,

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

Carried.

Seniors Picnic in the Park - July 8th, 2026

Motion by A. DiCicco - S. Rodaway:

THAT: The Special Events Committee supports the permit for the Seniors Picnic in the Park to be held July 8th, 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,

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.

Pawsitively Elgin Dog Festival - July 18th, 2026

Ms. Murphy provided an overview of the event and advised that this would be the fourth year that the event would be held at Pinafore Park.

The Supervisor of Parks and Forestry advised that staff would consult with the applicant regarding the placement of portable washrooms to ensure access for both park and event patrons.

Motion by A. Dooling - K. Manuel:

THAT: The Special Events Committee supports the permit for the Pawsitively Elgin Dog Festival to be held July 18th, 2026; and further,

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

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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,

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.

National Ice Cream Day - July 21st, 2026

Mr. Hawco proposed that a portion of sales be provided to sports organizations.

Motion by P. Jenkins - K. Manuel:

THAT: The Special Events Committee supports the permit for National Ice Cream Day to be held July 21st, 2026; and further,

THAT: The Parks and Recreation Department be contacted to arrange site setup prior to the event; and further,

THAT: Insurance requirements be met satisfactory to the Treasury Department; and further,

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

Carried.

Outdoor Art Experience - July 28-29th, Aug 4-5th, 11-12th, 18-19th, 2026

Mr. Cahill advised that this was the fourth year for the experience and that the event attracted participants of all skill levels.

Motion by S. Rodaway - P. Jenkins:

THAT: The Special Events Committee supports the permit for the Outdoor Art Experience to be held July 28-29th, August 4-5th, 11-12th, 18-19th, 2026; 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,

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.

UNFINISHED BUSINESS

NEW BUSINESS

CONFIRMED _____ CHAIRMAN

“Bring-Your-Own Alcohol Permit”

The Legislative Services Coordinator provided the members with an overview of new alcohol permit regulations being enacted by the Province and that a report had been provided to Council on the topic at its March 2nd, 2026 meeting.

ADJOURNMENT

4:03 p.m. The meeting adjourned.