

**THE CORPORATION OF THE CITY OF ST. THOMAS**  
**A G E N D A**  
**THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE**

**BY EMAIL**

**FEBRUARY 24, 2015**

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

**Spring Fling – Talbot Teen Centre – March 20, 2015 Pages 2-4**

**Get Active Downtown – Planning Committee – June 6, 2015 Pages 5-8**

**Four Paws for Logan – Ethan Miron – May 9, 2015 Pages 9-11**

**Holiday Fantasy of Lights – Nov 28-Dec 31, 2015 Pages 12-14**

**Big Bike – Heart and Stroke Foundation – May 13, 2015 Pages 15-17**

**Amazing Adventure – St. Thomas Kinsman – August 8, 2015 Pages 18-20**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**NEXT MEETING**

To be determined.



**Special Events Committee**  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4007  
Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT  
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO  
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

**The Organization must meet the requirements of the Special Events Manual.**

Event Name: SPRING FLING  
Date(s): March 20/15 Start Time: Noon End Time: 2 pm  
Location(s): In front of City Hall 545 Talbot St  
Organizing Group: Talbot Teen Centre  
Contact Name: Kendall O'Neill  
Address: 745 Talbot St  
Town/City: St. Thomas Postal Code: N5P 1E3  
Phone Number (519) 633-5200 x250 Cell Phone Number: (226) 984-8682  
Fax Number: 519-631-5854 Email Address: Ko'Neill@employmentserviceselgin.ca  
Expected Attendance: 50 people  
Location and number of washrooms in place: 545 Talbot St  
Will food of any kind be available at this Event? Yes ☒ No ☐  
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.  
Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒  
If Yes, please contact Elgin St. Thomas Public Health for health requirements.  
If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.  
Will there be an indoor/tent covered area used for public assembly as part of the event?  
Yes ☒ No ☐ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements. \* for BBQ

- 3 -

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?  
Yes ☐ No ☒ N/A ☐ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event? Yes ☐ No ☒  
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒  
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒  
NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the event is a Parade/Run/Walk/Pass through Sporting Event:  
Route Details (Use a separate sheet if required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Event Personnel: 5 Number of Bands in the Event: 0  
Number of Vehicles: 2 Number and Size of Tents: 1

Event Details (List all activities. Use a separate sheet if required)

Spring Fling is a pie-in-the-face fundraiser where the community votes as to who will be pie-listed participants. The top 5 votes will get a BBQ will be available as well.

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒  
Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☐ No ☒  
No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☒  
Other: \_\_\_\_\_

Has the St. Thomas Fire Department been contacted? Yes ☒ No ☐ N/A ☐

Has the St. Thomas Police Service been contacted? Yes ☒ No ☐ N/A ☐

Has Emergency Medical Services been contacted? Yes ☒ No ☐ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted? Yes ☒ No ☐ N/A ☐

Has the Parks and Recreation Department been contacted? Yes ☐ No ☐ N/A ☒  
If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

\_\_\_\_\_

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you submitted a location or site map with the application? Yes ☐ No ☒ N/A ☐

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒  
If yes, what company and how many security officers will be present? \_\_\_\_\_

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐  
If yes, how do you intend on providing that service? Volunteers Trained in First Aid

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐  
Describe: Parking across the road - washrooms located in City Hall  
event will only take 2 hours at maximum

Volunteers:  
Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒  
If yes, how many? \_\_\_\_\_  
Other types of volunteers and number: \_\_\_\_\_

*[Signature]*  
(Signature of Individual completing this application)

Feb 17/15  
Date of application

**Contacts:**

- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
| • CAO/Clerk's Dept – Municipally Significant Event           | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900           |
| • Emergency Medical Services                                 | 637-3098 Ext. 30   |
| • Environmental Services – Roads & Transportation            | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division                 | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services                 | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management                  | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer                  | 631-0210           |
| • Police Services  | 631-1224 Ext. 141  |
| • Parks & Recreation Services                                | 633-7112           |
| • St. Thomas Tourism   | 631-1680 ext. 4132 |
| • Treasury Department - Insurance                            | 631-1680 Ext. 4105 |

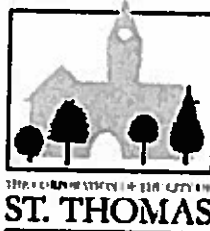
**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_

Feb 17/15

Councillor Wookey  
Chairman



Special Events Committee  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4007  
Fax: (519) 633-9019

City of St. Thomas  
Received

FEB 12 2015

City Clerks Dept.

## SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT  
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO  
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

**The Organization must meet the requirements of the Special Events Manual.**

Event Name: Get Active Downtown  
Date(s): June 6 Start Time: Set-up 7am End Time: Take down 1pm  
Location(s): Moore St.  
Organizing Group: Get Active Planning Committee  
Contact Name: Erna Arnett  
Address: 1230 Talbot St.  
Town/City: St Thomas Postal Code: N5P 1G9  
Phone Number: 519 631 9200 x 124 Cell Phone Number: 519 - 868 - 1850  
Fax Number: 519 633 0468 Email Address: earnett@elginhealth.on.ca  
Expected Attendance: 400+

Location and number of washrooms in place: \_\_\_\_\_

Will food of any kind be available at this Event? Yes ☒ No ☐

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes ☐ No ☒ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☒ No ☐

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

Moore St for the duration of the event  
There will also be a bike parade which is being coordinated  
by St Thomas Police. The run/walk event will go down  
the new trail and into Pinetree Park.

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

Parade - Moore - Centre - White - Talbot - Moore  
run/walk - Moore - trail - pinetree - Moore

Number of Event Personnel: 12-15 Number of Bands in the Event: 1

Number of Vehicles: \_\_\_\_\_ Number and Size of Tents: 4 10x10

Event Details (List all activities. Use a separate sheet if required)

live music, bike skills training, bike tune up, food, yoga,  
fun run/walks, bike parade, bike decorating, chalk drawing,  
raffle prize, community booths

Do you require Municipal Support:

Labour: Yes ☒ No ☒ Site Meeting: Yes ☒ No ☐ Water: Yes ☐ No ☒

Barricades: Yes ☒ No ☐ Traffic Control: Yes ☒ No ☐ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☐ Portable Hydro Panel Yes ☐ No ☒

Other: assistance with traffic control for fun/run/walk/route  
marshalling

Has the St. Thomas Fire Department been contacted? Yes ☒ No ☐ N/A ☐

Has the St. Thomas Police Service been contacted? involved in planning Yes ☒ No ☐ N/A ☐

Has Emergency Medical Services been contacted? Yes ☒ No ☐ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted? involved in planning Yes ☒ No ☐ N/A ☐

Has the Parks and Recreation Department been contacted? Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

No rental required

Have you obtained an Electrical Safety Authority permit (if required)?  
If yes, Permit # \_\_\_\_\_

Yes ☐ No ☐ N/A ☐

Have you obtained a Fire Hydrant connection permit (if required)?  
If yes, Permit # \_\_\_\_\_

Yes ☐ No ☐ N/A ☒

Have you obtained a Right of Way occupancy permit (if required)?  
If yes, Permit # \_\_\_\_\_

Yes ☐ No ☒ N/A ☐

Have you submitted a location or site map with the application?

Yes ☒ No ☐ N/A ☐

Has a privately licensed security firm been contacted/retained?  
If yes, what company and how many security officers will be present? \_\_\_\_\_

Yes ☐ No ☐ N/A ☒

Have you considered providing First Aid?  
If yes, how do you intend on providing that service?

Yes ☒ No ☐ N/A ☐

St. Johns Ambulance

Have you considered provisions for accessibility? i.e. parking, washrooms  
Describe: \_\_\_\_\_

Yes ☐ No ☐

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☐

If yes, how many? \_\_\_\_\_

Other types of volunteers and number: \_\_\_\_\_

G. Ansell  
(Signature of Individual completing this application)

Feb 11/15  
Date of application

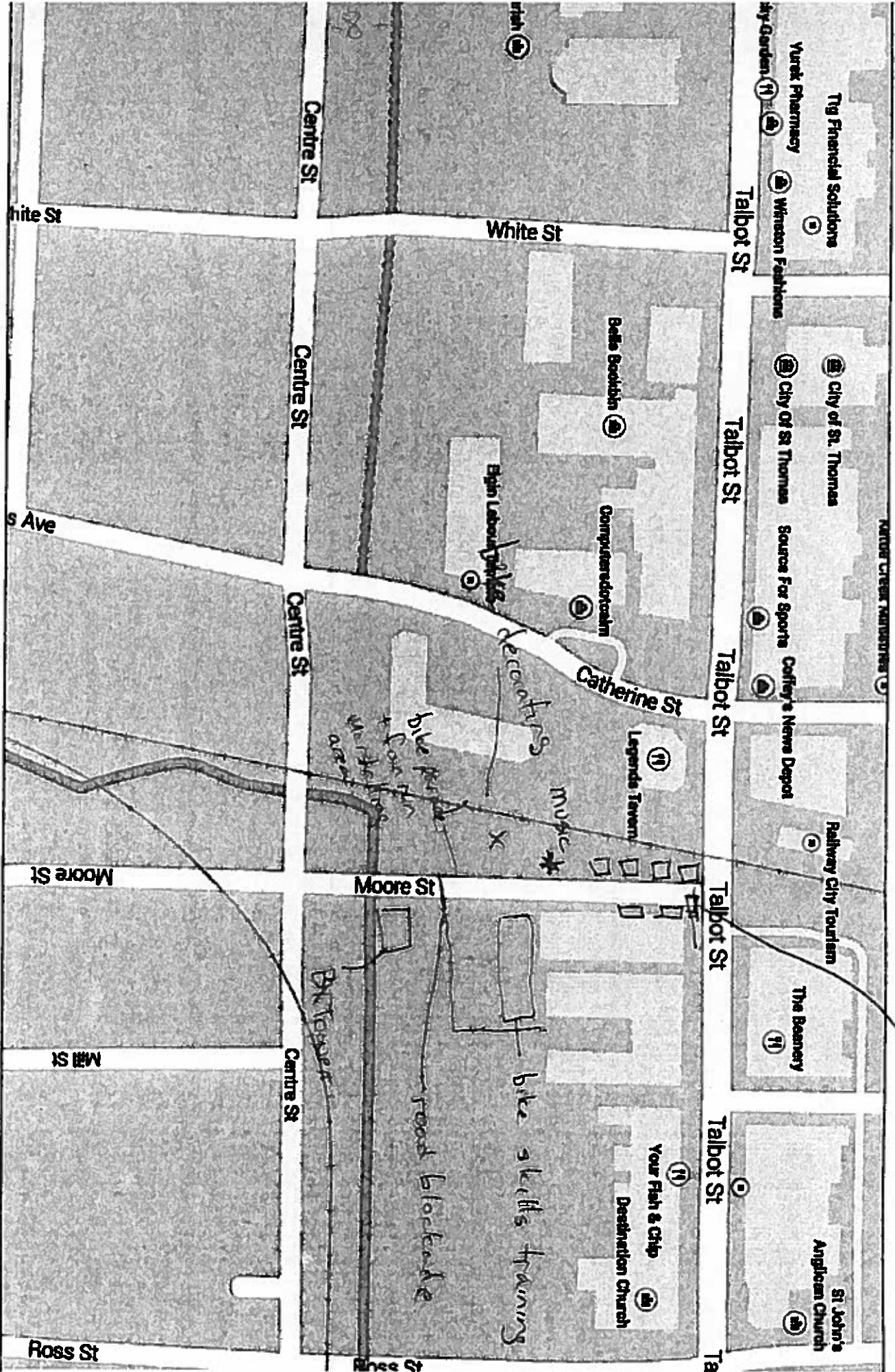
**Contacts:**

- Alcohol and Gaming Commission of Ontario (416) 326-8700
- CAO/Clerk's Dept – Municipally Significant Event 631-1680 Ext. 4007
- Elgin-St. Thomas Public Health – Healthy Environments Team 631-9900
- Emergency Medical Services 637-3098 Ext. 30
- Environmental Services – Roads & Transportation 631-0368 Ext. 5130
- Environmental Services – Building Division 631-1680 Ext. 4168
- Environmental Services – Property Services 631-1680 Ext. 4180
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- Fire Department – Fire Prevention Officer 631-0210
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- Parks & Recreation Services 633-7112
- St. Thomas Tourism 631-1680 ext. 4132
- Treasury Department - Insurance 631-1680 Ext. 4105

**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_



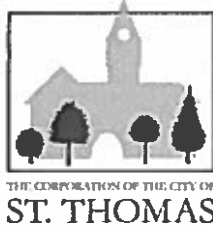
▭ - tables and/or tent



Alderman Dave Warden  
Chairman

Melanie Knapp

City of St. Thomas  
Secretary  
Received



Clerks Department  
City Hall

**Special Events Committee**  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4122  
Fax: (519) 633-9019  
Email: mknapp@stthomas.ca

FFR 18 2015

City Clerks Dept.

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**The Organization must meet the requirements of the Special Events Manual.**

Event Name: Four Paws for Logan  
Date(s): May 9/15 Start Time: 10 am End Time: 3 pm  
Location(s): EMS/ie tennis courts  
Organizing Group: \_\_\_\_\_  
Contact Name: Ethan Miron  
Address: 19 Luton Cres  
Town/City: St. Thomas Postal Code: \_\_\_\_\_  
Phone Number: 519-637-4484 Cell Phone Number: 519-777-0354  
Fax Number: \_\_\_\_\_ Email Address: Smiron04@ Rogers. com  
Expected Attendance: 80  
Location and number of washrooms in place: None

Will food of any kind be available at this Event? Yes ☒ No ☐

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes ☐ No ☒ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

-10-

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?  
Yes ☐ No ☒ N/A ☐ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event? Yes ☐ No ☒  
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒  
If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the event is a Parade/Run/Walk/Pass through Sporting Event:  
Route Details (Use a separate sheet if required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Event Personnel: 8 Number of Bands in the Event: 0  
Number of Vehicles: 8 Number and Size of Tents: 0

Event Details (List all activities. Use a separate sheet if required)

Road hockey tournament

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒  
Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☐ No ☒  
No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒  
Other: \_\_\_\_\_

\_\_\_\_\_

Has the St. Thomas Fire Department been contacted? Yes ☐ No ☒ N/A ☐

Has the St. Thomas Police Service been contacted? Yes ☐ No ☒ N/A ☐

Has Emergency Medical Services been contacted? Yes ☐ No ☒ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted? Yes ☐ No ☒ N/A ☐

Has the Parks and Recreation Department been contacted? Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

No

-11-

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☒ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☒ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you submitted a location or site map with the application? Yes ☐ No ☒ N/A ☐

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒  
If yes, what company and how many security officers will be present? \_\_\_\_\_

Have you considered providing First Aid? Yes ☐ No ☒ N/A ☐  
If yes, how do you intend on providing that service? \_\_\_\_\_

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐

Describe: getting a johnny on the spot and parkings already there.

**Volunteers:**

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? \_\_\_\_\_

Other types of volunteers and number: Referees and depends on amount of teams

Ethan Mison  
(Signature of Individual completing this application)

\_\_\_\_\_  
Date of application

**Contacts:**

- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
| • CAO/Clerk's Dept – Municipally Significant Event           | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900           |
| • Emergency Medical Services                                 | 637-3098 Ext. 30   |
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| • Environmental Services – Building Division                 | 631-1680 Ext. 4168 |
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| • Environmental Services – Waste Management                  | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer                  | 631-0210           |
| • Police Services  | 631-1224 Ext. 141  |
| • Parks & Recreation Services                                | 633-7112           |
| • St. Thomas Tourism   | 631-1680 ext. 4132 |
| • Treasury Department - Insurance                            | 631-1680 Ext. 4105 |

**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_

-12-

Councillor Wookey  
Chairman

City of St. Thomas  
Received

FEB 19 2015

City Clerks Dept



Special Events Committee  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4007  
Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

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**The Organization must meet the requirements of the Special Events Manual.**

Event Name: Holiday Fantasy of Lights  
Date(s): Nov 28 - Dec 31 Start Time: 5pm End Time: 10pm  
Location(s): Pinatore Park  
Organizing Group: \_\_\_\_\_  
Contact Name: Brenna McLellan  
Address: 248 Wellington  
Town/City: St. Thomas Postal Code: N5R 2S7  
Phone Number: 519-631-4536 Cell Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: hflights@gmail.com  
Expected Attendance: unknown

Set up  
months  
Nov. 2015

Location and number of washrooms in place: using Parks washrooms

Will food of any kind be available at this Event? Yes ☒ No ☐

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes ☒ No ☐ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☐

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:  
Route Details (Use a separate sheet if required)

Number of Event Personnel: \_\_\_\_\_ Number of Bands in the Event: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_ Number and Size of Tents: \_\_\_\_\_

Event Details (List all activities. Use a separate sheet if required)

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☒ No ☐

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☒ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☐

Other: \_\_\_\_\_

Has the St. Thomas Fire Department been contacted? Yes ☐ No ☐ N/A ☒

Has the St. Thomas Police Service been contacted? Yes ☐ No ☐ N/A ☒

Has Emergency Medical Services been contacted? Yes ☐ No ☐ N/A ☒

Has the Elgin-St. Thomas Public Health been contacted? Yes ☐ No ☐ N/A ☒

Has the Parks and Recreation Department been contacted? Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☒ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you submitted a location or site map with the application? Yes ☐ No ☐ N/A ☒

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒ N/A ☐  
If yes, what company and how many security officers will be present? looking into .

Have you considered providing First Aid? Yes ☐ No ☐ N/A ☒  
If yes, how do you intend on providing that service? \_\_\_\_\_

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐  
Describe: \_\_\_\_\_

**Volunteers:**

Will you have volunteers trained in traffic control? Yes ☐ No ☒ N/A ☐

If yes, how many? \_\_\_\_\_

Other types of volunteers and number: \_\_\_\_\_

Randal McMillan  
(Signature of Individual completing this application)

Feb 19/15  
Date of application

**Contacts:**

- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
| • CAO/Clerk's Dept – Municipally Significant Event           | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900           |
| • Emergency Medical Services                                 | 637-3098 Ext. 30   |
| • Environmental Services – Roads & Transportation            | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division                 | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services                 | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management                  | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer                  | 631-0210           |
| • Police Services  | 631-1224 Ext. 141  |
| • Parks & Recreation Services                                | 633-7112           |
| • St. Thomas Tourism   | 631-1680 ext. 4132 |
| • Treasury Department - Insurance                            | 631-1680 Ext. 4105 |

**OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_

Feb 19/15

Councillor Wookey  
Chairman  
City of St. Thomas  
FEB 23 2015  
City Clerks Dept.



Special Events Committee  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4007  
Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT  
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO  
THE EVENT

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: Heart and Stroke Foundation Big Bike  
Date(s): May 13/2015 Start Time: 2:00pm End Time: 8:00pm  
Location(s): St. Thomas - 860 Talbot St  
Organizing Group: The Heart and Stroke Foundation  
Contact Name: Jennifer Hasser  
Address: 180 - 633 Colborne St.  
Town/City: London Postal Code: N6B 2V3  
Phone Number: 519-671-0641 Cell Phone Number: 226-268-7787  
Fax Number: 519-671-6890 Email Address: jhasser@hsf.on.ca  
Expected Attendance: 150 total throughout the event  
Location and number of washrooms in place: Boston Pizza proposed site  
Will food of any kind be available at this Event? Yes ☐ No ☒

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes ☐ No ☒ If yes, please contact Elgin St. Thomas Public Health for Smoke Free Ontario Act and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

See Attached Route

Number of Event Personnel:

4

Number of Bands in the Event:

0

Number of Vehicles:

2

Number and Size of Tents:

One Small

Event Details (List all activities. Use a separate sheet if required)

The Big Bike is a 32 seat bike that is provided by 29 riders and one HSF driver. Riders ride for the Heart and Stroke Foundation. The Big Bike has a vehicle escort and does not impede traffic flow. Local and United of Big Bike is at bus stop Pizza on Talbot.

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☒

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☐ No ☒

No Parking Signs: Yes ☒ No ☐ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☒

Other: \_\_\_\_\_

Has the St. Thomas Fire Department been contacted?

Yes ☒ No ☐ N/A ☐

Has the St. Thomas Police Service been contacted?

Yes ☒ No ☐ N/A ☐

Has Emergency Medical Services been contacted?

Yes ☐ No ☒ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☐ No ☒ N/A ☐

Has the Parks and Recreation Department been contacted?

Yes ☐ No ☒ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.



Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☒  
If yes, Permit # \_\_\_\_\_

Have you submitted a location or site map with the application? Yes ☒ No ☐ N/A ☐

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒  
If yes, what company and how many security officers will be present? \_\_\_\_\_

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐  
If yes, how do you intend on providing that service? Available on Big Bike

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐

Describe: Available at Big Bike

#### Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒

If yes, how many? 0

Other types of volunteers and number: Registration - Warm up - Supervisor

[Signature]  
(Signature of Individual completing this application)

Feb. 4/2015  
Date of application

#### Contacts:

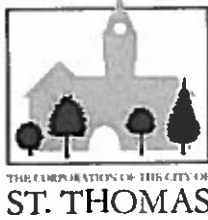
- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
| • CAO/Clerk's Dept – Municipally Significant Event           | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900           |
| • Emergency Medical Services                                 | 637-3098 Ext. 30   |
| • Environmental Services – Roads & Transportation            | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division                 | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services                 | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management                  | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer                  | 631-0210           |
| • Police Services  | 631-1224 Ext. 141  |
| • Parks & Recreation Services                                | 633-7112           |
| • St. Thomas Tourism   | 631-1680 ext. 4132 |
| • Treasury Department - Insurance                            | 631-1680 Ext. 4105 |

#### OFFICE USE ONLY

Application Received: \_\_\_\_\_

Special Events Committee Approval: \_\_\_\_\_

City of St. Thomas  
Received  
FEB 24 2015  
City Clerks Dept



**Special Events Committee**  
c/o CAO/Clerk's Dept, 545 Talbot  
St., St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4007  
Fax: (519) 633-9019

## SPECIAL EVENT PERMIT APPLICATION

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT  
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO  
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

**The Organization must meet the requirements of the Special Events Manual.**

Event Name: AMAZING ADVENTURE  
Date(s): AUG. 8/15 Start Time: 900AM End Time: 10PM  
Location(s): PINAFORE PARK BANDSHELL  
Organizing Group: ST THOMAS KINSMAN  
Contact Name: SCOTT MCCLYMONT  
Address: 9952 FLORENCE ST  
Town/City: ST THOMAS Postal Code: N5P 4N4  
Phone Number: 519 207 0100 Cell Phone Number: 519 200 1026  
Fax Number: \_\_\_\_\_ Email Address: MCCLYMONT 1963@GMAIL.COM  
Expected Attendance: 800 PEOPLE  
Location and number of washrooms in place: BANDSHELL 2  
Will food of any kind be available at this Event? Yes ☒ No ☐  
If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.  
Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒  
If Yes, please contact Elgin St. Thomas Public Health for health requirements.  
If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.  
Will there be an indoor/tent covered area used for public assembly as part of the event?  
Yes ☐ No ☒ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m<sup>2</sup> cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_

Will Alcohol be consumed at this Event?

Yes ☒ No ☐

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☒

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

Are you anticipating any road closures/traffic flow changes? Yes ☐ No ☒

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

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If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

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Number of Event Personnel: 15 Number of Bands in the Event: 5

Number of Vehicles: 2 Number and Size of Tents: \_\_\_\_\_

Event Details (List all activities. Use a separate sheet if required)

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Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☐ No ☐

Barricades: Yes ☐ No ☐ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☐ Detour Signing: Yes ☐ No ☒ Portable Hydro Panel Yes ☐ No ☐

Other: FENCING FOR BEERTENT

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Has the St. Thomas Fire Department been contacted?

Yes ☒ No ☒ N/A ☐

Has the St. Thomas Police Service been contacted?

Yes ☒ No ☒ N/A ☐

Has Emergency Medical Services been contacted?

Yes ☐ No ☒ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☒ No ☒ N/A ☐

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☒ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

bandshe ll

} yes  
before  
the  
event

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☒ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☒ N/A ☐  
If yes, Permit # \_\_\_\_\_

Have you submitted a location or site map with the application? Yes ☐ No ☒ N/A ☐

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒ N/A ☐  
If yes, what company and how many security officers will be present? \_\_\_\_\_

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐  
If yes, how do you intend on providing that service? volunteers

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐  
Describe: washrooms at bandshell

**Volunteers:**

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☒

If yes, how many? \_\_\_\_\_

Other types of volunteers and number: \_\_\_\_\_

  
(Signature of Individual completing this application)

FEB 24/15  
Date of application

**Contacts:**

- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
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| • St. Thomas Tourism   | 631-1680 ext. 4132 |
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Special Events Committee Approval: \_\_\_\_\_