

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

April 1, 2015

MINUTES

Confirmation of the minutes of the meetings held on February 4 and 24, 2015.

PETITIONS AND COMMUNICATIONS

Permit Applications

Railway City Road Races – Sep 20, 2015 Pages 2-6

Motorcycle Awareness Ride – May 3, 2015 Pages 7-10

Old Court House Street Party – June 20, 2015 Pages 11-15

Pan Am Torch Relay – June 17, 2015 Pages 16-20

Prediction: Walk/Run/Cycle Ontario Senior 55+ Games – June 12, 2015 Pages 21-25

Monsignor Morrison Day Parade – May 12, 2015 Pages 26-28

CMHA Mental Health Week Fundraiser BBQ – May 4, 2015 Pages 29-32

UNFINISHED BUSINESS

Permit Applications

Holiday Fantasy of Lights – Nov 28-Dec 31, 2015 Pages 33-35

NEW BUSINESS

NEXT MEETING

To be determined.

ADJOURNMENT

City of St. Thomas
Received

FEB 27 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: Railway City Road Races
 Date(s): Sun. Sept 20/15 Start Time: 9am End Time: 11am * setup begins 8am
 Location(s): CASO Station, Pinafore Park
 Organizing Group: RCRR Organizing Committee
 Contact Name: Corinne Ross / Nancy Lawrence
 Address: Lifemark - 140 Fish Ave / STEGH - 89 Elm St
 Town/City: St Thomas Postal Code: N5R 4E7
 Phone Number: 633-4300 Cell Phone Number: N. Lawrence - 519-619-9547
 Fax Number: 633-3334 Email Address: corinne.ross@lifemark.ca
nlawrenc@stegh.on.ca.
 Expected Attendance: 350
 Location and number of washrooms in place: CASO Station, Porta potty's on course
 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 60m² 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).

see attached diagram of route - same as
last year's route

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

Route Details (Use a separate sheet if required)

start - CASO Station, follow trail to Elm Street
enter Pinetree Park, through Lake Margaret
Southdale, Sunset. - same as last year

Number of Event Personnel: 5 Number of Bands in the Event: 1-2

Number of Vehicles: 0 Number and Size of Tents: 0

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

5 km walk/run, 10 km run, 1 km kids event
- SUNDRAISER FOR STEET

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 Signage: 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.

- 4 -

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?

St. John AmbulanceHave you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐Describe: CA30 is accessibleVolunteers: 30-50 in totalWill you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐If yes, how many? 10Other types of volunteers and number: course marshalls, registration
water stations, set up + clean up of siteNancy Lawrence
(Signature of individual completing this application)Feb 27/15
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

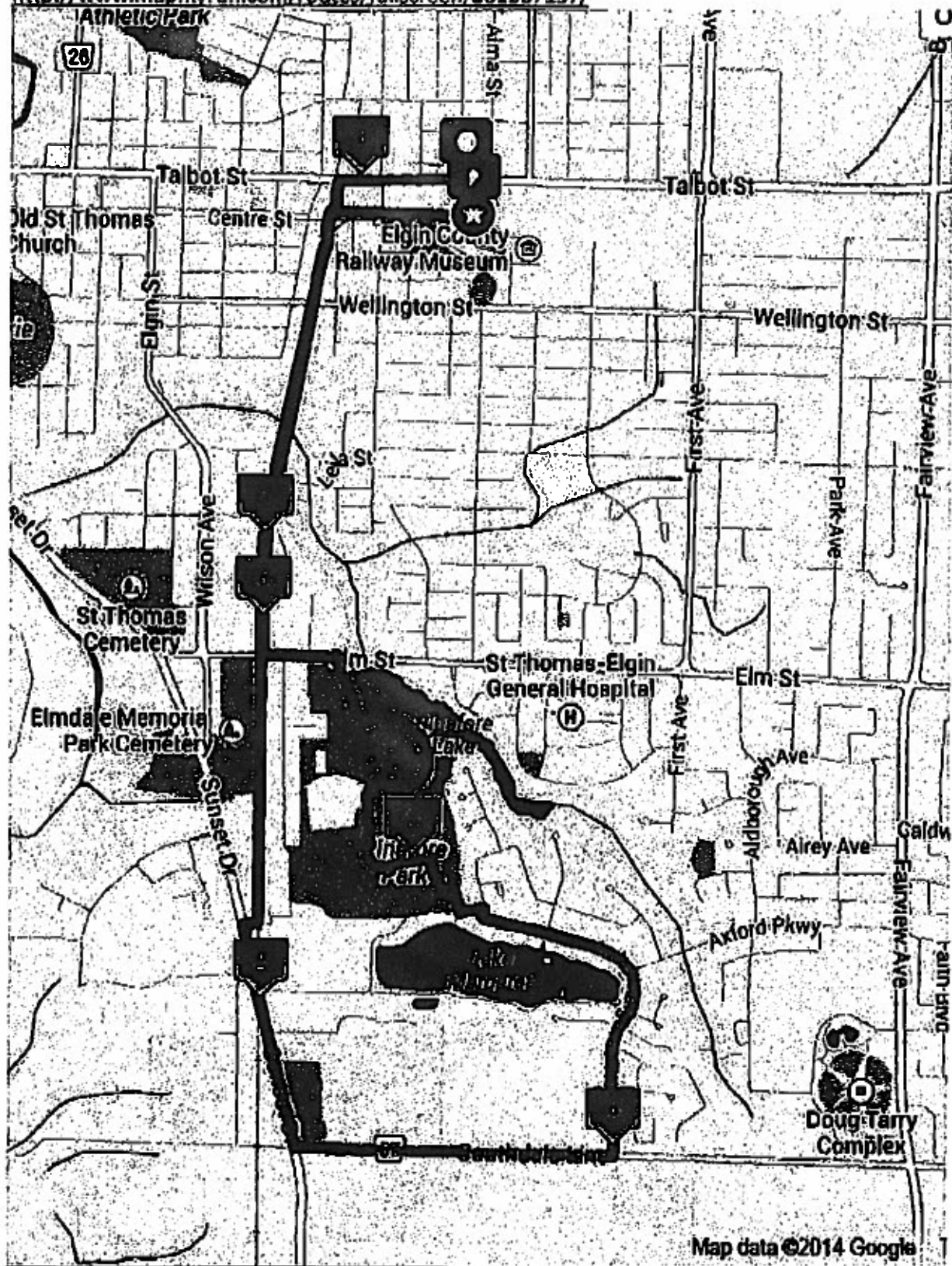
Application Received:

Special Events Committee Approval:

Feb. 27/15

Map Route

<http://www.mapmyrun.com/routes/fullscreen/361567137/>





Special Events Notification Form

99 Edward Street
St. Thomas, ON N5P 1Y8
Phone: (519) 631-9900
1-800-922-0096
Fax: (519) 633-0468
www.stthomashhealth.on.ca

Note: Regardless of Exemptions under the Food Premise Regulations, every person who intends to sell food to the public (e.g., BBQ fundraiser, church supper, etc.) must notify the Health Unit in accordance with Section 16(2) of the Health Protection & Promotion Act. Please complete and submit this form at least two weeks prior to the event date to Public Health. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. IF THERE ARE CONCERNS, THE PUBLIC HEALTH INSPECTOR WILL CALL THE PERSON(S) RESPONSIBLE TO CLARIFY.

Event Information

Name of Event: Railway City Road Races Event Location (Address): CABO Station - Talbot St
Event Date(s): Sunday Sept 20/2015 Set Up Date: Sept 20/15
Name of Your Organization: RCRR Organizing Ctte Person Responsible: Nancy Lawrence
Bus. Phone: 519 631-2030 x2184 Home Phone: 519 633-2744 Email: n.lawrence@stthomash.on.ca

Concession Site

☐ Tent ☐ Trailer ☐ Church ☒ Business Establishment ☐ Other

How is the water supplied?

☒ Municipally Supplied ☐ Well Water Supply ☐ Commercial Bottled Water

Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels

☒ fixed sink with hot & cold running water ☐ Coffee urn or portable supply with basin to catch waste water ☐ Other

What type of sink is provided for utensil washing?

☐ 2 compartment dishwashing ☐ 3 compartment dishwashing ☐ Other explain:

multiple sinks

How will you dispose of waste water?

☒ Plumbed to municipal sewer ☐ collect for disposal in sanitary facility

How will you keep food hot?

☐ steam table ☒ warmer ☐ oven ☐ grill ☐ BBQ

How will you keep food cold?

☐ freezer ☒ refrigerator ☐ Ice chests/coolers ☐ Other explain:

How will you dispose of garbage?

☒ Municipal ☐ Other explain:

Is the food prepared in a kitchen inspected by a health unit? If yes, where?

☐ Yes ☐ No ☐ Name of establishment and location:

Food/Items to be served: (please list)

Food supplier or store/business where purchased

Address

Phone

1. Yogurt	- Donations from		()
2. bananas	Foodland (Port Stanley)		()
3. chocolate milk	Briwood		()
4. Granola bars	Super store		()
5.			()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event:

Date:

Nancy Lawrence Feb 27/15

EHU 519 (Sep/12)

The Personal Information on this Special Events Notification Form is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 99 Edward Street, St. Thomas, ON N5P 1Y8; (519) 631-9900; Fax: (519) 631-3745; E-mail: estph@elginhealth.on.ca

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary

City of St. Thomas
Received



Special Events Committee
c/o Clerk's Dept, 545 Talbot St.
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4125
Fax: (519) 633-9019
Email: mknapp@city.st-thomas.on.ca

MAR 16 2015

SPECIAL EVENT PERMIT APPLICATION

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

**NOTE: AN APPLICATION MUST BE SUBMITTED TO THE SPECIAL EVENTS COMMITTEE
EVEN IF IT IS AN ANNUAL EVENT.**

Please refer to the City of St. Thomas Special Events Policy and Procedure 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 Policy & Procedure Manual.

I have received/reviewed the City of St. Thomas Special Events Policy & Procedure Manual.


(Signature of Individual completing this application)

Event Name: Mofo - cycle Awareness Ride
Date(s): May 3/15 Start Time: 2:30 PM End Time: 3:00 pm
Location(s): London - St. Thomas
Organizing Group: B.R.O. Elgin / Middlesex
Contact Name: Russell A. Robinson
Address: 364 Thompson Rd.
Town/City: London Postal Code: N52 2Z7
Phone Number: 519-686-1995 Cell Phone Number: 519-933-5518
Fax Number: _____ Email Address: _____
Sponsorship commitments (include alcohol): _____
Expected Attendance: 140

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy.

Will you be requesting your event to be deemed a Community Festival?

(Council approval required)

Yes ☐ No ☒

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)

3 at Centre of - Left on to Elgin/
Wilson - Left on to Sunset to
Pine Lake Park

Number of Event Personnel: _____

Number of Bands in the Event: _____

Number of Vehicles: _____

Number of Tractor Trailers: _____

Number of Animals in the Event: _____

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 ☒

Other: _____

Has the St. Thomas Fire Department been contacted?

Yes ☒ No ☐

Has the St. Thomas Police Service been contacted?

Yes ☒ No ☐

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

Yes ☒ No ☐

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☐

Have you obtained an Electrical Safety Authority permit (if required)?

Yes ☒ No ☐

If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)?

Yes ☐ No ☒

If yes, Permit # _____

Have you obtained a Building Permit for tents larger than 60m² (if required)? Yes ☐ No ☒
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☒
If yes, Permit # _____

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

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

Have you considered providing First Aid? Yes ☒ No ☐
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 ☒
If yes, how many? _____
Other types of volunteers: _____
If yes, how many? _____

Russell R Robinson
(Print name of Individual completing this application)

Russell R Robinson
(Signature of Individual completing this application)

Mar 17 / 15
Date of Application

Contacts:

- | | |
|---|--------------------|
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Corporate Services (Insurance) | 631-1680 Ext. 4133 |
| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 113 |
| • Parks & Recreation Services | 633-7112 |
| • Elgin-St. Thomas Public Health – Inspections Dept | 631-9900 |

OFFICE USE ONLY

Application Received: Mar. 16 / 15
Special Events Committee Approval: _____
Council Approval: Road Closure _____
Community Festival _____
Grant Request _____

Insurance:

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted with this application.

The provision of the completed and signed Statement of Indemnification below is required.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) Motorcycle Awareness Ride B.R.O.
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of (Event Name and Organizing Group) B.R.O. Awareness Ride B.R.O. Elgin/middle, its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness:

R Robinson

Name (Print):

R ROBINSON

Signed:

Russell R. Robinson

Name (Print):

Russell R. Robinson

Address:

364 Thompson Rd

Telephone:

519-686-9996

Date:

Mar 17/15

Event Name:

Awareness Ride

Organizing Group:

B.R.O. Elgin/middle

Event Dates:

May 03/15

Councillor Wookey
Chairman

City of St. Thomas
Receiver

MAR 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

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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: Old Court House Street Party
Date(s): 20 June Start Time: 4pm End Time: 12am
Location(s): 14 Prince Albert Street St Thomas
Organizing Group: _____
Contact Name: Kimberley & Timothy Parker
Address: 14 prince Albert Street
Town/City: St Thomas Postal Code: N5R1Z6
Phone Number: 6375702 Cell Phone Number: 5198723656
Fax Number: _____ Email Address: kimberleyparker@rogers.com
Expected Attendance: 150

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 60m² 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).

Requested road closure from the end of Metcalf street at Prince Albert to Prince Albert at Isabel Street.

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: Just simple street blocking barricades

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.

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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? resident nurses in attendance

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☐ No ☐
Describe: all attendees walk; bathrooms are in residents' homes.

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: _____

Kimberly Parker
(Signature of Individual completing this application)

22nd March 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: _____

Mar 24 / 15

Insurance:

- 14 -

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted with this application.

The provision of the completed and signed Statement of Indemnification below is required.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) Old Courthouse Street Party / Kimberley & Timothy Parker
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of (Event Name and Organizing Group) Old Courthouse Street Party, its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness:

Matt Smale

Name (Print): Matt Smale

Signed:

Kimberley Parker

Name (Print):

Kimberley Parker

Address:

14 Prince Albert St

Telephone:

719.637.5702

Date:

23rd March 2015

Event Name:

Old Courthouse Street Party

Organizing Group:

Event Dates:

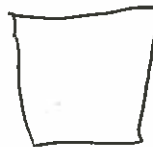
20th June 2015

Old Courthouse Area "Street Party": 20 June

 = Proposed area of street closure from 4pm - 12am, Saturday 20th June, 2015.

#19

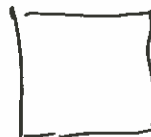
METCALF ST



#19

#17

#15



PRINCE ALBERT ST

#14

#12

#10

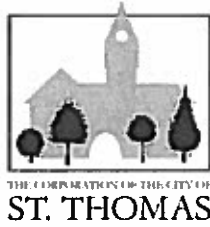
#8

SABEL STREET.

City of St. Thomas
Received

MAR 25 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

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

Event Name: Pan Am Torch Relay

Date(s): June 17 Start Time: 2pm End Time: 8pm

Location(s): Various Streets (see map) main event at L&PS Corridor

Organizing Group: St. Thomas EDC

Contact Name: Megan Pickersgill

Address: 605 Talbot Street

Town/City: St. Thomas Postal Code: N5P 1C6

Phone Number: 631-1680 x4132 Cell Phone Number: 519-871-3475

Fax Number: _____ Email Address: tourism@stthomas.ca

Expected Attendance: 1000

Location and number of washrooms in place: 3 portable washrooms behind the L&PS Station

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 60m² 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). 4pm-7pm

- Road closure on Talbot between Moore St and St. Catharines

- Road closure of Moore Street up to the parking lot (keep open bus access to parking)

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

Route Details (Use a separate sheet if required) 4:30pm start time for torch run torch run will end around 5:20pm

Starting at Talbot and Stanley street - Talbot to CIBC at Southwick (short stop here 5 min) - Southwick to Wellington -

Wellington to L&PS Corridor - Travel up corridor (convoy following on Princess to Talbot) - Stop for 10 minutes at L&PS Corridor

(arrival scheduled for 5pm at this point) - corridor at Talbot to Alma - Alma to First ave (torch run ends here)

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)

- live music (school bands)

- cadets presence in corridor

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? _____

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: _____

(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 |
| • 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: _____

Mar. 25 / 15

Insurance:

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted with this application.

The provision of the completed and signed Statement of Indemnification below is required.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) Pan Am Torch Relay and St. Thomas Economic Development Corporation shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of **(Event Name and Organizing Group)** Pan Am Torch Relay and St. Thomas Economic Development Corporation, its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: _____

Name (Print): _____

Signed: _____

Name (Print): Megan Pickersgill

Address: 545 Talbot Street

Telephone: 631-1680 x4132

Date: March 18, 2015

Event Name: Pan Am Torch Relay

Organizing Group: St. Thomas EDC

Event Dates: June 17 2015



4:30pm arrival

5 min stop

10 min stop

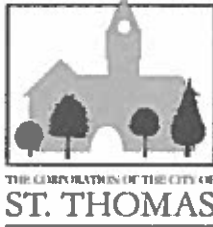
End

convoy will follow
train will run from north
Wellington to LBS station

City of St. Thomas
Received

25 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: Prediction: WALK/RUN/CYCLE events
ONTARIO Senior 55+ games DISTRICT #31
Date(s): JUN 12 Start Time: 9 AM End Time: 1 PM
Location(s): PAVED TRAILS @ Pinafore Park.
Organizing Group: OSGA 55+ games / DISTRICT 31 ELGIN/oxford
Contact Name: CAROL Chute (sec. district 31 OSGA)
Address: 51 Joyce St.
Town/City: ST. THOMAS Postal Code: N5P 3M3
Phone Number: 519 633 8862 Cell Phone Number: 519 670-8953
Fax Number: _____ Email Address: cchute63@gmail.com
Expected Attendance: 30-40

Location and number of washrooms in place: facilities @ park.

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.

- 22 -

Have you obtained a Building Permit for tents larger than 60m² 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)

We plan on using paved trails thru park
but these are events for 55+ and they
predict time they will take to complete.

Number of Event Personnel: 5-10 Number of Bands in the Event: NIL

Number of Vehicles: NIL Number and Size of Tents: NIL

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

SEVERAL DISTRICT 31 VOLUNTEERS ALONG TRAILS
TO ENSURE SAFETY FIRST.

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? _____
- Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☐ No ☒
Describe: facilities @ Park will be sufficient
- Volunteers:
Will you have volunteers trained in traffic control? Yes ☒ No ☐ N/A ☐
If yes, how many? 5-10 Depends on entries
Other types of volunteers and number: _____

Carol Blute
(Signature of Individual completing this application)

Mar 25/15
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: _____

Insurance:

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted with this application. * Ins. being

revised + available copy AFTER APR 1/15 I CAN provide
The provision of the completed and signed Statement of Indemnification below is required. ASAP.
Following Revision.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied. CC.

Statement of Indemnification

(Event Name and Organizing Group) OSGA 55+ games / DISTRICT 31
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of (Event Name and Organizing Group) OSGA 55+ games / DISTRICT 31, its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: Joan Peters

Name (Print): JOAN PETERS

Signed: Carol Chute

Name (Print): CAROL CHUTE

Address: 51 Joyce St.
ST. THOMAS

Telephone: 519-633-8862

Date: MAR 25 / 2015

Event Name: OSGA 55+ games

Organizing Group: DISTRICT 31

Event Dates: JUNE 12/15

Rain date JUN 15/15

~25-

SPECIAL EVENTS COMMITTEE

Information letter re: OSGA 55+ games / district 31

We are currently making an effort to get district 31 back on track after a short absence from the Ontario Senior Games 55+ organization. Elgin/Oxford are the two counties within the district and we are planning on holding 12-14 events in various locations within those counties begin May 20th to June 17th 2015.

St. Thomas is hosting Shuffleboard, & Contract Bridge at the St. Thomas Senior Center and Pickleball is being held at St. Joe's High School Gymnasium. Other host cities and towns are Woodstock, Ingersoll, Tillsonburg, Port Stanley and Thamesford.

We would like to hold Run/walk/cycle prediction events at Pinafore as it's a lovely park and since the events would be on one day, from 9-1pm in June, it's before the park gets too busy with summer activities.

* Our Insurance coverage is currently being revised and won't be available until after April 1st but I can get you a copy immediately after it's in place.

We will have lots of volunteers to stand along trail to be sure it goes off without a hitch and that safety measures will be followed as these participants are all over 55-years of age.

The main purpose of the games is too encourage anyone 55 and over to participate, have fun, with friendly competition. We would also like them to bring a friend along to enjoy the day and see old friends and make new ones.

If you need any further information please don't hesitate to contact me and I will do my best to answer your concerns or get the information for you. I am hoping St. Thomas will play a big part in the success of these games as the Regional Games are being held in London in Sept. and anyone that wishes to go on (winners in their divisions) can participate there and represent Elgin /Oxford district 31.

Thanks for the opportunity

to meet with your committee



Sincerely Carol Chute (secretary /31)

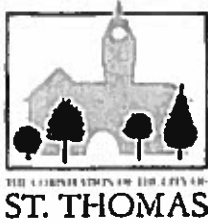
P.S. * Please find
current insurance
form - to be
revised April 1/2015.

Councillor Wookey
Chairman

City of St. Thomas
Received

MAR 25 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: MONSIGNOR MORRISON DAY PARADE
Date(s): MAY 12 Start Time: 930AM End Time: 1130am
Location(s): 10 SOUTH EDGEWARE RD
Organizing Group: MONSIGNOR MORRISON COMMITTEE
Contact Name: MARIA GIAMPA
Address: 10 SOUTH EDGEWARE RD.
Town/City: ST. THOMAS Postal Code: N5P2#2
Phone Number: 519-675-4416 Cell Phone Number: 519-639-7832
Fax Number: 675-4656 Email Address: vwalt@office.ldcsb.on.ca
Expected Attendance: 350
Location and number of washrooms in place: n/a

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 60m² 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 ☐ POSSIBLY

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures. WE HAVE SPOKEN TO ST. THOMAS POLICE

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

SOUTH EDGEWARE RD.
PARADING FROM #10 TO #95 (E/W)

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: 5 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)?
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 ☐

*WE HAVE OUR OWN
TRAINED FIRST AID*

Have you considered provisions for accessibility? i.e. parking, washrooms
Describe: GCW & POLICE ARE ON BOARD.

Yes ☒ No ☐

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☒ No ☐ N/A ☐

If yes, how many? 2

Other types of volunteers and number: _____

[Signature]

(Signature of individual completing this application)

Mar 25/15

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 |
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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:

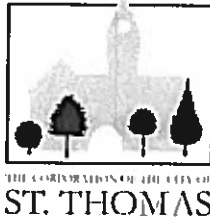
March 25/15

Councillor Wookey
Chairman

City of St. Thomas
Received

MAR 25 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: Annual CMHA Mental Health Week Fundraiser BBQ
Date(s): May 4, 2015 Start Time: _____ End Time: _____
Location(s): Hopburn Park - 442 Talbot St.
Organizing Group: Canadian Mental Health Association
Contact Name: Melisa Moore or Colleen Spenard
Address: 110 Centre Street
Town/City: St. Thomas Postal Code: N5R 2Z9
Phone Number: 519-633-1781 Cell Phone Number: _____
Fax Number: _____ Email Address: melisam@cmhaelgin.ca
Expected Attendance: _____

Location and number of washrooms in place: 2 - portable washrooms

Will food of any kind be available at this Event? 1 - accessible 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 60m² 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: picnic tables *Labour - delivery of picnic tables + garbage
garbage cans (4) (8) cauldrons

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? first aid kit on site

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: staff trained in First Aid

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: _____

Melisa Moore
(Signature of Individual completing this application)

Mar 24, 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:

March 25 / 15

Insurance:

A Certificate of Insurance is required providing proof of all applicable insurance coverages and in the amount designated by the City of St. Thomas; including the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted with this application. - will have insurance not on our timeline.

The provision of the completed and signed Statement of Indemnification below is required.

The event organizer is forewarned that an approved event may arbitrarily be altered or cancelled in response to an emergency situation. The use of this authority shall not be unreasonably applied.

Statement of Indemnification

(Event Name and Organizing Group) Mental Health Week BBQ Fundraiser - Canadian Mental Health Assoc.
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of (Event Name and Organizing Group) Canadian Mental Health Association., its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: Melisa Moore
Name (Print): Melisa Moore

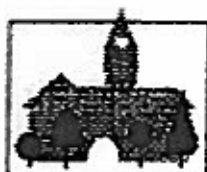
Signed: Kelly Hoogstra
Name (Print): Kelly Hoogstra - Program Director
Address: 110 Central St.
Telephone: 519-633-1781 ext. 142
Date: March 25/15
Event Name: MHW Fundraiser BBQ
Organizing Group: CMHA-Elgin
Event Dates: May 4, 2015

Councillor Wooley
Chairman

City of St. Thomas
Received

FEB 19 2015

City Clerk's Dept.



THE CORPORATION OF THE CITY OF
ST. THOMAS

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: Holiday Fantasy of Lights
Date(s): Nov 28 - Dec 31 Start Time: 5pm End Time: 10pm
Location(s): Pinatar 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: hfolights@gmail.com
Expected Attendance: unknown

Set up
months
Nov. 20

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 60m² 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: _____

Runda M. Lullon
(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 |
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| • Fire Department – Fire Prevention Officer | 631-0210 |
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| • St. Thomas Tourism | 631-1680 ext. 4132 |
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OFFICE USE ONLY

Application Received: _____

Special Events Committee Approval: _____

Feb 19/15