

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

**COMMITTEE ROOM 204**  
**CITY HALL**

**3:00 P.M.**

**September 2, 2015**

**MINUTES**

Confirmation of the minutes of the meeting held on July 2, 2015.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

**Believe in a Cure – Walk for Lou Gehrig’s Disease – September 26, 2015 Pages 2-4**

**Christmas Tree Lighting Ceremony – November 20, 2015 Pages 5-10**

**UNFINISHED BUSINESS**

**Festivals and Events Manual and Application – Proposed Changes**

Draft manual and application to be reviewed.

**Permit Applications**

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

**NEW BUSINESS**

**NEXT MEETING**

To be determined.

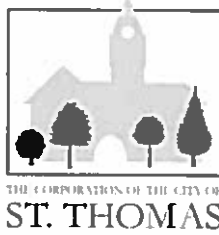
**ADJOURNMENT**

Councillor Wookey  
Chairman

City of St. Thomas  
Received

AUG 21 2015

City Clerks Dept.



- 2 - 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: BELIEVE IN A CURE - WALK FOR WOLGAST'S DISEASE  
Date(s): SEPT 26/15 Start Time: 9 AM End Time: 1 PM  
Location(s): PINAFORE PARK  
Organizing Group: BELIEVE ARMY  
Contact Name: LINDA BARBER  
Address: 140 STANLEY ST UNIT #1  
Town/City: ST THOMAS Postal Code: N5R3G5  
Phone Number: 519-637-2291 Cell Phone Number: 519-777-8685  
Fax Number: — Email Address: thebarbers@bell.net  
Expected Attendance: 200

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.

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_ - 3 -

Yes ☐ No ☒

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

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

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

Number of Event Personnel: 10 Number of Bands in the Event: 1  
Number of Vehicles: 50 Number and Size of Tents: 8

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

WALK 5 Km (LAPS AROUND) PARK

SPEECHES

MUSIC

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?

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: PARKING @ FAIRLAWN.

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☐ No ☒ N/A ☐

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

Other types of volunteers and number: REGISTRATION ETC 10

Jinda Buba  
(Signature of Individual completing this application)

JAN 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: \_\_\_\_\_

Hello,

Reference: Christmas Tree Lighting Ceremony

The St Thomas Downtown Development Board is planning their Annual Christmas Tree Lighting Ceremony to kick off the 2015 Christmas Season.

Once again we are submitting a Special Events Application to City Hall to obtain permission to hold this event.

As required by the Special Event Permit Application we want to supply our information directly to you.

Date: Friday November 20, 2015

Location: Road closure on Mondamin Street from Talbot Street to Curtis Street

Time: Setup at 5:00pm to cleanup at 8:00pm

We are asking for your help please:

**Public Health:** We will be serving Hot Chocolate and Apple Cider as supplied by Talbot Teen Centre or Legends Restaurant

**Fire Dept:** We are asking the St Thomas Fire Department to once again transport Santa Claus to and from the event via City Fire Truck.

**Parks Dept:** 6 picnic tables and 4 garbage cans requested please

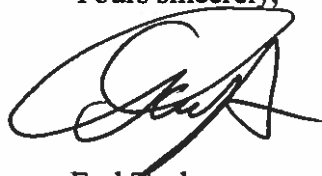
**Roads Dept:** Road Closure and barricades at Talbot and Mondamin Street and Mondamin and Curtis Street

**City:** Use of public washrooms - security contracted by DDB, electrical source for entertainment and tree lighting, permission to install a 2' x 4' sign in front of the City Hall tree 2 weeks prior to the event.

**CAO and Council:** Since this is a significant holiday event we are asking the city to deem this a Municipally Significant Event

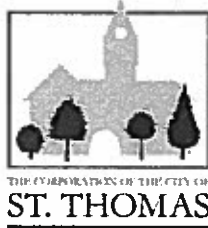
Thank you in advance for your help with our event and I extend a personal invitation to each of you and your teams to attend and celebrate this Christmas kickoff event with us.

Yours sincerely,



Earl Taylor  
DDB Chair

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**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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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: DDB CHRISTMAS TREE LIGHTING CEREMONY  
Date(s): FRI NOV 20/15 Start Time: 5:00pm End Time: 8:00pm  
Location(s): MUNDAMIN STREET - Talbot to Curtis  
Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD  
Contact Name: EARL TAYLOR  
Address: 545 TALBOT ST  
Town/City: ST THOMAS Postal Code: N5P 3V7  
Phone Number: 519-633-5248 Cell Phone Number: 519-670-9223  
Fax Number: \_\_\_\_\_ Email Address: ddb@stthomas.ca  
Expected Attendance: 300+  
Location and number of washrooms in place: CITY HALL WASHROOMS - 4 Y NOON  
Will food of any kind be available at this Event? Yes ☒ No ☐ SECURITY  
HOT CHOCOLATE & COOKIES  
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. TO PROVIDE COVER FOR SANTA CLAUS

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

Yes ☐ No ☐ N/A ☒ If yes, Permit # \_\_\_\_\_ - 7 -

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).

ROAD CLOSURE BARRICADES AT MONDAMIN AND TALBOT  
+ MONDAMIN AND CURTIS

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

Route Details (Use a separate sheet if required)

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

Number of Vehicles: CITY FIRE TRUCK Number and Size of Tents: 1 8x8

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

5:30 MUSIC, 5:45 SANTA, 6:00 TREE LIGHTING  
5:30-8:00 TREATS, 8:00 CLEANUP

Do you require Municipal Support: ☒ PARKS 6 PICNIC TABLES + 4 GARBAGE

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

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? LYNDON

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: CITY ROADS/SIDEWALKS, ACCESSIBLE CITY HALL WASHROOMS

**Volunteers:**

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

If yes, how many? 4

Other types of volunteers and number: DDB MEMBERS ON SITE



(Signature of Individual completing this application)

AUG 21 / 14

Date of application

**Contacts:**

- |  |                    |
|--|--------------------|
| • Alcohol and Gaming Commission of Ontario                   | (416) 326-8700     |
| • CAO/Clerk's Dept – Municipally Significant Event           | 631-1680 Ext. 4007 |
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**OFFICE USE ONLY**

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

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





## Special Events Notification Form

99 Edward Street  
St. Thomas, ON N5P 1Y8  
Phone: (519) 631-8800  
1-800-922-0086  
Fax: (519) 633-0488  
www.elginhealth.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: <b>DOB TREE LIGHTING</b>		Event Location (Address): <b>MONDAMIN STREET</b>	
Event Date(s): <b>FRI NOV 20, 2015</b>		Set Up Date: <b>NOV 20/15</b>	
Name of Your Organization: <b>ST THOMAS DOWNTOWN DEVELOPMENT BOARD</b>		Person Responsible: <b>EARL TAYLOR</b>	
Bus. Phone: (519)-670-9223		Home Phone: ( )	
		Email: <b>Earl.taylor@sympatico.ca</b>	

### Concession Site:

<input type="checkbox"/> Tent	<input type="checkbox"/> Trailer	<input type="checkbox"/> Church	<input type="checkbox"/> Business Establishment	<input type="checkbox"/> Other <b>MONDAMIN STREET</b>
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### How is the water supplied?

<input checked="" type="checkbox"/> Municipally Supplied	<input type="checkbox"/> Well Water Supply	<input type="checkbox"/> Commercial Bottled Water
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### Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels

<input checked="" type="checkbox"/> Fixed sink with hot & cold running water	<input type="checkbox"/> Coffee urn or portable supply with basin to catch waste water	<input type="checkbox"/> Other
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### What type of sink is provided for utensil washing?

<input type="checkbox"/> 2 compartment dishwashing	<input type="checkbox"/> 3 compartment dishwashing	<input checked="" type="checkbox"/> Other explain: <b>DELIVERED &amp; RETURNED TO RESTAURANT</b>
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### How will you dispose of waste water?

<input checked="" type="checkbox"/> Plumbed to municipal sewer	<input type="checkbox"/> collect for disposal in sanitary facility
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### How will you keep food hot? **COFFEE URNS**

<input type="checkbox"/> steam table	<input type="checkbox"/> warmer	<input type="checkbox"/> oven	<input type="checkbox"/> grill	<input type="checkbox"/> BBQ
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### How will you keep food cold? **NOT REQUIRED**

<input type="checkbox"/> freezer	<input type="checkbox"/> refrigerator	<input type="checkbox"/> Ice chests/coolers	<input type="checkbox"/> Other explain:
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### How will you dispose of garbage?

<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> Other explain:
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### Is the food prepared in a kitchen inspected by a health unit? If yes, where?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Name of establishment and location: <b>LEGENDS RESTAURANT / TALBOTTEEN CENTRE</b>
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Food/Items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1. HOT CHOCOLATE	LEGENDS OR TTC	600 TALBOT	(519) 637-1567
2.		745 TALBOT	(519) 631-8826
3.			( )
4.			( )
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: **8/21/14**

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

CURTIS STREET

BARRICADES

///

EVENT

ST THOMAS DOWNTOWN  
DEVELOPMENT BOARD  
ANNUAL CHRISTMAS  
TREE LIGHTING CEREMONY  
FRIDAY NOVEMBER 21, 2014  
5:00pm - 8:00pm  
SETUP CLEANUP

6 PICNIC  
TABLES

4 GARBAGE  
CANS

MONDAMIN  
STREET

ACCESSIBLE  
WASHROOMS

X ELECTRICAL

CITY 545  
HALL TACBOT  
STREET

X ELECTRICAL

BARRICADE

FIRE TRUCK

DELIVERING  
SANTA CLAUS 6-7pm

TACBOT STREET

