

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

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

**3:00 P.M.**

**December 2, 2015**

**MINUTES**

Confirmation of the minutes of the meetings held on November 4, 2015.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

Arthur Voaden Secondary School – Voaden Leads Change! Kindness... Run With It! – April 30, 2016 Page 2-6

St. Thomas-Elgin General Hospital Foundation – 2016 World Tubing Championships – February 12-13, 2016 Page 7-25

**UNFINISHED BUSINESS**

Festivals and Events Manual and Application – Proposed Changes **Provided as Separate Attachments**

Final draft of manual and application to be reviewed.

**Permit Applications**

**NEW BUSINESS**

**NEXT MEETING**

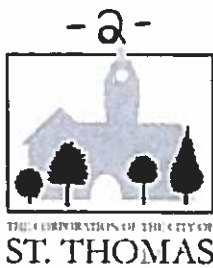
To be determined.

**ADJOURNMENT**

City of St. Thomas  
Received

NOV 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: Varden Leads Change! Kindness... Run With It!  
Date(s): Apr. 30/2016 Start Time: 8:30am End Time: 12:00 pm  
Location(s): 41 Flora St - St Thomas - ON  
Organizing Group: Committee - Arthur Varden SS + group of individuals  
Contact Name: Wendy Dermo  
Address: 555 Talbot St  
Town/City: St. Thomas Postal Code: N5P 1C5  
Phone Number: 519-633-3400 Cell Phone Number: \_\_\_\_\_  
Fax Number: 519-637-5347 Email Address: wendy\_dermo@cooperators.ca  
Expected Attendance: 350

Location and number of washrooms in place: inside Arthur Varden Secondary School  
(multi male / female + accessible 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).

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

Route Details (Use a separate sheet if required)

See attached route example - this will be an out + back run - will not cross Talent St - will have 2 volunteers at each turn on route - and Police officers will be on route (as per their recommendation of # used)

Number of Event Personnel: 40 Number of Bands in the Event: 0

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

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

2K, 5K, or 10K Walk/Run - Prizes for fastest 5K + 10K run times. Participants will meet at Arthur Vaden to register + start race, and will meet back there after ~~race~~ walk/run to hand out prizes.

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.

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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? React

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐  
Describe: outdoor event, level ground main floor accessibility

**Volunteers:**

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

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

Other types of volunteers and number: 20 people (2 per turn) on the route, 6 people on bikes monitoring route (reflective vests), 14 people (start/finish line, setup/takedown registration, etc).

P. Dermo  
(Signature of Individual completing this application)

24-11-2015  
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: \_\_\_\_\_





ELGIN ST. THOMAS  
PUBLIC HEALTH

- 5 -

## 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.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: Vooden Leads Change! Kindergarten Room with it		Event Location (Address): 41 Flora St., St. Thomas, ON, N5P 1Y8	
Event Date(s): April 30 / 2016		Set Up Date: April 30 / 2016	
Name of Your Organization: Vooden Leads Change!		Person Responsible: Wendy Dermo	
Bus. Phone: ( ) 519-633-3600	Home Phone: ( ) 519-207-1199	Email: wendy-dermo@cooperators.ca	
Concession Site: <input checked="" type="checkbox"/> Not selling or preparing food - only purchased food will be donated by local restaurant/business + bottled water.			
<input type="checkbox"/> Tent	<input type="checkbox"/> Trailer	<input type="checkbox"/> Church	<input checked="" type="checkbox"/> Business Establishment
<input type="checkbox"/> Other			

### How is the water supplied?

<input type="checkbox"/> Municipally Supplied	<input type="checkbox"/> Well Water Supply	<input checked="" 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? N/A

<input type="checkbox"/> 2 compartment dishwashing	<input type="checkbox"/> 3 compartment dishwashing	<input type="checkbox"/> Other explain:
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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? N/A

<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? N/A

<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? N/A

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Name of establishment and location:
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Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1.			( )
2.			( )
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:

Wendy Dermo

24/11/2015

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

## St Thomas



NOV 25 2015

City Clerks Dept.



Wednesday, November 25<sup>th</sup>, 2015

**RE: 2016 World Tubing Championships**

Special Events Committee -

I would like to thank you in advance for the time and consideration that you have shown the St. Thomas Elgin General Hospital Foundation's application to host the 2016 World Tubing Championships at Waterworks Park.

This one-of-a-kind event, a winter carnival with an epic, no skills necessary tubing competition as its flagship event, will raise important funds to keep our community's most vulnerable newborns safe and as close to home as possible.

Honorably Chaired by Joe Thornton and Presented by Impressions Printing, the World Tubing Championships will have all the trappings of a professional sporting event, but with no discernible skill required.

100 teams of four, each raising \$1,000, will race nearly 300 metres in pursuit of winter-sporting glory and the prestigious title of World Tubing Champion. This event won't just keep babies safe, it will put our community on the map. The event is free for spectators and open to every age. Participants in the tubing competition must be at least 10 years of age.

Already, more than two dozen local organizations – see list below – have stepped up to support this event. Importantly, because of the seasonal nature of our activity, one purpose of this letter is to ask your Committee to consider some early works projects that weather permitting, we hope to take place next Thursday, December 3<sup>rd</sup>, 2015, and Friday, December 4<sup>th</sup>, 2015.

In short, and this has already been discussed with the Director of Parks and Recreation, we would like to:

- Remove superfluous fencing.
- Move existing mulch to create the primary curve in the event.
- Add fill to create a more natural slope on the exit of run into the bowl of the park.
- Remove two trees – one for safety, the other for access. We will replace these in a mutually agreeable way.
- Remove rocks and other debris for safety.



**As you will learn from the group of partners we've pulled together, the Foundation has the tools, expertise, and community leadership to get this done properly, on time, and in the spirit of what is best for our community.**

Our first year event includes an Opening Ceremonies crafted by the Elgin Theatre Guild with fireworks sponsored by Railway City Tourism. It includes a bonfire offering free s'mores (or by donation) from the Railway City Rotary, to make sure everyone in this community, even if they're not competing, can participate in this free event.

Indeed, the 2016 World Tubing Championships will include sleigh and/or wagon rides, ice carving, live entertainment, and be a festival that celebrates rather than condemns winter sports, in a family-friendly, iconic Canadian-setting... all the while raising money to keep babies safe.

Moreover, our partnership will build towards an even greater event to celebrate Canada's 150<sup>th</sup> Birthday in 2017! The City of St. Thomas is ready for this event, the Foundation is, and we're hopeful you are too!

I will be at the Special Events Committee meeting next week and am happy to answer any questions you may have at that time in person.

All the Best,



Paul Jenkins  
Executive Director  
St. Thomas Elgin General Hospital Foundation

ItsOURHospital.ca  
TheWorlds.ca





**2016 World Tubing Championships Partners**

Impressions Printing  
Advanced Motorsports  
Callon Dietz  
Coad Heating & Plumbing  
Columbia Sportswear  
Diply.com  
Easy 101  
Fanshawe College  
Fertility Ontario  
Geerlinks Home Hardware  
H. Broer Equipment & Sales  
Jack 102.3  
Joe Thornton  
JWA Group  
Koolen Electric  
Midtown Tavern  
myFM 94.1  
Railway City Tourism  
Simply Pure Water  
St. Thomas RENT ALL  
Steelway Building Systems  
Streib Trucking  
Talesy Contracting  
Vesta Parenting Centre  
Weaver Fishing  
Wildflowers Farms



**Special Events Committee**  
c/o CAO/Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3v7  
Phone: (519) 631-1680 Ext. 4007  
F : 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.

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**Event Name: 2016 World Tubing Championships ([www.TheWorlds.ca](http://www.TheWorlds.ca))**

**Date(s): Friday, February 12<sup>th</sup>, 2016, from 2 p.m. until 10 p.m., and Saturday, February 13<sup>th</sup>, 2016, from 8 a.m. until 8 p.m. (Family Day Weekend)**

**Location(s): Waterworks Park**

**Organizing Group: St. Thomas Elgin General Hospital Foundation**

**Contact Name: Paul Jenkins, Executive Director**

**Address: 189 Elm Street, St. Thomas, Ontario, N5R 5C4**

**Phone Numbers: 519.631.2030 x2247 or 519.200.1232**

**Email Address: [pjenkins@stegh.on.ca](mailto:pjenkins@stegh.on.ca) or [foundation@stegh.on.ca](mailto:foundation@stegh.on.ca)**

**Expected Attendance: 2,000 day one; 5,000 day two**

**Location and number of washrooms in place: TBD & 50 (including at least 5 fully accessible washrooms and two hand washing stations.**

Will food of any kind be available at this Event? **Yes**

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

Will there be a Petting Zoo or Animals at this Event? **Yes**

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

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

*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)?

**N/A**

Will Alcohol be consumed at this Event? **Yes**

*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**

*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**

*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).

**We will restrict access to Waterworks Park to emergency professionals, transportation team leads, as well as other volunteers/sponsors. Public access by car will not be allowed.**

Number of Event Personnel: ~100

Number of Bands in the Event: **Currently one.**

Number of Vehicles: TBD

Number and Size of Tents: **20 10x10 pop ups with sidewalls.**

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

**Sleigh/Wagon Rides**

**Tubing**

**Bonfire with s'mores**

**Ice Carving**

**Live Entertainment**

**Fireworks**

Do you require Municipal Support?

Labour: **Yes** – but only specific to Waterworks Park. Support in moving some picnic tables, for example.

Site Meeting: **Yes** – in fact, we have regularly been meeting with the Director of Parks and Recreation to keep them up to speed on all aspects of this event.

Water: **Yes**

Barricades: **Yes**

Traffic Control: **Yes**

Hydro: **No.** We will provide our own energy source. **H. Broer Equipment and Services** is donating their generators for this event. These are the same used at the **Relay for Life**.

Parking Signs: **We are happy to respond to this question, but do not fully understand the request.**

Detour Signing: **See above.**

Portable Hydro Panel: **No.**

Has the St. Thomas Fire Department been contacted? **Yes.**



Has the St. Thomas Police Service been contacted? **Yes.**

Has Emergency Medical Services been contacted? **Yes.**

Has the Elgin—St. Thomas Public Health been contacted? **Yes.**

Has the Parks and Recreation Department been contacted? **Yes.**

*If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.* **No. But we will. We'd like to rent both pavilions, but currently only plan on using the north one.**

Have you obtained an Electrical Safety Authority permit (if required)? **Not yet, but Koolen Electric is the 2016 World Tubing Championship electrician of record.**

*If yes, Permit #*

Have you obtained a Fire Hydrant connection permit (if required)? **Not yet.**

*If yes, Permit #*

Have you obtained a Right of Way occupancy permit (if required)? **N/A**

*If yes, Permit #*

Have you submitted a location or site map with the application? **YES.** We've included a topographical map of the actual tubing competition track, as well as a general sitemap of the proposed area. You'll note the covering letter too, which makes several specific and time-sensitive requests regarding lease-hold improvements to Waterworks Park we would like to make in December.

Has a privately licensed security firm been contacted/retained? **NO,** but we will likely work with either the St. Thomas Police Department (multiple officers are either participating, helping in the planning of the event, or both). Otherwise, we will likely work with Lyndon Security.

Have you considered providing First Aid? **YES**

St. John's Ambulance. This is secured. We will also likely have a ski patrol, and event sponsor Advanced Motorsports will provide either snowmobiles or

ATVs to be able to move above the event location. We also anticipate EMS entering a team.

Have you considered provisions for accessibility? YES

*Describe:* Fully accessible toilets will be available. Transportation will be offered to and from the event location.

*Volunteers:* Various civic organizations.

*Will you have volunteers trained in traffic control? If required, yes.*

If yes, how many? Determined by best practices.

Other types of volunteers and number:

200. Each element of the event will be "owned" by a specific volunteer. The overall co-ordination of the event is being undertaken by the Foundation.

Paul Jenkins, Executive Director of the St. Thomas Elgin General Hospital Foundation

Date of application: Wednesday, November 25<sup>th</sup>, 2015

- 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 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

Signatures  
only.



**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 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: \_\_\_\_\_  
Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Location(s): \_\_\_\_\_  
Organizing Group: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_

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).

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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: \_\_\_\_\_ 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)

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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: \_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_

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)

25 NOV 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: \_\_\_\_\_



ST. THOMAS  
**Parks**  
and  
*Recreation*

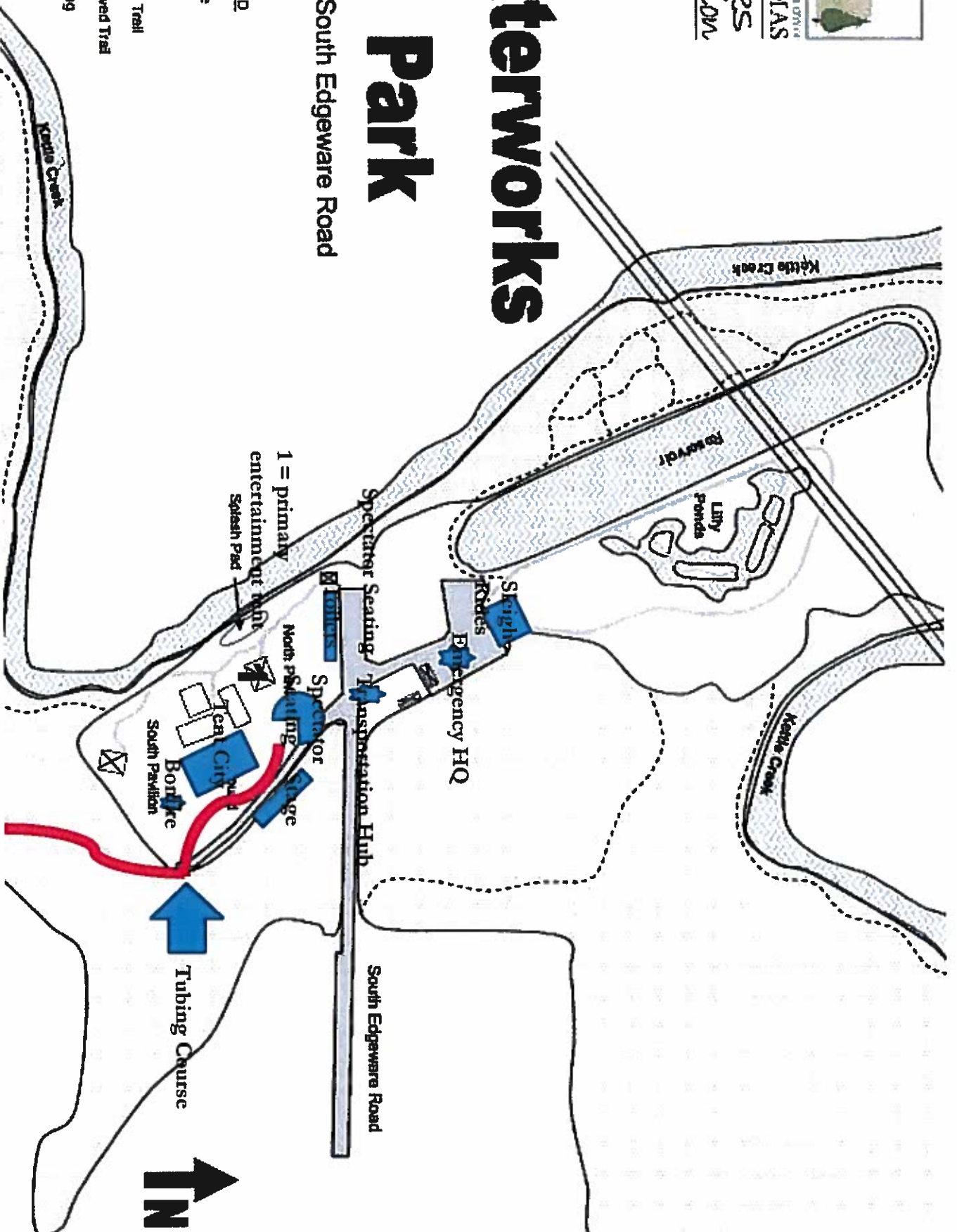
- 18 -

# Waterworks

## Park

2 South Edgeware Road

- LEGEND**
- Ravine
  - Water
  - Paved Trail
  - Un-paved Trail
  - Building



CITY OF ST. THOMAS

TOPOGRAPHICAL SURVEY  
OF PART OF  
WATERWORKS PARK

IN THE  
CITY OF ST. THOMAS  
ELGIN COUNTY  
SHEET NO. 1

1" = 100' (Horizontal)  
1" = 100' (Vertical)

DESCRIPTION:

THESE PLANS ARE OF THE PROPERTY OF THE CITY OF ST. THOMAS, ONTARIO, CANADA, AND ARE NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER.

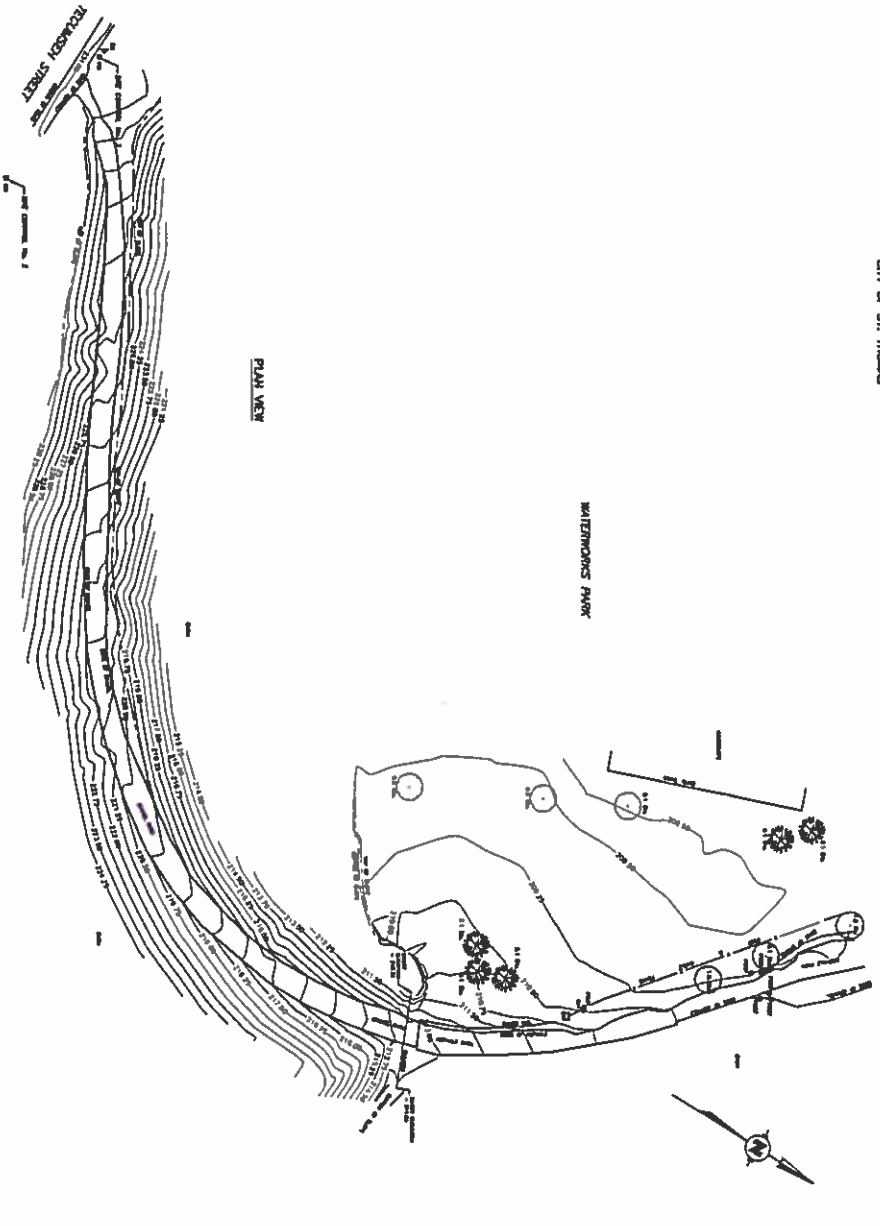
SITE CONTROL:

1. THE SURVEY WAS CONDUCTED BY THE CITY ENGINEER, ST. THOMAS, ONTARIO, CANADA, IN THE MONTH OF MAY, 1994.  
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NOTES:

1. ALL SURVEY POINTS WERE ESTABLISHED BY THE CITY ENGINEER, ST. THOMAS, ONTARIO, CANADA, IN THE MONTH OF MAY, 1994.  
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-19-



LEGEND:

SYMBOL	DESCRIPTION
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SCAFFOLD VIEW

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Calvin Dietz  
ONARIO LAND SURVEYORS  
LONDON, ONTARIO  
TEL: 519-872-4239  
FAX: 519-872-4239  
WWW.CALVINDIETZ.COM

## Ken, Ashleigh, & Carole -

A lot of great things get their start in Elgin County! Rachel McAdams, Joe Thornton, and perch tacos, to name just three.

But wait, there's more! Next winter, our community is set to play host to the first-ever, no skills necessary, World Tubing Championships, the foremost tubing competition this side of the Milky Way.

In fact, Joe Thornton is serving as the Honorary Chair, we've already arranged for perch tacos to be onsite, and if my tenacity pays off, our hometown Hollywood star will somehow be involved!

Indeed, we're up to big things in Elgin County, and in the 21<sup>st</sup> century, this also includes incubating the fastest growing website on Earth, Dibly.com, our latest event partner.

**We invite Columbia Sportswear to get in on the ground floor of the next great fundraising event!**

While almost all events of this scale, calibre, and potential, are for-profit entities, every dollar raised at the World Tubing Championships will be used to renovate **OUR** award-winning Hospital's Special Care Nursery, keeping our community's most fragile patients healthy and as close to home as possible.

Paul Jenkins  
Executive Director



Our logos already look great together! Columbia has been outfitting Canadians since 1938, and in 2016 we want them to be the participants, volunteers, and spectators of the World Tubing Championships!



The only thing missing is



SATURDAY, FEBRUARY 13TH, 2016 IN ST. THOMAS, ONTARIO  
WINTER CARNIVAL BY DAY • COMPETITION TUBING BY NIGHT.  
GET STARTED AT TAKEONE4OURTEAM.CA

OUR HOSPITAL • 1450 W. WINDERMERE AVENUE • ST. THOMAS, ONTARIO N5P 1A1 • TEL: 519-221-1111 • FAX: 519-221-1112



# EVENT 101

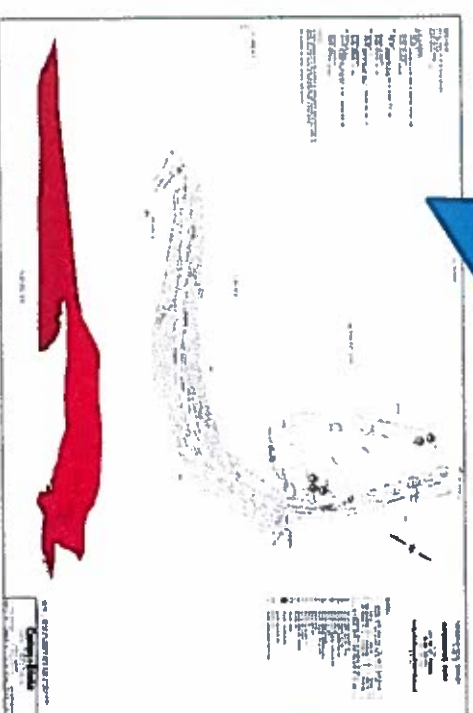
The 2016 World Tubing Championships is a family oriented winter carnival with an epic tubing competition as its flagship event.

One hundred teams of four will race through the woods of Water Works Park in pursuit of winter sporting glory, as well as to support the health of our community's most vulnerable newborns.

The 2016 World Tubing Championships will have all the trappings of a professional sporting event, but with no discernible skill required.

Already, more than 30 teams are registered for our inaugural event, a Family Day extravaganza of Canadiana, community, and Columbia Sportswear activation!

A Jumbo-sized thanks to Calton-Dietz for surveying our natural luge course. Nearly a half kilometre long and descending more than 20 metres into the majestic Kettle Creek Valley, our run offers thrilling fun for just about every age and ability!



**Each of the 100 teams will raise at least \$1,000 to participate – 100% of which is eligible for a charitable tax receipt.**





The 2016 World Tubing Championships is targeted towards 30, 40 and 50 year old parents with young children looking for a meaningful way to spend time together on Family Day. We anticipate more than 5,000 spectators to converge on Elgin County for this one-of-a-kind sporting event. Spectators won't just enjoy exercise and entertainment, however, they will have the chance to engage with local and national brands in an emotionally impactful setting. Columbia Sportswear is invited to be the flagship tenant for the 2016 World Tubing Championships... an event tailor made for sponsor activation and story-telling in 2016 and beyond!



## OUR PURPOSE



# OUR VALUE

Family Day is a relatively untapped time on the event calendar and ripe for philanthropic/corporate engagement. Columbia Sportswear doesn't just have the opportunity to curate the World Tubing Championships event experience, but to take ownership of Ontario's newest holiday!

## CUSTOM ACTIVATION OPPORTUNITIES ON DEMAND

Columbia Sportswear inclusion in a comprehensive Ad-Buy (print, broadcast, digital, & out-of-home/in-Hospital) starting in October.	Columbia Cabin - a fully branded, heated pavilion where Columbia can put their product in the hands of participants, volunteers, and spectators alike.	Online activation of Columbia Sportswear's support to 2,000 Facebook fans, 850 Hospital employees, and more than 5,000 donors.
---	--	--

Comprehensive Earned Media Campaign starting in September. myFM 94.1, and Easy 101 are already event partners.	Columbia Sportswear logo on tubes, media background, as well as all event signage and marketing material.	Team Columbia. Complete 360 degrees of sponsorship by entering a Team Columbia in the event.
--	---	--

Columbia Pop-Up Store - location TBD	Columbia Sportswear's London store as the kit pick up location.	2.2 million monthly impressions in St. Thomas/London through <a href="http://Diply.com">Diply.com</a>
--------------------------------------	---	---

Columbia brand integration into event logo. It becomes the 2016 Columbia World Tubing Championships.

Leverage Joe Thornton's support and get him to put a toque on his golden mullet!

Activate in advance by sponsoring a torch run from Vienna, to Copenhagen, to London, and symbolically light the World Tubing Championships bonfire!



# THE ASK

PARTICIPANTS	VOLUNTEERS	SPECTATORS	ODDITIES
Toques - fundraising incentive item. (500)	Toques - volunteer incentive item. (200)	Toques for sale with portion returning to charity.	2016 World Tubing Championship sign on Columbia rooftop off of 401.
Mittens - fundraising incentive item. (500)	Mittens - volunteer incentive item. (200)	Mittens for sale with portion returning to charity.	Torch Run or Opening Ceremonies sponsor!
\$25 gift cards - fundraising incentive item. (500)	Jackets - volunteer incentive item. (200)	Custom activation opportunity.	Activation on Columbia's Facebook page and through digital marketing.





# CONTACT US

We want to take you on a picnic to Water Works Park and answer any questions you may have! Let us know a date that works for you and we'll bring lunch.

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Visit [TakeONE4OURTeam.ca](http://TakeONE4OURTeam.ca) to learn more.