

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.

March 2, 2016

MINUTES

Confirmation of the minutes of the meeting held on February 3, 2016.

PETITIONS AND COMMUNICATIONS

Permit Applications

St. Thomas Kinsmen Club – Easter Egg Hunt – March 26, 2016 Pages 2-7

St. Thomas & District Right to Life – St. Thomas Respect Life Walk-A-Thon – May 14, 2016 Pages 8-12

Elgin Teddy Bear Picnic Committee – St. Thomas Teddy Bear Picnic – June 15, 2016 Pages 13-15

Southwestern Ontario Wings and Wheels Association – Great Lakes International Airshow – June 17-19, 2016 Pages 16-20

UNFINISHED BUSINESS

31 Combat Engineer Regiment (The Elgins) – Parade – April 23, 2016 Pages 21-24

Correspondence has been received from Gord Mathers, 31 Combat Engineer Regiment clarifying the rolling road closure for the event.

St. Thomas Downtown Development Board – Nostalgia Nights Car Show – July 9, 2016 Pages 25-26

Correspondence has been received from Earl Taylor, Chair, St. Thomas Downtown Development Board requesting an expanded street closure, revising the westerly closure point to Talbot Street at Hincks Street.

Permit Applications

NEW BUSINESS

NEXT MEETING

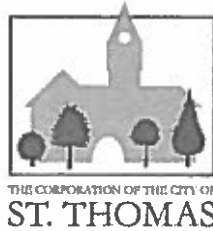
To be determined.

ADJOURNMENT

Alderman Dave Warden
Chairman

Melanie Knapp

City of St. Thomas
Secretary
Received



-2-

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

FEB 02 2016

SPECIAL EVENT PERMIT APPLICATION

City Clerks Dept.

**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: ST THOMAS KINSMEN CLUB EASTER EGG HUNT
Date(s): MARCH 26 Start Time: _____ End Time: _____
Location(s): PINAFORE PARK DANCE PAVILION
Organizing Group: ST THOMAS KINSMEN CLUB
Contact Name: PAUL TRITTLER OR MATT SHARPT (519) 415 2818
Address: 41792 NORTH ST
Town/City: ST THOMAS Postal Code: N5P-4L7
Phone Number: 519-637-3042 Cell Phone Number: _____
Fax Number: _____ Email Address: TRITTLER@HOTMAIL.COM
Expected Attendance: 600

Location and number of washrooms in place: MAIN PAVILLION

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 ☒

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? CERTIFIED MEMBER

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: _____

Paul Trutler
(Signature of Individual completing this application)

JAN 14 2016
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: _____

Henk & linda vdl

From: Run, Martin <mrhun@stthomas.ca>
Sent: January 12, 2016 8:54 AM
To: president@stthomaskinsmen.com
Subject: Easter Egg Hunt

Hello this message is for Paul Trittler,

The Easter Egg hunt has been booked in the Dance Pavilion at Pinafore Park for Saturday March 26, 2016. We do not have any scheduled maintenance on the Dance Pavilion this year, the event is welcome to run in the pavilion, rather than the bandshell.

Have a great day,

Martin Run

Martin Run | Customer Service Representative, Parks & Recreation Department | ☎ Phone 519-631-1680 ext 4189 |
☎ Fax 519-633-9272 | ✉ Email mrhun@stthomas.ca | 🌐 www.stthomas.ca

Mailing Address:
Parks and
Recreation
P.O. Box 520



Office Location:
Timken Community Centre
2 Third Avenue
St. Thomas, Ontario

City of St. Thomas Parks and Recreation
Outdoor Facility Permit

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
4. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.
14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
17. **Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit. (see below for infraction consequences)**

This permit covers the time period specified below:

March 26, 2016

I acknowledge and accept all of the preceding terms and conditions. Signed and accepted by:

X PAUL TRITTLER
Name (please print)
User Group

Paul Trittler
Signature

KINSEY CLUB
Group Name

Martin Du
Name (please print)
City of St. Thomas

[Signature]
Signature

Jan. 11, 2016
Date

Invoice #(s) 11154

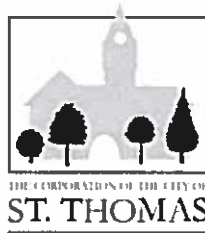
Payment Terms: Due at the time of booking.

Councillor Wookey
Chair

City of St. Thomas
Received

FEB 03 2016

City Clerks Dept.



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

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below.
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.

KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4122
Chamber of Commerce	519-631-1981
City Animal Services	519 631-0368 ext 5135
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Environmental Services – Roads and Transportation Division	519-631-1680 ext. 5130
Planning Department – Building Division	519-631-1680 ext. 4168
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: ST. THOMAS RESPECT LIFE WALK-A-THON
 Date(s): MAY 14, 2016
 Start Time: 9:00 AM. End Time: 12:00 P.M.
 Location(s): PINAFORE PARK, MARSHALL FIELD, LAKESIDE PAVILLION
 Organizing Group: ST. THOMAS + DISTRICT RIGHT TO LIFE
 Contact Name #1: CHARLIE DIMARIA #2: _____
 Street Address: 468 TALBOT ST.
 Town/City: ST. THOMAS Province: ON Postal Code: N5P 1C2
 Phone Number #1: 519-633-5433 #2: CELL- 226-678-1690
 Email Address: stthomasrtl@bellnet.ca
 Expected Attendance: 75-100 Number of Event Personnel/Volunteers: 5-8

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

Number of Accessible Washrooms: _____ Number of Accessible Parking Spots: _____

Please describe your specific event. Attach additional sheets as necessary. _____

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: _____

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the 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 for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a **no staking policy** in all of the City's Parks and Recreation facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☐ No ☒

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN for events not taking place in a City facility.

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event?

Yes ☐

No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☒

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. MARSHALL FIELD
PINAFORE PARK

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 10 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 1

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☒ N/A ☐
Hydro Yes ☐ No ☒ N/A ☐

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility, while an event organized and run entirely by volunteers is not required to comply under the AODA. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 11: OTHER SERVICES/RESOURCES

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

Charlie D. Morris
(Signature of Individual Completing this Application)

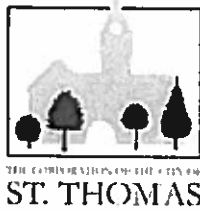
FEB. 3/16
(Date completed)

Office Use Only: Application Received: Feb. 3, 2016 Committee Approval: _____

-13-

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary



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

City of St. Thomas
Received

FEB 16 2016

City Clerks Dept.

SPECIAL EVENT PERMIT APPLICATION

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

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

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

Event Name: St. Thomas Teddy Bear Picnic
Date(s): June 15/16 Start Time: 10:00 End Time: 1:00
Location(s): Pinatore Park
Organizing Group: Elgin Teddy Bear Picnic Committee
Contact Name: Bev Fellows
Address: 7 Morrison Drive
Town/City: St. Thomas Postal Code: N5R 4S5
Phone Number: 519-631-9496 Cell Phone Number: _____
Fax Number: 519-631-0820 Email Address: b.fellows@communitylivingelgin.com
Expected Attendance: 500-800
Location and number of washrooms in place: next to dance pavillion / Main washroom for 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. Public Health is providing the snack. They have been contacted to complete their form.
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 ☒

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.

All parties attend the picnic as well

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?

EMS will be onsite as well as first aid kits from ESTHU.

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

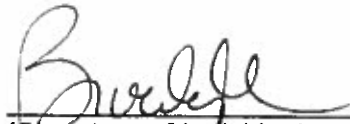
Describe: Park, Pavilion & area being used are all accessible

Volunteers:

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

If yes, how many? _____

Other types of volunteers and number: _____


(Signature of Individual completing this application)

Feb/6/16
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: _____



- 16 -

Special Events Committee
c/o Clerk's Dept.
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
Att: Councillor Steve Wookey

November 1, 2015

City of St. Thomas
Received
NOV 16 2015
City Clerks Dept.

RE: GREAT LAKES INTERNATIONAL AIRSHOW 2016

Dear Sir

Please find attached the SPECIAL EVENT APPLICATION for our airshow charity fundraiser to be held at the St. Thomas Municipal Airport June 17-19, 2016.

The Great Lakes International Air Show (GLIAS) is held every other year at the St. Thomas Municipal Airport in St. Thomas, Ontario. This premier event showcases some of the world's most advanced aircraft and attracts local and international attendees. Funds raised benefit the St. Thomas Elgin Hospital Foundation, the Military Family Resource Centre (London), St. John Ambulance (St. Thomas), and the Air Cadets.

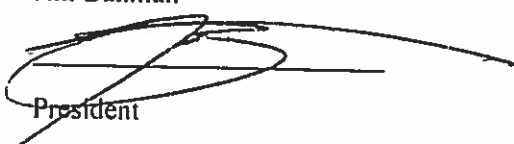
Since it's inception in 2006, the show attracted approximately 100,000 visitors and raised more than \$150,000 for charity. Expected performers once again include the world renowned Royal Canadian Air Force Snowbirds. As in 2011 and 2013, to avoid congestion our proven plan which included free busing of show patrons will be continued and improved to provide seamless parking and transportation for all, including those with accessibility issues.

As in past shows, we ask that the municipality endorse this community based family friendly event on behalf of our named charities. We are asking for permission to utilize the municipal airport for this aerial event. We have been working closely over the past months with airport Superintendent Dale Arndt to ensure this will once again be a safe and enjoyable event for everyone. Set-up for the show commences on or about Monday June 13th with removal of all show related material from the site by Tuesday June 21st. We have also sent communications to the police and fire services as well as the public health unit informing them of our plans. We are once again consulting with Central Elgin, the County, and OPP on matters related to their areas of interest.

As in the past we will independently secure event insurance in the amount of \$20,000,000, and name the City of St. Thomas as an additional insured. We understand that approval of this event is contingent on securing insurance, however, in the meantime while we await response from the underwriter, we ask that the committee approve this application 'in principal' as soon as possible (subject to insurance) so that we might move ahead with planning. Trusting that the information contained in this application meets the committee's needs, if further information is required please contact me at your earliest convenience.

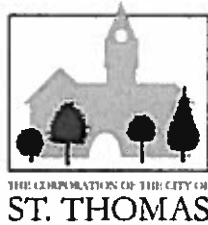
Respectfully,

Jim Banman



President

info@glias.ca



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: Great Lakes International Airshow
Date(s): June 17-19, 2016 Start Time: 10:00am End Time: 6:00pm
Location(s): St. Thomas Municipal Airport
Organizing Group: Southwestern Ontario Wings and Wheels Association
Contact Name: _____
Address: 44989 Talbot Line PO Box 22045 Elmwood Square
Town/City: St. Thomas Postal Code: N5R 6A1
Phone Number: _____ Cell Phone Number: _____
Fax Number: _____ Email Address: info@glias.ca
Expected Attendance: 20,000 Est.

Location and number of washrooms in place: 60-70 portable washrooms incl. handicap accessible

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).

Road closures are limited to Central Elgin, Quaker Line and Yarmouth Centre.

Traffic plan will be co-ordinated with OPP and St. Thomas Police Services.

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

Route Details (Use a separate sheet if required)

N/A

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)

Airshow/Regional Tourism/Marketing Event

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: _____

No parking signs and picnic tables may be requested

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.

Picnic table request

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? OPP will be on site

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

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: Handicap washrooms, dedicated parking and wheel chair accessible transport will be provided

Volunteers:

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

If yes, how many? 20

Other types of volunteers and number: 300+ Parking, Public Safety/Security, Hospitality, Logistics

(Signature of Individual completing this application) October 15, 2015
Jim Banman President 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: _____



- 20 -

November 1, 2015

c/o Clerk's Dept.
P.O. Box 520, City Hall
St. Thomas, ON N5P 3V7
Att: Sgt. Jeff Pallister
Special Events Committee

RE: GREAT LAKES INTERNATIONAL AIRSHOW 2016

Dear Sir

Just a brief communication outlining our plans for the 2016 airshow at the St. Thomas Municipal Airport.

We are currently well into planning for our next show (to be held the weekend of June 17-19, 2016) and part of that planning includes a submission to the municipality, specifically for our Special Event Permit Application. Part of the application requires notification to your department.

At this time our requirements from the St. Thomas Police Services remain unchanged from what transpired over show weekend in 2013. We will be commencing EMS and traffic/parking planning sessions this fall and expect that your department would desire once again to be part of those discussions.

As you remember in prior years table top exercises were conducted to look at various scenarios that might unfold, including the loss of an aircraft over the city. In 2013 the entire Emergency Services team from various departments, including the DND and police services planned this service coverage with dedication and professionalism.

I trust this serves as sufficient notification to your department, relative to the application process, and once again we look forward to working with you in bringing St. Thomas and region an exciting, safe and financially successful airshow in 2016.

If you have any questions or requirements at this time, don't hesitate to contact us at the email address below.

Respectfully,

Jim Banman

President

info@glias.ca

Hindley, Jon

From: Gordon Mathers [gmathers@primus.ca]
Sent: February-22-16 10:32 AM
To: Hindley, Jon
Subject: Re: 31 Combat Engineer Regiment (The Elgins) Parade - Request for Further Information

Jon,

We are requesting a rolling road block from Jumbo the Elephant to Legends Tavern parking lot along Talbot Street. We have requested the City Police to provide lead and following escort vehicles.

I am unable to attend the meeting on March 2.

Please feel free to contact me if you wish further clarification.

Respectfully,

Gord Mathers

On Feb 22, 2016, at 9:45 AM, Hindley, Jon <jhindley@stthomas.ca> wrote:

Good morning,

The Special Events Committee reviewed the Regiment Parade Special Event application at their meeting in February but decided to postpone consideration of the event to a future meeting. There was some discussion and confusion regarding any road closure requirement and who would be leading the parade.

Would you be able to submit some additional information clarifying the streets affected by the road closure, whether it is rolling or not and who will be leading the parade? If we can get the information, the Committee can review it at their meeting on March 2, 2016.

Please let me know via e-mail (or phone at 519-631-1680 ext. 4124) if you can provide this information, as well as if you would be able to attend the meeting to answer any further questions the Committee may have.

Sincerely,

Jon Hindley
Corporate Customer Service Coordinator / City of St. Thomas
Phone: 519-631-1680 ext. 4124 E-mail: jhindley@stthomas.ca

City of St. Thomas
Receiver!
JAN 20 2016
City Clerks Dept

-22-



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: 31 Combat Engineer Regiment (The Elgins) Parade
Date(s): 23 APRIL 2016 Start Time: 1100 End Time: 1300
Location(s): 76 TALBOT STREET → 600 TALBOT STREET
Organizing Group: 31 Combat Engineer Regiment / Mayor's Office
Contact Name: MAJOR GORDON MATHERS
Address: 28 ASPEN AVE
Town/City: ST. THOMAS Postal Code: N5R 5G4
Phone Number: 519 631 5316 Cell Phone Number: 519 808 3706
Fax Number: _____ Email Address: gmathers@primus.ca
Expected Attendance: 100
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 # _____

-23-

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).

A rolling road block from 76 → 600 Talbot using the east bound lane.

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

Route Details (Use a separate sheet if required)

Regiment will form up at 76 Talbot with Mayor inspecting. Parade will then march east on Talbot Street to the parking lot at 600 Talbot Street.

Number of Event Personnel: 100 Number of Bands in the Event: 1

Number of Vehicles: 5 Number and Size of Tents: 0

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

Mayor will inspect the Regiment then the parade will March down Talbot Street with Mayor being saluted in front of City Hall. Exercising the Honour of The Freedom of the City

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.

Memorial Arena booked by the Mayor.

-24-

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?

All soldiers trained.

Have you considered provisions for accessibility? i.e. parking, washrooms

Yes ☒ No ☐

Describe: Not required.

Volunteers:

Will you have volunteers trained in traffic control?

Yes ☐ No ☒ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____



MAJOR GORDON MATHERS

(Signature of Individual completing this application)

18 JAN 16

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: _____

February 22, 2016

City of St. Thomas
Received

FEB 23 2016

City Clerks Dept

City of St Thomas
545 Talbot Street
St Thomas ON N5P 3V7
Attn: Special Event Committee

Dear Mr Wookey,

Please find attached a revised Special Events Permit Application for the July 9th, 2016 St Thomas Downtown Development Board Nostalgia Nights Car Show.

At the February 3, 2016 Special Events meeting it appears that the requested closure at Talbot Street and Mary Street was rejected and the closure was rolled back 190 meters east to Talbot Street at Hiawatha Street. This was the closure point of our 2015 event.

Unfortunately I was unable to stay long enough to discuss our application in more detail but the closure could have been moved 51 meters west to Talbot Street at Hincks Street.

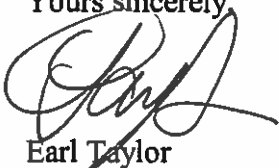
Due to the tremendous success of our event, this closure envelope to Hiawatha Street will not be sufficient to meet our expanding car show needs. In 2015 we welcomed 900 cars and in 2016 we are expecting 1300 cars so an expanded area is required.

The expansion to Hincks Street will allow us the use of Hepburn Parkette for our planned childrens activities and with a large insurance company being a major event sponsor it will incorporate the Reith and Associates business location. It will also bring into play businesses such as Bella Jacks to enhance our visitors experience.

We are also aware of the developments occurring at the Talbot Street and Moore Street area which may cause concerns during our event.

Therefore, we are asking the Special Events Committee to assist in making our event a success and to revise the westerly closure point to Talbot Street at Hincks Street.

Yours sincerely,



Earl Taylor
Chair - St Thomas Downtown Development Board

NOSTALGIA NIGHTS CAN SHOW
JULY 9, 2016

