

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

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

**3:00 P.M.**

**May 4, 2016**

**MINUTES**

Confirmation of the minutes of the meeting held on April 6, 2016.

**PETITIONS AND COMMUNICATIONS**

**Permit Applications**

**Monsignor Morrison Day Parade - May 6, 2016 Pages 2-7**

**Old Court House Street Party – June 18, 2016 Pages 8-14**

**Walk for Lou Gehrig’s Disease - Believe Army - September 24, 2016 Pages 15-19**

**Pride BBQ - Central Community Health Centre - July 22, 2016 Pages 20-25**

**Seniors Picnic in the Park - July 13, 2016 Pages 26-31**

**Centennial of WW1 Departure of Soldiers - Elgin Regiment Assoc. - June 25, 2016 Pages 32-34**

**Iron Horse Festival - August 18-21, 2016 Pages 35-38**

**Fundraising BBQ - PSNE - June 30 and July 29, 2016 Pages 39-44**

**Day Out With Thomas - ECRM - July 16, 17 and 22-24, 2016 Pages 45-53**

**UNFINISHED BUSINESS**

**Northern Heat Rib Series – St. Thomas Ribfest – July 8-10, 2016 REVISED Page 54**

**NEW BUSINESS**

**NEXT MEETING**

June 1, 2016

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: MONSIGNOR MORRISON DAY PARADE  
Date(s): FRI. MAY 6, 2016  
Start Time: 9:30 am End Time: 11:30 a.m.  
Location(s): 10 SOUTH EDGEWARE RD  
Organizing Group: MONSIGNOR MORRISON COMMITTEE  
Contact Name #1: MARIA GIAMPA #2: VICKI WALT  
Street Address: 10 S. EDGEWARE RD.  
Town/City: ST. THOMAS Province: ON Postal Code: N5P 2H2  
Phone Number #1: 519-675-4416 #2: 519-639-7832  
Email Address: vwalt@office.ldsbc.on.ca  
Expected Attendance: 350 Number of Event Personnel/Volunteers: 50  
Location and number of washrooms in place: n/a  
  
Location and Number of Parking Spaces: n/a  
  
Number of Accessible Washrooms: n/a Number of Accessible Parking Spots: n/a

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

PARADE WITH POLICE ESCORT, FIRE TRUCK, KOPC,  
TO POLICE STN. TO PROMOTE COMMUNITY  
AND SCHOOL.

**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 60m<sup>2</sup> 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.

~~NO CLOSURE - TRAFFIC CONTROL~~  
~~ONLY BY CONSTABLE KEMPSTER. ROUT see below.~~

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](http://www.stthomas.ca/content/official-plan-0). Describe the event and attach a map or sketch.

PARADE FOR MONSIGNOR MORRISON SCHOOL.  
BALACLAVA → EDWARD → ALMA ST. → KAINS ST.  
→ ST CATHERINE ST. POLICE STN.

Do you require traffic control?

Yes ☒

No ☐

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

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. \_\_\_\_\_

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: \_\_\_\_\_ Yes ☐ No ☐ N/A ☒ # of Garbage Cans: \_\_\_\_\_

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

[Signature]  
(Signature of Individual Completing this Application)

April 5, 2016  
(Date completed)

Office Use Only: Application Received: April 5/16 Committee Approval: \_\_\_\_\_

**SECTION 13: INSURANCE**

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMNIFICATION**

MONSIGNOR MORRISON DAY PARADE organized by MONSIGNOR MORRISON COMMITTEE  
(Event Name) (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

MONSIGNOR MORRISON DAY PARADE organized by MONSIGNOR MORRISON COMMITTEE  
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: Vicki Walt  
Name (Print): VICKI WALT


Signed: Maria Giampa  
Name (Print): MARIA GIAMPA  
Address: 10 S. EDGEWARE RD.  
Telephone: 519-675-4416  
Date: APR 5, 2016  
Event Name: MONSIGNOR MORRISON PARADE  
Organizing Group: "  
Event Dates: MAY 6, 2016



OSBIE

## EVIDENCE OF INSURANCE CERTIFICATE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

<b>INSURED'S FULL NAME AND MAILING ADDRESS</b>				
London District Catholic School Board 5200 Wellington Road South LONDON, N6A 4X5				
<b>COVERAGES</b>				
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.				
Type of Insurance	Insurance Company & Policy Number	Effective Date (YY/MM/DD)	Expiry Date (YY/MM/DD)	Limits of Liability (per occurrence)
Comprehensive General Liability	Ontario School Boards' Insurance Exchange SG 00239	2016/01/01	2017/01/01	\$5,000,000
Coverage Above Includes:				
Comprehensive General Liability Insurance is written on an occurrence basis and is extended to include Personal Injury & Property Damage Liability, Tenants' Legal Liability, Incidental Professional and Malpractice Liability, Errors and Omissions Liability, Non-Owned Automobile Liability and Cross Liability/Severability of Interests Clause.				
Signature of Authorized Representative 		Print Name Including Position  Tammy Hicks, Member Services		
Company Name and Address: Ontario School Boards' Insurance Exchange 91 Westmount Rd., GUELPH, ON N1H 5J2  Ph# 519-767-2182		Date of Issue  01/01/16		

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Old Court House Area Street Party  
Date(s): Saturday, 18th June, 2016  
Start Time: 4pm End Time: 12am  
Location(s): 14 Prince Albert Street  
Organizing Group: \_\_\_\_\_  
Contact Name #1: Kim Parker #2: Grant Hughson  
Street Address: 14 Prince Albert Street  
Town/City: St Thomas Province: ON Postal Code: N5R 1Z6  
Phone Number #1: 519-872-3656 #2: \_\_\_\_\_  
Email Address: kimberlyparker@rogers.com  
Expected Attendance: 150 Number of Event Personnel/Volunteers: 30  
Location and number of washrooms in place: \_\_\_\_\_  
N/A Attendees use their own residential washroom  
Location and Number of Parking Spaces: N/A Attendees walk  
Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

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

Annual neighbourhood street party, now in its 12th year. We provide an opportunities for neighbours to meet, socialize informally and build community.

**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.

\* Letter sent to Tammy @ Public Health re "Exempt Food Premises"



### **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 60m<sup>2</sup> 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

- 10 -

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.

We would appreciate Prince Albert street at Metcalf & Irabel street be closed to through-traffic for the event.

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](http://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.

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: \_\_\_\_\_ Yes ☐ No ☐ N/A ☒  
# of Garbage Cans: \_\_\_\_\_

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

Kimberly Parker  
(Signature of Individual Completing this Application)

31st March, 2016.  
(Date completed)

Office Use Only: Application Received: April 6/16. Committee Approval: \_\_\_\_\_

**SECTION 13: INSURANCE**

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMNIFICATION**

Old Courthouse Street Party organized by Kimberley Parker for  
(Event Name) (Organizing Group)  
Old Courthouse Community Grp.

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Old Courthouse Street Party organized by Kimberley Parker for  
(Event Name) (Organizing Group)  
Old Courthouse Community Group.

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness:	<u>Mary Anne Heath</u>	Signed:	<u>Kimberley Parker</u>
Name (Print):	<u>Mary Anne Heath</u>	Name (Print):	<u>Kimberley Parker</u>
		Address:	<u>14 Prince Albert St</u>
		Telephone:	<u>519-637-5702</u>
		Date:	<u>6th April, 2016</u>
		Event Name:	<u>Street Party</u>
		Organizing Group:	<u>Old Courthouse Neighbour-</u> <u>hood</u>
		Event Dates:	<u>18th June, 2016</u>

Kimberley Parker  
14 Prince Albert street  
St Thomas On N5R1Z6  
519.872.3656

6th April, 2016

TO: Tammy Ramsay  
Elgin St Thomas Public Health

RE: Old Courthouse Neighbourhood Street Party, 18th June, 2016

As requested, this letter is to notify Elgin St Thomas Public Health that the neighbourhood of the Old Courthouse Area will once again be holding an Annual Street Party, on Saturday 18th June, 2016, starting at 5pm.

Approval is being obtained through the City Special Events Committee.

**Location:** As in previous years, the event will be held on Prince Albert Street itself, pending City approval of closing off Prince Albert Street at Metcalf and Isabel street for through traffic.

**Attendance:** Is by controlled access. The community are invited to attend this event by invitation only. Residents from Gladstone Street back to the ravine, bordered by the Court House, Farley Place and Metcalf, are invited by printed invitation to attend. Guests of residents are welcome to attend, however these guests are invited to list their name and wear a name-tag upon arrival, as are all attendees.

**Food:** 1. Guests are invited to bring a salad or dessert to share.

2. All attendees will write their name on a sheet upon arrival, when they are also given a name tag and stubs for food. They will also be asked to write what food they have brought, and "dangerous" contents will be listed.

3. All salads and desserts will be directly labelled for safety.

4. Sausages purchased from Costco will be pre-boiled then cooked all at one time on site on a commercial BBQ borrowed by from the Seniors Centre through Grant Hughson (a community resident).

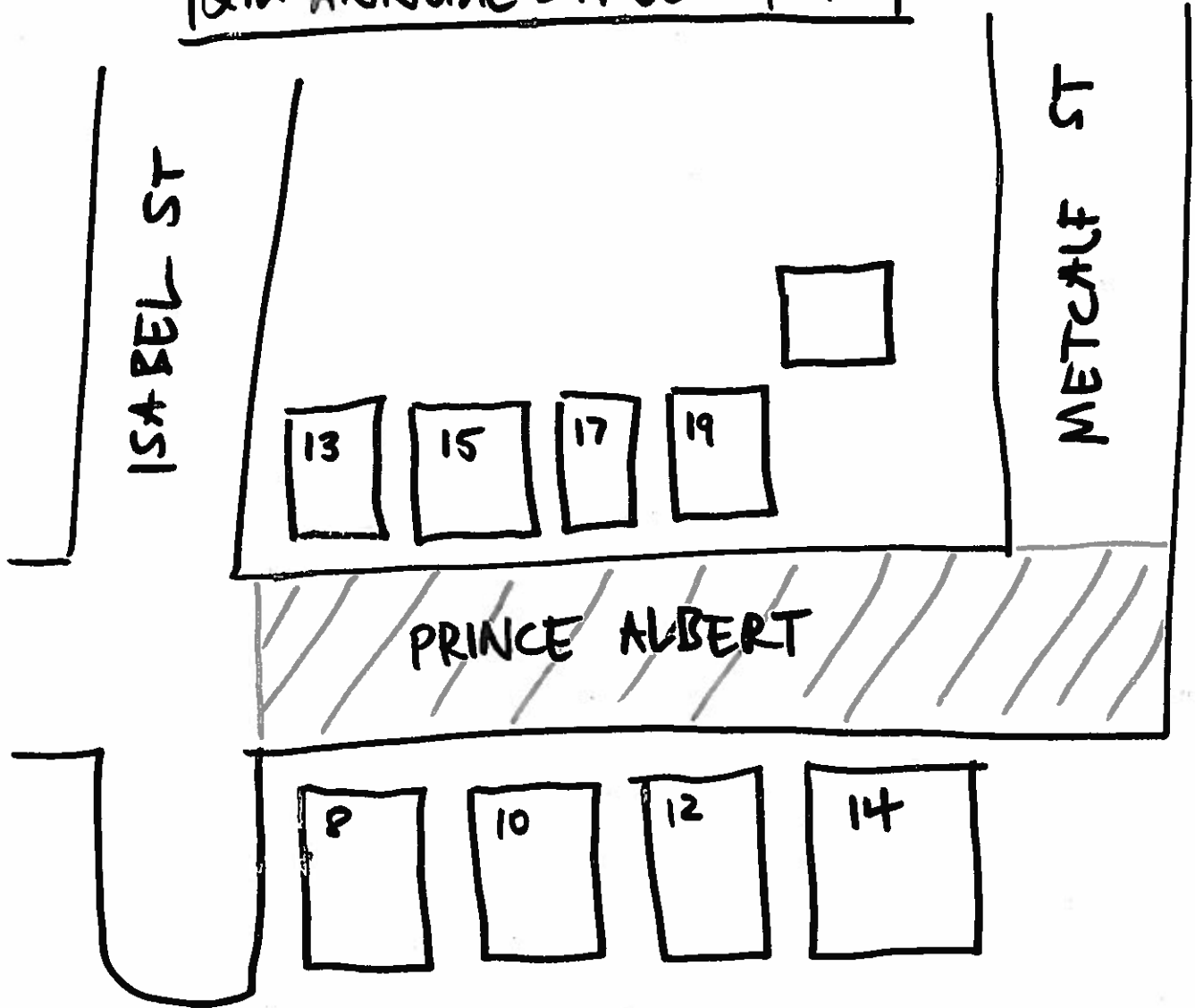
I hope this will present adequate safety provisions, and I welcome your input.

Kind regards,



Kimberley Parker  
kimberleyparker@rogers.com

OLD COURTHOUSE AREA -14-  
12th ANNUAL STREET PARTY



▨ Proposed road closures.  
Sat. 18th June, 2016.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: "BELIEVE IN A CURE" WALK FOR LOU GETHRIG'S DISEASE

Date(s): SEPT 24/16

Start Time: 9 AM End Time: 1 PM

Location(s): PINATOLE PARK

Organizing Group: BELIEVE ARMY

Contact Name #1: LINDA BARBER #2: BOB BARBER

Street Address: 474 WEST EDITH (AVELL BLVD) PORT STANLEY ONT

Town/City: PORT STANLEY Province: ONT Postal Code: N5L1G9

Phone Number #1: 519-777-8685 #2: 519-719-4004

Email Address: blbarber4@gmail.com

Expected Attendance: 200 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: park

Location and Number of Parking Spaces: park

Number of Accessible Washrooms: park Number of Accessible Parking Spots: park

City of St. Thomas  
Bylaw Dept.  
APR 08 2016  
City Clerks Dept.

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

walk SK around park

Speeches

music

**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.

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### 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 60m<sup>2</sup> 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 ☐

*very small amount*  
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](http://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.

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?      Yes ☒      No ☐      N/A ☐  
# of Picnic Tables: \_\_\_\_\_ # of Garbage Cans: \_\_\_\_\_

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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Hydro	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

**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**

  
(Signature of Individual Completing this Application)

April 5/16  
(Date completed)

Office Use Only: Application Received: Apr 7/16 Committee Approval: \_\_\_\_\_

**SECTION 13: INSURANCE**

-19-

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMINIFICATION**

"BELIEVE IN A CURE" - WALK FOR organized by BELIEVE ARMY  
(Event Name) LOU GERHIG'S DISEASE (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

"BELIEVE IN A CURE" - WALK FOR organized by BELIEVE ARMY  
(Event Name) LOU GERHIG'S (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness:

Name (Print): BOB BARBER

Signed:

Name (Print): LINDA BARBER

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

414 WEST EDITH CAWELL  
BWD APT STANLEY

59-777-8615

Ans/16

"BELIEVE IN A CURE" - WALK  
FOR LOU GERHIG'S DISEASE

BELIEVE ARMY

Sept 24/16

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

City of St. Thomas  
Received

APR 08 2016

City Clerks Dept.

Event Name: Pride BBQ

Date(s): Friday July 22 2016

Start Time: 10:30am End Time: 3:00pm

Location(s): Hepburn Parkette

Organizing Group: Central Community Health Centre

Contact Name #1: Maggie Trevitt #2: Alicia Malcolm

Street Address: 359 Talbot St

Town/City: St. Thomas Province: Ont Postal Code: N5P 1B7

Phone Number #1: 519-633-7989 #2: 519

Email Address: mtrevitt@centralchc.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 10

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. A BBQ for

people in St. Thomas & Elgin to celebrate  
Pride in the community

**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**

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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 60m<sup>2</sup> 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 licensing 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

- 22 -

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](http://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.

Heppburn  
Parkette.

-23-

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.

Yes ☐ No ☒ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: \_\_\_\_\_ # of Garbage Cans: \_\_\_\_\_

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

Maggie Jewett  
(Signature of Individual Completing this Application)

April 6, 2016  
(Date completed)

Office Use Only: Application Received: Apr 8/16 Committee Approval: \_\_\_\_\_



**SECTION 13: INSURANCE**

- 24 -

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMINIFICATION**

Pride BBQ organized by Central Community Health Centre  
(Event Name) (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Pride BBQ organized by Central Community Health Centre  
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): Maggie Trevitt

Address: 359 Talbot St.

Telephone: 519-633-7989

Date: April 6 2016

Event Name: Pride BBQ

Organizing Group: Central Community Health Centre

Event Dates: July 22 2016



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City of St. Thomas - Parks and Recreation  
P.O. Box 520, 545 Talbot Street  
St. Thomas, ON N5P 3V7  
Phone: (519) 633-7112 Fax: (519) 633-9272  
**Scheduling Receipt**

Creation Date: Wed Apr 6, 2016

Receipt #: 11411

**PAYEE:** Maggie Trevitt  
359 Talbot Street  
St. Thomas, Ontario, Canada  
N5P 1B7

Total Amount Due: \$0.00  
Amount Paid: \$0.00  
**Balance Due: \$0.00**

Client #: 8763 Account #: Email: mtrevitt@centralchc.com  
Phone 1: 519-633-7989 Phone 2: Fax:  
Event: Pride BBQ

10698 4131 RT0001

#### Facility

Facility Name	Description	Date	Time	Price
Downtown Parkettes - Parkette - Hepburn Parkette	No Charge - \$0.00	Fri Jul 29, 2016	10:30AM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

#### Payments

Date	Payment Type	Amount
		\$0.00

#### Comments

Booked by Maggie April 6, 2016. Please sign and return attached permit to St. Thomas Parks & Recreation.

Subtotal: \$0.00  
13% HST: \$0.00  
Total: \$0.00  
Amount Paid: \$0.00  
**Balance Due: \$0.00**



Powered by Book King

Created: Wed Apr 6, 2016 @ 10:16AM (EDT)

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: SENIORS PICNIC IN THE PARK.  
Date(s): JULY 13/16  
Start Time: 8 AM End Time: 4 pm.  
Location(s): PINAFORE PK ST THOMAS.  
Organizing Group: SENIORS PICNIC IN THE PARK.  
Contact Name #1: MR JACK MCNIVEN  
Street Address: 36067 THIRD LINE SOUTH WOLD ONT NO 1260  
Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number #1: 519-764-2358. #2: \_\_\_\_\_  
Email Address: jackmiv2@gmail.com  
Expected Attendance: 1500 Number of Event Personnel/Volunteers: \_\_\_\_\_  
Location and number of washrooms in place: PARKS WASH ROOMS  
\_\_\_\_\_  
Location and Number of Parking Spaces: THOSE AVAILABLE.

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: THOSE AVAILABLE

Please describe your specific event. Attach additional sheets as necessary. A CITY/COUNTY  
PICNIC TO PROVIDE SENIORS WITH ENTERTAINMENT  
AND A VENUE TO SOCIALIZE WITH OTHER SENIORS

**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. PARKS MAIN PAVILLION

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: N/A

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](http://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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

### **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. \_\_\_\_\_

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: SAME AS Yes ☒ No ☐ N/A ☐ # of Garbage Cans: LAST YEAR KAN BEIN TO TAKE 3 TAFF

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

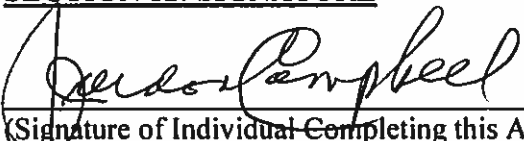
Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒  
If Yes, what company and how many security officers will be present? \_\_\_\_\_

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

  
(Signature of Individual Completing this Application)

Sept 09/16  
(Date completed)

Office Use Only: Application Received: April 11/16 Committee Approval: \_\_\_\_\_



City of St. Thomas - Parks and Recreation  
P.O. Box 520, 545 Talbot Street  
St. Thomas, ON N5P 3V7  
Phone: (519) 633-7112 Fax: (519) 633-9272  
**Scheduling Receipt**

Creation Date: Mon Jan 18, 2016

Receipt #: 11182

PAYEE: Gord Campbell  
28 Elizabeth Street  
St. Thomas, Ontario, Canada  
N5R 2W9

Total Amount Due: \$257.65  
Amount Paid: \$257.65  
**Balance Due: \$0.00**

Client #: 8785 Account #:  
Phone 1: 519-631-1365 Phone 2:  
Event: St. Thomas Senior's Picnic

Email: gordcampbell39@yahoo.ca  
Fax:

10698 4131 RT0001

### Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - All Sections				
Daily Rate 2016 - \$228.01	Daily Rate			
		Wed Jul 13, 2016	08:00AM - 04:00PM	\$228.01 H
Facility Subtotal:				\$228.01
Total:				\$228.01

### Payments

Date	Payment Type	Amount
Fri Jan 22, 2016	Cheque - #024	\$257.65
Subtotal:		\$228.01
13% HST:		\$29.64
Total:		\$257.65
Amount Paid:		\$257.65
<b>Balance Due:</b>		<b>\$0.00</b>

### Comments

Booked Jan 18, 2016.

Printed ☐ #: \_\_\_\_\_  
Date: \_\_\_\_\_



Powered by Book King

Created: Fri Apr 8, 2016 @ 11:05AM (EDT)

**SECTION 13: INSURANCE**

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMINIFICATION**

ST. THOMAS SENIOR PICNIC organized by SENIORS PICNIC Comm.  
(Event Name) IN THE PARK (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

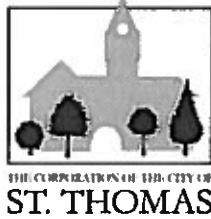
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

SAME AS ABOVE organized by SAME AS ABOVE  
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: M Knapp  
Name (Print): Mel Knapp

Signed: [Signature]  
Name (Print): GORD CAMPBELL  
Address: 26 ELIZABETH ST THOMAS  
Telephone: 691-1365  
Date: APRIL 9/16  
Event Name: SAME AS ABOVE  
Organizing Group: SAME AS ABOVE  
Event Dates: JULY 13/16



**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: Centennial of W.W.I Departure of Soldiers  
Date(s): 25 June 16 Start Time: 12:00pm End Time: 4:00pm  
Location(s): Morris F. Jones Memorial Bandshell  
Organizing Group: Elgin Regiment Association  
Contact Name: Mark Sargent  
Address: 49 Stanley Street  
Town/City: St. Thomas Postal Code: N5R 3E8  
Phone Number: \_\_\_\_\_ Cell Phone Number: 519. 871. 0974  
Fax Number: \_\_\_\_\_ Email Address: msargent@cbol.ca  
Expected Attendance: 150

Location and number of washrooms in place: Yes

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)

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

April 18, 2016

APR 25 2016

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: IRON HORSE FESTIVAL

Date(s): AUG. 18-21, 2016

Start Time: 11:00 End Time: 11:00

Location(s): E.C.R.M. WELLINGTON ST.

Organizing Group: IRON HORSE FESTIVAL

Contact Name #1: PAUL CORRIVEAU #2: \_\_\_\_\_

Street Address: 168 CURTIS STREET.

Town/City: ST. THOMAS Province: ON. Postal Code: N5P 4H4

Phone Number #1: 519-709-9753 #2: 519-652-274000

Email Address: PCORRIVEAU@ROGERS.COM / INFO@IRONHORSEFESTIVAL.CO

Expected Attendance: 15000 Number of Event Personnel/Volunteers: 100

Location and number of washrooms in place: T.B.O. STILL IN PLANNING.

STAGES.

Location and Number of Parking Spaces: 300 + ADJACENT VACANT  
PROPERTY.

Number of Accessible Washrooms: 6-8 Number of Accessible Parking Spots: 6+

Please describe your specific event. Attach additional sheets as necessary. \_\_\_\_\_

IRON HORSE FESTIVAL IS ST. THOMAS' LARGEST  
COMMUNITY FESTIVAL FEATURING LIVE ENTERTAINMENT,  
MIDWINTER, VENDORS, RAILWAY DISPLAYS, TRAIN RIDE  
AND MORE OVER 4 DAYS IN THE HEART OF OUR  
CITY.

**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. (3+) 2-20x40 1-30x60

If the tents are larger than 60m<sup>2</sup> 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](http://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. \_\_\_\_\_

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: 60 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 30

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? T.B.D.

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

  
(Signature of Individual Completing this Application)

APRIL 25, 2016  
(Date completed)

Office Use Only: Application Received: Apr 25/16 Committee Approval: \_\_\_\_\_

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Parks and Recreation – Property Services, Hydro  
Parks and Recreation Department  
Police Services – Noise By-Law, Traffic Control  
Railway City Tourism  
St. John's Ambulance (First Aid)  
Treasury Department – Insurance

519-631-1680 ext. 4180  
519-633-7112  
519-631-1224 ext. 141  
519-631-1680 ext. 4132  
519-633-2290  
519-631-1680 ext. 4105

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Fund raising BBQ

Date(s): June 30<sup>th</sup> 2016, July 29<sup>th</sup>, 2016

Start Time: 11am End Time: 3pm

Location(s): 499 Talbot st.

Organizing Group: Psychiatric Survivors Network of Elgin

Contact Name #1: Norm Barrett #2: Lori Pelley

Street Address: 499 Talbot st.

Town/City: St. Thomas Province: ON Postal Code: N5P 1C3

Phone Number #1: 519-631-1580 #2: 519 <sup>931</sup> 631-1015

Email Address: nbarrett@psne.ca

Expected Attendance: \_\_\_\_\_ Number of Event Personnel/Volunteers: 2

Location and number of washrooms in place: ~~2~~ out front of organization  
2 washrooms indoors

Location and Number of Parking Spaces: public parking on street +  
rear parking lot

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. we will be  
~~be~~ BBQing Hot Dog & sausages or burgers.



## **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 60m<sup>2</sup> 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**

- 41 -

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](http://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. \_\_\_\_\_

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.

many are you requesting? # of Picnic Tables: \_\_\_\_\_ Yes No N/A If Yes, how many are you requesting? # of Garbage Cans: \_\_\_\_\_

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

Norm Barrett

(Signature of Individual Completing this Application)

April 26<sup>th</sup>/2016

(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

## SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

## STATEMENT OF INDEMNIFICATION

Fundraising BBA PSNE organized by Norm Barrett

(Event Name)

(Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Fundraising BBA PSNE organized by Norm Barrett

(Event Name)

(Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where

such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness:



Name (Print):

Jon Hindley

Signed:



Name (Print):

Norm Barrett

Address:

499 Talbot st

Telephone:

519 631-1580

Date:

April 26<sup>th</sup> 2016

Event Name:

Fundraising BBQ

Organizing Group:

PSNE

Event Dates:

June 30<sup>th</sup>, July 29<sup>th</sup>

# SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: DAY OUT WITH THOMAS 2016

Date(s): EVENT DATES: JULY 16, 17 and JULY 22, 23, 24

Start Time: 8 am End Time: 6 pm

Location(s): ST. THOMAS - ELGIN MEMORIAL CENTRE - 80 WILSON AVE.

Organizing Group: ELGIN COUNTY RAILWAY MUSEUM

Contact Name #1: DAWN MISKELLY #2: JEREMY LOCKE

Street Address: 225 WELLINGTON STREET, ST. THOMAS

Town/City: ST. THOMAS Province: ON Postal Code: N5R 2S6

Phone Number #1: 519-637-6284 #2: 226-234-2939

Email Address: dawnmiskelly@ecrm5700.org

Expected Attendance: 20,000 Number of Event Personnel/Volunteers: 300+ over course of event  
(~4,000 per day)

Location and number of washrooms in place: PUBLIC ACCESS to arena washrooms off Auditorium and Lynch Room hallway, and 2 accessible in west hallway. Additional portables outside all washrooms + 2 wheelchair washrooms + outdoor sink stations

Location and Number of Parking Spaces: Front lot of arena, adjacent gravel lot and property to the south, street  
650+ spaces

Number of Accessible Washrooms: 4 Number of Accessible Parking Spots: 16

Please describe your specific event. Attach additional sheets as necessary. DAY OUT WITH THOMAS IS A FUN FILLED FAMILY EVENT THAT GIVES FANS THE CHANCE TO CLIMB ABOARD AND TAKE A 25-MINUTE TRAIN RIDE LEAD BY EVERYONE'S FAVOURITE #1 BLUE ENGINE - THOMAS THE TANK ENGINE VISITORS CAN ALSO MET SIR TOPHAM HATT, AND ENJOY A DAY FULL

OF THOMAS ACTIVITIES INCLUDING: CRAFTS, TEMPORARY TATTOOS, LIVE MUSIC, MAGIC + PUPPETS, INFLATABLE BOUNCERS, BUBBLES, TRAIN TABLES, MODEL RAILWAYS, VIDEOS, STORIES AND MORE.

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. WE ARE USING FOOD VENDORS FOR THE EVENT AND WILL ENSURE THEY EACH SUBMIT THEIR NOTIFICATIONS TO THE HEALTH UNIT AS PART OF THEIR CONTRACT.

### SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? **BOTH**  
Yes ☒ No ☐

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

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: in process

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. *ATTACHED APPLICATION*  
\* HAND WASHING STATION WILL BE BESIDE TENT / HAND SANITIZER

## 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](http://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:

*Called and requested*  
*(6) April 27/16*

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 ☐  
*(MEMORIAL)*

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. *invoice # 11323*

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: 15 Yes ☒ No ☐ N/A ☐  
 # of Garbage Cans: 18 Yes ☐ No ☒ N/A ☐  
 \*SPECIAL REQUEST FOR DELIVERY AND PICK-UP.

Have you made arrangements with Environmental Services staff for recycling containers and collection?  
 Will use sorting stations inside memorial ☐ Yes ☐ No ☒ N/A ☐

Access to External taps/ connection at memorial Arena  
 Will you require municipal support for: Water ☐ Yes ☒ No ☐ N/A ☐  
 PORTABLE Hydro PANEL ☐ 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: CONTRACTED TO MACKINNON ELECTRICAL SERVICES

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. ☒ DONE

### SECTION 11: OTHER SERVICES/RESOURCES

SITE WILL ALSO BE FENCED JULY 14-25<sup>th</sup>  
 Security: Has a privately licenced security firm been contacted/retained? Yes ☒ No ☐  
 If Yes, what company and how many security officers will be present? Lyndon Security  
On-site 24hrs July 14-25<sup>th</sup> 1 guard daytime 2 guards at night  
 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? BACK GATE (SOUTH-EAST) Yes ☒ No ☐  
→ A ST. JOHN'S AMBULANCE WILL BE ON SITE AS WELL  
 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

A. Laura Mitchell  
 (Signature of Individual Completing this Application)

April 27/16  
 (Date completed)

Office Use Only: Application Received: Apr 27/16 Committee Approval: \_\_\_\_\_



### SECTION 13: INSURANCE

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### STATEMENT OF INDEMINIFICATION

DAY OUT WITH THOMAS organized by ELGIN COUNTY RAILWAY MUSEUM  
(Event Name) (Organizing Group)

shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

DAY OUT WITH THOMAS organized by ELGIN COUNTY RAILWAY MUSEUM  
(Event Name) (Organizing Group)

its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City of St. Thomas, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

Witness: Heather Crockett Signed: H Dawn Miskelly

Name (Print): Heather Crockett Name (Print): IT. DAWN MISKELLY

Address: 225 WELLINGTON STREET

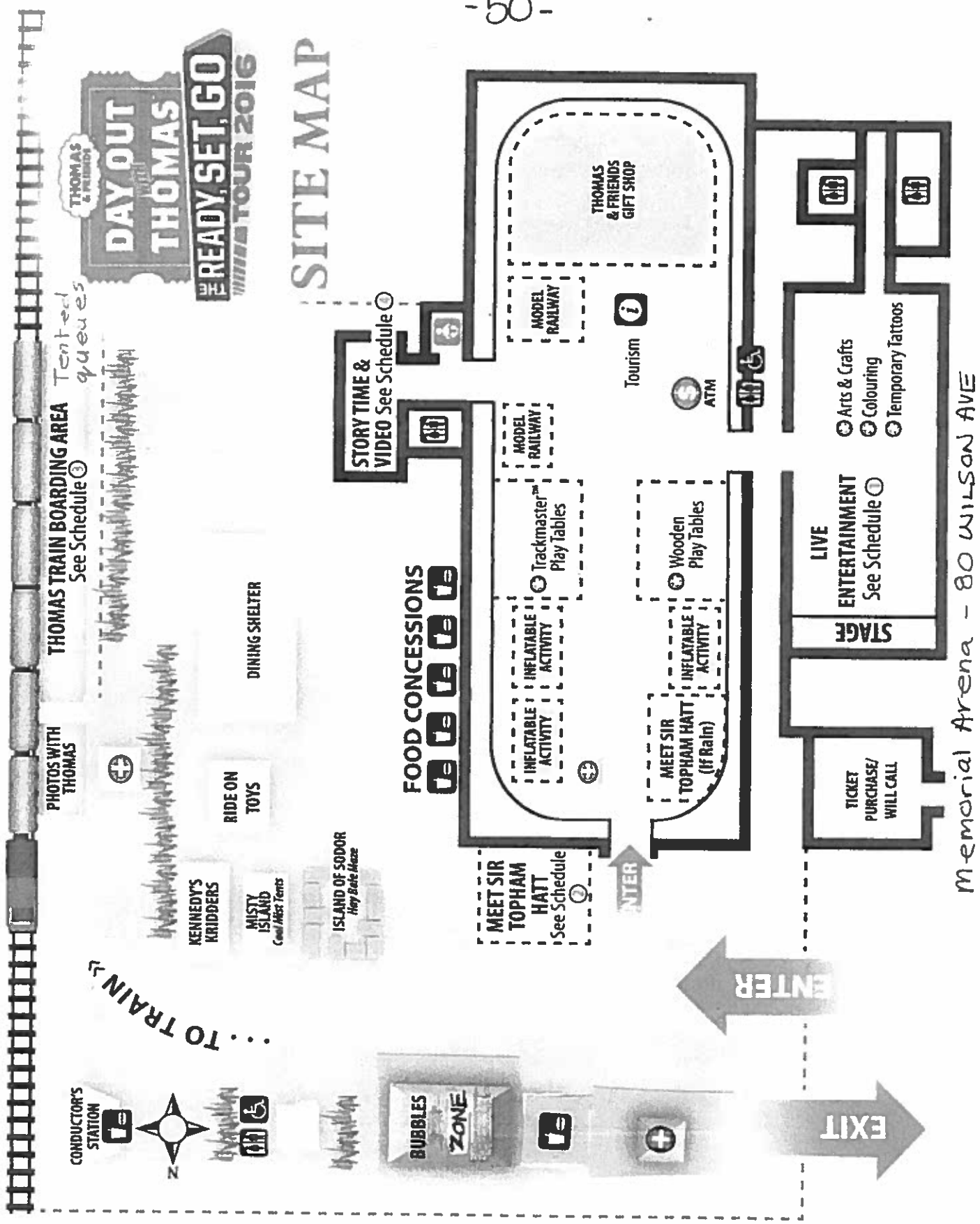
Telephone: 519-637-6284

Date: APRIL 26, 2016

Event Name: DAY OUT WITH THOMAS

Organizing Group: ELGIN COUNTY RAILWAY MUSEUM

Event Dates: JULY 16, 17, & 22, 23, 24  
2016



Memorial Arena - 80 Wilson Ave

# 2016 Day Out With Thomas Tent Permit Map Legend

July 13 - 25, 2016

April 26, 2016

<u>Location Number</u>	<u>Tent Size</u>	<u>Tent Activity</u>	<u>Items Under Tent</u>
1	10' x 10'	Queue Area for Train Boarding	Fencing and People
2	10' x 20'	Queue Area for Train Boarding	Fencing and People
3	10' x 20'	Queue Area for Train Boarding	Fencing and People
4	10' x 20'	Queue Area for Train Boarding	Fencing and People
5	10' x 20'	Queue Area for Train Boarding	Fencing and People
6	10' x 20'	Queue Area for Train Boarding	Fencing and People
7	10' x 20'	Queue Area for Train Boarding	Fencing and People
8	10' x 20'	Queue Area for Train Boarding	Fencing and People
9	10' x 20'	Queue Area for Train Boarding	Fencing and People
10	10' x 20'	Queue Area for Train Boarding	Fencing and People
11	10' x 20'	Stroller Parking Area for Train	Strollers and People
12	10' x 20'	Stroller Parking Area for Train	Strollers and People
13	10' x 20'	Stroller Parking Area for Train	Strollers and People
14	10' x 20'	Stroller Parking Area for Train	Strollers and People
15	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus
16	10' x 10'	Misty Island - Cool Down Area	Water, People, Cool Mist apparatus
17	20' x 20'	Train Boarding Volunteer Rest Area	Picnic Tables, Coolers, People
18	15' x 15'	First Aid Tent	Tables, Chairs, People
19	50' x 32'	Storage for Thomas and Photo Queue Area	Fencing, People, and Train
20	20' x 40'	Kennedy's Kridders - small animals & reptiles	Animals (tanks and cages), Hay Bales, People, tables
21	20' x 40'	Ride On Toys	Hay Bales, Ride On Toys, People
22	40' x 80'	Sheltered Dining Area	Tables, Chairs, People
23	10' x 10'	Fete - Stall for Security (back gate)	Tables, Chairs, People
24	15' x 15'	Children's Activities - Bubble Zone	Tables, Chairs, People
25	10' x 10'	Fete - Stall for Security (Entrance Gate)	Tables, Chairs, People
26	10' x 10'	Fete - Stall for Security (Exit Gate)	Tables, Chairs, People
27	10' x 10'	Parking Staff Resting Area	Tables, Chairs, People



St. John Ambulance  
SAVING LIVES

# St. John Ambulance (St. Thomas/Elgin Branch)

656 Talbot St. St. Thomas, ON N5P 1C8

Phone (519) 633-2290 Fax (519) 631-3368

email: st.thomas@on.sja.ca

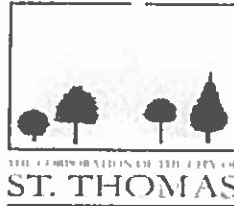
Emergency Contact: (519) 673-9979

## Request for Medical First Response Service

<b>Organization Information</b>			
Event Organization: <u>Elgin County Railway Museum</u>		Business Phone Number: <u>5196376284</u>	
Address: <u>225 Wellington Street</u>		City: <u>St. Thomas</u>	Postal Code: <u>N5R 2S6</u>
Web Site: <u>www.ecrm5700.org</u>		Fax Number: _____	
<b>Contact Information for Event</b>			
Contact Person: <u>Dawn Miskelly</u>		Residence Phone Number: <u>519-633-6915</u>	
Cell Number: <u>226-234-2939</u>	Fax Number: _____	Email: <u>dawnm@ecrm5700.org</u>	
<b>Event Information</b>			
Name of Event: <u>Day Out With Thomas</u>		Type of Event: <u>Family Event</u>	
Location of Event: <u>80 Wilson Ave</u>		City: <u>St. Thomas</u>	
Contact Name of Person at Event: <u>Dawn Miskelly</u>		Contact Number: <u>519-637-6284</u>	
Date(s)	Rain Date(s)	Requested SJA Arrival	Expected SJA Departure Time
1) 16-Jul-16		7:30 am	6:30 pm
2) 17-Jul-16		7:30 am	6:30 pm
3) 22-Jul-16		7:30 am	6:30 pm
4) 23-Jul-16		7:30 am	6:30 pm
5) 24-Jul-16		7:30 am	6:30 pm
Attach the following if available or applicable:			
<input type="checkbox"/> Proposed Map Route <input checked="" type="checkbox"/> Tentative Site Layout <input type="checkbox"/> Schedule <input type="checkbox"/> Rain Out Plans			
Are the following available on site?			
<input checked="" type="checkbox"/> First Aid Room <input checked="" type="checkbox"/> Clean Drinking Water <input checked="" type="checkbox"/> Telephone <input checked="" type="checkbox"/> Parking			
Special Equipment Requested: <u>Ambulance on-site</u>			
Coverage is requester for: <input type="checkbox"/> Participants 100 <input type="checkbox"/> Spectators 4000 <input checked="" type="checkbox"/> Both			
Age Group: 0 - 99		# of participants	# of spectators
If the event is longer than four (4) hours or at meal time(s), is food available on site? Yes		Is complementary (free) food available for our time(s), is food available on site? Yes Please specify: <u>Drinks Only (hot cold)</u>	
Will your organization/group provide us with a donation? Yes Amount if known: <u>\$2000</u>		Will you require a charitable receipt? No	
Additional Information/special comments: <u>We will have snacks as well as drinks available for your group</u>			

Signature/Typed Name: <u>Dawn Miskelly</u>	Date: <u>April 26, 2016</u>

Confirmed with Ray Ormerod-phone April 27/16



Corporation of the City of St. Thomas

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71- 2011

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee.

I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant DAWN MISKELLY CP DAY OUT WITH THOMAS  
ELGIN COUNTY RAILWAY MUSEUM  
 Address 225 WELLINGTON STREET ST. THOMAS  
 Telephone 519-637-6284

Kennedy's Kridders  
Animal List

Petting Zoo Animals:

Potbellied Pig (1)

African spurred Tortoise (1)

Ducks (2)

Silkie Chicken (1)

Flemish Giant and Lop

eared Rabbits (3 in total)

Exotic Exhibit:

African bullfrog (1)

Colombian boa snake (1)

Ball python snake (1)

Green Iguana (1)

Bearded dragon (1)

Caiman Crocodilian (1)

Various tarantulas,

scorpions (5 in total)

2. Is the applicant the Owner of the land? YES NO SPECIAL EVENT  
TO BE HELD AT  
MEMORIAL ARENA GROUNDS  
 If not, proof of Owner's consent must be filed with the application.
3. Type and number of Animal(s) 19 - as listed in margin
4. Proposed use of Animal(s) PETTING ZOO AND EXHIBIT - EDUCATIONAL
5. Proposed location of Animal(s) OUTDOOR TENT - 80 WILSON AVE - MEMORIAL  
ARENA
6. Will the Animal(s) be re-located during the exemption period. YES ✓ NO \_\_\_\_\_  
 If so, where? ALL ANIMALS WILL RETURN HOME WITH THEIR HANDLER  
TO DORCHESTER EVERY NIGHT
7. Date(s) the Animal(s) will be in the City JULY 16, 17 and JULY 22, 23, 24, 2016
8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.

H. Dawn Miskelly  
 Signature of Applicant

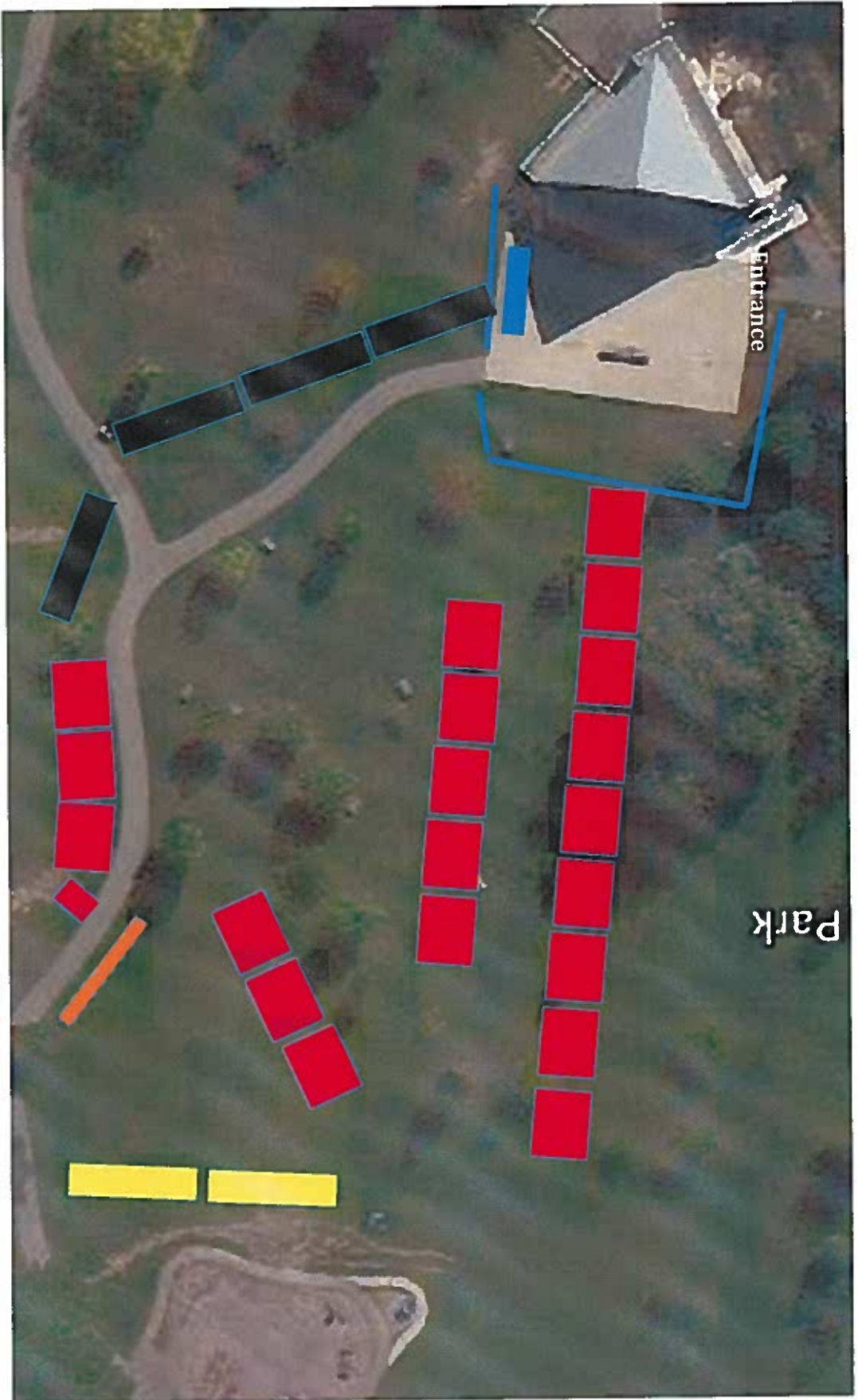
If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period.

Exemptions may be granted by Council for a maximum period of 4 days.

Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.

2016 ST THOMAS RIB FEST SITE PLAN



- |   |                    |   |          |   |         |
|---|--------------------|---|----------|---|---------|
|  | Ribber's           |  | Kid Zone |  | Toilets |
|  | Food/Craft Vendors |  | SOP Area |  | Bar     |