

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

June 22, 2016

MINUTES

Confirmation of the minutes of the meeting held on June 1, 2016.

PETITIONS AND COMMUNICATIONS

St. Thomas Fishing Derby - St. Thomas YMCA - June 30, 2016 Pages 2-9

Kirkin' O' the Tartan Parade - Knox Church - September 18, 2016 Pages 10-15

UNFINISHED BUSINESS

Upcoming Events

- PSNE Fundraising BBQ - June 30 and July 29, 2016
- St. Thomas Ribfest - July 8-10, 2016
- Seniors Picnic in the Park - July 13, 2016
- Day Out with Thomas - July 16, 17, 22-24, 2016
- Elgin Cattlemen's Association - Beef BBQ - August 17, 2016
- Iron Horse Festival - August 18-21, 2016
- Fire Muster Days - St. Thomas Firefighters - September 2-4, 2016
- Railway City Road Races – September 18, 2016
- Walk for Lou Gehrig's Disease - September 24, 2016
- Walk a Mile in Her Shoes - Violence Against Women - September 25, 2016
- Santa Claus Parade - Optimist Club - November 19, 2016

NEW BUSINESS

Water Closet Recommendations - Ontario Building Code Page 16

ESA Requirements Pages 17-20

Changes to Special Events Application and Manual Pages 21-40

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Thomas Fishing Derby.
Date(s): June 30, 2016
Start Time: 9⁰⁰ am End Time: 2⁰⁰ pm
Location(s): Pinefore Park, Lakeside Pavilion
Organizing Group: St. Thomas YMCA/ Bear Adventures
Contact Name #1: Jerred Henderson #2: Kevin Morland
Street Address: 20 High St.
Town/City: St. Thomas Province: ON Postal Code: N5M 5V2
Phone Number #1: (519) 631-2418 ext. 227 #2: _____
Email Address: jhenderson@ymcawo.ca
Expected Attendance: 150 Number of Event Personnel/Volunteers: 15
Location and number of washrooms in place: What is available @
Pinefore Park
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. We hold an
annual fishing derby at Pinefore Park that
included a great day of fishing, barbeque,
prizes, and great fun.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☐

No ☒

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 9: MUNICIPAL FACILITIES

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

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

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

Yes ☒

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Lakeside Pavilion

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: 5 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 3

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 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

Od H
(Signature of Individual Completing this Application)

June 7, 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

St. Thomas Fishing Derby organized by St. Thomas - Elgin YMCA.
(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

St. Thomas Fishing Derby organized by St. Thomas - Elgin YMCA.
(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:	<u>Katie Payler</u>	Signed:	<u>[Signature]</u>
Name (Print):	<u>Katie Payler</u>	Name (Print):	<u>Jerad Henderson</u>
		Address:	<u>20 High St.</u>
		Telephone:	<u>(519) 631-2418 ext 227</u>
		Date:	<u>June 7, 2016</u>
		Event Name:	<u>St. Thomas Fishing Derby</u>
		Organizing Group:	<u>St. Thomas YMCA</u>
		Event Dates:	<u>June 6, 2016</u>

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



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

**City of St. Thomas Parks and Recreation
Indoor Non-Ice Facility Permit**

1. The undersigned agrees to leave the property and its contents in the same condition in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
3. Full refund will be issued if your event is cancelled more than 14 days prior to the date(s) in question. There will be no refund if cancelled within 14 days.
4. If a Licensed Event must be cancelled, 50% of your deposit will be refunded if our office receives written notice (email is acceptable) 30 days or more before the event. There will be no refund if cancelled less than 30 days prior to the event date.
5. All posted rules throughout the facility must be adhered to at all times.
6. Your invoice will indicate a date-listing of time used along with all applicable fees. Please call if you discover any discrepancies, so proper adjustments can be made. All invoices are due upon receipt. The tenants are responsible for clearing and cleaning of the tables. You are responsible for making sure the kitchen is cleaned and dishes done following your event. If the hall is left in an unsatisfactory condition, and additional clean ups required, the Arena reserves the right to default all or part of the rental deposit.
7. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
8. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice should be sent to another person.
9. The City reserves the right to shorten the permit-holder's season, alter hours, or change facility assignment, as determined by program/facility requirements.
10. The current permit fee shall include only the use of a score clock (if requested), sound system/microphone (if requested), tables and/or chairs (if requested), podium (if requested) and basketball nets (if requested). Any additional use of facility space (e.g. lower lobby) must be requested and approved in advance by the Supervisor of Recreational Facilities, and will be so noted (with associated fees) on your facility permit.
11. The permit-holder acknowledges that the City has sole responsibility for booking the facilities.

12. The permit-holder does not have the right to assign this permit or any of the related facilities associated with this permit to another group or individual.
13. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
14. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
15. The St. Thomas Timken Community Centre (2 Third Avenue) and Memorial Community Centre (80 Wilson Avenue) are smoke-free facilities. By-Law 89-2004. Pyro-technics are strictly prohibited. All candles must be in a contained jar or vase, no open flame candles are allowed.
16. No dogs are allowed to enter a Parks and Recreation public facility unless the animal is a Trained Service Animal. By-Law 111-2008.

This permit covers the time period specified below:

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

St Thomas - Elgin Family Y
Name (please print)
User Group

[Signature]
Signature

Jerald Henderson
Group Name

Name (please print)
City of St. Thomas

Signature

Date

Invoice #(s) _____

Payment Terms:

Licensed Event

- \$200.00 deposit due at the time of booking toward the balance. Remaining balance due 14 days prior to the event date
- \$500.00 refundable damage deposit due 14 days prior to the event date

Non Licensed Event

- Full payment for the event must be paid prior to event day(s) Monday to Friday 9am to 4pm

Jerad Henderson

From: estph@elginhealth.on.ca on behalf of Elgin St. Thomas Public Health
<environmentalhealth@elginhealth.on.ca>
Sent: Tuesday, June 07, 2016 11:30 AM
To: Jerad Henderson
Subject: Form submission from: Special Events Notification Form: Fundraiser BBQ

Submitted on June 7, 2016 03:29 PM

Here are your submitted details:

Name of Event: St. Thomas Fishing Derby
Event Address: 95 Elm St, St. Thomas, ON
City: St. Thomas

Postal Code: N5R 1H7

Event Date: June 30, 2016

Organization Name: St. Thomas YMCA

Person Responsible: Jerad Henderson

Business Phone: (519) 631-2418

Home Phone:

Email: jhenderson@ymcawo.ca

Site where fundraiser will be held: park How is the water supplied? commercial bottled water Describe handwashing station: coffee urn or portable supply with basin to catch waste water How will you dispose of waste water? collect for disposal in sanitary facility How will you keep food hot? on BBQ How will you keep food cold? ice chests/coolers How will you dispose of garbage? municipal Is any of the food prepared in a kitchen inspected by a health unit? no List of Served Food:

Hot dogs : Food supplier or store/business where purchased, Address, Phone:
(519) 637-6358

Additional Notes:

Agreement: I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Date of Submission: June 7, 2016

Thank you for your notification!

A Public Health Inspector will contact you if there are any questions about your submission.

Please contact Elgin St. Thomas Public Health if you have any further questions: 519-631-9900 or environmentalhealth@elginhealth.on.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: KNOX CHURCH KIRKIN' O' THE TARTAN PARADE
 Date(s): SUNDAY SEPT. 18, 2016
 Start Time: 10 AM End Time: 10²⁰ AM
 Location(s): KNOX CHURCH PARADE FROM CENTER ST/PRINCESS TO KNOX
 Organizing Group: KNOX CHURCH KIRKIN' O' THE TARTAN COMMITTEE
 Contact Name #1: MARY-ELLEN BOLT #2: JOHN LYLE
 Street Address: % 55 HINCKS ST (KNOX CHURCH)
 Town/City: ST. THOMAS Province: ON Postal Code: N5R 3N9
 Phone Number #1: 519 633-6435 (M. E. Bolt) #2: 519 631-4346 (J. Lyle)
 Email Address: boltfam@rogers.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: KNOX CHURCH

Location and Number of Parking Spaces: KNOX CHURCH

Number of Accessible Washrooms: KNOX Number of Accessible Parking Spots: KNOX

Please describe your specific event. Attach additional sheets as necessary. ANNUAL EVENT
ROLLING PARADE MARCH. STARTS + FIRMS UP AT NE CORNER OF
PRINCESS AVE + CENTRE ST. (LEGENDS PROPERTY)
PARADE SOUTH ON PRINCESS AVE TO WELLINGTON ST. AND
WEST ON WELLINGTON ST. TO KNOX CHURCH AT HINCKS
AND WELLINGTON.

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: TENTS

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

Yes ☐ No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event? Yes ☒ No ☐

MARCHING BAND

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

ROLLING PARADE MARCH. STARTS NE CORNER OF PRINCESS AVE
AND CENTRE ST. SOUTH ON PRINCESS TO WELLINGTON- AND
WEST ON WELLINGTON ST. TO HINKS ST. AND KNOX CHURCH

Do you require traffic control?

Yes ☒

No ☐

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

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 type="checkbox"/>	N/A <input checked="" type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" 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.

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

Mary-ellen Bell
(Signature of Individual Completing this Application)

31 May 2016
(Date completed)

Office Use Only: Application Received: June 9/16 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.

DAVID LOCKE -
LOCKE INSURANCE WILL
PROVIDE CERTIFICATE

STATEMENT OF INDEMINIFICATION

KIRKIN' O' THE TARTAN PARADE organized by KNOX PRESBYTERIAN CHURCH KIRKIN'
(Event Name) (Organizing Group) COMMITTEE

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

KIRKIN' O' THE TARTAN PARADE organized by KNOX CHURCH ST. THOMAS
(Event Name) (Organizing Group)
KIRKIN' COMMITTEE

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):

Mel Knapp

Signed:

Name (Print):

Mary-Ellen Bolt

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

6297 HIGHLAND LANE, UNION
ON

519 633-6435

31 May/2016

KIRKIN' O' THE TARTAN PARADE

KNOX CHURCH KIRKIN' COMMITTEE

SUN. SEPT. 18, 2016

Google Maps St. Thomas

-15-

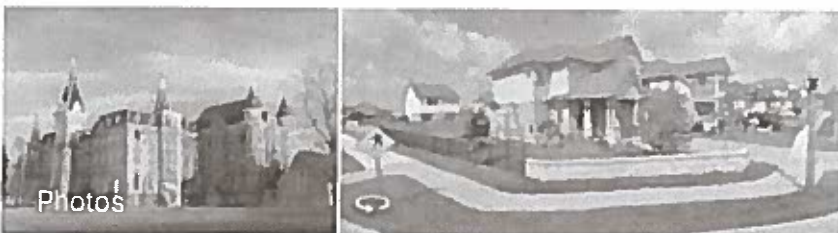


St. Thomas

Ontario

Partly Cloudy · 12°C

9:50 AM



Photos

The OBC deals with the assembly of people in open air by defining a "Group A Division 4" occupancy as an assembly occupancy "in which occupants are gathered in the open air."

Sentence 3.7.4.3.(3) of the OBC requires that "The number of water closets required shall conform to Table 3.7.4.3.C for, ... (c) Group A, Division 4 occupancies ..."

Sentence 3.7.4.1.(2) provides that "When the installation of a sanitary drainage system is not possible because of the absence of a water supply, sanitary privies, chemical toilets or other means for the disposal of human waste shall be provided."

Table 3.7.4.3.C provides for the number of water closets as follows:

Number of persons of each sex	Number of water closets for each sex
1 to 50	1
51 to 150	2
151 to 250	3
251 to 375	4
376 to 500	5
over 500	6 plus 1 for each additional increment of 150 persons of each sex in excess of 500
Column 1	Column 2

As to the number of barrier-free water closets, this is addressed by Article 3.8.2.3 which refers to Table 3.8.2.3.B:

Number of water closets	Number of barrier-free water closets
1 to 3	1
4 to 9	1
10 to 16	2
17 to 20	3
21 to 30	4
over 30	5 plus 1 for each additional increment of 10 water closets in excess of 30
Column 1	Column 2

NOTE: the number of barrier-free water closets identified in Column 2 of Table 3.8.2.3.B is included in the count of Table 3.7.4.3.C Column 2.

Knapp, Melanie

From: Run, Martin
Sent: June-07-16 11:27 AM
To: Bridge, Tim; Knapp, Melanie; bob@stthomaschamber.on.ca; Jason.rick@memseo.com; Peck, Chris; Pickersgill, Megan; Drouin, Gary; hzehr@stps.on.ca; catyb@mnsi.net; Councillor Steve Wookey; Mayor Heather Jackson; Spratley, Catharine; White, David; jpallister@stps.on.ca; Todd, Bill; earl-taylor@coldwellbanker.ca; APowell@elginhealth.on.ca; Blackmore, James; Tucker, Ross; Leverton, Brian; Gazda, April
Subject: RE: 150th Anniversary @ Pinafore Park

The permit that he signed for the rental of the bandshell states :

- The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
- The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.

Would the permit cover us in case of an accident or electrical shock?

From: Bridge, Tim
Sent: June-07-16 11:13 AM
To: Knapp, Melanie; bob@stthomaschamber.on.ca; Jason.rick@memseo.com; Peck, Chris; Pickersgill, Megan; Drouin, Gary; hzehr@stps.on.ca; catyb@mnsi.net; Councillor Steve Wookey; Mayor Heather Jackson; Spratley, Catharine; White, David; jpallister@stps.on.ca; Todd, Bill; earl-taylor@coldwellbanker.ca; APowell@elginhealth.on.ca; Blackmore, James; Tucker, Ross; Leverton, Brian; Gazda, April; Run, Martin
Subject: RE: 150th Anniversary @ Pinafore Park

Hello Mel,

If that is the application that's should be ok but the only thing who's carrying the liability if someone accidentally gets hurt or electrical shock? If the gentleman signs off and will cover the liability I'm good with that.

Thank you,
Tim Bridge

From: Knapp, Melanie
Sent: June-07-16 10:18 AM
To: bob@stthomaschamber.on.ca; Jason.rick@memseo.com; Peck, Chris; Pickersgill, Megan; Drouin, Gary; hzehr@stps.on.ca; catyb@mnsi.net; Councillor Steve Wookey; Mayor Heather Jackson; Spratley, Catharine; White, David; jpallister@stps.on.ca; Todd, Bill; earl-taylor@coldwellbanker.ca; APowell@elginhealth.on.ca; Bridge, Tim; Blackmore, James; Tucker, Ross; Leverton, Brian; Gazda, April; Run, Martin
Subject: FW: 150th Anniversary @ Pinafore Park

Hi everyone,

Could someone please confirm with Martin?

Thanks,
Mel

From: Run, Martin
Sent: June-07-16 9:50 AM
To: Knapp, Melanie
Subject: FW: 150th Anniversary @ Pinafore Park

Hi Mel,

Please see email below. Mark Sargent has put in an email to me that he will only be plugging in a stereo into the bandshell in order to get his microphone.

Can you confirm with the committee if an ESA permit is still a requirement?

Martin Run

From: Rev. Mark Sargent [<mailto:msargent@dol.ca>]
Sent: June-06-16 3:55 PM
To: Run, Martin
Subject: RE: 150th Anniversary @ Pinafore Park

Thank you, Martin

I plan to plug into the band shell at the park a small "ghetto blaster" to use as a PA system. The theme of the picnic and concert is 1916.....so there is only a very small requirement for electricity.

I hope this is helpful.

Mark. Sargent

On Jun 6, 2016 15:36, "Run, Martin" <mrun@stthomas.ca> wrote:

Hi Mark,

Can you please provide me with a list of any items or equipment that will be plugged into the bandshell at Pinafore Park? If nothing is being plugged in, can you please confirm via email that nothing is being plugged in, thanks.

Martin Run



1.877.ESA.SAFE OR 1.877.372.7233

REPORT AN
ELECTRICAL INCIDENT

CONSUMERS

CONTRACTORS

BUSINESS

UTILITIES

ELECTRICAL PRODUCTS

Type your search here...

BUSINESS SPECIAL EVENTS

Permits & Inspections

Services to Business

Continuous Safety Services

e-WorkSAFE

Contractor Safety Tool

Street Lighting Assets

Traffic Lights & Signals

Retrofitted Luminaires

Mining Services

Special Events

Carnivals / Travelling Shows

Safety & Technical Training

Plan Review

Employee Safety

Electrical Product Safety

Alternative Generation Safety

Safety Flashes

Guidelines

Special Events & Celebrations

Special requirements for large events

Larger events that include electrical equipment and large generators require an ESA electrical permit and an electrical inspection in addition to any permits required by local municipalities – it's the law! Plan ahead and arrange permits four to six weeks in advance of your event.

- Carnivals, festivals and traveling shows have specific electrical safety requirements. Event organizers should read ESA's guide.
- Midways, amusement devices, and food vendors that use generator power each require an ESA electrical permit. Organizers should obtain the ESA permit number from all vendors and operators and keep it on file at the site office.
- Download an ESA permit and inspection application form.



Electrical safety tips for celebrations large or small

Whether you're powering a public address system for speeches and music, setting up a large event tent, plugging in twinkle lights or using portable heaters after the sun sets, following these electrical safety tips will help you avoid an unfortunate accident that could otherwise spoil the fun.

Event tents and decorations

- Before moving and setting up a tent, always look up and look out for powerlines first! Remember, you don't have to touch the powerline to get a severe shock, burn or be electrocuted. Even coming too close could cause electricity to jump or 'arc' through the air to the tent pole or other equipment and seriously injure or even kill you.
- When using a ladder to put up decorations, banners or lights always look up first for powerlines. Carry your ladder horizontally as you move around the yard or event location.
- Stay at least three metres away from all powerlines that run along the street and at least one metre from the wires that run from your house to the electricity system.

Portable generators

- Size matters when it comes to portable generators – choose one that meets the needs of the equipment you want to power up.
- An ESA inspection is not required for the type of generators that allow you to plug electrical equipment directly into outlets located on the generator.
- But generators larger than 12 kilowatts or 240 volts do require an electrical permit and ESA inspection. Call 1-877-ESA-SAFE (372-7233) at least a week in advance of your event.
- Water and electricity don't mix! Set up your portable generator in a dry, well-ventilated area outdoors.
- Generators produce poisonous carbon monoxide gas. Keep the generator away from your event tent, and also away from open doors, windows and vents of the house or other nearby buildings.
- Gasoline and its vapors are extremely flammable. Allow the generator engine to cool at least two minutes before refueling and always use fresh gasoline.

Extension cords

- Choose the right extension cord for the job – use three-prong (grounded) cords rated for outdoor use.
- Plug in safety – plug your extension cords into an outlet that's protected by a Ground Fault Circuit Interrupter (GFCI) to prevent shocks. You can buy portable GFCI protected outdoor power bars at most home improvement retailers.
- Extension cords are rated to deliver a specific amount of power – make sure the one you choose is rated for the amount of power your equipment needs.
- Don't coil the cords – coiled extension cords can become very hot and potentially cause a fire.
- Remember to secure cords to the ground to prevent tripping hazards or damage to the cord.

- 20 -

- Look for the product certification mark on extension cords to make sure they've been safety tested approved for use in Ontario.

Outdoor heat and light

- If you're using lights and heaters inside an event tent, remember to make sure they're kept well away from the tent fabric to avoid a fire – check the manufacturer's instructions for specific requirements.
- Remember to choose products that are approved for where you're planning to use them – indoors, outdoors or wet locations.
- Look for the product certification mark on lighting and heaters to make sure they've been safety tested and approved for use in Ontario.

[More information specific to Carnivals & Travelling Show](#)

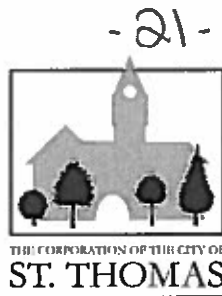
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Councillor Wookey
Chair



Special Events Committee
c/o City Clerk's Dept, 545 Talbot St.,
St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4100
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

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

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

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

KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: _____

Date(s): _____

Start Time: _____ End Time: _____

Location(s): _____

Organizing Group: _____

Contact Name #1: _____ #2: _____

Street Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone Number #1: _____ #2: _____

Email Address: _____

Expected Attendance: _____ Number of Event Personnel/Volunteers: _____

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

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

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

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes ☐ No ☐

If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐ No ☐

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. 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 under the Special Events page on the City website. 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 Public Works Department for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input 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 availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

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. 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)

(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

_____ organized by _____
(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

_____ organized by _____
(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): _____

Address: _____

Telephone: _____

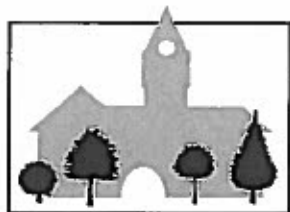
Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____

Festivals and Events Manual



THE CORPORATION OF THE CITY OF
ST. THOMAS

A resource document for
Event Organizers

City of St. Thomas

June 2016

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I. INTRODUCTION

The City of St. Thomas Special Events Committee was formed in order to work with organizers to produce successful events. The Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all the parties involved in a special event. The Committee reports to Council with any changes to this manual. This manual correlates to the Special Events Permit Application.

This manual is designed to help you navigate through all requirements and essentially, present a safe and successful event in the City of St. Thomas. All organizers should review this manual and fulfill all requirements pertinent to each event prior to filing the application with the City Clerk's Department. This manual is designed to outline areas of responsibility for the festival or event organizer in St. Thomas so that all terms and conditions can be clearly understood and complied with. An application must be submitted to the Committee even if it is an annual event.

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

It is recommended that when multiple events have proposed the same location(s) and time, that the applications be treated on a first come-first serve basis.

The Corporation of the City of St. Thomas is at your service to help you in every way possible to make your event a success. If you have any immediate questions or comments about the process, please contact the City Clerk's Department at (519) 631-1680 ext 4100. Additional contact information for specific departments and areas can be found within the manual.

II. DEFINITION OF SPECIAL EVENTS

A special event is an event open to the public that takes place on City property. This can include events taking place primarily on private property, but that affect pedestrian or traffic flow, due to a higher volume of vehicles or people to a specific area. Information required from organizers could include zoning, road access and traffic flow management, public health regulations and contact with the Police Department.

A major event is more than eight hours and has projected attendance over 200, while other events are less than eight hours and have a projected attendance under 200.

The primary types of special events include the following, or a combination of both:

- 1) **Street/Sidewalk Events:** events that take place on City streets and/or sidewalks. Examples could include walkathons, running races, festivals, etc.
- 2) **Events that take place in City owned parks, facilities and properties.** Examples could include festivals, community picnics, concerts, exhibits, etc.

III. POLICIES AND PROCEDURES FOR ALL EVENTS

a) FOOD AND BEVERAGE

Contact: Elgin St. Thomas Public Health - 519-631-9900 or www.elginhealth.on.ca

If food or beverages are being served, Elgin St. Thomas Public Health must be notified of the event details two weeks prior to the event by completing a Special Events Notification Form or Special Events Notification Form – Fundraising BBQ (found on www.elginhealth.on.ca). Vendors are responsible for ensuring each event has the necessary facilities, all food and drinks come from approved sources, and that it is safely delivered to the consumer. Appendix “A” of this manual contains information relating to Food Safety Requirements.

b) TENTS

Contact: Planning & Building Services – 519-631-1680 ext. 4160
Elgin St. Thomas Public Health - 519-631-9900 ext. 1253

If you plan to set up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a building permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- a) Not more than 60m² (645 ft²) in aggregate ground area,
- b) Not enclosed with sidewalls,
- c) Not attached to a building, and
- d) Constructed at least 3m (10 ft) from other structures (measured from the stake line).

Please note that if the tent or group of tents is not exempt, a building permit will be required, which will include a prescribed fee from Planning and Building Services.

Planning and Building Services request details regarding the tent size, seating arrangement, location of exits, whether or not alcohol is being served, number of washroom facilities available (location of privies if required) and certificate of verification that the tent and all tarpaulins used have been flame proofed in accordance with CAN/ULC-S109 or NFPA 701.

NOTE: There is a no staking policy within City parks. No cooking is permitted in tents occupied by the public.

Indoor/tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin-St. Thomas Public Health. There are also smoking restrictions and sign requirements expected at special events for outdoor patios that are operated in conjunction with an area where food and/or drink is served, sold or offered. There are also smoking restrictions at sporting areas and playgrounds under the Smoke Free Ontario Act that may apply to special events, depending on where they are situated. No smoking can take place within 20 meters of sporting areas or playgrounds. Examples of a playground are but not limited to: slides, swings, climbing apparatuses, splash pads, wading pools or sand boxes. Sporting areas are described as but are not limited to soccer, football, basketball, tennis, baseball, softball or cricket, skating, beach volleyball, running, swimming or skateboarding.

Organizers are encouraged to contact the Tobacco Enforcement Officer at Elgin St. Thomas Public Health for details on how to meet these requirements.

c) SERVING OF ALCOHOL

Contacts: Parks and Recreation Department - 519-633-7112

Alcohol & Gaming Commission of Ontario - 416-326-8700 or www.agco.on.ca
Smart Serve Ontario 1-877-620-6082 or www.smartserve.org

Event organizers must abide by the City of St. Thomas Municipal Alcohol Policy which can be obtained from the Parks and Recreation Department.

Organizers must also comply with the Alcohol and Gaming Commission of Ontario (AGCO) and are responsible for notifying and providing any pertinent information required under the AGCO guidelines for obtaining a Special Occasion permit. This can be obtained at any Liquor Board of Ontario outlet. Organizers must adhere to the Liquor Licence Act and its regulations for the event, as well as ensure access is given to Police and AGCO inspectors for the purposes of inspections. Tip sheets on Special Occasion Permits can be found on the AGCO website.

A copy of the liquor permit must be supplied to the Corporation of the City of St. Thomas, Parks and Recreation Department or 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/locations/services as well as a copy of the establishment's endorsement.

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

Event organizers will be required to purchase party liability alcohol insurance and provide a copy to the Corporation of the City of St. Thomas, Parks and Recreation Department.

No alcohol will be allowed on City streets, sidewalks, or in non-designated areas without the approval of St. Thomas City Council. Extensions to the hours of alcohol services for events may be considered by City Council for unique and/or special circumstances or celebrations.

d) MUNICIPALLY SIGNIFICANT EVENT

Contacts: Alcohol & Gaming Commission of Ontario - 416-326-8700 or www.agco.on.ca
City Clerk's Department, City Hall - 519-631-1680 ext. 4100

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must first 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.

e) MUSIC / NOISE

Contact: St. Thomas Police Services - 519-631-1224 ext. 141
SOCAN - 1-800-557-6226 or www.socan.ca

In accordance with the provisions of Noise By-law 68-2003, the use of sound reproduction devices during special events 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" (i.e. the volume is not intolerably high so as to unreasonably disturb the peace and comfort of any person in any dwelling house, apartment, hotel or other type of residence).

For events not taking place in a City facility, it is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN. If your event is taking place at a rented City facility, a SOCAN charge will be applied to your permit invoice. A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event – legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play.

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.

f) ANIMALS

Contacts: Public Works Department - 519-631-0368 ext 5130
Elgin St. Thomas Public Health - 519-631-9900 or www.elginhealth.on.ca

Elgin-St. Thomas Public Health must be notified of the event details two (2) weeks prior to the event if there will be a Petting Zoo or animals available for public access. Petting Zoos or animal displays must comply with health requirements from Elgin-St. Thomas Public Health.

If event organizers wish to have animals at their event that are not permitted in the Animal Control By-Law 71-2011 (e.g. horses, ponies, etc...), an Application for Temporary Exemption to the By-law must be approved by City Council. This application is available from the Special Events Committee Secretary or from the Public Works Department. There is a cash fee required with the application. Please note that such approval may take several weeks.

Pet owners will be prohibited from bringing their animals to a public park during events where signs are erected prohibiting animals. Persons with disabilities are permitted to be accompanied by their service animal but must keep that animal with them at all times in areas/premises which are open to the public, when accessing goods and services provided by the City of St. Thomas, unless suspended by other legislation.

g) ROAD CLOSURES / TRAFFIC FLOW CHANGES / PARKING

Contacts: Public Works Department - 519-631-0368 ext. 5130
St. Thomas Police Services - 519-631-1224 ext. 141

Road Closures / Traffic Flow Changes

Road closures require a Right of Way Occupancy Permit and City Council approval. Please note that there is a fee for obtaining a Right of Way Occupancy Permit. Once your Special Events Application has been approved, the Manager, Roads and Transportation will prepare a report for Council approval and will contact you. Please note that preparing the report and obtaining Council approval may take several weeks.

Adequate provision for bus service is essential when planning an event route. A City street that is a public transit route shall not be closed for an event unless there is an acceptable parallel road that can be used as an alternate public transit route.

Marshals, volunteers and special event staff are not permitted to direct traffic. Pursuant to the Highway Traffic Act, only the Police can direct traffic.

Please refer to the city map located at www.stthomas.ca/content/official-plan-0. The map can be found under Schedule II – Roads Plan. If your event involves any red major arterial or blue minor arterial classification of road than you must consider having the roadway closed, having the police present or changing the location of your event. Having the police present involves paying to have off-duty officers present for the duration of your event.

Temporary detour and/or advance warning signs may be required by City staff or Police to divert traffic away from the vicinity of the event. If required, they shall be erected, maintained and removed by City staff. It is the responsibility of the event organizers to ensure that all streets that intersect with the closed portion of the road are completely barricaded at both ends of the closure at all times. It is the responsibility of the event organizer to ensure that trained volunteers are positioned at both ends of the road closure at all times to assist emergency vehicles and those with legitimate business through the barricaded area and that a 6 meter passageway is kept clear of obstacles at all times within the road closure so that emergency vehicles can proceed through unimpeded.

It is the responsibility of the event organizer to provide details of the event to residences, businesses, churches and any other institution or organization that may be impacted by the event a minimum of 10 days in advance of the event where reasonably possible. Furthermore, the event organizer will work with business representatives, etc., to minimize any inconvenience the event may cause. Funeral homes shall be notified 48 hours prior to the event.

Parking

If an event is going to impact Municipal Parking Facilities (both on and off City streets) the organizer must contact the Roads and Transportation Division to arrange a parking plan. All event parking will be arranged to ensure the safe flow of traffic before, during, and after the event. City staff and City Council must approve exclusive use of public parking lots.

Sidewalk Sales

It is the responsibility of the applicant to ensure that each business within the limits of the proposed sidewalk sale receives adequate prior notification and is given the opportunity to participate. It is the responsibility of the applicant to install, maintain and remove any barricades that may be required by City staff or the St. Thomas Emergency Services. No tables or barricades shall be permitted within 6.0m (20ft) of an intersection. There must be a minimum of 1.5m (5ft) of clear sidewalk space maintained at all times. Access must be maintained at bus stops for buses loading and discharging passengers. Merchants participating in the sidewalk sale shall be restricted to the sidewalk within the boundary lines of their establishment as extended across the sidewalk. Merchants wishing to use sidewalk space in front of an adjacent establishment as part of their display requires the written approval of that establishment's proprietor.

It is the responsibility of the applicant to ensure that any litter generated as a result of the sidewalk sale is picked up and disposed of properly.

Demonstrations

Demonstrations having less than 150 participants shall be restricted to the sidewalk. Demonstrations having more than 150 participants may use part of the roadway. City staff or a Police officer shall determine the extent of the road use. Demonstrations having less than 150 participants conducted outside a non-internationally protected property shall be restricted to the sidewalk on the opposite side of the street. Demonstrations having more than 150 participants conducted outside a non-internationally protected property may use part of the roadway adjacent to the sidewalk on the opposite side of the street. The St. Thomas Police shall determine the precise parameters of the demonstration and whether the use of the street is required. If no sidewalk exists, the demonstration shall not be permitted within 15m (49') of the establishment. The St. Thomas Police and or City staff may make exceptions for small demonstrations or when it is more practical for the participants to be in front of the establishment.

Signs or banners, other than plastic foam core signs, must be made of cardboard or cloth/nylon. Plastic foam core signs must be limited to 1.0cm (0.39") in thickness, 15.0cm (5.9") in width and 40.0cm (15.7") in length. All types of signs or banners must be supported by cardboard or softwood supports no larger than 2.5cm by 2.5cm (1" x 1"). These supports must not exceed 2.0m (6.6') in length. The ends of the supports must not be pointed or sharp.

h) MUNICIPAL FACILITIES

Contacts: Parks and Recreation Department: 519-633-7112
(Office located at St. Thomas Timken Community Centre, 2 Third Avenue)
Environmental Services – Waste Management: 519-631-1680 ext. 4258
Parks and Recreation – Property Services, Hydro: 519-631-1680 ext. 4180
Electrical Safety Authority - 1-877-372-7233 or www.esasafe.com

The Parks and Recreation Department must be contacted to discuss the event if the event is being held at a municipal facility, including arenas, parks and fields. If renting a pavilion or facility, you must sign an Outdoor Facility Permit or Indoor Non-Ice Facility with the Parks and Recreation Department and pay any required fees and deposits.

Garbage Cans and Picnic Tables

Garbage cans and picnic tables can be rented at a charge of \$2 and \$5 respectively if identified as a request on the permit application. Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer. It is the responsibility of the event organizers to clean up the site and remove all garbage immediately following the event.

Recycling Containers and Collection

Event organizers are encouraged to have recycling programs in place where Blue Box recyclables (consistent with City of St. Thomas program List 1-3 below) are being generated. Recycling containers and collection can be arranged through the Environmental Services Department.

The City will provide an appropriate number of recycling containers (95 gallon roll carts) for use during the event and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event. For those events who wish to collect organic material, the City will provide use of 35 or 63 gallon roll carts for the collection of the material. The City will be responsible for the collection of the organic material from the carts placed

in the designated collection area. There is no charge associated with the collection of recyclables and compost materials for special events.

Event organizers need to inform the City of the range of waste materials being generated. City representatives will work with event organizers to ensure the recycling containers are on site and appropriately distributed around the event. Generally, this will require the special event organizers to place the recycling containers adjacent to the garbage containers where possible.

List #1 Commingled Containers	List #2 Commingled Paper Products	List #3 Organic Products (includes but not necessarily limited to)
<ul style="list-style-type: none"> • Metal Food & Beverage Cans • Glass Jars and Bottles • Plastic bottles and containers • Aluminum Pie Plates and Foil • Tetra Pak (drink boxes) • Gable Top containers (Milk Cartons) • Spiral Wound Cardboard Cans (Pringle Cans) • Drink cups (coffee, pop) 	<ul style="list-style-type: none"> • Newspapers • Flyers • Boxboard (cracker, cereal, boxes) • Fine paper • Envelopes • Magazines • Telephone Books • Corrugated Cardboard (flattened in 2ft x 2ft x 1ft bundles) 	<ul style="list-style-type: none"> • Fruits & Vegetables • Grains (pasta, bread, cereal) • Dairy Products (cheese, yogurt) • Coffee Grounds & Filters • Tea Bags • Egg Shells • Meat (including bones) • Soiled Pizza Boxes • Paper drink trays • Used tissues and paper towels • Paper bags and cellulose lined paper bags (flour, sugar, popcorn) • Paper ice cream carton • Paper plate • Paper takeout food containers • Corn cobs and husks

Hydro and Electrical Requirements

The event organizer must ensure that adequate electrical supply capacity is available to run the event and must confirm with the supply authority what the electrical requirements will be for the event.

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 (ESA). Please note that there are fees associated with ESA permits and can vary depending on the size of the event and the electrical requirements.

Hydro pedestals at Pinafore Park and a hydro panel are available for rent, if required from the Parks and Recreation Department.

i) PINAFORE PARK

Contact: Parks and Recreation Department – 519-631-7112

Pinafore Park hosts a large number of special events every year, including some of the highest attended. Special events in Pinafore Park require specific contact with the Parks and Recreation Department to discuss the event, layout and parts of the park being used. Events in Pinafore Park require an onsite meeting to be scheduled with the Parks and Recreation Department for an

inspection and to help facilitate resources. There may be more information required including an event schedule, key contacts and emergency planning.

j) ACCESSIBILITY

Contact: City Clerk's Department - 519-631-1680 ext. 4100
St. Thomas Municipal Accessibility Advisory Committee – 519-631-1680 ext. 4161

Organizations planning an event with one or more employees have legal requirements to meet on accessibility. This includes seasonal and part-time employees. Organizations with more than 20 employees must report to the government of Ontario on how they are meeting these requirements.

Information related to compliance under the Accessibility for Ontarians with Disabilities Act (AODA) can be found at the following: <https://www.appacats.mcass.gov.on.ca/eadvisor/>.

The government of Ontario has produced a Guide to Accessible Festivals and Outdoor Events, found on the City of St. Thomas Special Events Permit page. More information can also be found on the Accessibility page of the City's website. **Please note:** it is the responsibility of the event organizers to ensure that their organization is in compliance with the Accessibility for Ontarians with Disabilities Act.

k) OTHER SERVICES / RESOURCES

Police Service / Security

Contact: Police Service - 519-631-1224 ext. 141

Privately licenced security may be required for events, particularly with regards to serving alcohol and the Alcohol and Gaming Commission of Ontario (AGCO). The rules and regulations dealing with private security are outlined in the Private Security and Investigative Services Act of Ontario.

The St. Thomas Police Service will work with event organizers to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures, traffic control, and/or paid duties in place, persons in charge, contact numbers, etc. The event organizer may be required to meet in person with a representative from the St. Thomas Police Service after the initial contact has been made. Paid duty information, application and cost can be found by visiting the St. Thomas Police Service website at <http://www.stps.on.ca>.

First Aid

Contact: St. John's Ambulance - 519-633-2290

It is required that event organizers provide certified first-aid services on site during the operating hours of the event through a qualified agency such as St. John Ambulance, when there is an expected attendance of more than 200 people. Documentation providing proof that First Aid services have been retained is required to be submitted to the Special Events Committee.

Well-trained and well-equipped, St. John Ambulance volunteers are at countless public events to give first aid care when emergencies occur. By being there, St. John volunteers are “first on the scene” in the critical minutes until medical assistance arrives.

Ambulance / Emergency Medical Services

Contact: Elgin-St. Thomas EMS - 519-637-3098

Elgin-St. Thomas Emergency Medical Services are to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well organized event.

Fire Department / Fireworks

Contact: Fire Department: 519-631-0210

The Fire Department is to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well run event. An inspection must be completed before the event. All events must meet the requirements of the Ontario Fire Code.

If there will be fireworks as part of the event, you must obtain a permit for exhibition fireworks through the Fire Department.

Chamber of Commerce

Contact: 519-631-1981 Email: mail@stthomaschamber.on.ca

The St. Thomas & District Chamber of Commerce is interested in details on special events and activities that might impact local business and/or their employees and families in any way. The Chamber is a specialist in communication to the business community across the City, and throughout the surrounding area. If your activity could bring opportunities for local business or affect their operation in any way, keeping the Chamber informed can be beneficial to everyone involved. The St. Thomas & District Chamber of Commerce offices are in the Elgin Business Resource Centre at 300 South Edgeware Road. Office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. Additional contact information and a searchable database of over 600 local businesses and employers can be found on the Chamber website at www.stthomaschamber.on.ca.

Downtown Development Board (DDB)

Contact: 519-633-5248 Email: ddb@stthomas.ca

The Downtown Development Board (DDB) is interested in details on special events and activities, especially events held in the downtown. “Our goal is to promote and beautify St. Thomas.” More information on the DDB can be found at www.downtownstthomas.com.

Tourism Services

Contact: Railway City Tourism, Economic Development Corporation – 519-631-1680 ext. 4132

Railway City Tourism can assist special events on a variety of fronts. The website www.railwaycitytourism.com is a dynamic site where events can be posted and a news feed can inform. Any content from event details to news releases to promo photos can go up on the website. Additionally, Facebook, Twitter, Flickr and Youtube can be used to present special events materials. Finally, the L & PS Station is home to the tourism office, and if there are posters, brochures, or any other physical media relating to the event, they can be housed in and distributed from the office.

Lotteries

Contact: Purchasing and Licencing - 519-631-1680 ext. 4112 or purchasing@stthomas.ca

Any intent to operate a lottery in the City of St. Thomas must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval. Lottery licencing refers to lottery schemes permitted by a licence under the *Criminal Code of Canada*. Typically, these may include bingos, raffles, break open tickets and social gaming events held by charitable or religious organizations. More information on applying for lottery licencing with the City of St. Thomas can be found on the City's web site under Lottery Licencing.

Hydrant Connection Permits

Contact: Public Works Department – 519-631-0368

Hydrant Connection Permits to ensure water quality requirements under the City's Drinking Water Quality Management Standards can be obtained through the Public Works Department.

Washroom Facilities

Contact: Planning & Building Services – 519-631-1680 ext. 4160

Event organizers are responsible for providing sufficient portable washrooms, wheelchair accessible portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds.

I) INSURANCE

Contact: Treasury Department - 519-631-1680 ext. 4105

A Certificate of Insurance is required providing proof of \$5,000,000 or more 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, as well as the completed Statement of Indemnification 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. **Please note:** 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.

APPENDIX "A"

This Appendix is being provided for information purposes only. The Elgin St. Thomas Public Health must be contacted for specific requirements.

More details can be accessed at: www.elginhealth.on.ca

Standards for Outdoor Special Events

Pursuant to the Food Premises Regulation Ontario Regulations 562/90.

Hazardous food means any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms. Any food that consists, in whole or in part, of milk or milk products, eggs, meat, poultry, fish, shellfish (edible mollusca and crustacean), or any other ingredients, in a form capable of supporting growth of infectious and/or toxigenic microorganisms.

A *special event* is a temporary charitable or commercial function, at which food is prepared and offered to the public.

Requirements:

1. Hazardous foods shall be maintained, stored, offered for sale such that an internal temperature of the food is:
 - a) 4°C or lower; or
 - b) 60°C or higher

KEEP HOT FOOD HOT! KEEP COLD FOODS COLD!

2. Adequate refrigeration space for the safe storage of perishable and hazardous food must be provided.
3. Raw and ready-to-eat products must be fully separated and stored in tightly covered containers, to prevent cross-contamination. For example; if a refrigerator is provided, the raw products should be stored on the bottom shelf with ready-to-eat products above; if thermos cases and ice packs are used, separate cases must be provided for raw and ready-to-eat products.
4. Accurate indicating thermometers shall be provided in all temperature-controlled compartments.
5. A separate hand washbasin is to be provided at a food preparation area. This sink must be supplied with hot and cold running water under pressure, together with a supply of soap in a dispenser and single service (paper) towels. The unit can either be permanently pumped in or be a portable unit, i.e., coffee urns, but, all work must comply with the Ontario Plumbing Code.
6. A minimum of a two-compartment sink with drain board, supplied with hot and cold running water under pressure, must be available for cleaning and sanitizing utensils. It must be located on approved commercial premises (domestic operation is not permitted) and be readily available.

All utensils and food containers must be:

- a) **WASHED:** in hot water and detergent
- b) **RINSED:** in hot water
- c) **SANITIZED:** immersed in a solution of hot water and 100 ppm chlorine bleach or 25 ppm iodine or 200 ppm QUAT for 45 seconds.

A test reagent must be provided to test sanitizer strength.

7. A separate holding tank shall be provided for sink wastes. This waste tank shall be equipped with an easily readable gauge for determining the waste or water level in the tank.
8. All wastewater shall be drained into a sanitary sewer in a sanitary manner.
9. Ensure all water supply tank used for cleaning and sanitizing is disinfected with a chlorine solution of not less than 100 ppm (1oz. bleach to every 4 gallons of water).
10. Single service articles shall be used for the service or sale of food.
11. Tongs, spatulas, or any other multi-service articles, must be cleaned and sanitized after each use (**daily**)
12. Ensure separate tongs are used for raw and cooked products to eliminate cross contamination.
13. All food is to be protected from contamination and adulteration.
14. Ensure that an adequate number of garbage receptacles with tight-fitting or self closing lids are provided for storing all garbage and waste in a sanitary manner.
15. All employees who handle or come in contact with food must wear clean outer garments and headgear to confine the hair.
16. The location and operation of the Barbeque facility must comply with the Ontario Fire Code.

Food Handler Guidelines

- Be clean and healthy, wear clean outer garments and confine hair.
- Do not smoke in the food area while preparing/handling food.
- Wash your hands
 - Before handling any food or utensils
 - After handling raw foods such as meat
 - After using the washroom
 - After sneezing, smoking or anytime they become soiled.
- Cook food until well done to prevent the spread of disease.
- If in doubt about the condition of a certain food, do not guess **throw it out**.
- If utensils drop on the floor, they are dirty, wash them.
- Use a thermometer to confirm food is the proper temperature
 - Cold foods 4°C or lower
 - Hot foods 60°C or higher
- Make sure all workers know the proper procedures to follow.
- **DO NOT** let anyone not involved in food handling into the preparation area, other than official Health Inspection personnel or other authorized service persons.