

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

BY EMAIL

August 15, 2016

PETITIONS AND COMMUNICATIONS

Toys for Tots - Bikers Rights Organization - August 28, 2016 Pages 2-8

Ontario Tree Climbing Competition - ISA Ontario - September 16 & 17, 2016 Pages 9-20

UNFINISHED BUSINESS

Upcoming Events Pages 21-22

- 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

Water Closet Recommendations - Ontario Building Code

Changes to Special Events Application and Manual

NEW BUSINESS

ADJOURNMENT

JUN 29 2016

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Bikers Right Organisation Toys For Tots
Date(s): Aug 28/2016
Start Time: 1 o'clock End Time: 3 o'clock
Location(s): Start Value Village London End 60 W. ave St. Thomas
Organizing Group: Bikers Rights Organisation
Contact Name #1: Stan Raff #2: _____
Street Address: 33 Pitt St. unit 47.
Town/City: Pt. Barwell Province: Ont. Postal Code: N0J1T0
Phone Number #1: 226-973-4380 #2: _____
Email Address: STANRAFF@HOTMAIL.COM
Expected Attendance: 80 Number of Event Personnel/Volunteers: 5
Location and number of washrooms in place: 2

Location and Number of Parking Spaces: _____

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: _____

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

motorcycle run to collect money to buy toys
for Christmas Care - annual event

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. Attached.

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.

see attached

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.

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

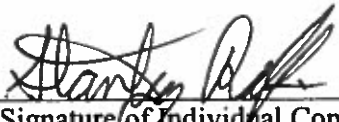
Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

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)


(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 INDEMINIFICATION

Toys For Tots organized by Elgin Middlesex Bikers Rights Organization
(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:

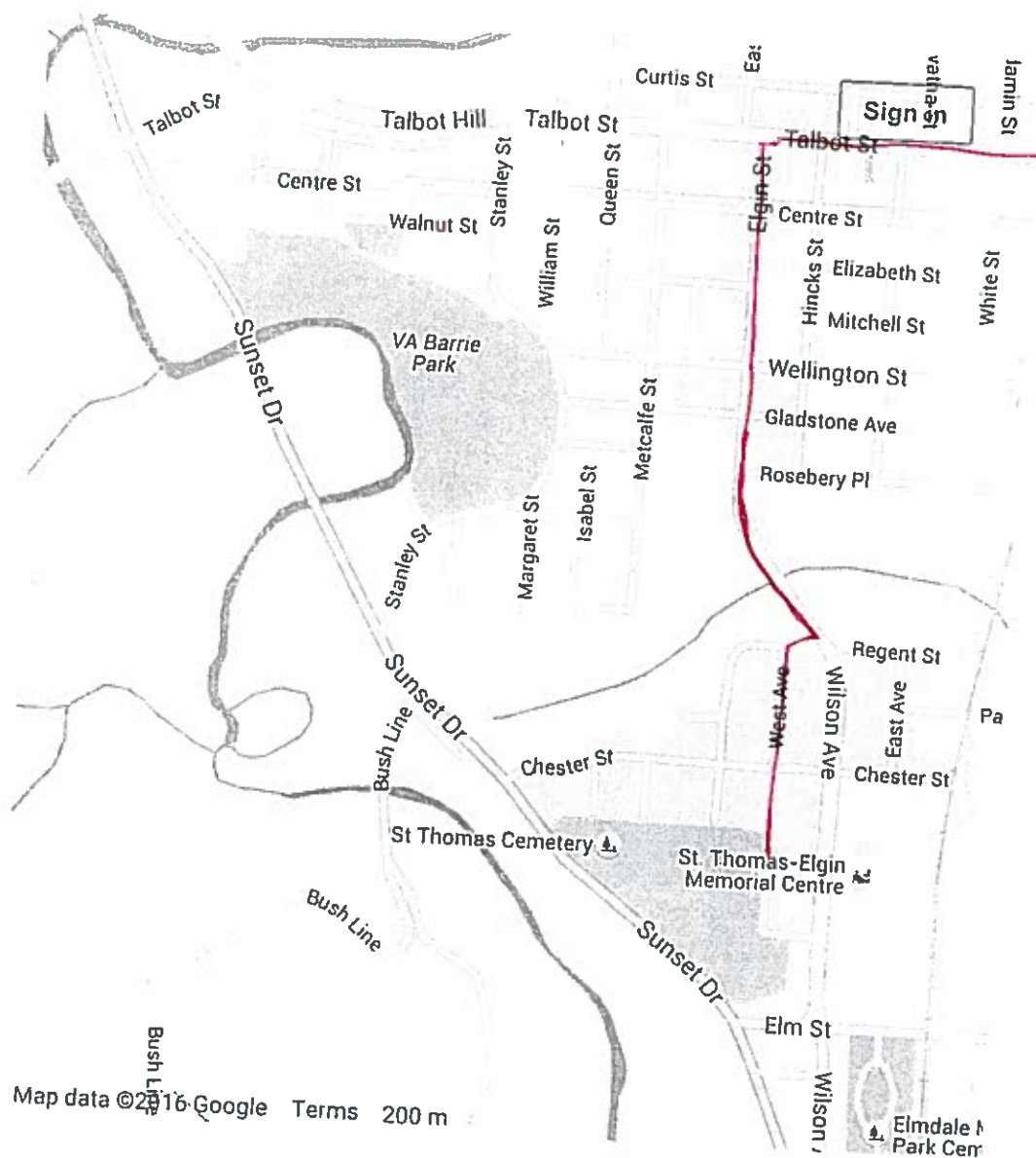
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Toys For Tots organized by Bikers Rights Organization
(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: Stan Ralf
Name (Print): STAN RALF
Address: 33 Pith St. Pt. Barwell Ont
Telephone: 226-973-4380
Date: June 29/2016
Event Name: Toys For Tots
Organizing Group: Bikers Rights Organization
Event Dates: Aug 30/2016



- Start at Comfort Inn, Talbot Street
- Travel West on Talbot and turn left onto Elgin St
- right onto Regent St then left onto West Ave
- end at 60 West Avenue

Special Events Notification Form

Note: Every person who intends to sell food to the public must notify the Health Unit in accordance with Section 16(2) of the HPPA. Please complete and submit this form at least 2 weeks prior to the event date. Retain a copy of this form for your records; you will **NOT** be mailed/faxed a copy. **If there are concerns, the public health inspector will call the person(s) responsible to clarify.**
Note: Contact **MUST** be made with the Tobacco Enforcement Officer (TEO) to ensure compliance with the Smoke Free Ontario Act. Contact the TEO at smokefree@elginhealth.on.ca or 519-631-9900 Ext. 1325 before submitting this form.

Event Information

Name of Event: <i>Toys for Tots motorcycle Ride</i>	Event Location (Address): <i>St. Andrew's United Church 60 West Ave ST. Thomas ON.</i>
Event Date(s): <i>Aug 28 - 2016</i>	Set Up Date: <i>Aug 28 - 2016</i>
Organization Name: <i>Biker's Rights Organization Elgin - Middlesex region</i>	Person Responsible: <i>David Webber</i>
Bus. Phone: <i>(226) 268 5453</i>	Home Phone: <i>(519) 773 5453</i>
Email: <i>slowrider86@hotmail.com</i>	

Concession Site:

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

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

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

<input checked="" type="checkbox"/> 2 compartment dishwashing	<input type="checkbox"/> 3 compartment dishwashing	<input type="checkbox"/> Other explain:
---	--	---

How will you dispose of waste water?

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

<input type="checkbox"/> steam table	<input type="checkbox"/> warmer	<input type="checkbox"/> oven	<input type="checkbox"/> grill	<input checked="" type="checkbox"/> BBQ
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How will you keep food cold?

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

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Name of establishment and location: <i>St. Andrew's United Church 60 West Ave ST. Thomas ON.</i>
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Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1. hot dogs & Buns	Fresh Co	ST. Thomas	()
2. Condiments	Fresh Co	ST. Thomas	()
3. Pop & water	Fresh Co	ST. Thomas	()
4. Coffee	Fresh Co	ST. Thomas	()
5.			()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event: <i>David Webber</i>	Date: <i>July 4 - 2016</i>
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SECTION 1: EVENT AND ORGANIZER INFORMATION

City of St. Thomas
Received

Event Name: Ontario Tree Climbing Competition JUL 07 2016
 Date(s): September 16 + 17 City Clerks Dept.
 Start Time: 8am End Time: 8pm
 Location(s): Pinafore Park, 95 Elm Street, West Pavilion
 Organizing Group: ISA Ontario Memorial Arena
 Contact Name #1: Julie Tucker #2: _____
 Street Address: 95 Elm Street
 Town/City: St. Thomas Province: Ont. Postal Code: _____
 Phone Number #1: 519.631.1680 x5204 #2: 519.318.1390
 Email Address: jtucker@stthomas.ca
 Expected Attendance: 200 Number of Event Personnel/Volunteers: 10/20
 Location and number of washrooms in place: Main Washrooms,
portajons @ splashpad and bandshell washrooms
 Location and Number of Parking Spaces: designated parking spots
within pinafore park
 Number of Accessible Washrooms: 2 outdoor facilities Number of Accessible Parking Spots: several
in park

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

Friday - set up day, registration

Friday - Memorial Educational Seminar

Saturday - Tree Climb, prelin and final events.

Trade Show and BBQ, Silent Auction

Sunday - Rain Date

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.

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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.

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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.

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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.

Invoice # 11285
Council approved grant
April 2016

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. *will use what is in pavilion*

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?

emailed Michelle Shannon.

Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

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

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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. *St. John Amb.*

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? *emergency route established in park.* 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)

July 7/16
(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 INDEMINIFICATION

Tree Climbing Competition organized by ISA Ontario
(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

Tree Climbing Competition organized by ISA Ontario
(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):

April Gazda
April Gazda

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Julie Tucker
Julie Tucker
95 Elm Street
519-631-1680 ext 5204
July 7, 2016
Tree Climbing Competition
September 16 + 17 2016

- 14 -



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 Invoice

Creation Date: Tue Feb 23, 2016

Invoice #: 11285

PAYEE: Julie Tucker
 6934 Imperial Road
 Aylmer, Ontario, Canada
 N5H 2R2

Total Amount Due: \$1,120.78
Amount Paid: \$0.00
Balance Due: \$1,120.78

Client #: 8337 **Account #:**
Phone 1: 519-631-1680 ext 5204 **Phone 2:**
Event: Tree Climbing Competition

Email: jtucker@stthomas.ca
Fax:

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - All Sections				
Daily Rate 2016 - \$228.00 Daily Rate				
		Fri Sep 16, 2016	08:00AM - 08:00PM	\$228.00
		Sat Sep 17, 2016	08:00AM - 08:00PM	\$228.00
Facility Subtotal:				\$456.00
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Auditorium				
Daily Rate 2016/17 - \$664.78 Daily Rate				
		Fri Sep 16, 2016	08:00AM - 05:00PM	\$664.78
Facility Subtotal:				\$664.78
Total:				\$1,120.78

Payments

Date	Payment Type	Amount
		\$0.00

Comments

Booked by Julie Feb 23, 2016. Council approved grant for 2016.

Subtotal: \$1,120.78**Total:** \$1,120.78**Amount Paid:** \$0.00**Balance Due: \$1,120.78**Printed ☐ #: _____

Date: _____



Powered by Book King

Created: Thu Jul 7, 2016 @ 12:50PM (EDT)

FROM THE OFFICE OF THE
CITY CLERK

CITY OF ST. THOMAS

EXTRACT FROM THE COUNCIL MINUTES OF:

April 11, 2016

TO: Ms. J. Tucker, Arborist
Ms. C. Spratley, Supervisor of Parks and Forestry
Mr. R. Tucker, Director of Parks and Recreation
Mr. D. Aristone, Director of Finance and City Treasurer
Mr. D. Sheridan, Manager of Finance

Ontario Tree Climbing Championship Coming to St. Thomas

THAT: Report PR-11-16 relating to the Ontario Tree Climbing Championship Coming to St. Thomas be received for information; and further,

THAT: Council approve the Ontario Tree Climbing Championship event coming to Pinafore Park; and further,

THAT: Council approve the use of the banquet room at Memorial Arena on Friday, September 16th and the use of the West Pavilion at Pinafore Park on September 16th and 17th, 2016 as its contribution to this event.

Carried.

A handwritten signature in black ink, appearing to read "Matt Smale". The signature is fluid and cursive, with the first name "Matt" and last name "Smale" clearly distinguishable.

Pavilion

- 16 -

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



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

City of St. Thomas Parks and Recreation
Outdoor Facility Permit

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

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

This permit covers the time period specified below:

Sept. 16 + 17, 2016

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

ISA Ontario

Name (please print)
User Group

[Signature]
Signature

Ontario Tree Climbing Competition
Group Name

J. Tucker / A. Gazda

Name (please print)
City of St. Thomas

[Signature]
Signature

July 7/16.
Date

Invoice #(s) 11285

Payment Terms: Due at the time of booking.

Memorial

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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 up is 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 required). 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:

Sept. 16,

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

ISA Ontario
Name (please print)
User Group

[Signature]
Signature

Ontario Tree Climbing Competition
Group Name

A. Gazda
Name (please print)
City of St. Thomas

[Signature]
Signature

July 7, 2016
Date

Invoice #(s) 11285

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



- 20 -

Submitted July 7th
to Health Unit

Special Events Notification Form

1230 Talbot Street
St. Thomas, ON N5P 1G9
Phone: (519) 631-9900
1-800-922-0096
Fax: (519) 633-0468
www.elginhealth.on.ca

Note: Every person who intends to sell food to the public must notify the Health Unit in accordance with Section 16(2) of the HPPA. Please complete and submit this form at least 2 weeks prior to the event date. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. *If there are concerns, the public health inspector will call the person(s) responsible to clarify.*
Note: Contact **MUST** be made with the Tobacco Enforcement Officer (TEO) to ensure compliance with the Smoke Free Ontario Act. Contact the TEO at smokefree@elginhealth.on.ca or 519-631-9900 Ext. 1325 before submitting this form.

Event Information

Name of Event: <u>Ontario Tree Climbing Competition</u>	Event Location (Address): <u>95 Elm St. Pinafore Park</u>
Event Date(s): <u>Sept. 16 + 17, 2016</u>	Set Up Date: <u>Sept. 16</u>
Organization Name: <u>International Society of Arboriculture Ontario</u>	Person Responsible: <u>Julie Tucker</u>
Bus. Phone: (519) 631-1680 ext 5204	Home Phone: (SM) 318-1390
Email: <u>jtucker@stthomas.ca</u>	

Concession Site:

<input type="checkbox"/> Tent	<input type="checkbox"/> Trailer	<input type="checkbox"/> Church	<input type="checkbox"/> Business Establishment	<input checked="" type="checkbox"/> Other <u>Pavilion</u>
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How is the water supplied?

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

<input checked="" type="checkbox"/> fixed sink with hot & cold running water <u>(in pavilion kitchen)</u>	<input type="checkbox"/> Coffee urn or portable supply with basin to catch waste water	<input type="checkbox"/> Other
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What type of sink is provided for utensil washing?

<input type="checkbox"/> 2 compartment dishwashing	<input type="checkbox"/> 3 compartment dishwashing	<input checked="" type="checkbox"/> Other explain: <u>1 sink inside pavilion</u>
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How will you dispose of waste water?

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

<input type="checkbox"/> steam table	<input type="checkbox"/> warmer	<input type="checkbox"/> oven	<input type="checkbox"/> grill	<input checked="" type="checkbox"/> BBQ
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How will you keep food cold?

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

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

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Name of establishment and location:
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Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1. <u>Hot dogs</u>	<u>Grocery Store</u>		()
2. <u>Hamburgers</u>	<u>"</u>		()
3. <u>Hot dog buns</u>	<u>"</u>		()
4. <u>Hamburger buns</u>	<u>"</u>		()
5.			()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event: Julie Tucker

Date: July 7, 2016

EHU 519 (May-16)

The Personal Information on this Special Events Notification Form is collected under the authority of the Health Protection and Promotion Act and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes. Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 1230 Talbot Street, St. Thomas, ON N5P 1G9; (519) 631-9900; Fax: (519) 631-3745; E-mail: estph@elginhealth.on.ca

Elgin Cattlemen's Association - Beef BBQ - August 17, 2016

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;

Iron Horse Festival - August 18-21, 2016

BILL THAT: A permit for an exhibition fireworks display be obtained from the St. Thomas Fire Department;

MEL THAT: First aid documentation be provided to the Secretary, Special Events a minimum of 30 days before the event;

TIM/CATHARINE THAT: An Electrical Safety Authority permit be obtained and a copy provided to the Parks and Recreation Department;

CATHARINE THAT: The Parks and Recreation Department be contacted in regards to staging, tables, hydro panel access at Jonas Park and garbage cans;

DAVE THAT: A hydrant connection permit be obtained through the Public Works Department;

CHRIS THAT: Cable troughs must be provided to enable wheelchair accessibility;

BRIAN THAT: The Police Department be contacted regarding security at the event;

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;

Fire Muster Days - St. Thomas Firefighters - September 2-4, 2016

MEL THAT: A letter be submitted to the Clerk's Department for City Council to deem the event as "municipally significant"; and further,

CATHARINE THAT: A permit be obtained from the Parks and Recreation Department for the rental of Pinafore Park;

CATHARINE THAT: A meeting be held with the Parks Department for organization of the event;

MEL THAT: First aid services be retained and a copy be forwarded to the Secretary, Special Events prior to the start of the event; and further,

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;

Railway City Road Races – September 18, 2016

CATHARINE THAT: The Parks and Recreation Department be contacted regarding garbage cans for the event;

Walk for Lou Gehrig's Disease - September 24, 2016

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;

Walk a Mile in Her Shoes - Violence against Women - September 25, 2016

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;

Santa Clause Parade - Optimist Club - November 19, 2016

BRIAN/DAVE THAT: A meeting be arranged with the St. Thomas Police Department and the Public Works Department for the organization of the event;

JAMES THAT: The Permit is conditional upon submission of a certificate of public liability and property damage insurance with a covering limit of \$5,000,000.00 to be provided by the affiliated organization certifying that the City of St. Thomas has been named as an additional insured for this event;

JAMES THAT: The certificate of insurance be submitted to the Treasury Department prior to the start of the event;