

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

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

**3:00 P.M.**

**September 7, 2016**

**MINUTES**

Confirmation of the minutes of the meeting held on June 22 and August 15, 2016.

**PETITIONS AND COMMUNICATIONS**

**Men in Pink - Walk for Her - PSNE - October 8, 2016 Pages 2-10**

**Light the Night - Sara Teare - November 19/16 to January 8/17 Pages 11-19**

**Tree Lighting Ceremony - DDB - November 18, 2016 Pages 20-28**

**UNFINISHED BUSINESS**

**Upcoming Events**

- Ontario Tree Climbing Competition - September 16 & 17, 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 Pages 29-48**

**NEW BUSINESS**

**ADJOURNMENT**

-2-

Men in Pink



WALK WITH



**WHEN:** OCTOBER 8

**TIME:** NOON

**START:** DOMINO'S PIZZA (TALBOT STREET, ST. THOMAS)

**HOW TO HELP:**

SPONSOR A WALKER TO DRESS IN **PINK**

**ROUTE:** WALK DOWN TALBOT TO MYFM, TURN RIGHT ON PEARL, TURN RIGHT ON CURTIS

**END :** THE PARKING LOT AT PSNE

**JOIN US AT THE END:** WITH A MEET & GREET BBQ, *by donation*

**TO SPONSOR OR PARTICIPATE CONTACT:** ROB AT (519) 631-1580

Or [warmline@psne.ca](mailto:warmline@psne.ca)

**ALL PROCEEDS WILL BE GIVEN TO THE BREAST CANCER SOCIETY**

**SPONSORED BY:** All sponsorships Logo will be placed here

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

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

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: MEN IN PINK - WALK FOR HER  
 Date(s): OCTOBER 8<sup>th</sup> 2016  
 Start Time: Noon End Time: 4pm  
 Location(s): DOMINOES PIZZA TO P.S.N.E  
 Organizing Group: PSYCHIATRIC SURVIVORS NETWORK OF ELGIN  
 Contact Name #1: ROB ADDLEY #2: LORI DELLEY  
 Street Address: 499 TALBOT ST.  
 Town/City: ST. THOMAS Province: ON Postal Code: N5P 1C3  
 Phone Number #1: 519-317-4759 #2: ~~631~~ 519-631-1580  
 Email Address: WARMLINE@PSNE.CA  
 Expected Attendance: 200 Number of Event Personnel/Volunteers: 5  
 Location and number of washrooms in place: P.S.N.E - 2

Location and Number of Parking Spaces: \_\_\_\_\_

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

Please describe your specific event. Attach additional sheets as necessary. WALK A THON  
FROM DOMINOES DOWN TALBOT ST TO MACS.  
LEFT ON PEARL ST. TO CURTIS ST. RIGHT ON CURTIS  
TO P.S.N.E PARKING LOT WITH A DONATION BBQ  
AT THE END. (City Centre Lot)

## **SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

☒ Yes

☐ No

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

## **SECTION 3: TENTS**

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

☐ Yes

☒ No

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

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

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

## **SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

☐ Yes

☒ No

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

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

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

## **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

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

☐ Yes

☒ No

## SECTION 6: MUSIC / NOISE

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

☒ Yes

☐ No

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

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

## SECTION 7: ANIMALS

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

☐ Yes

☒ No

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

## SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

☒ Yes

☐ No

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

TO PEARL ST. TURN RIGHT @ PEARL TO CURTIS, TURN  
RIGHT @ CURTIS TO PARKING LOT OF 499 TALBOT.

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

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

Do you require traffic control?

☒ Yes

☐ No

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

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

Have you contacted the Roads and Transportation Division for:

Barricades	Yes	No	(N/A)
No Parking Signs	Yes	No	(N/A)
Detour Signing	Yes	No	(N/A)

**SECTION 9: MUNICIPAL FACILITIES**

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

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

Have you rented a pavilion/facility and signed a permit? Yes No (N/A)

If yes, please provide the location of the rental and attach a copy of the permit. \_\_\_\_\_

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

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

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes No (N/A)

Will you require municipal support for: Water Yes No (N/A)  
Hydro Yes No (N/A)

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

If required, have you obtained a Hydrant Connection Permit? Yes No (N/A)

If Yes, please attach a copy of the Permit and provide the Permit Number: \_\_\_\_\_

**SECTION 10: ACCESSIBILITY**

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

**SECTION 11: OTHER SERVICES/RESOURCES**

Security: Has a privately licenced security firm been contacted/retained? Yes (No)

If Yes, what company and how many security officers will be present? \_\_\_\_\_

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes No N/A will do  
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

Rob Addley  
(Signature of Individual Completing this Application)

Aug/16/2016  
(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

MEN IN PINK  
PSYCHIATRIC SURVIVORS organized by ROB ADDLEY  
(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  
MEN IN PINK

PSYCHIATRIC SURVIVORS organized by ROB ADDLEY  
(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: Rob Addley

Name (Print): Rob Addley

Address: 499 TALBOT ST ST. THOMAS

Telephone: 519-631-1580

Date: AUG/17/2016

Event Name: MEN IN PINK

Organizing Group: PSYCHIATRIC SURVIVORS

Event Dates: OCT/08/2016

This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).

Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.

Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.

**Certificate Holder:**

The City of St. Thomas  
PO Box 520, 545 Talbot St  
St. Thomas, ON N5P 3V7

**Named Insured and Address:**

Psychiatric Survivors Network of Elgin FIP#242  
499 Talbot Street  
St. Thomas, ON N5P 1C3

**This certificate is issued regarding:**

Re: Fundraising BBQ

Dates: June 30th, 2016 & July 29, 2016 from 11am to 3pm

Location: in front of Psychiatric Survivors Network of Elgin facility

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY	Aviva Insurance Company of Canada	MMP 0720-07	Apr 01, 2016 to Apr 01, 2017	Inclusive Limit, Property Damage and Bodily Injury	CDN 5,000,000 Each Occurrence

**Additional Information:**

It is hereby understood and agreed that The City of St. Thomas is added as Additional Insureds, but only with respect to liability arising out of the operations of the Named Insured.

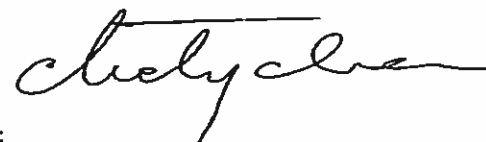
**Notice of cancellation:**

Should any of the policies described herein be cancelled before the expiration date thereof, the insurer(s) affording coverage will endeavour to mail 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon the insurer(s) affording coverage, their agents or representatives, or the issuer of this certificate.

**Marsh Canada Limited**

120 Bremner Boulevard  
Suite 800  
Toronto, ON M5J 0A8  
Telephone: 416-349-3030  
Fax: 416-815-3761  
marek.malycha@marsh.com

Marsh Canada Limited



By:

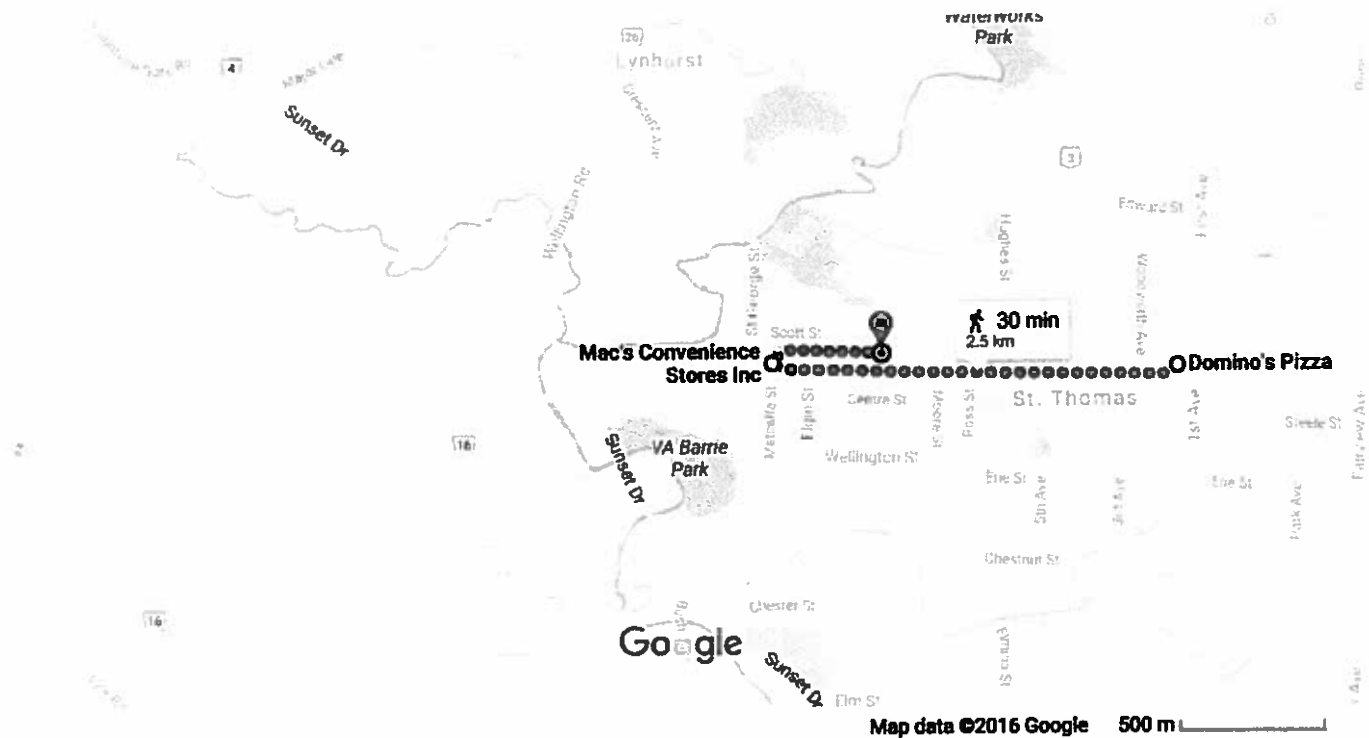
Marek Malycha

-10-

Google Maps

Domino's Pizza to 112-116 Curtis Street, Saint Thomas, ON N5P 4A5

Walk 2.5 km, 30 min



via Talbot St

30 min

2.5 km

START: DOMINO'S PIZZA  
TURN: MAC'S MILK / MY FM  
TURN: CURTIS ST.  
TO: PARKING LOT BEHIND  
499 TALBOT ST.  
P.S.N.E.

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Light the Night

Date(s): Nov. 19/16 to Jan. 8/17 (access Nov. 1/16 → Jan 21/17 for install/removal)

Start Time: 5pm nightly End Time: 11pm Nightly

Location(s): Pinafore Park

Organizing Group: Sara Teare

Contact Name #1: Sara Teare #2: \_\_\_\_\_

Street Address: 164 Lake Margaret Trail

Town/City: St. Thomas Province: ON Postal Code: N5R 6A8

Phone Number #1: 519-631-5397 #2: \_\_\_\_\_

Email Address: Sara@teare.me

Expected Attendance: variable Number of Event Personnel/Volunteers: 1-5 (?)

Location and number of washrooms in place: none extra to currently available at the Park

Location and Number of Parking Spaces: none extra to currently available at the park

Number of Accessible Washrooms: as per existing Number of Accessible Parking Spots: as per existing

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

Christmas lights hung throughout Pinafore Park, utilizing street lamps, Memory Garden area, trees, and existing structures; turned on nightly.

Also, a family Fireworks show at 8pm on New Years Eve.

## 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**

- 12 -

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

Yes ☐

No ☒

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

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

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

### **SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☐

No ☒

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

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

## **SECTION 7: ANIMALS**

-13-

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

Yes ☐

No ☒

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

## **SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Roads and Transportation Division for:

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

## **SECTION 9: MUNICIPAL FACILITIES**

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

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

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

Yes ☐

No ☒

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. \_\_\_\_\_

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

If Yes, how many are you requesting? # of Picnic Tables: 0 Yes ☒ No ☐ N/A ☐  
*as per Planning Guide attached* # of Garbage Cans: 3

Have you made arrangements with Environmental Services staff for recycling containers and collection?  
*as per Planning Guide attached* 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: permit to be obtained once special event permit is issued

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)

August 29/16  
 (Date completed)

Office Use Only: Application Received: Aug 30/16 Committee Approval: \_\_\_\_\_

**SECTION 13: INSURANCE**

- 15 -

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**

Light the Night organized by Sara Teare  
(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

Light the Night organized by Sara Teare  
(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: Mel Knapp

Name (Print): Mel Knapp

Signed: Sara Teare

Name (Print): Sara Teare

Address: 164 Lake Margaret Trail

Telephone: 519-631-5397

Date: Aug. 29/16

Event Name: Light the Night

Organizing Group: \_\_\_\_\_

Event Dates: Nov. 19/16 → Jan. 8/17



August 29, 2016

Dear Catharine and the Parks & Rec Team,

It is hard to believe it is almost that time of year! I've gone through my notes from last years event and have prepared the Event Planning Guide for the current season. If you have any questions at all, please let me know. I am looking forward to working with you all again soon:)

### Overall Planning

Light the Night will be held in Pinafore Park, starting on Saturday, November 19th, coinciding with the Santa Claus Parade, with the lights being officially turned on at approximately 5pm. Following that, Light the Night will run every evening from 5pm to 11pm until Sunday, January 8th. On December 31st, Light the Night will host a New Years Eve Family Fireworks display at 8pm, being lit from Emslie Field.

Decorative Christmas lights will be placed in the trees, throughout the Memory Garden (including the bridge), the North and East Pavilion, the light posts throughout the park and the fence near Emslie Field. I am looking to use the Entrance Sign, Light Posts, A, B, C, D, and G circuit loops. All lights, extension cords, and inline timers will be newly purchased, focusing on LED lights, and will meet CSA requirements.

I will be asking for the insurance to be in place as of November 1st, in the hopes that there is good weather for early light hanging again this year.

### Finance

Special Events Permit - An application has been made.

ESA Permit - an application will be made, once the Special Events Permit has been granted. There was no issue with arranging and having the permit for last season.

Liquor Permit - there is no alcohol being served at this event.

Health Permit - there will be no food or beverages being served at this event.

Parking - The Parks and Recreation staff regularly plow the main driving area within Pinafore Park. I would like to ask that the parking spaces near the Pinafore Office and Shop be plowed regularly, along with spaces near the North and East Pavilion. There is no specific timed events for the majority of the event, and I am hopeful that parking will not be an issue.

For the New Years Eve event, I would like to have a sign near the entrance of the Pinafore Office and Shop to encourage parking there. I would also like to ask that the parking area near the West Pavilion be plowed for the New Year Eve fireworks, to allow for more parking.



The driving route through the park would not be changed, as I see people coming in the entrance and driving through the park along the main loop. I am hopeful that people will then park and walk through the area. I do not foresee any need to alter the current plans for plowing the areas that are normally plowed.

Facility Booking Permit - there is no further events planned at this time, so no facility booking is required at this time.

Insurance - Once the Special Events Permit has been obtained, I will once again be working with Tom Hughes at Locke Insurance Brokers to ensure that coverage is in place, as per the permit requirements.

### Venue

Site plan - please see the attached plan for a rough guide as to where lights will be placed.

Equipment - I would like to ask that garbage cans be made available near the North and East Pavilion throughout the duration of Light the Night, to ensure any litter is properly disposed of. I would also like to ask that a garbage can be made available near the Pinafore Office and Shop, where I see most people parking, to ensure the park is left in a clean state.

Due to vandalism last year, I am looking into new lights for the bridge that will hopefully be less vulnerable. I am also considering alternatives at the East Pavillion. Due to costs, I would not be able to use a different light there this year, so may either cut back or light the area differently, as this was a hot spot for damage.

Waste Management - I would like to ask that Parks and Recreation regularly empty the garbage cans located as requested in Equipment.

Site - There will be no staking at the park and anyone helping to install lights will be made aware of this. For installing lights on Pavilions, the bridge, lamp posts, or any non-tree items, they will be affixed with cable ties where possible, or non-permanent clips. There will be no staples/nails used to affix lights.

### Catering and Beverage

Alcohol - there will be no alcohol permitted on site.

### Entertainment

There will be no entertainment on site.

### Electrical/Audio Visual Equipment

Electrical needs - LED Christmas lights will be strung together, using the various 10amp loops within the park. CSA extension cords and inline timers will be used.



ESA permit - An application will be completed once the Special Events Permit is received.

Electrical consultation and review by the City - I will be basing this years lighting on last years event, during which various strategies to best use plug locations and providing unhindered walking paths were made.

Electrical Equipment - all lighting, extension cords and timers will be in good condition, with their original stickers in place.

Inspection - this will be arranged for once the lights are installed.

Cable positioning - any extension cords and lighting will be placed in indirect pathways and will be placed in a manner to avoid any possible accidents.

### Parking and Transportation

Parking - Existing signage for current parking will be utilized. There will be no road closures required, and regular access will be maintained throughout the event by the Parks and Recreation Department's standard plowing.

### Security and Safety

Emergency Plan - On New Years Eve, safety measures will be put in place as per the Fireworks permit that has been applied for. Throughout Light the Night, should an emergency take place, we will rely on the City of St. Thomas Emergency Services (911) to provide any assistance as required.

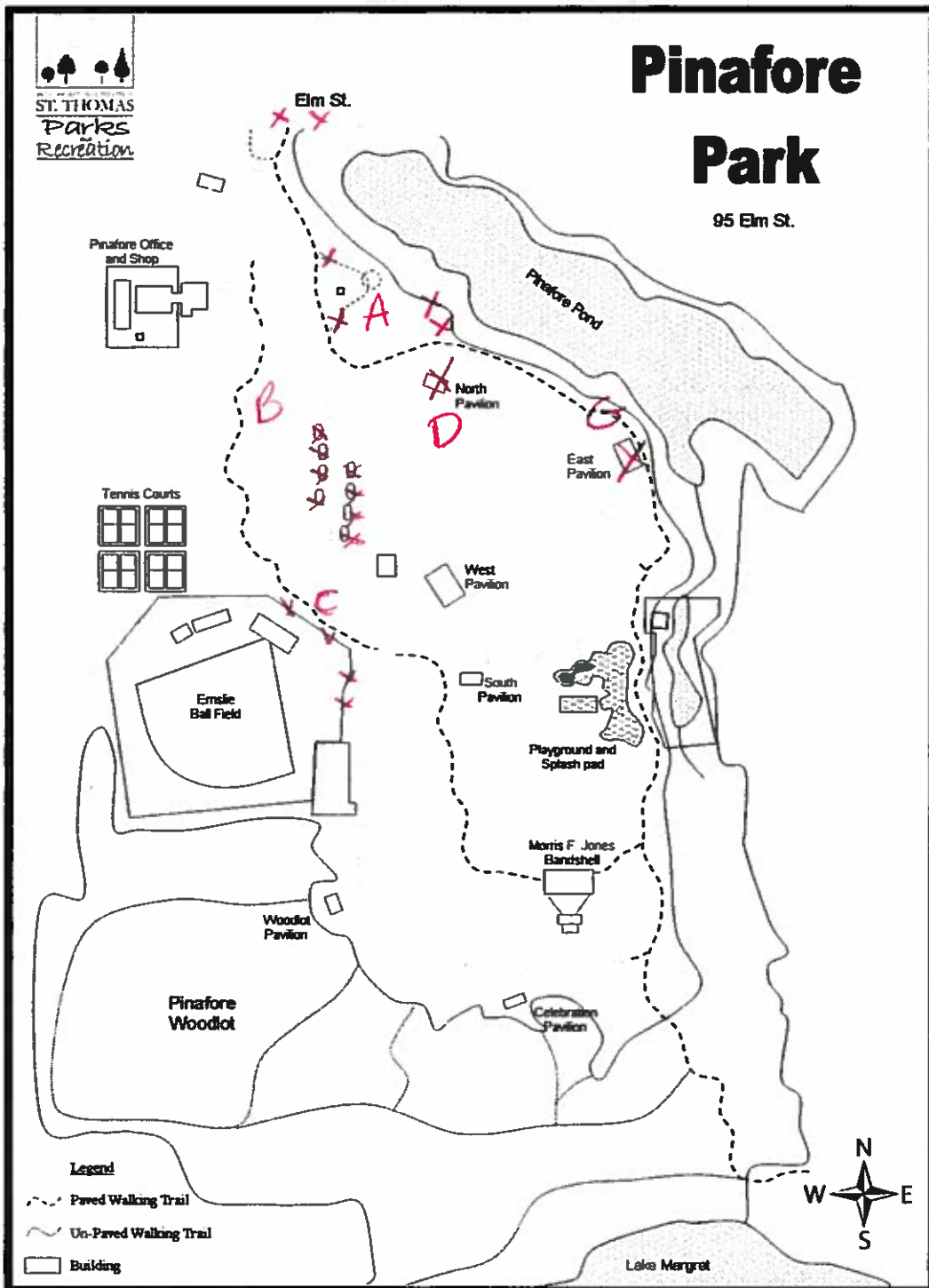
Insurance - This will be arranged as per the Special Event permit requirements.

Potential Risks and Hazards - As with anything electrical, it is important that all items are CSA certified and installed properly, making sure not to overload any circuits or connections. An ESA permit will be obtained, and a review of electrical items will also be obtained from the City of St. Thomas. The fireworks display will also be permitted, and will be done in a manner to ensure safety for all those involved, by K&H Fireworks, a company that has a proven history of safety and has previously done fireworks within the City of St. Thomas.

Thank you very much for taking the time to review my plan for Light the Night. Please let me know if you have any questions, comments or concerns. I am looking forward to once again bringing Light the Night to Pinafore Park this year!

Sincerely,  
Sara Teare  
519-631-5397, or [sara@teare.me](mailto:sara@teare.me)





A loop- memory Garden

B loop- Entrance and start of main road into park

C loop- Emslie field fence/tree area

D loop - North pavillion loop

G loop - East Pavillion loop

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: DDTB TREE LIGHTING CELEBRATION  
Date(s): FRIDAY NOVEMBER 18, 2016  
Start Time: 5:00pm End Time: 8:00pm  
Location(s): MONDAMIN STREET  
Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD  
Contact Name #1: CARL TAYLOR #2: \_\_\_\_\_  
Street Address: 545 TALBOT ST  
Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7  
Phone Number #1: 519-670-9223 #2: \_\_\_\_\_  
Email Address: carl.taylor@sympatico.ca  
Expected Attendance: 200 Number of Event Personnel/Volunteers: 6  
Location and number of washrooms in place: CITY HALL - Will be contracting  
with Lyndon Security  
Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: N/A

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

SANTA CLAUS WILL ARRIVE ON ST THOMAS FIRE TRUCK  
ABOUT 5:30, TREE LIGHTING AT 6:00pm, KIDS  
VISIT SANTA TO 7:30ish, SERVING COOKIES & HOT  
CHOCOLATE, LOCAL TALENT ENTERTAINMENT,  
2' x 4' A-FRAME SIGN AT TREE 2 WEEKS PRIOR TO EVENT

**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](http://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. 10 x 10 TENT IF SNOW OR RAIN

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

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

### **SECTION 4: SERVING OF ALCOHOL**

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

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

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

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

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

Yes ☐ No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☒ No ☐

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

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

### SECTION 7: ANIMALS

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.

CLOSURE OF MONDAMIN STREET AT TALBOT + CURTIS  
AT 5:00pm To 8:00pm

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 ☒

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 availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

If Yes, how many are you requesting? # of Picnic Tables: 4 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 2

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

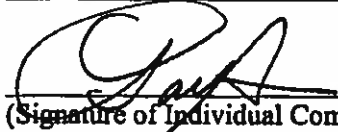
Security: Has a privately licenced security firm been contacted/retained? Yes ☒ No ☐  
If Yes, what company and how many security officers will be present? LYNDON SECURITY

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

 EARL TAYLOR - DDB CHAIR AUGUST 30, 2016  
(Signature of Individual Completing this Application) (Date completed)

Office Use Only: Application Received: Aug 30/16 Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

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

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

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

### STATEMENT OF INDEMNIFICATION

TREE LIGHTING organized by ST THOMAS DDB  
(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 Lighting organized by St Thomas DDB  
(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:

Mel Krapp

Signed:

Earl Taylor

Name (Print):

Mel Krapp

Name (Print):

EARL TAYLOR

Address:

545 TAEBOT ST

Telephone:

519-670-9223

Date:

AUGUST 30 /16

Event Name:

TREE LIGHTING

Organizing Group:

ST THOMAS DDB

Event Dates:

FRIDAY NOV 18/16

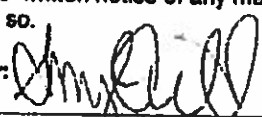


# CONFIRMATION OF INSURANCE

This is to confirm to: City of St Thomas  
(Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

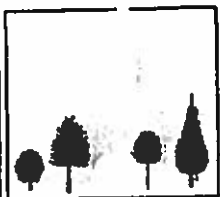
That policies of insurance as herein described have been issued to the Insured named below and are in force at this date.  
Name and address of Insured: St Thomas Downtown Development Board  
545 Talbot Street PO Box 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:  
St Thomas Downtown Development Board - All Operations, Activities & Events

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
<b>Property Insurance</b> All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other:			Limit \$ Deductible \$ Co-Insurance % Other:
<b>Commercial General Liability</b> Products and/or completed operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other: Directors & Officers D-23	6385830	2017-04-04	Each occurrence limit : \$ 5,000,000 Aggregate limit : \$ 5,000,000 Tenant's Legal Liability : \$ 250,000 Non-Owned Automobile - limit : \$ 5,000,000 Other: D&O - D-23 2,000,000 in coverage The limits shown may have been reduced by paid claims.
<b>Automobile Liability</b> All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			Inclusive limits - Bodily Injury and Property Damage Combined: \$ *Described vehicles:
<p><b>NOTE :</b> The City of St Thomas 545 Talbot Street PO Box 520 St Thomas ON N5P3V7 is listed as additional insured on the policy year round. All operations of the St Thomas Downtown Development Board have been covered by the above noted policy.</p> <p>The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This confirmation is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Confirmation <u>30</u> days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.</p> <p>Date: June 23, 2016      Authorized Representative of the Insurer: </p>			

-26-

RIGHT OF WAY OCCUPANCY PERMIT  
CORPORATION OF THE CITY OF ST. THOMAS  
ENVIRONMENTAL SERVICES DEPARTMENT  
Phone: (519) 631-1680 Fax: (519) 631-2130



ST. THOMAS

Permit Number: \_\_\_\_\_

Expected Start Date: FRIDAY NOV 18/16  
Date (mm/dd/yy)

Expected Completion Date: FRIDAY NOV 18/16  
Date (mm/dd/yy)

Applicant Name:

ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Date of Application:

AUGUST 30/16

Applicant Address:

545 TALBOT ST ST THOMAS ON N5P 3V7

Applicant Telephone Number:

519-670-9223

Applicant Fax Number:

Contact for

Project: EARL TAYLOR

Telephone  
Number:

519-670-9223

Fax  
Number:

Project Address:

MONDAMIN STREET

Description of Project: (Type of work, location of work with regard to roadway and extent of work limits)

DDTB TREE LIGHTING CELEBRATION 2016  
WITH SANTA CLAUS

*A drawing/sketch that clearly identifies the works being undertaken is required for ALL applications.*

Proof of Insurance Submitted: \$5,000,000 - Excavation Required ☒

(City to be named as additional  
insured)

\$2,000,000 - No Excavation Required ☐

Permit Fee Requirements:

Cash ☐

Certified Cheque ☐

\$50 plus HST (\$58.50)

Interac ☐

NO FEE

NOTE: Permit Fee is waived for Utility Companies exempt per legislation.

Permit fee is non-refundable.

Excavation Deposit Required:

Up to & including 2 m deep

\$1,000

☐

Over 2 m to & including 4 m deep

\$5,000

☐

Over 4 m to & including 6 m deep

\$10,000

☐

Over 6 m deep

\$15,000

☐

All excavation deposits will be kept for one (1) year after completion of the works and will be returned upon satisfactory inspection of the works. The repair of excavations is required in a timely manner (5 working days) from the time of notification by the City. Failure to comply will result in forfeiture of the deposit.

Traffic Control Plan/Public Way Protection Plan - The Applicant must submit a Traffic Control Plan with the permit application if any temporary lane closure is required and a Public Way Protection Plan if any sidewalk closure is required.

Traffic Control Plan

☐

Public Way Protection Plan

☐

Other Permits Required:

Hydrant Connection

☐

Watermain Tap

☐

Driveway Permit

☐

Municipal Consent

☐

Additional City  
Requirements:

BARRICADES AT MONDAMIN/TALBOT + CURTIS ST  
5pm - 8pm

## GENERAL TERMS AND CONDITIONS

### Purpose

A road occupancy permit allows the Applicant to occupy the City Road allowance, including the portion from the road shoulder to the private property line, to complete the work requested on the application. The permit must be posted on site at all times and be available for review by the City.

### Lead Time

Applications should be submitted at least 2 weeks prior to the required date.

### Utility Locates

All utility locates are the responsibility of the Applicant.

### Traffic Control Plan/Public Way Protection Plan

All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 - Temporary Conditions". A covered way shall be constructed in accordance to Ont Reg 213/91 if any sidewalk is closed. All detour signing and materials, when required shall be supplied, erected and maintained by the Applicant at their own expense.

### Contacts

A 24 hour contact list must be submitted with the application. This will ensure that the appropriate people are contacted. If contacts are not submitted and the City is required to arrange for repairs, all costs incurred will be invoiced to the Applicant.

### Effective Dates

Effective dates requested on the application will be on the permit. This office should be notified if the job is delayed or an extension is required.

### Final Inspections

A final inspection is required prior to the release of a security deposit, and if required, is usually a condition of the permit. Please contact the Public Works Customer Service staff (519-631-0388) to arrange for a final inspection. If the work has not been completed to satisfaction of the City under the conditions of the application, the City may elect to finish or restore the work with the Applicant's deposit without any prior notice.

### Lane/Road Closures or Restrictions

Lane Closures or Restrictions may be permitted between the effective times on the permit, usually between rush hours (9:30am to 3:30pm). Road Closures are not permitted at any time without written consent. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.

### Revocation of Permit

Permits may be revoked without compensation or notice if the work/event does not conform to requirements of any governmental authority having jurisdiction over the area where the work is taking place.

### Standards

All works shall be carried out in adherence to the City of St. Thomas Engineering Design and Construction Standards. The Applicant is responsible for the temporary and permanent restoration of all pavement, sidewalk, boulevards or curb and gutter to its original condition.

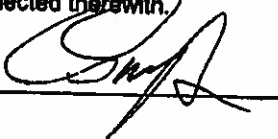
### Regulations

All work shall be carried out in accordance with the Occupational Health and Safety Act and Regulation for Construction Projects in Ontario - Public Right of Way Protection, Reg. 213/01. The City right of way must remain safe at all times.

## PERMIT APPROVALS

In consideration of this permit being granted to me, I do hereby undertake and agree with the Corporation of the City of St. Thomas, to indemnify and save harmless the said Corporation of the City of St. Thomas and/or any of its officers or servants from any and all damages, costs, charges and/or expenses that they may be put to or may incur in defending themselves against any claim for damages, or may pay by way of settlement of any such claims in case damages are sustained by reason of any work or operation done under the authority of this permit or otherwise connected therewith.

Applicant Signature:



AUG 30 / 16

Date (mm/dd/yy)

City of St. Thomas Approval:

Manager of Operations and Compliance

Date (mm/dd/yy)

Final Inspection Approval:

Roads Foreman

Date (mm/dd/yy)



545 Talbot Street, P.O. Box 520  
St. Thomas, ON N5P 3V7  
519-633-5248  
info@downtownstthomas.com  
www.downtownstthomas.com

Hello,

Reference: Christmas Tree Lighting Ceremony

The St Thomas Downtown Development Board is planning our Annual Christmas Tree Lighting Celebration to kick off the 2016 Christmas Season.

Once again we are submitting a Special Events Application to City Hall to obtain permission to hold this event.

As required by the Special Event Permit Application we want to supply our information directly to you.

Date: Friday November 18, 2016

Location: Road closure on Mondamin Street from Talbot Street to Curtis Street

Time: Setup at 5:00pm to Cleanup at 8:00pm

We are asking for your help please:

**Public Health:** We will be serving Hot Chocolate and Apple Cider as supplied by Talbot Teen Centre or Legends Restaurant

**Fire Dept:** We are asking the St Thomas Fire Department to once again transport Santa Claus to and from the event via City Fire Truck.

**Parks Dept:** 4 picnic tables and 2 garbage cans requested please

**Roads Dept:** Road Closure and barricades at Talbot and Mondamin Street and Mondamin and Curtis Street

**City:** Use of public washrooms - security contracted by DDB to Lyndon Security, electrical source for entertainment and tree lighting, permission to install a 2' x 4' sign in front of the City Hall tree 2 weeks prior to the event.

**CAO and Council:** Help to promote our event through the Council events announcements

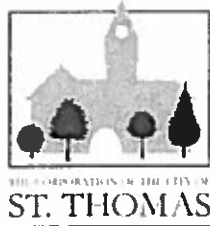
Thank you in advance for your help with our event and I extend a personal invitation to each of you and your teams to attend and celebrate this Christmas kickoff event with us.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Earl Taylor".

Earl Taylor  
DDB Chair

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. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
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](http://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 60m<sup>2</sup> 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: \_\_\_\_\_

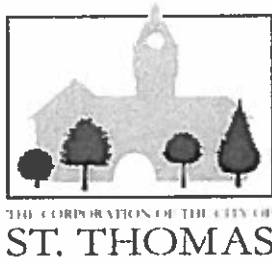
Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organizing Group: \_\_\_\_\_

Event Dates: \_\_\_\_\_

# Festivals and Events Manual



A resource document for  
Event Organizers

City of St. Thomas

September 2016

## Table of Contents

---

I. INTRODUCTION	2
II. DEFINITION OF SPECIAL EVENTS	2
III. POLICIES & PROCEDURES FOR ALL EVENTS	2
a) Food and Beverage	2
b) Tents	3
c) Serving of Alcohol	3
d) Municipally Significant Event	4
e) Music / Noise	4
f) Animals	5
g) Road Closures/Traffic Flow Changes/Parking	5
a. Sidewalk Sales	6
b. Demonstrations	7
h) Municipal Facilities	7
a. Garbage Cans and Picnic Tables	7
b. Recycling Containers and Collection	7
c. Hydro and Electrical Requirements	8
i) Pinafore Park	8
j) Accessibility	9
k) Other Services/Resources	9
a. Police Services / Security	9
b. First Aid	9
c. Ambulance / Emergency Medical Services	10
d. Fire Department/Fireworks	10
e. Chamber of Commerce	10
f. Downtown Development Board	10
g. Tourism Services	11
h. Lotteries	11
i. Hydrant Connection Permits	11
j. Washroom Facilities	11
l) Insurance and Statement of Indemnification	11
Appendix "A" – Food Safety Requirements	12

## **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. All information and materials submitted for the application shall be made available to the public.

**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](http://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](http://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 60m<sup>2</sup> (645 ft<sup>2</sup>) 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](http://www.agco.on.ca)  
Smart Serve Ontario 1-877-620-6082 or [www.smartserve.org](http://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](http://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](http://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](http://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](http://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](http://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.

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

### 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.mcscs.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](mailto: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](http://www.stthomaschamber.on.ca).

#### Downtown Development Board (DDB)

Contact: 519-633-5248 Email: [ddb@stthomas.ca](mailto: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](http://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](http://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](mailto: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](http://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.