

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

January 4, 2017

MINUTES

Confirmation of the minutes of the meeting held on September 7, 2016.

PETITIONS AND COMMUNICATIONS

Shamrock Shuffle – (Inn Out of the Cold) – March 18, 2017

UNFINISHED BUSINESS

Changes to Special Events Manual

NEW BUSINESS

ADJOURNMENT

FAX

Amy McWhirter, OT Reg. (Ont.) Occupational Therapist fax: 519.637.3615 Phone: 519.200.4017

TO: c/o City Clerk Department**FAX: -519-633-9019****PHONE: 519-631-1680 ext 1680****FROM: Amy McWhirter****FAX: 519.637.3615****PHONE: 519.200.4017****PAGES: 9****RE : SPECIAL EVENT PERMIT APPLICATION****CC:****COMMENTS:**

Included in this fax is the Special Events Permit Application for submission and potential Approval. The fax includes the application, certificate of insurance and two route maps for the Anticipated 2k and 5k events.

This would be the sixth year for this event in St Thomas.

If you have any questions or concerns, please do not hesitate to contact myself through the Contact information on the right or email to TheShamrockShuffle@gmail.com.

Please confirm receipt of this application by emailing TheShamrockShuffle@gmail.com.

Thank you

Amy McWhirter

☐ URGENT☒ PLEASE COMMENT☒ PLEASE REVIEW☐ FOR YOUR RECORDS

DEC 09 2016

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Shamrock Shuffle

Date(s): March 18, 2017

Start Time: 09:00 End Time: 11:00

Location(s): Central United Church, St Thomas [start and end points]

Organizing Group: Shamrock Shuffle Organization Committee

Contact Name #1: Amy McWhirter #2: Sandy Varin

Street Address: 31 Woodhaven Crt

Town/City: St Thomas Province: ON Postal Code: N5P3Z2

Phone Number #1: 519-200-4017 #2: 226-234-2495

Email Address: TheShamrockShuffle@gmail.com

Expected Attendance: estimated 300 based on past event participation Number of Event Personnel/Volunteers: 50+

Location and number of washrooms in place: Inside Central United Church [male and female/accessible]

Location and Number of Parking Spaces: Central United Church parking lot is being used

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

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

The event is the 6th Annual Fundraiser walk/run for Inn Out of the Cold. There will be a small reception at the start and end of the walk/run located at Central United Church. The routes to be utilized for the walk/run are included in this package and utilize the walking path and pinafore park

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes ☒ No ☐
If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐ No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

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

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

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

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☒ N/A ☒

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

Do you require picnic tables or garbage cans? Please note 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
Hydro

Yes ☐ No ☒ N/A ☐
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.

Application sent to St. John Ambulance St. Thomas/Elgin. Verbal acceptance provided by Raymond Ormerod for attendance. 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)

05 December 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

The Shamrock Shuffle organized by The Shamrock Shuffle Organizing Committee
(Event Name) (Organizing Group)

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

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

The Shamrock Shuffle organized by The Shamrock Shuffle Organizing Committee
(Event Name) (Organizing Group)

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

Witness:

Sandy Varin

Name (Print):

Sandy Varin

Signed:

Amy McWhirter

Name (Print):

Amy McWhirter

Address:

31 Woodhaven Cct. St Thomas

Telephone:

519-200-4017

Date:

Dec 5, 2016

Event Name:

The Shamrock Shuffle

Organizing Group:

Organizing Committee

Event Dates:

March 18, 2017

CSIO CEVA						
<p>This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.</p>						
1 CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				2 INSURED'S FULL NAME AND MAILING ADDRESS		
City of St Thomas				I'm out of the Cold		
646 Talbot St				987 Centre St, St Thomas, ON N5R 2Z7		
				3 DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS (not only with respect to the operations of the named insured)		
				Shenrock Shuffle March 19, 2016		
St Thomas ON		POSTAL CODE	N5P 3V7			
4 COVERAGES						
<p>This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.</p> <p>LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</p>						
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/YYYY)	EXPIRY DATE (MM/YYYY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	Ecclesiastical - 0045534N801.2.0	10/16/2016	10/16/2017	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE EACH OCCURRENCE PRODUCTS AND COMPLETED OPERATIONS AGGREGATE PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY NON OWNED AUTOMOBILE	\$1,000 \$8,000,000 \$2,000,000 \$2,000,000 \$2,000,000 \$10,000 \$1,000,000 \$1,000,000	\$8,000,000 \$2,000,000 \$2,000,000 \$2,000,000 \$10,000 \$1,000,000 \$1,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES <input type="checkbox"/> <input type="checkbox"/> ** ALL AUTOMOBILES LIASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (specify)				EACH OCCURRENCE AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
5 CANCELLATION						
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.						
6 BROKER'S FULL NAME AND MAILING ADDRESS				7 ADDITIONAL INSURED NAME AND MAILING ADDRESS		
Reith & Associates Insurance and Financial Services Limited						
462 Talbot Street						
St Thomas ON		POSTAL CODE	N5P 1B9			
BROKER'S CLIENT ID: INOUT-1				POSTAL CODE		
8 CERTIFICATE AUTHORIZATION						
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Brian Helmer</i>	PRINT NAME Brian Helmer	POSITION HELD Marketer	DATE November 24, 2016			
COMPANY Reith & Associates Insurance and Financial	EMAIL ADDRESS brian@reithandassociates.com	CONTACT NUMBER HOME BUSINESS (519) 631-3882	CELL FAX (519) 631-0388			

CSIO - CERTIFICATE OF INSURANCE - 0483E

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Brian

Map your runs

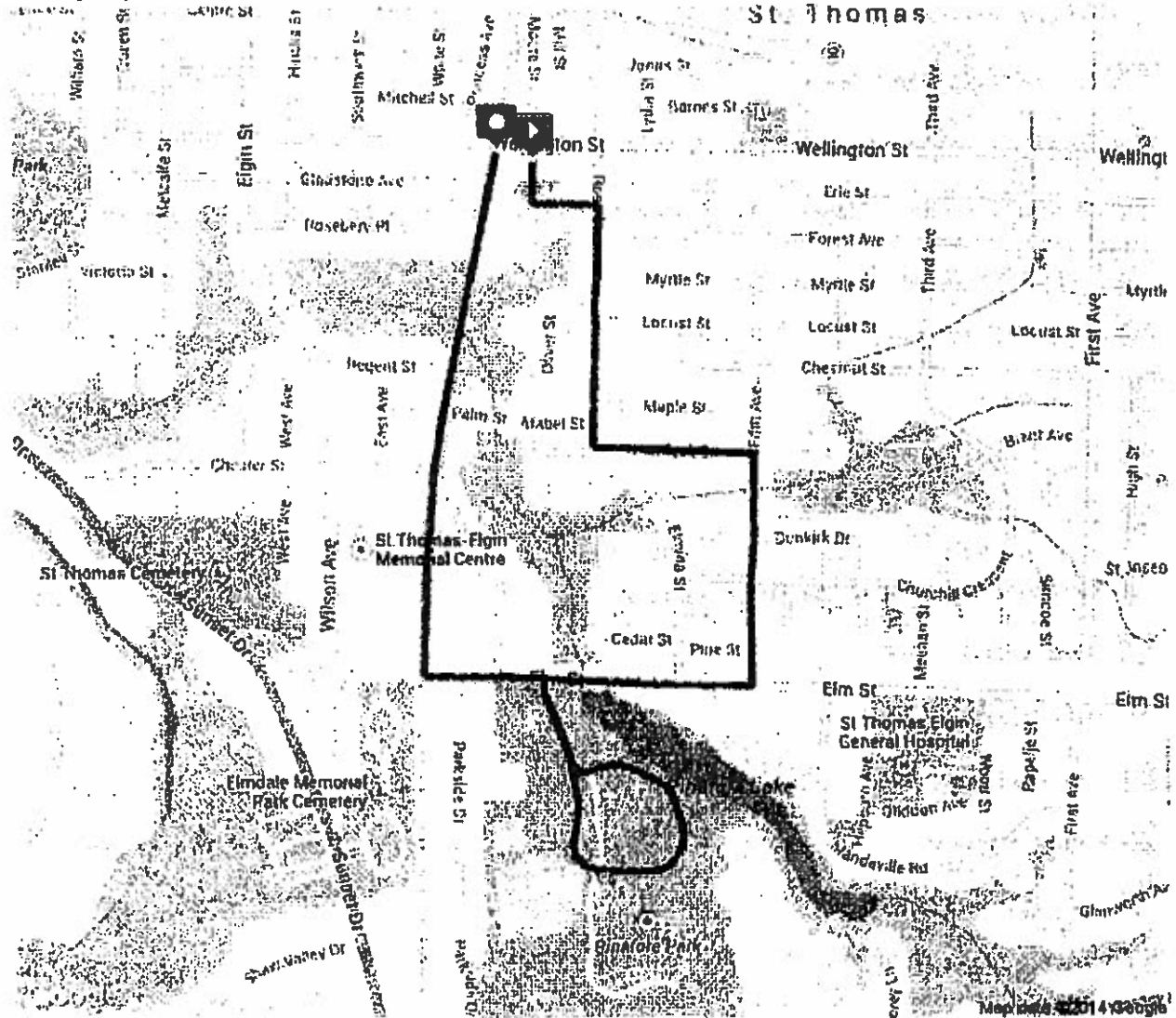


2014 Shamrock Shuffle 5 km route

Distance: 4.85 km

Elevation: 14.68 m (Max: 237.29 m)

mapmyrun



Map your runs

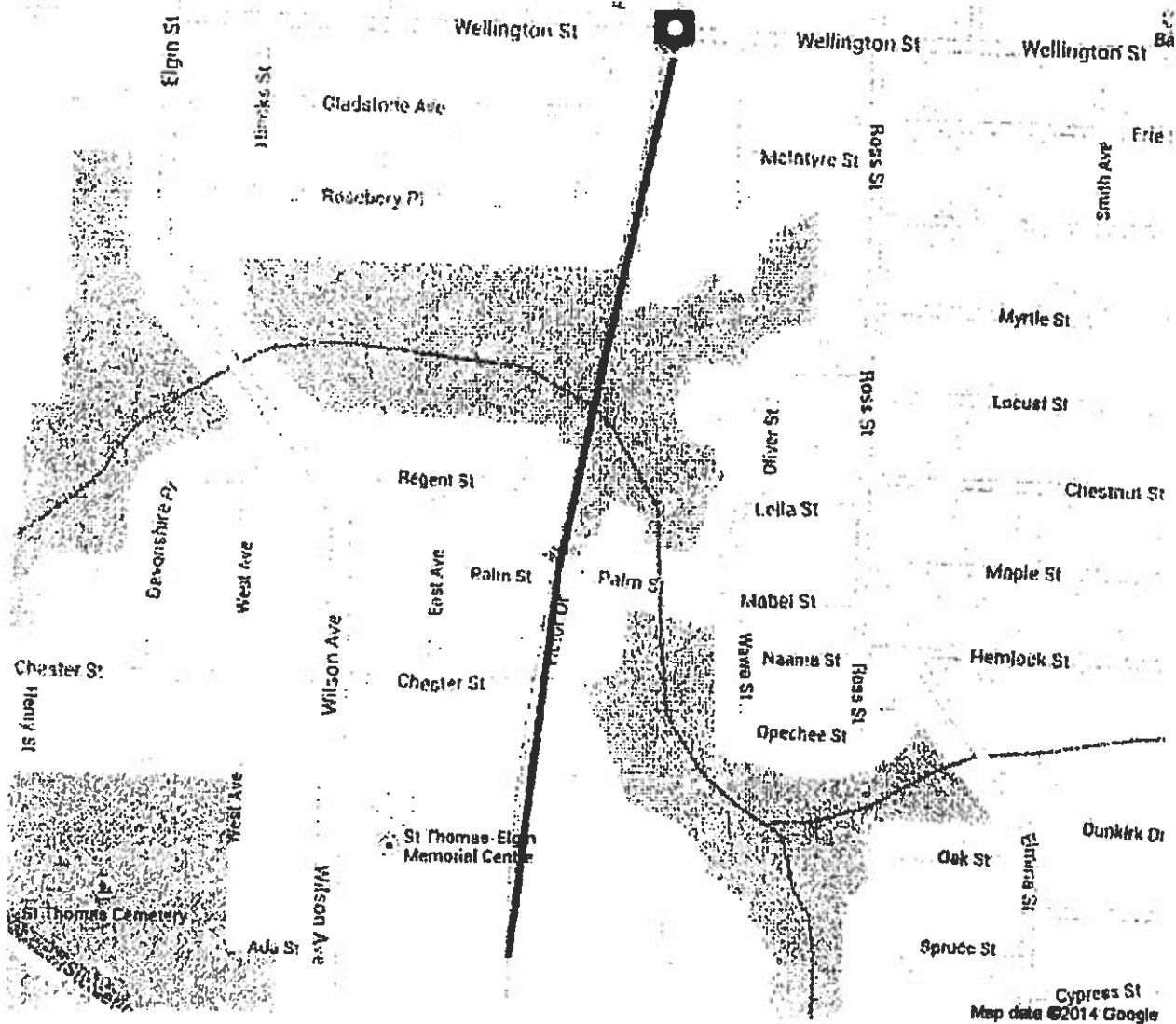


mapmyrun

2014 Shamrock Shuffle 2 km Route

Distance: 2.02 km

Elevation: 8.36 m (Max: 234.69 m)



Festivals and Events Manual



A resource document for
Event Organizers

City of St. Thomas

December 2016

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I. INTRODUCTION

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

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

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

b) TENTS

Contact: Planning & Building Services – 519-631-1680 ext. 4160 Email: cpeck@stthomas.ca
Elgin St. Thomas Public Health - 519-631-9900 ext. 1253 Email: APowell@elginhealth.on.ca

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

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

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

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

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

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

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

c) SERVING OF ALCOHOL

Contacts: Parks, Rec and Property Management Dept - 519-633-7112 Email: mrund@stthomas.ca
 Alcohol & Gaming Commission of Ontario - 416-326-8700 or www.agco.on.ca
 Smart Serve Ontario 1-877-620-6082 or www.smartserve.org

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

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

d) MUNICIPALLY SIGNIFICANT EVENT

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

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 bcarnegie@stps.on.ca
 SOCAN - 1-800-557-6226 or www.socan.ca

In accordance with the provisions of Noise By-law 68-2003, the use of sound reproduction devices during special events is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" (i.e. the volume is not

intolerably high so as to unreasonably disturb the peace and comfort of any person in any dwelling house, apartment, hotel or other type of residence).

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

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

f) ANIMALS

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

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

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

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

g) ROAD CLOSURES / TRAFFIC FLOW CHANGES / PARKING

Contacts: Public Works Department - 519-631-0368 ext. 5130 dwhite@stthomas.ca
St. Thomas Police Services - 519-631-1224 ext. 141 bcarnegie@stps.on.ca

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 <http://www.stthomas.ca/content/special-events-permits>. If your event involves any major arterial or 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, Rec and Property Management Department: 519-633-7112 mrnun@stthomas.ca
(Office located at St. Thomas Timken Community Centre, 2 Third Avenue)
Environmental Services – Waste Management: 519-631-1680 ext. 4258 mshannon@stthomas.ca
Parks and Recreation – Property Mgmt, Hydro: 519-631-1680 ext. 4180 tbridge@stthomas.ca
Electrical Safety Authority - 1-877-372-7233 or www.esasafe.com

The Parks, Recreation and Property Management 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, Recreation and Property Management Department and pay any required fees and deposits.

Garbage Cans and Picnic Tables

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

Recycling Containers and Collection

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

The City will provide an appropriate number of recycling containers (95 gallon roll carts) for use during the event and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event. For those events who wish to collect organic material, the City will provide use of 35 or 63 gallon roll carts for the collection of the material. The City will be responsible for the collection of the organic material from the carts placed in the designated collection area. There is no charge associated with the collection of recyclables and compost materials for special events.

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

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

Hydro and Electrical Requirements

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

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority (ESA). Please note that there are fees associated with ESA permits and can vary depending on the size of the event and the electrical requirements.

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

i) PINAFORE PARK

Contact: Parks, Rec and Property Management Department – 519-631-7112 mrhun@stthomas.ca

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, Rec and Property Management 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, Rec and Property Management 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 customerservice@stthomas.ca
Municipal Accessibility Advisory Committee – 519-631-1680 ext. 4161 gchapman@stthomas.ca

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

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

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

k) **OTHER SERVICES / RESOURCES**

Police Service / Security

Contact: Police Service - 519-631-1224 ext. 141 bcarnegie@stps.on.ca

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 st.thomas@on.sja.ca

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 pauline.meunier@memseo.com

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 btodd@stthomas.ca

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.ca

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

Downtown Development Board (DDB)

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

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

Tourism Services

Contact: Railway City Tourism, EDC – 519-631-1680 ext. 4132 tourism@stthomas.ca

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

Lotteries

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

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

Hydrant Connection Permits

Contact: Public Works Department – 519-631-0368 dwhite@stthomas.ca

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 cpeck@stthomas.ca

Event organizers are responsible for providing sufficient number and type of water closets (toilets) and hand sinks to support the event. Washrooms in existing buildings may be utilized if they are open and accessible. Where existing washrooms do not meet the required water closet count, sanitary privies or chemical toilets may be provided to make up the shortfall.

The number of water closets required is specified in the Ontario Building Code (OBC) where applicable. Where the OBC is not applicable, the Special Events Committee shall determine the number of water closets required based on the event location, duration, whether or not food and/or alcohol is being provided and any other factor as the committee may deem just.

It is recommended that Building Services be consulted prior to completing the Special Event Permit Application.

I) INSURANCE

Contact: Treasury Department - 519-631-1680 ext. 4105 jblackmore@stthomas.ca

A Certificate of Insurance is required providing proof of \$5,000,000 or more in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance, as well as the completed Statement of Indemnification MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events. **Please note:** An approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

APPENDIX "A"

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

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

Standards for Outdoor Special Events

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

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

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

Requirements:

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

KEEP HOT FOOD HOT! KEEP COLD FOODS COLD!

2. Adequate refrigeration space for the safe storage of perishable and hazardous food must be provided.
3. Raw and ready-to-eat products must be fully separated and stored in tightly covered containers, to prevent cross-contamination. For example; if a refrigerator is provided, the raw products should be stored on the bottom shelf with ready-to-eat products above; if thermos cases and ice packs are used, separate cases must be provided for raw and ready-to-eat products.
4. Accurate indicating thermometers shall be provided in all temperature-controlled compartments.
5. A separate hand washbasin is to be provided at a food preparation area. This sink must be supplied with hot and cold running water under pressure, together with a supply of soap in a dispenser and single service (paper) towels. The unit can either be permanently pumped in or be a portable unit, i.e., coffee urns, but, all work must comply with the Ontario Plumbing Code.

6. A minimum of a two-compartment sink with drain board, supplied with hot and cold running water under pressure, must be available for cleaning and sanitizing utensils. It must be located on approved commercial premises (domestic operation is not permitted) and be readily available.

All utensils and food containers must be:

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

A test reagent must be provided to test sanitizer strength.

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

Food Handler Guidelines

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

