

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

FEBRUARY 1, 2017

MINUTES

Confirmation of the minutes of the meeting held on January 4, 2017.

PETITIONS AND COMMUNICATIONS

Coldest Night of the Year - February 25, 2017

Walk with the Cross - April 14, 2017

Nostalgia Nights Car Shows - July 8, 2017

Ontario Senior Summer Games District 31 - June 13, 2017

Project Hope - June 9, 2017

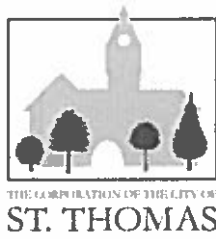
UNFINISHED BUSINESS

Changes to Special Events Manual

NEW BUSINESS

ADJOURNMENT

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

JAN 06 2017

City Clerk's Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Coldest Night of the Year

Date(s): Saturday February 25 2017

Start Time: 4 pm End Time: 9 pm

Location(s): 21 Edward St. AND 5 km loop through downtown

Organizing Group: Coldest Night of the Year | Elgin County YFC | Youth Unlimited

Contact Name #1: Kyle Rolph #2: Brian Carney

Street Address: 21 Edward St.

Town/City: St. Thomas Province: ON Postal Code: N5P 1Y3

Phone Number #1: 519 633 6538 #2: 1 877 743 3413

Email Address: kyle.r@yfc.elgincounty.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 30-40

Location and number of washrooms in place: 2 @ 21 Edward St and 1-2
portable toilets along the walking route - location TBD

Location and Number of Parking Spaces: 21 Edward St. 20 spots in lot
more on surrounding streets

Number of Accessible Washrooms: TBD Number of Accessible Parking Spots: TBD

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

Non competitive, family friendly, walk-a-thon fundraiser
for Elgin County YFC/Youth Unlimited's work with
homeless and at-risk youth including the Emergency
Youth Shelter.

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. Indoor area in our Youth Centre

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.

Non Competitive, family friendly, walk-a-thon fundraiser
event - see attached map of route utilizing
normal sidewalk

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.

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)

Jan 6 2017

(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.

Insurance certificate will arrive shortly.

STATEMENT OF INDEMNIFICATION

Coldest Night of the Year organized by Coldest Night of the Year / YFC / Youth Unlimited
(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

Coldest Night of the Year organized by Coldest Night of the Year / YFC / Youth Unlimited
(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: Breanna Pawlaski

Signed: [Signature]

Name (Print): [Signature]

Name (Print): Kyle Rolph

Address: 21 Edward St. St Thomas ON

Telephone: 519 633 6538

Date: Jan 6 2017

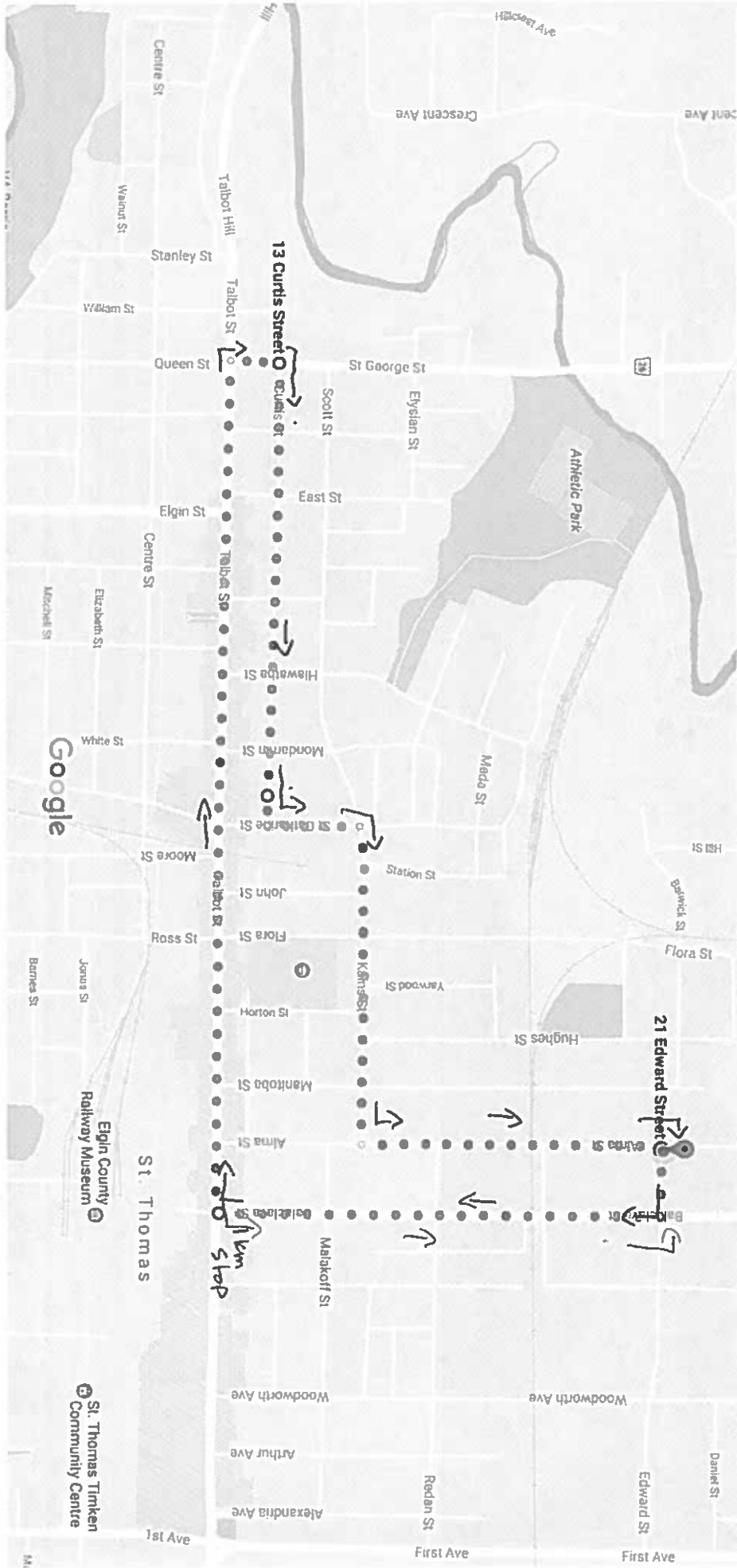
Event Name: Coldest Night of the Year

Organizing Group: Coldest Night of the Year / Elgin County YFC / Youth Unlimited

Event Dates: Feb 25 2017

21 Edward St, St. Thomas, ON N5P 1Y2 to 21 Edward St, St. Thomas, ON N5P 1Y2

Walk 4.7 km, 58 min

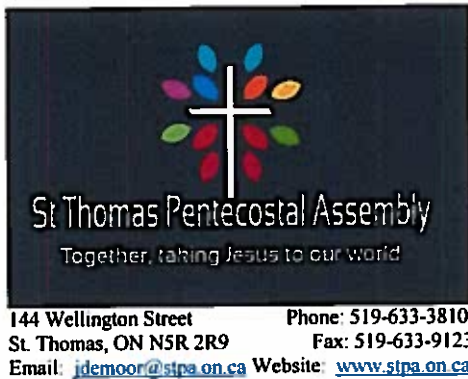


2km loop - 1km stop and back
5km loop - once around the loop
10km loop - twice around the loop.

City of St. Thomas
Received

JAN 20 2017

City Clerks Dept.



January 19, 2017

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly will be involved in on April 14th. It is our Annual Cross Walk.

We would like to conduct a crosswalk at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20 minute performance on the steps of City Hall from approximately 11:45 am – 12:15 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

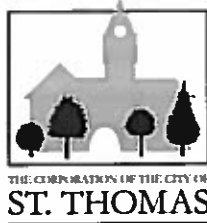
We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely,

Janice DeMoor
Secretary/Treasurer
St. Thomas Pentecostal Assembly

Councillor Wookey
Chair

Email:
swookey@stthomas.ca



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

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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

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Smart Serve Ontario	1-877-620-6082 info@smartserve.ca
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 customerservice@stthomas.ca
Chamber of Commerce	519-631-1981 bob@stthomaschamber.on.ca
Downtown Development Board	519-633-5248 earl-taylor@coldwellbanker.ca
Electrical Safety Authority	1-877-372-7233 Eric.Kingston@electricalsafety.on.ca
Elgin-St. Thomas Public Health	519-631-9900 APowell@elginhealth.on.ca
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30 jason.rick@memseo.com
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 dwhite@stthomas.ca
Planning & Building Services	519-631-1680 ext. 4160 cpeck@stthomas.ca
Environmental Services - Waste Management	519-631-1680 ext. 4258 mshannon@stthomas.ca
Fire Department – Fireworks, Fire Prevention	519-631-0210 btodd@stthomas.ca
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 gchapman@stthomas.ca
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180 tbridge@stthomas.ca
Parks and Recreation Department	519-633-7112 mrunk@stthomas.ca
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 bcarnegie@stps.on.ca
Railway City Tourism	519-631-1680 ext. 4132 tourism@stthomas.ca
St. John's Ambulance (First Aid)	519-633-2290 st.thomas@on.sja.ca
Treasury Department – Insurance	519-631-1680 ext. 4105 jblackmore@stthomas.ca

JAN 20 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Walk with the Cross

Date(s): April 14, 2017

Start Time: 11:00 am End Time: 12:15 pm

Location(s): Parade from church on Wellington st → Ross St → City Hall

Organizing Group: St. Thomas Pentecostal Assembly

Contact Name #1: Rev. Peter Cusick #2: Janice DeMoor

Street Address: 144 Wellington St.

Town/City: St. Thomas Province: ON Postal Code: N5R 2A9

Phone Number #1: 519-633-3810 #2: 519-494-5014

Email Address: jdemoor@stpa.on.ca

Expected Attendance: 100-125 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: N/A

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

Please describe your specific event. Attach additional sheets as necessary. Parade from
St. Thomas Pentecostal Church @ 144 Wellington St. to City Hall.
Once we arrive at City Hall a short 20 minute performance
will be held on the steps. Music will be performed, Testimonies
and dramas. Music will be played during the parade.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐No ☒If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐ No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒ No ☐

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

will be walking down one lane of the road to our
destination of City Hall. No road closures
required. One Police escort at event time.

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.

Leave church on Wellington St. at 11:00 am - turn onto
Ross St. then left onto Talbot St. all the way to City Hall.
Arrive at approximately 11:30 - 11:45 am

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 Yes ☐ No ☐ N/A ☐

Hydro Yes ☒ No ☐ N/A ☐
at the steps of city Hall only.

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

Janice de Moor
(Signature of Individual Completing this Application)

Jan. 20 / 2017
(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

Walk with the Cross organized by St. Thomas Pentecostal Assembly
(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

Walk with the Cross organized by St. Thomas Pentecostal Assembly
(Event Name) (Organizing Group)

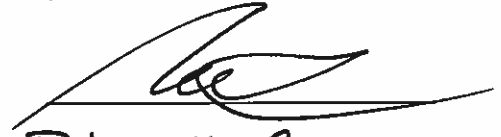
its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City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

Witness:

Janice De Moor

Name (Print): Janice De Moor

Signed:



Name (Print): Peter W. Cusick

Address: 144 Wellington St.

Telephone: 519-633-3810

Date: January 20, 2017

Event Name: Walk with the Cross

Organizing Group: St. Thomas Pentecostal

Event Dates: Apr. 14 /2017

ROBERTSON HALL

CERTIFICATE OF INSURANCE

This is to certify to: City of St. Thomas
545 Talbot Street
St. Thomas, Ontario
N5P 3V7

That policies of Insurance as herein described have been issued to the insured named below and are in force at this date.

Name of Insured: St. Thomas Pentecostal Assembly, Trustees of

Address of Insured: 144 Wellington St
St-Thomas, Ontario
N5R 2R8

Insurer: THE SOVEREIGN GENERAL INSURANCE COMPANY

Location and Operations to which this Certificate applies:

RE: "The Cross Walk" Parade traveling to and from St. Thomas Pentecostal Assembly to City Hall with a performance on the steps of City Hall on April 14, 2017.

KIND OF POLICY	LIMITS OF LIABILITY	POLICY NUMBER	EXPIRY DATE
COMMERCIAL GENERAL LIABILITY (EXCEPT AUTOMOBILE) INCLUDING: PRODUCTS/COMPLETED OPERATIONS NON-OWNED AUTOMOBILE LIABILITY PERSONAL INJURY LIABILITY CROSS LIABILITY/SEPARATION OF INSUREDS TENANTS LEGAL LIABILITY - BROAD FORM SUB-LIMIT, IF ANY \$2,000,000. PER OCCURRENCE RESTRICTIONS (if any): REFER TO POLICY WORDINGS	\$2,000,000. INCLUSIVE LIMIT PER OCCURRENCE/ANNUAL AGGREGATE BODILY INJURY AND PROPERTY DAMAGE COMBINED	CPP981504	June 18, 2017
OTHER	N/A		

ADDITIONAL INSURED: The following name is added to the policy as an Additional Insured, but only with respect to the above noted location and arising out of the Named Insured's operations. The policy limits are not increased by the addition of such Additional Insured beyond those stated in this Certificate.

CITY OF ST. THOMAS

NOTE: The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate 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 endeavor to mail to the holder of this certificate 15 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

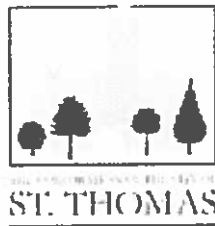
ROBERTSON HALL INSURANCE INC.

per 
(AUTHORIZED REPRESENTATIVE)

Date January 18, 2017

Att: Janice DeMoor
Email: jdemoor@stpa.on.ca

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

JAN 20 2017

City Clerks Dept

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: NOSTALGIA NIGHTS CAR SHOW

Date(s): JULY 8, 2017

Start Time: 3:00pm End Time: 9:00pm

Location(s): TALBOT STREET - See Map

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name #1: EARL 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: earl.taylor@sympatico.ca

Expected Attendance: 1000 Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: GREENS PARKETTE 4, L² PS STATION 2
HEPBURN PARKETTE 2, VARIOUS RESTAURANTS

Location and Number of Parking Spaces: SIDE STREETS AND MUNICIPAL
PARKING LOTS

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: _____

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

STATIC CAR DISPLAY ON TALBOT STREET - SEE MAP
DJ AND LIVE MUSIC IN FRONT OF CITY HALL, BUSINESS
DISPLAYS, TRAIN RIDES

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

NOT BY ORGANIZING GROUP

Yes ☐No ☒If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒

No ☐

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

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☒

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.

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 12

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? 6 REACT

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)

DDB CHAIR

JANUARY 20, 2017
(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

NOSTALGIA NIGHTS 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

NOSTALGIA NIGHTS 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:

Nancy Taylor

Name (Print):

NANCY TAYLOR

Signed:

[Signature]

Name (Print):

EAL TAYLOR

Address:

545 TACBOT ST

Telephone:

519-670-9223

Date:

JAN 20 /17

Event Name:

NOSTALGIA NIGHTS

Organizing Group:

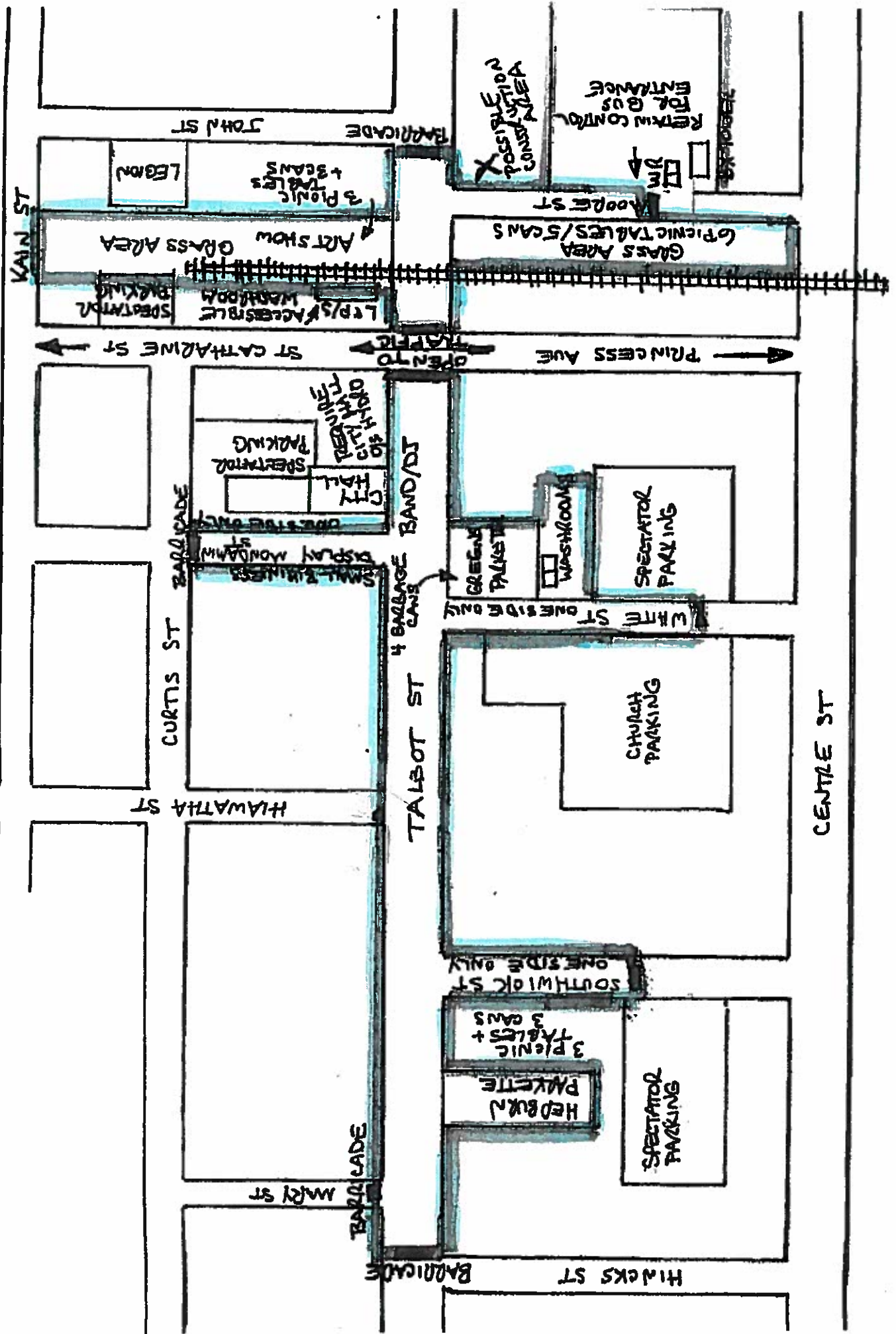
ST THOMAS DDB

Event Dates:

JULY 8, 2017

NOTE: We'll supply updated
Policy documents when our
insurance is renewed on
4/04/17

NOSTALGIA NIGHTS CAR SHOW
JULY 8, 2017



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
Property Insurance 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 :
Commercial General Liability 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 6385830 6385830	2017-04-04 2017-04-04 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.
Automobile Liability 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:

NOTE : 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.

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 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: June 23, 2016

Authorized Representative of the Insurer: 

CONFIRMATION OF INSURANCE

This is to confirm to: Elgin County Railway Museum
(Name and address) 225 Wellington St, St Thomas, ON N5R 2S6

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
City of St Thomas PO BOX 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:
St Thomas Downtown Development Board - Nostalgia Day's Car Show

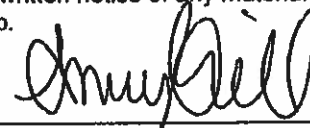
Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
Property Insurance All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other :			Limit \$ Deductible \$ Co-Insurance % Other :
Commercial General Liability 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 : Additional Insured	6385830 6385830 6385830	2017-04-04 2017-04-04 2017-04-04	Each occurrence limit : \$5,000,000 Aggregate limit : \$5,000,000 Tenant's Legal Liability : \$250,000 Non-Owned Automobile - limit : \$ Other: Additional Insured: D-1(Z) - Elgin County Railway Museum The limits shown may have been reduced by paid claims.
Automobile Liability 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:

NOTE : Additional insured listed on policy as noted in "Confirmation to" section.

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 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: June 23, 2016

Authorized Representative of the Insurer:



JAN 24 2017

City Clerks Dept.

City of St Thomas

Special Events Committee

Please find enclosed an application for a permit to use Pinafore Park on*June 13/2017*.....
for prediction events (walking and cycling and possibly running) using the paved trails
throughout the park.

We have done this event for the past 2 years with great success and enjoyed by all that
participated and would like to repeat again this summer.

I have contacted Parks and Rec dept at Timken Center with the date and enclosed is the
application form for the permit.

Our annual insurance isn't available until after April 1st and it will be forwarded as it becomes
available. It's for \$ 5,000,000. liability.

FYI:

We are proud of our parks in St Thomas and this gives people an opportunity to come and enjoy
them as well. Our OSGA Games are for anyone 55+ that lives in Elgin/Oxford districts to sign-up
and register with District #31 to enjoy many activities within these 2 counties.

The cost is minimal and once they are registered with #31 district they can travel around to any
of the 12-15 venues we offer on specified dates during May/June. If they come in first in any of
these events they qualify to go on to the Reginal Games in Sarnia in August (It's there choice)

Thanks for your time I appreciate the opportunity to promote St Thomas,


Carol Chute

Ontario Senior Games district #31 chair person

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Ontario Senior Games: District 31
Summer Games Elgin/Oxford.

Date(s): Tuesday June 13/17

Start Time: 10 AM End Time: 2 pm

Location(s): PINAFORE PARK.

Organizing Group: DISTRICT #31.

Contact Name #1: CAROL Chute #2: DAVE THEAKER.

Street Address: 51 Joyce St

Town/City: ST. THOMAS Province: ONT Postal Code: N5P3M3

Phone Number #1: 519 633 8862 #2: 519-719-5604 DAVE.

Email Address: cchute63@gmail.com

Expected Attendance: 35-40 Number of Event Personnel/Volunteers: 4

Location and number of washrooms in place: - USE PARK FACILITIES

Location and Number of Parking Spaces: 10-12 spaces by
~~SOUTH~~ PAVILLION (KINSMEN shelter) Lions Club Pavilion

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 0

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

Prediction events - The participants
compete Against Themselves and clock.
Estimate Time For 3km/5km walk
Run or cycle. Length of course varies
by age group. 75+ does 1.6km

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐

No ☒

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

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☐

No ☒

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

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

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes? Yes ☐ No ☒

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

We will have volunteers where it is necessary
to cross main Road and anyone using PARK
will have Right-of-Way using PAVED WALKWAYS

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

OSGA DIST #31 organized by DIST. #31 OSGA
(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

ONTARIO SENIOR GAMES organized by OSGA DIST. #31
(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: Ray Dab

Name (Print): RAY DAB

DISTRICT #31 OSGA
CO-ORDINATOR

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Carol Chute

CAROL Chute

51 Joyce St.

ST. THOMAS

519 633-8862

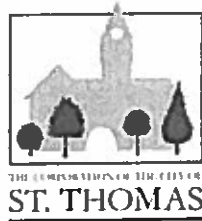
Jan 20/2017

ONTARIO SENIOR
Games 55+

DISTRICT 31 OSGA

Tues June 13/17

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: Project HOPE

Date(s): June 9 2017 - June 11 2017

Start Time: June 9 6:00am End Time: June 11 6pm

Location(s): 101 76 Ashberry Place (Harvest Run) Municipal numbers have not been assigned

Organizing Group: Doug Tarry Ltd

Contact Name #1: Carrie O'Brien #2: Suzie Dennis

Street Address: 358 Elm Street

Town/City: St. Thomas Province: ON Postal Code: N5R 1K1

Phone Number #1: 519 631 9305 ext 26 #2: 519 637 6819 ext 30

Email Address: carrie.obrien@doug-tarry-homes.com

Expected Attendance: Plan for 200 ~~unknown~~ Number of Event Personnel/Volunteers: 100-150 @ peak times

Location and number of washrooms in place: 4-5 (shown on attached site plan)
will be split construction/spectator

Location and Number of Parking Spaces: on street, informal

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 0

Please describe your specific event. Attach additional sheets as necessary. 3 day build of a net zero ready home. Profits from the sale of the home will be gifted to the Narren family

24hr / 3day construction of 1440 sq ft home

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. 20ft x 30ft x 2 tents (separate lots)

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: 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 ☐
See attached sketch
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 checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No Parking Signs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☒ N/A ☐
If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Please note 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: 8 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 6

Have you made arrangements with Environmental Services staff for recycling containers and collection?
Request made Jan 23 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: N/A

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.

Request made Jan 18 2017
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Contacted Jan 23 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

Carrie Dixon
(Signature of Individual Completing this Application)

Jan 23 2017
(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

Project HOPE organized by Doug Terry Ltd.
(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

Project HOPE organized by Doug Terry Ltd.
(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: Carrie O'Brien

Name (Print): Carrie O'Brien

Signed: [Signature]

Name (Print): Doug Terry

Address: 358 Elm Street

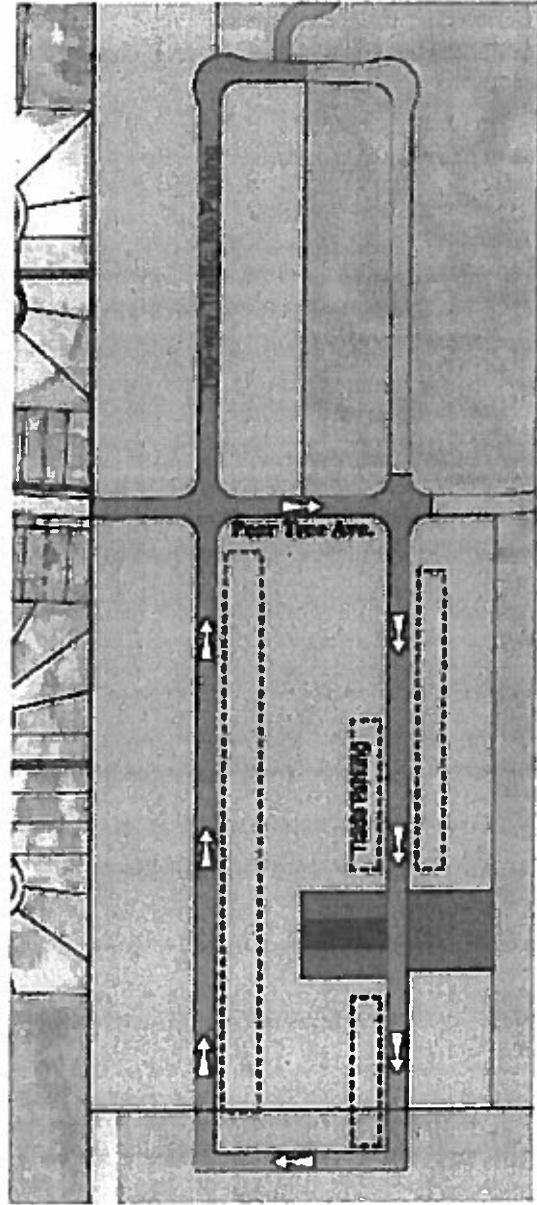
Telephone: 519 631 9300

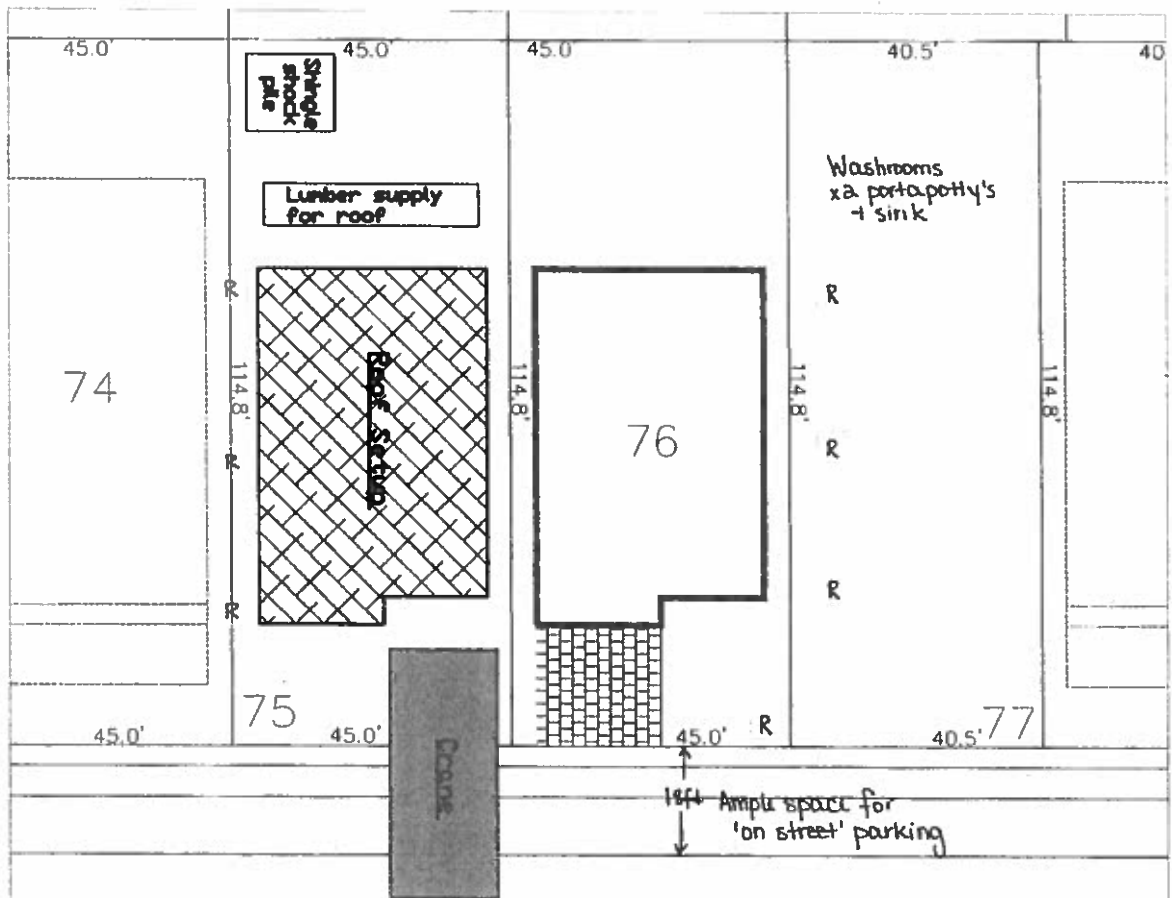
Date: Jan 23 2017

Event Name: Project HOPE

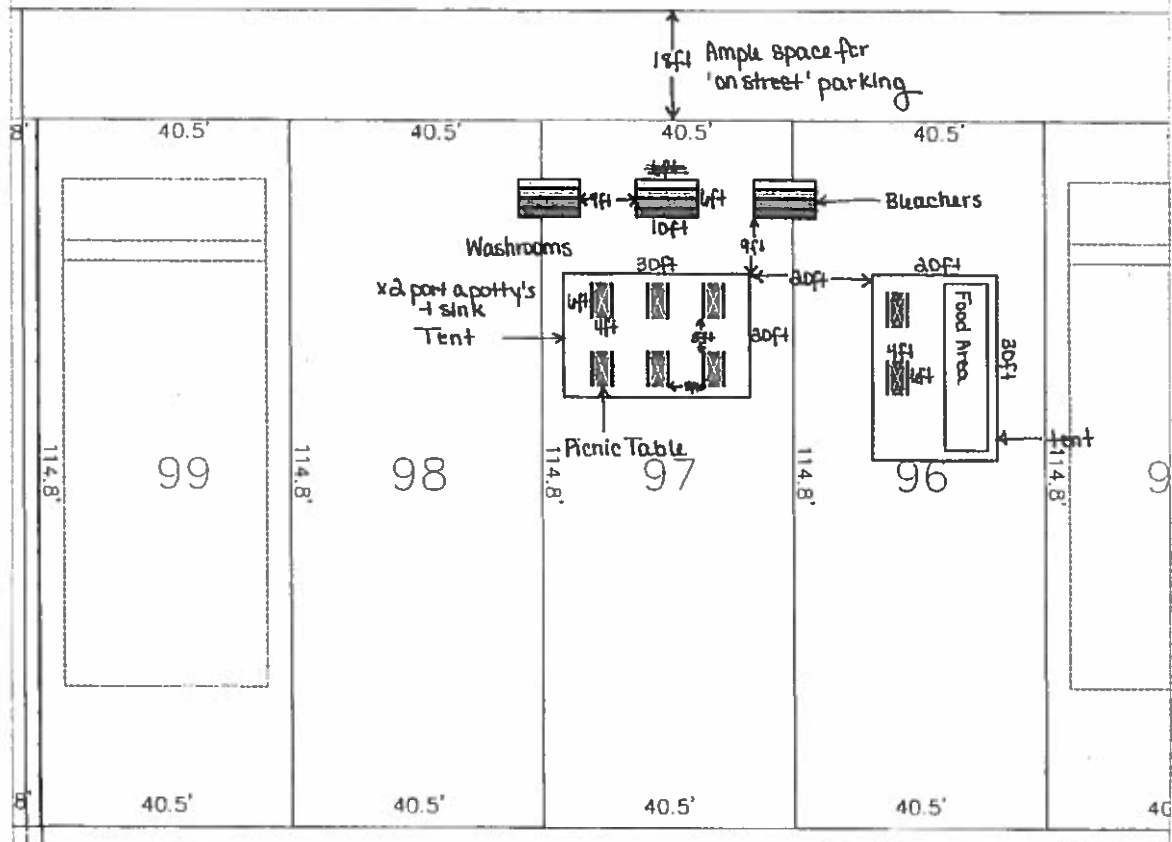
Organizing Group: Doug Terry Ltd

Event Dates: June 9-11 2017





Ashberry Place



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: Roads and Transportation - 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: Roads and Transportation - 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 Receptacles and Picnic Tables

Garbage Receptacles are available at no-charge by obtaining an equipment rental permit through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

of Garbage Receptacles Damage Deposit

0-10	\$50
10-20	\$60
20-30	\$75
30-50	\$150

Picnic Tables may be rented, pending availability, at a charge of \$5 per table. An equipment rental permit must be obtained through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

# of Picnic Tables	Damage Deposit
0-10	\$75
10-20	\$100
20-30	\$200
30-50	\$300

Please Note: Tables and receptacles must be identified as a request on the permit application. Availability is at the discretion of the Parks Recreation and Property Management Department. 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 containerns • 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 2ftx 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. 4105 or jblackmore@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.

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. 4112 kenglish@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.