

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

APRIL 5, 2017

MINUTES

Confirmation of the minutes of the meeting held on March 1, 2017.

PETITIONS AND COMMUNICATIONS

Voaden Leads Change! Kindness... Run with it!

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BRO Elgin/Middlesex Awareness Ride

Page 9

MEET-A-MACHINE

Page 14

Elgin Beef Farmers Annual Beef BBQ

Page 24

Walk for Alzheimer's

Page 30

UNFINISHED BUSINESS

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

MAR 01 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Voaden Leads Change! Kindness... Run with it
Date(s): Apr. 29 2017
Start Time: 830 am End Time: 1130am
Location(s): 410 Flora St St Thomas ON (Arthur Voaden Secondary School)
Organizing Group: Voaden Leads Change Committee
Contact Name #1: _____ #2: _____
Street Address: ~~410 Flora St~~ 555 Tallcot St
Town/City: St Thomas Province: ON Postal Code: N5P1C5
Phone Number #1: 519 633 3600 #2: _____
Email Address: amy-hill@cooperators.ca
Expected Attendance: 300 Number of Event Personnel/Volunteers: 50
Location and number of washrooms in place: washrooms located throughout the school.
Location and Number of Parking Spaces: Arthur Voaden Parking lots.
Number of Accessible Washrooms: _____ Number of Accessible Parking Spots: _____

Please describe your specific event. Attach additional sheets as necessary. This is the 4th Annual walk/run event. It is a 2k, 5k, 10k run / 2km, 5km walk, starting from Arthur Voaden, route maps are attached. Event is to promote kindness, mental wellness and inclusion.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

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

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Walk/Run Route is detailed in writing and by map on attached sheets including where police ~~and~~ will be stationed to assist with road crossings.

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

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

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

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.

REACT booked via Fred Saterly

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)

01/02/2017
(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

Warden Leads Change Kindness organized by Warden Leads Change Committee
(Event Name) (Organizing Group)
Run with it

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

Warden Leads Change Kindness organized by Warden Leads Change Committee
(Event Name) (Organizing Group)
Run with it.

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

Witness: _____

Name (Print): _____

Signed: _____

Name (Print): _____

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____

Amy Hill

Amy Hill

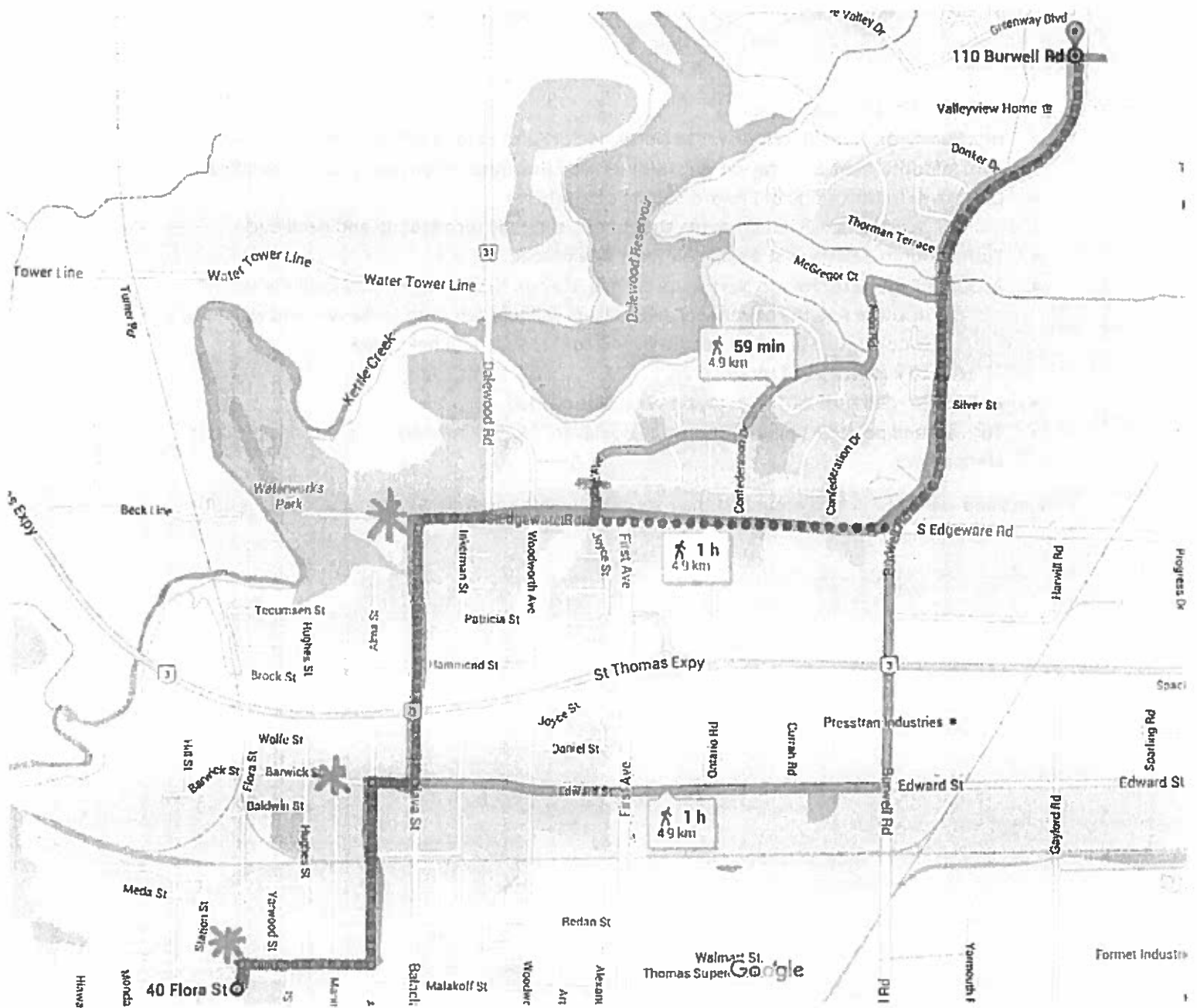
555 Talbot St

519 633 3600

01/02/2017

Warden Leads Change!
Kindness Run with it!

Apr. 29 2017



* = spot for officers



MAR 07 2017

City Clerks Dept.

Awa-are-ss

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:

BRO. Elgin/Middlesex

Ride

Date(s):

May 7/17

Start Time:

End Time:

Location(s):

Organizing Group:

BRO. Elgin/Middlesex

Contact Name #1:

Russell

#2:

Street Address:

Town/City:

London

Province:

Postal Code:

Phone Number #1:

514-686-9996

#2:

519-932-55-18

Email Address:

Expected Attendance: Not known

Number of Event Personnel/Volunteers:

Location and number of washrooms in place:

Location and Number of Parking Spaces:

Number of Accessible Washrooms:

Number of Accessible Parking Spots:

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

Awareness
ride to make people aware that
bikes are back on the road.
Just going there to not
stopping

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

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

SECTION 3: TENTS

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

Yes ☐

No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☐

No ☒

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

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

SECTION 7: ANIMALS

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

Yes ☐ No ☐

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐ No ☒

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

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

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

coming into town left off of cavity
Rd. 25 (Wellington Rd.) on to Talbot main
drag and continuing to city limits

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.

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

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? _____

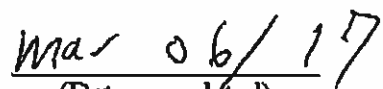
First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? ☐ Yes ☐ No ☒ N/A
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

Awareness Ride organized by Bro Elgin/middle
(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

Awareness Ride organized by Bro. Elgin/middle
(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:

R Robinson

Signed:

Russell R. Robinson

Name (Print):

R ROBINSON

Name (Print):

Russell R. Robinson

Address:

London

Telephone:

519-686-4996

Date:

May 06/17

Event Name:

Bro Awareness

Organizing Group:

Bro. Elgin/middle

Event Dates:

May 7/17

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: MEET- A - MACHINE
Date(s): Saturday June 17, 2017
Start Time: 10 AM End Time: 2 PM
Location(s): Timken Centre Parking lot / Knights of Columbus
Organizing Group: PSNE (Psychiatric Survivors Network of Elgin)
Contact Name #1: Steve Pronger #2: Lori Pelley
Street Address: 499 Talbot St.
Town/City: St. Thomas Province: ONT Postal Code: N5P 1C3
Phone Number #1: 519 631 1580 #2: _____
Email Address: psne@msi.net
Expected Attendance: 200 Number of Event Personnel/Volunteers: 20
Location and number of washrooms in place: Timken Centre - all facility washrooms. Ground floor, second floor : accessible.
Location and Number of Parking Spaces: 200⁺ at Timken Centre (88 spots will be occupied by "Meet-a-Machine" vehicles
Number of Accessible Washrooms: ALL Number of Accessible Parking Spots: ALL
Please describe your specific event. Attach additional sheets as necessary. Please see attached: ① Cover letter ② Flyer from last year's (2016) event in Windsor, Ontario ③ Letter of commitment / attendance from St. John Ambulance ④ Copy of previous Certificate of Insurance. ⑤ Site plan map of Timken Centre

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?

If Yes, please specify the number and size of tents. 1 tent (10x10 foot) shade tent Yes ☒ No ☐

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.

If Yes, how many are you requesting? # of Picnic Tables: 0 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 6

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)

MAR 10 '17
(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

MEET A MACHINE organized by PSNE
(Event Name) (Organizing Group)

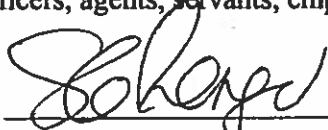
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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

MEET A MACHINE organized by PSNE
(Event Name) (Organizing Group)

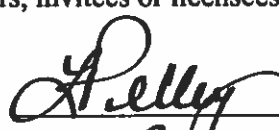
its officers, agents, servants, employees, contractors, customers, invitees or licensees, or occurring in or on the premises or any part thereof arising from or occasioned by any cause whatsoever, except where such damage or injury is due to the act, default or negligence of The Corporation of the City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

Witness:



Name (Print): STEVE PRONGER

Signed:



Name (Print):

LORI PELLEY

Address:

499 TALBOT ST.

Telephone:

519-631-1580

Date:

MAR 10 '17

Event Name:

MEET A MACHINE

Organizing Group:

PSNE

Event Dates:

JUNE 17, 2017



**MEET
-A-**




Please join us for
"Meet-A-Machine"
Community Literacy Event
Showcasing 'machines' of all types
for children to discover and explore!

Saturday, June 18, 2016
10 am-2 pm

Located in the WFCU Centre Parking lot
8787 McHugh, Windsor

Admission is FREE!


WINDSOR
CHILDREN'S SERVICES
Supporting Learning
in the Early Years

Ontario Early Years Centres
A Place for Parents And Their Children.



Centres de la petite enfance
Un endroit pour les parents et leurs enfants.



For more information, please call: 519-255-5344



Steve Pronger <stevepronger@gmail.com>

Confirmation of Coverage by STEB

1 message

Galynne Cini <Galynne.Cini@on.sja.ca>

Sun, Mar 5, 2017 at 8:22 AM

To: "stevepronger@gmail.com" <stevepronger@gmail.com>

Dear Steve Pronger,

Please take this email as confirmation for coverage at your **event *Meet A Machine*** by the St. Thomas Elgin Branch of St. John Ambulance, on the following dates of Saturday June 17th, 2017.

As per your request our Medical First Responders will be on site **June 17th 9:00am-2:00pm**, at the *Timken Centre*.

We are looking forward to serving your organization and being part of the successful event. Should you have any questions or concerns please feel free to contact myself or Raymond Ormerod by the contact details contained in this email.

Raymond Ormerod
Cell: (519)673-9979
Email: ray.ormerod@on.sja.ca

Galynne Cini
Cell: (519)670-1920
Email: galynne.cini@on.sja.ca

Sincerely,

Galynne Cini

Deputy Unit Chief

St. John Ambulance

St. Thomas Elgin Branch

656 Talbot Street

St. Thomas On N5P 1C8

Office (519) 633-2290

Fax (519) 631-3368

Cell (519) 670-1920

Office Email st.thomas@on.sja.caDirect Email Galynne.Cini@on.sja.ca

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

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

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

Certificate Holder: The City of St. Thomas PO Box 520, 545 Talbot St St. Thomas, ON N5P 3V7	Named Insured and Address: Psychiatric Survivors Network of Elgin FIP#242 499 Talbot Street St. Thomas, ON N5P 1C3
---	--

This certificate is issued regarding:

Re: Fundraising BBQ

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

Location: in front of Psychiatric Survivors Network of Elgin facility

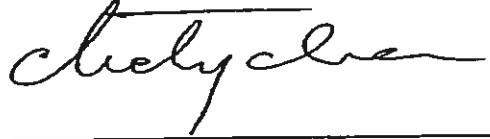
Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/Expiry Dates	Sums Insured Or Limits of Liability
COMMERCIAL GENERAL LIABILITY	Aviva Insurance Company of Canada	MMP 0720-07	Apr 01, 2016 to Apr 01, 2017	Inclusive Limit, Property Damage and Bodily Injury CDN 5,000,000 Each Occurrence

Additional Information:

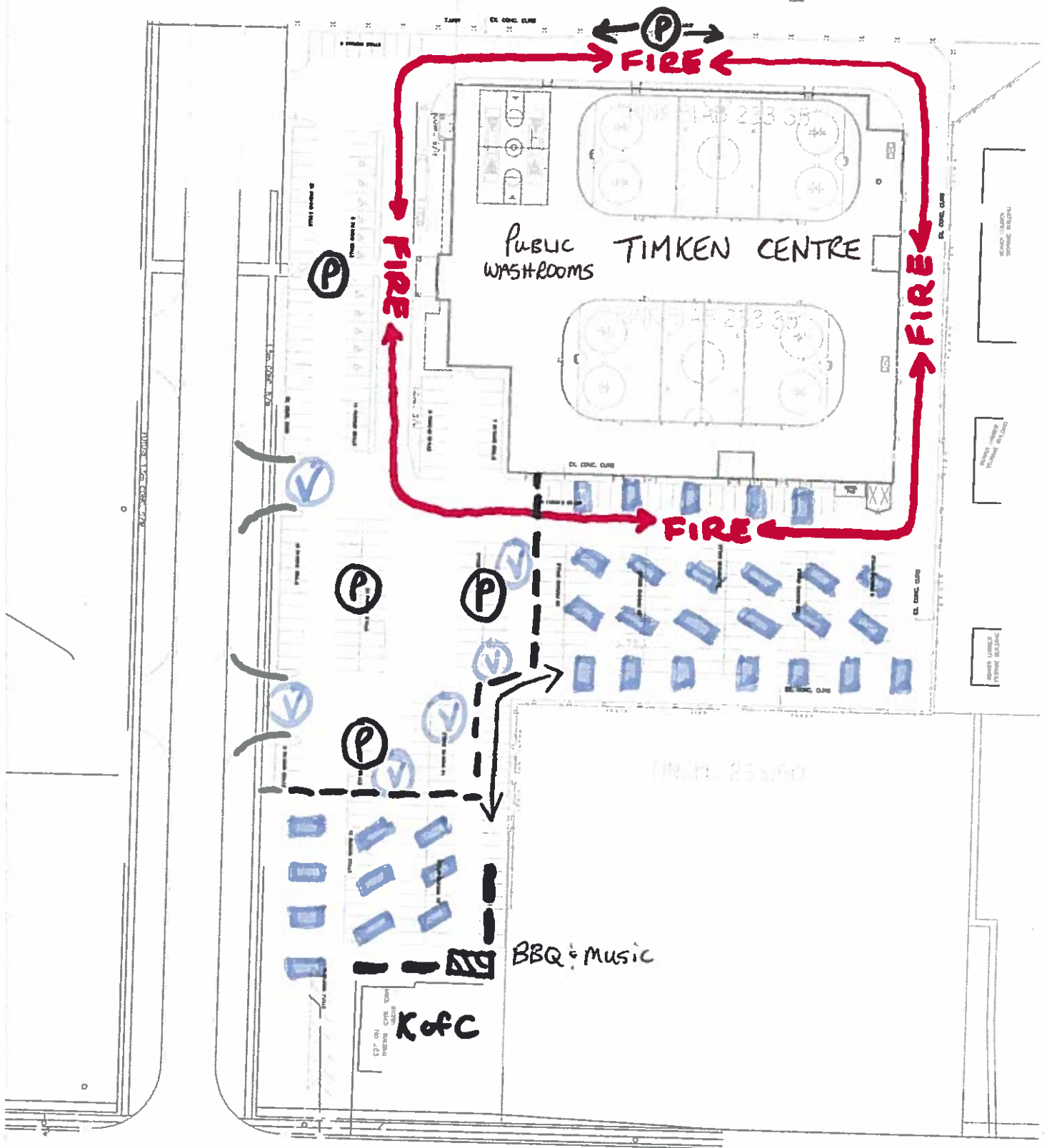
It is hereby understood and agreed that The City of St. Thomas is added as Additional Insureds, but only with respect to liability arising out of the operations of the Named Insured.

Notice of cancellation:

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

Marsh Canada Limited 120 Bremner Boulevard Suite 800 Toronto, ON M5J 0A8 Telephone: 416-349-3030 Fax: 416-815-3761 marek.malycha@marsh.com	Marsh Canada Limited  By: _____ Marek Malycha
---	---

SITE PLAN: MEET-A-MACHINE EVENT
10am - 2pm SATURDAY JUNE 17, 2017
TIMKEN CENTRE





PSYCHIATRIC SURVIVORS NETWORK OF ELGIN (P.S.N.E.)

499 Talbot Street, St. Thomas, ON N5P 1C3

Phone: 519-631-1580 Fax: 519-631-1567 Toll-Free: 1-888-631-1919 Website: www.psne.ca Email: psne@mnsi.net Warmline: 519-631-1580 or 1-888-631-1919

March 10, 2017

Dear Special Events Committee:

Please accept this cover letter and application for our planned FREE community event to be held Saturday June 17th in the city of St. Thomas.

Now in existence for 25 years, P.S.N.E. (Psychiatric Survivors Network of Elgin) located at 499 Talbot St. continues to strive to expand its programs and offerings to the community. It is our mission to *"help a Survivor prove to themselves they can be part of society and even have gainful employment or become a volunteer"*. In order to meet our mission and provide services in our community, we rely on the generosity of volunteers and the community for some supports.

Our Annual Fundraiser this year will be an FREE community event called "Meet-A-Machine".

Meet-A-Machine will occur on June 17th from 10am to 2pm at the Timken Center parking lot.

We have designed and scheduled this event to *"NOT"* cost an out of pocket expense to participate or attend. The goal is to allow the community, specifically families, parents and children, the opportunity to walk around and experience "vehicles" up close and personal, such as to see inside them, in some cases get inside, learn about them from guiding volunteers, touch, take photos with etc.

On site at the Timken Arena, there will be ample parking for the public as well as use of all Timken Arena washroom facilities. A barbecue (which will be our modest fundraiser) will be put on by the Knights of Columbus on our behalf. They have volunteered their adjacent facility and parking lot and are going to help us do the cooking and present some background music for the enjoyment of community attendees. Please find attached a detailed site map for the day's event as well as a flyer from last year's event which I was associated with in Windsor, Ontario. Upon your approval, a new promotional flyer will be created.

Your approval will create a "huge smile" and make such a difference by creating an extraordinary event on the Saturday of Father's Day weekend.

Thank you in advance for your support!

Sincerely,

Steve Pronger

Mobile Outreach Peer Support (MOPS) Team & on behalf of the Staff and Executive Director

MAR 13 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Elgin Beef Farmers Annual Beef BBQ
Date(s): Wednesday August 16 2017
Start Time: 7am End Time: 8pm
Location(s): Dance Pavilion, Pinetree Park
Organizing Group: Elgin Beef Farmers
Contact Name #1: Maryjo Tait #2: Tan McKillop
Street Address: 27401 Celtic Line R.R.#1
Town/City: Dutton Province: ON Postal Code: N0L1J0
Phone Number #1: 519-282-7402 #2: _____
Email Address: maryjotait@yahoo.ca
Expected Attendance: ~650 Number of Event Personnel/Volunteers: ~30
Location and number of washrooms in place: main washrooms at
park
Location and Number of Parking Spaces: Facilities at Park

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

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

Elgin Beef Farmers BBQ - open to public. Cooking
food in park, band set up for entertainment.
proceeds support 4-H Ontario (local clubs)
+ local food banks in Elgin County

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, Rec and Property Management 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, Recreation and Property Management facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

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, Rec and Property Management 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. not yet received -

just applied
March 13

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks, Rec and Property Management Dept 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: 40 # of Garbage Cans: 6

540 tables additional to what comes in Pavilion

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

Yes ☒ No ☐ N/A ☐

Will do so with Martin re: permit

Will you require municipal support for: Water Hydro

Yes ☒ No ☐ N/A ☐

Yes ☒ No ☐ N/A ☐

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

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

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

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒

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

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

If Yes, please attach documentation providing proof that First Aid services have been retained.

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

That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of St. Thomas making this application and its supporting

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Maryjo Tait
(Signature of Individual Completing this Application)

March 13/17
(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

Elgin Beef Farmers Annual BBQ organized by Elgin Beef Farmers
(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

Elgin Beef Farmers BBQ organized by Elgin Beef Farmers
(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: Annie Isobel Tait

Signed: Maryjo Tait

Name (Print): Annie Isobel Tait

Name (Print): Maryjo Tait

Address: 27401 Celtic Way Dutton

Telephone: 519-282-7602

Date: August 10/17

Event Name: Elgin Beef Farmers BBQ

Organizing Group: Elgin Beef Farmers

Event Dates: August 10, 2017

MAR 20 2017

Councillor Wookey
Chair**Special Events Committee**

c/o Breanna Pawlak

City Clerks Dept.

City Clerk's Dept, 545 Talbot St.,

St. Thomas, ON N5P 3V7

Phone: (519) 631-1680 Ext. 4125

Fax: (519) 633-9019

Email: bpawlak@stthomas.ca

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
Smart Serve Ontario
City Clerk's Dept – Municipally Significant Event
Chamber of Commerce
Downtown Development Board
Electrical Safety Authority
Elgin-St. Thomas Public Health
Emergency Medical Services (Ambulance Services)
Public Works Dept – Roads, Animals
Planning & Building Services
Environmental Services - Waste Management
Fire Department – Fireworks, Fire Prevention
Municipal Accessibility Advisory Committee
Parks and Recreation – Property Mgmt, Hydro
Parks, Rec and Property Mgmt Department
Police Services – Noise By-Law, Traffic Control
Railway City Tourism
St. John's Ambulance (First Aid)
Treasury Department – Insurance

416-326-8700 customer.service@agco.ca
1-877-620-6082 info@smartserve.ca
519-631-1680 ext. 4100 customerservice@stthomas.ca
519-631-1981 mail@stthomaschamber.ca
519-633-5248 earl-taylor@coldwellbanker.ca
1-877-372-7233 Eric.Kingston@electricalsafety.on.ca
519-631-9900 APowell@elginhealth.on.ca
519-637-3098 pauline.meunier@memseo.com
519-631-1680 ext. 5130 dwhite@stthomas.ca
519-631-1680 ext. 4160 cpeck@stthomas.ca
519-631-1680 ext. 4258 mshannon@stthomas.ca
519-631-0210 btodd@stthomas.ca
519-631-1680 ext. 4161 gchapman@stthomas.ca
519-631-1680 ext. 4180 tbridge@stthomas.ca
519-633-7112 mrnun@stthomas.ca
519-631-1224 ext. 141 bcarnegie@stps.on.ca
519-631-1680 ext. 4132 tourism@stthomas.ca
519-633-2290 st.thomas@on.sja.ca
519-631-1680 ext. 4105 jblackmore@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Walk for Alzheimers

Date(s): May 13, 2017

Start Time: 10:15 End Time: 12:00 p.m.

Location(s): Main Pavilion

Organizing Group: Elgin-St. Thomas Alzheimer Society

Contact Name #1: Sharon Lechner #2: Christine Poier

Street Address: 450 Sunset Drive

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

Phone Number #1: 519-280-6289 #2: 519-494-4920

Email Address: sharonlechner@rogers.com

Expected Attendance: 200 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: Depends on the weather, if the park bathroom is not open yet, we will rent 1-2 portable bathrooms

Location and Number of Parking Spaces: Whatever is available at Main Pavilion

Number of Accessible Washrooms: Number of Accessible Parking Spots:

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

The event is our annual fundraising Walk. The route will be the walkway that winds through the park. We will use the main pavilion for registration and entertainment. We have a DJ, the YMCA will do a warmup and following the walk, we will thank everyone who is supporting the event.

SECTION 2: FOOD AND BEVERAGE

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

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

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, Rec and Property Management 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, Recreation and Property Management facilities.

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

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

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

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

SECTION 7: ANIMALS

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

Yes ☐ No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐ No ☒

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

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

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

Do you require traffic control?

Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input 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, Rec and Property Management 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. Will send separately

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks, Rec and Property Management Dept 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: 8 inside # of Garbage Cans: 4

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? We are working on that now
We will have an off duty police person that has volunteered.

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

That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of St. Thomas making this application and its supporting

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Christine Poier
(Signature of Individual Completing this Application)

March 15 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

The Walk for Alzheimers organized by the Elgin-St. Thomas Alzheimer Society
(Event Name) (Organizing Group)

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

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

The Walk for Alzheimers organized by The Elgin-St. Thomas Alzheimers Society
(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:

T. Beaudry

Signed:

Christine Poier

Name (Print):

Tamara Beaudry

Name (Print):

Christine Poier

Address:

450 Sunset Dr. St. Thomas

Telephone:

519-633-4396
cell 519 494-4920

Date:

March 15 2017

Event Name:

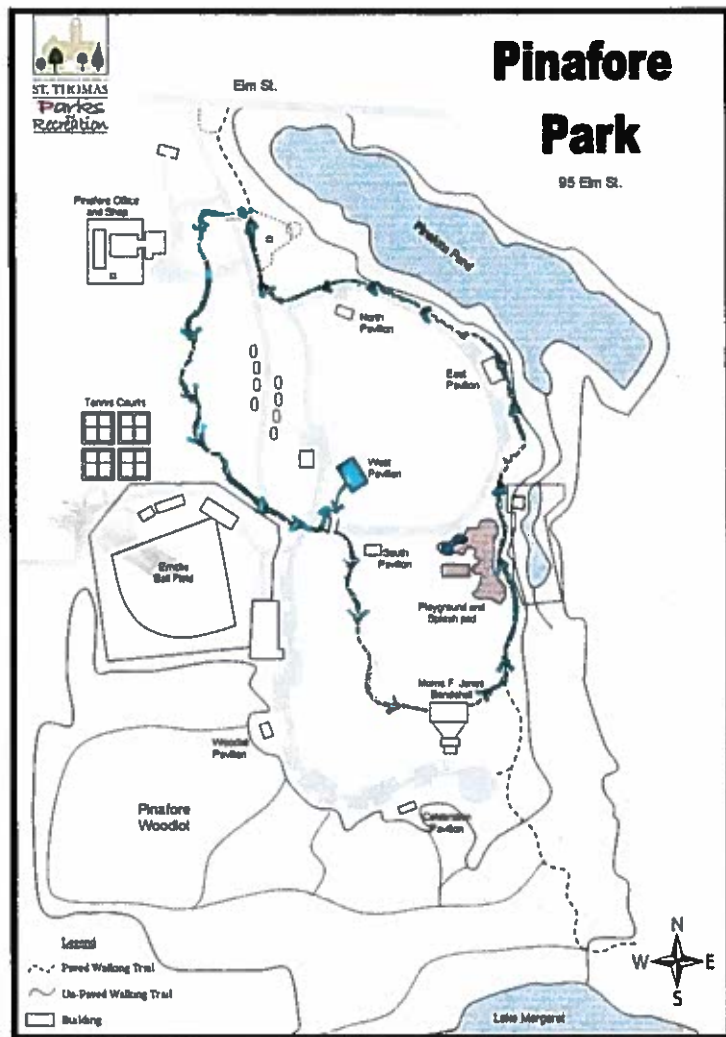
Walk for Alzheimers

Organizing Group:

Elgin-St. Thomas Alzheimer Society

Event Dates:

May 13, 2017



CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS City of St. Thomas 545 Talbot St St. Thomas ON POSTAL CODE N5P 3V7	2A. INSURED'S FULL NAME AND MAILING ADDRESS Alzheimer Society of Elgin-St. Thomas 229-450 Sunset Drive, St. Thomas, ON N5R 5V1 2B. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS <small>(but only with respect to the operations of the Named Insured)</small> Walk for Alzheimer's The event will be held on Saturday, May 13, 2017 at Pinafore Park
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3 COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

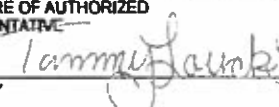
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/yyyy)	EXPIRY DATE (MM/yyyy)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	AVIVA - 81329768	10/6/2016	10/6/2017	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE EACH OCCURRENCE PRODUCTS AND COMPLETED OPERATIONS AGGREGATE PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY NON OWNED AUTOMOBILE	\$1,000 \$1,000	\$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$10,000 \$500,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> <input type="checkbox"/>				BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (specify) _____				EACH OCCURRENCE AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

4. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

5. BROKER'S FULL NAME AND MAILING ADDRESS Reith & Associates Insurance and Financial Services Limited 462 Talbot Street St. Thomas ON POSTAL CODE N5P 1B9	6. ADDITIONAL INSURED NAME AND MAILING ADDRESS City of St. Thomas 545 Talbot St St. Thomas ON POSTAL CODE N5P 3V7
BROKER'S CLIENT ID: ALZHE-1	

7. CERTIFICATE AUTHORIZATION

SIGNATURE OF AUTHORIZED REPRESENTATIVE 	PRINT NAME Tammy Loucks	POSITION HELD	DATE March 16, 2017
COMPANY Reith & Associates Insurance and Financial	EMAIL ADDRESS tammy@reithandassociates.com	CONTACT NUMBER HOME (519) 631-3862 BUSINESS (519) 631-3862	CELL FAX (519) 631-0386

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



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

**City of St. Thomas Parks and Recreation
Outdoor Facility Permit**

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

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

This permit covers the time period specified below:

May 13, 2017

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

<u>SHALLEY MCLOKEL</u>	<u>[Signature]</u>	<u>ALZHEIMER SOCIETY</u>
Name (please print)	Signature	Group Name
User Group		<u>ALGN-STTHOMAS</u>

<u>Martin Pn</u>	<u>[Signature]</u>	<u>Nov. 23, 2016</u>
Name (please print)	Signature	Date
City of St. Thomas		

Invoice #(s) 12528

Payment Terms: Due at the time of booking.

Updated on September 12, 2016



City of St. Thomas - Parks and Recreation
 P.O. Box 520, 545 Talbot Street
 St. Thomas, ON N5P 3V7
 Phone: (519) 633-7112 Fax: (519) 633-9272
Scheduling Receipt

Creation Date: Wed Nov 9, 2016 **Receipt #:** 12528

PAYEE: Sharon Lechner **Total Amount Due:** \$176.91
 Alzheimers Association
 450 Sunset Drive **Amount Paid:** \$176.91
 St. Thomas, Ontario, Canada
 N5R 5X7 **Balance Due:** \$0.00

Client #: 9761 **Account #:** **Email:** sharonlechner@rogers.com
Phone 1: (519) 633-4396 **Phone 2:** (519) 280-6289 **Fax:**
Event: Alzheimer Society Walk

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate 2017 - \$156.56	Daily Rate	Sat May 13, 2017	07:00AM - 05:00PM	\$156.56 H
Facility Subtotal:				\$156.56
Total:				\$156.56

Transactions

62574 **Date:** Nov 23, 2016 - 12:40PM **Type:** Payment (# 17686) **Method:** Cheque **Amount:** ~~\$176.91~~

Cheque # 6083

Comments

Booked by Sharon November 9, 2016.

Subtotal: \$156.56

13% HST: \$20.35

Total: \$176.91

Amount Paid: \$176.91

Balance Due: \$0.00



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Created: Wed Nov 23, 2016 @ 12:40PM (EST)