

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

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

**3:00 P.M.**

**MAY 3, 2017**

**MINUTES**

Confirmation of the minutes of the meeting held on April 5, 2017.

**PETITIONS AND COMMUNICATIONS**

Old Courthouse Neighbourhood Street Party - June 17th, 2017

Page 3

St. Thomas Iron Horse Festival - August 17-20th, 2017

Page 9

Central Community Health Centre BBQs - May 24th, June 28th, July 20th and August 23rd, 2017

Page 15

Car Seat Clinic - June 4th, 2017

Page 22

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**ADJOURNMENT**

APR 06 2017

Councillor Wookey  
Chair



City Clerks Dept  
**Special Events Committee**

c/o Breanna Pawlak  
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	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:APowell@elginhealth.on.ca">APowell@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrurun@stthomas.ca">mrurun@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:bcarnegie@stps.on.ca">bcarnegie@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:jblackmore@stthomas.ca">jblackmore@stthomas.ca</a>

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Old Carthouse Neighbourhood Street Party  
Date(s): 17 June, 2017  
Start Time: 4pm End Time: 12pm  
Location(s): 14 Prince Albert St  
Organizing Group: Kimberley & Timothy Parker  
Contact Name #1: \_\_\_\_\_ #2: \_\_\_\_\_  
Street Address: 14 Prince Albert St  
Town/City: St Thomas Province: ON Postal Code: N5R 1Z6  
Phone Number #1: 519.872.3656 #2: \_\_\_\_\_  
Email Address: kimberleyparker@rogers.com  
Expected Attendance: 150 Number of Event Personnel/Volunteers: 20  
Location and number of washrooms in place: None / NA  
\_\_\_\_\_  
Location and Number of Parking Spaces: NA  
\_\_\_\_\_  
Number of Accessible Washrooms: NA Number of Accessible Parking Spots: NA

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

A party to celebrate neighbours.  
Neighbours gather for a BBQ and  
street games.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☒ No ☒

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

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

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

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

Will alcohol be consumed at the event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, 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.

We would appreciate road closure barricades across Prince Albert at Isabel Street corner, also at corner of Metcalf & Prince Albert.

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. \_\_\_\_\_

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: \_\_\_\_\_ # 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**

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.

Kimberley Parker  
(Signature of Individual Completing this Application)

5 April, 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**

Old Courthouse Street Party organized by Kimberley Parker  
(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

Old Courthouse Street Party organized by Kimberley Parker  
(Event Name) (Organizing Group)

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

Witness: \_\_\_\_\_

Signed: Kimberley Parker

Name (Print): \_\_\_\_\_

Name (Print): Kimberley Parker

Address: 14 Prince Albert St

Telephone: 519-872-3656

Date: 5 April, 2017.

Event Name: Old Courthouse Street Party

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

Event Dates: 17 June, 2017.

APR 12 2017

City Clerks Dept.

Councillor Wookey  
Chair



**Special Events Committee**  
c/o Breanna Pawlak  
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**

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**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.**

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Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:jblackmore@stthomas.ca">jblackmore@stthomas.ca</a>



## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Thomas Iron Horse Festival  
Date(s): August 17, 18, 19, 20  
Start Time: Thursday and Friday - 4:00 p.m. Thursday, Friday & Saturday and Sunday - 11:00 a.m. End Time: Saturday - 12:00 p.m. Sunday - 6:00 p.m.  
Location(s): Railway Park on ECRM land, 225 Wellington Street  
Organizing Group: Iron Horse Festival Committee  
Contact Name #1: Scott Kennedy #2: Paul Corriveau  
Street Address: 22 Lyndale Ave  
Town/City: St. Thomas Province: Ont Postal Code: N5R 1C4  
Phone Number #1: 519-851-0362 #2: 519-709-9753  
Email Address: j.scottkennedy8@gmail.com  
Expected Attendance: 15,000 Number of Event Personnel/Volunteers: 100  
Location and number of washrooms in place: 30 units at different locations on site depending on end layout - same as 2014  
Location and Number of Parking Spaces: Parking is available on land just south of the IHF, behind Lyte Cocks and on Tallot Street and municipal lots around the area. The number of parking spaces isn't known.  
Number of Accessible Washrooms: 4 - same as 2014 Number of Accessible Parking Spots: unknown

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

Annual festival featuring a midway, train rides, bingo, crown and anchor game, musical entertainment throughout afternoon and evening, licensed entertainment area, Fred Fest, psychic fair, ECRM tour, food vendors

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☒ No ☐

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

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

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

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

Will alcohol be consumed at the event?

Yes ☒ No ☐

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, 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. \_\_\_\_\_

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: 100 # of Garbage Cans: 100

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: \_\_\_\_\_

Not as of yet but we will with assurance that we can use the water

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: \_\_\_\_\_

We are prepared to conduct water testing in order to use the water if allowed.

#### 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? ISM 6 to 8

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.

Not as of yet but we will

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.

Scott Kennedy  
(Signature of Individual Completing this Application)

April 12 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

St. Thomas Iron Horse Festival organized by Iron Horse Festival Committee  
(Event Name) (Organizing Group)

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

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

St. Thomas Iron Horse Festival organized by Iron Horse Festival Committee  
(Event Name) (Organizing Group)

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

Witness: M Leduc  
Name (Print): Mary Leduc.

Signed: Scott Kennedy  
Name (Print): Scott Kennedy  
Address: 22 Lyndale Ave St. Thomas  
Telephone: 519-851-0362  
Date: April 12, 2017  
Event Name: St. Thomas Iron Horse Festival  
Organizing Group: Iron Horse Festival Committee  
Event Dates: August 17, 18, 19, 20



Councillor Wookey  
Chair



**Special Events Committee**  
c/o Breanna Pawlak  
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	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserv.ca">info@smartserv.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:APowell@elginhealth.on.ca">APowell@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrhun@stthomas.ca">mrhun@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:bcarnegie@stps.on.ca">bcarnegie@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:jblackmore@stthomas.ca">jblackmore@stthomas.ca</a>

APR 24 2017

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: CENTRAL Community Health Centre 3305  
Date(s): MAY 24 / June 29 / July 26 / Aug. 23  
Start Time: 11:30 AM End Time: 1:00 PM  
Location(s): Parking lot Roadway behind 359 TALBOT ST.  
Organizing Group: CENTRAL Community Health Centre  
Contact Name #1: Gerry Moriz #2: CATHY OBRIGHT  
Street Address: 359 TALBOT ST.  
Town/City: ST. THOMAS Province: ONT Postal Code: N5P 1B7  
Phone Number #1: 519 633-7989 #2: 519-868-0706  
Email Address: gmoriz@centralchc.ca  
Expected Attendance: 75 Number of Event Personnel/Volunteers: 8  
Location and number of washrooms in place: 2 washrooms  
INSIDE 359 TALBOT  
Location and Number of Parking Spaces: Public Parking lot  
AT CURTIS ST.  
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 4

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

Public BBQ For CHC Klients  
And residents of the neighbourhood.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)Hot DogsYes ☒No ☐

### **SECTION 3: TENTS**

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

Yes ☐ No ☒

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

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

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

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

Will alcohol be consumed at the event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, 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.

Portion of Curtis St Paraly lot  
roadway directly behind 359 Talbot St

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. \_\_\_\_\_

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: \_\_\_\_\_ # of Garbage Cans: \_\_\_\_\_

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

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

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

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

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

## **SECTION 10: ACCESSIBILITY**

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. 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.

[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

CCMC BBO'S organized by Central Community Health Centre  
(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

CCMC BBO'S organized by Central Community Health Centre  
(Event Name) (Organizing Group)

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

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): Gerry Morris

Address: 359 Tulebot

Telephone: 633-7989

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

Event Name: CCMC BBO'S

Organizing Group: Central Community Health Centre

Event Dates: May 24 / June 78 / July 26 / Aug 23

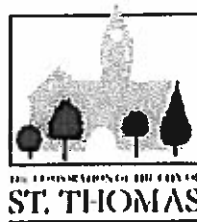


Proposed CCWC BBA  
Area to be  
Blocked off.

APR 26 2017

City Clerks Dept.

Councillor Wookey  
Chair



**Special Events Committee**  
c/o Breanna Pawlak  
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	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:APowell@elginhealth.on.ca">APowell@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
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Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrun@stthomas.ca">mrun@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:bcarnegie@stps.on.ca">bcarnegie@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4105 <a href="mailto:jblackmore@stthomas.ca">jblackmore@stthomas.ca</a>



**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Car seat Clinic  
Date(s): June 4, 2017  
Start Time: 2:00pm End Time: 5:00pm  
Location(s): Horton Market  
Organizing Group: Child Passenger Safety Association of Canada  
Contact Name #1: Katie Charette #2: Marianne Rozak  
Street Address: 43 Neal Ave  
Town/City: St. Thomas Province: ON Postal Code: N5R 6B5  
Phone Number #1: 519-207-0321 #2: 519-640-5770  
Email Address: Kate.e.cha@gmail.com  
Expected Attendance: 40-50 Number of Event Personnel/Volunteers: 15  
Location and number of washrooms in place: 1-2

Location and Number of Parking Spaces: 10, anywhere in the parking lot

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

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

Free car seat clinic for parents and caregivers.  
Newly trained Child Passenger Safety Technicians  
will help parents and caregivers with their  
child restraint installation and usage to  
ensure all children are travelling safely.

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☐

No ☒

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **SECTION 3: TENTS**

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

Yes ☐

No ☒

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

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

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

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

Will alcohol be consumed at the event?

Yes ☐

No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, 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. \_\_\_\_\_



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: \_\_\_\_\_ # of Garbage Cans: \_\_\_\_\_

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water  
Hydro

Yes ☐ No ☐ N/A ☒  
Yes ☐ No ☐ N/A ☒

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

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

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

#### **SECTION 10: ACCESSIBILITY**

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

#### **SECTION 11: OTHER SERVICES/RESOURCES**

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

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

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.

Katie Charette  
(Signature of Individual Completing this Application)

April 25, 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

Car Seat Clinic organized by Child Passenger Safety Association  
(Event Name) (Organizing Group) of Canada.

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

Car Seat Clinic organized by Child Passenger Safety Association  
(Event Name) (Organizing Group) of Canada.

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: Keith Charette

Signed: Katie Charette

Name (Print): KEITH CHARETTE

Name (Print): Kathleen (Katie) Charette

Address: 43 Neal Ave, St. Thomas

Telephone: 519-207-0321

Date: April 25, 2017

Event Name: Car Seat Clinic

Organizing Group: Child Passenger Safety Association of Canada

Event Dates: June 6, 2017