

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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

JUNE 7, 2017

MINUTES

Confirmation of the minutes of the meeting held on May 3, 2017.

PETITIONS AND COMMUNICATIONS

Steam Summer BBQ - June 23, 2017

Page 3

Picnic in the Park - July 12, 2017

Page 10

Law Enforcement Torch Run - July 4, 2017

Page 15

Knox Presbyterian Church Kirkin'O' the Tartan Parade - September 17, 2017

Page 21

St. Thomas Fire Muster - September 2-3, 2017

Page 28

Canada Day Fireworks - July 1, 2017

Page 34

Canada Day Celebrations - July 1, 2017

Page 40

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

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

MAY 11 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: STEAM Summer BBQ

Date(s): June 23, 2017

Start Time: 6:30 pm End Time: 10:30 pm

Location(s): STEAM Centre

Organizing Group: STEAM Centre

Contact Name #1: Elizabeth Nagy #2: Jessica Mayes

Street Address: 50 Wellington St. East

Town/City: St. Thomas Province: ON Postal Code: N5R 2P8

Phone Number #1: (647) 473-8008 #2: _____

Email Address: elizabeth@steameducation.ca

Expected Attendance: ~~50-100~~ 100-150 Number of Event Personnel/Volunteers: 10-15

Location and number of washrooms in place: 2 accessible washrooms inside the building

Location and Number of Parking Spaces: 42 in our parking lot.

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: ~~2~~ 3

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

A celebratory block party to acknowledge the Courthouse Neighbourhood receiving official designation. A BBQ will be held and members of the community surrounding the building will be invited to celebrate and also to learn about our organization. A film screening of "Most Likely To Succeed" will take place.

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

2 Tents total

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. Yes ☒ No ☐
1 Small 10x10 tent over the BBQ area.
1 Small 10x10 for movie screening

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:

May need barricades for pedestrian traffic and to mark off parking area.

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.

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.

Elizabeth Nagy
(Signature of Individual Completing this Application)

May 11/17.
(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

STEAM Summer BBQ organized by STEAM 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

STEAM Summer BBQ organized by STEAM 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): Jessica Mayes

Name (Print): Elizabeth Nagy

Address: 50 Wellington St.

Telephone: (647) 473-8008

Date: May 11/17.

Event Name: STEAM Summer BBQ

Organizing Group: STEAM Centre

Event Dates: June 23, 2017

CONFIRMATION OF INSURANCE

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

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

Location and Operations to which this confirmation applies:
Nostalgia Days - Car Show hosted by St Thomas Downtown Development Board

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
Property Insurance All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other :			Limit \$ Deductible \$ Co-Insurance % Other :
Commercial General Liability Products and/or completed operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other : Directors & Officers D-23	6385830 6385830 6385830	2018-04-04 2018-04-04 2018-04-04	Each occurrence limit : \$5,000,000 Aggregate limit : \$5,000,000 Tenant's Legal Liability : \$250,000 Non-Owned Automobile - limit : \$5,000,000 Other: D&O - D-23 2,000,000 in coverage The limits shown may have been reduced by paid claims.
Automobile Liability All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			Inclusive limits – Bodily Injury and Property Damage Combined: \$ *Described vehicles:

NOTE : The listed additional insured will only be listed on the policy for the duration of the car show - will be removed after that time and no documentation will be sent to the additional insured for cancellation of a policy.

The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This confirmation is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Confirmation 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: May 2, 2017

Authorized Representative of the Insurer:

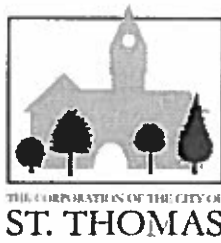


Councillor Wookey
Chair

City of St. Thomas
Received

16 2017

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
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SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

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4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

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Elgin-St. Thomas Public Health	519-631-9900 APowell@elginhealth.on.ca
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Environmental Services - Waste Management	519-631-1680 ext. 4258 mshannon@stthomas.ca
Fire Department – Fireworks, Fire Prevention	519-631-0210 btodd@stthomas.ca
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Railway City Tourism	519-631-1680 ext. 4132 tourism@stthomas.ca
St. John's Ambulance (First Aid)	519-633-2290 st.thomas@on.sja.ca
Treasury Department – Insurance	519-631-1680 ext. 4105 jblackmore@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: PICNIC IN THE PARK.

Date(s): JULY 12/17

Start Time: 930 AM. End Time: _____

Location(s): _____

Organizing Group: COMMITTEE

Contact Name #1: JACK McNIVEN #2: GORD CAMPBELL (519-631-1365)

Street Address: 36067 THIRD LINE

Town/City: SOUTHWOLD Province: ON Postal Code: N0L 2G0

Phone Number #1: (519) 764-2358 #2: _____

Email Address: jackhiv2@gmail.com

Expected Attendance: 1500⁰⁰ Number of Event Personnel/Volunteers: 35

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

Number of Accessible Washrooms: _____ Number of Accessible Parking Spots: EXTRA PYLONS TO ALLOW MORE ACCESS PARKING

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

It one day picnic designed for Seniors in St Thomas & Elgin. Entertainment and Food available. Display Booths for local providers, classic Cars. and if Food Booths

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. weeprise West Poocecon

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 ☐

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.


(Signature of Individual Completing this Application)

May. 16/17
(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

_____ organized by _____
(Event Name) (Organizing Group)

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

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

_____ organized by _____
(Event Name) (Organizing Group)

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

Witness: _____

Signed: _____

Name (Print): _____

Name (Print): _____

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Law Enforcement Torch Run
Date(s): July 4 2017
Start Time: 10:00 End Time: 12:00
Location(s): _____
Organizing Group: ST THOMAS Police Service
Contact Name #1: Kim Manuel #2: Greg BRYANT
Street Address: 30 ST CATHARINE ST
Town/City: ST THOMAS Province: ON Postal Code: N5P3T2
Phone Number #1: 519-631-1224 x129 #2: _____
Email Address: Kmanuel@stps.on.ca
Expected Attendance: 50 Number of Event Personnel/Volunteers: _____
Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: N/A

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

Please describe your specific event. Attach additional sheets as necessary. START WEST
END Talbot ST, Run ^{EAST} to First Ave, South on
First Ave to Elm ST., West on Elm ST to
PINAFIRE PARK.

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

Yes ☒

No ☐

NOT For
Sale

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.

No Road closure, but traffic may get slowed
down during the run

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. PINAFORE PARK.

MARSHALL PAVILION

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.

If Yes, how many are you requesting? # of Picnic Tables: 10 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 1

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.

Kim Manuel
(Signature of Individual Completing this Application)

May 18/17
(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 13: INSURANCE

- To Be provided.

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

Law Enforcement Torch Run organized by STPS - Kim Manuel
(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

LETR organized by STPS
(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: [Signature]
Name (Print): Heather White

Signed: Kim Manuel
Name (Print): Kim Manuel

Address: 30 ST CATHARINE ST
ST. THOMAS

Telephone: 519-631-7224 x129

Date: May 18/17

Event Name: LETR

Organizing Group: STPS

Event Dates: JULY 2/17



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:	Mon May 8, 2017	Receipt #:	13182
PAYEE:	Parks & Recreation City of St. Thomas Parks and Recreation Department 75 Case Crossing St. Thomas, Ontario, Canada N5R 0G7	Total Amount Due:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

Client #:	507	Account #:		Email:	parksandrecreation@stthomas.ca
Phone 1:	(519) 631-1680 x4172	Phone 2:	(519) 633-7112	Fax:	(519) 633-9272
Event:	Special Olympics				

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
No Charge - \$0.00				
		Tue Jul 4, 2017	09:00AM - 12:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions

There are no transactions to display for this invoice...

Comments	Subtotal:	Total:
Booked by April on May 8th	\$0.00	\$0.00
	Amount Paid:	\$0.00
	Balance Due:	\$0.00

Powered by Book King

Created: Mon May 8, 2017 @ 01:30PM (EDT)

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: KNOX PRESBYTERIAN CHURCH KIRKIN' O' THE TARTAN PARADE
Date(s): SUN. SEPT. 17, 2017
Start Time: 10 AM End Time: 10:20 AM
Location(s): PARADE - START NE CORNER PRINCESS AVE + CENTRE ST., END KNOX CHURCH
Organizing Group: KNOX CHURCH KIRKIN' O' THE TARTAN COMMITTEE
Contact Name #1: MARY-ELLEN BOLT #2: JOHN LYLE
Street Address: % KNOX CHURCH 55 HINCKS ST.
Town/City: ST. THOMAS Province: ON Postal Code: N5R 3N9
Phone Number #1: 519 633-6435 (bolt) #2: 519 631-4346 (lyle) #3 CHURCH OFFICE 519 631-2414
Email Address: boltfam@rogers.com
Expected Attendance: 100 Number of Event Personnel/Volunteers: 9
Location and number of washrooms in place: AT CHURCH

Location and Number of Parking Spaces: AT KNOX CHURCH

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

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

BAND. ROLLING PARADE. ANNUAL EVENT.

PARADE FORMS UP ON NE CORNER OF CENTRE ST. + PRINCESS AVE (South Legends parking lot). Parade marches South on PRINCESS AVE to WELLINGTON ST. WEST ON WELLINGTON ST. to HINCKS ST. + KNOX CHURCH

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

City of St. Thomas
Received

MAY 30 2017

City Clerks Dept.

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 ☐

MARCHING BAND ONLY

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. _____

ROLLING MARCHING PARADE. PARTICIPANTS CAN BE
EASILY MOVED ASIDE IF THE ROADWAY IS REQUIRED FOR
EMERGENCIES.

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.

PARADE - AS DESCRIBED ABOVE. MAP ATTACHED.

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 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.

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.

Mary Ellen Bolt
(Signature of Individual Completing this Application)

May 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

KIRKIN' O' THE TARTAN PARADE organized by KNOX PRESBYTERIAN CHURCH KIRKIN' 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

KIRKIN' O' THE TARTAN PARADE organized by KNOX CHURCH KIRKIN' 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: [Signature]

Signed: Mary Ellen Bolt

Name (Print): Jon Hindley

Name (Print): MARY-ELLEN BOLT

Address: 6297 HIGHLAND LANE

Telephone: 519 633 6435 UNION NO 222

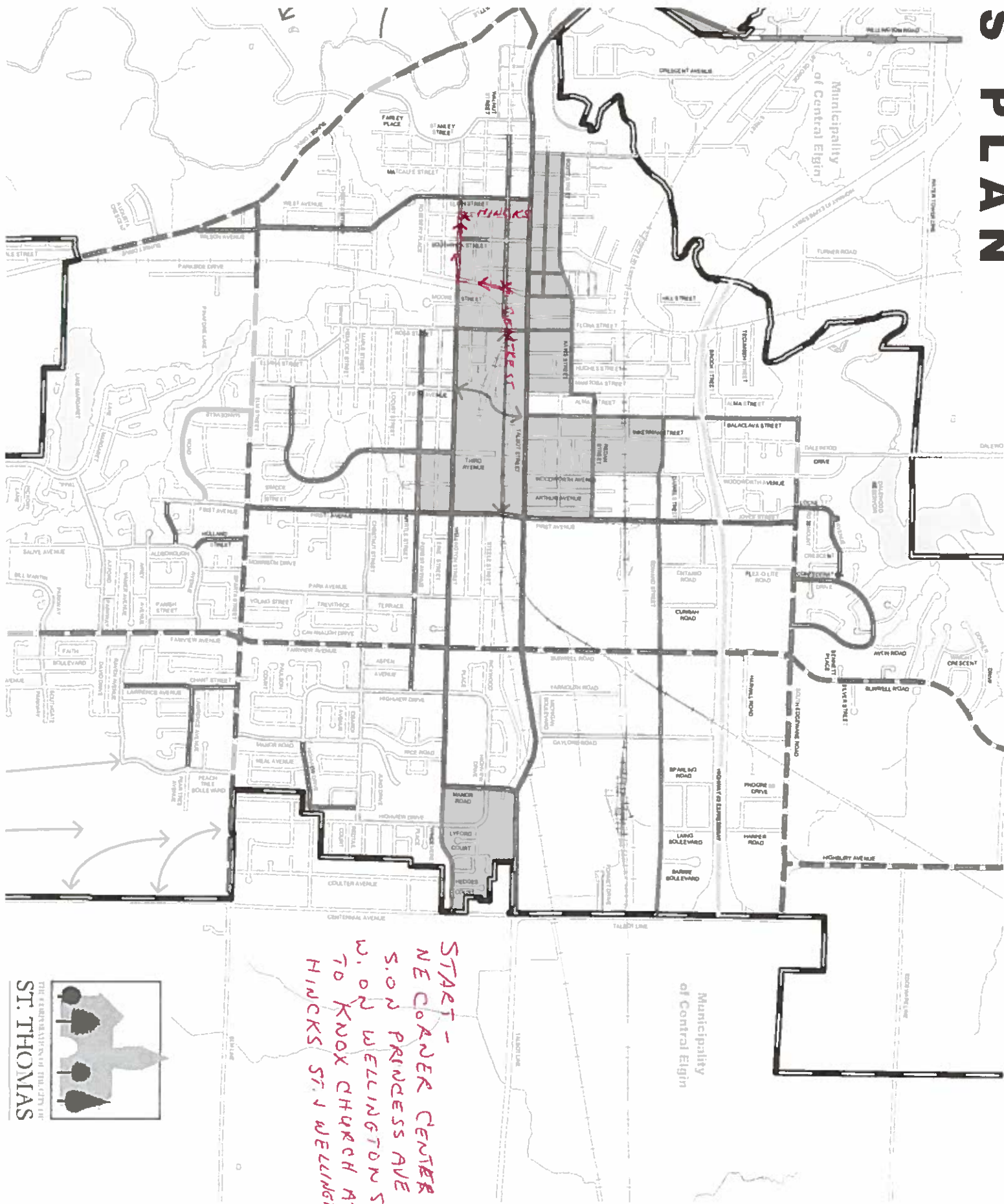
Date: 30 May 17

Event Name: KIRKIN' O' THE TARTAN PARADE

Organizing Group: KNOT CHURCH

Event Dates: Sept. 17, 2017

PLAN



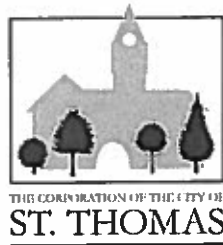
START -
NE COAKER CENTER ST
S.O.N PRINCESS AVE
W.O.N WELLINGTON ST
TO KNOX CHURCH AT
HICKS ST. & WELLINGTON

Municipality
of Central Elgin



THE CORPORATION OF THE CITY OF
ST. THOMAS

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

MAY 30 2017

City Clerk's Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: ST THOMAS FIRE MASTER DAYS

Date(s): SEPT 2 & 3 (setup Sept 1)

Start Time: 8am - 11am End Time: 11pm

Location(s): Pinefore Park

Organizing Group: ST THOMAS FIRE FIGHTERS ASSOC

Contact Name #1: Daryl Smith #2: Kim Deaton

Street Address: 305 Wellington St

Town/City: St Thomas Province: ON Postal Code: N5R 2T2

Phone Number #1: 519-495-4576 #2: _____

Email Address: stthomasfiremaster@gmail.com

Expected Attendance: 800 - 1000 Number of Event Personnel/Volunteers: 20 - 25

Location and number of washrooms in place: City facilities & Portables

Location and Number of Parking Spaces: Pinefore Spaces & overflow Areas

Number of Accessible Washrooms: CITY OWNED Number of Accessible Parking Spots: City

Please describe your specific event. Attach additional sheets as necessary. Annual Fire Master Days. Truck Parade, Food Vendors, Car Shows Games, Craft Vendors Entertainment. Truck Show.

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.

Rebelling Fire Truck Parade
Same As Previous Years No closures as this is
a Truck only PARADE

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.

Truck PARADE From FINEST / TALBOT Going EAST ON TALBOT
to ELGIN turning South on to Wilson turning EAST ON
ELM INTO PINAFORE to LUNCH Event

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.

Working at MARION Rm Currently on THIS

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: _____

Meet w/ Catharine Spence to discuss

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: Will forward when received

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.

St John's Ambulance

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? *Regular Access* 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)

May 30/17
(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

St Thomas Fire Muster Days organized by ST PFFA
(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 Fire Muster Days organized by ST PFFA
(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: [Signature]
Name (Print): Jon Hindley

Signed: [Signature]
Name (Print): DARYL SMITH

Address: 305 Wellington ST

Telephone: 519-495-4576

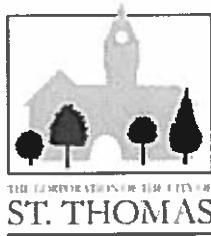
Date: May 30/17

Event Name: ST THOMAS FIRE MUSTER DAYS

Organizing Group: ST PFFA

Event Dates: Sept 2+3/17 (Sat+Sun)

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

MAY 31 2017

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Canada Day Fireworks

Date(s): July 1st

Start Time: 11am End Time: 12pm

Location(s): 95 Elm St Pinafore Park.

Organizing Group: Kinsmen Club of St. Thomas

Contact Name #1: Shawn Holroyd #2: Matt Sharpe

Street Address: 15 Warren Cres

Town/City: St Thomas Province: ON Postal Code: N5P 3Z1

Phone Number #1: 519 852 7581 #2: 519 495 2818

Email Address: Spincities@hotmail.com

Expected Attendance: 20,000 Number of Event Personnel/Volunteers: 50

Location and number of washrooms in place: as per Pinafore Park/city guidelines

Location and Number of Parking Spaces: as mandate by Pinafore Park

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

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

Canada Day Celebration, Food Service, Beer Garden

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. Pavilions in Pinafire Park

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 ☐

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 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.

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)

May 30, 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

Canada Day organized by St Thomas Kinsmen Club
(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

Canada Day organized by St Thomas Kinsmen Club
(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: [Signature]
Name (Print): Dan [unclear]

Signed: [Signature]
Name (Print): Shawn Holroyd

Address: 15 Warren Cres

Telephone: 519-619-1367

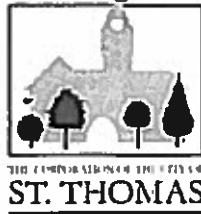
Date: May 30, 2017

Event Name: Canada Day

Organizing Group: St Thomas Kinsmen Club

Event Dates: July 1, 2017

C. Day
Councillor Wookey
Chair



Special Events Committee
c/o City Clerk's Dept, 545 Talbot St.,
St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4100
Fax: (519) 633-9019

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. ****All information and materials submitted for the application shall be made available to the public. ****
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.

KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700
Smart Serve Ontario	1-877-620-6082
City Clerk's Department – Municipally Significant Event	519-631-1680 ext. 4100
Chamber of Commerce	519-631-1981
Downtown Development Board	519-633-5248
Electrical Safety Authority	1-877-372-7233
Elgin-St. Thomas Public Health	519-631-9900
Emergency Medical Services (Ambulance Services)	519-637-3098 ext. 30
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130
Planning & Building Services	519-631-1680 ext. 4160
Environmental Services - Waste Management	519-631-1680 ext. 4258
Fire Department – Fireworks, Fire Prevention Officer	519-631-0210
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161
Parks and Recreation – Property Services, Hydro	519-631-1680 ext. 4180
Parks and Recreation Department	519-633-7112
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141
Railway City Tourism	519-631-1680 ext. 4132
St. John's Ambulance (First Aid)	519-633-2290
Treasury Department – Insurance	519-631-1680 ext. 4105

SECTION 1: EVENT AND ORGANIZER INFORMATIONEvent Name: Canada Day CelebrationsDate(s): July 1st, 2017Start Time: 8am End Time: 11 pmLocation(s): Pinnacle Park 95 Elm StOrganizing Group: Canada Day CommitteeContact Name #1: April Gazda #2: Mayor JacksonStreet Address: 545 Talbot St.Town/City: St. Thomas Province: Ont Postal Code: N5P 3V7Phone Number #1: 519-631-1680 ext 4172 #2: 519-631-1680 ext 4131Email Address: agazda@stthomas.caExpected Attendance: 10,000 Number of Event Personnel/Volunteers: 20Location and number of washrooms in place: Main washroom facility (comfort station)Band Shell washrooms, will bring in additional portables and hand wash station.Location and Number of Parking Spaces: creating 2 additional areas.existing parking and accessible spots throughout the park.Number of Accessible Washrooms: Bandshell, Comfort Station Number of Accessible Parking Spots: designated spots throughout park

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

8am pancake breakfast Food Vendors Steam CentreWater Festival Craft VendorsKids Beer Garden Emg services displayFree Inflatables Fire Works 10pmLive Music All day family Entertainment**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.caFood Trailers will contact HU directly

SECTION 3: TENTS

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

SOP being done by Kinsmen Club.

Will alcohol be consumed at the event?

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.

Will pay SOCAN after event.

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.

Will work with St. Thomas police on road closure plan
closer to event date.

* Will arrange a meeting after Special Events decision.
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.

N/A

Do you require traffic control?

Yes ☒ No ☐

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

will arrange meeting in June.

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:

using our own barricades
this year.

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

SECTION 9: MUNICIPAL FACILITIES

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

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

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

Do you require picnic tables or garbage cans? Please note availability is at the discretion of the Parks and Recreation Department and that delivery/pick up is the responsibility of the event organizer.

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?

will be in touch with Michelle Shannon Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water Yes ☒ No ☐ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

on site park utilities

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: _____

will be requesting an on site inspection

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.

St. John has confirmed booking.

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

Assistance by Bill Todd.

April L. Gaudin
(Signature of Individual Completing this Application)

May 31/17
(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

Canada Day Celebration organized by Canada Day 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

Canada Day Celebration organized by Canada Day 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: [Signature]
Name (Print): Martin Run

Signed: [Signature]
Name (Print): April Gorda
Address: 545 Talbot St.
Telephone: 519-631-1680 ext 4172
Date: May 31/17
Event Name: Canada Day Celebration
Organizing Group: Canada Day Committee
Event Dates: July 1st, 2017



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:	Mon Jun 27, 2016	Receipt #:	11962
PAYEE:	Parks & Recreation City of St. Thomas Parks and Recreation Department 75 Case Crossing St. Thomas, Ontario, Canada N5R 0G7	Total Amount Due:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

Client #:	507	Account #:		Email:	parksandcreation@stthomas.ca
Phone 1:	(519) 631-1680 x4172	Phone 2:	(519) 633-7112	Fax:	(519) 633-9272
Event:	Canada Day event				

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Street Railway Shelter				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Woodlot Shelter				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - North Shelter				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Morris F. Jones Memorial Bandshell				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion				
No Charge - \$0.00				
		Sat Jul 1, 2017	08:00AM - 10:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions

There are no transactions to display for this Invoice...

Comments

booked by April June 27, 2016

Subtotal: \$0.00

Total: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00



Powered by Book King

Created: Wed May 31, 2017 @ 01:17PM (EDT)

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:

July 1 / 17

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

A. Gazda
Name (please print)
User Group

A. Gazda
Signature

Canada Day Celebrations
Group Name

Martin Run
Name (please print)
City of St. Thomas

[Signature]
Signature

June 26, 2016
Date

Invoice #(s) 11962

Payment Terms: Due at the time of booking.

Updated on September 12, 2016



Canada Day Celebrations – July 1st Pinafore Park, 95 Elm Street, St. Thomas
Enjoy a day packed full of fun in the sun. Music, food, local vendors and
free kids activities!

- #1 8am – 12pm Lions Club Pancake Breakfast (\$5.00 adults, \$3.00 12 - 4y, under 4y free – located at the main West Dance pavilion)
- #2 11am – 10pm Kinsmen Club Beer Garden & BBQ (main West Dance pavilion)
- #3 1pm – 3pm Police, Fire, EMS display (across from the splashpad)
- #7 2pm – 5pm Shore Wild Bird Display (between the splashpad and bandshell, in the trees/path)
- #4 2pm – 8:00pm Free games and inflatables for kids of all ages courtesy of Ifast parties
- #6 Street Railway Shelter - Local artists "Art Crawl" featuring live painting and sculpting.
- #5 Vendor Alley: crafts, clothing, specialty t-shirts, accessories, jewelry, baked goods, fruits and veggie stand, ice cream, candles, flags, toys, popcorn, cotton candy, soaps, bath salts, books, collectables, teddy bears, apple fritters, live skunks and many other unique vendors.
- Water Festival & Steam Centre displays!!!
- #1 Food served all day from Kinsmen, Rotary and Optimist Clubs. Enjoy the splash pad, playground and visit the myFM cruiser!

#8 Music & Entertainment at the Morris F Jones Bandshell from 11 am – 10 pm

- 11am – 12pm Derrick Drover Band (various)
- 12pm – Ceremony (O Canada sung in English and French by Tony D'Costa) – Dignitary speeches, Council handing out free Canada Day sugar cookies
- 1pm – 1:45pm Minion Bob and Minion Kevin taking photos
- 2pm – 3:00pm Little Ray's Reptile Zoo Presentation
- 3:00pm – 4pm Princess Belle from Beauty and the Beast signing autographs and taking photos from My Perfect Princess Party
- 4pm – 5pm Traci Kennedy (country)
- 5pm – 5:45pm Amazing Corbin Magic Show Stage Performance
- 6pm – 7pm The Smokin Bass Band (various)
- 7:30pm – 9:00pm The Weathered (various)

9 10 pm - Spectacular Fireworks Display Courtesy of the St. Thomas Kinsmen Club!
Goodwill donations will be collected by the Kinsmen Club. Fireworks will be set off on Emslie field with the viewing area inside Pinafore Park. There is no entry or viewing permitted inside Emslie field.

Our appreciation to St. John's Ambulance for providing First Aid Support. A special thank you to St. Thomas REACT for their parking coordination, St. Thomas Fire Department for Firework coordination and St. Thomas Police Services for traffic control. Please note there is limited designated and overflow parking inside Pinafore Park. **There will be no entry into Pinafore Park after 8 pm.** Parking is available within walking distance at Memorial Arena, 80 Wilson Ave., Parkside Collegiate, John Wise Public School and the St. Thomas Curling Club, Parkside Drive. *****Traffic will only be permitted to exit out of Emslie field after the fireworks are over due to the foot traffic at the front of the park.

VENDOR MAP

