

**A G E N D A**  
**THE TWELFTH MEETING OF THE SPECIAL EVENTS COMMITTEE**

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

**3:00 P.M.**

**OCTOBER 4, 2017**

**MINUTES**

Confirmation of the minutes of the meeting held on September 6, 2017.

**PETITIONS AND COMMUNICATIONS**

Rogers Hometown Hockey – November 14-20, 2017  
Page 3

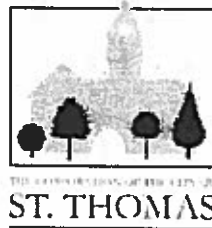
DDB Tree Lighting Ceremony - November 17, 2017  
Page 11

**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 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:carl-taylor@coldwellbanker.ca">carl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:ssaini@elginhealth.on.ca">ssaini@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrui@stthomas.ca">mrui@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:rmundt@stps.on.ca">rmundt@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4112 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: ROGERS HOMETOWN HOCKEY.

Date(s): Nov 14 - 20 2017

Start Time: Actual Event SAT. 12:00pm - 6:00pm End Time: SUNDAY 12:00pm - 10:00pm

Location(s): WHITE ST, TALBOT ST, WHITE ST PARKING LOT  
ITALY ANGELS CHURCH

Organizing Group: CITY OF ST. THOMAS

Contact Name #1: WENDAL GRAVES #2: \_\_\_\_\_

Street Address: 545 TALBOT ST

Town/City: ST. THOMAS Province: ONT Postal Code: N5P 3V7

Phone Number #1: 519 631-1680 x4120 #2: \_\_\_\_\_

Email Address: wgraves@stthomas.ca

Expected Attendance: 5000 + Number of Event Personnel/Volunteers: 635

Location and number of washrooms in place: \_\_\_\_\_

Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

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

ROGERS HOMETOWN HOCKEY . FESTIVAL QUEBECAN ATTACHMENT  
PROPOSED SITE MAP ATTACHMENT

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

## **SECTION 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.

White Street, White Street Parking Lot

Talbot Street

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

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

Do you require traffic control? Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

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

## **SECTION 9: MUNICIPAL FACILITIES**

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, 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. \_\_\_\_\_

### **SECTION 3: TENTS**

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

Yes ☐ No ☐

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

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

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

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

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

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

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

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

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

Yes ☐ No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☒ No ☐

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

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

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: 12

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

Water

Yes ☐ No ☐ N/A ☐

Hydro

Yes ☐ No ☐ N/A ☐

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

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

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

## **SECTION 10: ACCESSIBILITY**

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

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

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

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

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)

Sept 22, 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**

\_\_\_\_\_ 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: \_\_\_\_\_

## FESTIVAL OVERVIEW


"Hear the Stories, Feel the Passion, Celebrate the Game!"

This hockey season, Canadians across the country will get to experience the game they love with the ones they love, along with one of Canada's favourites – Ron MacLean. Each week during the 2017-2018 NHL season, the Rogers Hometown Hockey Tour will visit a different community across the country with a weekend of free outdoor hockey festivities for all ages, culminating in an outdoor viewing party of an NHL game broadcast every Sunday, with Ron MacLean and Tara Slone hosting live onsite from the Sportsnet Mobile Studio.

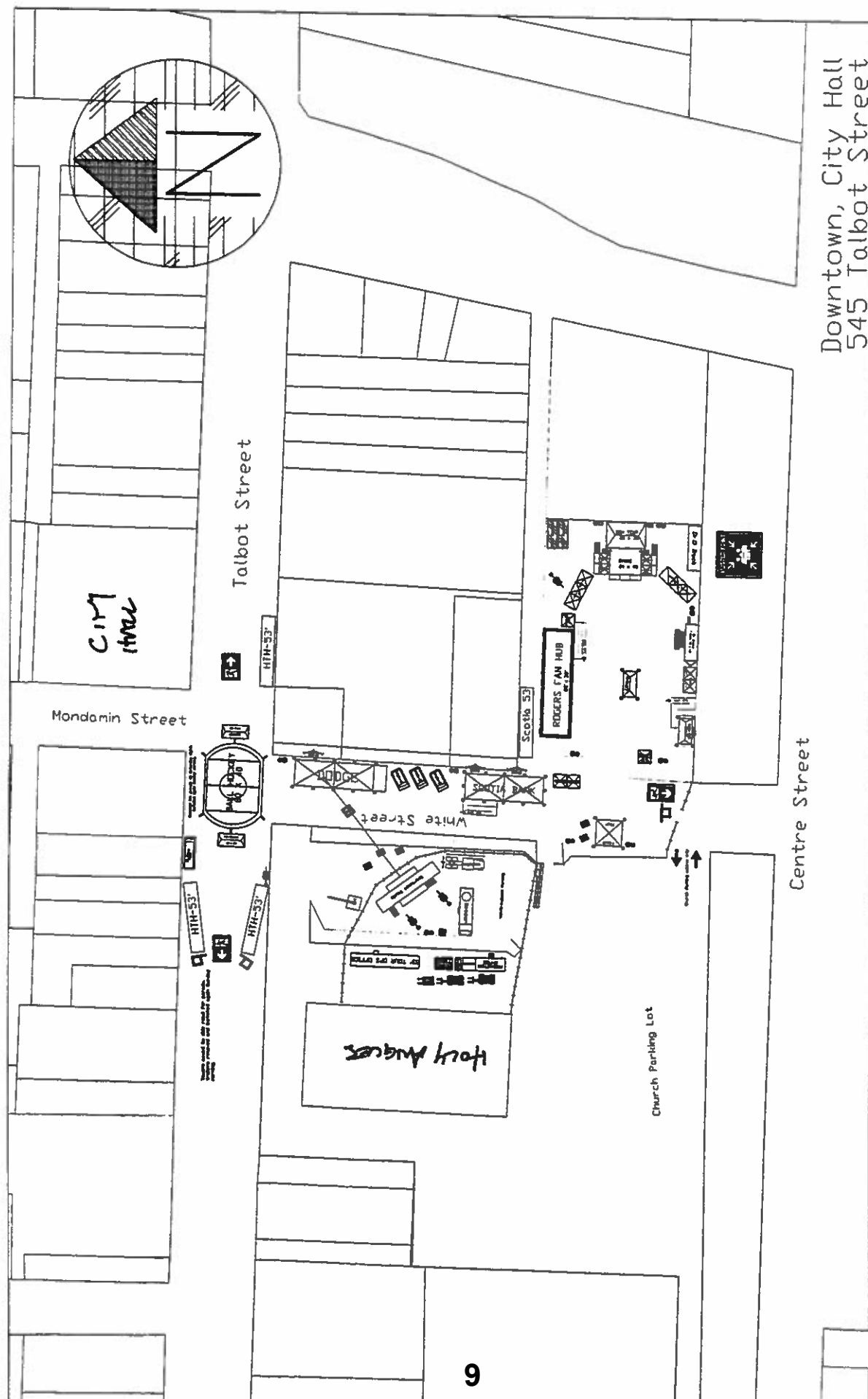
The family-friendly weekend tells the stories of local upcoming talent and alumni, provides an inviting atmosphere for the community to come together to show their passion for the game and ultimately, celebrate the game of hockey which has been woven tightly into our great Canadian culture.

## WEEK OF FESTIVAL SCHEDULE

Please note that times are not exact and subject to change due to festival schedule changes, weather, etc.

DAY	DETAILS
Monday	Travel / Arrival
Tuesday	Travel /Arrival, or possible day for load in/setup or site/office space walkthrough.
Wednesday	Possible day for load in/setup or site/office space walkthrough. Otherwise, this is a day off for the team.
Thursday	7:00am – 7:00pm Load-in/setup of broadcast trailers, tour trailers, tents, signage. Roads closed and cars or other obstacles cleared by 6:00am.
	 Load in/setup broadcast trailers, tour trailers, tents/activations, signage Approx. 9:00am – 5:00pm local time
Friday	9:00am – 5:00pm Continued setup of broadcast trailers, tour trailers, tents, signage. Team could leave earlier if setup is complete
Saturday	12:00pm – 6:00pm – Festival Day #1 Team arrives/departs a couple hours before/after festival begins/ends.
Sunday	12:00pm – 10:00pm – Festival Day #2 Team arrives a couple hours before the festival begins.
	7:00pm – 10:00pm – Broadcast/Viewing Party
	10:00pm – Tear Down/Load Out Immediately after the broadcast/viewing party ends the entire festival is packed away.
Monday	12:00am – 5:00am – Tear Down/Load Out Continued tear down until all assets are packed away. Approx. 6hrs to load out, from when the broadcast ends to when the doors close on the truck, however this will be longer for the first few festival weekends as the team learns efficiencies in packing the assets.





Downtown, City Hall  
545 Talbot Street

20-SEPT-2017

St. Thomas ON

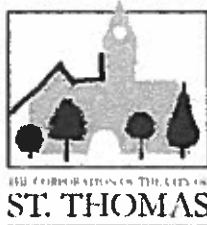
Rogers Hometown Hockey

Councillor Wookey  
Chair

City of St. Thomas  
Received

SEP 12 2017

City Clerks Dept.



**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:

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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.**

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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

Hello,

Reference: Christmas Tree Lighting Ceremony

The St Thomas Downtown Development Board is planning our Annual Christmas Tree Lighting Celebration to kick off the 2017 Christmas Season.

Once again we are submitting a Special Events Application to City Hall to obtain permission to hold this event.

As required by the Special Event Permit Application we want to supply our information directly to you.

Date: Friday November 17, 2017

Location: Road closure on Mondamin Street from Talbot Street to Curtis Street

Time: Setup at 5:00pm to Cleanup at 8:00pm

We are asking for your help please:

**Public Health:** We will be serving Hot Chocolate and Apple Cider as supplied by Talbot Teen Centre or Legends Restaurant

**Fire Dept:** We are asking the St Thomas Fire Department to once again transport Santa Claus to and from the event via City Fire Truck.

**Parks Dept:** 4 picnic tables and 2 garbage cans requested please

**Roads Dept:** Road Closure and barricades at Talbot and Mondamin Street and Mondamin and Curtis Street

**City:** Use of public washrooms - security contracted by DDB to Lyndon Security, electrical source for entertainment and tree lighting, permission to install a 2' x 4' sign in front of the City Hall tree 2 weeks prior to the event.

**CAO and Council:** Help to promote our event through the Council events announcements

Thank you in advance for your help with our event and I extend a personal invitation to each of you and your teams to attend and celebrate this Christmas kickoff event with us.

Yours sincerely,



Earl Taylor  
DDB Chair

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: DDTB TREE LIGHTING CELEBRATION  
Date(s): FRIDAY NOVEMBER 17, 2017  
Start Time: 5:00pm End Time: 8:00pm  
Location(s): MONDAMIN STREET  
Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD  
Contact Name #1: EARL TAYLOR #2: \_\_\_\_\_  
Street Address: 545 TALBOT ST  
Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7  
Phone Number #1: 519-670-9223 #2: \_\_\_\_\_  
Email Address: carl.taylor@sympatico.ca  
Expected Attendance: 200 Number of Event Personnel/Volunteers: 6  
Location and number of washrooms in place: CITY HALL - will be contracting  
with Lynden Security  
Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: N/A

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

SANTA CLAUS WILL ARRIVE ON ST THOMAS FIRE TRUCK  
ABOUT 5:30, TREE LIGHTING AT 6:00pm, KIDS  
VISIT SANTA TO 7:30ish, SERVING COOKIES & HOT  
CHOCOLATE, LOCAL TALENT ENTERTAINMENT,  
2' x 4' A-FRAME SIGN AT TREE 2 WEEKS PRIOR TO EVENT

**SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

Yes ☒

No ☐

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

### **SECTION 3: TENTS**

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

If Yes, please specify the number and size of tents. Yes ☒ No ☐  
10 X 10 TENT IF SNOW OR RAIN

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

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

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

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

### **SECTION 5: MUNICIPALLY SIGNIFICANT EVENT**

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

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

Yes ☐

No ☒

### **SECTION 6: MUSIC / NOISE**

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

Yes ☒

No ☐

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

CLOSURE OF MONDAMIN STREET AT TALBOT + CURTIS  
AT 5:00pm To 8:00pm

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☒

No ☐

N/A ☐

Detour Signing

Yes ☐

No ☐

N/A ☒

## SECTION 9: MUNICIPAL FACILITIES

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

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☐

N/A ☒

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

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

If Yes, how many are you requesting? # of Picnic Tables: 4 Yes ☒ No ☐ N/A ☐ # of Garbage Cans: 2

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? LYNDON SECURITY

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**

Earl Taylor EARL TAYLOR - DOR CHAIR SEPT 12, 2017  
(Signature of Individual Completing this Application) (Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

### SECTION 13: INSURANCE

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

The provision of the completed and signed Statement of Indemnification below is also required.

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

#### STATEMENT OF INDEMNIFICATION

TREE LIGHTING organized by ST THOMAS DDB  
(Event Name) (Organizing Group)

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

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

TREE LIGHTING organized by ST THOMAS DDB  
(Event Name) (Organizing Group)

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

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

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

Signed: 

Name (Print):

EARL TAYLOR

Address:

545 TAEBOT ST

Telephone:

519-670-9223

Date:

SEPT 12, 2017

Event Name:

TREE LIGHTING

Organizing Group:

ST THOMAS DDB

Event Dates:

FRIDAY NOV 17, 2017



**CONFIRMATION OF INSURANCE**

**This is to confirm to:** City of St Thomas

(Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

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

**Name and address of Insured:** St Thomas Downtown Development Board

545 Talbot Street PO Box 520 St Thomas ON N5P3V7

**Location and Operations to which this confirmation applies:**

St Thomas Downtown Development Board - All Operations, Activities & Events

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
<b>Property Insurance</b> 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 :
<b>Commercial General Liability</b> 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.
<b>Automobile Liability</b> All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			<b>Inclusive limits – Bodily Injury and Property Damage Combined: \$</b>  *Described vehicles:

**NOTE :** The City of St Thomas 545 Talbot Street PO Box 520 St Thomas ON N5P3V7 is listed as additional insured on the policy year round. All operations of the St Thomas Downtown Development Board have been covered by the above noted policy.

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

Date: May 2, 2017

Authorized Representative of the Insurer:





RIGHT OF WAY OCCUPANCY PERMIT  
CORPORATION OF THE CITY OF ST. THOMAS  
ENVIRONMENTAL SERVICES DEPARTMENT  
Phone: (519) 631-1680 Fax: (519) 631-2130

Permit Number: \_\_\_\_\_

Expected Start Date: FRIDAY NOV 17, 17  
Date (mm/dd/yy)

Expected Completion Date: FRIDAY NOV 17, 17  
Date (mm/dd/yy)

Applicant Name: ST THOMAS DOWNTOWN DEVELOPMENT BOARD Date of Application: SEPTEMBER 12, 2017

Applicant Address: 545 TALBOT ST ST THOMAS ON N5P 3V7

Applicant Telephone Number: 519-670-9223

Applicant Fax Number: \_\_\_\_\_

Contact for Project: <u>EARL TAYLOR</u>	Telephone Number: <u>519-670-9223</u>	Fax Number: _____
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Project Address: MONDAMIN STREET

Description of Project: (Type of work, location of work with regard to roadway and extent of work limits)  
DDTB TREE LIGHTING CELEBRATION 2017  
WITH SANTA CLAUS

*A drawing/sketch that clearly identifies the works being undertaken is required for ALL applications.*

Proof of Insurance Submitted: \$5,000,000 - Excavation Required ☒  
(City to be named as additional insured) \$2,000,000 - No Excavation Required ☐

Permit Fee Requirements: Cash ☐ Certified Cheque ☐  
\$50 plus HST (\$56.50) Interac ☐ **NO FEE**

NOTE: Permit Fee is waived for Utility Companies exempt per legislation. Permit fee is non-refundable.

Excavation Deposit Required:	Up to & including 2 m deep	\$1,000	<input type="checkbox"/>
	Over 2 m to & including 4 m deep	\$5,000	<input type="checkbox"/>
	Over 4 m to & including 6 m deep	\$10,000	<input type="checkbox"/>
	Over 6 m deep	\$15,000	<input type="checkbox"/>

All excavation deposits will be kept for one (1) year after completion of the works and will be returned upon satisfactory inspection of the works. The repair of excavations is required in a timely manner (5 working days) from the time of notification by the City. Failure to comply will result in forfeiture of the deposit.

**Traffic Control Plan/Public Way Protection Plan** - The Applicant must submit a Traffic Control Plan with the permit application if any temporary lane closure is required and a Public Way Protection Plan if any sidewalk closure is required.

Traffic Control Plan ☐ Public Way Protection Plan ☐

Other Permits Required: Hydrant Connection ☐ Watermain Tap ☐  
Driveway Permit ☐ Municipal Consent ☐

Additional City Requirements: BARRICADES AT MONDAMIN/TALBOT + CURTIS ST  
5pm - 8pm

## GENERAL TERMS AND CONDITIONS

### Purpose

A road occupancy permit allows the Applicant to occupy the City Road allowance, including the portion from the road shoulder to the private property line, to complete the work requested on the application. The permit must be posted on site at all times and be available for review by the City.

### Lead Time

Applications should be submitted at least 2 weeks prior to the required date.

### Utility Locates

All utility locates are the responsibility of the Applicant.

### Traffic Control Plan/Public Way Protection Plan

All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 - Temporary Conditions". A covered way shall be constructed in accordance to Ont Reg 213/91 if any sidewalk is closed. All detour signing and materials, when required shall be supplied, erected and maintained by the Applicant at their own expense.

### Contacts

A 24 hour contact list must be submitted with the application. This will ensure that the appropriate people are contacted. If contacts are not submitted and the City is required to arrange for repairs, all costs incurred will be invoiced to the Applicant.

### Effective Dates

Effective dates requested on the application will be on the permit. This office should be notified if the job is delayed or an extension is required.

### Final Inspections

A final inspection is required prior to the release of a security deposit, and if required, is usually a condition of the permit. Please contact the Public Works Customer Service staff (519-631-0368) to arrange for a final inspection. If the work has not been completed to satisfaction of the City under the conditions of the application, the City may elect to finish or restore the work with the Applicant's deposit without any prior notice.

### Lane/Road Closures or Restrictions

Lane Closures or Restrictions may be permitted between the effective times on the permit, usually between rush hours (9:30am to 5:00pm). Road Closures are not permitted at any time without written consent. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.

### Revocation of Permit

Permits may be revoked without compensation or notice if the work/event does not conform to requirements of any governmental authority having jurisdiction over the area where the work is taking place.

### Standards

All works shall be carried out in adherence to the City of St. Thomas Engineering Design and Construction Standards. The Applicant is responsible for the temporary and permanent restoration of all pavement, sidewalk, boulevards or curb and gutter to its original condition.

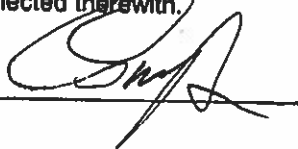
### Regulations

All work shall be carried out in accordance with the Occupational Health and Safety Act and Regulation for Construction Projects in Ontario - Public Right of Way Protection, Reg. 213/01. The City right of way must remain safe at all times.

## PERMIT APPROVALS

In consideration of this permit being granted to me, I do hereby undertake and agree with the Corporation of the City of St. Thomas, to indemnify and save harmless the said Corporation of the City of St. Thomas and/or any of its officers or servants from any and all damages, costs, charges and/or expenses that they may be put to or may incur in defending themselves against any claim for damages, or may pay by way of settlement of any such claims in case damages are sustained by reason of any work or operation done under the authority of this permit or otherwise connected therewith.

Applicant Signature:



SEPT 12, 2017  
Date (mm/dd/yy)

of St. Thomas Approval:

\_\_\_\_\_  
Manager of Operations and Compliance

\_\_\_\_\_  
Date (mm/dd/yy)

Final Inspection Approval:

\_\_\_\_\_  
Roads Foreman

\_\_\_\_\_  
Date (mm/dd/yy)