

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

EMAIL MEETING

NOVEMBER 2, 2017

PETITIONS AND COMMUNICATIONS

Remembrance Day Ceremony - November 11, 2017 - Royal Canadian Legion Pages 2-6

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Remembrance Day
Date(s): November 11 / 2017
Start Time: 10¹⁵ am End Time: 12³⁰ pm
Location(s): Veterans Memorial Garden
Organizing Group: Branch 41 RCL
Contact Name #1: Shelly Haycock #2: Wayne Donnelly
Street Address: 24 John St.
Town/City: St. Thomas Province: On Postal Code: _____
Phone Number #1: 519-631-9840 #2: Same
Email Address: shellyrc41@hotmail.com
Expected Attendance: 1000 Number of Event Personnel/Volunteers: 100
Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: N/A

Number of Accessible Washrooms: NA Number of Accessible Parking Spots: NA

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

Day Ceremony

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

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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.

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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.

need Moore from Centre to Talbot

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

N/A

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.

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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: _____
 Yes ☐ No ☒ N/A ☐

Have you made arrangements with Environmental Services staff for recycling containers and collection?
 Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☒ N/A ☐
 If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
 If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

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

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

Shelly Huggins
(Signature of Individual Completing this Application)

Nov 2/17
(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

(Event Name) organized by _____
(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

(Event Name) organized by _____
(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: _____