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

**COMMITTEE ROOM 204** 

CITY HALL

3:00 P.M.

**JANUARY 10, 2018** 

#### **MINUTES**

Confirmation of the minutes of the meetings held on October 4, 2017 and November 2, 2017.

#### **PETITIONS AND COMMUNICATIONS**

Coldest Night of the Year - February 24, 2018 Pages 2-6

Shamrock Shuffle - March 17, 2018 Pages 7-10

Great Lakes International Air Show - June 16-17, 2018 Pages 11-16

OECYC's Run for Children's Mental Health - June 2, 2018 Pages 17-22

Lions Club Father's Day Car Show - June 17, 2018 Pages 23-28

Big Bike Heart and Stroke - May 9, 2018 Pages 29-34

St. Thomas/Elgin Picnic in the Park - July 11, 2018 Pages 35-39

#### **UNFINISHED BUSINESS**

**NEW BUSINESS** 

**ADJOURNMENT** 

## **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Coldest Night of the Year
Date(s)	Saturday February 24 2018
Start Time:	4pm End Time: 9pm
Location(s):	21 Edward St. and 5km loop through downtown
Organizing Group:	Coldest Night of the Year Elgin County YEC/Youth Unlimited
Contact Name #1:	Kyle Raph #2: Brian Carney
Street Address:	21 Edward St. StiThomas ON NSP143
Town/City:	St. Thomas Province: ON Postal Code: NSP143
Phone Number #1:	519 633 6538 #2: 1877 743 3413
Email Address:	kylere yfcelgincounty.com
Expected Attendance:	Number of Event Personnel/Volunteers: 30-40
Location and number	of washrooms in place: 2@ 21 Edward St. and 2@
80 Curtis St @	Living Hopo Communicy Church.
Location and Number	of Parking Spaces: 21 Edward St. has 20 parking Spots
with parking	available on surrounding Streets
Number of Accessible	Washrooms: TBD Number of Accessible Parking Spots: TBD
Please describe your s	pecific event. Attach additional sheets as necessary. Non-competitive,
Family - Frience	lly , walk-a-thon fundraiser for Elgin County YEC/Youth
Unlimited's	work with hungry, homelss, and hurting youth
includry the	Enegrany Youth Shelker.

#### **SECTION 2: FOOD AND BEVERAGE**

Will food of any kind be available at this event?

If You way must notify Elgin St. Thomas Public Health

Yes

No L

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

kitoth inspected and oupprovad 11/2017

Will there be an indoor or tent covered area used for public assembly as pa	Yes	No L
If Yes, please specify the number and size of tents. inside our youth	cente-1	Up tents
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is required 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 co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol I Parks and Recreation Department for Special Events taking place on municipal states.	-	_
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required us obtaining a Special Occasion Permit. You must adhere to the Liquor Licer ensure access is given to the Police and AGCO Inspectors for the purposes a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off — premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the estimated to the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well as a copy of the confirming date/time/location/services as well	nder the AGC nce Act and its s of inspection f a caterer wit I supply a lett	O guidelines for s Regulations and as Please submit h all the required er from the
The area where alcohol is being served has to have a 36" (0.9m) high barr there is a <b>no staking policy</b> in all of the City's Parks and Recreation facility		Please note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's De approval may take several weeks.	declaring you	r event
Will you be requesting that City Council declare your event a "Municipall	y Significant	Event"?
SECTION 6: MUSIC / NOISE	i es er	140 E
Will there be a concert or musical entertainment as part of the event?	Yes U	No 🛩
If Yes, please note that the use of sound reproduction devices is authorized a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are		

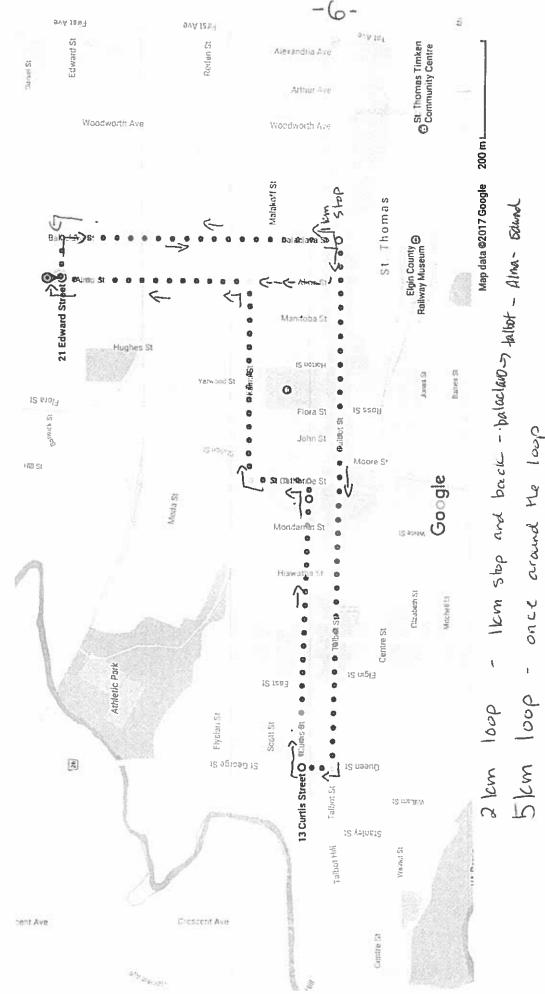
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable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

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011 Exemption to the By-Law must be approved by City Council. Pleathis permit application. Please note that such approval may take see SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE.	, an Applicat ase attach a c everal weeks.	s two weeks pricion for Tempo copy of the app	гагу
Are you anticipating any road closures or traffic flow changes?		s Ll No	~
If Yes, please describe the road closure requirement and attach a right of Way Occupancy Permit and City Council approval is requirement and attach a requirement and attac	nap or sketch uired for all	showing the croad closures.	closure. A Please note
Please attach a copy of the Right of Way Occupancy Permit and p  If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Descri	nt, please refe	er to the city ro	ads map
Nom competitive, family friendly, work a see attacked route map utilizing norma	thon his	draiser e	vert -
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631	Yes -1224 ext. 14		
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	to direct traffic	c. Only the
Have you contacted the Public Works Department for:  Barricades  No Parking Signs  Detour Signing	Yes U Yes U Yes U	No U No U No U	N/A I
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a and Recreation staff once the Special Events Permit Application I Have you contacted Parks and Recreation staff about your event?	nas been appr		ith Parks
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes U	No U	N/A 🗹

Do you require picnic tables or garbage Recreation Department and that delivery/	pick up is the responsib		nt organizer.	Parks and
If Yes, how many are you requesting?				
Have you made arrangements with Envi	ronmental Services staf		containers and	collection? N/A
Will you require municipal support for:	Water Hydro	Yes 🗆	No LI	N/A N/A
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Saf please attach the Elect	ety Code or h	ave been inspe	cted by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Perm				
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respondancessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility.  SECTION 11: OTHER SERVICES/R	ities Act (AODA). Orga Please note that direct indicate the barrier-free required, the Special Eve Advisory Committee fo	mizations with ctional signag- e path of trave ents Committe	at least one eme e needs to be el and location of e recommends	ployee have prominently of accessible submitting a
Security: Has a privately licenced security If Yes, what company and how many se	ity firm been contacted/			No V
First Aid: For events with an anticipal required to be retained. Have you confir If Yes, please attach documentation pro-	med First Aid services?	Yes []	No U	N/A M
Ambulance: Has Emergency Medical So and planned emergency access to the sit		vice) been con		g your event No
Fireworks: Will there be fireworks as partification of the second of the	-	Fire Departme	Yes U	No 🗸
SECTION 12: SIGNATURE				
1644		-	DOC 7 201	7
(Signature of Individual Completing this	s Application)		Dec 7 201° (Date comple	ted)
Office Use Only: Application Received:	Со	mmittee Approva		

Walk 4.7 km, 58 min

21 Edward St, St. Thomas, ON N5P 1Y2 to 21 Edward St, St. Thomas, ON N5P 1Y2



locp.

twice around

ī

1000

10 km

SECTION 1: EVEN	<u>r and organizer ii</u>	NFORMATION		
Event Name:	Shamrock Shuffle			
Date(s):	March 17, 2018			
Start Time:	09:00	End Time:	11:00	
Location(s):	Central United Church, S	St Thomas [start and en	nd points]	
Organizing Group:	Shamrock Shuffle Organ	nization Committee		
Contact Name #1:	Amy McWhirter	#2:	Sandy Varin	
Street Address:	31 Woodhaven Crt			
Town/City:	St Thomas	Province:ON	N Postal Code:	N5P3Z2
Phone Number #1:	519-200-4017	#2:	226-234-2495	
Email Address:	TheShamrockShuffle@g	gmail.com	50 80 30 870	, U
Expected Attendance:	300 Num	ber of Event Personne	el/Volunteers:50	
Location and number	of washrooms in place:	Inside Central Unit	ited Church [male and fe	male/accessible]
Location and Number	of Parking Spaces:	Central United Churc	ch	17-
Number of Accessible	washrooms:		cessible Parking Spots:	
Please describe your s	specific event. Attach add	itional sheets as neces	ssary	
The event is the 7th	Annual Fundraiser walk/run	for Inn Out of the Cold	l. There will be a same re	ception at the start
and end of the walk/ru	n located at Central United	Church. The routes to b	oe utilized for the walk/rui	n are included in
this package				2
		. <u>.                                   </u>	•	
SECTION 2: FOOD				
	ha quaitable at this event	ń	Van XII à	Ja O

Will food of any kind be available at this event? Yes \*☐ If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

_ O ~		
Will there be an indoor or tent covered area used for public assembly as	•	
If Yes, please specify the number and size of tents.	Yes □	No D*
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is requir Services. Please attach a copy of the Permit and provide the Permit Num	ed through Plaber:	lanning & Building
Please note that Indoor or Tent covered areas for public assembly must of Act requirements enforced by Elgin St Thomas Public Health. Please con Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on mu		able through the
You must also comply with the Alcohol and Gaming Commission of On are responsible to notify and provide any pertinent information required obtaining a Special Occasion Permit. You must adhere to the Liquor Lic ensure access is given to the Police and AGCO Inspectors for the purpos a copy of the liquor permit with this application. If utilizing the services endorsements to provide off – premises beverage services, organizers shicensee confirming date/time/location/services as well as a copy of the endorsements.	under the AG ence Act and es of inspecti of a caterer wall supply a le	icO guidelines for its Regulations and ons. Please submit with all the required etter from the
The area where alcohol is being served has to have a 36" (0.9m) high bar there is a no staking policy in all of the City's Parks and Recreation factors.		. Please note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council "municipally significant", by submitting the request to the City Clerk's I approval may take several weeks.	l, declaring ye	our event
Will you be requesting that City Council declare your event a "Municipa	lly Significar Yes □	nt Event"? No D
SECTION 6: MUSIC / NOISE		1.0 2
Will there be a concert or musical entertainment as part of the event?	Ycs ⊔	No Tx
If Yes, please note that the use of sound reproduction devices is authoriz a.m. and 11:00 p.m. so long as the Police are satisfied that said devices a manner" and not intolerably high. It is the responsibility of the organizer	re being "use s to obtain an	d in a reasonable

musical licencing through SOCAN for events not taking place in a City facility.

<u>SECTION</u>	7: ANI	MALS

-9-

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

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	: 0 1	No ₩
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Pennit and City Council approval is rathat approval may take several weeks.	equired for all i	road closure	
	<u>ż</u>		
Please attach a copy of the Right of Way Occupancy Permit and	I provide the pe	ermit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Ev located under the Special Events page on the City website. Desc			
	100		
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 6	Yes 31-1224 ext. 14		No 🖸
PLEASE NOTE: Marshalls, volunteers and special event staff a police can direct traffic pursuant to the Highway Traffic Act.	re not allowed	to direct tra	ffic. Only the
Have you contacted the Public Works Department for:			
Barricades	Yes □	No⊔	N/A 🗉
No Parking Signs	Yes □	No 🗆	N/A [X
Detour Signing	Yes ⊔	No □	N/A 🕏
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to and Recreation staff once the Special Events Permit Application	_	_	with Parks
Ilave you contacted Parks and Recreation staff about your even		No □	N/A kl
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy	Yes □ y of the permit.	No ⊔	N/A 🛭

	-10-			
Do you require picnic tables or garbage Recreation Department and that delivery/	pick up is the responsib	ability is at the c vility of the eve i □ No	nt organizer.	
If Yes, how many arc you requesting?	# of Picnic Tables:	# of	Garbage Cans	A D ::
Have you made arrangements with Envi	ronmental Services staf	f for recycling Yes 🛚	containers and No 🏻	l collection? N/A
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No B No E	N/A □ N/A ⊔
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Saf please attach the Elect	ety Code or h	ave been insp	ected by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	t Connection Permit? t and provide the Permi	Yes U t Number:	No 🗆	N/A 1x
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility ASECTION 11: OTHER SERVICES/R	ties Act (AODA). Orgate Please note that direct indicate the barrier-free equired, the Special Evolution Committee for the Property of the Pro	mizations with ctional signage e path of trave ents Committee	at least one en needs to be and location recommends	nployee have prominently of accessible submitting a
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes ⊓	No 🛭
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation prov	ned First Aid services?	Yes 🛭	No □	N/A 🗆
Ambulance: Has Emergency Medical Sc and planned emergency access to the site	rvices (Ambulance Ser	vice) been cont	acted regardin Yes 🗷	g your event No 🏻
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		Fire Departmen	Yes □	No ki
SECTION 12: SIGNATURE				
(Signature of Individual Completing this	Amuliant		No. 28. 20	0/7
Office Use Only: Application Received:		nmittee Approval:	•	ted)
Times and amy reformation received. Id 10	COL	murree vabbrovar:		



November 12, 2017

Special Events Committee c/o Clerk's Department P.O. Box 520, City Hall St Thomas. ON N5P 3V7

Attn: Steve Wookey

Re: Great Lakes international Airshow 2018

Dear Sir,

City of at. Thomas Received NOV 2 9 2017 City Clerks Dept.

Please find attached the Special Event Application for our charity airshow fundraiser to be held at the St. Thomas Municipal Airport on June 16-17, 2018.

The Great Lakes International Airshow (GLIAS) is held every other year at the St Thomas Municipal Airport. Expected performers once again include the world renowned Royal Canadian Air Force Snowbirds. Since 2006 the show has attracted more than 100,000 visitors and raised more than \$200,000 for local charities including the St Thomas Elgin General Hospital Foundation, Local Air Cadets and many other community organizations.

As in past shows, we ask that the municipality endorse this community based family friendly event on behalf of our named charities. We are asking for permission to utilize the municipal airport for this aerial event. We have been in contact over the past months with airport Superintendent Dale Arndt to ensure this will once again be a safe and enjoyable event for everyone. Setup for the show commences on or about Monday June 11<sup>th</sup> with removal of all show related material from the site by Tuesday June 19th. We have also sent communications to the police and fire services as well as the public health unit informing them of our plans. We will once again consult with Central Elgin, the County, and OPP on matters related to their areas of interest.

As in the past we will independently secure event insurance in the amount of \$10,000,000 and name the City of St Thomas as an additional insured. We understand that approval of this event is contingent on securing insurance, however, in the meantime while we await response from the underwriter, we ask that the committee approve this application "in principal" as soon as possible (subject to insurance) so that we might move ahead with planning. Trusting that the information contained in this application meets the committee's needs, if further information is required please contact me at your earliest convenience.

Respectfully,

Paul Nicli

President

**Great Lakes International Airshow** 

pauln@GLIAS.ca

# **SECTION 1: EVENT AND ORGANIZER INFORMATION Great Lakes International Airshow Event Name:** June 16-17 2018 Date(s): 5:00pm 9:00am End Time: Start Time: St Thomas Municipal Airport Location(s): Southwestern Ontario Wings and Wheels Association Organizing Group: #2. Paul Corriveau Paul Nicli Contact Name #1: PO Box 22045 Elmwood Square, St Thomas Street Address: \_\_\_\_ Postal Code: N5R6A1 Province: ON St Thomas Town/City: 519-637-7283 Phone Number #1: pauln@glias.ca Email Address: Expected Attendance: 10,000est Number of Event Personnel/Volunteers: 300+ Location and number of washrooms in place: 60-70 portable washrooms including accessible we will use 3-4 off parking lots for attendees as well as volunteers Location and Number of Parking Spaces: Some on site parking will be available for paid ticket holders and sponsor and vendors. Number of Accessible Washrooms: 4-6 Number of Accessible Parking Spots: approx 20 Please describe your specific event. Attach additional sheets as necessary. Airshow/regional tourism/marketing event **SECTION 2: FOOD AND BEVERAGE** No Yes | ✓ 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

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. 100'x40' - 2, 40' x 80' - 1, 6 - 20' x 20'
If the tents are larger than $60m^2$ cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: 10 be provided by tent supplier
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?  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 <b>no staking policy</b> 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 Vo
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.

Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Conference in the By-Law must be approved this permit application. Please note that such	must be notified of the ntrol By-Law 71-2011, d by City Council. Plea	, an Applicationse attach a cop	n for Tempo	rior. If the crary
SECTION 8: ROAD CLOSURES / TRA	FFIC FLOW CHANG	<u>GES</u>		
Are you anticipating any road closures or tr	affic flow changes?	Yes .	No	
If Yes, please describe the road closure requested Right of Way Occupancy Permit and City Country that approval may take several weeks. Road	Council approval is requ	uired for all roa	ad closures.	Please note
Traffic plan will be co-ordinated with OPP ans St Thomas F	Police Service			
Please attach a copy of the Right of Way Of If the event is a Parade / Run / Walk / Pass located under the Special Events page on the	through Sporting Even	t, please refer t	o the city ro	
	100000	F		
Do you require traffic control?  If Yes, please contact the St. Thomas Police	Services at (519) 631	Yes L -1224 ext. 141.		$\checkmark$
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High		not allowed to	direct traffic	c. Only the
Have you contacted the Public Works Depa	rtment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A ✓ N/A ✓ N/A ✓
SECTION 9: MUNICIPAL FACILITIES	<u> </u>			
For events taking place in Pinafore Park, or Rec and Property Management staff once the Have you contacted Parks and Recreation staff.	e Special Events Perm	it Application		
Have you rented a pavilion/facility and sign If yes, please provide the location of the ren		Yes f the permit.	No 🗌	N/A ✓

Do you require picnic tables or garbage and Property Management Dept and that				
If Yes, how many are you requesting?	# of Picnic Tables: 60	# of G		
Have you made arrangements with Envi	ironmental Services staff i	for recycling co Yes	ntainers and co	llection? N/A 🗸
Will you require municipal support for:	Water Hydro	Yes $\checkmark$	No No	N/A N/A
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safet please attach the Electric	y Code or hav	e been inspect	ed by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Perm			No 🗌	N/A <b>✓</b>
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respon Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not re site plan to the Municipal Accessibility	ities Act (AODA). Organi . Please note that direction indicate the barrier-free required, the Special Even	izations with at ional signage n path of travel a ts Committee re	least one employeeds to be produced ocation of ecommends sul	oyee have ominently accessible
SECTION 11: OTHER SERVICES/E	RESOURCES			
Security: Has a privately licenced securify Yes, what company and how many se			Yes	No 🗸
First Aid: For events with an anticipal required to be retained. Have you confir If Yes, please attach documentation pro-	med First Aid services?	Yes 🗸	No	rvices are N/A
Ambulance: Has Emergency Medical So and planned emergency access to the sit		ce) been contac	ted regarding y Yes 🗸	our event
Fireworks: Will there be fireworks as partification of the second of the		ire Department.	Yes	No 🗸

#### **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.

Paul Nicli	Digitally signed by Paul Nicli Date: 2017.11.29 10:46:45 -05'0	00'	11/29/2017
(Signature of Individu	al Completing this Application	on)	(Date completed)
Office Use Only: Applicat	ion Received:	Committee /	Approval:
SECTION 13: INSUI	RANCE		
naming of the City of the required insurance	St. Thomas as an Additional MUST be submitted a minimitee reserves the right to im	I Insured under the mum of two weeks	insurance coverage, including the corresponding policies. A copy of prior to the start of the event. The pirements and increased insurance
The provision of the co	ompleted and signed Stateme	nt of Indemnification	n below is also required.
	proved event may be cancelle as a result of an emergency s		coverage not be provided and may
STATEMENT OF IND	<u>EMNIFICATION</u>		
Great Lakes Inter	rnational Airshow organi	Southwestern	Ontario Wings and Wheels Association
(Event N			(Organizing Group)
			nomas and all persons for whom it suits or actions arising out of:
	y including loss of use thereo time there from, occasioned b		any person or persons, including ons of
Great Lakes Inter	national Airshow organia	Southwestern C	Ontario Wings and Wheels Association
(Event N	ame)		(Organizing Group)
on the premises or any such damage or injury		occasioned by any ca egligence of The Co	•
Witness:		Signed:	• · · · · · · · · · · · · · · · · · · ·
Name (Print):		Name (Print):	Paul Nicli
		Address:	56 William Street
		Telephone:	519-637-7283
		Date:	10/29/2017
		Event Name:	Great Lakes International Airshow
		Organizing Group:	Southwestern Ontario Wings and Wheels Association
		Event Dates:	June 16-17,2018

Page 6 of 6

SECTION 1: EVENT AND ORGANIZER INFORMATION
and Annual OECYC'S Run for Children's
Date(s): June 20, 2018 Mental Hou
Start Time: 8:00 am End Time: 13:00 pm
Location(s):
Organizing Group: Oxford-Elgin Child + Youth Cente
Contact Name #1: Karen Campbell #2: Manta Chail-Rues
Street Address: 99 Edward St.
Town/City: St. In Mark Province: Postal Code: N5P178
Phone Number #1: 519-671-4935 #2:519-768-5013
Email Address: KORO O KONVESTOCK CO
Expected Attendance: Number of Event Personnel/Volunteers:
Location and number of washrooms in place: We have tented entire
pork but for splash pad.
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.
and Annual tun run to bring public
awareness to the opency and raise
turds to support programs for child
+ youth mental teath. First run was
HUBL Surcess!
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 <a href="https://www.elginhealth.on.ca">www.elginhealth.on.ca</a>

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.
If the tents are larger than $60\text{m}^2$ 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?  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 <b>no staking policy</b> 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  Yes
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

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.

Will there be a Petting Zoo or Animals at If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal C Exemption to the By-Law must be approve this permit application. Please note that su	n must be notified of th ontrol By-Law 71-2011 ed by City Council. Ple	e event detai l, an Applica ase attach a c	ls two week tion for Ten copy of the	porary
SECTION 8: ROAD CLOSURES / TRA	AFFIC FLOW CHAN	<u>GES</u>		_
Are you anticipating any road closures or	traffic flow changes?	Ye	s 🗆	No Z
If Yes, please describe the road closure rec Right of Way Occupancy Permit and City that approval may take several weeks.	Council approval is rec	quired for all	road closure	
N/A				
Please attach a copy of the Right of Way C If the event is a Parade / Run / Walk / Pass located under the Special Events page on t	through Sporting Ever	nt, please refe be the event	er to the city and attach a	roads map
Do you require traffic control?  If Yes, please contact the St. Thomas Police		Yes	; D	No
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the Hig	d special event staff are			ffic. Only the
Have you contacted the Public Works Dep	artment for: Barricades No Parking Signs Detour Signing	Yes □ Yes □ Yes □	No 🗆 No 🗆 No 🗅	N/A [] N/A [] N/A []
SECTION 9: MUNICIPAL FACILITIE	<u>s</u>			
For events taking place in Pinafore Park, or Rec and Property Management staff once t Have you contacted Parks and Recreation s	he Special Events Perm	nit Application	_	•
Have you rented a pavilion/facility and significant years provide the location of the re-	•	Yes Z	No 🗆	hed N/A 🗆

Do you require picnic tables or garbage of and Property Management Dept and that d				
If Yes, how many are you requesting?	# of Picnic Tables:	Yes V # of	No □ Garbage Cans:	N/A
		_		
Have you made arrangements with Envir	onmental Services s	taff for recycling o	<b>1</b>	ollection?  N/A
		165 🖽	\	
Will you require municipal support for:	Water	Yes □ Yes □	No	N/A □
	Hydro	Yes □	No 🔽	N/A □
Please note that all equipment and ext accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Splease attach the Ele	Safety Code or ha	ve been inspec	ted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit	Connection Permit? and provide the Per	Yes □ mit Number:	No 🗆	N/A 🔽
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility Accessibi	ties Act (AODA). Of Please note that di indicate the barrier- equired, the Special I	rganizations with a rectional signage free path of travel Events Committee	nt least one emp needs to be partial and location of recommends su	loyee have rominently `accessible
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securit If Yes, what company and how many sec	ry firm been contacte curity officers will be	d/retained? present?	Yes 🗆	No 🔼
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation prov	ned First Aid service	es? Yes	No □	ervices are
Ambulance: Has Emergency Medical Se	rvices (Ambulance S	ervice) been conti	(	-
and planned emergency access to the site	?		Yes 🔽	No 🗆
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks	<del>-</del>	he Fire Departmen	Yes □	No 🗇

#### **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)  (Date completed)
Office Use Only: Application Received: Dec 11, 2011 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
OECYC Prince Child Porganized by OECYC (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) Mental Health (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: Manka Chail kus
Name (Print): Karen Campbel Name (Print): Manta Chail-Teves
Address: 99 Eduqual St. St. Thoma
Telephone: 519-
Date: 0 35, 30 1
Event Name: OECYC Run
Organizing Group:
Event Dates: Time and 2018

Page 6 of 6

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:

Fri Oct 6, 2017

Receipt#:

13992

PAYEE:

Karen Campbell

99 Edward Street

Total Amount Due:

\$546.60

St. Thomas, Ontario, Canada N5P 1Y8

Amount Paid:

\$546.60

Balance Due:

\$0,00

Client#:

Account #:

Phone 1:

Phone 2:

Fax:

Event:

(519) 762-5012

OECYC Fun Run 2018

10698 4131 RT0001

**Facility** 

**Facility Name** 

Description

Date

Time

Price

Email: karen@kglivestock.ca

Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections

Daily Rate 2018 - S161.24 Daily Rate

Sat Jun 2 2018

08 00AM - 05 00PM

S161.24 H

Facility Subtotal: \$161.24

Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavillon - Both Sections

Daily Rate 2018 - S161 24 Daily Rate

Sat Jun 2, 2018

08:00AM - 05:00PM

S161.24 H

Facility Subtotal:

\$161.24

Pinafore Park - Picnic Shalters - Woodlot Shalter

Daily Rate 2018 - S80.62 Daily Rate

Sat Jun 2 2018

08 00AM - 05 00PM

SB0.62 H \$89,62

Pinafore Park - Picnic Shelters - North Shelter

Daily Rate 2018 - S80.62 Daily Rate

Sat Jun 2 2018

08:00AM - 05:00PM

S80.62 H

Facility Subtotal:

Facility Subtotal:

\$80.62

Total:

\$483.72

**Transactions** 

# 131402

Date:

Nov 29 2017 -08:34AM

Type: Payment (# 20556) Method: Cheque Amount:

-\$546,60

Cheque #

24768

Comments

Subtotal:

\$483.72

Booked by Karen October 10, 2017.

13% HST:

Total:

562.88

Amount Paid:

\$546 60

\$546.60

Balance Due:

\$0.00

<b>SECTION 1: EVEN</b>	T AND ORGANIZER INFORMATION
Event Name:	Lions Club Fathers Day Car Show
Date(s):	June 17th. 2018
Start Time:	7am End Time: 4pm
Location(s):	Pinafore Park, St Thomas
Organizing Group:	Lions Club of St Thomas
Contact Name #1:	Wayne Cudney #2: Hans Van Vorren
Street Address:	33 Leger Ave
Town/City:	St Thomas Province: Ont. Postal Code: N5R5M8
Phone Number #1:	5916312148 #2: 5196732148
Email Address:	wcudney@sympatico,ca
Expected Attendance:	400-500 Number of Event Personnel/Volunteers: 20
	of washrooms in place:
Location and Number	of Parking Spaces:
Number of Accessible	e Washrooms: Number of Accessible Parking Spots:
Please describe your s	specific event. Attach additional sheets as necessary
This is our 21st, annual car s	show.Typacilly 400-500 cars with 1-2 passengers per car+spectators.Music will be provided by a Disc-Jockey
There will be 2 food trails	ors. Also vendors selling auto related items as well as some other items ie. candy ,t-shirts jewelry
This is a family oriented e	vent.Admission is free . A free will donation is appreciated. All funds returned to community projects.
SECTION 2: FOOD	AND BEVERAGE
	be available at this event? Yes Ves No No Service Elgin St. Thomas Public Health at www.clginhealm.on.cz

Yes No						
If Yes, please specify the number and size of tents.						
If the tents are larger than $60\text{m}^2$ 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?  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 <b>no staking policy</b> 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 Vo						
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.						

Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Con Exemption to the By-Law must be approved this permit application. Please note that such	must be notified of the ntrol By-Law 71-2011 I by City Council. Plea	, an Application ase attach a cop	n for Tempor	or. If the
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHANG	GES		
Are you anticipating any road closures or tra	affic flow changes?	Yes	No [	<b>✓</b>
If Yes, please describe the road closure requirement of Way Occupancy Permit and City Country that approval may take several weeks.		uired for all roa	ad closures. P	
Please attach a copy of the Right of Way Oc	ccupancy Permit and p	rovide the pern	nit #:	
If the event is a Parade / Run / Walk / Pass t located under the Special Events page on the	- + -	- •	-	•
Do you require traffic control? If Yes, please contact the St. Thomas Police	Services at (519) 631	Yes [	No	
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High	special event staff are		direct traffic.	Only the
Have you contacted the Public Works Depart	rtment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No V No V	N/A N/A N/A
<b>SECTION 9: MUNICIPAL FACILITIES</b>	1			
For events taking place in Pinafore Park, org Rec and Property Management staff once the Have you contacted Parks and Recreation sta	e Special Events Perm	it Application I	_	•
Have you rented a pavilion/facility and signoral of the provide the location of the rentered as a signoral of the rentered as		Yes 🗹 If the permit. 🖳	No akeside Pav., North	N/A Shelter pav.



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 Invoice

Creation Date:

Mon Jun 19, 2017

Invoice #:

13595

PAYEE:

Wayne Cudney St. Thomas Lions Club

33 Leger Ave

St. Thomas, Ontario, Canada

N5R 5M8

**Total Amount Due:** 

\$405.00

Amount Paid:

\$0.00

**Balance Due:** 

\$405.00

\$222.80

\$222.80

Client #:

401

Account #:

Email:

wcudney@sympatico.ca

Fax:

Service Subtotal:

Total:

Phone 1: Event:

(519) 631-2148

Car Show

Phone 2:

10698 4131 RT0001

#### **Facility**

Essille, Name

raciiny Name	Description	Date	3	Time		Price	
Pinafore Park - Picnic 2018 rate - \$80.62 Flat	Shelters - Marshall Field Lake t Rate	eside Pavilion - Bo	oth Sections				
		Sun	Jun 17, 2018	MA00:80	- 04:00PM	\$80.62	Н
					Facility Subtotal:	\$80.62	
Pinafore Park - Picnic	Shelters - North Shelter						
Daily Rate 2018 - \$80.	62 Daily Rate						
118 - 118		Sun	Jun 17, 2018	08:00AM	- 04:00PM	\$80.62	Н
					Facility Subtotal:	\$80.62	
					Total:	\$161.24	
Services							
Service Name	Description Qty	Date		Time	Pri	ce	
Pinafore Park - All Sen	vices - Hydro Pedestal						
	\$55.70 Daily Rate (Per Unit)						
Pinafore Park - Picnic	Shelters - North Shelter						
	4	Sun Jun 17,	2018	08:00AM - 04:00	NDA4	\$222.80	

#### **Transactions**

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

Comments	Subtotal:	\$384.04
Booked by Wayne June 19, 2017	13% HST:	\$20.96
2	Total:	\$405.00
	Amount Paid:	\$0.00
	Balance Due:	\$405,00



Powered by Book King

Created: Mon Jun 19, 2017 @ 10:34AM (EDT)

Do you require picnic tables or garbage and Property Management Dept and that				
[a		Yes 🗸	No	N/A
If Yes, how many are you requesting?	# of Picnic Tables:		arbage Cans:	
Have you made arrangements with Env	ironmental Services staff i	for recycling co	ontainers and co	ollection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required provide the Permit Number:	e Ontario Electrical Safet, please attach the Electric	y Code or hav	e been inspect	ed by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Perm			No	N/A ✔
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your responsibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not usite plan to the Municipal Accessibility	lities Act (AODA). Organic. Please note that direction indicate the barrier-free required, the Special Even	izations with at onal signage in path of travel at ts Committee in	least one employeeds to be produced location of ecommends sul	oyee have ominently accessible
SECTION 11: OTHER SERVICES/F	RESOURCES			
Security: Has a privately licenced secur If Yes, what company and how many se	•		Yes	No 🗸
First Aid: For events with an anticipa required to be retained. Have you confin If Yes, please attach documentation pro	med First Aid services?	Yes 🗸	No	rvices are N/A
Ambulance: Has Emergency Medical Sand planned emergency access to the sit	-	ce) been contac	eted regarding y Yes	our event
Fireworks: Will there be fireworks as partifyes, a permit for exhibition fireworks	•	re Department	Yes	No 🗸

#### **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.

#### **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

# Lions Fathers Day Car Show organized by Lions Club of St. Thomas (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

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

Lions Fathers Day Car Show organized by Lions Club of St. Thomas (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: Pitelline Signed:

Name (Print): PETER CLIME Name (Print): WAYNE CUDINEY

Address: 33 Leger Ave

Telephone: 5196312148

Date: Dec. 12th.2017

Event Name: Fathers day Car Show

Organizing Group: Lions Club of St Thomas

Event Dates: June 17th. 2018

Page 6 of 6

<b>SECTION 1: EVEN</b>	IT AND ORGANIZER INFORMATION
Event Name:	Big Bike feart and Stroke
Date(s):	Big Bike feart and Stroke May 9, 2018
Start Time:	12:00 pm End Time: 8:00 pm
Location(s):	Back Alley Bar + Grill 18 Princes Ave.
Organizing Group:	Heart and Stroke Foundation
Contact Name #1:	Dajana Dragicevic #2: Jennifer Hassan
Street Address:	180-637 Colborne St.
Town/City:	London Province: ON Postal Code: NGB 2V3
Phone Number #1:	519 679 0641 x3311 #2: 519 679 0641 x 4263
Email Address:	dajana.dragicevic@heartandstroke.ca
Expected Attendance	: 156 Number of Event Personnel/Volunteers:
Location and number	r of washrooms in place: 2 inside Back Alley.
Location and Number	er of Parking Spaces: 26 side of building
Number of Accessib	le Washrooms: Number of Accessible Parking Spots: 6.
	specific event. Attach additional sheets as necessary.
Freny 1	a hour teams of 29 ride the
Big Bix	rey for heaf + stoke research.
raise mà	my for heaf + stoke reearch.
SECTION 2: FOO	D AND BEVERAGE
	d be available at this event?  Yes No No life Flein St. Thomas Public Health at www.elginhealth.on.ca

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 $60\text{m}^2$ 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 No No 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.
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Will you be requesting that City Council declare your event a "Municipally Significant Event"?  Yes No 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

If Yes, please note that the use of sound reproduction devices is authorized between the nours 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.

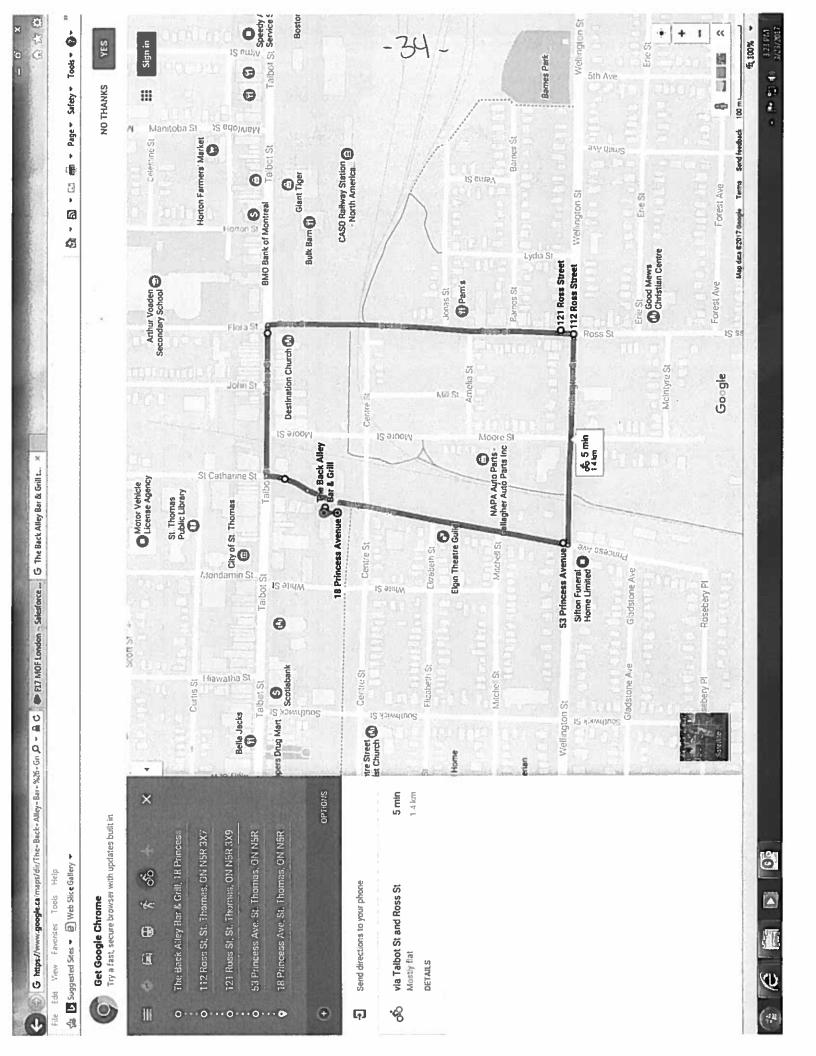
Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health animals are not permitted in the Animal Con Exemption to the By-Law must be approved this permit application. Please note that such	must be notified of the ntrol By-Law 71-2011 I by City Council. Plea	, an Application ase attach a cop	ı for Tempor	ary
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHANG	<u>ges</u>		
Are you anticipating any road closures or tr	affic flow changes?	Yes	] No	$\overline{\mathbf{X}}$
If Yes, please describe the road closure requestight of Way Occupancy Permit and City Country that approval may take several weeks.	Council approval is req	nap or sketch sl uired for all ros	nowing the cl d closures. F	losure. A lease note
Please attach a copy of the Right of Way O	ccupancy Permit and p	rovide the perm	nit #:	IA
If the event is a Parade / Run / Walk / Pass to located under the Special Events page on the	through Sporting Even e City website. Descri	t, please refer to be the event and	o the city roa l attach a ma	ds map p or sketch.
043				
Do you require traffic control?  If Yes, please contact the St. Thomas Police	e Services at (519) 631	Yes [ -1224.	No	₩
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the High		not allowed to	direct traffic	. Only the
Have you contacted the Public Works Depa	ntment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A X N/A X N/A x
SECTION 9: MUNICIPAL FACILITIES	<u>s</u>			
For events taking place in Pinafore Park, or Rec and Property Management staff once the Have you contacted Parks and Recreation s	he Special Events Pern	nit Application	e meeting wi has been app No	th Parks, roved. N/A
Have you rented a pavilion/facility and sign If yes, please provide the location of the ren	ned a permit? ntal and attach a copy o	Yes of the permit	No 🗌	N/A

Do you require picnic tables or garbage and Property Management Dept and that	cans? Please note avaidelivery/pick up is the	ilability is at the disc responsibility of th	retion of the Pa e eve <u>nt o</u> rganiz	rks, Rec zer.		
If Yes, how many are you requesting?	# of Picnic Tables: _	Yes # of Ga	No Cans: _	N/A		
Have you made arrangements with Envi						
Will you require municipal support for:	Water Hydro	Yes Yes	No X	N/A N/A		
accredited certification body under the	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 Hydran If Yes, please attach a copy of the Perm	t Connection Permit? it and provide the Pen	Yes mit Number:	No A	N/A 🔀 -		
SECTION 10: ACCESSIBILITTY						
As an event organizer, it is your respon Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not a site plan to the Municipal Accessibility	ities Act (AODA). Or Please note that did indicate the barrier-frequired, the Special E	ganizations with at rectional signage name free path of travel are Events Committee re	least one emplo eeds to be pro nd location of a commends sub	oyee have ominently accessible		
SECTION 11: OTHER SERVICES/R	ESOURCES		¥)			
Security: Has a privately licenced security If Yes, what company and how many se			Yes	No X		
First Aid: For events with an anticipal required to be retained. Have you confirm If Yes, please attach documentation pro-	med First Aid service	s? Yes	No	rvices are N/A		
Ambulance: Has Emergency Medical S and planned emergency access to the sit		ervice) been contac	ted regarding y Yes	our event No X		
Fireworks: Will there be fireworks as partial Yes, a permit for exhibition fireworks		ne Fire Department.	Yes	No X		
			4.5			

#### **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, incomporting documentation to any third parties upon	their request.
(IS)	7 15 2017
(Signature of Individual Completing this Application	$\frac{\text{Dec } 15, 2017}{\text{(Date completed)}}$
•	
Office Use Only: Application Received:	Commutee Approvat.
SECTION 13: INSURANCE	
naming of the City of St. Thomas as an Additiona the required insurance MUST be submitted a mini	oof of \$5,000,000 in insurance coverage, including the I Insured under the corresponding policies. A copy of mum of two weeks prior to the start of the event. The apose additional requirements and increased insurance
The provision of the completed and signed Stateme	
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency	ed should insurance coverage not be provided and may situation.
STATEMENT OF INDEMNIFICATION	2) 20
Big Bike organ	nized by Heart and Stroke (Organizing Group)
•	
is at law responsible from any and all liabilities, da	n of the City of St. Thomas and all persons for whom it mages, costs, claims, suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to any person or persons, including by any act or omissions of
Big Bike organi (Event Name)	zed by <u>#Kar+ and Stroke</u> .  (Organizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or rathomas, its officers, agents, servants, employees, or	s, customers, invitees or licensees, or occurring in or occasioned by any cause whatsoever, except where negligence of The Corporation of the City of St. contractors, customers, invitees or licensees.
Witness:	Signed:
Name (Print): Patricia Silcox	Name (Print): Dajana Dragicovic  Address: 180-632 Calborn St
	Address: 180-632 Calbarn St
	Telephone: 579 679 0641
	Date: Dec 15, 2017.
	Event Name: Big Bike.
	Organizing Group: Arost and Stoke.
. Paş	Event Dates: May 9, 2018 ge 6 of 6



SECTION 1: EVE	NI AND ORGANIZER INFORMATION
Event Name:	STTHOMAS SEGIN PICNICIN THE PARK.
Date(s):	Jucy 11/2018
Start Time:	7 Am End Time: 4pm.
Location(s):	PINATORE PK.
Organizing Group:	PICNIC COMMITTEE
Contact Name #1:	JACK MCN, VEN #2:
Street Address:	36067 TURDLINE.
Town/City:	RR# 1 Southow Province: 6NT Postal Code: Not 260
Phone Number #1:	519764-2358 #2: 519631-1365
Email Address:	jackniv2@gmail.com
Expected Attendance	e: 1506 Number of Event Personnel/Volunteers: 30
Location and numbe	er of washrooms in place: MAIN WASHROOM BY PAVILLION
Location and Number	er of Parking Spaces:
Number of Accessib	le Washrooms: Number of Accessible Parking Spots:
	specific event. Attach additional sheets as necessary. AN ANNUAL
FATHERING	7 OF STTHOMAS/ELGIN SENIORS FOR A DAY
07 music	AND PRESENTATION OF DONATEDG1775. FOOD
13 JuppliE	AND PRESENTATION OF SONATEDG1775. FOOD  BY 40R5 VENDORS.
SECTION 2: FOOI	D AND BEVERAGE
	d be available at this event?  Yes No No lify Elgin St. Thomas Public Health at <a href="https://www.elginhealth.on.ca">www.elginhealth.on.ca</a>

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes V  No					
If Yes, please specify the number and size of tents.					
If the tents are larger than $60\text{m}^2$ 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?  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 <b>no staking policy</b> 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 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.

Will there be a Petting Zoo or Animals at If Yes, the Elgin-St. Thomas Public Healt animals are not permitted in the Animal C Exemption to the By-Law must be approve this permit application. Please note that so	th must be notified of th Control By-Law 71-2011 red by City Council. Ple	l, an Application as e attach a co	on for Tempor	ary
SECTION 8: ROAD CLOSURES / TR	AFFIC FLOW CHAN	GES		
Are you anticipating any road closures or	traffic flow changes?	Yes	No [	<u> </u>
If Yes, please describe the road closure re Right of Way Occupancy Permit and City that approval may take several weeks.	Council approval is rec	uired for all ro	ad closures. P	
Please attach a copy of the Right of Way	Occupancy Permit and p	provide the per	mit #:	
If the event is a Parade / Run / Walk / Pass located under the Special Events page on	s through Sporting Ever the City website. Descri	nt, please refer be the event ar	to the city road	ds map o or sketch.
Do you require traffic control?  If Yes, please contact the St. Thomas Police	ce Services at (519) 631	Yes [	No [	<b>√</b>
PLEASE NOTE: Marshalls, volunteers an police can direct traffic pursuant to the Hi	d special event staff are		direct traffic.	Only the
Have you contacted the Public Works Dep	partment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No V No No	N/A N/A N/A
SECTION 9: MUNICIPAL FACILITIE	<u>ES</u>		31,	NT
For events taking place in Pinafore Park, of Rec and Property Management staff once thave you contacted Parks and Recreation	the Special Events Perm	rrange an onsit hit Application Yes V	e meeting with	Parks, oved.
Have you rented a pavilion/facility and sig If yes, please provide the location of the re		Yes V	No 🗌	N/A

Do you require picnic tables or garbage and Property Management Dept and that of	lelivery/pick up is the resp	onsib <u>ility</u> of th	ie eve <u>nt o</u> rganiz	zer
If Yes, how many are you requesting?	# of Picnic Tables:	Yes / of G	No arbage Cans:	N/A
Have you made arrangements with Envir	ronmental Services staff f	or recycling co	ntainers and co	llection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes Y	No No	N/A N/A
Please note that all equipment and extaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safety please attach the Electric	good conditie	on and approve been inspecte	ed by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi			No V	N/A
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SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securit If Yes, what company and how many sec	•		Yes	No
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation prov	ned First Aid services?	Yes	No 🗌	vices are N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site	•	ce) been contac	ted regarding y Yes	our event No
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks		re Department.	Yes	No P

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documentation available to the general public, in supporting documentation to any third parties upor		nd disclosing the application and its
(Signature of Individual Completing this Applicati	•	Data completed)
Office Use Only: Application Received:	Committe	
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing pronaming of the City of St. Thomas as an Additional the required insurance MUST be submitted a minimage of Events Committee reserves the right to incoverage for large community events.	l Insured under th mum of two week	e corresponding policies. A copy of s prior to the start of the event. The
The provision of the completed and signed Stateme	ent of Indemnificat	ion below is also required.
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency		e coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
PICNICINITHE PARK organ (Event Name)	ized by <u>Gn</u>	(Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	of the City of St. mages, costs, clain	Thomas and all persons for whom it ns, suits or actions arising out of:
any damage to property including loss of use thereodeath resulting at any time there from, occasioned l	by any act or omiss	sions of
PICNIN IN THE PARK organiz	zed by M	M / TTE E (Organizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or n Thomas, its officers, agents, servants, employees, c	s, customers, invite occasioned by any egligence of The (	ees or licensees, or occurring in or cause whatsoever, except where Corporation of the City of St.
Witness:	Signed:	secon angreed
Name (Print):	Name (Print):	GORD CAMPBELL
	Address:	26 ELIZABETHST
	Telephone:	519-631-1365
	Date:	JAN 3/18
	Event Name:	PICNIC IN THE TARK
	Organizing Group	o: COMAITIEE.
Pag	Event Dates: e 6 of 6	Jucy 11/18