

A G E N D A
THE SECOND MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

FEBRUARY 7, 2018

MINUTES

Confirmation of the minutes of the meeting held on January 10, 2018.

PETITIONS AND COMMUNICATIONS

Walk with the Cross - March 30, 2018 **Pages 2-7**

Railway City Road Races - September 23, 2018 **Pages 8-14**

St. Anne's Community Festival - June 6-9, 2018 **Pages 15-20**

Auction of Supermarine Aircraft Inc. - May 5, 2018 **Pages 21-25**

St. Thomas Kinsmen Easter Egg Hunt - March 31, 2018 **Pages 26-32**

YMCA Kids Triathlon - June 3, 2018 **Pages 33-41**

UNFINISHED BUSINESS

Request for Remembrance Day Exemption

Upcoming Events

- Coldest Night of the Year - February 24, 2018
- Big Bike Heart and Stroke - May 9th, 2018
- OECYC Run for Children's Mental Health - June 2nd, 2018
- Great Lakes International Air Show - June 16-17, 2018
- Father's Day Car Show - June 17th, 2018
- St. Thomas/Elgin Picnic in the Park - July 11, 2018

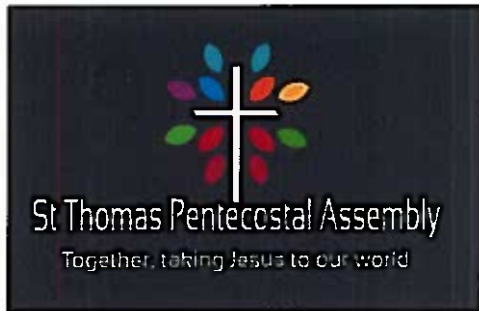
NEW BUSINESS

ADJOURNMENT

City of St. Thomas
Received

JAN 15 2018

City Clerks Dept.



144 Wellington Street Phone: 519-633-3810
St. Thomas, ON N5R 2R9 Fax: 519-633-9123
Email: jdemoor@stpa.on.ca Website: www.stpa.on.ca

January 8, 2018

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly will be involved in on March 30th. It is our Annual Walk with the Cross.

We would like to conduct a parade at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20 minute performance on the steps of City Hall from approximately 11:45 am – 12:15 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely,

Janice DeMoor
Secretary/Treasurer
St. Thomas Pentecostal Assembly

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Walk with the cross
Date(s): March 30, 2018
Start Time: 11:00 am End Time: 12:15 pm
Location(s): Parade down Talbot St. starting at the church on Wellington St.-to Ross St. - to city Hall
Organizing Group: St. Thomas Pentecostal Assembly
Contact Name #1: Rev. Peter Cusick #2: Janice DeMoor
Street Address: 144 Wellington Street
Town/City: St. Thomas Province: ON Postal Code: N5R2R9
Phone Number #1: 519-633-3810 #2: 519-494-5014
Email Address: jdemoor@stpa.on.ca
Expected Attendance: 100-125 Number of Event Personnel/Volunteers: 12
Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: N/A

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

Please describe your specific event. Attach additional sheets as necessary. Parade from
St. Thomas Pentecostal Assembly @ 144 Wellington Street
to City Hall. Once we arrive at City Hall a short 20 minute
performance will be held on the steps. Music will be
performed, testimonies and dramas. Music will also
be played during the parade.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐

No ☒

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐ No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒ No ☐

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. When we leave the church, we will be walking down one lane of the road to

our destination of City Hall. No road closures are required. One Police escort at the event while we parade to City Hall.

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.

Leave church at 144 Wellington Street at 11:00 am. Turn onto Ross Street, then left onto Talbot Street all the way to City Hall.

Arrive at the steps of city Hall at approximately 11:30 - 11:45 am.

Do you require traffic control?

Yes ☒ No ☐

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

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

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

Yes ☐ No ☐ N/A ☒

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐ No ☐ N/A ☒

Hydro

Yes ☒ No ☐ N/A ☐

at the steps of city Hall

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.

January 8, 2018

(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

Walk with the cross organized by St. Thomas Pentecostal Assembly
(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

Walk with the cross organized by St. Thomas Pentecostal Assembly
(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: Janice De Moor
Name (Print): Janice DeMoor

Signed: 
Name (Print): Peter W. Cusick
Address: 144 Wellington Street
Telephone: 519-633-3810
Date: January 8, 2018
Event Name: Walk with the cross
Organizing Group: St. Thomas Pentecostal Assembly
Event Dates: March 30, 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Railway City Road Races
Date(s): Sunday, Sept. 23, 2018
Start Time: 6 am End Time: 1 pm
Location(s): CASO Station, Talbot St.
Organizing Group: RCRR Organizing Committee
Contact Name #1: Nancy Lawrence #2: Corinne Roos
Street Address: 51 Oldewood Cres
Town/City: St Thomas Province: ON Postal Code: N5R6B2
Phone Number #1: 226-219-6053 ^(Nancy) #2: 519-633-4300 (Corinne)
Email Address: n.lawrence@a.rogers.com
Expected Attendance: 800 Number of Event Personnel/Volunteers: 100
Location and number of washrooms in place: CASO Station, porta potties
on route.
Location and Number of Parking Spaces: N/A - permission to use
Van Pelts and ~~over~~ spill over to McCaug Property
off Wellington.
Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: -Van Pelts #
(?)
Please describe your specific event. Attach additional sheets as necessary. Running event
Sundrainer for STEGH. 5 km, 10 km
and 1/2 marathon (Peri Stanley to St. Thomas)

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: TENTS

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. Small tent over timing booth

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

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Yes ☐ No ☒

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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.

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Yes ☐

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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.

see attached map of course

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.

see attached maps

Do you require traffic control?

Yes ☒

No ☐

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

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

Have you contacted the Public Works Department for:

Barricades

Yes

☒

No

☐

N/A

☐

No Parking Signs

Yes

☐

No

☐

N/A

☒

Detour Signing

Yes

☐

No

☐

N/A

☒

SECTION 9: MUNICIPAL FACILITIES

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

Have you contacted Parks and Recreation staff about your event?

Yes

☒

No

☐

N/A

☐

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

Yes

☐

No

☒

N/A

☒

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

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

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 4

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water
Hydro

Yes ☐ No ☒ N/A ☐
Yes ☐ No ☒ N/A ☐

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

If required, have you obtained a Hydrant Connection Permit?

Yes ☐ No ☐ N/A ☒

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

SECTION 10: ACCESSIBILITY

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SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained?

Yes ☐ No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐

If Yes, please attach documentation providing proof that First Aid services have been retained.

St. John's Ambulance at CASO and along course.
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.

Nancy Lawrence
(Signature of Individual Completing this Application)

Jan 18/2018
(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

Railway City Road Races organized by RCCR Organizing Committee
(Event Name) (Organizing Group)

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

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

RCCR organized by RCCR Organizing Ctte
(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: Nancy Lawrence

Name (Print): _____

Name (Print): Nancy Lawrence

Address: 71 Oldwood Cres

Telephone: 226-219-6053

Date: Jan 18/18

Event Name: RCCR

Organizing Group: RCCR Organizing Ctte
Sunday Sept 23, 2018

RCRR - 10 KM Route

10 KM Route - Starts 9:00 a.m.

This event begins at the CASO Station and moves along the newly paved recreation trail, heading south along the path crossing Elm St. and passes Parkside High School, where the path ends and you continue along Sunset Drive, turning left onto Southdale Line and left again at Lake Margaret Trail, which will take you to the entrance to Pinafore Park – marked with a large stone on the pathway. Turning left at the stone, the route follows the paved trail to the right thru Pinafore and loops through a small section and then back along the path behind the pavilion beside Pinafore Lake, and down to Elm Street where you turn left. Turn right back onto the paved recreation trail and follow it back to the CASO Station.

Start Finish Line

The Start/Finish line is located on the south side of the CASO Station and the race starts at 9:00 a.m. sharp.

Aid Station info

A water station is located on the path just before Elm St. at approx 2.0 km. There is also a portable washroom at this location.

A water station is located on the corner of Southdale and Lake Margaret Trail.

A bathroom in Pinafore Park is available for use.

Water Station



Portable Washroom



Toilets



Chip Timing by



ENFIELD
TIMING



-14-

CERTIFICATE OF INSURANCE					ISSUE DATE (MM/DD/YY) 01/10/2018																	
BROKER <div style="margin-left: 20px;"> HUB International HKMB Limited 595 Bay Street, Ste 900 Toronto, ON M5G 2E3 Jeff Mulgrew PHONE: 416-597-0008 FAX: 416-597-2313 </div>			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.																			
INSURED'S FULL NAME AND MAILING ADDRESS LifeMark Health Corp 20 Eglinton Ave. West, Suite 600 Toronto, ON M4R 1K8			Company A		Med-Three Insurance Group																	
			Company B																			
			Company C																			
			Company D																			
			Company E																			
COVERAGES																						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.																						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)																	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	SIHP00036404	08/01/2017	06/30/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>PRODUCTS - COMPIOP AGGREGATE</td><td style="text-align: right;">\$ 2,500,000</td></tr> <tr><td>PERSONAL INJURY</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>EMPLOYER'S LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>TENANT'S LEGAL LIABILITY</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>NON-OWNED AUTOMOBILE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>HIRED AUTOMOBILE</td><td style="text-align: right;">\$ 50,000</td></tr> </table>		EACH OCCURRENCE	\$ 5,000,000	GENERAL AGGREGATE	\$ 5,000,000	PRODUCTS - COMPIOP AGGREGATE	\$ 2,500,000	PERSONAL INJURY	\$ 5,000,000	EMPLOYER'S LIABILITY	\$ 1,000,000	TENANT'S LEGAL LIABILITY	\$ 5,000,000	NON-OWNED AUTOMOBILE	\$ 5,000,000	HIRED AUTOMOBILE	\$ 50,000
EACH OCCURRENCE	\$ 5,000,000																					
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NON-OWNED AUTOMOBILE	\$ 5,000,000																					
HIRED AUTOMOBILE	\$ 50,000																					
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <small>**ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>BODILY INJURY</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE COMBINED</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE</td><td style="text-align: right;">\$</td></tr> </table>		BODILY INJURY	\$	PROPERTY DAMAGE COMBINED	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE	\$						
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OTHER (SPECIFY) Professional Liability	A	SIHP00036404	08/01/2017	06/30/2018	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Professional Liability</td><td style="text-align: right;">\$ 10,000,000</td></tr> <tr><td>Punitive Damages Each Claim</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>Punitive Damages Aggregate</td><td style="text-align: right;">\$ 4,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>		Professional Liability	\$ 10,000,000	Punitive Damages Each Claim	\$ 2,000,000	Punitive Damages Aggregate	\$ 4,000,000		\$		\$						
Professional Liability	\$ 10,000,000																					
Punitive Damages Each Claim	\$ 2,000,000																					
Punitive Damages Aggregate	\$ 4,000,000																					
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	\$																					
DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED The Corporation of the City of St. Thomas, The City of St. Thomas, The Municipality of Central Elgin, Enfield Timing Ltd. and Denby Environmental are added as Additional Insured(s) to the Commercial General Liability Policy but only with respect to vicarious liability arising out of the operations of the Named Insured.																						
CERTIFICATE HOLDER The Corporation of the City of St. Thomas 546 Talbot St., P.O. Box 520 St. Thomas, ON N5P 3V7			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Per: _____ Page 1 of 1																			

ULHXWR4S



-15-

St. Anne's Community Festival

"Serving those in need since 1972"

20 Morrison Drive, St. Thomas, Ontario N5R 5Z4

Telephone 519-631-3640

Fax 519-631-7938

Email stannesparish@dol.ca

January 15, 2018

City of St. Thomas
Received

JAN 18 2018

City Clerk Dept.

Special Events Committee
City of St. Thomas, City Clerk's Department
545 Talbot Street
St. Thomas, ON N5P 3V7

Dear Sirs:

The 47th Annual St. Anne's Community Festival is to take place on June 6, 7, 8, & 9, 2018 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including:

Home-style meals served in The Centre every evening
St. Anne's Bingo
Restaurant Tent
Bake Sale
Games of Chance
Festival Auction

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

Sincerely,

Rev. Graham Keep
Pastor

Rev. John Johnson
Associate Pastor

/mmcl

Encl.

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Anne's Community Festival

Date(s): June 6, 7, 8, 9, 2018

Start Time: June 6&7-4pm; June 8&9-12pm End Time: 12 am

Location(s): 20 Morrison Drive, St. Thomas, ON N5R 4S6

Organizing Group: St. Anne's Parish

Contact Name #1: Mike McLaughlin #2: Len Parkins

Street Address: 20 Morrison Drive

Town/City: St. Thomas Province: ON Postal Code: N5R 4S6

Phone Number #1: 519-631-3640 #2: _____

Email Address: stannesparish@dol.ca

Expected Attendance: 100's per day Number of Event Personnel/Volunteers: 100 per day

Location and number of washrooms in place: 8 regular & 1 Spec portable units and washrooms
at St. Anne's Centre

Location and Number of Parking Spaces: _____
St. Anne's School, 100 parking spots

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 12

Please describe your specific event. Attach additional sheets as necessary. _____
Midway with great selection of rides, games of chance, Nightly Dinners, Restaurant Tent,
Bingo, Bake Sale, Silent & Live Auction, Free Live Entertainment, Free Admission,
Free Parking, 4 Day of Fun for the Whole Family.
St. Anne's Festival supports various charitable organizations in St. Thomas/Elgin County
and various missions projects overseas

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. 1 tent - 30' x 60'

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: will apply

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 ☐

(indoors)

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

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

SECTION 7: ANIMALS

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

Yes ☐ No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐ No ☒

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

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

Do you require traffic control?

Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

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

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☒

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

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

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 ☐ 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? ISM-2 guards

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 ☐
 St. John's Ambulance to provide

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

 (Signature of Individual Completing this Application)

 (Date completed)

Office Use Only: Application Received: Jan 18/18 Committee Approval: _____

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

St. Anne's Community Festival organized by St. Anne's Parish
(Event Name) (Organizing Group)

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

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

St. Anne's Community Festival organized by St. Anne's Parish
(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): Rev. Graham Keep

Signed: 

Name (Print): Mike McLaughlin

Address: 20 Morrison Dr., St. Thomas, ON

Telephone: 519-631-3640

Date: January 10, 2018

Event Name: St. Anne's Community Festival

Organizing Group: St. Anne's Parish

Event Dates: June 6, 7, 8, 9, 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Auction of Supermarine Aircraft Inc.
 Date(s): May 5, 2018
 Start Time: 9:00 a.m. End Time: 9:00 p.m. or longer
 Location(s): St. Thomas Municipal Airport
 Organizing Group: Starman Auctions LLC
 Contact Name #1: Ms. Sharon Martindale #2: Mr. Steve Starman
 Street Address: 4901 E. Falcon Dr. STE 101
 Town/City: Mesa Province: AZ Postal Code: 85215
 Phone Number #1: 480-396-0380 #2: 402-681-6456
 Email Address: sstarman@starmanauctions.com
 Expected Attendance: 75-100 Number of Event Personnel/Volunteers: 10
 Location and number of washrooms in place: 2 inside hangar, 3 portable

Location and Number of Parking Spaces: 60

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 3

Please describe your specific event. Attach additional sheets as necessary. Supermarine Aircraft Inc.
will be auctioning off on May 5, 2018 it's complete inventory
of parts/stock and aircraft.
(Retiring auction of Supermaine)

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐

No ☒

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

SECTION 3: TENTS

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

Yes ☐ No ☒

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐ No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☐ No ☒

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

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

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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.

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.

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☒ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☒

N/A ☐

Hydro

Yes ☐

No ☒

N/A ☐

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

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

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

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒

If Yes, please attach documentation providing proof that First Aid services have been retained.

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

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒

If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

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

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

Steve Starman Digitally signed by Steve Starman
Date: 2018.01.30 13:30:35 -06'00'

1/30/2018

(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

Super Marine Aircraft Auction organized by **Starman Brothers Auctions, Inc.**
(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

Super Marine Aircraft Auction organized by **Starman Brothers Auctions, Inc.**
(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: _____

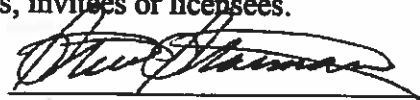
Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____



Steve Starman

4901 E Falcon Dr., Mesa, AZ 85215

(402) 681-6456

1/30/2018

Super Marine Aircraft Auction

Starman Brothers Auctions, Inc.

5/05/2018

FEB 01 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: ST THOMAS KINSMEN EASTER EGG HUNT City Clerks Dept.
Date(s): MARCH 31 2018
Start Time: 8:00 AM SET UP 10:00 AM EVENT START TIME End Time: 1:00 PM
Location(s): PINAFORE PARK
Organizing Group: ST THOMAS KINSMEN CLUB
Contact Name #1: PAUL TRITTLER #2: _____
Street Address: ~~41792~~ 41792 NORTH ST
Town/City: ST THOMAS Province: ONT Postal Code: N5P 4L7
Phone Number #1: 519 637-3042 #2: _____
Email Address: TRITTLER@HOTMAIL.COM
Expected Attendance: 500 Number of Event Personnel/Volunteers: 25
Location and number of washrooms in place: PINAFORE PARK WASHROOM +
PORTABLES
Location and Number of Parking Spaces: —

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 5

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

EASTER EGG HUNT

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: TENTS

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

Yes ☒

No ☒

MAIN
PAVILLION

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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.

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☒

N/A ☒

No Parking Signs

Yes ☐

No ☒

N/A ☒

Detour Signing

Yes ☐

No ☒

N/A ☒

SECTION 9: MUNICIPAL FACILITIES

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

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

Have you rented a pavilion/facility and signed a permit? Yes ☒ No ☐ N/A ☐

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

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

If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 8

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

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 ☒
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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.

Paul Trittler
(Signature of Individual Completing this Application)

FEB 1 2018
(Date completed)

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

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

ST THOMAS KINSMEN EASTER EGG HUNT organized by ST THOMAS KINSMEN CLUB
(Event Name) (Organizing Group)

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

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

ST THOMAS KINSMEN EASTER EGG HUNT organized by ST THOMAS KINSMEN CLUB
(Event Name) (Organizing Group)

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

Witness: _____

Signed: Paul Trittler

Name (Print): _____

Name (Print): PAUL TRITTLER

Address: 41792 NORTH ST

Telephone: 519 637-3042

Date: FEB 1 2018

Event Name: ST THOMAS KINSMEN EASTER EGG HUNT

Organizing Group: ST THOMAS KINSMEN CLUB

Event Dates: MARCH 31 2018

-31-

CERTIFICATE OF INSURANCE					ISSUE DATE (MM/DD/YY) 01/31/2018																	
BROKER <div style="margin-top: 10px;"> HUB International HKMB Limited 595 Bay Street, Ste 900 Toronto, ON M5G 2E3 PHONE: 416-597-0008 FAX: 416-597-2313 </div>			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.																			
INSURED'S FULL NAME AND MAILING ADDRESS Kin Canada 1920 Rogers Drive Cambridge, ON N3H 5C8			Company A		Ecclesiastical Insurance																	
			Company B																			
			Company C																			
			Company D																			
			Company E																			
COVERAGES																						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.																						
TYPE OF INSURANCE COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)																	
	A	0112507NPT001	02/01/2018	02/01/2019	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 20,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGGREGATE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>PERSONAL INJURY</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>EMPLOYER'S LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>TENANT'S LEGAL LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>NON-OWNED AUTOMOBILE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>HIRED AUTOMOBILE</td><td style="text-align: right;">\$ 50,000</td></tr> </table>		EACH OCCURRENCE	\$ 5,000,000	GENERAL AGGREGATE	\$ 20,000,000	PRODUCTS - COMP/OP AGGREGATE	\$ 5,000,000	PERSONAL INJURY	\$ 5,000,000	EMPLOYER'S LIABILITY	\$ 1,000,000	TENANT'S LEGAL LIABILITY	\$ 1,000,000	NON-OWNED AUTOMOBILE	\$ 5,000,000	HIRED AUTOMOBILE	\$ 50,000
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AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <small>**ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small>					<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>BODILY INJURY</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE</td><td style="text-align: right;">\$</td></tr> <tr><td>COMBINED</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE</td><td style="text-align: right;">\$</td></tr> </table>		BODILY INJURY	\$	PROPERTY DAMAGE	\$	COMBINED	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE	\$				
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OTHER (SPECIFY)					<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>			\$		\$		\$		\$		\$						
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DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED General Liability Policy Excludes: Amusement Rides and the Detonation of Fireworks. Corporation of the City of St. Thomas is added as Additional Insured(s) to the Commercial General Liability Policy but only insofar as their legal liability arises, vicariously, out of operations performed by, or on behalf of, Kin Canada for Event: Kinsmen Easter Egg Hunt Club will be distributing eggs, serving hot dogs and & hot chocolate and providing a location for pictures Expected attendees: 1500 Date: March 31, 2018. Club Name: St. Thomas Kinsmen Club																						
CERTIFICATE HOLDER				CANCELLATION																		
Corporation of the City of St. Thomas Parks & Rec 545 Talbot St Box 520 St. Thomas, ON N5P 3V7				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <div style="text-align: center;"> Per: _____ Page 1 of 1 </div>																		

-32-



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 Jan 29, 2018	Invoice #:	14472
PAYEE:	Paul Trittler Kinsmen Club of St. Thomas P.O. Box KIN 204 First Avenue St. Thomas, Ontario, Canada N5R 4P5	Total Amount Due:	\$91.10
		Amount Paid:	\$91.10
		Balance Due:	\$0.00

Client #:	656	Account #:		Email:	president@stthomaskinsmen.com
Phone 1:	(519) 637-3042	Phone 2:		Fax:	
Event:	Easter Egg Hunt				

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - West Section				
Daily Rate 2018 - \$80.62 Daily Rate				
	10 picnic tables and 5 garbage cans please	Sat Mar 31, 2018	09:00AM - 01:00PM	\$80.62 H
Facility Subtotal:				\$80.62
Total:				\$80.62

Transactions

137228 Date: Jan 31, 2018 - 04:00PM Type: Payment (# 21000) Method: Cheque Amount: -\$91.10
Cheque # 882

Comments	Subtotal:	\$80.62
Booked by Paul Jan 29, 2018 ...ag	13% HST:	\$10.48
	Total:	\$91.10
	Amount Paid:	\$91.10
	Balance Due:	\$0.00

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: YMCA Sweet for Strong Kids: Kids Triathlon
Date(s): June 3, 2018
Start Time: 7³⁰ am End Time: 12⁰⁰ pm
Location(s): Family YMCA of St. Thomas - Elgin &
Organizing Group: ~~20 High St.~~ roadways (Attached)
Contact Name #1: Jerad Henderson #2: Carolyn Johnson
Street Address: 20 High St.
Town/City: St. Thomas Province: ON Postal Code: N5R 5V2
Phone Number #1: (519) 631-2418 #2: _____
Email Address: jhenderson@ymcawo.ca
Expected Attendance: 200 Number of Event Personnel/Volunteers: 50
Location and number of washrooms in place: Washroom facilities in
the Y, 10-12 toilets
Location and Number of Parking Spaces: Central high school, 80
spaces.
Number of Accessible Washrooms: 4 Number of Accessible Parking Spots: 5

Please describe your specific event. Attach additional sheets as necessary. Similar to
the event we have run the last couple
of years, we will be running a children's
triathlon event. All swimming will be done
at the Y facility but some of the
running & biking will be done on public
roadways.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: TENTS

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

Yes ☐

No ☒

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

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

Yes ☒

No ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☐

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

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

Road map attached for reference. Requesting police presence @ corner of Elm - Park and Elm & Morrissey. Cones will be placed on roadside near curb for a bike path.

Do you require traffic control?

Yes ☒

No ☐

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

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 ☐

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Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 9: MUNICIPAL FACILITIES

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

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

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

Yes ☐

No ☐

N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water
Hydro

Yes ☐ No ☐ N/A ☒
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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: _____

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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.

J. H. H.
(Signature of Individual Completing this Application)

Jan 26, 2018
(Date completed)

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

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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

YMCA Sweat for Strong Kids organized by Family YMCA of St. Thomas-Elgin
(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

YMCA Sweat for Strong Kids organized by Family YMCA of St. Thomas-Elgin
(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:

L. Beaumier

Signed:

J. H. H.

Name (Print):

Liz Beaumier

Name (Print):

Jerad Henderson

Address:

20 High St.

Telephone:

(519) 631-2418, ext. 227

Date:

Feb 2, 2018

Event Name:

YMCA Sweat for Strong Kids

Organizing Group:

Family YMCA of St. Thomas-Elgin

Event Dates:

June 3, 2018

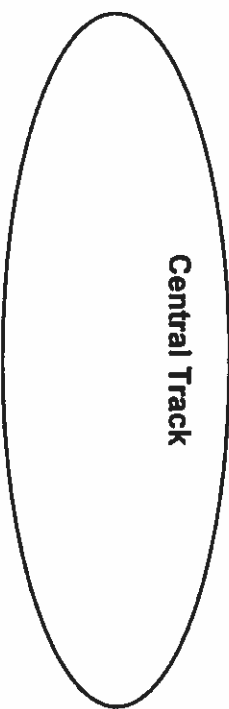


Bike Route

Park Avenue

Police presence requested.

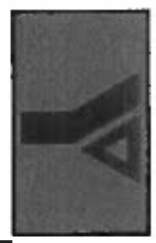
IRON KIDS TRIATHLON



Central Track

Chestnut Street

High Street



Phillip Street

St. Joseph Street

Morrison Drive

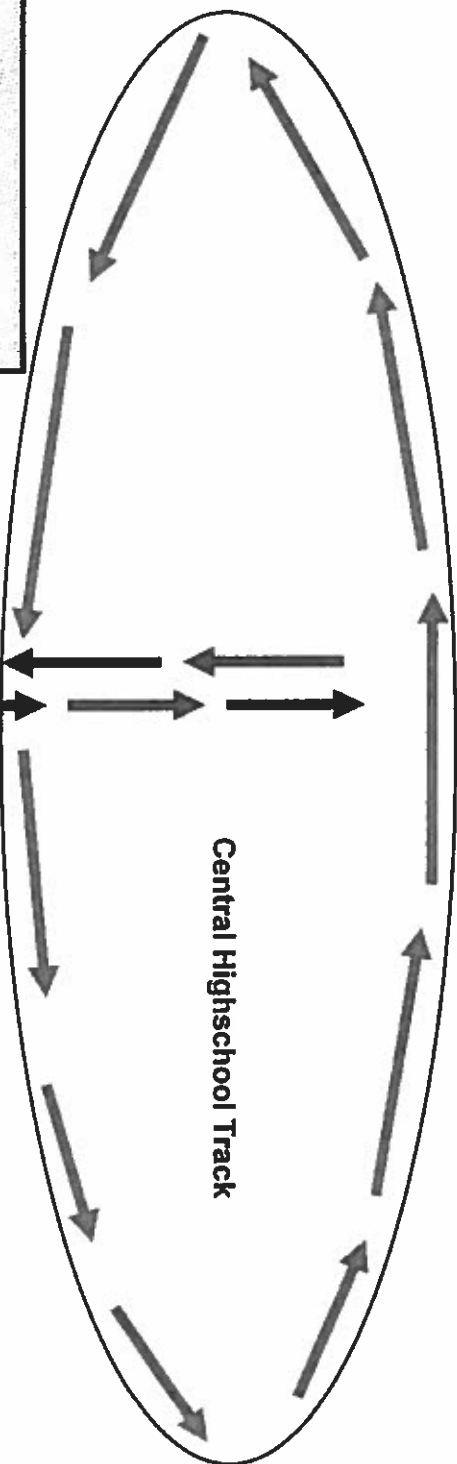
Elm Street

First Avenue

IRONKIDS TRIATHLON



Run Route



Run Route

- 11-12 Years
3 loops of track
- 9-10 Years
2 loops of track
- 7-8 Years
1 loop of track
- 5-6 Years
- 3-4 Years

Finish Line

Bike 3-6 Years
Transition

Water Station

Parking Lot

Bike Course
3-4 years 1 loop
5-6 years 2 loops

Bike 7yrs
Transition

Mount Line

Dismount Line



YMCA SWEAT FOR STRONG KIDS EVENT ST THOMAS FACT SHEET

WHAT IS YMCA SWEAT FOR STRONG KIDS?

YMCA Sweat for Strong Kids is an annual fundraising event held in 5 communities across our association! Each event is a little different. In St Thomas, we are excited to offer a kids triathlon event. Participants, supporters and our generous sponsors sweat it out and raise money to support the YMCA Strong Kids campaign.

In our communities, 1 in 3 kids require financial assistance to participate in YMCA programs and services. Through the YMCA Strong Kids campaign, we are able to provide kids and their families the financial support they need to participate in swimming lessons, day camps, youth leadership programs, and health and fitness memberships.

WHEN IS IT AND HOW DO I REGISTER?

ST THOMAS KIDS TRIATHLON EVENT Sunday, June 3, 2018 9:00am St Thomas YMCA	<ul style="list-style-type: none">- Kids will participate in a triathlon event, including swimming, running and biking- Opportunity for 100 participants- Registration includes a YMCA Sweat for Strong Kids t-shirt!
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Go to www.ymcasweatforstrongkids.ca and click St Thomas for the event location. You'll be directed to our registration page. Select REGISTER to choose your time and registration option.

Two options for registering this year include:

- 1) **Pay \$35 registration fee for each participant**

OR

- 2) **Commit to raise a minimum of \$100 per registrant before April 17, 2018 and your registration is FREE.** Should a participant raise less than the minimum \$100 by April 17th, they will need to either pay the \$35 registration fee or the top up to \$100 which ever is less.

Example 1. Raised over \$65.00 they would pay the top up to total \$100

Example 2. Raised less than \$65.00 in donations, they would pay the \$35 registration fee

All funds raised support the YMCA Strong Kids campaign in your community! All donations over \$20 will be eligible for a tax receipt (excludes registration fee).



WHERE CAN I GO FOR MORE INFORMATION?

Facebook: YMCA Sweat for Strong Kids

Website: www.ymcawo.ca/sweat-for-strong-kids

Registration site: www.ymcasweatforstrongkids.ca

WHO CAN I CONTACT IF I HAVE QUESTIONS?

Amanda Sutherland, Development Officer

519-907-5500 x1154

amsutherland@ymcawo.ca