# A G E N D A THE FOURTH MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

**APRIL 4, 2018** 

# **MINUTES**

Confirmation of the minutes of the meeting held on March 7, 2018.

## PETITIONS AND COMMUNICATIONS

St. Thomas Respect Life Walk-a-Thon - May 26, 2018 Pages 2-7

Meet a Machine, Touch a Train - June 9th, 2018 Pages 8-15

Elgin Beef Farmers Annual Beef BBQ - August 15, 2018 Pages 16-20

St. Thomas Teddy Bear Picnic - June 13, 2018 Pages 21-25

St. Thomas Iron Horse Festival - August 16-19, 2018 Pages 26-33

## **UNFINISHED BUSINESS**

## **Upcoming Events**

- Auction of Supermarine Aircraft Inc. May 5, 2018
- Big Bike Heart and Stroke May 9th, 2018
- OECYC Run for Children's Mental Health June 2nd, 2018
- YMCA Sweat for Strong Kids: Kids Triathlon June 3, 2018
- St. Anne's Community Festival June 6-9, 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
- Railway City Road Races September 23, 2018

## **NEW BUSINESS**

# **ADJOURNMENT**

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SECTION 1: EAEVI	AND ORGANIZER INTO			
Event Name:	St. Thomas Resp	ect Life Wa	lk-a-Thon	30
Date(s):	May 26, 2018	3.	*	2 8 N
Start Time:	9:30 AM	End Time:	12:00 PM	
Location(s):	Knights Of Colun	nbus Hall		8
Organizing Group:	St. Thomas & Dis	strict Right	to Life	
Contact Name #1:	Charlie DiMaria	#2: <b>Jo</b>	hn Van Eyk	B.
Street Address:	Mailing address:	468 Talbot	St.	ţā.
Town/City:	St. Thomas	Province: ON	Postal Code:	N5P 1C2
Phone Number #1:	519-633-5433	#2:	e U	
Email Address:	stthomasrtl@bel	lnet.ca	e <u>e</u>	
Expected Attendance:	50 Number			
Location and number	of washrooms in place: 26	5 Wellingto	n St.	15 A
Men and Wo	mens washrooms	3	# 12	ž.
Location and Number	of Parking Spaces: 265	Wellington	St.	381 51
30	of I arking Spaces.	5 %	100	
Number of Accessible	Washrooms:	Number of Acco	essible Parking Spot	s:
22	specific event. Attach additio		34 32	
	s of Columbus hall and will proceed			ely live kilometen
£0			<u>ei</u>	18
	<i>a</i>			
12 12 1922	*	23		121
E			# E	22
- 52	21 - 40	121		2.55
SECTION 2: FOOD	AND BEVERAGE	N .	sil .	
Will food of any kind	be available at this event?	lealth at www.eloi	Yes 🔽	No 🗔

-3-

<u>SEÇ1</u>	TON	3: TE	<u>nts</u>

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes No
If Yes, please specify the number and size of tents.
If the tents are larger than $60m^2$ 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 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 succapproval may take several weeks.
Will you be requesting that City Council declare your event a "Municipally Significant Event"?  Yes No 7
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.

-4-

94			
ECTION 7: ANIMALS			
Vill there be a Petting Zoo or Animals Yes, the Elgin-St. Thomas Public Henimals are not permitted in the Animals exemption to the By-Law must be appoint application. Please note that	ealth must be notified of the eval al Control By-Law 71-2011, as proved by City Council. Please	attach a copy of	, I cuidolarly
ECTION 8: ROAD CLOSURES / ?	TRAFFIC FLOW CHANGE	<u>'S</u>	**
Are you anticipating any road closures	or traffic flow changes?	Yes	No 🖌
f Yes, please describe the road closure Right of Way Occupancy Permit and C hat approval may take several weeks.	City Council approval is requir	p or sketch show red for all road cl	ing the closure. A osures. Please note
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			1000
Please attach a copy of the Right of W		(e)	in 50
and the same of th		e Co.	ni Se
1).		<u> </u>	=======================================
// .	X		
III		Yes	No Z
Do you require traffic control?  If Yes, please contact the St. Thomas	Police Services at (519) 631-1		140 <b>(*</b>
PLEASE NOTE: Marshalls, voluntee police can direct traffic pursuant to the	rs and special event staff are n e Highway Traffic Act.	ot allowed to dir	ect traffic. Only the
Have you contacted the Public Works			
27	Barricades	Yes N	
	Barricades No Parking Signs	Yes N Yes N Yes N	o N/A
SECTION 9: MUNICIPAL FACIL	Barricades No Parking Signs Detour Signing	Yes N	o N/A
En guarta taking place in Pingfore Pi	Barricades No Parking Signs Detour Signing  ITIES  ark organizers will need to arr	Yes N Yes N	N/A N/A N/A neeting with Parks,
SECTION 9: MUNICIPAL FACIL  For events taking place in Pinafore Pa Rec and Property Management staff of	Barricades No Parking Signs Detour Signing  ITIES  ark organizers will need to arr	Yes N Yes N range an onsite m t Application has	N/A N/A neeting with Parks,

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.

-5.

Do you require picnic tables or garbage ca and Property Management Dept and that de	ms? Please note avail	ability is at the discr	etion of the Pa event organiz	rks, Rec zer.
50 SSS SS		Yes	No [	N/A 🗸
If Yes, how many are you requesting?	of Picnic Tables:	# of Gau	bage Cans: _	<u>U</u>
Have you made arrangements with Enviro	nmental Services sta	ff for recycling con Yes	tainers and co No	llection? N/A ✓
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A ✓ N/A ✓
Please note that all equipment and extended accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:  If required, have you obtained a Hydrant of Yes, please attach a copy of the Permit	Ontario Electrical Sablease attach the Electrical Sablease attach	etrical Safety Author	been inspect	Ed by nie
SECTION 10: ACCESSIBILITTY				24 70
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilit requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not re site plan to the Municipal Accessibility A	ies Act (AODA). Or Please note that dir indicate the barrier-f ouired, the Special E	ganizations with at lectional signage national signage national areas are lections.	east one empleeds to be produced to	cominently accessible abmitting a
SECTION 11: OTHER SERVICES/RI	SOURCES			-
Security: Has a privately licenced securit If Yes, what company and how many sec	y firm been contacted 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	s? Yes	No	ervices are N/A
Ambulance: Has Emergency Medical Seand planned emergency access to the site	rvices (Ambulance S ?	ervice) been contac	ted regarding Yes	your event No 🗸
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks	rt of your event? is required through the	ne Fire 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

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documentation available to the general pusupporting documentation to any third part	iblic, including copying	g and disclosing the application and it
all I mad	res about their request.	
Marlo Sollana		Man alla
(Signature of Individual Completing this A	pplication)	(Date completed)
Office Use Only: Application Received:	m eh	•
	Com	mittee Approval:
SECTION 13: INSURANCE		·
A Certificate of Insurance is required provinaming of the City of St. Thomas as an Acthe required insurance MUST be submitted Special Events Committee reserves the right coverage for large community events.	a minimum eferme	the corresponding policies. A copy of
The provision of the completed and signed S	Statement of Indomnic	and a state of the
Please note that an approved event may be		cation below is also required.
Please note that an approved event may be of be altered or cancelled as a result of an emer	zancelled should insura Tency situation	ince coverage not be provided and may
e e e e		*
STATEMENT OF INDEMNIFICATION		
20 TO 10 TO	s	
St. Thomas Respect Life Walk-a-Thon (Event Name)	organized by St. Th	omas & District Right to Life
		( Propriation / Senses
shall indemnify and save harmless The Corpe is at law responsible from any and all liabiliti any damage to property including loss of use death resulting at any time there from, occasi	thereof, and any injury oned by any act or omi	ums, suits or actions arising out of: y to any person or persons, including
St. Thomas Respect Life Walk-a-Thon (Event Name)	St. The	mas & District Diaby to 1 4
(Event Name)	organized by	Mas & District Right to Life
143 ULLICEIS, ARCHIES, SELVENIS EMPLOYAGE CONF.	******* ***** *** * *	
on the premises or any part thereof arising fro such damage or injury is due to the act, defaul Thomas, its officers, agents, servants, employ	In or occasioned by an	y cause whatsoever, except where
Witness:	Signed:	Charle Do Merin
Name (Print):	Name (Print):	CHARLIE DIMARIA
	Address:	23 ROSEMOUNT CREE
	Telephone:	519-633-2322
	Date:	MARCH 14/18
	Event Name:	St. Thomas Respect Life Walk-a-Thon
	Organizing Grou	3990
	Event Dates:	May 26, 2018

Page 6 of 6

City of St. Thomas  Box 520  545 Tailbot Street  St. Thomas  DESCRIPTION OF OPERATIONS  With respect to operations of the name  COVERAGES	ON OCATIONS ALTERNATION Insured and the Re-	POSTAL CODE OBLESSEPPICIAL	N5P 3V7	St. Thomas & Dis	TULL MAN EAVE MAN THE ABORE trict Right-To-Life	HOW.	ity on the insu
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Box 520 545 Tailbot Street St. Thomas DESCRIPTION OF DESCRIPTION OF THE NAME O	OCATIONS ALTERIN	OBILER/SPECIAL	TEAR TO	St. Thomas & Dis	trict Right-To-Life	- The same	1. 12. 547
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t his is to certify that the policies of inst or conditions of any contract or other d subject to all terms, exclusions and cor	Irence listed below h	ave been issued to tin which this code	the insure	named above for	the policy period indicated notwiths	tending any red	Cuirements, term
subject to all terms, exclusions and cor	nditions of such polici	ies.	Sept and State		ertain. The insurance afforded by the BEEN REDUCED BY PAID	te poucies desi	ribed herein is
TYPE OF INSURANCE	INSURANCE AND POLICE	COMPANY	EFFECT.	NE FEMALE	Carnettin Deligra Union	THE RESERVE OF THE PARTY OF THE	
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CLASAS MADE OR OCCURRENCE	The Heartland Fam Company - 003159	n Mutual Insurance 3001	2018/02/	18 2019/02/18	COMMERCIAL GENERAL LIABILITY BOOKY NUIRY AND PROPERTY DAMAGE LIABILITY GENERAL AGGREGATE	\$500	\$5,000,000
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CROSS LIABILITY		3	ĺ		PRODUCTS AND COMPLETED OPERATIONS AGGREGATE	20.55	\$5,000,000
					OR DEPROMAL INJURY LIABILITY		\$5,000,000
	l <sub>y</sub>			1	PERSONAL AND ADVERTISING INJURY		\$5,000,000
TENANTS LEGAL LIABILITY		1		1	MEDICAL PAYMENTS		\$25,000
POLLUTION LINGLITY EXTENSION				1	TENANTS LEGAL LIABILITY		\$500,000
NON-OWNED AUTOMOBILES HRED AUTOMOBILES	The Heartland Farm Company - 003159:	Mutual Insurance	2018/02/1	6 2019/02/16	POLLUTION LIABILITY EXTENSION NON OWNED AUTOMOBILE		\$2,000,000
DESCRIBEDAUTOMOBILES			970 - 61 1250		BODLY INJURY AND PROPERTY		-
ALL DWINED AUTOMOBILES	122				DAMAGE COMBINED		
LEASED AUTOMOBILES **				1 1	BOOLY MURY (PER PERSON)		
ALL AUTOMOBILER LEASED IN EXCESS OF DAYS WHERE THE SIGURED IS REQUIRED PROVISE INSURANCE		- 1		-[ ]	BODLY NURY (PERACCIDENT)		and American
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UMBRELLAFORM					EACH OCCURRENCE	-	
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HER LIABILITY (SPECIFY)							
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CANCELLATION	Michigan II Alexandra Co.	N. P. A. S. P. D.	AND MARKET				
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failure to mail such notice shall impose BROKE RADE AGENCY FULL NAME	no obligation or liabil	ty of any kind upor			Language Market		ertificate holder,
in & Associates Insurance and Financial	the second secon	Company is	01				是製裝施
Talbot Street	CONTROL CONTROL			of St. Thomas			
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THORIZED REPRESENTATIVE Patricle Elv		LIN THE CI		PE Main NO.	(519) 631-3862 TYPE Fax	NO. (51 NO.	19) 831-0386
NATURE OF THORIZED REPRESENTATIVE	Petrose their		DAT	TE March 16, 2018			

EMAIL ADDRESS patricle@reithandassociates.com

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

MAR 2 1 2018

Event Name:	Meet a Machine, Touch a Train! City Clerks Dept.
Date(s):	June 9th
Start Time:	10am End Time: 2pm
Location(s):	The Elgin County Railway Museum, the Timken Community Centre Parking Lot, and the Knights of Columbus Parking Lot
Organizing Group:	Elgin County Railway Museum and the Psychiatric Survivor's Network of Elgin
Contact Name #1:	Hilary Fagan #2: Steve Pronger
Street Address:	225 Wellington Street
Town/City:	St. Thomas Province: ON Postal Code: N5R 2S6
Phone Number #1:	519-637-6284 <sub>#2:</sub> 519-631-1580
Email Address:	hilaryf@ecrm5700.org
Expected Attendance:	1,100 Number of Event Personnel/Volunteers: 30
	of washrooms in place:  Timken Community Centre, inside washroom on ground floor and second floor
the Elgin Cour	ty Railway Museum, 3 washrooms in HIM room exhibit
Location and Number	of Parking Spaces: Elgin County Railway Museum Parking Lot
	Community Centre Parking Lot, 200
Number of Accessible	Washrooms: 8 Number of Accessible Parking Spots: 10
Please describe your s	pecific event. Attach additional sheets as necessary. The Elgin County
	chiatric Survivors Network of Elgin are partnering to present Meet a Machine and Touch a Train.
We are gathering a collection	of cool vehicles to be displayed at the Elgin County Railway Museum, and Timken Community Centre Parking Lot.
We will invite visitors to inte	ract with the vehicles and have their pictures taken. The event will have other family friendly activities,
including kids crafts, to	emporary tattoos, Thomas the Tank Engine Activity tables, live music, and a BBQ.
SECTION 2: FOOD	AND BEVERAGE
Will food of any kind	be available at this event?  Yes V  No V  Selgin 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 V  No
If Yes, please specify the number and size of tents. 3 10'x10' 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
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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 Vo
f Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00

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 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 Applications se attach a cop	n for Tempon	or. If the
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHANG	<u>GES</u>		
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.	ouncil approval is requ	uired for all roa	ad closures. P	
Please attach a copy of the Right of Way Oc	cupancy Permit and pr	rovide the perm	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		not allowed to	direct traffic.	Only the
Have you contacted the Public Works Depart	rtment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A ✓ N/A ✓
SECTION 9: MUNICIPAL FACILITIES				
For events taking place in Pinafore Park, org Rec and Property Management staff once the Have you contacted Parks and Recreation st	e Special Events Perm	it Application		
Have you rented a pavilion/facility and signal If yes, please provide the location of the rent		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:	Yes # of G	No ☑ arbage Cans: _	N/A
Have you made arrangements with Envi				
Will you require municipal support for:	Water Hydro	Yes Yes	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 Safety 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 Permi			No 🗌	N/A <b>✓</b>
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disabil requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility of	ities Act (AODA). Organic Please note that direction indicate the barrier-free pequired, the Special Event	zations with at onal signage noath of travel a is Committee re	least one employeeds to be prond location of a secommends sul	oyee have ominently accessible
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many se	•		Yes	No 🗸
First Aid: For events with an anticipat required to be retained. Have you confin If Yes, please attach documentation prov	med First Aid services?	Yes 🗸	No 🗌	rvices are N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site		e) been contac	ted regarding y Yes	our event
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		re Department.	Yes	No 🗸

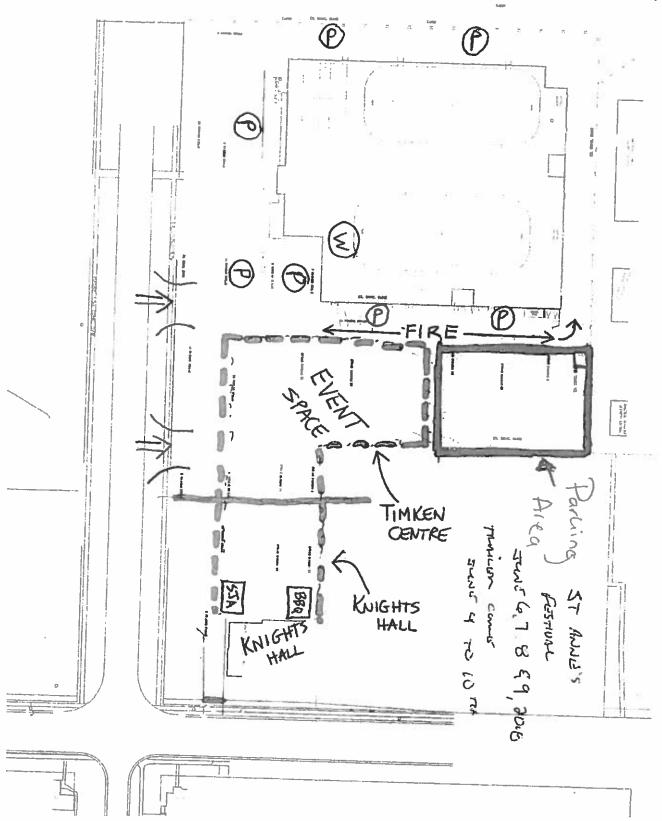
# **SECTION 12: SIGNATURE**

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

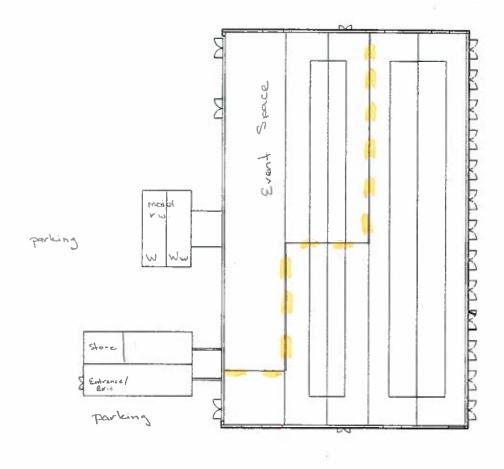
documentation available to the general public, in supporting documentation to any third parties upo		disclosing the application and its
4-1. P		المالية المالية
(Signature of Individual Completing this Applicat	ion)	(Date completed)
Office Use Only: Application Received: March 3	2018 Committee	Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing p naming of the City of St. Thomas as an Addition the required insurance MUST be submitted a mir Special Events Committee reserves the right to it coverage for large community events.	al Insured under the nimum of two weeks	corresponding policies. A copy of prior to the start of the event. The
The provision of the completed and signed Statem	ent of Indemnification	on below is also required.
Please note that an approved event may be cancel be altered or cancelled as a result of an emergency		coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
Meet a Hachine Touch & Trans orga (Event Name)	nized by Elgin Co	only Radiusy Museum and the ( (Organizing Group) Survivors Wetw
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, de	on of the City of St. T	homas and all persons for whom it
any damage to property including loss of use there death resulting at any time there from, occasioned		• • •
Med a Hackre Touch a Train organ (Event Name)	ized by <u>Elgin Cou</u> Panchatric	(Organizing Group) Survey Delve
its officers, agents, servants, employees, contracto on the premises or any part thereof arising from or such damage or injury is due to the act, default or Thomas, its officers, agents, servants, employees,	rs, customers, invited coccasioned by any one negligence of The Co	es or licensees, or occurring in or cause whatsoever, except where orporation of the City of St.
Witness: A. Dawn Michelly	Signed:	Helinik
Name (Print): A. Dawn Miskelly	Name (Print):	Hilary Fagan
	Address:	Dr Wellington St.
	Telephone:	(519) 637-6284
	Date:	Harch 14th, 2018
	Event Name:	Heet a Hachine, Touch a T
	Organizing Group	Bychadria Services Nel
	Event Dates:	June 8th , 2018

Page 6 of 6

SITE PLAN: "MEET- A- MACHINE, TOUCH-A-TRAIN" EVENT SATURDAY JUNE 9++, ZOIB 10AM-2PM E.C.R.M. TIMKEN CENTRE PARKING LOT



Site Plan, Elgin Country Railway Museum
"Meet a Machine, Touch a Train Event
Saturday June Pth, 2018 10am - 2pm



**Conceptual Drawings** 

Elgin County Railway Museum

Address

Site Floor Plan



2009 A1-1

1" = 60"-0"

# **CERTIFICATE OF INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.

This certificate does not amend, extend or after the coverage afforded by the policies below.

20		
BROKER'S FULL NAME AND MAILING ADDRESS		
rokers Inc.		
POSTAL CODE: N6B 1R4		

#### 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 notwithstanding 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 terms, exclusions and conditions of such policies.

#### LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (YYYY/MM/DD)	EXPIRY DATE (YYYY/MM/DD)	Lif. (Canadian della	IITS OF LIABIL rs unless indic	
COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE	\$	6,000,000
CLAIMS MADE OR X OCCURRENCE				GENERAL AGGREGATE	\$	6,000,000
X PRODUCTS AND/OR COMPLETED OPERATIONS			<u>e</u>	PRODUCTS-COMPIOP AGG	\$	6,000,000
EMPLOYER'S LIABILITY				PERSONAL INJURY	\$	6,000,000
X CROSS LIABILITY	Dominion of Canada	2047.06.28	2040 00 20	TENANTS LEGAL LIABILITY	\$	250,000
X TENANTS LIABILITY	CCP2000970	2017-06-28	2018-06-28	MEDER (Any one person)	\$	2,500
X NON-OWNED AUTOMOBILES				NON-DWNED AUTO	\$	6,000,000
X HIRED AUTOMOBILES POLLUTION LIABILITY EXTENSION				OPTIONAL POLLUTION LIABILITY EXTENSION	s	
		7.	(Per Occumence)	\$		
	- THE ID			(Aggregate)	\$	
AUTOMOBILE LIABILITY DESCRIBED AUTOMOBILES				BODILY INLERY AND PROPERTY DAMAGE COMBINED	\$	
ALL OWNED AUTOS LEASED AUTOMOBILES				BODILY INJURY (Per Person)	\$	
				BODILY INJURY (Per Accelerit)	\$	
** ALL LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				PROPERTY DAMAGE	\$	
EXCESS LIABILITY				EACH OCCURRENCE	\$	
UMBRELLA FORM				AGGREGATE	\$	
OTHER THAN UMBRELLA FORM						
OTHER LIABILITY (SPECIFY)  DESCRIPTION OF OPERATIONS/I OCATIONS/AUTON						

#### DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS

Insured's Operations: Museum

The City of St. Thomas has been added as an Additional Insured Under the Commercial General Liability Rider of this policy but with respect to liability caused, in whole or in part, by the Named Insured in the performance of the Insured's ongoing operations. Policy limits are not increased by such addition

Re: Meet a Machine, Touch a Train event, June 9, 2018, 8am to 4pm at the Elgin County Railway Museum and St. Thomas Timken Centre Parking Lot

CERTIFICATE HOLDER - NAME AND MA	LING ADDRESS	CANCELLATION	
City of St. Thomas 545 Talbot Street St. Thomas, ON N5P 3V7		Should any of the above policies be cancelled before the expiration date the issuing company will endeavour to mail 30 days written notice to the certific named on the left, but failure to mail such notice shall impose no obligation any kind upon the company, its agents or representatives.	
SIGNATURE OF AUTORISED REPRESENTATIVE		PRINT NAME INCLUDING POSITION HELD  Shelley Stairs, CIP, CAIB – Commercial	Account Manager
FAX MUMBER: ( 519) 679-2226	EMAIL ADDRESS: sstairs@mcfr.ca	COMPANY: McFarlan Rowlands Insurance Brokers Inc.	DATE: 2018-03-19

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

Event Name:	Elgin Beef Farmers Annual Beef BBQ			
Date(s):	August 15, 2018			
Start Time:	7am End Time: 8pm			
Location(s):	Dance Pavillion, Pinatore Park			
Organizing Group:	Elgin Beef Farmers			
Contact Name #1:	Maryo Tait #2: Alan Carroll			
Street Address:	27401 Celtic Line R. R. HI			
Town/City:	Dutton Province: ON Postal Code: NOL 130			
Phone Number #1:	519-282-7602 #2: 519-768-2759			
Email Address:	maryjotait@yahoo.ca			
Expected Attendance	: ~ 650 Number of Event Personnel/Volunteers: ~ 30			
Location and number	of washrooms in place: Main washrooms at			
Pinafore [	Park			
Location and Number of Parking Spaces: Mai Facilities at Park				
Number of Accessib	le Washrooms: A+park Number of Accessible Parking Spots:			
Please describe your	specific event. Attach additional sheets as necessary. Annual Elgin			
Beef Farmer	s Annual BREF BBQ is open to Hepublic			
The event	fearsture local beef corn potatoes and			
local mi	isical entertainment. Proceeds support			
444 ontario + local food banks				

# **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 e	vent?
If Yes, please specify the number and size of tents.	Yes 🗆	No ⊠
If the tents are larger than $60\text{m}^2$ cumulatively, a building permit is requestives. Please attach a copy of the Permit and provide the Permit N	uired through F umber:	Planning & Building
Please note that Indoor or Tent covered areas for public assembly must Act requirements enforced by Elgin St Thomas Public Health. Please of Officer for information on how to meet these requirements.		<b>.</b> . –
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 Alcohorks, Rec and Property Management Department for Special Events to	Yes □ nol Policy avail aking place on	11 1
You must also comply with the Alcohol and Gaming Commission of Care responsible to notify and provide any pertinent information require obtaining a Special Occasion Permit. You must adhere to the Liquor Lensure access is given to the Police and AGCO Inspectors for the purper a copy of the liquor permit with this application. If utilizing the service endorsements to provide off — premises beverage services, organizers as licensee confirming date/time/location/services as well as a copy of the	d under the AC icence Act and oses of inspecti is of a caterer when the second	its Regulations and ons. Please submit with all the required
The area where alcohol is being served has to have a 36" (0.9m) high b there is a no staking policy in all of the City's Parks, Recreation and P	arrier/partition roperty Manag	. Please note that ement facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alco Ontario (AGCO), you must obtain a letter of approval from City Counc "municipally significant", by submitting the request to the City Clerk's approval may take several weeks.	il declaring ve	MIN ATTOMA
Will you be requesting that City Council declare your event a "Municip		
SECTION 6: MUSIC / NOISE	Yes 🗆	No 52
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 authori	zed between th	e hours of 8:00

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?  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				
SECTION 6: ROAD CLOSURES/ TRA	IFFIC FLOW CHAIN	IGES		
Are you anticipating any road closures or t	raffic flow changes?	Yes	□ No	10/
If Yes, please describe the road closure req Right of Way Occupancy Permit and City that approval may take several weeks.	Council approval is red			
	****			
Please attach a copy of the Right of Way C	Occupancy Permit and	provide the per	mit #:	
If the event is a Parade / Run / Walk / Pass located under the Special Events page on the special Events page of the special Even				
Do you require traffic control? If Yes, please contact the St. Thomas Police	ee Services at (519) 63	Yes 1-1224 ext. 14		· Ø
PLEASE NOTE: Marshalls, volunteers and police can direct traffic pursuant to the Hig		e not allowed t	o direct traffi	c. 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 Ø N/A Ø
SECTION 9; MUNICIPAL FACILITIE	<u>es</u>			
For events taking place in Pinafore Park, of Rec and Property Management staff once to	the Special Events Per	mit Applicatio	n has been ap	proved.
Have you contacted Parks and Recreation	staff about your event	? Yes 50/	No □	N/A 🗆
Have you rented a pavilion/facility and sig		Yes \( \sqrt{\frac{1}{2}} \)	No D	N/A 🗆

Do you require picnic tables or garbage ca and Property Management Dept and that de	ns? Please note ava livery/pick up is the	ilability is at the d responsibility of	liscretion of the the event orga	Parks, Rec nizer.
		Yes 🗹	No □	N/A □
If Yes, how many are you requesting? # Have you made arrangements with Enviro	(40 ac	COWES IN	The Banil	mon
Have you made arrangements with Enviro	nmental Services s			
		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 exte accredited certification body under the C Electrical Safety Authority. If required, p provide the Permit Number:	Intario Electrical S	afety Code or h	ave been inspe	cted by the
If required, have you obtained a Hydrant C If Yes, please attach a copy of the Permit a			No 🗆	N/A 🕱
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. It displayed throughout the event venue to it washrooms and parking. Although not require plan to the Municipal Accessibility Accessibil	es Act (AODA). Or Please note that di adicate the barrier- uired, the Special I	ganizations with rectional signage free path of trave Events Committee	at least one em needs to be and location of recommends	ployee have prominently of accessible submitting a
SECTION 11: OTHER SERVICES/RE	SOURCES			
Security: Has a privately licenced security If Yes, what company and how many secu			Yes 🗆	No 5X
First Aid: For events with an anticipated required to be retained. Have you confirmed If Yes, please attach documentation provides	ed First Aid service	s? Yes 🗆	No Ø	N/A 🗆
Ambulance: Has Emergency Medical Servand planned emergency access to the site?		ervice) been cont	acted regarding Yes	g your event No ⊠
Fireworks: Will there be fireworks as part If Yes, a permit for exhibition fireworks is		ne Fire Departme	Yes □ nt.	No 58

## **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, inc supporting documentation to any third parties upon	luding copying and their request.	disclosing the application and its
(Signature of Ingividual Completing this Application		March (S/4)
Office Use Only Application Received:		(Said Completed)
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 minimum Special Events Committee reserves the right to imcoverage for large community events.	Insured under the one of two weeks	corresponding policies. A copy of prior to the start of the event. The
The provision of the completed and signed Stateme	nt of Indemnification	n below is also required.
Please note that an approved event may be cancelled be altered or cancelled as a result of an emergency s		coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
Elgin Beet Farmers Aunul BBL organi (Event Name)	ized by Flgin	Beef Furwers (Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, dar	_	•
any damage to property including loss of use thereo death resulting at any time there from, occasioned by		
Elgin Reef Furmers Annul BBO organiz	ed by Elgin	Beef Farmers (Organizing Group)
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or of such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, co	occasioned by any ca egligence of The Co	nuse whatsoever, except where rporation of the City of St.
Witness: Robert D. Tait	Signed:	Mayplan
Name (Print): Robert D. Tait	Name (Print):	Maryjo Tait
	Address:	27401 Celticline
	Telephone:	519-282-7602
	Date:	March 15, 2018
	Event Name:	Elgin Buel Formers BOD PANNELL BEEF BBD
	Organizing Group:	Elgin Beet Farmers
Doo	Event Dates:	1August 15 2018

# SECTION 1: EVENT AND ORGANIZER INFORMATION Hear Picnic. Event Name: Date(s): End Time: Start Time: Location(s): Organizing Group: Contact Name #1: Street Address: Province: Postal Code: Town/City: Phone Number #1: **Email Address:** Number of Event Personnel/Volunteers: Expected Attendance: 500 Location and number of washrooms in place: Location and Number of Parking Spaces: \_ Number of Accessible Washrooms: Number of Accessible Parking Spots: Please describe your specific event. Attach additional sheets as necessary. And was Cepautment note tor (minune 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

### **SECTION 3: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event?  Yes  No
If Yes, please specify the number and size of tents.
If the tents are larger than $60m^2$ 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   No   No
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00

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?  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. Pleas this permit application. Please note that such approval may take se	, an Application for Temporary use attach a copy of the application to
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANG	GES ,
Are you anticipating any road closures or traffic flow changes?	Yes No V
If Yes, please describe the road closure requirement and attach a management Right of Way Occupancy Permit and City Council approval is requirement approval may take several weeks.	uired for all road closures. Please note
Please attach a copy of the Right of Way Occupancy Permit and p	rovide the permit #:
If the event is a Parade / Run / Walk / Pass through Sporting Even located under the Special Events page on the City website. Describ	t, please refer to the city roads map be the event and attach a map or sketch.
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-	Yes No No
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to direct traffic. Only the
Have you contacted the Public Works Department for:  Barricades  No Parking Signs  Detour Signing	Yes No N/A N/A Yes No N/A N/A N/A
SECTION 9: MUNICIPAL FACILITIES	
For events taking place in Pinafore Park, organizers will need to a Rec and Property Management staff once the Special Events Perm Have you contacted Parks and Recreation staff about your event?	nit App <u>lication has been approved.</u>
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 No N/A

Do you require picnic tables or garbage of and Property Management Dept and that d		sponsib <u>ility</u> of th	ie eve <u>nt o</u> rganiz	
If Yes, how many are you requesting?	# of Picnic Tables:	Yes V # of G	No arbage Cans:	
Have you made arrangements with Envir	onmental Services staff	for recycling con	ntainers and col	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A 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 Safe	ty Code or have	e been inspecte	d by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit		Yes Number:	No V	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 A	ies Act (AODA). Organ Please note that direct indicate the barrier-free quired, the Special Ever	izations with at ional signage n path of travel ants Committee re	least one emplo eeds to be pro nd location of a ecommends sub	yee have minently ccessible
SECTION 11: OTHER SERVICES/RI	ESOURCES			7
Security: Has a privately licenced securit If Yes, what company and how many sec	₹'		Yes	No V
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation provided by the Ambulance: Has Emergency Medical Set and planned emergency access to the site	ned First Aid services? iding proof that First Aid  OMELECTION rvices (Ambulance Servi	Yes <u>√</u> I services have b	No een retained.	N/A
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks in		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, inc. supporting documentation to any third parties upon		and disclosing the application and its
Bugglett		March 23/18
(Signature of Individual Completing this Application		(Date completed)
Office Use Only: Application Received:	Committ	ee Approval:
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 minit Special Events Committee reserves the right to improverage for large community events.	Insured under the num of two wee pose additional r	he corresponding policies. A copy of ks prior to the start of the event. The requirements and increased insurance
The provision of the completed and signed Statemer		
Please note that an approved event may be cancelle be altered or cancelled as a result of an emergency s	d should insuran situation.	ce coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
31. Monry Teddy Ber Picnic organi (Event Name)	_	
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, dar	nages, costs, clai	ms, suits or actions arising out of:
any damage to property including loss of use thereo	f, and any injury	to any person or persons, including
death resulting at any time there from, occasioned by Thomas Teldar Processioned by Thomas (Event Name)	ted by Egn	18 Ay Bay Pinic Committee (Organizing Group)
its officers, agents, servants, employees, contractors 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, invi occasioned by an egligence of The	itees or licensees, or occurring in or y cause whatsoever, except where Corporation of the City of St.
Witness: Julian Hell	Signed:	Direction
Name (Print): Newse ONUM	Name (Print):	Beverly 7ellows
	Address:	Thornson brive
	Telephone:	517-631-9496 ext 810
	Date:	Planha3/18
	Event Name:	St. Momas Peddy Bertical
	Organizing Gro	
	Event Dates:	The 13/18 Combrittee
Pag	e 6 of 6	I.

SECTION 1: EVEN	T AND ORGANIZER INFORMATION				
Event Name:	St. Thomas Iron Horse Festival				
Date(s):	August 16, 17, 18, 19				
Start Time:	TBD End Time: TBD				
Location(s):	Downtown St. Thomas				
Organizing Group:	Iron Horse Festival of St.Thomas				
Contact Name #1:	Scott Kennedy #2: Paul Corriveau				
Street Address:	22 Lyndale Ave.				
Town/City:	St. Thomas Province: Ontario Postal Code: N5R 1C4				
Phone Number #1:	519-851-0362 <sub>#2:</sub> 519-709-9753				
Email Address:	jscottkennedy8@gmail.com				
Expected Attendance:	15,000 Number of Event Personnel/Volunteers: 100				
Location and number	of washrooms in place: 30 units at different locations on site				
	#I				
Location and Number	of Parking Spaces: various lots and street parking				
	e downtown area				
Number of Accessible	Washrooms: 4 Number of Accessible Parking Spots: unknown				
Please describe your specific event. Attach additional sheets as necessary. Annual festival					
featuring a m	idway, circus, food vendors, games of chance,				
musical enter	tainment, licensed entertainment areas,train rides,				
Freshfest, ps					
SECTION 2: FOOD	AND BEVERAGE				
<del>-</del>	be available at this event?  Yes  No  No				

## **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. unknown at this time
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:
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 ✓ No ☐
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00

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 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 as attach a copy	for Temporar	r. If the
SECTION 8: ROAD CLOSURES / TRAI	FFIC FLOW CHANG	<u>ges</u>		
Are you anticipating any road closures or tra	affic flow changes?	Yes 🗸	No [	
If Yes, please describe the road closure requ Right of Way Occupancy Permit and City C that approval may take several weeks.	ouncil approval is requ	uired for all roa	d closures. Ple	sure. A ease note
Please refer to the attached Request for Street Closure deta	ails. We understand that approv	val will be required.		
Please attach a copy of the Right of Way Oc	cupancy Permit and pr	rovide the perm	it #:	<del></del>
If the event is a Parade / Run / Walk / Pass t located under the Special Events page on the	hrough Sporting Event e City website. Describ	t, please refer to be the event and	the city road attach a map	s map or sketch.
Do you require traffic control?  If Yes, please contact the St. Thomas Police	Services at (519) 631-	Yes [	No [	<b>✓</b>
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	rtment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes Yes	No No No	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 st	e Special Events Perm			
Have you rented a pavilion/facility and sign		Yes	No 🗸	N/A

Do you require picnic tables or garbage of and Property Management Dept and that d				
		Yes 🗸	No	N/A
If Yes, how many are you requesting?	# of Picnic Tables: 100	# of G	arbage Cans: 1	00
Have you made arrangements with Envir	conmental Services staff	for recycling cor Yes 🗸	ntainers 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 extracted certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safet please attach the Electri	ty Code or have	e been inspect	ted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	Connection Permit? t and provide the Permit	Yes Number:	No 🗸	N/A 🔲 _
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 Accessib	ties Act (AODA). Organ Please note that direct indicate the barrier-free equired, the Special Ever	izations with at ional signage n path of travel a ts Committee re	least one empleeds to be prend location of ecommends su	ominently accessible
SECTION 11: OTHER SERVICES/R	<b>ESOURCES</b>			
Security: Has a privately licenced security If Yes, what company and how many security.	ty firm been contacted/re curity officers will be pre	etained? esent?	Yes 🗸	No
First Aid: For events with an anticipat required to be retained. Have you confirm If Yes, please attach documentation proving	med First Aid services?	Yes 🗸	No	ervices are N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site		ice) been contac	ted regarding Yes	your event No 🗸
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks	rt of your event? is required through the F	Fire 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.

		March 28, 2018	
(Signature of Individual Completing this Application	n)	(Date completed)	
Office Use Only: Application Received:	Committee A	pproval:	
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 imcoverage for large community events.	Insured under the c num of two weeks p	orresponding policies. A copy of rior to the start of the event. The	
The provision of the completed and signed Statemer	nt of Indemnification	below is also required.	
Please note that an approved event may be cancelle be altered or cancelled as a result of an emergency s		overage not be provided and may	
STATEMENT OF INDEMNIFICATION			
Iron Horse Festival organi	ized by Iron Hors	e Festival of St.Thomas  (Organizing Group)	
(Event Name)		(Organizing Group)	
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, dar	of the City of St. Th mages, costs, claims,	omas and all persons for whom it suits or actions arising out of:	
any damage to property including loss of use thereo death resulting at any time there from, occasioned b			
Iron Horse Festival organiz	ed by Iron Horse	Festival of St.Thomas	
(Event Name)	(Organizing Group)		
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or o such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, co	occasioned by any ca egligence of The Cor	use whatsoever, except where poration of the City of St.	
Witness:	Signed:	<u>.</u>	
Name (Print):	Name (Print):	Scott Kennedy	
	Address:	22 Lyndale Ave	
	Telephone:	519-851-0362	
	Date:	March 28, 2018	
	Event Name:	Iron Horse Festival	
	Organizing Group:	Iron Horse Festival of St.Thomas	
	Event Dates:	August 16, 17, 18, 19	

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March 27, 2018

Corporation of the City of St. Thomas 545 Talbot Street, St. Thomas, Ontario

Mayor Jackson and Members of Council;



As you are no doubt aware, the Iron Horse Festival has been notified that the current location "Railway Park" at the Elgin County Railway Museum is no longer available as a Festival site. This was first brought to the Festival's attention in late January of this year.

Since that point, the Festival has approached Earl Taylor, the Chairman of the Downtown Development Board inquiring about the possibility of the Festival returning to the downtown area. Ongoing discussions are continuing and efforts have been made by the Downtown Development Board to survey their members. We believe that their endorsement and support will soon be presented at the Special Events Meeting with an update on their position.

The Iron Horse Festival Committee hereby requests the approval of City Council to grant us permission to do so and to deem the Festival as a Municipally Significant Event in order for us to proceed in securing our Special Occasion Permit for this summer's Festival.

The Festival is scheduled to run from Thursday August 16th to Sunday August 19<sup>th</sup>. I have completed the Special Event Permit Application on behalf of the IHF and forwarded it to Melanie Knapp in the City Clerk's Department.

If you have any questions or concerns regarding the Festival, please contact either myself at 519-851-0362 (cell) or email <u>jscottkennedy8@gmail.com</u> OR Paul Corriveau at 519-709-9753 (cell) or pcorriveau@ironhorsefestival.com.

Thank you.

Sincerely

Scott Kennedy
Director IHF, Licensed Events Chairman

c.c. Paul Corriveau, President IHF

March 28, 2018

Chairperson - Special Events Committee City of St.Thomas 545 Talbot St St. Thomas, Ont. N5P 3V7

Attention: Chairperson and Members of the Committee:

As per your request, I am providing you with a list of items that will require City of St.Thomas approval and support. This list is comprised of items that have been requested and secured in past Festivals.

- 1. **Community Festival** the festival wishes council to once again declare the Iron Horse Festival as a Community Festival. *(same as previous Downtown Festivals)*
- Street Closure White Street (from Talbot Street to Centre street), Mondamin Street (from Talbot Street to Curtis Street) and Talbot Street (from Elgin Street to St.Catherines Street) Mary Street (from Talbot Street north to laneway entrance) and Hincks Street (from Talbot Street south to laneway entrance) to be closed from Tuesday, August 14<sup>th</sup> to Sunday, August 19<sup>th</sup>, 2018. (same duration as previous Downtown Festivals)

We request the use of the street as follows:

- White Street (Tuesday at 5:00 p.m.)
- Mondamin and Hincks Street (Wednesday at 8:00 a.m.)
- Talbot Street, and Mary Street begin closure (Wednesday at 5:00 p.m.)
- 3. **Midway Location** We will be utilizing a portion of Talbot Street from St. Catherines to just past Holy Angels Church (same as previous downtown Festivals) White Street and the White street parking lot will also be utilized.
- 4. **Circus Location** This is in the early stages of planning, however we understand that the former Police Station will be removed and turned into a parking lot. If this is completed before the Festival, we are requesting this be considered as a location to hold our Circus Tent. A smaller tent is being provided that will better accommodate the crowds expected. If this site is available, we would like to discuss the services that may be planned for development of the site.
- 5. Fire Hydrant Use We are requesting the use of the following fire hydrants (with adapter)
  - North West corner of Holy Angels property on Talbot St. (same as previous downtown Festivals)
  - South West corner of City Hall. (same as previous downtown Festivals)
  - North-west corner of Mary Street and Talbot (same as previous downtown Festivals)
- 6. **White Street Parking Lot** We are requesting the use of the parking lot from approximately Tuesday August 14<sup>th</sup> at 5:00 p.m. till Sunday August 19<sup>th</sup> for a portion of the midway.
- 7. **Rib-fest** The location for the Rib-fest will be in the same location as past Festivals, that being in front of the Post Office from approx. Mary Street to Hincks Street. *(same as previous downtown Festivals)*
- 8. **Mondamin Street** also proved very successful, as we featured our community stage on the street presenting the best in local and children's entertainment. *(same as previous downtown Festivals)*
- 9. **Hiawatha and Southwick Streets** These streets have been closed to vehicular traffic and assisted the festival in providing a safer and more connected environment. The festival would like this to continue with the hopes of being able to work closely with the Fire and Police departments to try to fill in some of the empty space while not compromising the requirement for access. Possible Vendor locations will be coordinated with Fire and Police. *(same as previous downtown Festivals)*
- 10. **Hepburn Parking Lot** the Festival requests the use of the parking lot as in past years for the main entertainment venue and a licensed refreshment area. We are requesting the use of the just over half of the Parking Lot from Tuesday (5:00 p.m.), August 14<sup>th</sup> till Sunday, August 19<sup>th</sup>. The remaining portion will allow for customer parking throughout the entire Festival. *(same as previous downtown Festivals)*
- 11. **Washroom Facilities** will be provided in the same locations as last year. A set of washrooms complete with wheel chair accessible unit and hand washing stations will be located at Green's parkette, Hepburn parking lot, and on Hincks Street. *(same as previous downtown Festivals)*
- 12. **Garbage Facilities** are planned to be located in the same vicinity as *past downtown Festivals* (behind Holy Angels Church), a larger roll-off unit proved to be successful as it was central to all of our

- garbage concerns plus we had an increase in the amount of garbage we received last year.
- 13. **Security** The Festival will continue to hire additional security plus enlist the services of additional volunteers throughout the Festival. We hope that the St.Thomas Police will continue to provide additional foot patrols as they have in the past years. Our Security Coordinator will contact the Police as directed to review any concerns or additional measures.
- 14. **First Aid** The Festival will continue to secure the services of St.John Ambulance and will locate them in a central location with easy access to side streets. They proved most valuable in past Festivals as they have in previous years.
- 15. **Health Unit** As per previous years, the Festival will incorporate the Health Units Vendor Information sheet as part of our Vendor Application process. Once the vendor has returned their application, the Festival will gather all applications and submit to the Health Unit for their records. (same as past **Downtown Festivals**)
- 16. **Bleachers, Benches, Picnic Tables and Garbage Cans** As per previous year's the Festival requests that the City provide and deliver the following items outlined below:
  - 100 Picnic Tables delivered to (70) Hepburn Parking Lot, (20) Hincks Street and (10) Mondamin Street (same as past Downtown Festivals)
  - 20 Benches delivered to Mondamin Street (same as past Downtown Festivals)
  - 50 garbage cans delivered to Hepburn Parking Lot for re-distribution by Festival (same as past Downtown Festivals)
- 17. **Portable Fencing** As the Festival manufactured portable legs and donated them to the Parks and Recreation Department, the Festival would like to once again use the portable fencing available for the sectioning off of the Hepburn Parking lot. The Festival will pick up the fencing and return as directed by the Parks and Recreation Department. *(same as past Downtown Festivals)*
- 18. **Hydro** The Hydro set-up will be similar to our set-up in past downtown festivals.
  - our portable hydro trailer to be set-up on Mary Street with portable hydro panels and extensions being located east and west of Mary Street on Talbot. *(same as past Downtown Festivals)*
  - A temporary hydro service and portable hydro panel will also be located by Hepburn Parking lot for our main entertainment stage. (same as past Downtown Festivals)
  - A temporary hydro service and portable hydro panel will also be located by Hincks Street for our licensed Hincks Street entertainment stage. (same as past Downtown Festivals)
  - -a portable hydro panel will also be installed on Talbot Street in front of Mortin and Locke Insurance. (same as past Downtown Festivals)
  - access to the Hydro panel in Hepburn Parkette (same as past Downtown Festivals)
  - a couple of circuits from Mondamin Street (trees & City Hall outlet) (same as past Downtown Festivals)
  - the hydro panel in the Green's Parkette. (same as past Downtown Festivals)
    The Festival site coordinator will meet with City Staff to review all hydro issues on site prior to the Festival.

We look forward to working closely with the Special Events Committee, City Staff as well as members of the Downtown Development Board and their respective merchants to present the best downtown Festival possible. If you have any questions or concerns regarding our request, I would be more than happy to meet with you and your board to discuss further.

Sincerely,

Paul Corriveau - President