

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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

SEPTEMBER 5, 2018

MINUTES

Confirmation of the minutes of the meeting held on July 4, 2018.

PETITIONS AND COMMUNICATIONS

Car Seat Clinic - Child Passenger Safety Association of Canada - September 23, 2018 Pages 2-6

Santa Claus Parade - Optimist Club - November 17, 2018 Pages 7-13

Light the Night - Sara Teare - November 17, 2018 to January 6, 2019 Pages 14-24

Fall Fair - Central Community Health Centre - October 26, 2018 Pages 25-30

UNFINISHED BUSINESS

Upcoming Events

- Kirkin O' the Tartan - Knox Church - September 16, 2018
- Safety, Love and Butterfly Wings - Violence against Women - September 22, 2018
- Remembrance Day Ceremony - November 11, 2018

NEW BUSINESS

Disposal of Grey Water at Special Events

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Car Seat Clinic
Date(s): September 23, 2018 (Sunday)
Start Time: 2:00 pm End Time: 5:00 pm
Location(s): Horton Market
Organizing Group: Child Passenger Safety Association of Canada
Contact Name #1: Katie Charette #2: Marianne Rozak
Street Address: 43 Neal Ave
Town/City: St. Thomas Province: ON Postal Code: N5R 6B5
Phone Number #1: 519-207-0321 #2: 519-640-5770
Email Address: kate.e.cha@gmail.com
Expected Attendance: 40-50 Number of Event Personnel/Volunteers: 15
Location and number of washrooms in place: Ø

Location and Number of Parking Spaces: 10, anywhere in the parking lot

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

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

Free car seat clinic for parents and caregivers.
Child Passenger Safety Technicians
will help parents and caregivers with their
child restraint installation and usage to
ensure all children are travelling safely.

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.

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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.

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? _____

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.

Kathleen Charette
(Signature of Individual Completing this Application)

July 31, 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

Car Seat Clinic organized by Child Passenger Safety Association
(Event Name) (Organizing Group) of Canada

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

Car Seat Clinic organized by Child Passenger Safety Association
(Event Name) (Organizing Group) of Canada

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: Tegan Bodder-Cupsky

Signed:

Kathleen Charette

Name (Print): Tegan Bodder-Cupsky

Name (Print):

Kathleen (Katie) Charette

Address:

43 Neal Ave. St. Thomas

Telephone:

519-207-0321

Date:

July 31, 2018

Event Name:

Car Seat Clinic

Organizing Group:

Child Passenger Safety Association of Canada

Event Dates:

September 23, 2018

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: OPTIMIST CLUB SANTA CLAUS PARADE
Date(s): SATURDAY NOVEMBER 17, 2018.
Start Time: 6:00PM End Time: 8:00PM
Location(s): TALBOT ST. FROM FIRST AVE TO ELGIN ST.
Organizing Group: OPTIMIST CLUB OF ST. THOMAS.
Contact Name #1: BOB WARD #2: BRIAN CLEMENTS
Street Address: 135 SOUTH EDGEWALK ROAD.
Town/City: ST. THOMAS Province: ONT. Postal Code: N5P-4C4
Phone Number #1: 519-476-3507. #2: 519-631-3092.
Email Address: bob@stthomasautoguys.com
Expected Attendance: 15-20 k Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: 0

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

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

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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 5: 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 6: 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 7: 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 8: 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 9: 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.

TALBOT ST. FROM FIRST AVE EAST

TO ELGIN ST.

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

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

Do you require traffic control?

Yes ☒

No ☐

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☐

No ☐

N/A ☐

Detour Signing

Yes ☒

No ☐

N/A ☐

SECTION 10: 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: 0 # of Garbage Cans: 20

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 11: 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 12: 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 13: SIGNATURE

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


(Signature of Individual Completing this Application)

July 24, 2018.
(Date completed)

Office Use Only: Application Received: July 24/18 Committee Approval: _____

SECTION 14: 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

OPTIMIST SANTA CLAUS PARADE organized by OPTIMIST CLUB OF ST. THOMAS
(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

OPTIMIST SANTA CLAUS PARADE organized by OPTIMIST CLUB OF ST. THOMAS
(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: [Signature]

Name (Print): EARL TAYLOR

Signed: [Signature]

Name (Print): ROBERT D. WARD

Address: 45 MCGREGOR COURT
ST. THOMAS, CNT. NSP-446

Telephone: 519-476-3507

Date: JULY 24, 2018.

Event Name: OPTIMIST SANTA CLAUS PARADE

Organizing Group: OPTIMIST CLUB OF ST. THOMAS

Event Dates: NOV. 17, 2018.



Insurance Certificate

This is to certify that the insurance policy listed below, is now in force and covers the insured specified hereto.

Issued to : City of St-Thomas
545 Talbot st., St-Thomas (Ontario) N5P 3V7

Insurer : Lloyd's Underwriters

Named Insured : Optimist Club of St-Thomas (45-190)

Address of Insured : 30110 Lynhurst Pk. Dr., St. Thomas, ON N5P 2E5

Operation covered : Christmas Parade (November 17, 2018)
St-Thomas ON Downtown

Limit of Insurance	Policy No.	Expiry date	Kind of Insurance
\$11 000 000	PN1801754	May 1, 2019	Liability per event
\$11 000 000	PN1801754	May 1, 2019	Liability aggregate limit per period of insurance
\$11 000 000	PN1801754	May 1, 2019	Tenant's legal liability
\$11 000 000	PN1801754	May 1, 2019	Liquor Liability extension

The insurance afforded is subject to the terms, limits, conditions and exclusions of the applicable policy. This certificate is insured a matter of information only and confers no rights on the holder and imposes no liability on the insurer. Aggregate limits shown may have been reduced by paid claims.

☐ **ADDITIONAL INSURED** : is mentioned as additional (but only with respect to operations performed by or on behalf of the Insured) ☐ and only concerning the above mentioned project.

30 days advice of cancellation : ☐ Yes ☒ No

Signed this 24th day of July 2018

Authorized representative

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Light the Night

Date(s): November 17th to January 6th

Start Time: 5pm nightly End Time: 11pm nightly

Location(s): Pinafore Park

Organizing Group: Sara Teare

Contact Name #1: Sara Teare #2: _____

Street Address: 164 Lake Margaret Trail

Town/City: St. Thomas Province: ON Postal Code: N5R 6L8

Phone Number #1: 519-631-5397 #2: _____

Email Address: sara@teare.me

Expected Attendance: variable Number of Event Personnel/Volunteers: 1 to 5 (variable)

Location and number of washrooms in place: none extra to currently available at park

Location and Number of Parking Spaces: none extra to currently available at park

Number of Accessible Washrooms: Existing Number of Accessible Parking Spots: Existing

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

Christmas lights hung throughout Pinafore Park, utilizing street lamps, the Memory Garden

area, trees, and existing structures, turned on nightly.

Also, a family friendly New Years Eve fireworks display on December 31st at 8pm.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☐ No ☒

If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

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

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

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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.

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Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes ☐ No ☒

SECTION 7: 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 8: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒

If Yes, the Southwestern 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 9: 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. 4177.

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 Env Services Department - Roads and Transportation for:

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

SECTION 10: 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 additional 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: 0 # of Garbage Cans: 3, as per guide

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

As per planning guide Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

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

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

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

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

SECTION 11: 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 12: 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 13: SIGNATURE

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



(Signature of Individual Completing this Application)

August 21, 2018

(Date completed)

Office Use Only: Application Received: Aug 21, 2018 Committee Approval: _____

SECTION 14: INSURANCE

-19-

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

Light the Night _____ organized by Sara Teare _____
(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

Light the Night _____ organized by Sara Teare _____
(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: <u>Mei Knapp</u>	Signed: <u>Sara Teare</u>
Name (Print): <u>Mei Knapp</u>	Name (Print): <u>Sara Teare</u>
	Address: <u>164 Lake Margaret Trail</u>
	Telephone: <u>519-631-5397</u>
	Date: <u>August 21, 2018</u>
	Event Name: <u>Light the Night</u>
	Organizing Group: _____
	Event Dates: <u>Nov17/18 to Jan6/19</u>



August 21, 2018

Dear Mayor Jackson and City Councillors,

With three seasons under my belt, **Light the Night** is ready for the upcoming season. With time flying by quickly, I am working towards hosting **Light the Night** once again in the beautiful Pinafore Park.

As with previous years, the goal is to bring the lights to the Memory Garden area, along with the entrance, street lamp posts, and trees surrounding the main roadway.

The official start date for **Light the Night** is Saturday, November 17th, coinciding with the Optimist Santa Claus Parade. Once lit, the plan is to have the lights on every evening until Sunday, January 6, 2018, when the winter break ends for many of the local school children.

I am also planning to continue the New Years Even Family Fireworks display this year, with **Light the Night** hosting the display on Monday, December 31, 2018 at 8pm.

I look forward to working with the City as we **Light the Night** again this holiday season!

Sincerely,
Sara Teare





August 21, 2018

Dear Catharine and the Parks & Rec Team,

Once again summer has snuck by quickly and according to my calendar, it's time to start planning for the upcoming holiday season! I've gone through my notes from last year three years and have prepared the Event Planning Guide for the current season. If you have any questions at all, please let me know. I am looking forward to working with you all again soon:)

Overall Planning

Light the Night will be held in Pinafore Park, starting on Saturday, November 17th, coinciding with the Santa Claus Parade, with the lights being officially turned on at approximately 5pm. Following that, Light the Night will run every evening from 5pm to 11pm until Sunday, January 6th. On December 31st, Light the Night will host a New Years Eve Family Fireworks display at 8pm, being lit from Emslie Field.

Decorative Christmas lights will be placed in the trees, throughout the Memory Garden (including the bridge), the North and East Pavilion, the light posts throughout the park and the fence near Emslie Field. I am looking to use the Entrance Sign, Light Posts, A, B, C, D, and G circuit loops. All lights, extension cords, and inline timers will be new or purchased specifically for Light the Night, focusing on LED lights, and will meet CSA requirements.

I will be asking for the insurance to be in place as of November 1st, in the hopes that there is good weather for early light hanging again this year.

Finance

Special Events Permit - An application has been made.

ESA Permit - an application will be made, once the Special Events Permit has been granted. There was no issue with arranging and having the permit for last season.

Liquor Permit - there is no alcohol being served at this event.

Health Permit - there will be no food or beverages being served at this event.

Parking - The Parks and Recreation staff regularly plow the main driving area within Pinafore Park. I would like to ask that the parking spaces near the Pinafore Office and Shop be plowed regularly, along with spaces near the North and East Pavilion. There is no specific timed events for the majority of the event, and I am hopeful that parking will not be an issue.

For the New Years Eve event, I would like to ask that the parking area near the West Pavilion be plowed for the New Year Eve fireworks, to allow for more parking.



The driving route through the park would not be changed, as I see people coming in the entrance and driving through the park along the main loop. I am hopeful that people will then park and walk through the area. I do not foresee any need to alter the current plans for plowing the areas that are normally plowed.

Facility Booking Permit - there is no further events planned at this time, so no facility booking is required at this time.

Insurance - Once the Special Events Permit has been obtained, I will once again be working with Tom Hughes at Locke Insurance Brokers to ensure that coverage is in place, as per the permit requirements.

Venue

Site plan - please see the attached plan for a rough guide as to where lights will be placed.

Equipment - I would like to ask that garbage cans be made available near the North and East Pavilion throughout the duration of Light the Night, to ensure any litter is properly disposed of. I would also like to ask that a garbage can be made available near the Pinafore Office and Shop, where I see most people parking, to ensure the park is left in a clean state.

Once again, I plan to use rope lighting for the bridge, as it proved a better deterrent for potential vandalism. I will also only be hanging lights on the road portion of the East Pavilion to further prevent damage.

Waste Management - I would like to ask that Parks and Recreation regularly empty the garbage cans located as requested in Equipment.

Site - There will be no staking at the park and anyone helping to install lights will be made aware of this. For installing lights on Pavilions, the bridge, lamp posts, or any non-tree items, they will be affixed with cable ties where possible, or non-permanent clips. There will be no staples/nails used to affix lights.

Catering and Beverage

Alcohol - there will be no alcohol permitted on site.

Entertainment

There will be no entertainment on site.

Electrical/Audio Visual Equipment

Electrical needs - LED Christmas lights will be strung together, using the various 10amp loops within the park. CSA extension cords and inline timers will be used.

ESA permit - An application will be completed once the Special Events Permit is received.

Electrical consultation and review by the City - I will be basing this years lighting on last three years events, during which various strategies to best use plug locations and providing unhindered walking paths were made.

Electrical Equipment - all lighting, extension cords and timers will be in good condition, with their original stickers in place.

Inspection - this will be arranged for once the lights are installed.

Cable positioning - any extension cords and lighting will be placed in indirect pathways and will be placed in a manner to avoid any possible accidents.

Parking and Transportation

Parking - Existing signage for current parking will be utilized. There will be no road closures required, and regular access will be maintained throughout the event by the Parks and Recreation Department's standard plowing.

Security and Safety

Emergency Plan - On New Years Eve, safety measures will be put in place as per the Fireworks permit that has been applied for. Throughout Light the Night, should an emergency take place, we will rely on the City of St. Thomas Emergency Services (911) to provide any assistance as required.

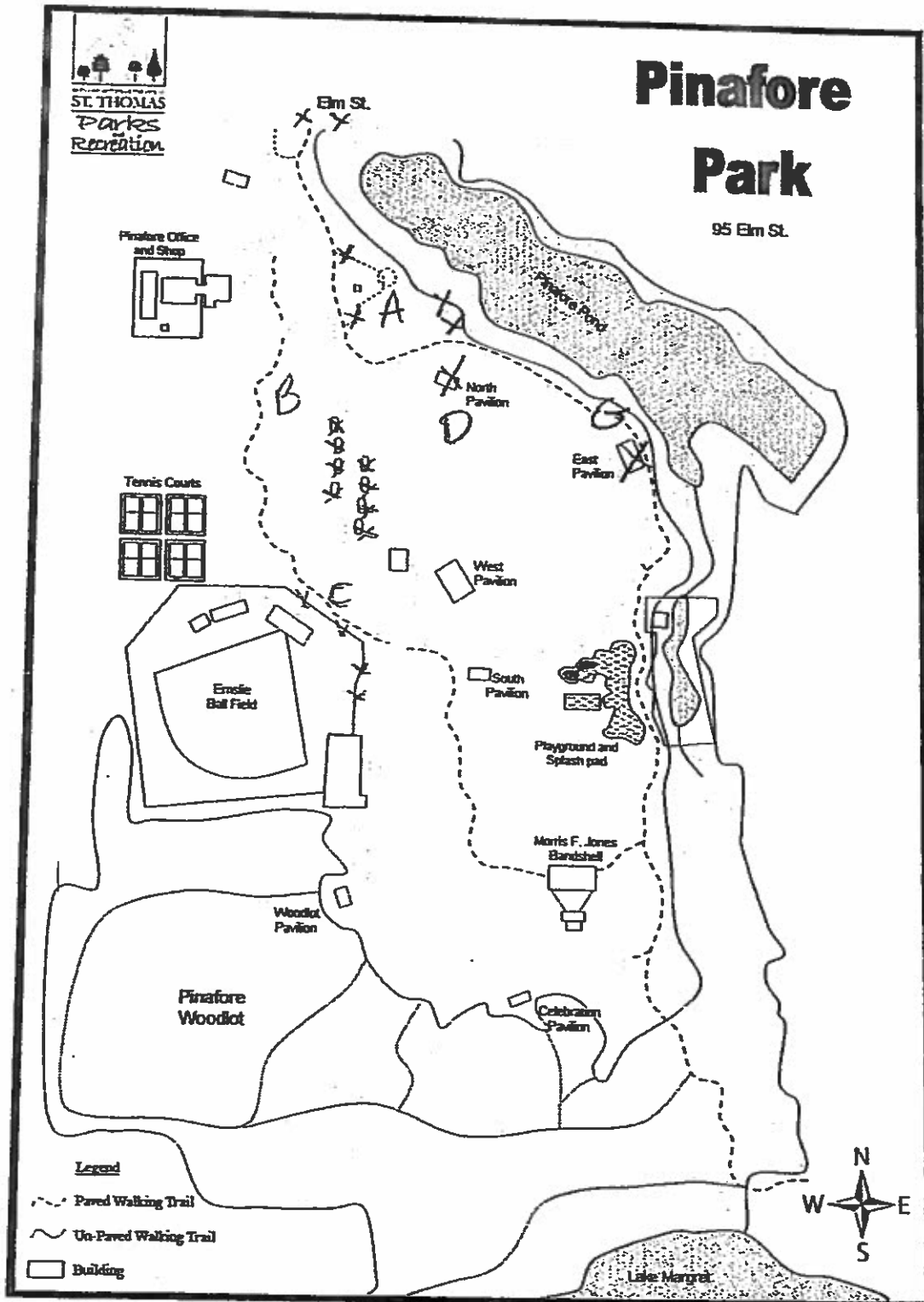
Insurance - This will be arranged as per the Special Event permit requirements.

Potential Risks and Hazards - As with anything electrical, it is important that all items are CSA certified and installed properly, making sure not to overload any circuits or connections. An ESA permit will be obtained, and a review of electrical items will also be obtained from the City of St. Thomas. The fireworks display will also be permitted, and will be done in a manner to ensure safety for all those involved, by K&H Fireworks, a company that has a proven history of safety and has previously done fireworks within the City of St. Thomas, including the past two years for Light the Night.

Thank you very much for taking the time to review my plan for Light the Night. Please let me know if you have any questions, comments or concerns. I am looking forward to once again bringing Light the Night to Pinafore Park!

Sincerely,
Sara Teare
519-631-5397, or sara@teare.me





A loop - memory Garden
 B loop - Entrance and start of main road into park
 C loop - Emmie field fence/tree area
 D loop - North pavillion loop
 G loop - East Pavillion loop

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Central Community Health Centre Fall Fair
Date(s): Oct 26, 2018
Start Time: 12:00 noon End Time: 4:00Pm
Location(s): Hepburn Park
Organizing Group: Central Community Health Centre
Contact Name #1: Gerry Moniz #2: Jackie Harris
Street Address: 359 Talbot St
Town/City: St. Thomas Province: ON Postal Code: N5P 1B7
Phone Number #1: 519 633 7989 Ext 406 #2: 519 868 0706
Email Address: gmoniz@centralchc.com
Expected Attendance: 100 Number of Event Personnel/Volunteers: 12
Location and number of washrooms in place: none

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. _____

A community family fall fair and BBQ. To include pumpkin carving, bobbing for apples, face painting
health information and promotion of Community Health and Wellbeing Week.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☒ No ☐
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

SECTION 4: 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 5: 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 6: 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 7: 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 8: 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 9: 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 ☐

No ☒

N/A ☐

No Parking Signs

Yes ☒

No ☐

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 10: 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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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 12: 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 ☒

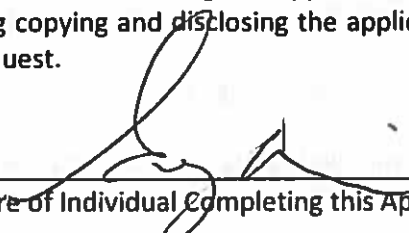
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Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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


(Signature of Individual Completing this Application)


(Date completed)

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

SECTION 14: 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

CCHC FALL FAIR organized by Central Community Health Centre
(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

CCHC FALL FAIR organized by Central Community Health Centre
(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:

[Signature]

Name (Print):

Tracey Tiersna

Signed:

[Signature]

Name (Print):

Gerry Mowiz

Address:

359 TALBOT

Telephone:

633-7999

Date:

Aug 30 / 2018

Event Name:

CCHC FALL FAIR

Organizing Group:

Central Community Health Centre

Event Dates:

OCT 26 / 2018