

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

MICROSOFT TEAMS

3:30 P.M.

MARCH 4, 2026

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on January 14, 2026.

PETITIONS AND COMMUNICATIONS

Shamrock Shuffle - March 28, 2026. – Pages 2-23

Floras Walk - May 2, 2026. – Pages 24-29

IG Wealth Management Walk for Alzheimer's - May 31, 2026.- Pages 30-35

Hike for Hospice - June 6, 2026.- Pages 36-42

First Annual Trunk Sale - June 7, 2026. – Pages 43-48

EarlyON Children's Festival - June 17, 2026. – Pages 49-57

Restoring What Was Lost - June 27, 2026. – Pages 58-63

Seniors Picnic in the Park - July 8, 2026. – Pages 64-70

Pawsitively Elgin Dog Festival - July 18, 2026. – Pages 71-77

National Ice Cream Day - July 21, 2026. – Pages 78-83

Outdoor Art Experience - July 28-29, Aug 4-5, 11-12, 18-19, 2026. - Pages 84-88

UNFINISHED BUSINESS

Upcoming Events

Optimist Father's Day Car Show - June 21, 2026

Railway City Music and Arts Festival - August 13-16, 2026

Railway City Road Races - September 27, 2026

NEW BUSINESS

"Bring-Your-Own Alcohol Permit"

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: The Shamrock Shuffle
 Date(s): March 28, 2026
 Start Time: 8:30am End Time: 10:30am
 Cleanup Start Time: 10:00am Cleanup End Time: 10:30am
 Location(s): Central United Church
 Organizing Group: Inn out of The Cold St Thomas Elgin
 Contact Name #1: Brian Elliot #2: _____
 Street Address: 10 Princess Ave
 Town/City: St Thomas Province: Ontario Postal Code: n5r3v2
 Phone Number #1: 5196362726 #2: _____
 Email Address: director@innelgin.ca
 Expected Attendance: 125 Number of Event Personnel/Volunteers: 15
 Location and number of washrooms in place: Central United Church 6
 Location and Number of Parking Spaces: 135 Wellington Street St Thomas Ontario est of 35+ spaces
 Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 8
 Please describe your specific event. Attach additional sheets as necessary. _____
A walk down the talbot trail for 2.5 KM and back

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event? Yes ☐ No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☐ No ☐ N/A ☒
If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☐ No ☒

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.

2-19-26

(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

_____ organized by _____
(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

_____ organized by _____
(Event Name) (Organizing Group)

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

Witness: _____

Signed: _____

Name (Print): _____

Name (Print): _____

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____
Inn out of The Cold St Thomas Elgin

Event Dates: _____

**The Shamrock Shuffle 2026**

Fun Walk/Run for a great cause in St. Thomas, ON

[\(/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/REGISTER?REF=EVENT-RIGHT-SIDEBAR\)](/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/REGISTER?REF=EVENT-RIGHT-SIDEBAR)[\(/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/GIFT-REGISTRATION?REF=SIDEBAR\)](/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/GIFT-REGISTRATION?REF=SIDEBAR) Sat, March 28, 2026
9:00 a.m. EDT

Add to calendar ▼

 135 Wellington Street, St. Thomas, ON N5R 2R7, Canada (<https://www.google.com/maps/search/?api=1&query=42.77547170,-81.19120770>) Visit Website  (<https://innelgin.ca/>)



Lace up your walking shoes and get ready to make a difference in our community at the 13th Annual Shamrock Shuffle!

Join us on March 28, 2026, for an inspiring day of fun, fitness, and philanthropy as we come together to support The INN St. Thomas Elgin, the only low barrier 24*7 homeless shelter, in their mission to aid those experiencing chronic homelessness in the St Thomas Elgin area.

Last year, we were thrilled to have 158 participants and 15 sponsors who helped us raise over \$29,000. This incredible support has enabled us to provide vital services and care to the most vulnerable members of our community, including shelter, nutritious meals, personal care services and housing support.

The Shamrock Shuffle is more than just a walk—it's a celebration of community spirit and a commitment to making a positive impact. Participants of all ages and abilities are welcome to join, whether you're a seasoned walker or simply looking for a meaningful way to spend your day. The event will feature a scenic route through our beautiful town, with plenty of opportunities to connect with fellow supporters and enjoy the festive atmosphere.

Event Highlights:

- Date: March 28, 2026
- Location: St. Thomas-Elgin
- Activities: Scenic walk/run, refreshments, cinch bags and community gathering
- Trophies for the Top Fundraising Team, Top Fundraising Individual, Oldest Participant, Youngest Participant, Best Dressed Individual, and Best Dressed Team
- All proceeds go directly to supporting The INN St. Thomas Elgin

By participating in the Shamrock Shuffle, you're helping to provide crucial support to those in need. The funds raised will enable The INN to continue offering essential services to those in need.

We invite you to be a part of this special event and make a lasting difference in our community. Register now and join us in our mission to create a safer, healthier, and more supportive environment for all.

Registration fees

Prices are inclusive of mandatory charges, items, and fees

5 KM Run

\$30.00

Now registering Dec 12 - Mar 25

(/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/REGISTER?EVENT=377411)

\$30.00

Mar 26 - Mar 27

5 KM Walk

\$30.00

Now registering Dec 12 - Mar 25

(/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/REGISTER?EVENT=377412)

\$30.00

Mar 26 - Mar 27

2KM Family Walk

\$30.00

Now registering Dec 12 - Mar 25

(/EVENTS/2026/114206/THE-SHAMROCK-SHUFFLE-2026/REGISTER?EVENT=377413)

\$30.00

Children ≤ 12 yrs of age- individual pledge participation is encouraged but not required. Children under 12 must be accompanied by an adult. A registered accompanying parent is preferred. Race personnel will not be responsible for registrants.

Mar 26 – Mar 27

- **2 & 5 KM Walk and 5KM Run - note adults and kids participate in the same events.**
- **For runners, walkers & families of all ages and abilities!**
- **Children under 12 must be accompanied by an adult (A registered accompanying parent is preferred. Race personnel will not be responsible for registrants)**
- **Trophies for the Top Fundraising Team, Top Fundraising Individual, Oldest Participant, Youngest Participant, Best Dressed Individual, and Best Dressed Team**
- Entry Fee goes directly to the fundraising total
- Enjoy Family, Fitness, Friendship and Fun
- The event is for Fun Only and will not be timed
- Free Fabulous Post-Race Refreshments
- Free cinch bags for Paid Online Registrants, and as available on event day

Doors Open at 8 a.m. – registration is available up to 8:45am on the day of the event. Cinch bags will be provided while quantities last on the day of the event.

Opening - Welcome and Anthem starts at 8:45 a.m

5 K Run Starts at 9:00 a.m.

5 K Walk Starts at 9:15 a.m.

2K Family Walk Starts at 9:30 a.m.

Join us after for post-race refreshments and the trophy presentations. It's a perfect opportunity to celebrate, mingle, and recognize the outstanding efforts of our participants.

Can I register on the day of the event? It is strongly encouraged that you register online before March 26, 2025. In-person registration (cash or cheque only) will be available on Kit Pick Up Night on Friday, March 27, between 5:00 and 7:00 pm at Central United Church, 135 Wellington Street, in the gymnasium. Very last-minute registration can be completed on Race Day from 8:00 am to 8:45 am (cash/cheque only). Please note Saturday morning (8:00-8:45) is very busy with last-minute Kit Pickups and receipt of donation/pledge gifts; therefore, we request registration for the event be done, if at all possible, before the event date.

Do children under 10 have to participate in the same event as their parents? A parent is not required to participate directly with their child, although we would encourage you to use your judgment for your own child. There will be marshals on the route, but *we are not responsible for the safety of your child during the event.*

Where can I drop off my donations/pledges before the event? You complete this at the Kit Pick Up Night, Friday, March 27, between 5:00 and 7:00 pm at Central United Church, 135 Wellington Street, in the gymnasium (Event Location).

Can I bring my dog? Dogs are welcome on the route as long as they are on a leash and well-behaved, and owners are responsible for removing any treasures their dogs leave behind. Please note that dogs are not allowed in the church.

Is this race timed? No, it is strictly a fun event to get the people of our community together to raise money for a great organization. Feel free to walk or run this in a manner that works for you and your training.

Will the course be closed to traffic? The route will NOT be closed to traffic. Participants are asked to stay on the sidewalks and obey the rules of the road. At intersections where participants will be crossing the road, there will be a marshal to assist.

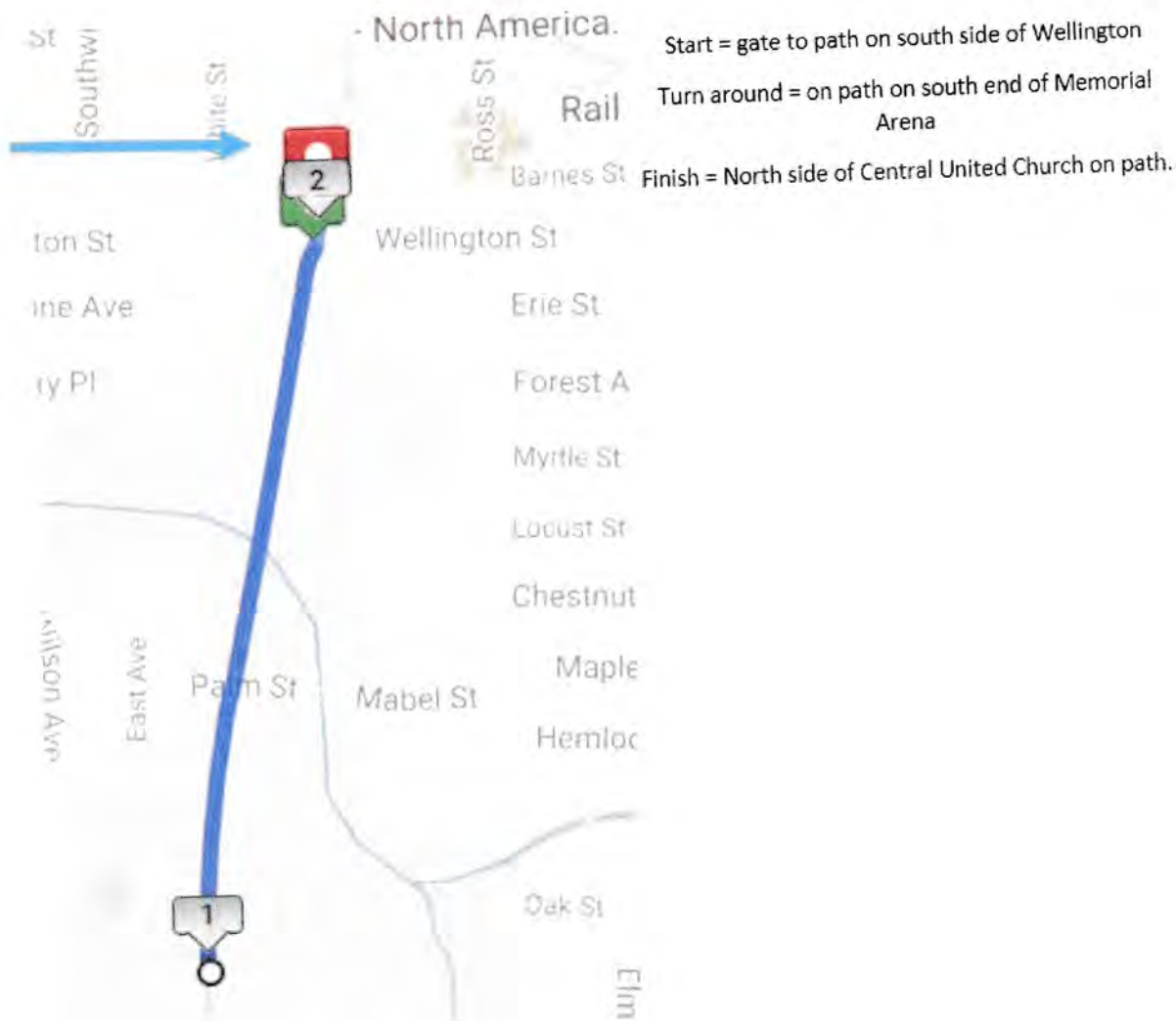
What if the weather is bad the morning of the event? The event goes on no matter the weather. The gym will remain open through the event if you wish to stay indoors.

How long would it take me to walk 2 km or 5 km, or run 5 km? While the time will vary for each person, a 2 km walk or 5 km run would typically take about 30 to 40 minutes. A 5 km walk would take about an hour. More experienced walkers and runners could take less time.

Will I receive a tax receipt for donations? Tax receipts are provided by Inn Out of the Cold and will be sent to the donor who has donated \$20+ and has provided their mailing address. Receipts will be mailed out in time for the 2026 tax season.

Printable Pledge forms are available for your donation collection [here \(https://innelgin-my.sharepoint.com/:b/g/personal/funddevelopment_innelgin_ca/IQCsiD2dYHxmQgy21GQa0nWMATsQTC9c9bA0cJv0HCs0W1w?e=ZqBbug\)](https://innelgin-my.sharepoint.com/:b/g/personal/funddevelopment_innelgin_ca/IQCsiD2dYHxmQgy21GQa0nWMATsQTC9c9bA0cJv0HCs0W1w?e=ZqBbug)!

2km Walk/Run



Event schedule

Fri, March 27, 2026 5:00 p.m. - Kit Pick Up Night Starts at Central United Church

Fri, March 27, 2026 8:00 p.m. - Kit Pick Up Night Concludes at Central United Church

Sat, March 28, 2026 8:00 a.m. - Doors Open + Day-of Registration Starts

Sat, March 28, 2026 8:45 a.m. - Day-of Registration Concludes + Anthem and Opening Ceremony Starts

Sat, March 28, 2026 9:00 a.m. - 5 K Run Start

Sat, March 28, 2026 9:15 a.m. - 5K Walk Start

Sat, March 28, 2026 9:30 a.m. - 2 K Walk Start

Contact information

Event contact Brian Elliot
Phone 5196362726
Website [Visit website ↗ \(https://innelgin.ca/\)](https://innelgin.ca/)

Sponsors

Local Sponsors - 5250 and More



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MECHANICAL • ELECTRICAL
COMMERCIAL • INDUSTRIAL • RESIDENTIAL

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**Harrison
Pensa**
LAWYERS

[\(https://www.harrisonpensa.com/\)](https://www.harrisonpensa.com/)

FISHER AND SHOULDICE INDUSTRIAL TEAM

CBRE

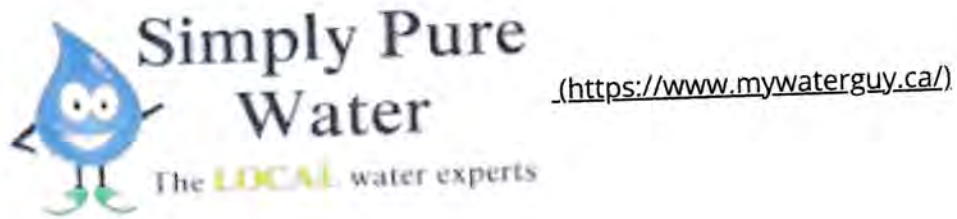
**CBRE Limited,
Real Estate Brokerage**

<https://www.cbre.ca/people/randy-fisher#about-me>

Eventize Sponsors - \$500

**David Pentz
Law Office**

St. Thomas
downtown
DEVELOPMENT BOARD



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[Terms of Service \(/legal/tos-for-event-registrants\)](/legal/tos-for-event-registrants)

[Contact us](#)

Brian Elliot

From: Medical Services <Medicalservices@mosaicmedical.ca>
Sent: February 6, 2026 3:41 PM
To: Brian Elliot
Cc: Nergis Turkmen
Subject: Re: [Medical Services] RE: Medical Services: 13th Annual Shamrock Shuffle 2026

Hi Brian,

Thanks for getting back to us so quickly. We will book a medic for your event. Thanks for the details.



Krish Lopez
Mosaic Medical
(519) 643-0003
100 Kellogg Lane
London, Ontario
N5W 0B4
www.mosaicmedical.ca
"Together we can build a stronger community."

On Fri, Feb 6, 2026 at 3:36 PM Brian Elliot <director@innelgin.ca> wrote:

Good afternoon, we were just discussing this. We would love to have you again on March 28th at Central United Church. It is 8:30 am to 11:00am.

Thanks

Brian Elliot (He/Him)

Executive Director
The INN St.Thomas-Elgin

10 Princess Ave

St. Thomas, ON

N5R 3V2
24/7 Shelter line: 519-637-9898

Operated by Inn Out of the Cold St. Thomas-Elgin

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From: Medical Services <Medicalservices@mosaicmedical.ca>
Sent: February 6, 2026 3:12 PM
To: Brian Elliot <director@innelgin.ca>
Cc: Nergis Turkmen <nturkmen@mosaicmedical.ca>
Subject: Medical Services: 13th Annual Shamrock Shuffle 2026

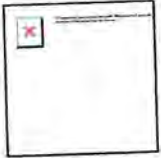
Hi Brian,

Good afternoon!

We're working on the March schedule and wanted to reach out regarding the Shamrock Shuffle 2026 event. Would you like to book our services again? I'm looping in Nergis, who is now taking over scheduling and staffing.

We look forward to partnering with you again this year. Thanks

Best regards,



Krish Lopez
Mosaic Medical
(519) 643-0003

100 Kellogg Lane
London, Ontario
N5W 0B4

www.mosaicmedical.ca

"Together we can build a stronger community"

On Fri, Feb 21, 2025 at 4:01 PM Brian Elliot <director@innelgin.ca> wrote:

Thank you so much!

Brian Elliot

519-636-2726

Brian Elliot (He/Him)

Executive Director
The INN St.Thomas-Elgin

10 Princess Ave

St. Thomas, ON

N5R 3V2
24/7 Shelter line: 519-637-9898



Register here: <https://raceroster.com/events/2025/98358/the-shamrock-shuffle-2025>

Operated by Inn Out of the Cold St. Thomas-Elgin

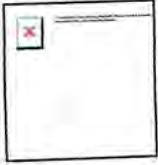
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From: Medical Services <Medicalservices@mosaicmedical.ca>
Sent: February 21, 2025 3:31 PM
To: Brian Elliot <director@innelgin.ca>
Subject: Re: [Medical Services] Shamrock Suffle

Hi Brian,

Thank you for contacting us. We are thrilled to partner with you again. Could you also provide the contact information for the point person whom the medic can reach during the event?

regards,



Krish Lopez
Mosaic Medical
(519) 643-0003

100 Kellogg Lane
London, Ontario
N5W 0B4

www.mosaicmedical.ca

"Together we can build a stronger community"

On Fri, Feb 21, 2025 at 3:24 PM Brian Elliot <director@innelgin.ca> wrote:

Good afternoon.

We are hoping we can book an individual to be at our event on March 22nd from 8am until 11am. The same as the past 2 years.

The event info is in my by line.

Please let me know.

Thanks

Brian Elliot (He/Him)

Executive Director
The INN St.Thomas-Elgin

10 Princess Ave

St. Thomas, ON

N5R 3V2
24/7 Shelter line: 519-637-9898



Register here: <https://raceroster.com/events/2025/98358/the-shamrock-shuffle-2025>

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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 alter the coverage afforded by the policies below.

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

City of St Thomas

545 Talbot St

St Thomas

ON

POSTAL CODE N5P 3V7

2A. INSURED'S FULL NAME AND MAILING ADDRESS

Inn out of the Cold

987 Centre St, St Thomas, ON N5R 2Z7

2B. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS (but only with respect to the operations of the Named Insured)

Shamrock Shuffle March 28 2026

3. 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)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE OR ☒ OCCURRENCE ☒ PRODUCTS AND / OR COMPLETED OPERATIONS ☒ EMPLOYER'S LIABILITY ☐ CROSS LIABILITY ☒ TENANTS LEGAL LIABILITY ☒ NON-OWNED AUTOMOBILES ☐ HIRED AUTOMOBILES ☐ POLLUTION LIABILITY EXTENSION	Ecclesiastical - 0045534NB01.2.0	2025-10-16	2026-10-16	COMMERCIAL GENERAL LIABILITY	\$1,000	
				BODILY INJURY AND PROPERTY DAMAGE		\$5,000,000
				LIABILITY - GENERAL AGGREGATE		\$2,000,000
				EACH OCCURRENCE		\$2,000,000
				PRODUCTS AND COMPLETED OPERATIONS		\$2,000,000
				AGGREGATE		\$2,000,000
				PERSONAL AND ADVERTISING INJURY		\$2,000,000
				LIABILITY		\$10,000
				MEDICAL PAYMENTS		\$1,000,000
				TENANTS LEGAL LIABILITY		\$1,000,000
AUTOMOBILE LIABILITY ☐ DESCRIBED AUTOMOBILES ☐ ALL OWNED AUTOS ☐ LEASED AUTOMOBILES ** ☐ ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				NON OWNED AUTOMOBILE		
				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
				EACH OCCURRENCE		
EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM (specify)				AGGREGATE		
OTHER LIABILITY (SPECIFY) ☐ ☐ ☐ ☐						

4. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

5. BROKER'S FULL NAME AND MAILING ADDRESS

Reith & Associates Insurance and Financial Services Limited

462 Talbot Street

St Thomas

ON

POSTAL CODE N5P 1B9

BROKER'S CLIENT ID: INOUT-1

6. ADDITIONAL INSURED NAME AND MAILING ADDRESS

City of St Thomas

545 Talbot St

St Thomas

ON

POSTAL CODE N5P 3V7

7. CERTIFICATE AUTHORIZATION

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Brian Helmer

POSITION HELD

Account Manager

DATE

February 19, 2026

COMPANY

Reith & Associates Insurance and Financial

EMAIL ADDRESS

brian@reithandassociates.com

CONTACT NUMBER

HOME BUSINESS (519) 631-3862

CELL

FAX (519) 631-0386

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Flora's Walk

Date(s): May 2 2026

Start Time: 12:00 pm End Time: 3:00 pm

Cleanup Start Time: 3:00pm Cleanup End Time: 4:00pm

Location(s): Waterworks Park - north pavillion

Organizing Group: Southwestern Perinatal Mental Health Network

Contact Name #1: Lindsay Pettitt #2: Kate Andrews

Street Address: 1230 Talbot St.

Town/City: St. Thomas Province: ON Postal Code: N5P1Y8

Phone Number #1: 5192003436 #2: 5195206146

Email Address: kandrews@swpublichealth.ca

Expected Attendance: 100 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: park facilities

Location and Number of Parking Spaces: park facilities

Number of Accessible Washrooms: adequate Number of Accessible Parking Spots: adequate

Please describe your specific event. Attach additional sheets as necessary. Southwest perinatal mental health

network is hosting Flora's walk to raise awareness and funds, as well as breakdown the stigma that exists around perinatal mood and anxiety disorders

and offer resources to parents who may be struggling. Family friendly event connecting local families to resources.

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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. intending to use the pavillion

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

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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. tbd

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: 15 # of Garbage Cans: 5
If Yes, please provide pick-up/return date and time. 12-4:00 pm on day of event

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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.

Kate Andrews Digitally signed by Kate Andrews
Date: 2026.02.05 10:54:45 -05'00'

(Signature of Individual Completing this Application)

Feb. 5/26

(Date completed)

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: IG Wealth Management Walk for Alzheimer's

Date(s): Sunday, May 31, 2026

Start Time: 7:00am End Time: 12:00pm

Cleanup Start Time: 12:00pm Cleanup End Time: 2:00pm

Location(s): Pinafore Park Dance Pavilion

Organizing Group: Alzheimer's Society Southwest Partners

Contact Name #1: Katie Craig #2: Jennifer Davidson

Street Address: 450 Sunset Dr., Suite 229

Town/City: St. Thomas Province: ON Postal Code: N5R 5V1

Phone Number #1: 519-680-2404 ext. 153 #2: 647-295-2315

Email Address: katie.craig@alzswp.ca

Expected Attendance: 150 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: Public washrooms located across from Pavilion, four in total

Location and Number of Parking Spaces: Parking next to the Pavilion as well as throughout the park
number of parking spaces varies as many Walkers walk to the event or come as a team

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

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

The IG Wealth Management Walk for Alzheimer's is an event to raise funds and awareness about Alzheimer's disease and other dementias.

We walk to remember those who are not here with us, for those living with the disease, caring for someone with the disease and impacted by dementia.

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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. We will use the pavilion as well as a 10ftx10ft tent for an education booth.

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

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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.

We are walking within the park and will not be using city roads.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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. Pinafore Park Picnic Pavilion

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☒

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

If Yes, please provide pick-up/return date and time. We will use the tables and garbage cans provided at the pavilion.

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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.

KC Signature Digitally signed by KC Signature
Date: 2026.02.23 10:19:37 -05'00'
(Signature of Individual Completing this Application)

February 23, 2026
(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

IG Wealth Management Walk for Alzheimer's
 _____ organized by Alzheimer Society Southwest Partners
 (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

IG Wealth Management Walk for Alzheimer's
 _____ organized by Alzheimer Society Southwest Partners
 (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>Jen Davidson</u>	Signed:	<u>K. Craig</u>
Name (Print):	<u>Jen Davidson</u>	Name (Print):	<u>Katie Craig</u>
		Address:	<u>450 Sunset Dr., Suite 229, St. Thomas, ON, N5R 5V1</u>
		Telephone:	<u>519-680-2404 ext.153</u>
		Date:	<u>February 23, 2026</u>
		Event Name:	<u>IG Wealth Management Walk for Alzheimer's</u>
		Organizing Group:	<u>Alzheimer's Society Southwest Partners</u>
		Event Dates:	<u>May 31, 2026</u>

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Hike For Hospice

Date(s): Saturday, June 6, 2026

Start Time: 9:00am End Time: 12:00pm

Cleanup Start Time: 11:00am Cleanup End Time: 12:30pm

Location(s): Waterworks Park

Organizing Group: Barrie Family Hospice of Elgin

Contact Name #1: Charlotte Smith #2: Janet Turner

Street Address: 8 South Edgeware Road

Town/City: St. Thomas Province: Ontario Postal Code: N5P 2H2

Phone Number #1: 519-631-7495 ext. 101 #2: 519-631-7495 ext. 106

Email Address: charlotte.smith@elginhospice.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 15-18

Location and number of washrooms in place: Waterworks Park washrooms off parking lot

Location and Number of Parking Spaces: Waterworks Park parking lot;
approximately 80 parking spaces

Number of Accessible Washrooms: Waterworks Washrooms Number of Accessible Parking Spots: Waterworks Parking

Please describe your specific event. Attach additional sheets as necessary. A walk around
the trails in Waterworks park, using peer-to-peer fundraising
to raise money for Barrie Family Hospice of Elgin

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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. Waterworks Park, Pavilion #139.

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐

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

If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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

Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

Water
Hydro

Yes ☐ No ☒ N/A ☐
Yes ☐ No ☒ N/A ☐

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

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 licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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)

Feb. 17, 2026

(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

Hike For Hospice organized by Barrie Family Hospice of Elgin
(Event Name) (Organizing Group)

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

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

Hike For Hospice organized by Barrie Family Hospice of Elgin
(Event Name) (Organizing Group)

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

Witness: C. Smith

Name (Print): Charlotte Smith

Signed: Brenda Fleming

Name (Print): Brenda Fleming

Address: 8 South Edgeware Rd.

St. Thomas, Ontario N5P 2H2

Telephone: 519-631-7495

Date: Feb 17/26

Event Name: Hike For Hospice

Organizing Group: Barrie Family Hospice of Elgin

Event Dates: June 6, 2026



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 alter after the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS	BROKER'S FULL NAME AND ADDRESS
ELGIN RESIDENTIAL HOSPICE O/A HOSPICE OF ELGIN 8 SOUTH EDGEWARE ROAD, ST. THOMAS, ON N5P 2H2	HUB International Ontario ULC 696 Wharncliffe Rd. S., London, ON N6J 2N4

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	COVERAGE BASIS	LIMIT TYPE	LIMIT OF LIABILITY	DEDUCTIBLE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE
					Subscribing Companies as		
Liability							
Liability		General Aggregate	Not Applicable		CP84309A	Jun 30, 2025	Jun 30, 2026
Bodily Injury and Property Damage	Occurrence	Each Occurrence	10,000,000	2,500	CP84309A	Jun 30, 2025	Jun 30, 2026
Products and/or Completed Operations	Occurrence	Aggregate	10,000,000	2,500	CP84309A	Jun 30, 2025	Jun 30, 2026
Personal Injury and Advertising Injury Liability	Occurrence	Aggregate	10,000,000	2,500	CP84309A	Jun 30, 2025	Jun 30, 2026
Medical Payments	Occurrence	Each Person	25,000	Nil	CP84309A	Jun 30, 2025	Jun 30, 2026
Tenants Legal Liability	Occurrence	Any One Premise	10,000,000	2,500	CP84309A	Jun 30, 2025	Jun 30, 2026
Professional Liability Extension - Health Care Services	Occurrence	Per Occurrence	10,000,000	2,500	CP84309A	Jun 30, 2025	Jun 30, 2026
Cross Liability			Included		CP84309A	Jun 30, 2025	Jun 30, 2026
Contractual Liability			Included		CP84309A	Jun 30, 2025	Jun 30, 2026
Non-Owned Automobile							
Hired Automobile (SEF 94)	Occurrence	Occurrence	100,000	500	CP84309C	Jun 30, 2025	Jun 30, 2026
Non-Owned Automobile	Occurrence	Occurrence	10,000,000	Nil	CP84309C	Jun 30, 2025	Jun 30, 2026

CERTIFICATE HOLDER NAME AND ADDRESS	DESCRIPTION OF OPERATIONS/ LOCATIONS/ AUTOMOBILES/ SPECIAL ITEMS
THE CORPORATION OF THE CITY OF ST. THOMAS P.O. BOX 520, 545 TALBOT STREET, ST. THOMAS, ON N5P 3V7	Proof of Insurance with respect to the "Hike for Hospice" event to be held on Saturday, June 6, 2026.

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	CANCELLATION
THE CORPORATION OF THE CITY OF ST. THOMAS P.O. Box 520, 545 Talbot Street, St. Thomas, ON N5P 3V7	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.
SUBSCRIBING COMPANIES ON BEHALF OF INTACT PUBLIC ENTITIES INC., AS MANAGING GENERAL AGENT:	A.M. BEST
Intact Insurance Company	"A+"
Temple Insurance Company	"A+"
Underwriters at Lloyd's led by AXA XL Underwriting	"A+"
Volante Canada	"A+"
Cancellation Notice: 30 days	
 Authorized Representative Glenn Minnis Date February 23, 2026	

INSURED'S FULL NAME AND MAILING ADDRESS
ELGIN RESIDENTIAL HOSPICE O/A HOSPICE OF ELGIN 8 SOUTH EDGEWARE ROAD, ST. THOMAS, ON N5P 2H2

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: First Annual Trunk Sale

Date(s): June 7, 2026

Start Time: 8am End Time: 1pm

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): Pinafore Park

Organizing Group: The Ice Box

Contact Name #1: Markus Hawco #2: _____

Street Address: 95 Elm Street

Town/City: St. Thomas Province: ON Postal Code: N5R 1H7

Phone Number #1: 519 476 9911 #2: _____

Email Address: info@theicebox.ca

Expected Attendance: 500 Number of Event Personnel/Volunteers: 8

Location and number of washrooms in place: City Facilities

Location and Number of Parking Spaces: City Parking spots

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 2

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

Attempting a first annual trunk/car yard sale with small entry fee for sellers

We will ensure no prohibit items sold but making a community hub for the start of the summer yard sale season

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☐ No ☐ N/A ☒
If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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.

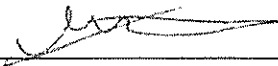
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☒ No ☐

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

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☐ No ☒

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)

02/19/2021

(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

Trunk Sale organized by The Ice Box
 (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

Trunk Sale organized by The Ice Box
 (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): Brookelyn Hawco

Signed: [Signature]
 Name (Print): Markus Hawco
 Address: 99 Hummingbird Lane
 Telephone: 519 476 9911
 Date: Feb 19, 2026
 Event Name: Trunk Sale
 Organizing Group: The Ice Box
 Event Dates: June 7, 2026

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: EarlyON Children's Festival

Date(s): Wednesday, June 17, 2026

Start Time: 8:30 (event starts at 10) End Time: 1:00 pm

Cleanup Start Time: 12:00 pm Cleanup End Time: 1:00 pm

Location(s): Pinafore Park

Organizing Group: EarlyON-YMCA of Southwestern Ontario

Contact Name #1: Krista Thompson #2: Kadian Thompson

Street Address: 10 S Edgeware Rd

Town/City: St Thomas Province: ONT Postal Code: N5H2P2

Phone Number #1: 226-927-1997 #2: 226-577-3948

Email Address: krista.thompson@swo.ymca.ca

Expected Attendance: 300 Number of Event Personnel/Volunteers: 15+

Location and number of washrooms in place: Various washrooms in Pinafore Park

Location and Number of Parking Spaces: Multiple Parking spaces throughout park

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

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

Annual EarlyON Children's Festival is a free event for children 0-6 years with their parents/caregivers _____

We will have many community partners join us, we offer resources and fun play experiences for children. _____

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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. Greenspace by dance pavilion and surrounding pavilions

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☒

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

If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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 ☐

X Emailed but not confirmed

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

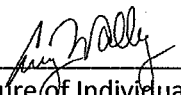
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☒ No ☐

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

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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)

Feb 11, 2026

(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

EarlyON St Thomas Children's Festival organized by EarlyON Central/YMCA of Southwestern Ontario
 (Event Name) (Organizing Group)

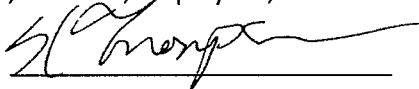
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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

EarlyON St Thomas Children's Festival organized by EarlyON Central/YMCA of Southwestern Ontario
 (Event Name) (Organizing Group)

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

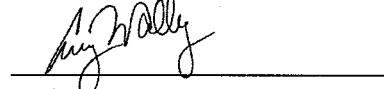
Witness:



Name (Print):

Krista Thompson

Signed:



Name (Print):

Amy Walby, SVP Finance

Address:

165 Elmwood Ave E, London

Telephone:

519-907-5500

Date:

Feb 11, 2026

Event Name:

EarlyOn St Thomas Children's Festival

Organizing Group:

EarlyON St Thomas-YMCA of Southwestern Ontario

Event Dates:

June 17, 2026



City of St. Thomas - Parks and Recreation
P.O. Box 520, 545 Talbot Street
St. Thomas, ON N5P 3V7
Phone: (519) 633-7112 Fax: (519) 633-9272
Scheduling Receipt

Creation Date:	Thu Jan 22, 2026	Receipt #:	29487
PAYEE:	Krista Thompson YMCA of Southwestern Ontario 28 Princess Ave, Suite 20079 St. Thomas, Ontario, Canada N5R3V4	Total Amount Due:	\$0.00
		Amount Paid:	\$0.00
		Balance Due:	\$0.00

Client #: 15627
Email: krista.thompson@swo.ymca.ca
Phone 1: (226) 927-1997
Event: Children's Festival
Status: Firm

10698 4131 RT0001

Facility Times

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
No Charge - \$0.00				
		Wed Jun 17, 2026	08:00AM - 01:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions

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

Subtotal:	\$0.00
Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00

Ref. No. 320010777869

56

CERTIFICATE OF INSURANCE

Aon Reed Stenhouse Inc.
20 Bay Street
Toronto ON M5J 2N9
tel 416-868-5500 fax 416-868-5580

Re: Evidence of Insurance

City of St. Thomas
545 Talbot Street, PO Box 520
St Thomas, ON N5P 3V7

Insurance as described herein has been arranged on behalf of the Insured named herein under the following policy(ies) and as more fully described by the terms, conditions, exclusions and provisions contained in the said policy(ies) and any endorsements attached thereto.

Insured

YMCA of Southwestern Ontario
165 Elmwood Avenue East
London, ON N6C 0A8

Coverage

Commercial General Liability	Insurer	Certain Underwriters At Lloyd's	
Policy #	CAR817661-03		
Effective	01-Jun-2025	Expiry	01-Jun-2026
Limits of Liability	Bodily Injury & Property Damage, Each Occurrence \$5,000,000 Policy may be subject to a general aggregate and other aggregates where applicable		
Automobile Owners Form	Insurer	Certain Underwriters At Lloyd's	
Policy #	AUTO12864		
Effective	01-Jun-2025	Expiry	01-Jun-2026
Limits of Liability	Third Party Liability - O.A.P.1 \$2,000,000 Civil Liability - Q.P.F.1 \$2,000,000 Third Party Liability \$2,000,000		

Additional Insured

Only with respect to the above and arising out of the Named Insured's operations are the following name(s) added to the policy as Additional Insured(s). The policy limits are not increased by the addition of such Additional Insured(s) and remain as stated in this Certificate.

City of St. Thomas and County of Elgin where required by written contract or written agreement with respect to Commercial General Liability

Terms and / or Additional Coverage

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE
THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY

Ref. No. 320010777869

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CERTIFICATE OF INSURANCE

Commercial General Liability Policy includes: Cross Liability and Products and Completed Operations, Owner's Protective Coverage and Contractual Liability

Commercial General Liability Policy Sublimits:
Non-Owned Automobile Liability - \$2,000,000

Cancellation / Termination

The Insurer will endeavour to provide THIRTY (30) days written notice of cancellation/termination to the addressee except that statutory or policy conditions (whichever prevails) will apply for non-payment of premium.

THIS CERTIFICATE CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED AND WARRANTED ONLY TO City of St. Thomas. OTHER PERSONS RELYING ON THIS CERTIFICATE DO SO AT THEIR OWN RISK.

Dated : 27-May-2025

Aon Reed Stenhouse Inc

THE POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE
OR, IN THE CASE OF AUTOMOBILE INSURANCE,

THE POLICY CONTAINS A PARTIAL PAYMENT OF LOSS CLAUSE
THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICY

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Restoring What Was Lost

Date(s): June 27, 2026

Start Time: 5:30PM End Time: 8:00PM

Cleanup Start Time: 8:15PM Cleanup End Time: 9:00PM

Location(s): _____

Organizing Group: St. Thomas Seventh Day Adventist Church

Contact Name #1: Nadine Hewitt #2: Lindel Bell

Street Address: 380 Manor Rd

Town/City: St. Thomas Province: Ontario Postal Code: N5R6b6

Phone Number #1: 6475012374 #2: 6474085219

Email Address: besthomeschool2020@gmail.com

Expected Attendance: 100-200 Number of Event Personnel/Volunteers: 45

Location and number of washrooms in place: Dance Pavilion/ 2 Rest

Location and Number of Parking Spaces: Close by parking, 80-100

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

Please describe your specific event. Attach additional sheets as necessary. Church Concert. The St. Thomas SDA

Church believes in giving back to the community. We would like to make a huge impact on our community by taking the Gospel,

fun, and hope to our neighbours this summer, by hosting a Gospel Concert, where the public can enjoy uplifting music, fellowship and good food.

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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. 2

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: n/a

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☒

No ☐

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☒

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 15 # of Garbage Cans: 4

If Yes, please provide pick-up/return date and time. June 27th, 4:30PM to 8:40PM

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/>

Yes ☒ No ☐

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)

2026-01-14

(Date completed)

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

Event Dates:

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Seniors Picnic in the Park

Date(s): Wednesday, July 8, 2026

Start Time: 7:00am End Time: 2:00pm

Cleanup Start Time: 2:00pm Cleanup End Time: 3:00pm

Location(s): Pinafore Park- pavilion and park area

Organizing Group: c/o Alzheimer Society Southwest Partners

Contact Name #1: Sara #2: Sweeney

Street Address: 450 Sunset Dr.

Town/City: St. Thomas Province: ON Postal Code: N5R5V1

Phone Number #1: 519-633-4396 x260 #2: _____

Email Address: sara.sweeney@alzswp.ca

Expected Attendance: 1000 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: using bathroom facility available

Location and Number of Parking Spaces: use park roadway, baseball area
 the roadway between pavilion and main road is closed for vendors. Accessible parking is on the grass beside bathrooms.

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 50

Please describe your specific event. Attach additional sheets as necessary. The seniors picnic has music, vendors
seniors programming/organizations, food trucks, door prizes

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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. 4 8x8 tents for volunteers, vendors tents- up to 40

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

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and approval may take several weeks. _____

just inside Pinafore- the road in front of the bathrooms, but not
St. Thomas streets

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. 4276.

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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. Pinafore park pavilion

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: 50 # of Garbage Cans: 6
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: 2-3 cords

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.

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Security: Has a privately licensed 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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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)

January 30, 2026

(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

Seniors Picnic in the Park organized by c/o Alzheimer Society Southwest Partners
 (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

Seniors Picnic in the Park organized by c/o Alzheimer Society Southwest Partners
 (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: Kim Durham

Name (Print): Kim Durham

Signed: [Signature]

Name (Print): Sara Sweeney

Address: 450 Sunset Dr St. Thomas

ON N5R 5V1

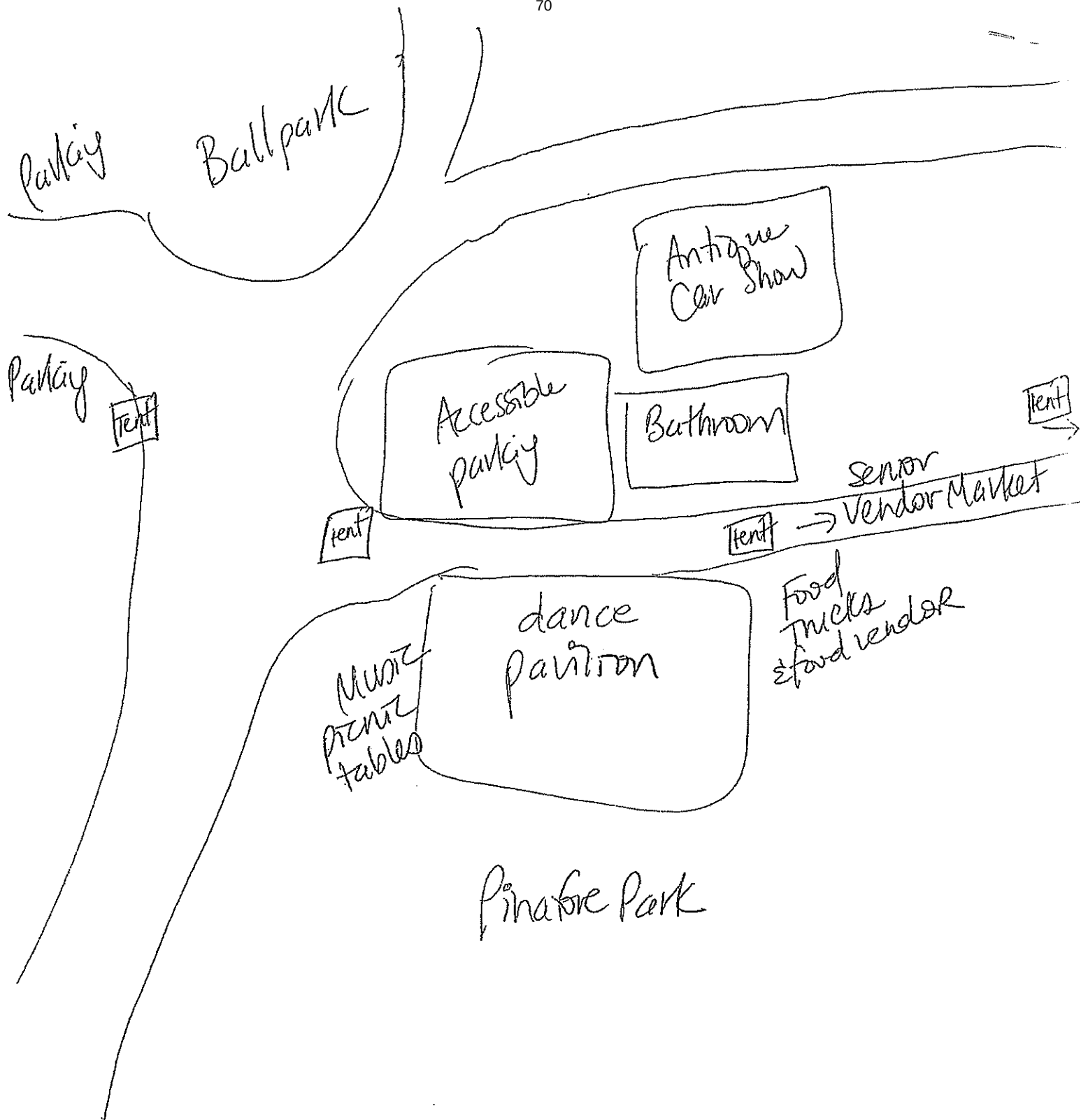
Telephone: 519-633-4396 x 260

Date: Jan 30/26

Event Name: Seniors Picnic in the Park

Organizing Group: c/o Alzheimer Society Southwest Partners

Event Date: July 8, 2026



SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Pawsitively Elgin Dog Festival

Date(s): July 18, 2026

Start Time: 10:00AM End Time: 4:00PM

Cleanup Start Time: 4:00PM Cleanup End Time: 9:00PM

Location(s): Pinafore Park

Organizing Group: Pawsitively Elgin Committee

Contact Name #1: Kim Murphy #2: Michelle Murphy

Street Address: 969 Jalna Blvd

Town/City: London Province: ON Postal Code: N6E 2R2

Phone Number #1: 519-495-4422 #2: 519-870-6840

Email Address: info@pawsitivelyelgin.com

Expected Attendance: 2,000 Number of Event Personnel/Volunteers: 100

Location and number of washrooms in place: Pinafore Comfort Station, 3 Band Shell Bathrooms. Will rent 5 Portable Units.

Location and Number of Parking Spaces: 219 permanent spaces, 56 spaces at the Tennis Courts plus two large grass overflow Parking Areas that can easily hold 200 vehicles

Number of Accessible Washrooms: 8 Number of Accessible Parking Spots: 34

Please describe your specific event. Attach additional sheets as necessary. dog sports (agility, scent, lure), lots of vendors, VIP Tent, K9, Fire Truck and food. We do all this to raise awareness for the importance of animal rescues. All funds donated to rescues.

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 40 # of Garbage Cans: 25

If Yes, please provide pick-up/return date and time. July 17 2026

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed security firm been contacted/retained? Yes ☒ No ☐

If Yes, what company and how many security officers will be present? Crown Security Solutions - 2 officers for overnight patrols

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 must be submitted to the Fire Department.

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☐ No ☒

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.

Kim Murphy

Digitally signed by Kim Murphy
Date: 2026.02.02 06:25:40 -05'00'

2026-02-02

(Signature of Individual Completing this Application)

(Date completed)

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: National Ice Cream Day

Date(s): July 21, 2026

Start Time: Noon 12pm End Time: 9pm

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): Pinafore Park, DT Ball Complex, JTCC, 1 Password Park

Organizing Group: The Ice Box

Contact Name #1: Markus Hawco #2: _____

Street Address: 99 Hummingbird Lane

Town/City: St.Thomas Province: ON Postal Code: N5R0B7

Phone Number #1: 519 476 9911 #2: _____

Email Address: info@theicebox.ca

Expected Attendance: 1000 Number of Event Personnel/Volunteers: _____

Location and number of washrooms in place: City facilities on all sites

Location and Number of Parking Spaces: City parking spaces

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

Please describe your specific event. Attach additional sheets as necessary. First annual Sports fundraiser

National Ice Cream Day: each ice cream sold \$1 will be donated to the sports group that uses that facility

1 Password- St.Thomas soccer example. Pushing to have sports teams help promote and attract attendance

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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: _____

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☐ No ☒ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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.

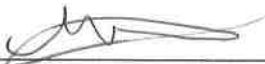
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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)

02/19/2028

(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

National Ice Cream Day organized by The Ice Box
 (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

National Ice Cream Day organized by The Ice Box
 (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: BHawco
 Name (Print): Brookelyn Hawco

Signed: [Signature]
 Name (Print): Markus Hawco
 Address: 99 Hummingbird Lane
 Telephone: 519 476 9911
 Date: Feb 19, 2026
 Event Name: National Ice Cream Day
 Organizing Group: The Ice Box
 Event Dates: July 21, 2026

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Outdoor Art Experience

Date(s): July 28,29, August 4,5,11,12,18,19

Start Time: 1230 End Time: 330

Cleanup Start Time: 1200 Cleanup End Time: 400

Location(s): Westlake Evans Park

Organizing Group: STEAM Education Centre

Contact Name #1: Denise Love #2: Fred Cahill

Street Address: 745 Talbot St

Town/City: St Thomas Province: ON Postal Code: N5P1E3

Phone Number #1: 2262120048 #2: _____

Email Address: denise@steameducation.ca

Expected Attendance: 60/day Number of Event Personnel/Volunteers: 2-4

Location and number of washrooms in place: nearby in library

Location and Number of Parking Spaces: 45

Number of Accessible Washrooms: in library Number of Accessible Parking Spots: 3

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

Free annual event where art easles and supplies set up for people to drop in and paint art projects. Tent and seating provided on hot/rainy days

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.

SECTION 4: TENTS AND TEMPORARY STRUCTURES

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

Yes ☒

No ☐

If Yes, please specify the number and size of tents. 1 tent 9'X9'

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

Will there be a temporary stage, lighting or sound structure installed as part of the event?

Yes ☐

No ☒

If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

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.

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 - (Pertains to Events Where Alcohol is Served)

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

Yes ☐

No ☒

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

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 10:00 a.m. and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licensing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

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

If Yes, 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 as amended, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and 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. 4276.

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.

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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

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? Yes ☐ No ☒ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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: _____

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 licensed 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.

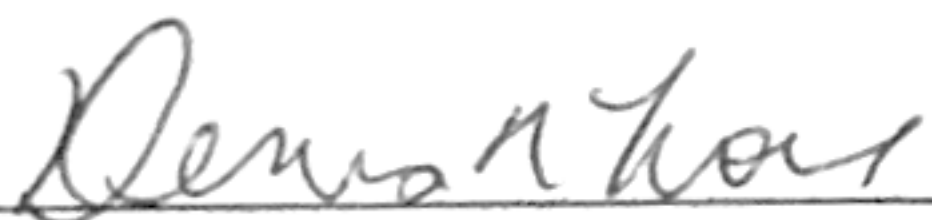
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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

Culturally Inclusive Events: Have you reviewed the "Planning Events that are Culturally Inclusive Guidebook" available at: <https://stelip.ca/resources/planning-events-that-are-culturally-inclusive-a-guidebook/> Yes ☒ No ☐

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)

Feb 3 2026
(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

Outdoor Art Experience organized by STEAM Education Centres Inc
(Event Name) (Organizing Group)

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

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

Outdoor Art Experience organized by STEAM Education Centres Inc
(Event Name) (Organizing Group)

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

Witness:

Fred Cahill

Name (Print):

Fred Cahill

Signed:

Denise Love

Name (Print):

Denise Love

Address:

745 Talbot St

Telephone:

2262120048

Date:

Feb 3 2026

Event Name:

Outdoor Art Experience

Organizing Group:

STEAM Education Centre

Event Dates:

July 28,29, August 4,5,11,12,18,19