

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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

OCTOBER 3, 2018

MINUTES

Confirmation of the minutes of the meetings held on September 5 and 21, 2018.

PETITIONS AND COMMUNICATIONS

Tree Lighting Celebration - DDB - November 16, 2018 **Pages 2-9**

Freedom of the City - 31 Combat Engineer Regiment - November 3, 2018 **Pages 10-18**

UNFINISHED BUSINESS

Disposal of Grey Water at Special Events

Information from Environmental Services:

The City does not permit any dumping into the City's Storm or Sanitary Sewer system. The City of London dump on Manning Drive accepts liquid waste.

Information from Southwestern Public Health:

For special events, garbage and wastes, including liquid wastes, must be collected and removed as often as is necessary to maintain the food service area in a sanitary condition. Waste water cannot be dumped on the ground. It needs to be disposed off in a sanitary manner (for example, municipal sewer, small amounts of waste water (for example from hand washing) can be dumped in a toilet hooked to municipal sewage system, or taken to sani-dump station or hauled by waste company). All wastewater from hand washing, dish washing, food prep etc. needs to be contained properly until it is time for disposal.

Upcoming Events

- Fall Fair - Central Community Health Centre - October 26, 2018
- Remembrance Day Ceremony - November 11, 2018
- Santa Claus Parade - Optimist Club - November 17, 2018
- Light the Night - Sara Teare - November 17, 2018 to January 6, 2019

NEW BUSINESS

ADJOURNMENT

Hello,

Reference: Christmas Tree Lighting Ceremony

The St Thomas Downtown Development Board is planning our Annual Christmas Tree Lighting Celebration to kick off the 2018 Christmas Season.

Once again we are submitting a Special Events Application to City Hall to obtain permission to hold this event.

As required by the Special Event Permit Application we want to supply our information directly to you.

Date: Friday November 16, 2018

Location: Road closure on Mondamin Street from Talbot Street to Curtis Street

Time: Setup at 5:00pm to Cleanup at 8:00pm

We are asking for your help please:

Public Health: We will be serving Hot Chocolate and Apple Cider as supplied by Talbot Teen Centre or Legends Restaurant

Fire Dept: We are asking the St Thomas Fire Department to once again transport Santa Claus to and from the event via City Fire Truck.

Parks Dept: 4 picnic tables and 2 garbage cans requested please

Roads Dept: Road Closure and barricades at Talbot and Mondamin Street and Mondamin and Curtis Street

City: Use of public washrooms - security contracted by DDB to Lyndon Security, electrical source for entertainment and tree lighting, permission to install a 2' x 4' sign in front of the City Hall tree 2 weeks prior to the event.

CAO and Council: Help to promote our event through the Council events announcements

Thank you in advance for your help with our event and I extend a personal invitation to each of you and your teams to attend and celebrate this Christmas kickoff event with us.

Yours sincerely,



Earl Taylor
DDB Chair

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: DDBTREE LIGHTING CELEBRATION
Date(s): FRIDAY NOVEMBER 16, 2018
Start Time: 5:00pm End Time: 8:00
Location(s): MONDAMIN STREET
Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD
Contact Name #1: EARL TAYLOR #2: _____
Street Address: 545 TAYLOR STREET
Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7
Phone Number #1: 519-670-9223 #2: _____
Email Address: earl-taylor@coldwellbanker.ca
Expected Attendance: 199 Number of Event Personnel/Volunteers: 6
Location and number of washrooms in place: CITY HALL - contracted through
Lydon Security
Location and Number of Parking Spaces: _____
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: N/A

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

SANTA WILL ARRIVE ON A ST THOMAS FIRE TRUCK ABOUT 5:30pm,
TREE LIGHTING AT 6pm, KIDS VISIT SANTA TO 7:30ish,
SALENG COOKIES & HOT CHOCOLATE, LOCAL TALENT
ENTERTAINMENT, 2'x4' SIGN AT THE TREE 3 WEEKS
PRIOR TO EVENT, REQUIRE HYDRO TO BE TURNED ON THRU
TO MID JANUARY.

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

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. 10 X 10 TENT IF SNOW OR RAIN

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event? Yes ☒ No ☐

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical 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, the Southwestern Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒

No ☐

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

CLOSURE OF MONDAMIN STREET AT TALBOT TO CULTIS
STREET AT 5pm to 8pm - BARRICADES REQUIRED

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

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

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.

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

Have you contacted the Env Services Department - Roads and Transportation for:

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☒

No ☐

N/A ☐

Detour Signing

Yes ☒

No ☐

N/A ☐

SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 4 # of Garbage Cans: 2

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 ☐

Yes ☒

No ☒

No ☐

N/A ☐

N/A ☐

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

Yes ☒

No ☐

If Yes, what company and how many security officers will be present? LYNDON - HIRED THROUGH H
CITY CONTRACT

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

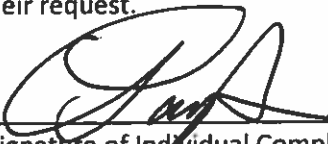
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

9/28/18
(Date completed)

Office Use Only: Application Received: Sept 28, 2018 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

TREE LIGHTING CELEBRATION organized by ST THOMAS DDB
(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

TREE LIGHTING CELEBRATION organized by ST THOMAS DDB
(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: Nancy Taylor
Name (Print): NANCY TAYLOR

Signed: [Signature]
Name (Print): EARL TAYLOR

Address: 545 TALBOT ST

Telephone: 519-670-9223

Date: 9/28/18

Event Name: TREE LIGHTING CELEBRATION

Organizing Group: ST THOMAS DDB

Event Dates: NOV 16 /18

This is to confirm to: City of St Thomas
 (Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

That policies of insurance as herein described have been issued to the Insured named below and are in force at this date.
Name and address of Insured: St Thomas Downtown Development Board
 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:
 St Thomas Downtown Development Board - All Operations, Activities & Events

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of Insurance
Property Insurance All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other :			Limit Deductible \$ \$ Co-Insurance % Other :
Commercial General Liability Products and/or completed operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other : Directors & Officers D-23	6385830 6385830 6385830	2019-04-04 2019-04-04 2019-04-04	Each occurrence limit : \$ 5,000,000 Aggregate limit : \$ 5,000,000 Tenant's Legal Liability : \$ 250,000 Non-Owned Automobile - limit : \$ 5,000,000 Other: D&O - D-23 2,000,000 in coverage The limits shown may have been reduced by paid claims.
Automobile Liability All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			Inclusive limits – Bodily Injury and Property Damage Combined: \$ *Described vehicles:

NOTE : The City of St Thomas 545 Talbot Street PO Box 520 St Thomas ON N5P3V7 is listed as additional insured on the policy year round. All operations of the St Thomas Downtown Development Board have been covered by the above noted policy.

The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This confirmation is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Confirmation 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: September 27, 2018 **Authorized Representative of the Insurer:** AMY HILL

Knapp, Melanie

From: Jonathan.Kisslinger@forces.gc.ca
Sent: September-30-18 3:46 PM
To: Knapp, Melanie
Cc: CHRIS.KLUNDER@forces.gc.ca
Subject: Freedom of the City Parade 2018
Attachments: 20180930160809052.pdf; Freedom of the City 2018.pptx

Good Day Melanie,

As Remembrance Day approaches and being the 100th anniversary of the Armistice of World War I, 31 CER is planning on exercising The Freedom of the City as conferred by the Corporation of the City of St. Thomas to the Elgin Regiment, 25 November 1967 and its successor 31 Combat Engineer Regiment (The Elgins) on 24 April 2004. Since the Regiment will be participating in numerous Remembrance Day parades throughout Elgin County on the 11th November, we are scheduling 3 November for the parade and Act of Remembrance for this commemoration.

During the opening days of WW I, the 91st Battalion CEF was raised in St. Thomas at the site of the current Elgin Military Museum for deployment overseas. To commemorate this important event of the Regiment and of the City of St. Thomas's history, we will be forming up at the Jumbo Memorial. From there the Regiment will march long Talbot St., Guidon uncased to the Memorial Gardens to observe the Act of Remembrance. The Regiment will again proceed long Talbot to the CASO Railway Station, where the 91st Bn CEF embarked for the trenches of Europe not returning until wars end to the same railhead. At the CASO Station the Regiment will be inspected by the reviewing officer and speeches and presentations made by invited VIP's.

Since this is the first time I've organized a Regimental Parade in St. Thomas, I hope the paperwork is in order. As for insurance, 31 CER is self-insured under National Defense and the Government of Canada.

If you should have any questions, please do not hesitate to call me (cell 519-808-6184) or our Regimental Adjutant Capt Chris Klunder at 519-631-3316 x 7512.

Thank you,

Jonathan Kisslinger
Chief Warrant Officer | Adutant-Chef
Regimental Sergeant Major
31 Combat Engineer Regiment
National Defence | Défense nationale
St. Thomas, On, Canada
Jonathan.Kisslinger@forces.gc.ca
Telephone | Téléphone 519-631-3316 ext 7511
Government of Canada | Gouvernement du Canada

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Freedom of the City/Remembrance Day
Date(s): 3 Nov 2018
Start Time: 10:30 End Time: 12:00
Location(s): Jumbo Memorial, Talbot St., Memorial Gardens, Train Station,
Organizing Group: 31 Combat Engineer Regiment (The Elgins)
Contact Name #1: Capt Chris Klunder #2: CWO Jonathan Kisslinger
Street Address: 40 Wilson Ave
Town/City: St. Thomas Province: On Postal Code: N5R 3R2
Phone Number #1: 519-631-3316 x 7512 #2: 519-808-6184
Email Address: CHRIS.KLUNDER@forces.gc.ca
Expected Attendance: 200 Number of Event Personnel/Volunteers: 200
Location and number of washrooms in place: None

Location and Number of Parking Spaces: See Attachment

Number of Accessible Washrooms: None Number of Accessible Parking Spots:

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

See Attachment

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

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 x modular tents (8 x 16 x 10)

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

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

SECTION 5: SERVING OF ALCOHOL

Will alcohol be consumed at the event? Yes ☐ No ☒
If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

SECTION 7: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event? Yes ☐ No ☒

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

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

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes? Yes ☒ No ☐

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

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

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

See attachment

Do you require traffic control? Yes ☒ No ☐
If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.

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

Have you contacted the Env Services Department - Roads and Transportation for:

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

SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☒

No ☐

N/A ☐

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

If required, have you obtained a Hydrant Connection Permit?

Yes ☐

No ☐

N/A ☒

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

SECTION 11: ACCESSIBILITY

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SECTION 12: OTHER SERVICES/RESOURCES

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

Yes ☐

No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☐

N/A ☒

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

-15-

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

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

SECTION 13: SIGNATURE

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

CWO [Signature] RSM 31602
(Signature of Individual Completing this Application)

30 Sept 2018
(Date completed)

Office Use Only: Application Received: Oct 1, 2018 Committee Approval: _____

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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

Freedom of the City organized by 31 CER
(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

Freedom of the City organized by 31 CER
(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): A. Hurst

Signed: [Signature] *CSM 31 CER*

Name (Print):

Jonathan Kisslinger

Address:

40 Wilson Ave

Telephone:

519-631-3316

Date:

30 Sept 2018

Event Name:

Freedom of the City

Organizing Group:

31 CER

Event Dates:

3 Nov 2018

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Freedom of the City



31 July 2018

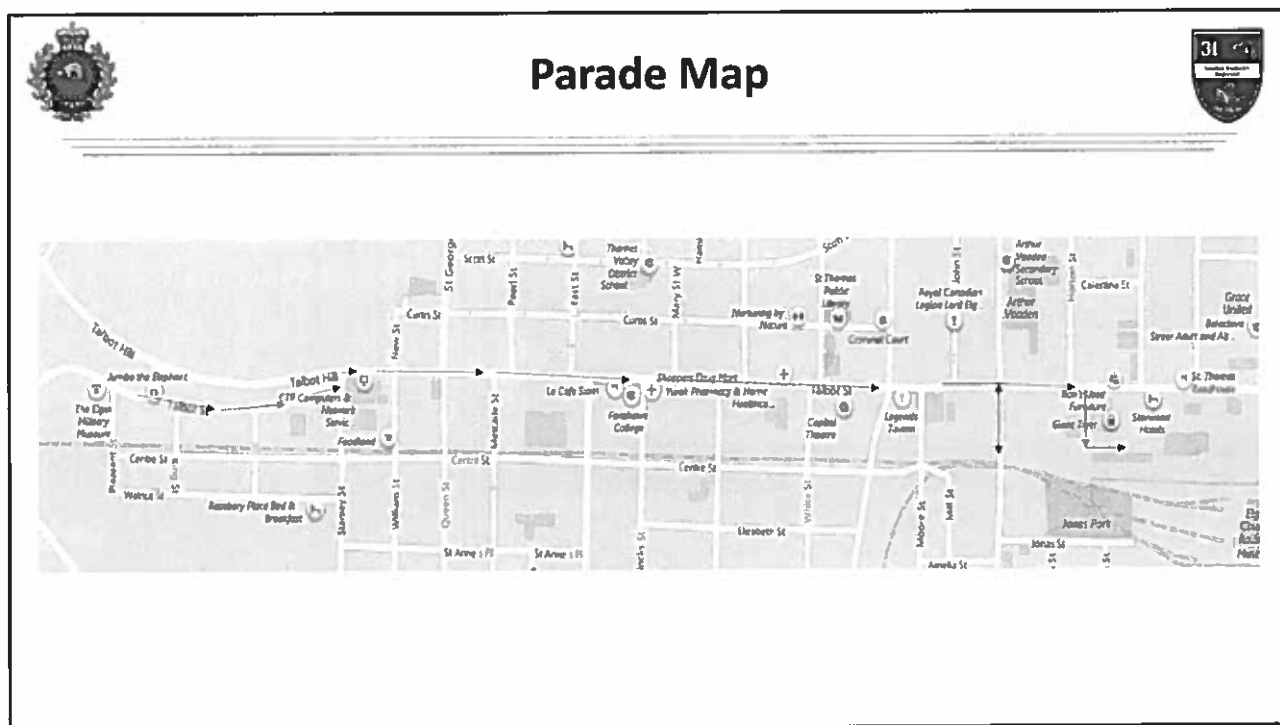


Parade Route



1. 10:10 – 31 CER forms ups at the parking lot of the Jumbo Memorial.
2. 10:15 – 31 CER marches West on Talbot St.
3. 10:20 – 31 CER wheels North onto Stanley St. and turns west on Talbot St.
4. 10:40 – 31 CER marches west on Talbot St. to the Memorial Gardens.
5. 10:45 – 31 CER turns South onto Moore St. and halts in front of the cenotaphs.
6. 10:50 – 31 CER performs the Act of Remembrance.
7. 11:00 – Last Post, Moment of Silence, Arouse.
8. 11:15 – 31 CER moves North on Moore St. and turns West on Talbot St.
9. 11:20 – 31 CER moves past the Reviewing Stand at the East corner of Talbot St. and Flora St.
10. 11:25 – 31 CER turns North at the first entrance to CASO Railway Station.
11. 11:30 – 31 CER halts in front of the CASO Railway Station.
12. 11:35 – Reviewing officer inspects the Regiment.
13. 11:45 – Speeches and award presentations.
14. 12:00 – Parade is dismissed and board buses for departure.

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1. Will require Police escort and traffic control.
2. Parking area to be freed at the Jumbo Memorial for Parade forming.
3. Park along Talbot St. should not impede Parade movement.
4. Moore St. in especially in front the Memorial Garden to be cleared of traffic and parking.
5. Small Dias and flags to be place at on the North East corner of Talbot and Flora St.
6. Park Lot in Front of the CASO Station to be cleared of vehicles.
7. Modular tents to be erected at the Memorial Gardens for VIPs if required (wet weather plan).
 - a. Tents and chairs supplied and installed/removed by 31 CER.
 - b. Hydro required for PA system.
8. Modular tents to be erected at the CASO station if required (wet weather plan). Seating for 60 guests.
 - a. Tents and chairs supplied and installed/removed by 31 CER.
 - b. Hydro required for PA system.