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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

April 3, 2019

MINUTES

Confirmation of the minutes of the meeting held on February 6, 2019.

PETITIONS AND COMMUNICATIONS

St. Thomas Optimist Children's Festival - Optimist Club - September 14, 2019 Pages 2-6

Railway City Road Races - Organizing Committee - September 22, 2019 Pages 7-18

St. Thomas Iron Horse Festival – Iron Horse Festival Committee – August 15-18, 2019

Pages 19-23

Victims and Survivors Week BBQ - Victim Services Elgin - May 29, 2019 Pages 24-29

BRO Awareness Ride - BRO Elgin Middlesex - May 5, 2019 Pages 30-35

UNFINISHED BUSINESS

Upcoming Events

- Walk with the Cross St. Thomas Pentecostal Assembly April 19, 2019
- Easter Egg Hunt St. Thomas Kinsmen April 20, 2019
- Respect Life Walk-a-Thon St. Thomas & District Right to Life April 27, 2019
- Walk for Alzheimer's Alzheimer Society May 11, 2019
- Big Bike Heart and Stroke Heart and Stroke Foundation May 28-29, 2019
- Wellkin Run for Children's Mental Wellness June 1, 2019
- St. Anne's Community Festival June 5-8, 2019
- Father's Day Car Show Lions Club June 16, 2019
- Nostalgia Nights Downtown Development Board July 6, 2019

NEW BUSINESS

ADJOURNMENT

	T AND ORGANIZER INFORMATION St. Thomas Optimist Children's Festival	FEB 2 1 2019 City Clerks Dept.
Event Name:		City Clerks Dept.
Date(s):	Saturday September 14th. 2019	
Start Time:	10:00 AM End Time: 1:00 PM	<u>.</u>
Location(s):	Optimist Park, 330 Chestnut Street	
Organizing Group:	St. Thomas Optimist Club	
Contact Name #1:	Chris McConnell #2: Ritchie Stewart	
Street Address:	18 Warehouse Street	
Town/City:	St. Thomas Province: Ont. Postal Code: N5R3	A7
Phone Number #1:	519-319-8857 _{#2:} 519-633-0453	
Email Address:	chrismcconnell1965@gmail.com	
Expected Attendance:	Number of Event Personnel/Volunteers: 50	···
Location and number	of washrooms in place: Porta Potties	
Location and Number	r of Parking Spaces: Optimist Park and surrounding streets.	
Number of Accessible	e Washrooms: 0 Number of Accessible Parking Spots: 0	
-	specific event. Attach additional sheets as necessary. activities for elementry school age children	
including d	isplays by Emergency services	
and sports or	rganizations and cultural clubs. entertainment	
by the Snak	ce Lady and free hot dogs and juice and fr	uit.

SECTION 2: FOOD AND BEVERAGE



SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No
If Yes, please specify the number and size of tents. 3 tents each 8x20 feet.
If the tents are larger than 60m^2 cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: N/A
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.
SECTION 4: SERVING OF ALCOHOL
Will alcohol be consumed at the event? Yes No V If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT
If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes No
SECTION 6: MUSIC / NOISE
Will there be a concert or musical entertainment as part of the event? Yes No
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable

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.

musical licencing through SOCAN for events not taking place in a City facility.

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals a If Yes, the Elgin-St. Thomas Public Heal animals are not permitted in the Animal Exemption to the By-Law must be approthis permit application. Please note that s	Ith must be notified of the Control By-Law 71-2011, ved by City Council. Plea	, an Applicatio ise attach a cop	wo weeks pr n for Tempo	rior. If the
SECTION 8: ROAD CLOSURES / TE	RAFFIC FLOW CHANG	GES		
Are you anticipating any road closures of	r traffic flow changes?	Yes	No	
If Yes, please describe the road closure r Right of Way Occupancy Permit and Cit that approval may take several weeks	y Council approval is requ	uired for all ro	ad closures.	
			- 4	
Please attach a copy of the Right of Way	Occupancy Permit and p	rovide the pen	nit #:	
If the event is a Parade / Run / Walk / Palocated under the Special Events page or				
		<i>p</i> -		
Do you require traffic control? If Yes, please contact the St. Thomas Po	lice Services at (519) 631	Yes [-1224.	No	
PLEASE NOTE: Marshalls, volunteers a police can direct traffic pursuant to the H	-	not allowed to	direct traffic	c. Only the
Have you contacted the Public Works D	epartment for: Barricades No Parking Signs Detour Signing	Yes Yes Yes	No No No	N/A / N/A /
SECTION 9: MUNICIPAL FACILIT	<u>IES</u>			
For events taking place in Pinafore Park, Rec and Property Management staff onc Have you contacted Parks and Recreation	e the Special Events Perm	-	_	•
Have you rented a pavilion/facility and s If ves. please provide the location of the		Yes of the nermit.	No	N/A

Do you require picnic tables or garbage and Property Management Dept and that of		-		
and Hoperty Management Dept and that C	activety/pick up is it	Yes Yes	No No	N/A
If Yes, how many are you requesting?	# of Picnic Tables:			
Have you made arrangements with Envi	ronmental Services	staff for recycling co	ontainers and co	ollection?
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical please attach the E	Safety Code or have	e been inspec	ted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi			No	N/A 🔽
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility Accessib	ities Act (AODA). Concept Please note that continued indicate the barrier equired, the Special	Organizations with a directional signage - free path of travel a Events Committee	t least one employeeds to be proposed to be propose	loyee have cominently accessible
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many se			Yes	No
First Aid: For events with an anticipat required to be retained. Have you confin If Yes, please attach documentation prov	med First Aid servic	es? Yes	No 🗸	ervices are N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site	•	Service) been conta	cted regarding Yes	your event No
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks	•	the Fire Department	Yes	No 🗸

SECTION 12: SIGNATURE

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

documentation available to the general public, in supporting documentation to any third parties upon		disclosing the application and its
- Q: well		February 19th/2019
(Signature of Individual Completing this Application	ion)	(Date completed)
Office Use Only: Application Received: February 2	120 19 Committee A	Approval:
SECTION 13: INSURANCE		
A Certificate of Insurance is required providing properties of the City of St. Thomas as an Additionathe required insurance MUST be submitted a min Special Events Committee reserves the right to incoverage for large community events.	al Insured under the cimum of two weeks	corresponding policies. A copy of prior to the start of the event. The
The provision of the completed and signed Statem	ent of Indemnification	n below is also required.
Please note that an approved event may be cancell be altered or cancelled as a result of an emergency		coverage not be provided and may
STATEMENT OF INDEMNIFICATION		
St. Thomas Optimist Children's Festival	nized by St. Tho	mas Optimist Club (Organizing Group)
(Event Name)	mized by	(Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, de	_	<u>-</u>
any damage to property including loss of use there death resulting at any time there from, occasioned		
St. Thomas Optimist Children's Festival	ized by St. Thor	nas Optimist Club (Organizing Group)
(Event Name)	ized by	(Organizing Group)
its officers, agents, servants, employees, contracto on the premises or any part thereof arising from or such damage or injury is due to the act, default or Thomas, its officers, agents, servants, employees,	occasioned by any conegligence of The Co	ause whatsoever, except where proporation of the City of St.
Witness:	Signed:	cli vell
Name (Print): 501 Hindley	Name (Print):	Chais M' Connell
·	Address:	18 workouse st.
	Telephone:	519-319-8857
	Date:	Feb. 21 4 2019
	Event Name:	OPtimist Children's F Str Thomas Optimist Cl
	Organizing Group:	Sta Thomas Optimist C

MAR 0 5 2019

SECTION 1: EVENT AND	ID ORGANIZER INFORMATION	
Event Name:	Railway (ity Road Races City Clerks D	ept.
Date(s):	Sunday, Sept. 22, 2019	•
Start Time:	6600 hrs End Time: 1300 hrs	_
Location(s):	CASO Station - Talbut Street	•
Organizing Group:	RCRR Organizing Committee	
	Nanyhaurence #2: Brian Zimmer	
Street Address: 5	1 oldewood Cres	
Town/City:	St. Thomas Province: <u>ON</u> Postal Code: <u>N5R68</u>	ર
Phone Number #1:	226-219-6053 #2: 548-888-9686	
Email Address:	n. lawrence (2) rogers. com	•
Expected Attendance:	Number of Event Personnel/Volunteers: 100	
Location and number of	of washrooms in place: 2 inside CASO Stehion	,
Port-a-	potties on route	
Location and Number	of Parking Spaces: CARO Station + Van Pelts	
parking	1048	
•	Washrooms: 2 Number of Accessible Parking Spots: ? - CASO	
Please describe your s	specific event. Attach additional sheets as necessary.	_
Fundrai	sing charity run to benefit STEGI	Н.
5 Km	, 10 km, half move then distance	23
and c	children's Choo Choo Challenge	
, A-11 st	rant and Enish at CASO	
Static	200	
SECTION 2: FOOD AN	ID BEVERAGE	
Will food/beverage of	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
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STATISTICS CONTRACTOR OF THE STATIST CONTRACTOR OF THE STATIST CONTRACTOR
Will there be personal services of any kind offered to the public at this event? Yes No Public 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?
If Yes, please specify the number and size of tents. Specify the number and size of tents. Specify the number and size of tents. Specify the Covers in parking lot for fitness exporting 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.
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Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes □ No □
SECTION 7: MUSIC / NOISE Yes No P
Will there be a concert or musical entertainment as part of the event?

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

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

SECTION 8: ANIMALS		
Will there be a Petting Zoo or Animals at the event? If Yes, the Southwestern Public Health must be notified of the event details two we are not permitted in the Animal Control By-Law 71-2011, an Application for Tempo Law must be approved by City Council. Please attach a copy of the application to the Please note that such approval may take several weeks. SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES	rary Exemption	to the By-
SECTION S. ROAD CLOSORES / TRAFFIC FLOW CHAINGES		
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 shof Way Occupancy Permit and City Council approval is required for all road closure approval may take several weeks.	s. Please note th	
- See attached maps		
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 under the Special Events page on the City website. Describe the event and attach a SCE MADS,	the city roads m map or sketch.	ap located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.	Yes 🖸	No 🗆
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic pursuant to the Highway Traffic Act. Have you contacted the Env Services Department - Roads and Transporation for:	ct traffic. Only t	he police
Barricades Yes	No 🗆	N/A 🗆 🍃

Page 4 of 7

No Parking Signs

Detour Signing

Yes 🔲

Yes 🗌

No 🗌

No 🔲

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, org and Property Management staff once the Spanish	anizers will need to arra	inge an onsite	meeting with	Parks, Rec
Have you contacted Parks and Recreation st	aff about your event?	Yes 🖂	en approved. No □	N/A □
Have you rented a pavilion/facility and signed	0000 5000		1.0	17/A LLJ
Have you rented a pavilion/facility and signs	ed a permit?	Yes 🗌	No 🗌	N/A 🖸
If yes, please provide the location of the ren	tal and attach a copy of	the permit		
Do you require additional picnic tables or ga	rbage cans? Please note	availability is	at the discreti	on of the Parks Rec
and Property Management Dept and that de	livery/pick up is the res	ponsibility of t	ne event orga	nizer.
		Yes 🖸	No 🗌	N/A □
If Yes, how many are you requesting? # of	Picnic Tables:	# of Garba	ge Cans:	!
Have you made arrangements with Environn	nental Services staff for	recycling conta	iners and col	lection?
		Yes 🔲	No 🗌	N/A 🖳
Will you require municipal support for:	Water	Yes 🔲	No 🗀	N/A ITA
	Hydro	Yes 🔲	No 🗆	N/A 12 N/A 12
Please note that all equipment and extension certification body under the Ontario Electrication body under the Ontario Electrication the Electrication in th	cal Safety Code or have ectrical Safety Authority	e been inspect	ed by the Fla	actrical Safaty
if required, have you obtained a Hydrant Cor	nnection Permit?	Yes 🗆	No 🗌	N/A 🖫
f Yes, please attach a copy of the Permit and	provide the Permit Nu	mber:		•
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Plaisplayed throughout the event venue to inwashrooms and parking. Although not requirely the Municipal Accessibility Advisory Colon to the Municipal Accessibility Ad	Act (AODA). Organiza ease note that directi dicate the barrier-free ed, the Special Events (tions with at onal signage path of travel committee reco	least one en needs to be and location ommends sub	nployee have prominently
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licenced security firm for the firm of Yes, what company and how many security	n been contacted/retain officers will be present	red? ?	Yes 🗆	No 🗓
First Aid: For events with an anticipated atte required to be retained. Have you confirmed f Yes, please attach documentation providing	First Aid services?	Yes 🖎	No 🖂	are N/A 🏻

Ambulance: Has Emergency Medical Services (Ambulance Service) been planned emergency access to the site?	:	ent and
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Dep	Yes 🗍 No artment.	
SECTION 13: SIGNATURE		220
That the information contained in this application and any documenta provided in support of the application, by myself, my agents, consult information and will become part of the public record. As such, and in <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. City of St. Thomas making this application and its supporting documen including copying and disclosing the application and its supporting documentation request.	ants and solicitors, constitutes accordance with the provisions 1990, c.M.56, I hereby consent tation available to the general	public of the to the public,
(Signature of Individual Completing this Application)	Mench 1/2019	
	(Date completed)	
Differ the Only Andrewson Barrier & Art of C 2019 Committee	Ammanuel.	
Office Use Only: Application Received: March 5, 2019 Committee	-pprovai:	
Committee of the Commit	approvai:	
Committee	-thtrovar:	<i>2</i> 5
Committee .	approvat:	
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Committee .	approvat:	<i>j</i> /9
Committee	approvat:	
	approvat:	/s
Committee .	approvai:	
	approvat:	

SECTION 14: INSURANCE

STATEMENT OF INDEMNIFICATION

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.

Rachway City Road Races organize (Event Name)	ed by RCRR Organizing Comm (Organizing Group)	itlee
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	of the City of St. Thomas and all persons for whom it costs, claims, suits or actions arising out of:	t is at
any damage to property including loss of use thereof death resulting at any time there from, occasioned b	y any act or omissions of	Z
Roulway Caly Rood Raca organized	d by RCRR Organizing (Commis	Hee
its officers, agents, servants, employees, contractors, the premises or any part thereof arising from or occadamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, cu	isioned by any cause whatsoever, except where su nce of The Corporation of the City of St. Thomas, it	ch
Witness:	Signed: July remonce	
Name (Print):	Name (Print): Nancy Lawrence	_
	Address: 51 Oldewood Cres	_
	Telephone: 226-219-6053	_
	Date: 4 March. 1/19.	
	Event Name: Randway Cety Kord	Roces
	Organizing Group: RCKK Commute	<u>e</u>
	Event Dates: Sunday Sept . 22	/19.

CEF	ETIFI	ICATE OF IN	VSURAN	1CE			ISSUE DATE (MA 07/04/20	MDD/	YY)
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	orento, eff Mula	, ON M5G 2E3 Grew			Company A		Insurance Group		
HUB	HONE:	416-597-0008 FAX:	418-597-2313		Company B				<u> </u>
INSURED'S FULL NAME AND N	AAILIN(3 ADDRESS			Company				
20 Egilnton Ave. West, Suite 600 Toronto, ON M4R 1KB)			ŀ	Company				
<u>,</u> 2.				ŀ	Company	<u> </u>			
				ERAGE	E				
This is to certify that the policies of requirement, term or condition of	of Insura	ance listed below have	a boar leaved t	in the L		shows for ti	he soling and of indicated and		4
requirement, term or condition of a by the policies described herein is	any con	lract or other docume	ant with respect	t to wh	ich this certific	ale may be	ne policy period indicated, not issued or may pertain. The int	rnialik Kulua	tending any ca afforded
by the policies described herein is	subjec CO	t to all the terms, excl	ADSIDITE COLOROLS	LECTROCAS	or such polici	183. Limits si	hown may have been reduced	! by pa	aid claima.
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CLAIMS MADE	"				0030	72019	GENERAL AGGREGATE	\$	10,000,000
OCCURRENCE	1						PRODUCTS - COMP/OP	2	2,500,000
X PRODUCTS AND/OR COMPLETED OPERATIONS							AGGREGATE	<u>, </u>	
PERSONAL INJURY					1		PERSONAL INJURY EMPLOYER'S LIABILITY	\$	10,000,000
X EMPLOYER'S LIABILITY							TENANT'S LEGAL LIABILITY	5	1,000,000
X TENANT'S LEGAL LIABILITY			ľ				NON-OWNED AUTOMOBILE	5	10,000,000
NON-OWNED AUTOMOBILE HIRED AUTOMOBILE							HIRED AUTOMOBILE	\$	50,000
X HIRED AUTOMOBILE									
AUTOMOBILE LIABILITY DESCRIBED AUTOMOBILES				-			BODILY INJURY PROPERTY DAMAGE	\$	
ALL OWNED AUTOMOBILES							COMBINED	<u> </u>	
☐ LEASED AUTOMOBILES ** ☐ GARAGE LIABILITY		1					BODILY INJURY (Per person)	\$	
C CATAGE EXPRESS 1						1	BODILY INJURY	S	
"ALL AUTOMOBILES LEASED IN EXCESS OF 36 DAYS WHERE THE INBURED IS REQUIRED TO		1 1				8	(Per accident) PROPERTY DAMAGE	<u>*</u>	
PROVIDE HISURANCE EXCESS LIABILITY								\$	
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DESCRIPTION OF OPERA	TIONS	S/LOCATIONS/A	ITOMOBILE	E9/90	DECIAL ITE	MO/ ADE	ITIONAL INCUES	\$	
The Corporation of the City of St. TI LTD are added as Additional insure the Named Insured. Professional Liability Insurance insurer: Aviva insurance Company	nomas, ed(s) to	, The City of St Thoma the Commercial Gene	es, The Municip eral Liability Po	pality o	f Central Eigin t only with res	, Enfield Tin pect to vicar	ming Ltd. and Johnson's Sanit dous liability arising out of the	ation open	Service ations of
Policy No. SIHP00038404 Policy Period: June 30, 2018 - June Policy Limit: \$10,000,000 Punitive Damages Each Claim: \$2,1 Punitive Damages Apprepata: \$4 N	30, 20	19							ĺ
(coกปกบอป next page)									
CERTIFICATE HOLDER					CELLATION			_	
				TO THE	CERTIFICATE HO	Kung Compan Ilder Named	ED POLICIES BE CANCELLED BEFOR MY WILL ENDEAVOUR TO MAIL 30 DA TO THE LEFT, BUT FAILURE TO MAI BILITY OF ANY KIND UPON THE CO	YS WE	LITTEN NOTICE
				1	HORIZED REF	PRESENTA	TIVE		
The Corporation of the City of S 546 Talbot St., P.O. Box 520 Bt. Thomas, ON N5P 3V7	i. Thon	nas			W.	1.7	pe_		
				Per:_	1 0/ 2				

Background:

A Special Event Permit is being presented from the Rallway City Road Races. The event requires road closures and traffic control at certain points along the designated routes (attached).

5km

https://www.mapmyrun.com/routes/fullscreen/1766487002/

10km

https://www.mapmvrun.com/routes/fullscreen/2409071803/

Half Marathon

https://www.mapmvrun.com/routes/fullscreen/2409059974/

Subject to Council approval, the Railway City Road Race will be held Sunday September 22, 2019 and consist of a Half Marathon (21.1km), a 5km and 10km Walk/Run as well as a 1km Kids Fun Run, with funds donated to the St. Thomas Elgin General Hospital Foundation. Historically, the Half Marathon started in Port Stanley and worked it's way through the village back into St. Thomas along Sunset Dr.. With the subsequent completion of the trail system within the City, Race Organizers wished to conduct the event entirely within St. Thomas to maximize the utilization of this infrastructure and display the City to outside visitors.

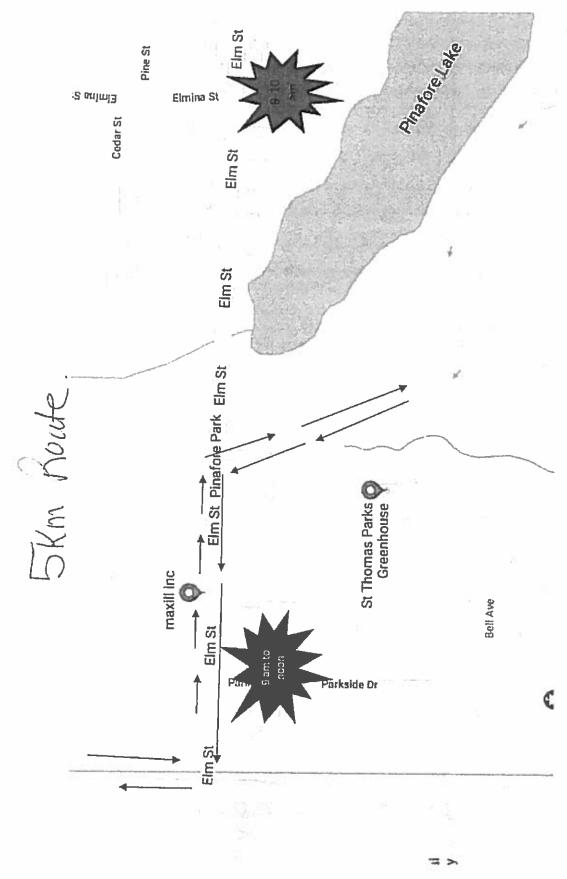
The first race will start at 0830h followed at 0900h for the subsequent events from the CASO Station, and all runners should have completed their events by 1300h returning to the CASO Station. Earlier road closure times are to allow for event set up. All participants are to follow the existing rules of the road. There are nineteen traffic control points along the race route that require road closures or traffic control. Railway City Road Races will make arrangements with the St. Thomas Police Service (STPS) and REACT to assist with all requirements. Railway City Road Races will also arrange with City Staff to set up all required traffic control signs and bring barricades to the traffic control points on the morning of the event.

The road closures, traffic control points and recommended requirements are listed and shown on the following:

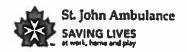
Traffic Control Point#	Location	Management
1	Ross St. between Talbot St. and Centre St.	ROAD CLOSURE from 0600-1300h
2	Moore St. just North of Trail to Amelia St.	ROAD CLOSURE from 0600-1300h (by placing just north of trail, members of Destination Church still have access to Civic Parking Lot)
3	Centre St. between Princess Ave and Ross St.	ROAD CLOSURE from 0600-1300h
4	Centre St. at Elgin St.	STPS to control traffic from 0830-0900 (then proceed to Elm St. Traffic Control Point 10)
5	Centre St. at Stanley St.	STPS to control traffic from 0830-0900 (then proceed to Palm St. Traffic Control Point 7)

	Intersections of Centre St. at White St., William St., Church St. and King St. will	Southwick St. Hincks St., Metcalfe St., Queen St., be controlled by Stop Signs and Volunteers
6	Wellington St. between Princess Ave and Moore St. at Trail Crossing	STPS to control traffic for duration of event 0830-1230
7	Palm St and Victor Dr. where pathway crosses Palm St.	STPS to control traffic for duration of event 0845-1230 Assisted by REACT.
8	Victor Dr. between Palm St. and Chester St.	ROAD CLOSURE from 0800-1300 using wooder barricades
9 Ç.	Chester St. between East Ave and Victor St.	ROAD CLOSURE from 0800-1300 using wooder barricades
10	Elm St. from Wilson Ave to Elmina	ROAD CLOSURE from 0700-1000h to ALL Traffic EXCEPT EMS then at 1000h, open to traffic thereafter using lanes created using pylons. Will require 2 rows of City pylons on Elm St. as In past to create three pseudo-lanes between the Rallway Tracks and the entrance to Pinafore Park. The northern most lane will be reserved for EMS traffic between 0700-1000h while the other two lanes will be used by runners entering and exiting Pinafore Park. After 1000h, the northern lane will be used by Westbound traffic while the middle lane will be used by Eastbound traffic. The southernmost lane will be used by runners for the duration of the event i.e. 1230h. STPS will monitor traffic at Elm St, where the Railway Trail intersects for the duration of the event.
11	Elm St. and Parkside Dr.	ROAD ACCESS CLOSURE from 0700-1230. Traffic on Parkside to exit to the North past Parkside Collegiate to Sunset Dr. during event.
12	Entrance to Parkside Collegiate and Railway Trail	Monitored by REACT/Volunteers 0830-1000h
13	Angus McKenzie Trail and Lake Margaret Trail	Monitored by Crosswalk with Flashing Lights and Volunteers
14	Bill Martin Parkway at Fairview Ave., Sauve Ave., and Southdale Line	ROAD CLOSURE from 0800-1200h using wooden barricades
15	Trall to the South of Doug Tarry Sports Complex and Fairview Ave	Monitored by Crosswalk with Flashing Lights and Volunteers
16	Trall at intersection of Penhale Ave and Southdale Line	Controlled by Stop Signs and monitored by Volunteers. Rules of the Road
17	Trail at intersection of Peach Tree Blvd, and Southdate Line	Controlled by Stop Signs and monitored by Volunteers, Rules of the Road

18	Intersection of Lake Margaret Trail and Axford Parkway	Controlled by Stop Signs x three and monitored by Volunteers. Rules of the Road
19	Inside of Pinafore Park, the intersection of the interlor loop and the roadway leading to the back of the park near Emslie Field	ROAD CLOSURE from 0800-1200h using wooden barricades



coming and going separated. Police/React presence at Elmina from 9 am to 10 am to redirect traffic. After last 5 km runner makes way back to NOTE: one lane available on north side of Elm at all times for emergency vehicles. Pilons will divide the remaining two lanes to keep runners path, centre lane will re-open for two way traffic and police presence at Elmina no longer needed. Remaining lane on south side to remain closed until conclusion of race as half marathoners will be using it. Proposing closing Parkside Drive/Elm Street for duration of race.



St. John Ambulance St. Thomas/Elgin Branch

656 Talbot St. St. Thomas, ON NSP-1C8 Phone (519) 633-2290 Fax (519) 631-3368 Email: st.thomas@on.sla.ca Emergency Contact: (519) 670-1920 Email: galynne.cini@on.sia.ca

Paguast for Madical Eirst Pagange Carving

<u> </u>	<u>r iviedical F</u>	irst Response S	ervice			
Organization Information						
Organization: Railway City Road	Races	Phone Number: 226-219-6053				
Address: 51 Oldewood Cre	City	: St. Thomas Postal C	ode: N5R 6B2			
Web Site: railwaycityroadraces.c		Fax Num				
Contact Information for Event						
Contact Person: Nancy Lawrence	Contact Person: Nancy Lawrence Residence Phone Number:					
Cell Number: 226-219-6053	-	Email: n.lawrence@rogers.com				
The state of the s						
Event Information						
Name of Event: Railway City Roa	d Races	Type of Eve	nt: Run			
Location of Event: CASO Station	and along routes	City: S	St. Thomas			
Contact Name of Person at Even	t: Nancy Lawrence	Contact Nun	nber: 226-219-6053			
Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time			
1) Sunday, Sept 22/19		0700 /10	1300 hrs			
2)						
3)						
4)	-					
5)						
Attach the following if available	or applicable: Com	ING SCON!				
Proposed Map Route	Tentative Site La		Rain Out Plans			
	_					
Are the following available on sit		• _				
First Aid Room Orinking V	Vater Parking 💆	Electrical Outlet for Ambu	ilance Plug 🕍 Ice			
Special Equipment Requested:	gator for	cerise				
Coverage is requested for: Pa	rticipants 500	Spectators 100	☐ Both			
Age Group: acid ages (appro	ximate # of participants)	(approximate # of spectator				
If the event is longer than four (4	4) hours or at meal	Is complementary (free) for	ood available for our			
time(s), is food available on site	Yes	Volunteers?: 425 DIZZA water				
Pizza	<u>'</u>	Please specify (meals/drin	KS):			
Will your organization/group pro		Will you require a charitable receipt? NO				
a donation? / Amount if		Will you require an invoice				
Will your Event have any Social i	-	us to promote (FaceBook/	Twitter/Instagram etc):			
FB-1 Twitter						
			· · · · · · · · · · · · · · · · · · ·			
Signature/Typed Name:		Date:	/			
2 hand of him	1244	-11/2	11/19			
-) fancy aure	ree	- Infai	en///.			
4 14 14						

* t

SECTION 1: EVENT	T AND ORGANIZER INFORMATION	MAR 1 2 2019
Event Name:	St. Thomas Iron Horse Festival	City Clerks Dept
Date(s):	August 15, 16, 17, 18	
Start Time:	TBD End Time: TBD	
Location(s):	Downtown St. Thomas	
Organizing Group:	Iron Horse Festival Committee	
Contact Name #1:	Paul Corriveau #2: Terri Sinclair	
Street Address:	29 Cider Mill Lane	
Town/City:	St. Thomas Province: Ontario Postal Code	N5R 0C1
Phone Number #1:	519-709-9753 _{#2:} 519-636-1721	
Email Address:	pcorriveau@ironhorsefestival.com	
Expected Attendance:	15,000 Number of Event Personnel/Volunteers: 10)0
	of washrooms in place: 30 units at different location	ons on site
·		
Location and Number	of Parking Spaces: various lots and street park	king
	ne downtown area	13-10-10
Number of Accessible	Washrooms: 4 Number of Accessible Parking Spo	unknown
Please describe your s	pecific event. Attach additional sheets as necessary. Annual	festival
featuring a m	idway, Rib-fest, food vendors, games of	f chance,
musical enter	tainment, licensed entertainment areas,t	rain rides,
3 on 3 Baske	etball, psychic fair	
SECTION 2: FOOD	AND BEVERAGE	
Will food of any kind	be available at this event? Yes Yes Yes Yes Yes Yes Yes Yes	No 🗌

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes No
If Yes, please specify the number and size of tents. Unknown at this time, details will be provided closer to the Festival
If the tents are larger than $60m^2$ cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.
SECTION 4: SERVING OF ALCOHOL
Will alcohol be consumed at the event? Yes No No No Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partition. Please note that there is a no staking policy in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT
If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes No
SECTION 6: MUSIC / NOISE
Will there be a concert or musical entertainment as part of the event? Yes No
If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00

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

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

SECTION 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notifianimals are not permitted in the Animal Control By-Law Exemption to the By-Law must be approved by City Conthis permit application. Please note that such approval medical Section 8: ROAD CLOSURES / TRAFFIC FLOW	v 71-2011, an Ap uncil. Please attac ay take several w	plication fo ch a copy o	r Temporary	
			_	1
Are you anticipating any road closures or traffic flow ch	anges?	Yes 🗸	No]
If Yes, please describe the road closure requirement and Right of Way Occupancy Permit and City Council approach that approval may take several weeks.	val is required fo	or all road c	losures. Plea	ire. A se note
Moore Street between Talbot & Center Street				
Ross Street between Talbot & Centre Street				
We also request the use of the entire Moore Street Parking Lot, and request	that the Municipal Buse	s fuel off-site d	uring the Festival	
Please attach a copy of the Right of Way Occupancy Per				
If the event is a Parade / Run / Walk / Pass through Spor located under the Special Events page on the City websit	ting Event, please te. Describe the e	e refer to th vent and at	e city roads tach a map o	map r sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at	(519) 631-1224.	Yes	No √]
PLEASE NOTE: Marshalls, volunteers and special even police can direct traffic pursuant to the Highway Traffic	t staff are not allo	owed to dire	ect traffic. O	nly the
Have you contacted the Public Works Department for: Barricades No Parking Detour Sign	_	No.	$\sim \overline{f V}$	N/A N/A N/A
SECTION 9: MUNICIPAL FACILITIES			_	
For events taking place in Pinafore Park, organizers will Rec and Property Management staff once the Special Ev Have you contacted Parks and Recreation staff about you	ents Permit Appl		been approv	
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attack			o 🚺	N/A

Do you require picnic tables or garbage and Property Management Dept and that of				
	• • •	Yes 🗸	No 🗍 🗓	N/A
If Yes, how many are you requesting?	# of Picnic Tables: 40		arbage Cans:	
Have you made arrangements with Envi	ronmental Services staff	for recycling co	ontainers and o	collection?
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safe	ety Code or hav	e been inspe	cted by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi		Yes Number:	No 🗸	N/A
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility Accessib	ities Act (AODA). Organ Please note that direct indicate the barrier-free equired, the Special Eve	nizations with at tional signage is path of travel a nts Committee r	least one em needs to be juid location of recommends	ployee have prominently of accessible submitting a
SECTION 11: OTHER SERVICES/R	ESOURCES			
Security: Has a privately licenced securi If Yes, what company and how many sec			Yes	No 🗸
First Aid: For events with an anticipat required to be retained. Have you confirm If Yes, please attach documentation proving	med First Aid services?	Yes	No 🗸	N/A
Ambulance: Has Emergency Medical Se and planned emergency access to the site		vice) been contac	cted regarding Yes	your event No 🗸
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		Fire Department	Yes	No 🗸

SECTION 12: SIGNATURE

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

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

	March 12, 2019
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: Morch 12, 20 H	Committee Approval:

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

St. Thomas Iron Horse Festival organized by Iron Horse Festival committee (Organizing Group)

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

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

St. Thomas Iron Horse Festival	organized by	Iron Horse Festival Committee
(Event Name)		(Organizing Group)

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

Witness Signed: Paul Corriveau Name (Print): Name (Print): 29 Cider Mill Lane Address: 519-709-9753 Telephone: March 12, 2019 Date: St. Thomas Iron Horse Festival **Event Name:** Iron Horse Festival Committee **Organizing Group:** August 15, 16, 17, 18 **Event Dates:**

Page 6 of 6

MAD 1 8 2019

SECTION 1: EVENT AND	ORGANIZER INFORMATION			MAD 1 8 2019
Event Name:	Victim and Survivo	ors week	BBQ	City Clerks Dept
Date(s):	May 29th 2019			
Start Time:	10:00am	End Time:	3:00pm	
Location(s):	Hepburn Park			
Organizing Group:	Victim Services E	lgin		
Contact Name #1:	Courtney McQuig	gan _{#2} .Nat	talie Redm	an
	Centre Street	πΖ		
Town/City:	St. Thomas	ovince: ON	Postal Code:	N5R 3A
Phone Number #1:	519-631-3182	#2·	rostar code.	
Email Address:	volunteercoordina	tor@vict	imservices	elgin.coı
	150 Number of Ev	ent Personnel/\	Volunteers: 6	
	of washrooms in place:			
Location and Number	of Parking Spaces:			
		37		
Number of Accessible	Washrooms: Nu	mber of Accessi	ible Parking Spots:	
	pecific event. Attach additional s		We will I	be hostin
	Q for Victim and Su			will be
offering free	hotdogs, chips, po	op, water	and snack	(S
We will be b	ringing awareness	to the m	any resou	rces
that are avai	ilable for victims ar	nd surviv	ors.	
<u></u>				
CECTION 2. PAGE AND	DREVERACE			
SECTION 2: FOOD AN	D BEVEKAGE			
	any kind be available at this eve		Yes	_

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this even If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at lea		es 🗌 s prior to the	No ☑ event.
Personal services include but are not limited to barbering, manicures, pedic piercing.	ures, esthe	etics, tattooin	ng and
SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as par			
If Yes, please specify the number and size of tents.	Y	es 🗌	No ✓
If the tents are larger than 60m ² cumulatively, a building permit is required to Services. Please attach a copy of the Permit and provide the Permit Numbe	through Pla	anning & Buil	lding
Please note that Indoor or Tent covered areas for public assembly must con requirements enforced by Elgin St Thomas Public Health. Please contact the information on how to meet these requirements.	nply with S Tobacco E	moke Free O Inforcement	ntario Act Officer for
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Pol Rec and Property Management Department for Special Events taking place o	icy availabl	es le through the pal property.	No ☑ e Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes o copy of the liquor permit with this application. If utilizing the services of a caendorsements to provide off – premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishme	the AGCO Act and its finspectio aterer with supply a le	guidelines for Regulations ns. Please sur all the requinter from the	or and bmit a fred
The area where alcohol is being served has to have a 36" (0.9m) high barries is a no staking policy in all of the City's Parks, Recreation and Property Man			that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol and (AGCO), you must obtain a letter of approval from City Council, declaring yo by submitting the request to the City Clerk's Department. Please note that sweeks.	ur event "i	municipally s	ignificant",
Will you be requesting that City Council declare your event a "Municipally S	ignificant E		
SECTION 7: MUSIC / NOISE	152	No ☑	
Will there be a concert or musical entertainment as part of the event?	Yes 🗌	No ☑	

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

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the If Yes, the Elgin-St. Thomas Public Health m are not permitted in the Animal Control By-Law must be approved by City Council. Plea Please note that such approval may take se	ust be notified of the e Law 71-2011, an Applic se attach a copy of the	cation for Temp	orary Exemption	on to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FLO	OW CHANGES			
Are you anticipating any road closures or tr	affic flow changes?		Yes 🗌	No 🗹
If Yes, please describe the road closure requof Way Occupancy Permit and City Council approval may take several weeks.	approval is required for	r all road closur		
				- <u> </u>
Please attach a copy of the Right of Way Oc	cupancy Permit and pr	ovide the perm	nit #:	
If the event is a Parade / Run / Walk / Pass tunder the Special Events page on the City w	through Sporting Event rebsite. Describe the ev	, please refer t ent and attach	o the city roads a map or sketo	map located h.
Do you require traffic control? If Yes, please contact the St. Thomas Police	Services at (519) 631-1	.224 ext. 141.	Yes 🗌	No ☑
PLEASE NOTE: Marshalls, volunteers and sp can direct traffic pursuant to the Highway T Have you contacted the Public Works Depa	raffic Act.	t allowed to di	rect traffic. Onl	y the police
,	Barricades No Parking Signs Detour Signing	Yes □ Yes □ Yes □	No 🗌 No 🗍 No 🔲	n/a 🗹 n/a 🗹 n/a 🗸

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, and Property Management staff once th		_	_	
Have you contacted Parks and Recreation			No 🗌	N/A 🗸
Have you rented a pavilion/facility and s	signed a permit?	Yes 🗌	No 🗀	N/A 🗹
If yes, please provide the location of the	e rental and attach a copy of	the permit.		
Do you require picnic tables or garbage Property Management Dept and that de		sibility of the	event organize	Γ.
		Yes 🗌	No 🗸	N/A 🗌
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Envi	ironmental Services staff for	recycling co Yes 🗌	ntainers and co	lection? N/A□
Will you require municipal support for:	Water Hydro	Yes 🗌 Yes 🔲	No ✓ No ✓	N/A □ N/A □
Please note that all equipment and exterification body under the Ontario E Authority. If required, please attach the Number:	lectrical Safety Code or hav	ve been insp	ected by the El	ectrical Safety
If required, have you obtained a Hydrar	nt Connection Permit?	Yes 🗌	No 🗋	N/A ☑
If Yes, please attach a copy of the Perm	it and provide the Permit Nu	ımber:		_
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsable to the Accessibility for Ontarians with Disable requirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not a plan to the Municipal Accessibility Advis	ilities Act (AODA). Organiz ty. Please note that direc to indicate the barrier-free required, the Special Events	ations with tional signage path of tra Committee i	at least one el ge needs to be vel and location recommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOUR	RCES			
Security: Has a privately licenced securi If Yes, what company and how many se			Yes 🗆	No ☑
First Ald: For events with an anticipated required to be retained. Have you confil If Yes, please attach documentation pro	irmed First Aid services?	Yes 🗆	No 🗆	s are N/A ☑

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	ed regarding your Yes 🗍	event and No 🗹
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Department.	Yes 🗌	No 🗹
SECTION 13: SIGNATURE		
That the information contained in this application and any documentation, incluprovided in support of the application, by myself, my agents, consultants and information and will become part of the public record. As such, and in accordance Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.N. City of St. Thomas making this application and its supporting documentation avaincluding copying and disclosing the application and its supporting documentation their request.	solicitors, constit e with the provis 1.56, I hereby con illable to the gen	eutes publications of the sent to the eral public,
(Signature of Individual Completing this Application) (Date to	03/18 - ompleted)	
Office Use Only: Application Received: MUTAN IR JAK 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		
Victim and SunvorsWeek BBQ organiz (Event Name)	ed by Victim	Sentus Elgin (Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	•	•
any damage to property including loss of use thereo death resulting at any time there from, occasioned by		
Victim and Survivors Week 1850 organize (Event Name)	d by <u>Victim S</u>	(Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occudamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, contractors	asioned by any causence of The Corporat	e whatsoever, except where such tion of the City of St. Thomas, its
Name (Print): Na talie Redman	Signed: // Name (Print):	Courtney McQuagan
Name (Fine). PADE TO (FILE TO COMME)	Address:	146 Centre St
	Telephone:	519 631 3182.
	Date:	2019/3/20
	Event Name:	Victim and Survivors Week BBC
	Organizing Group	Victim Services Elgin
	Event Dates:	May 29 2019.

City of St. Thomas

Fax

Cover sheet

MAR 1 8 2019

City Clerks Dept.

staples()

London, Ontario N6C 4P6
Phone: 519-645-7042

Fax: 519-645-8569

Date	Des 11/4 15/2 18
Number of pages (Including cover sheet)	Thurbas of process including the following seems
To Special Events	From Ryssell
City + 1911 5+ Thomas	
Phone ()	Phone ()
CC	
Remarks 🗅 Urgent 🗅 For your review 🚨	Reply ASAP
	52 8.8% C

For store use only
Local transmission – SKU: 381623
Long distance transmission – SKU: 475809
International transmission (1st page) – SKU: 381672
International transmission (additional pages) – SKU: 381676
Incoming fax – SKU: 381663

staples [] EN GROS

SECTION 1: EVENT AND ORGANIZER INFORMATION
Event Name: BRO. Etin, B/E/M WWa-ends
Date(s): May 05/19
Start Time: End Time: 245 pm
Lauriana St. Thomas
Organizing Group: B-K.O. Elyin middles-at
Contact Name #1: [CUS 5-ell [(. Ro L 1 1/15 1/42:
Street Address: 364 Ty on pson RA.
Town/City: (6 hd o 7 Province: 0ht) Postal Code: 1522 2/
Phone Number #1: 519-686-9996#2: 519-933-5518
Email Address:
Expected Attendance: Vuries Number of Event Personnel/Volunteers:
Location and number of washrooms in place:
Location and Number of Parking Spaces:
Number of Accessible Washrooms: M/A Number of Accessible Parking Spots:
Please describe your specific event. Attach additional sheets as necessary. Ride C
make motorists Anne of
motorcycles - Riding down
Talbot to city cimits
SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes \square If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

No 🗗

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p	ert of the ev	ent? No 🖭	
If Yes, please specify the number and size of tents.			
If the tents are larger than 60m^2 cumulatively, a building permit is require Services. Please attach a copy of the Permit and provide the Permit Num	ed through P ber:	lanning & 1	Building -
Please note that Indoor or Tent covered areas for public assembly must confidence and the public Health. Please confidence for information on how to meet these requirements.	omply with stact the Tob	Smoke Free acco Enfor	e Ontario cement
SECTION 4: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks, Rec and Property Management Department for Special Events taken	Yes D I Policy avai ting place or	No □ ilable throu n municipal	gh the
You must also comply with the Alcohol and Gaming Commission of On are responsible to notify and provide any pertinent information required obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpos a copy of the liquor permit with this application. If utilizing the services endorsements to provide off—premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the	under the A sence Act an ses of inspec of a caterer nail supply a	d its Regulations. Please with all the letter from	ations and se submit e required the
The area where alcohol is being served has to have a 36" (0.9m) high bathere is a no staking policy in all of the City's Parks, Recreation and Pr	arrier/partition operty Man	on. Please n agement fa	note that cilities.
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT			É
If you wish to apply for a "Special Occasion Permit," through the Alcol Ontario (AGCO), you must obtain a letter of approval from City Counc "municipally significant", by submitting the request to the City Clerk's approval may take several weeks.	al, declaring	; your event	
Will you be requesting that City Council declare your event a "Municip	ally Signifi Yes □	cant Event' No	'? '2
SECTION 6: MUSIC / NOISE			
Will there be a concert or musical entertainment as part of the event?	Yes 🗆	No	12

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

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

Will there be a Petting Zoo or Animals at the event? Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks. SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES Are you anticipating any road closures or traffic flow changes? Yes No If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch. Say J. A. J. A. J.				
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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.	Barricades Y No Parking Signs Y	es □ N	o 🗆	N/A B N/A B
Rec and Property Management staff once the Special Events Permit Application has been approved.	SECTION 9: MUNICIPAL FACILITIES		•	
	For events taking place in Pinafore Park, organizers will need to arrange	Application has	s been approv	red.

N/A @

No □

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

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

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 No NA & NA & No No NA & NA & No No NA & NA &	Do you require picnic tables or garbage can and Property Management Dept and that del	ns? Please note availablivery/pick up is the res	oility is at the di sponsibility of	scretion of the Pathe the event organi	arks, Rec zer.
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	nice : toposty internet			No □	
Will you require municipal support for: Water Yes No No NA 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 No NA Plant Yes, please attach a copy of the Permit and provide the Permit Number: SECTION 10: ACCESSIBILITTY As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review. SECTION 11: OTHER SERVICES/RESOURCES Security: Has a privately licenced security firm been contacted/retained? Yes No	If Yes, how many are you requesting? #	of Picnic Tables:			
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			vice) been con	T T	
	•	•	Fire Departme		No G

SECTION 12: SIGNATURE

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

-documentation av	ailable to the general public,	, including copying and disclosing the application and its
	entation to any third parties up	
10000	all yhe.	cation) (Date completed)
	vidual Completing this Applic	cation) (Date completed)
Office Use Only: Ap	plication Received: MUT(N 19	Committee Approval:
SECTION 13: II		
naming of the Ci the required insur- Special Events C	ty of St. Thomas as an Addit ance MUST be submitted a t	g proof of \$5,000,000 in insurance coverage, including the tional Insured under the corresponding policies. A copy of minimum of two weeks prior to the start of the event. The to impose additional requirements and increased insurance
The provision of	the completed and signed Stat	tement of Indemnification below is also required.
Please note that a	n approved event may be can	ncelled should insurance coverage not be provided and may
be altered or cand	celled as a result of an emerge	mey situation.
or areadesir (1)	INDEMNIFICATION	
IAILMENT OF	- 10 oce A. Ia	17 12 0
17 W 0 V 2	2 // @ 3 2 /(// E o	organized by (Organizing Group)
,		ration of the City of St. Thomas and all persons for whom it
is at law respons	ible from any and all liabilitie	es, damages, costs, claims, suits or actions arising out of:
any damage to p	roperty including loss of use t	thereof, and any injury to any person or persons, including
death resulting a	any time there from, occasio	oned by any act or omissions of
H-WA-E	Ness (d Cor	rganized by BIVLEYS Rights 091 N1 (Organizing Group)
its officers, agen on the premises such damage or	ts, servants, employees, contror or any part thereof arising from injury is due to the act, defaul	ractors, customers, invitees or licensees, or occurring in or or occasioned by any cause whatsoever, except where it or negligence of The Corporation of the City of St. eees, contractors, customers, invitees or licensees.
Witness: _	Jan Mhm	_ Signed: Kiss & Are.
Name (Print): _	James Robinson	. Name (Print): RUS SELIR KO WINSO
		Address: 364 Tnopson RA
		Telephone: 514-686-7996
		Date:
		Event Name: Audrene es Kide
		Organizing Group:
		Event Dates: Pai - 1 - 1 - 5/14
	*	Page 6 of 6 May 65 Mby 05/