

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

FEB 21 2019

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Thomas Optimist Children's Festival City Clerk's Dept.

Date(s): Saturday September 14th. 2019

Start Time: 10:00 AM End Time: 1:00 PM

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: N5R3A7

Phone Number #1: 519-319-8857 #2: 519-633-0453

Email Address: chrismcconnell1965@gmail.com

Expected Attendance: 400 Number of Event Personnel/Volunteers: 50

Location and number of washrooms in place: Porta Potties

Location and Number of Parking Spaces: Optimist Park and surrounding streets.

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 0

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

3 hours of activities for elementary school age children
including displays by Emergency services
and sports organizations and cultural clubs. entertainment
by the Snake Lady and free hot dogs and juice and fruit.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☒

No ☐

If Yes, please specify the number and size of tents. 3 tents each 8x20 feet.

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐

No ☒

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☐

No ☒

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

Yes ☒

No ☐

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 9: MUNICIPAL FACILITIES

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

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

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

Yes ☐

No ☐

N/A ☒

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

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

If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 5

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

Water
Hydro

Yes ☐ No ☒ N/A ☐
Yes ☒ No ☐ N/A ☐

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☒ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

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

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

[Signature]
(Signature of Individual Completing this Application)

February 19th/2019

(Date completed)

Office Use Only: Application Received: February 21, 2019 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 Optimist Children's Festival organized by St. Thomas Optimist Club
(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

St. Thomas Optimist Children's Festival organized by St. Thomas Optimist Club
(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): Jon Hindley

Signed: [Signature]
Name (Print): Chris McConnell

Address: 18 Warehouse St.

Telephone: 519-369-8897

Date: Feb. 21st / 2019

Event Name: Optimist Children's Festival

Organizing Group: St. Thomas Optimist Club

MAR 05 2019

City Clerks Dept.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Railway City Road Races

Date(s): Sunday, Sept. 22, 2019

Start Time: 0600 hrs End Time: 1300 hrs

Location(s): CASO station - Talbot Street

Organizing Group: RCRR Organizing Committee

Contact Name #1: Nancy Lawrence #2: Brian Zimmer

Street Address: 51 Oldewood Cres

Town/City: St. Thomas Province: ON Postal Code: N5R6B2

Phone Number #1: 226-219-6053 #2: 548-888-9686

Email Address: n.lawrence@rogers.com

Expected Attendance: 500 Number of Event Personnel/Volunteers: 100

Location and number of washrooms in place: 2 inside CASO Station
Port-a-potties on route

Location and Number of Parking Spaces: CASO Station + Van Pelts
parking lots

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: ? - CASO

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

Fundraising charity run to benefit STEGH.
5 km, 10 km, half marathon distances
and children's Choo Choo Challenge
All start and finish at CASO
Station.

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?

If Yes, please specify the number and size of tents. ~~100~~ ²⁰ pop-up shade covers in parking lot for fitness expo. Yes ☒ No ☐

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.

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 the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

See maps.

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 ☐

will need Park Washrooms open

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: 4

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐ No ☐ N/A ☒

Hydro

Yes ☐ No ☐ N/A ☒

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒

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

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

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

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

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

SECTION 13: SIGNATURE

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

Jammy Lawrence
(Signature of Individual Completing this Application)

March 1 / 2019
(Date completed)

Office Use Only: Application Received: *March 5, 2019* 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

Railway City Road Races organized by RCRR Organizing Committee
(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

Railway City Road Races organized by RCRR Organizing 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: _____

Name (Print): _____

Signed: Nancy Lawrence

Name (Print): Nancy Lawrence

Address: 51 Oldwood Cres

Telephone: 226-219-6053

Date: 4 March 1/19

Event Name: Railway City Road Races

Organizing Group: RCRR Committee

Event Dates: Sunday Sept 22/19

CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)
07/04/2018

BROKER



HUB International HKMB Limited
595 Bay Street, Ste 900
Toronto, ON M5G 2E3
Jeff Mulgrew
PHONE: 416-597-0008 FAX: 416-597-2313

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Company A Med-Three Insurance Group

Company B

Company C

Company D

Company E

INSURED'S FULL NAME AND MAILING ADDRESS

LifeMark Health Corp
20 Eglinton Ave. West, Suite 600
Toronto, ON M4R 1K8

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY	A	SIHP00038404	08/30/2018	08/30/2019	EACH OCCURRENCE	\$ 10,000,000
<input type="checkbox"/> CLAIMS MADE					GENERAL AGGREGATE	\$ 10,000,000
<input checked="" type="checkbox"/> OCCURRENCE					PRODUCTS - COMP/OP AGGREGATE	\$ 2,500,000
<input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS					PERSONAL INJURY	\$ 10,000,000
<input checked="" type="checkbox"/> PERSONAL INJURY					EMPLOYER'S LIABILITY	\$ 1,000,000
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY					TENANT'S LEGAL LIABILITY	\$ 10,000,000
<input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY					NON-OWNED AUTOMOBILE	\$ 10,000,000
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE					HIRED AUTOMOBILE	\$ 50,000
<input checked="" type="checkbox"/> HIRED AUTOMOBILE						
AUTOMOBILE LIABILITY					BODILY INJURY	
<input type="checkbox"/> DESCRIBED AUTOMOBILES					PROPERTY DAMAGE	\$
<input type="checkbox"/> ALL OWNED AUTOMOBILES					COMBINED	
<input type="checkbox"/> LEASED AUTOMOBILES **					BODILY INJURY (Per person)	\$
<input type="checkbox"/> GARAGE LIABILITY					BODILY INJURY (Per accident)	\$
**ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					PROPERTY DAMAGE	\$
EXCESS LIABILITY					EACH OCCURRENCE	\$
<input type="checkbox"/> UMBRELLA FORM					AGGREGATE	\$
<input type="checkbox"/> OTHER THAN UMBRELLA FORM						
OTHER (SPECIFY)						\$
						\$
						\$
						\$
						\$
						\$

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED

The Corporation of the City of St. Thomas, The City of St Thomas, The Municipality of Central Elgin, Enfield Timing Ltd. and Johnson's Sanitation Service LTD are added as Additional Insured(s) to the Commercial General Liability Policy but only with respect to vicarious liability arising out of the operations of the Named Insured.

Professional Liability Insurance
Insurer: Aviva Insurance Company of Canada
Policy No. SIHP00038404
Policy Period: June 30, 2018 - June 30, 2019
Policy Limit: \$10,000,000
Punitive Damages Each Claim: \$2,000,000
Punitive Damages Aggregate: \$4,000,000
(continued next page)

CERTIFICATE HOLDER

The Corporation of the City of St. Thomas
546 Talbot St., P.O. Box 520
St. Thomas, ON N5P 3V7

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Per: 

Page 1 of 2

Background:

A Special Event Permit is being presented from the Railway 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.mapmyrun.com/routes/fullscreen/2409071803/>

Half Marathon

<https://www.mapmyrun.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.

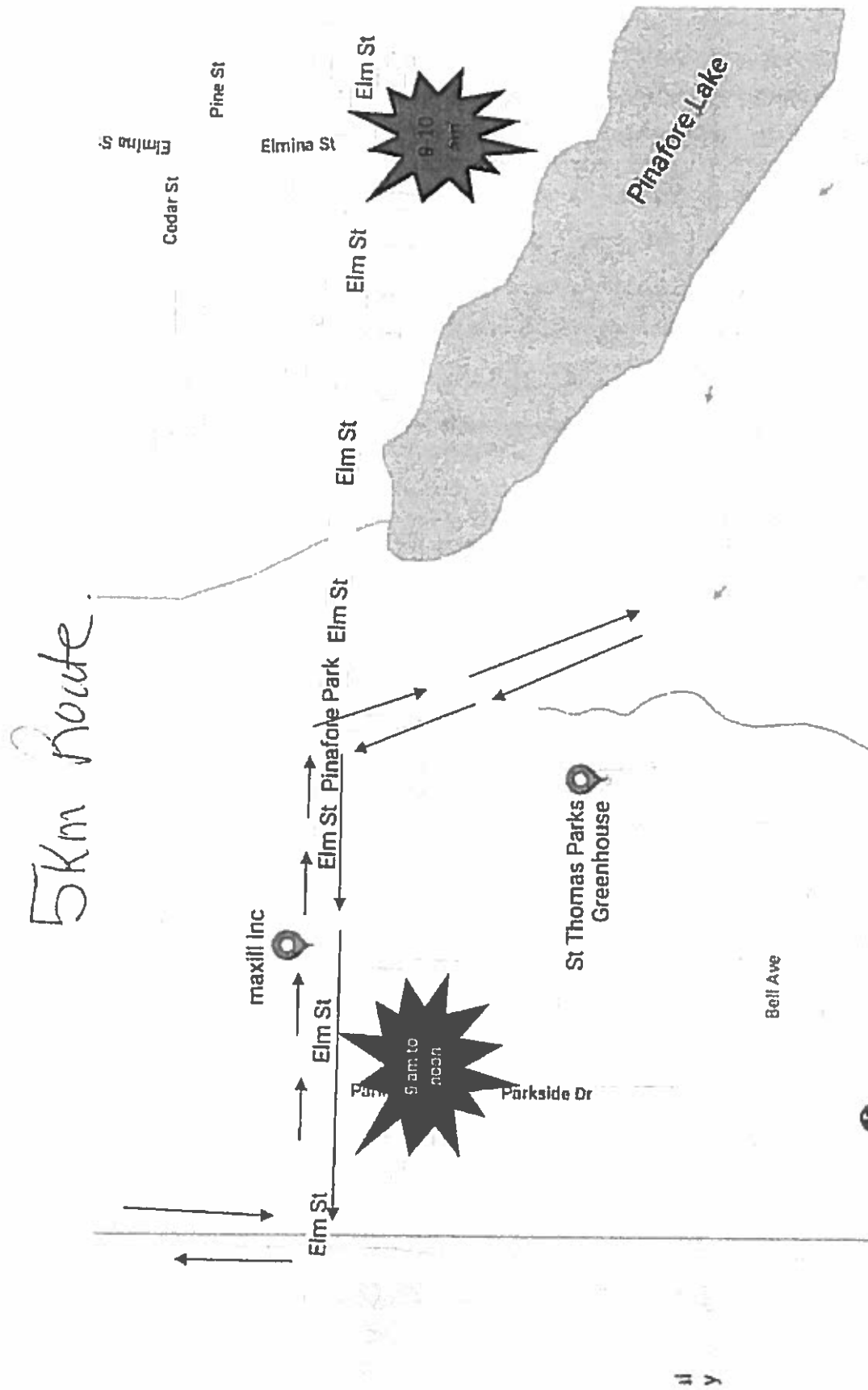
The first race will start at 0830h followed at 0900h for the subsequent events from the CASO Station, and all runners should have completed their events by 1300h returning to the CASO Station. Earlier road closure times are to allow for event set up. All participants are to follow the existing rules 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., Southwick St. Hincks St., Metcalfe St., Queen St., William St., Church St. and King St. will 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 wooden barricades
9	Chester St. between East Ave and Victor St.	ROAD CLOSURE from 0800-1300 using wooden barricades
10	Elm St. from Willson 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 Railway 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	Trail to the South of Doug Tarry Sports Complex and Fairview Ave	Monitored by Crosswalk with Flashing Lights and Volunteers
16	Trail 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 Southdale 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 interior loop and the roadway leading to the back of the park near Emslie Field	ROAD CLOSURE from 0800-1200h using wooden barricades



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 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 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
SAVING LIVES
 at work, home and play

St. John Ambulance St. Thomas/Elgin Branch

656 Talbot St. St. Thomas, ON N5P-1C8

Phone (519) 633-2290 Fax (519) 631-3368 Email: st.thomas@on.sja.ca

Emergency Contact: (519) 670-1920

Email: galynne.cini@on.sja.ca

Request for Medical First Response Service

Organization Information

Organization: Railway City Road Races Phone Number: 226-219-6053
 Address: 51 Oldewood Cre City: St. Thomas Postal Code: N5R 6B2
 Web Site: railwaycityroadraces.com Fax Number: _____

Contact Information for Event

Contact Person: Nancy Lawrence Residence Phone Number: _____
 Cell Number: 226-219-6053 Email: n.lawrence@rogers.com

Event Information

Name of Event: Railway City Road Races Type of Event: Run
 Location of Event: CASO Station and along routes City: St. Thomas
 Contact Name of Person at Event: Nancy Lawrence Contact Number: 226-219-6053

Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time
1) Sunday, Sept 22/19		0700 hrs	1300 hrs
2)			
3)			
4)			
5)			

Attach the following if available or applicable: COMING SOON!

☒ Proposed Map Route ☐ Tentative Site Layout ☐ Schedule ☐ Rain Out Plans

Are the following available on site?

☐ First Aid Room ☒ Drinking Water ☒ Parking ☒ Electrical Outlet for Ambulance Plug ☒ Ice

Special Equipment Requested: gator for course

Coverage is requested for: ☒ Participants 500 ☒ Spectators 100 ☐ Both

Age Group: all ages (approximate # of participants) (approximate # of spectators)

If the event is longer than four (4) hours or at meal time(s), is food available on site? yes
pizza
 Is complementary (free) food available for our Volunteers?: yes
 Please specify (meals/drinks): pizza, water.

Will your organization/group provide us with a donation? yes Amount if known: \$ _____
 Will you require a charitable receipt? NO
 Will you require an invoice? NO

Will your Event have any Social Media you would like us to promote (FaceBook/Twitter/Instagram etc):

FB - Twitter

Signature/Typed Name:

Nancy Lawrence

Date:

22 March 1/19.

MAR 12 2019

City Clerks Dept

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: St. Thomas Iron Horse Festival

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: 100

Location and number of washrooms in place: 30 units at different locations on site

Location and Number of Parking Spaces: various lots and street parking throughout the downtown area

Number of Accessible Washrooms: 4 Number of Accessible Parking Spots: unknown

Please describe your specific event. Attach additional sheets as necessary. Annual festival featuring a midway, Rib-fest, food vendors, games of chance, musical entertainment, licensed entertainment areas, train rides, 3 on 3 Basketball, psychic fair

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. Unknown at this time, details will be provided closer to the Festival

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☒ No ☐

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☒ No ☐

SECTION 6: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?

Yes ☒ No ☐

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

Yes ☒ No ☐

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☒ No ☐

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

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 Buses fuel off-site during the Festival

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

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

Do you require traffic control?

Yes ☐ No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

SECTION 9: MUNICIPAL FACILITIES

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

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

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

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

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

If Yes, how many are you requesting? # of Picnic Tables: 40 # of Garbage Cans: 60

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water Yes ☒ No ☐ N/A ☐
Hydro Yes ☒ No ☐ N/A ☐

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☒ N/A ☐
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☒ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

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

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

March 12, 2019

(Signature of Individual Completing this Application)

(Date completed)

Office Use Only: Application Received: March 12, 2019 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
(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

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: [Signature]

Signed: [Signature]

Name (Print): Terri Sinclair

Name (Print): Paul Corriveau

Address: 29 Cider Mill Lane

Telephone: 519-709-9753

Date: March 12, 2019

Event Name: St. Thomas Iron Horse Festival

Organizing Group: Iron Horse Festival Committee

Event Dates: August 15, 16, 17, 18

MAY 18 2019

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Victim and Survivors 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 Elgin

Contact Name #1: Courtney McQuiggan #2: Natalie Redman

Street Address: 146 Centre Street

Town/City: St. Thomas Province: ON Postal Code: N5R 3A

Phone Number #1: 519-631-3182 #2: _____

Email Address: volunteercoordinator@victimserviceselgin.co

Expected Attendance: 150 Number of Event Personnel/Volunteers: 6

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

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

Please describe your specific event. Attach additional sheets as necessary. We will be hostin
a public BBQ for Victim and Survivors week. We will be
offering free hotdogs, chips, pop, water and snacks
We will be bringing awareness to the many resources
that are available for victims and survivors.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event?

Yes ☒

No ☐

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

SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes ☐ No ☒

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

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

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐

No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☒ N/A ☐

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

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

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

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒

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

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

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

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

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

SECTION 13: SIGNATURE

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


(Signature of Individual Completing this Application)

2019/03/18
(Date completed)

Office Use Only: Application Received: March 18, 2019 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 Survivors Week BBQ organized by Victim Services Elgin
(Event Name) (Organizing Group)

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

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

Victim and Survivors Week BBQ organized by Victim Services Elgin
(Event Name) (Organizing Group)

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

Witness: Natalie Redm
Name (Print): Natalie Redman

Signed: Courtney McDuggan
Name (Print): Courtney McDuggan
Address: 146 Centre St.
Telephone: 519 631 3182
Date: 2019/3/20
Event Name: Victim and Survivors Week BBQ
Organizing Group: Victim Services Elgin
Event Dates: May 29 2019

City of St. Thomas
Receivd

MAR 18 2019

City Clerks Dept.

Fax

Cover sheet

Date Mar 18/19

Number of pages (including cover sheet) _____

To Special EventsCity HallSt. Thomas

Phone () _____

Fax (519) 633-9019

CC _____

From

Russell

Phone () _____

Fax () _____

Remarks

☐ Urgent☐ For your review☐ Reply ASAP☐ Please comment

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

Fax staples []™332 Wellington Road
London, Ontario N6C 4P6
Phone: 519-645-7042
Fax: 519-645-8569**staples** []™ BUREAU
EN GROS™

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:

B.R.O. Elgin & E/M Awareness Ride

Date(s):

May 05 / 19

Start Time:

2:30 pm

End Time:

2:45 pm

Location(s):

St. Thomas

Organizing Group:

B.R.O. Elgin & Middlessex

Contact Name #1:

Russell R. Robinson #2:

Street Address:

364 Thompson Rd.

Town/City:

London

Province:

Ont

Postal Code:

N52227

Phone Number #1:

519-686-9996 #2:519-933-5518

Email Address:

Expected Attendance:

varies

Number of Event Personnel/Volunteers:

—

Location and number of washrooms in place:

N/A

Location and Number of Parking Spaces:

N/A

Number of Accessible Washrooms:

N/A

Number of Accessible Parking Spots:

N/A

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

Ride to
make motorist's aware of
motorcycles — Riding down
Talbot to city limits

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐No ☒If Yes, you must notify Elgin St. Thomas Public Health at www.elginhealth.on.ca

SECTION 3: TENTS

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

Yes ☐No ☒

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

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

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

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐No ☐

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

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

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

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

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

Yes ☐No ☒**SECTION 6: MUSIC / NOISE**

Will there be a concert or musical entertainment as part of the event?

Yes ☐No ☒

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

Yes ☐No ☒

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

SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

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

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

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

544 set and to 605 - + a/b of to East
to City Limits

Do you require traffic control?

Yes ☒No ☐

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

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

Have you contacted the Public Works Department for:

Barricades

Yes ☐No ☒N/A ☒

No Parking Signs

Yes ☐No ☐N/A ☒

Detour Signing

Yes ☐No ☐N/A ☒**SECTION 9: MUNICIPAL FACILITIES**

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

Have you contacted Parks and Recreation staff about your event?

Yes ☐No ☐N/A ☒

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

Yes ☐No ☐N/A ☒

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

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

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 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

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

Yes ☐

No ☒

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

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

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

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

Fireworks: Will there be fireworks as part of your event?

Yes ☐

No ☒

If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

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

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

Russell Robinson
(Signature of Individual Completing this Application)

Nov 17/19
(Date completed)

Office Use Only: Application Received: March 18, 2019 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

Awareness Ride organized by B.R.O.
(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

Awareness Ride organized by Bikers Rights Organization
(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: Jan Robinson
Name (Print): Jan Robinson

Signed: Russell Robinson
Name (Print): Russell Robinson

Address: 364 Trapsom Rd

Telephone: 514-686-9996 London

Date: Mar 17/19

Event Name: Awareness Ride

Organizing Group: B.R.O.

Event Dates: Apr - Apr 5/19

May 1/19 May 05/19