

**A G E N D A**  
**THE THIRD MEETING OF THE SPECIAL EVENTS COMMITTEE**

**COMMITTEE ROOM 304**  
**CITY HALL**

**3:00 P.M.**

**May 1, 2019**

**MINUTES**

Confirmation of the minutes of the meeting held on April 3, 2019.

**PETITIONS AND COMMUNICATIONS**

YMCA Sweat for Strong Kids: Kids Triathlon - St. Thomas YMCA - June 2, 2019 **Pages 2-8**

Teddy Bear Picnic – EarlyON Child and Family Centre St. Thomas-Elgin – June 12, 2019 **Pages 9-16**

Law Enforcement Torch Run – St. Thomas Police Service – June 27, 2019 **Pages 17-22**

Day Out with Thomas – Elgin County Railway Museum – July 12-14, 2019 **Pages 23-40**

Canada Day Celebrations – July 1, 2019 **Pages 41-51**

Canada Day Beer Garden & BBQ – St. Thomas Kinsmen Club – July 1, 2019 **Pages 52-58**

Let's Chalk About Mental Health - CMHA – May 8, 2019 **Pages 59-64**

Roots & Shoots Adventure Club – Destination Church – August 19-23, 2019 **Pages 65-71**

**UNFINISHED BUSINESS**

**Upcoming Events**

- BRO Awareness Ride – May 5, 2019
- Walk for Alzheimer's – Alzheimer Society – May 11, 2019
- Big Bike Heart and Stroke – Heart and Stroke Foundation – May 28-29, 2019
- Victims and Survivors Week BBQ – May 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
- St. Thomas Iron Horse Festival – August 15-18, 2019
- St. Thomas Optimist Children's Festival – September 14, 2019
- Railway City Road Races – September 22, 2019

**NEW BUSINESS**

**ADJOURNMENT**

APR 08 2019

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: YMCA Sweat for Strong Kids: Kids Triathlon  
Date(s): June 2, 2019  
Start Time: 8:00am End Time: 1:00pm  
Location(s): St. Thomas YMCA (address below)  
Organizing Group: Family YMCA of St. Thomas-Elgin  
Contact Name #1: Jerad Henderson #2: Diane Lademer  
Street Address: 20 High St.  
Town/City: St. Thomas Province: ON Postal Code: N5R 5V2  
Phone Number #1: (519) 631-2418 #2: \_\_\_\_\_  
Email Address: jerad.henderson@swo.ymca.ca  
Expected Attendance: 180 Number of Event Personnel/Volunteers: 50  
Location and number of washrooms in place: Inside the YMCA we have 12+

Location and Number of Parking Spaces: At the YMCA, 80+

Number of Accessible Washrooms: 3 Number of Accessible Parking Spots: 5

Please describe your specific event. Attach additional sheets as necessary. The annual YMCA Sweat:  
for Strong Kids: Kids Triathlon is our main fundriasing event for the year. Over 100 children

will participate in a triathlon, swimming, biking, and running their way to a medal and great achivement.

Last year 120 children participated and we raised \$25,000 for Strong Kids. There are some maps

attached to this document, which show the course that the bikers take. Police assistance at

one main intersection, Park and Elm, will be arranged.

**SECTION 2: FOOD AND BEVERAGE**

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

### SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒

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

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

### SECTION 4: TENTS

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

Yes ☐ No ☒

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

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

#### **SECTION 8: ANIMALS**

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

Yes ☐

No ☒

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

#### **SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

See attached bike route. The biking is the only part of the event where participants are going off of the Y

property. Along the bike route we have a volunteer every 10m, volunteers on bikes, and cones lining

the entire route to provide a designated path.

Do you require traffic control?

Yes ☒

No ☐

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

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

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

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

## SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☒ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

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

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

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

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

## SECTION 11: ACCESSIBILITY

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.

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

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

Nov-28/19  
(Date completed)

Office Use Only: Application Received: April 8, 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**

Sweet for Strong Kids organized by YMCA of Southwestern Ontario  
(Event Name) (Organizing Group)

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

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

Sweet for Strong Kids organized by YMCA of Southwestern Ontario  
(Event Name) (Organizing Group)

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

Witness: Mel Knapp

Name (Print): Mel Knapp

Signed: Susan McGugan

Name (Print): Susan McGugan

Address: \_\_\_\_\_

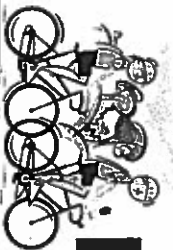
Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organizing Group: \_\_\_\_\_

Event Dates: \_\_\_\_\_

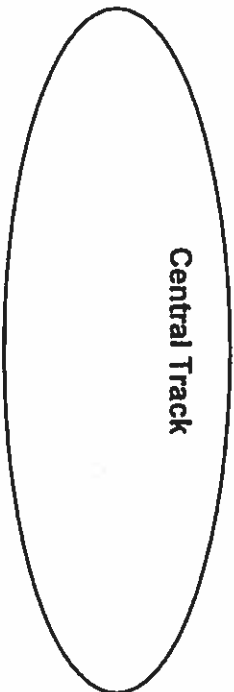


Park Avenue

# Bike Route



Sweat for Strong Kids:  
Kids Triathlon Event



Central Track



Phillip  
Street

High Street

Chestnut  
Street

Morrison Drive

St. Joseph  
Street

Elm  
Street

First Avenue

8-1



APR 12 2019

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

-9-

Event Name: St Thomas Teddy Bear Picnic

Date(s): Wednesday June 12 2019

Start Time: 8:30am End Time: 2:00pm

Location(s): Pinafore Park

Organizing Group: EarlyON Child and Family Centre St Thomas-Elgin

Contact Name #1: Marilyn Heffren #2: Bev Fellows

Street Address: 7 Morrison Drive

Town/City: St Thomas Province: ON Postal Code: N5R4S5

Phone Number #1: 519-631-9496 ext. 1809 #2: 519-631-9496 ext.1810

Email Address: m.heffren@communitylivingelgin.com

Expected Attendance: 950 Number of Event Personnel/Volunteers: 45

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. \_\_\_\_\_

St Thomas Teddy Bear picnic is a free event for families in the community with children birth to six years of age.

A number of community organizations that support families come together to create a variety of activities for families to enjoy.

In the past we have had entertainment in the form of Dotsy the clown, Brian May from Studio Arts  
has performed also. There is water play, active play, messy play, free snacks and more.

**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 60m<sup>2</sup> 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 ☐  
*Local children's entertainment.*

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.

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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.

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

## SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

Do you require 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: 12 # of Garbage Cans: 6

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

\* Parks & Rec Aquatics  
Team requires water.

\*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 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.

**Marilyn Heffren**

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**From:** Galyne Cini <Galyne.Cini@on.sja.ca>  
**Sent:** March 24, 2019 5:47 PM  
**To:** Marilyn Heffren  
**Subject:** Re: Request for service @ Teddy Bear Picnic

Wonderful. I have received your request for coverage and will schedule accordingly. I will send confirmation in the near future.

warm regards,

*Galyne Cini*

Deputy Unit Chief Medical First Response Team  
Divisional Superintendent Therapy Dog  
St. John Ambulance St. Thomas Elgin Branch

656 Talbot Street St. Thomas ON, N5P 1C8  
Office (519) 633-2290  
Fax (519) 631-3368  
Cell (519) 670-1920  
Office Email [st.thomas@on.sja.ca](mailto:st.thomas@on.sja.ca)  
Direct Email [Galyne.Cini@on.sja.ca](mailto:Galyne.Cini@on.sja.ca)  
Website [www.sja.ca](http://www.sja.ca)  
Facebook St. John Ambulance St. Thomas Elgin Branch  
Twitter @SJAElgin  
Instagram @SJAElgin

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**From:** Marilyn Heffren <m.heffren@communitylivingelgin.com>  
**Sent:** March 21, 2019 9:48:21 AM  
**To:** Galyne Cini  
**Subject:** Request for service @ Teddy Bear Picnic

Hi Galyne

Here is our completed form for the Teddy Bear Picnic in St Thomas. We have another picnic in Straffordville in July and one in August in Dutton, so I will send those requests at a later date.

Marilyn Heffren, RECE  
Community Resource Coordinator  
EarlyON Child and Family Centre St Thomas-Elgin  
519-631-9496 ext. 809  
[m.heffren@communitylivingelgin.com](mailto:m.heffren@communitylivingelgin.com)

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)

April 11 2019.  
(Date completed)

Office Use Only: Application Received: April 12, 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**

**St Thomas Teddy Bear Picnic** organized by **EarlyON Child and Family Centre ST Thomas-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

**St Thomas Teddy Bear Picnic** organized by **EarlyON Child and Family Centre ST Thomas-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:

Name (Print):

Mel Knapp

Mel Knapp

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Marilyn Heffren

Marilyn Heffren

7 Morrison Drive

519-631-9496 ext. 1809

St Thomas Teddy Bear Picnic

EarlyON Child and Family Centre St Thomas-Elgin

June 12 2019

**CERTIFICATE OF INSURANCE**

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

<b>INSURED'S FULL NAME AND MAILING ADDRESS</b>	<b>BROKER'S FULL NAME AND MAILING ADDRESS</b>
COMMUNITY LIVING ELGIN & STEAMR HOUSING CORPORATION & ELGIN COMMUNITY RESOURCES SERVICES 400 TALBOT STREET ST THOMAS, ON N5P 1B8	St. Clair Insurance Brokers Inc. 127-4058 Meadowbrook Drive London, ON N6L 1E3

**COVERAGES**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
<b>COMMUNITY SERVICES GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> HIRED AUTOMOBILES <input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE	Subscribing Companies as Identified In  CP82277A  CP82277C	April 1, 2019  April 1, 2019	April 1, 2020  April 1, 2020	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE GENERAL AGGREGATE PRODUCTS-COMPLETED OPERATIONS AGG PERSONAL INJURY MEDICAL PAYMENTS (Any One Person) TENANTS LEGAL LIABILITY NON-OWNED AUTO PROFESSIONAL / MALPRACTICE LIABILITY	\$8,000,000   INCLUDED \$10,000 INCLUDED \$8,000,000 \$8,000,000
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE	
<b>OTHER</b> <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE				LIMIT LIMIT OCCURRENCE	AGGREGATE DEDUCTIBLE AGGREGATE
<b>PROPERTY</b> <input type="checkbox"/> PROPERTY "ALL RISKS" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supplementary Schedule				Valuation Deductibles ALL OTHER EARTHQUAKE FLOOD	

<b>ADDITIONAL INSURED NAME AND MAILING ADDRESS</b>	<b>DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS</b>
The Corporation of The City of St. Thomas, City Hall, PO BOX 520, 545 Talbot Street, St. Thomas, ON N5P 3V7	With Respect to Early On Child and Family Centres
<b>CERTIFICATE HOLDER NAME AND MAILING ADDRESS</b>	<b>CANCELLATION</b>
The Corporation of The City of St. Thomas, City Hall, PO BOX 520, 545 Talbot Street, St. Thomas, ON N5P 3V7	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.
<b>SUBSCRIBING COMPANIES ON BEHALF OF FRANK COWAN COMPANY LIMITED AS MANAGING GENERAL AGENT INCLUDING BUT NOT LIMITED TO:</b>	
The Guarantee Company of North America Temple Insurance Company Underwriters at Lloyds of London	
	19 April 11, 2019



**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Law Enforcement Torch Run  
Date(s): June 27 2019  
Start Time: 10:00 End Time: 12:00  
Location(s): 45 Caso Crossing  
Organizing Group: St. Thomas Police Service  
Contact Name #1: Kim Manuel #2: \_\_\_\_\_  
Street Address: 45 Caso Crossing  
Town/City: St. Thomas Province: On Postal Code: n5R 0G7  
Phone Number #1: 519-631-1224 #2: \_\_\_\_\_  
Email Address: kmanuel@stps.on.ca  
Expected Attendance: 50 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: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. Officers will run from the  
police station (south on Caso Crossing) to Wellington St. Run westbound to  
Stanley St , NB on William to New St. Pick up Special Olympians and continue run on Talbot Street  
E/B to City Hall for a quick stop. Continue e/b to Caso Crossing to the police 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? Yes ☐ No ☒

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

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

#### **SECTION 8: ANIMALS**

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

Yes ☐

No ☒

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

#### **SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☒

No ☐

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

Run may cause slow traffic flow but no road closures

Police escort in effect

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.

Run w/b on Wellington St from Caso Crossing north on Stanley St to New St then e/b on Talbot St back to Caso Crossing

Do you require traffic control?

Yes ☒

No ☐

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

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

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

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

### SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☒ N/A ☐

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

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

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

### SECTION 11: ACCESSIBILITY

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.

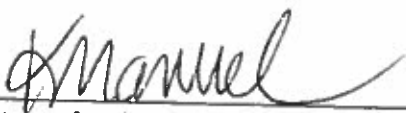
- 21 -

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)

April 13/19

(Date completed)

Office Use Only: Application Received: April 15, 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**

Law Enforcement Torch Run organized by St Thomas Police  
(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

Law Enforcement Torch Run organized by St Thomas Police  
(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: Mel Knapp  
Name (Print): Mel Knapp

Signed: Kim Manuel  
Name (Print): Kim Manuel  
Address: 45 Caso Crossing St. Thomas On  
Telephone: 519-631-1224  
Date: April 13/19  
Event Name: Law Enforcement Torch Run  
Organizing Group: St. Thomas Police  
Event Dates: June 27 2019

APR 23 2019

City Clerks Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Day Out With Thomas

Date(s): July 12, 13 and 14, 2019

Start Time: 8:00am End Time: 6:00pm

Location(s): Memorial Arena - Wilson Ave

Organizing Group: Elgin County Railway Museum

Contact Name #1: Gillian Martin #2: Jeremy Locke

Street Address: 225 Wellington Street

Town/City: St. Thomas Province: ON Postal Code: N5R 2S6

Phone Number #1: 519-637-6284 #2: 591-808-0557(Gillian)

Email Address: dowt-eventmanager@ecrm5700.org

Expected Attendance: ~8000 Number of Event Personnel/Volunteers: ~100

Location and number of washrooms in place: Arena Facilities plus 13 portable toilets

Location and Number of Parking Spaces: Arena parking and adjacent property owned by Farhi Holdings

Number of Accessible Washrooms: 5 Number of Accessible Parking Spots: 14

Please describe your specific event. Attach additional sheets as necessary. A full day of child oriented activities with a theme of Thomas the Tank Engine along with a train ride with a life size replica of Thomas. Activities include story time, live entertainment temporary tattoos, visits with Sir Toppham Hatt, bouncers, bubble zone, food vendors, plasma cars, train tables, games and dining facilities etc.

**SECTION 2: FOOD AND BEVERAGE**

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

### **SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒

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

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

### **SECTION 4: TENTS**

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

Yes ☒ No ☐

If Yes, please specify the number and size of tents. ~15 tents. See attached scope of work from Big Top Tents

If the tents are larger than 60m<sup>2</sup> cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: 2019-135

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

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

### **SECTION 8: ANIMALS**

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

Yes ☒

No ☐

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

### **SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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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.

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Do you require traffic control?

Yes ☐

No ☒

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

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

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

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

## **SECTION 10: MUNICIPAL FACILITIES**

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:	Water	Yes <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? Lyndon - One Officer during day and two at night

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)

23 April 2019  
(Date completed)

Office Use Only: Application Received: Apr 23/19 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

Day Out With Thomas organized by Elgin County Railway Museum  
(Event Name) (Organizing Group)

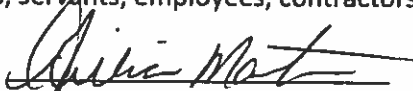
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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

Day Out With Thomas organized by Elgin County Railway Museum  
(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):

Gillian Martin

Signed:



Name (Print):

Jeremy Locke

Address:

225 Wellington Street

Telephone:

519-637-6284

Date:

19 April 2019

Event Name:

Day Out With Thomas

Organizing Group:

Elgin County Railway Museum

Event Dates:

July 12, 13 and 14, 2019

-29-



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

Creation Date: Fri Oct 26, 2018

Invoice #: 15574

PAYEE: Dawn Miskelly  
St. Thomas Railway Museum  
P.O. Box 20062  
225 Wellington Street  
St. Thomas, Ontario, Canada  
N5P 4H4

Total Amount Due: \$9,545.43

Amount Paid: \$0.00

**Balance Due: \$9,545.43**

Client #: 768  
Phone 1: (519) 637-6284  
Event: DOWT 2019

Account #:  
Phone 2:

Email: dawnm@ecm5700.org  
Fax:

10696 4131 RT0001

## Facility

Facility Name	Description	Date	Time	Price	
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Auditorium					
Daily Rate 2019/20 - \$726.42 Daily Rate					
		Fri Jul 12, 2019	08:00AM - 11:00PM	\$726.42	H
		Sat Jul 13, 2019	08:00AM - 11:00PM	\$726.42	H
		Sun Jul 14, 2019	08:00AM - 11:00PM	\$726.42	H
Non-Event Daily Rate 2019/20 - \$72.64 Daily Rate					
		Mon Jul 8, 2019	08:00AM - 11:00PM	\$72.64	H
		Tue Jul 9, 2019	08:00AM - 11:00PM	\$72.64	H
		Wed Jul 10, 2019	08:00AM - 11:00PM	\$72.64	H
		Thu Jul 11, 2019	08:00AM - 11:00PM	\$72.64	H
		Mon Jul 15, 2019	08:00AM - 11:00PM	\$72.64	H
		Tue Jul 16, 2019	08:00AM - 11:00PM	\$72.64	H
		Wed Jul 17, 2019	08:00AM - 11:00PM	\$72.64	H
Facility Subtotal:				\$2,687.74	
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Peter J. Lynch Room					
Daily Rate 2019/20 - \$259.46 Daily Rate					
		Fri Jul 12, 2019	08:30AM - 11:00PM	\$259.46	H
		Sat Jul 13, 2019	08:30AM - 11:00PM	\$259.46	H
		Sun Jul 14, 2019	08:30AM - 11:00PM	\$259.46	H
Non-Event Daily Rate 2019/20 - \$25.94 Daily Rate					
		Mon Jul 8, 2019	08:30AM - 11:00PM	\$25.94	H
		Tue Jul 9, 2019	08:30AM - 11:00PM	\$25.94	H
		Wed Jul 10, 2019	08:30AM - 11:00PM	\$25.94	H
		Thu Jul 11, 2019	08:30AM - 11:00PM	\$25.94	H
		Mon Jul 15, 2019	08:30AM - 11:00PM	\$25.94	H
		Tue Jul 16, 2019	08:30AM - 11:00PM	\$25.94	H
		Wed Jul 17, 2019	08:30AM - 11:00PM	\$25.94	H
Facility Subtotal:				\$959.96	
St. Thomas Elgin Memorial Community Centre - Meeting Spaces - Meeting Room					
No Charge - \$0.00					
		Mon Jul 8, 2019	08:00AM - 11:00PM	\$0.00	H
		Tue Jul 9, 2019	08:00AM - 11:00PM	\$0.00	H

Wed Jul 10, 2019	08:00AM - 11:00PM	\$0.00	H
Thu Jul 11, 2019	08:00AM - 11:00PM	\$0.00	H
Fri Jul 12, 2019	08:00AM - 11:00PM	\$0.00	H
Sat Jul 13, 2019	08:00AM - 11:00PM	\$0.00	H
Sun Jul 14, 2019	08:00AM - 11:00PM	\$0.00	H
Mon Jul 15, 2019	08:00AM - 11:00PM	\$0.00	H
Tue Jul 16, 2019	08:00AM - 11:00PM	\$0.00	H
Wed Jul 17, 2019	08:00AM - 11:00PM	\$0.00	H

Facility Subtotal: \$0.00

St. Thomas Elgin Memorial Community Centre - Multi-Purpose Space - Lobby-Front  
No Charge - \$0.00

Mon Jul 8, 2019	08:00AM - 11:00PM	\$0.00	H
Tue Jul 9, 2019	08:00AM - 11:00PM	\$0.00	H
Wed Jul 10, 2019	08:00AM - 11:00PM	\$0.00	H
Thu Jul 11, 2019	08:00AM - 11:00PM	\$0.00	H
Fri Jul 12, 2019	08:00AM - 11:00PM	\$0.00	H
Sat Jul 13, 2019	08:00AM - 11:00PM	\$0.00	H
Sun Jul 14, 2019	08:00AM - 11:00PM	\$0.00	H
Mon Jul 15, 2019	08:00AM - 11:00PM	\$0.00	H
Tue Jul 16, 2019	08:00AM - 11:00PM	\$0.00	H
Wed Jul 17, 2019	08:00AM - 11:00PM	\$0.00	H

Facility Subtotal: \$0.00

St. Thomas Elgin Memorial Community Centre - Multi-Purpose Space - Parking Lot  
No Charge - \$0.00

Mon Jul 8, 2019	08:00AM - 11:00PM	\$0.00	H
Tue Jul 9, 2019	08:00AM - 11:00PM	\$0.00	H
Wed Jul 10, 2019	08:00AM - 11:00PM	\$0.00	H
Thu Jul 11, 2019	08:00AM - 11:00PM	\$0.00	H
Fri Jul 12, 2019	08:00AM - 11:00PM	\$0.00	H
Sat Jul 13, 2019	08:00AM - 11:00PM	\$0.00	H
Sun Jul 14, 2019	08:00AM - 11:00PM	\$0.00	H
Mon Jul 15, 2019	08:00AM - 11:00PM	\$0.00	H
Tue Jul 16, 2019	08:00AM - 11:00PM	\$0.00	H
Wed Jul 17, 2019	08:00AM - 11:00PM	\$0.00	H

Facility Subtotal: \$0.00

St. Thomas Elgin Memorial Community Centre - Rink Area - Floor Surface  
Daily Rate 2019/20 - \$1,297.20 Daily Rate

Fri Jul 12, 2019	08:30AM - 11:00PM	\$1,297.20	H
Sat Jul 13, 2019	08:30AM - 11:00PM	\$1,297.20	H
Sun Jul 14, 2019	08:30AM - 11:00PM	\$1,297.20	H

Non-Event Daily Rate 2019/20 - \$129.72 Daily Rate

Mon Jul 8, 2019	08:30AM - 11:00PM	\$129.72	H
Tue Jul 9, 2019	08:30AM - 11:00PM	\$129.72	H
Wed Jul 10, 2019	08:30AM - 11:00PM	\$129.72	H
Thu Jul 11, 2019	08:30AM - 11:00PM	\$129.72	H
Mon Jul 15, 2019	08:30AM - 11:00PM	\$129.72	H
Tue Jul 16, 2019	08:30AM - 11:00PM	\$129.72	H
Wed Jul 17, 2019	08:30AM - 11:00PM	\$129.72	H

Facility Subtotal: \$4,799.64

Total: \$8,447.34

Transactions

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

**Comments**

Booked by Dawn December 4, 2018. Please sign and return attached permit with payment to St. Thomas Parks & Recreation.

**Subtotal:** \$8,447.34

**13% HST:** \$1,098.09

**Total:** \$9,545.43

**Amount Paid:** \$0.00

**Balance Due:** \$9,545.43



Powered by Book King

Created: Mon Jan 28, 2019 @ 09:09AM (EST)

-32-

# BIG TOP TENT RENTALS

1170 York Street, London, ON  
N5W 6C9

519-659-2580

519-661-8603

Quote # / Invoice #

18-10467

HST #R123224354

ELGIN COUNTY RAIL MUSEUM  
POB 20062  
ST THOMAS, ON, N5P 4H4  
GILLIAN / JEREMY

## Ship To

St. Thomas Elgin Memorial  
800 Wilson Ave

dowt-eventmanager@ecrm5700.org

Date:

03 04 19

Set up Date:

10 07 19

Take Down Date:

15 07 19

Up Time: ~~8 AM~~

Down Time: ~~5 PM~~

2	10 X 10 TENT	\$313.00	\$626.00
8	WATER BARRELS	\$20.35	\$162.80
1	20 X 20 TENT	\$518.00	\$518.00
8	WATER BARRELS	\$20.35	\$162.80
2	6M HEX	\$1,168.00	\$2,336.00
12	CEMENT WEIGHTS	\$73.50	\$882.00
2	10 X 20	\$364.00	\$728.00
8	WATER BARRELS	\$20.35	\$162.80
1	FETE STALL	\$287.00	\$287.00
2	WATER BARRELS	\$20.35	\$40.70
28	8 FT TABLES	\$10.90	\$305.20
200	BROWN SAM	\$1.40	\$280.00

A non refundable deposit is required to confirm booking & full payment is required 2 weeks prior to set up.

Thank-you for your interest!

All dinnerware items MUST be rinsed prior to pick up.

\$6,491.30

A damage/rinse fee will be added to all invoices and will be refunded in part/full upon receipt of items.

HST

\$843.87

All tables and chairs are to be set up and dismantled by client.

\$7,335.17

Deposit Rec'd

Balance Due

\$7,335.17





# Affordable Portables

**"PORTABLE TOILET SERVICE"**

1019 Front Rd., P.O. Box 129  
St. Williams, ON N0E 1P0

Tel: 519-586-3102 • 1-888-586-3102

Fax: 519-586-8060

Email: [affordableporta@xplonet.com](mailto:affordableporta@xplonet.com)

[www.affordable-portables.ca](http://www.affordable-portables.ca)

March 13, 2019

**Thomas the Tank Engine Visit to St. Thomas**

**July 12-14, 2019**

80 Wilson St, St Thomas

8 Regular Portable toilets @ \$70.00 each	\$ 560.00
3 Four Place Sink Stations @ \$115.00 each	\$ 345.00
2 Handicapped Units @ \$115.00 each	\$ 230.00
3 Portable toilets with sinks @ \$90.00 each	\$ 270.00

**Extra Service on July 12 & 13**

Pump out & clean 13 toilets @ \$20.00 each for 2 days	\$ 520.00
Refill & clean 3 sink stations @ \$25.00 each for 2 days	\$ 150.00

**Subtotal:** \$2075.00

**HST** \$ 269.75

**Total Price for Event:** \$2344.75

Price includes delivery to St. Thomas on July 11, set up, all supplies, final pump outs, dumping fee & pick up.

Thank you

# BIG TOP TENT RENTALS

1170 York Street, London, ON  
N5W 6C9

519-659-2580

519-661-8603

Quote # / Invoice #

18-10467

<sup>-34-</sup>  
HST #R123224354

ELGIN COUNTY RAIL MUSEUM  
POB 20062  
ST THOMAS, ON, N5P 4H4  
GILLIAN / JEREMY

## Ship To

St. Thomas Elgin Memorial  
800 Wilson Ave

dowt-eventmanager@ecrm5700.org

Date:

03 04 19

Set up Date:

10 07 19

Take Down Date:

15 07 19

Up Time: ~~8 AM~~

Down Time: ~~5 PM~~

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28	8 FT TABLES	\$10.90	\$305.20
200	BROWN SAM	\$1.40	\$280.00

A non refundable deposit is required to confirm booking & full payment is required 2 weeks prior to set up.

Thank-you for your interest!

All dinnerware items MUST be rinsed prior to pick up.

\$6,491.30

A damage/rinse fee will be added to all invoices and will be refunded in part/full upon receipt of items.

HST

\$843.87

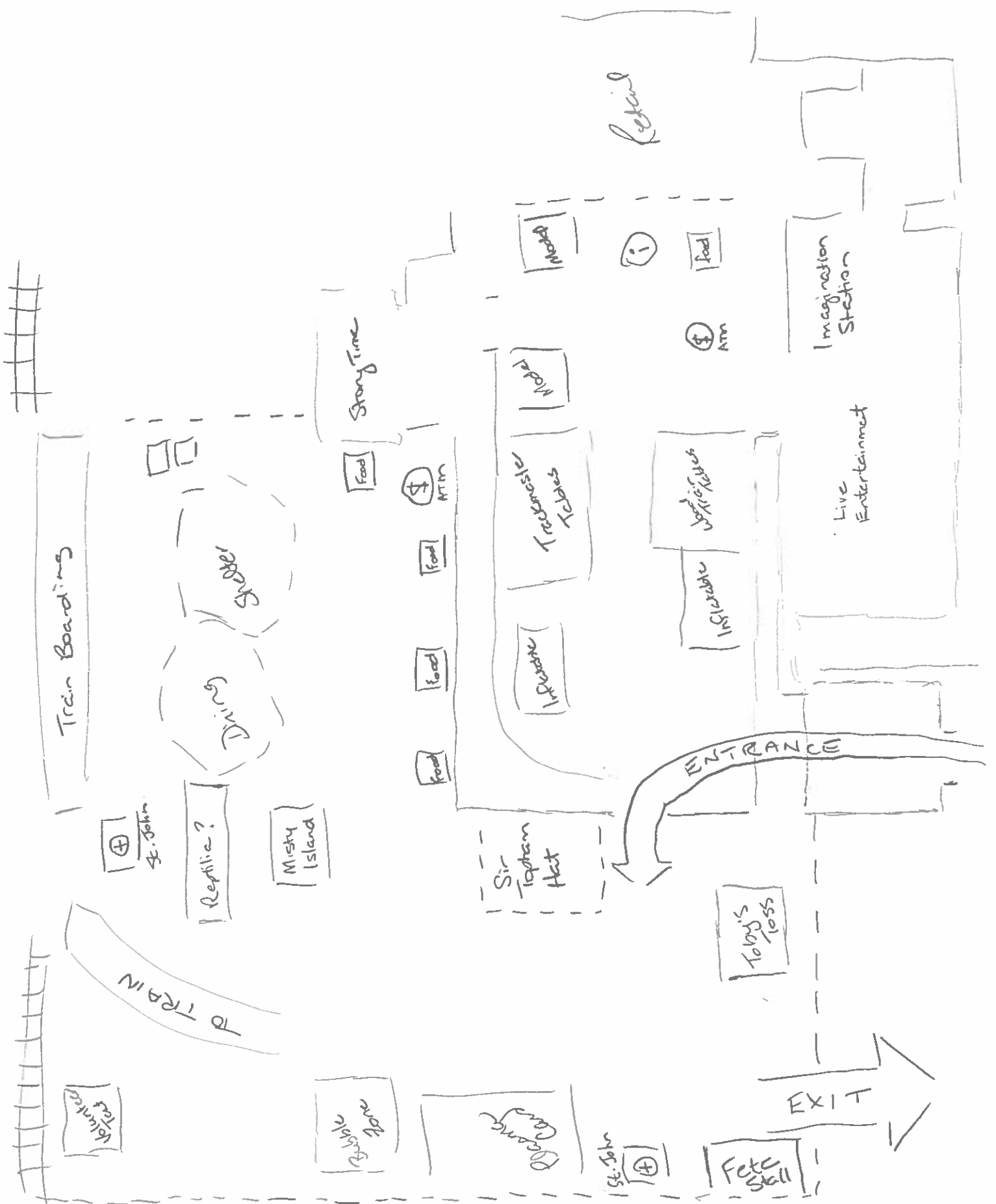
All tables and chairs are to be set up and dismantled by client.

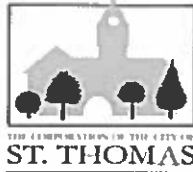
\$7,335.17

Deposit Rec'd

Balance Due

\$7,335.17





Corporation of the City of St. Thomas

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71- 2011

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee.

I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant ELGIN COUNTY RAILWAY MUSEUM  
Address 225 WELLINGTON ST. ST. THOMAS  
Telephone 519 637 6284
2. Is the applicant the Owner of the land? YES \_\_\_\_\_ NO ☒  
If not, proof of Owner's consent must be filed with the application.
3. Type and number of Animal(s) REPTILES SUPPLIED BY REPTILIA  
- STAGE SHOW / SPECIAL EVENT CRUIZER
4. Proposed use of Animal(s) STAGE SHOW / STATIC DISPLAYS.
5. Proposed location of Animal(s) AUDITORIUM / EVENT CRUIZER
6. Will the Animal(s) be re-located during the exemption period. YES \_\_\_\_\_ NO ☒  
If so, where? \_\_\_\_\_
7. Date(s) the Animal(s) will be in the City JULY 11, 12, 13, 14 2019
8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

J. Locke - EVENT MANAGER.  
Signature of Applicant

If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period.

Exemptions may be granted by Council for a maximum period of 4 days.

Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.

paid \$20 April 24/19  
MK.



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(<https://reptilia.org/>)

[Home \(https://www.reptilia.org/\)](https://www.reptilia.org/)

[Appearances \(https://www.reptilia.org/appearances\)](https://www.reptilia.org/appearances)

[Birthdays \(https://www.reptilia.org/birthday-party\)](https://www.reptilia.org/birthday-party)

[Camps \(https://www.reptilia.org/reptilia-camp/\)](https://www.reptilia.org/reptilia-camp/)

[Education Programs \(https://www.reptilia.org/reptilia-for-educators\)](https://www.reptilia.org/reptilia-for-educators)

[About Reptilia \(https://www.reptilia.org/about-reptilia-zoo\)](https://www.reptilia.org/about-reptilia-zoo)

[Locations](#)

[News / Media \(https://www.reptilia.org/reptilia-news-media\)](https://www.reptilia.org/reptilia-news-media)

[RECF \(https://reptilia.org/recf/\)](https://reptilia.org/recf/)

[Contact Us \(https://www.reptilia.org/contact\)](https://www.reptilia.org/contact)

[Hours of Operation](#)

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# Reptilia Special Events Cruiser

*The ultimate event rental attraction*

**Click Here To Reserve The Special Event Cruiser Today!**

A 45ft trailer housing 26 exhibits is available for event rental in the summer fair and festival season. Large windows on both sides of the trailer provide the viewing public with a look into the world of reptiles. Animals on display can include large pythons, young alligators, tortoises, iguanas, and boas. A six-foot awning extends out on both sides of the trailer to keep everyone shaded and comfortable while looking at the animals.

The trailer incorporates a large stage suitable for presenting our popular reptile shows. Three to four shows a day are included in the cost of the trailer. Reptilia's lively stage shows for large audiences feature larger animals such as a large tortoise, lizard, pythons and more. Presentations are interactive

^

and allow for plenty of opportunity for audience participation, live contact with the animals, and interactive question and answer periods. -38-

Our cruiser has made appearances at the CNE, Roger's Centre, Wizard World, and many other shows! Your place could be next. Book the cruiser for your event. It is sure to draw a crowd wherever it goes!

0

Checkout



Event Time	Price
Daily (up to 10 Hours)	\$1600/day
Mileage Fee	\$3.50/Km – Round Trip



If you have any question about the Special Event Cruiser please contact your Booking Coordinator by emailing [bookings@reptilia.org](mailto:bookings@reptilia.org) (mailto:bookings@reptilia.org), or calling our booking line at (905) 303-2516 (tel:(905) 303-2516)





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[\(https://reptilia.org/\)](https://reptilia.org/)[Home \(https://www.reptilia.org/\)](https://www.reptilia.org/)[Appearances \(https://www.reptilia.org/appearances\)](https://www.reptilia.org/appearances)[Birthdays \(https://www.reptilia.org/birthday-party\)](https://www.reptilia.org/birthday-party)[Camps \(https://www.reptilia.org/reptilia-camp/\)](https://www.reptilia.org/reptilia-camp/)[Education Programs \(https://www.reptilia.org/reptilia-for-educators\)](https://www.reptilia.org/reptilia-for-educators)[About Reptilia \(https://www.reptilia.org/about-reptilia-zoo\)](https://www.reptilia.org/about-reptilia-zoo)[Locations](#)[News / Media \(https://www.reptilia.org/reptilia-news-media\)](https://www.reptilia.org/reptilia-news-media)[RECF \(https://reptilia.org/recf/\)](https://reptilia.org/recf/)[Contact Us \(https://www.reptilia.org/contact\)](https://www.reptilia.org/contact)[Hours of Operation](#)

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# Reptilia Stage Show Appearances

*Wow the crowds with a thrilling reptile show*

**Click Here To Reserve A Stage Show Today!**

If you are looking for an exciting option that can reach large numbers of people at once, either in a public venue like malls or fairs, or at a more private function from corporate parties to fundraisers, Reptilia's stage shows fit the bill.

Part showman, part circus ringleader, part professor, our entertaining and enthusiastic performers will come to your event with an assortment of scaly and fantastic creatures prepared to deliver a show that they will remember for life, wowing, entertaining, and educating them all at the same time.

This exciting show features larger animals, including a large lizard, snakes, a tortoise, and even an alligator, and will attract visitors from all over, offering them the chance to see things they've never seen before.



Our animated, entertaining, and knowledgeable Host will introduce your guests and visitors to an amazing world with wondrous creatures.

- 40 -

Reptilia's stage shows appeal to kids of all ages, drawing them in from all over the world with memories to last a lifetime!

0

Checkout ➤

Event Time	Price
1 Hour Show	\$565 + tax
2 x 1 Hour Shows	\$780 + tax
Mileage Fee	\$0.40/Km – Round Trip





**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Canada Day Celebrations

Date(s): Monday July 1st

Start Time: 8am End Time: 11pm

Location(s): Pinafore Park

Organizing Group: Parks and Recreation staff

Contact Name #1: April Gazda #2: Ross Tucker

Street Address: 95 Elm Street

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

Phone Number #1: 519-631-1680 x 4172 #2: \_\_\_\_\_

Email Address: agazda@stthomas.ca

Expected Attendance: 10,000 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: main comfort station washroom facility,  
porta jons and hand wash stations at splashpad, bandshell washrooms

Location and Number of Parking Spaces: various parking throughout the park  
with additional accessible spots made available

Number of Accessible Washrooms: 5 Number of Accessible Parking Spots: 20+

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

PANCAKE BREAKFAST AT 8AM - NOON, KINSMEN CLUB BEER GARDEN

VARIOUS CRAFT VENDORS IN VENDOR ALLEY, PETTING ZOO AND PONY RIDES

FREE INFLATABLES FOR KIDS, LIVE ENTERTAINMENT AT BANDSHELL, ARTISAN VILLAGE

SERVICE CLUBS FOOD TRAILERS, FIREWORKS AT 10PM

**SECTION 2: FOOD AND BEVERAGE**

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

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

### **SECTION 3: PERSONAL SERVICES**

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

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

### **SECTION 4: TENTS**

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

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

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

#### SECTION 8: ANIMALS

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

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

#### SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

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

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. Staff will meet with St. Thomas Police to discuss a traffic plan as done

in previous years. The road closures have not been established yet due to

construction taking place on Elm Street. Staff will formulate a plan

with police as the event approaches closer in time. Staff will work with the Fire Department to finalize an exit plan.

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.

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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 Transporation for:

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

### SECTION 10: MUNICIPAL FACILITIES

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

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

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

If yes, please provide the location of the rental and attach a copy of the permit. pinafore park inv 15139

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

Yes ☒ No ☐ N/A ☐

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

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

Yes ☐ No ☒ N/A ☐

Will you require municipal support for:

Water	Yes <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 ☐

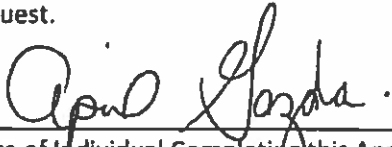
If Yes, please attach documentation providing proof that First Aid services have been retained.

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)

April 18, 2019  
(Date completed)

Office Use Only: Application Received: Apr 23/19 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

Canada Day Celebrations organized by City of St. Thomas  
(Event Name) (Organizing Group)


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

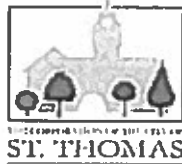
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Canada Day Celebrations organized by City of St. Thomas  
(Event Name) (Organizing Group)

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

Witness:   
Name (Print): Simon Clarke

Signed:   
Name (Print): April Gazda  
Address: 75 Caso Crossing  
Telephone: 519-631-1680  
Date: April 18, 2019  
Event Name: Canada Day Event  
Organizing Group: Parks & Rec Staff  
Event Dates: July 1/19



Corporation of the City of St. Thomas

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71-2011

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee.

I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant Canada Day Festivities  
Address 545 Talbot St  
Telephone 519-633-7112
2. Is the applicant the Owner of the land? YES X NO \_\_\_\_\_  
If not, proof of Owner's consent must be filed with the application.
3. Type and number of Animal(s) pony rides  
petting zoo w/ goats, rabbits, donkey, turtle
4. Proposed use of Animal(s) petting zoo free pony rides
5. Proposed location of Animal(s) Pinafore park
6. Will the Animal(s) be re-located during the exemption period. YES \_\_\_\_\_ NO X  
If so, where? \_\_\_\_\_
7. Date(s) the Animal(s) will be in the City July 1/2019
8. List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.

N/A - taking place at Pinafore Park.  
no residents located inside the park  
or near the petting zoo area located  
across from the splashpad

A. J. Jordan  
Signature of Applicant

If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period.  
Exemptions may be granted by Council for a maximum period of 4 days  
Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.

FROM THE OFFICE OF THE  
CITY CLERK

**CITY OF ST. THOMAS**

EXTRACT FROM THE COUNCIL MINUTES OF:

April 15, 2019

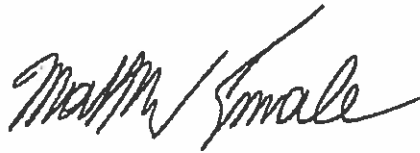
**TO:** Mr. M. Vriens, Manager, Roads and Transportation  
Mr. J. Lawrence, Director of Environmental Services and City Engineer  
Ms. A. Gazda, Parks and Recreation Assistant

**Canada Day Temporary Exemption to Animal Control By-Law #71-2011**

THAT: Report ES-23-19, Request for Temporary Exemption of Animal Control Bylaw 71-2011, be received for information; and further,

THAT: A temporary exemption is granted to the Canada Day event organizers from Section 6.1 of the Animal Control By-Law 71-2011, as amended, to permit a petting zoo at the event.

Carried.

A handwritten signature in black ink, appearing to read "Matt Small". The signature is written in a cursive, flowing style.





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

<b>Creation Date:</b>	Mon Jun 25, 2018	<b>Receipt #:</b>	15139
<b>PAYEE:</b>	Parks & Recreation City of St. Thomas Parks and Recreation Department 75 Case Crossing St. Thomas, Ontario, Canada N5R 0G7	<b>Total Amount Due:</b>	\$0.00
		<b>Amount Paid:</b>	\$0.00
		<b>Balance Due:</b>	<b>\$0.00</b>

<b>Client #:</b>	11430	<b>Account #:</b>		<b>Email:</b>	parksandrecreation@stthomas.ca
<b>Phone 1:</b>	(519) 631-1680 x4172	<b>Phone 2:</b>	(519) 633-7112	<b>Fax:</b>	(519) 633-9272
<b>Event:</b>	Canada Day Event				

10698 4131 RT0001

**Facility**

Facility Name	Description	Date	Time	Price	
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections					
No Charge - \$0.00					
	canada day set up	Fri Jun 28, 2019	08:00AM - 08:00PM	\$0.00	H
	canada day set up	Sat Jun 29, 2019	08:00AM - 08:00PM	\$0.00	H
	canada day set up	Sun Jun 30, 2019	08:00AM - 08:00PM	\$0.00	H
	canada day clean up	Tue Jul 2, 2019	08:00AM - 08:00PM	\$0.00	H
				<b>Facility Subtotal:</b>	\$0.00
Pinafore Park - Sports Facilities - Emslie Field					
No Charge - \$0.00					
	canada day clean up	Tue Jul 2, 2019	08:00AM - 10:00PM	\$0.00	H
				<b>Facility Subtotal:</b>	\$0.00
				<b>Total:</b>	\$0.00

**Transactions**

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

<b>Comments</b>	<b>Subtotal:</b>	\$0.00
Canada day event - do not book this pavilion or emslie ..april	<b>Total:</b>	\$0.00
	<b>Amount Paid:</b>	\$0.00
	<b>Balance Due:</b>	\$0.00

**Mailing Address:**  
Parks and Recreation  
P.O. Box 520  
545 Talbot Street  
St. Thomas, Ontario  
N5P 3V7



**Office Location:**  
Joe Thornton  
Community Centre  
75 Case Crossing  
St. Thomas, Ontario  
N5R 0G7

**City of St. Thomas Parks, Recreation & Property Management Department**  
**Outdoor Facility Permit**

---

1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
17. Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.
18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the time period specified below:

July 1st

I acknowledge and accept all of the preceding terms and conditions. Signed and accepted by:

City of St. Thomas  
Canada Day Celebrations  
Name (please print)  
User Group

Signature

A. Jazda

Group Name

Canada Day

Simon Clarke.

Name (please print)  
City of St. Thomas

Signature

[Signature]

Date

April 18/19

Invoice #(s) 15139.

Payment Terms: Due at the time of booking.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Canada Day Beer garden + BBA  
Date(s): July 1<sup>st</sup>, 2019  
Start Time: 11AM End Time: midnight  
Location(s): Main Pavilion, Pinesfore park  
Organizing Group: St. Thomas Kinsmen Club  
Contact Name #1: Matt Sharpe #2: Brend Bedford  
Street Address: P.O. Box 22075, RPO Glenora Square  
Town/City: St. Thomas Province: ON Postal Code: N5R 6A7  
Phone Number #1: 519-495-2818 #2: 519-852-0544  
Email Address: stthomassharpe@kenhotmail.com  
Expected Attendance: 100 Number of Event Personnel/Volunteers: 10  
Location and number of washrooms in place: Existing park washrooms  
  
Location and Number of Parking Spaces: Existing parking strip @ pinesfore park  
  
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: Many

Please describe your specific event. Attach additional sheets as necessary. Beer Garden  
and BBA during the daylong Canada Day Celebrations at Pinesfore

**SECTION 2: FOOD AND BEVERAGE**

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

### SECTION 3: PERSONAL SERVICES

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

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

### SECTION 4: TENTS

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

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

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

#### SECTION 8: ANIMALS

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

Yes ☐

No ☒

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

#### SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

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

Barricades

Yes ☐

No ☒

N/A ☐

No Parking Signs

Yes ☐

No ☒

N/A ☐

Detour Signing

Yes ☐

No ☒

N/A ☐

### SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 10 # 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.

  
\_\_\_\_\_  
(Signature of Individual Completing this Application)

Apr. 26, 2019  
\_\_\_\_\_  
(Date completed)

Office Use Only: Application Received: Apr 29/19 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**

Corned Dog BBQ + Beer Garden organized by St. Thomas Kinsmen 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

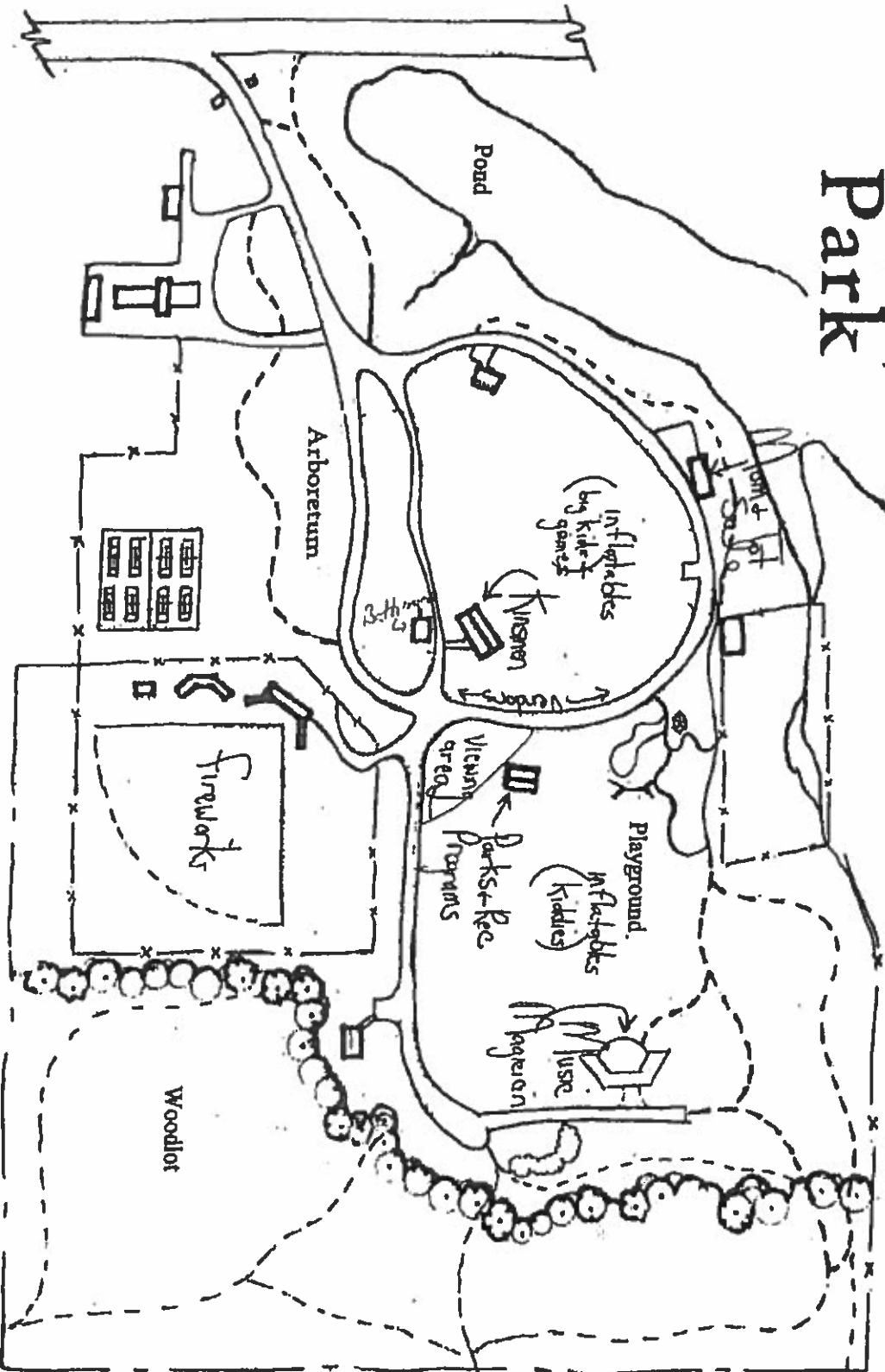
Corned Dog BBQ + Beer Garden organized by St. Thomas Kinsmen Club  
(Event Name) (Organizing Group)

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: <u>B. Sharpe</u>	Signed: <u>M. Sharpe</u>
Name (Print): <u>Br. Harry Sharpe</u>	Name (Print): <u>Matt Sharpe</u>
	Address: <u>3 Cedar St. St Thomas</u>
	Telephone: <u>519-495-2818</u>
	Date: <u>Apr 17, 2019</u>
	Event Name: <u>Corned Dog BBQ + Beer Garden</u>
	Organizing Group: <u>St. Thomas Kinsmen</u>
	Event Dates: <u>July 1st, 2019</u>

Canada Day July 1st.

# Pinafore Park



To  
Lake Margaret

-59-

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Let's Chalk About Mental Health

Date(s): May 8th, 2019 (Rain Date: May 9th, 2019)

Start Time: 9:30am End Time: 12pm

Location(s): St. Thomas Downtown Sidewalks

Organizing Group: Canadian Mental Health Association

Contact Name #1: Carly Coxon #2: \_\_\_\_\_

Street Address: 110 Centre St.

Town/City: St. Thomas Province: ON Postal Code: N5R2Z9

Phone Number #1: 519-633-1781, ext. 142 #2: 226-980-8570

Email Address: carlyc@cmhaelgin.ca

Expected Attendance: all open businesses Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: n/a- those participating will be staff who work at each location

Location and Number of Parking Spaces: n/a- those participating will be staff who work at each location

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

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

The week of May 6th-10th is CMHA's Mental Health week which is celebrated across the country. In an effort to enhance community education and awareness in St. Thomas,

we are hoping to take to the sidewalks, along with St. Thomas business owners and "Chalk" about what mental health is and how everyone has it.

CMHA will provide all businesses participating with some resources to help create ideas for what to draw on their sidewalks.

The current weather forecast is calling for rain on May 8th so my request would be that we are shift this event to Thursday, May 9th in the event of a rain.

**SECTION 2: FOOD AND BEVERAGE**

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

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

### **SECTION 3: PERSONAL SERVICES**

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

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

### **SECTION 4: TENTS**

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes ☐ No ☒  
If Yes, please specify the number and size of tents. \_\_\_\_\_

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

#### **SECTION 8: ANIMALS**

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

Yes ☐

No ☒

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

#### **SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you require traffic control?

Yes ☐

No ☒

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

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

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

Barricades

Yes ☐

No ☐

N/A ☒

No Parking Signs

Yes ☐

No ☐

N/A ☒

Detour Signing

Yes ☐

No ☐

N/A ☒

## **SECTION 10: MUNICIPAL FACILITIES**

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

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

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

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

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

Yes ☐ No ☒ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: \_\_\_\_\_ # 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.

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

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

**Carly Coxon**

Digitally signed by Carly Coxon  
Date: 2019.04.24 09:08:49 -04'00'

**April 24, 2019**

(Signature of Individual Completing this Application)

(Date completed)

Office Use Only: Application Received: April 26/19 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**

Let's Chalk about Mental Health organized by Canadian Mental Health Association - Elgin Branch  
(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

Let's Chalk about Mental Health organized by Canadian Mental Health Association - Elgin Branch  
(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): Cindy Ryan

Signed:   
Name (Print): Carly Coxon  
Address: 110 Centre Street  
Telephone: 519-633-1781, ext 142  
Date: April 26, 2019  
Event Name: Let's Chalk about Mental Health  
Organizing Group: Canadian Mental Health Association - Elgin Branch  
Event Dates: May 8th, 2019 (or May 9th as rain date)



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City of St. Thomas  
Received

APR 26 2019

City Clerks Dept

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Roots + Shoots Adventure Club

Date(s): Aug 19-23, 2019

Start Time: 8:00 End Time: 2:00

Location(s): Moore St parking lot (8 parking spots)

Organizing Group: Destination Church

Contact Name #1: Deb Schmerbauch #2: Jane Schalk

Street Address: 668 Talbot St

Town/City: St Thomas Province: ON Postal Code: N5P 1C8

Phone Number #1: 519 207 1442 #2: 519 902 6804

Email Address: Schmerbauch3@gmail.com

Expected Attendance: 50 Number of Event Personnel/Volunteers: 20

Location and number of washrooms in place: Destination Church building

Location and Number of Parking Spaces: Moore St parking lot (8 parking)  
directly behind church. (see over) →

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

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

Vacation bible school. We would like to use  
a part of the parking lot to play games  
and have a snack lunch.

**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.

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### 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. Yes ☒ No ☐  
1 - It will fit on our back patio

If the tents are larger than 60m<sup>2</sup> 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 licencing through SOCAN for events not taking place in a City facility.

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

### SECTION 8: ANIMALS

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

Yes ☐

No ☒

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

Please note that such approval may take several weeks.

### SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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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.

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Do you require traffic control?

Yes ☐

No ☒

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

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

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

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

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

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

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

Yes ☐ No ☐ N/A ☐

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

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

Yes ☐ No ☐ N/A ☐

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☐

Hydro

Yes ☐

No ☐

N/A ☐

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

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

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## SECTION 11: ACCESSIBILITY

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

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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)

  
\_\_\_\_\_  
(Date completed)

Office Use Only: Application Received:  Committee Approval: \_\_\_\_\_

**SECTION 14: INSURANCE**

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

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

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

**STATEMENT OF INDEMNIFICATION**

Roots & Shoots Adventure Club organized by Destination Church  
(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

Roots & Shoots Adventure Club organized by Destination Church  
(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): Dora Schmerbauch

Signed: [Signature]

Name (Print): Jane Schalk

Address: St Thomas

Telephone: 579 902 6804

Date: Apr 8, 19

Event Name: Roots & Shoots Adventure Club

Organizing Group: Destination Church

Event Dates: Aug 19-23, 2019

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# ROBERTSON HALL

## CERTIFICATE OF INSURANCE

This is to certify to: **City of St Thomas**  
**545 Talbot Street**  
**St Thomas, Ontario**  
**N5P 3V7**

That policies of Insurance as herein described have been issued to the Insured named below and are in force at this date.

Name of Insured: **Destination Christian Reformed Church Inc.**

Address of Insured: **668 Talbot Street**  
**St Thomas, Ontario**  
**N5P 1C8**

Insurer: **THE SOVEREIGN GENERAL INSURANCE COMPANY**

Location and Operations to which this Certificate applies:

RE: **Daily Vacation Bible School being held at church with games in the Moore Street parking lot behind Destination Christian Reformed Church Inc. on August 19 - 23, 2019.**

KIND OF POLICY	LIMITS OF LIABILITY	POLICY NUMBER	EXPIRY DATE
COMMERCIAL GENERAL LIABILITY (EXCEPT AUTOMOBILE) INCLUDING: PRODUCTS/COMPLETED OPERATIONS NON-OWNED AUTOMOBILE LIABILITY PERSONAL INJURY LIABILITY CROSS LIABILITY/SEPARATION OF INSURED TENANTS LEGAL LIABILITY - BROAD FORM SUB-LIMIT, IF ANY \$2,000,000. PER OCCURRENCE RESTRICTIONS (if any): REFER TO POLICY WORDINGS	\$5,000,000.  INCLUSIVE LIMIT PER OCCURRENCE/ANNUAL AGGREGATE BODILY INJURY AND PROPERTY DAMAGE COMBINED	CPP983486	June 24, 2019
OTHER	N/A		

**ADDITIONAL INSURED:** The following name is added to the policy as an Additional Insured, but only with respect to the above noted location and arising out of the Named Insured's operations. The policy limits are not increased by the addition of such Additional Insured beyond those stated in this Certificate.

**CITY OF ST THOMAS**

**NOTE:** The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The insurer will endeavor to mail to the holder of this certificate 15 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

**ROBERTSON HALL INSURANCE INC.**

per   
(AUTHORIZED REPRESENTATIVE)

Date **April 25, 2019**

Attn: Jane Schalk  
Email: [peteandjane87@yahoo.ca](mailto:peteandjane87@yahoo.ca)