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 BBO 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 N 8 2019

SECTION 1: EVENT AN	D ORGANIZER INFORMATION City Clerks Dept
Event Name:	YMCA Sweat for Strong Kids: Kids Triathlon
Date(s):	June 2, 2019
Start Time:	8:00am 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 h	ligh St.
Town/City:	St. Thomas Province: ON Postal Code: N5R 5V2
Phone Number #1:	(519) 631-2418
Email Address:	jerad.henderson@swo.ymca.ca
Expected Attendance:	Number of Event Personnel/Volunteers: 50
Location and number of	f washrooms in place: Inside the YMCA we have 12+
Location and Number of	At the YMCA, 80+
Number of Accessible \	Vashrooms: 3 Number of Accessible Parking Spots: 5
	ecific event. Attach additional sheets as necessary.
	athlon is our main fundriasing event for the year. Over 100 children
will participate in a triath	on, swimming, biking, and running their way to a medal and great achivement.
Last year 120 children p	articipated and we raised \$25,000 for Strong Kids. There are some maps
attached to this documer	nt, which show the course that the bikers take. Police assistance at
one main inte	rsection, Park and Elm, will be arranged.
SECTION 2: FOOD AND	
Will food/beverage of a	ny kind be available at this event? Outhwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION:	3: P	RSONAL	SERVICES
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Will there be If Yes, you mu	personal services of any kind offered to the public at this event? st notify Southwestern Public Health at 519-631-9900 at least 2 v	Yes weeks pric	i □ or to the eve	No 🗹 ent.
Personal servi piercing.	ces include but are not limited to barbering, manicures, pedicure	es, estheti	cs, tattooing	g and
SECTION 4: TE	<u>NTS</u>			
Will there be	an indoor or tent covered area used for public assembly as part o	of the ever		No 🗹
f Yes, please	specify the number and size of tents.			
	e larger than 60m ² cumulatively, a building permit is required thr se attach a copy of the Permit and provide the Permit Number:			ling
requirements	nat Indoor or Tent covered areas for public assembly must compleen or some the compleen on the contact the compleen on the complee of the contact t			
SECTION 5: SI	RVING OF ALCOHOL			
if Yes, you mi	e consumed at the event? st review and meet the requirements of the City's Alcohol Policy erty Management Department for Special Events taking place on	available	through the	No 🗹 Parks,
responsible to obtaining a Si ensure access copy of the li endorsement	comply with the Alcohol and Gaming Commission of Ontario (Aconotify and provide any pertinent information required under the becial Occasion Permit. You must adhere to the Liquor Licence Aconotics is given to the Police and AGCO Inspectors for the purposes of inquor permit with this application. If utilizing the services of a cates to provide off — premises beverage services, organizers shall supplied the location of the establishments.	e AGCO grant and its Respections are with a poly a lett	uidelines for Regulations a s. Please sub Ill the requir er from the	and omit a ed
	re alcohol is being served has to have a 36" (0.9m) high barrier/pg policy in all of the City's Parks, Recreation and Property Manag			hat there
SECTION 6: N	IUNICIPALLY SIGNIFICANT EVENT			
(AGCO), you	apply for a "Special Occasion Permit," through the Alcohol and G must obtain a letter of approval from City Council, declaring your the request to the City Clerk's Department. Please note that suc	event "m	unicipally sig	gnificant"
Will you be r	equesting that City Council declare your event a "Municipally Sigr	nificant Ev /es 🔲	ent"? No ☑	
SECTION 7: N	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? If Yes, the Southwestern Public Health must be notified of the event details two vare not permitted in the Animal Control By-Law 71-2011, an Application for Templaw must be approved by City Council. Please attach a copy of the application to Please note that such approval may take several weeks.	oorary Exempti	ion to the Rv-
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 sof Way Occupancy Permit and City Council approval is required for all road closur approval may take several weeks.	showing the clo res. Please note	sure. A Right that
		<u>_</u>
Please attach a copy of the Right of Way Occupancy Permit and provide the perm	it #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to under the Special Events page on the City website. Describe the event and attach See attached bike route. The biking is the only part of the event where participants are	a map or sketo	:h.
property. Along the bike route we have a volunteer every 10m, volunteers on bikes, ar		
the entire route to provide a designated pat	th.	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.	Yes 🗹	No 🗌
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic pursuant to the Highway Traffic Act. Have you contacted the Env Services Department - Roads and Transporation for:	ect traffic. Only	the police

Page 4 of 7

No Parking Signs

Detour Signing

Yes 🗌

Yes 🔲

Yes 🗌

No V

No 🗸

No 🔽

N/A 🔲

N/A 🗆

N/A 🗆

Barricades

SECTION 10: MUNICIPAL FACILITIES

For events to and Property	king place in Pinafore Park, or Management staff once the s	ganizers will need to arra	ange an onsite	meeting with	Parks, Rec	
Have you co	tacted Parks and Recreation	staff about your event?	Yes 🗍	No 🗌	N/A 🗹	
Have you rer	ted a pavilion/facility and sign	ned a permit?	Yes 🗌	No 🗌	N/A 🗹	
If yes, please	provide the location of the re	ental and attach a copy of	the permit			
Do you requi and Property	re additional picnic tables or g Management Dept and that o	arbage cans? Please note delivery/pick up is the res	e availability is ponsibility of Yes	s at the discreti the event orga No 🗹	on of the Parks nizer. N/A 🗹	, Rec
If Yes, how n	any are you requesting? # @	of Picnic Tables:		_		
	de arrangements with Enviror					
Will you requ	ire municipal support for:	Water Hydro	Yes 🗌 🏺	No ☐ No ☐	N/A ☑ N/A ☑	
certification	hat all equipment and extensions body under the Ontario Electorical the land the lan	trical Safety Code or hav	e been inspe	cted by the Ele	ectrical Safety	
If required, h	ave you obtained a Hydrant C	onnection Permit?	Yes 🗌	No 🗌	N/A 🗹	
If Yes, please	attach a copy of the Permit a	nd provide the Permit Nu	ımber:		-	
SECTION 11:	ACCESSIBILITTY					
Accessibility requirement displayed th washrooms	organizer, it is your respons for Ontarians with Disabiliti to meet for accessibility. oughout the event venue to and parking. Although not req funicipal Accessibility Advison	es Act (AODA). Organize Please note that direct indicate the barrier-free uired, the Special Events	ations with a tional signage path of trav Committee re	at least one er e needs to be el and location ecommends sul	mployee have prominently of accessible	
SECTION 12:	OTHER SERVICES/RESOURCE	<u>s</u>				
	a privately licenced security f ompany and how many secur			Yes 🗀	No 🗹	
required to	events with an anticipated at be retained. Have you confirm attach documentation provid	ed First Aid services?	Yes	No 🗹	are N/A 🗹	

-60-

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	d regarding your Yes 🗹	event and
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Department.	Yes 🔲	No 🗹
SECTION 13: SIGNATURE		
That the information contained in this application and any documentation, included provided in support of the application, by myself, my agents, consultants and so information and will become part of the public record. As such, and in accordance Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.! City of St. Thomas making this application and its supporting documentation avail including copying and disclosing the application and its supporting documentation their request.	plicitors, constitutions, with the provisions, linereby constants able to the general constants.	ites public ions of the sent to the
(Signature of Individual Completing this Application) (Date con	3/19 opleted)	
Office Use Only: Application Received: April 8 2019 Committee Appril		

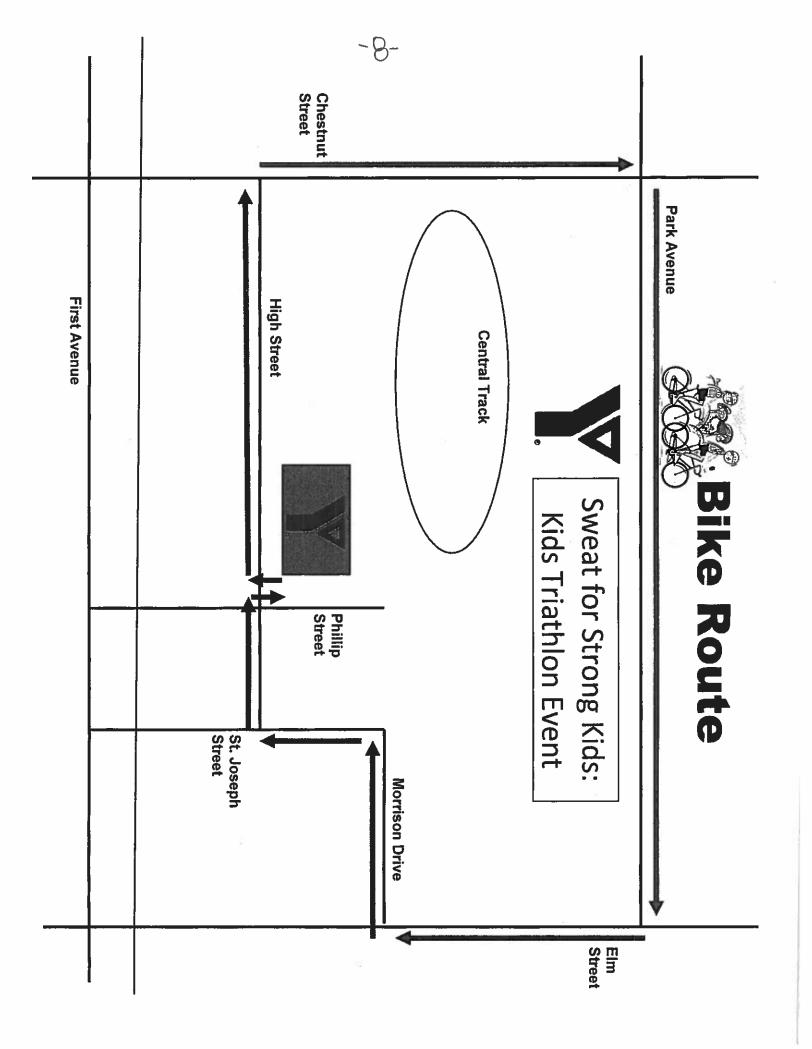
SECTION 14: INSURANCE

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.

altered or o	cancelled as a result of an emergency situ	lation.	
STATEMEN	T OF INDEMNIFICATION		
Suest	for Strong Lids organiz	red by YMCA	of Southwestern Ontario (Organizing Group)
shall inden law respon	nify and save harmless The Corporation sible from any and all liabilities, damages	of the City of St. Thom	as and all persons for whom it is at
death resul	e to property including loss of use thereo ling at any time there from, occasioned b	by any act or omission	s of
Sweat	(Event Name) Cides organize	d by <u>УМСА</u>	Organizing Group)
the premise damage or	agents, servants, employees, contractors es or any part thereof arising from or occ injury is due to the act, default or neglige ents, servants, employees, contractors, c	asioned by any cause vence of The Corporation ustomers, invitees or I	whatsoever, except where such in of the City of St. Thomas, its icensees.
Witness:	Manapp	Signed:	in informan
Name (Prin	1): Mel Knapp	Name (Print):	Susan M'Gugan
		Address:	
	9);	Telephone:	
		Date:	
	*	Event Name:	
	*	Organizing Group: _	14
		Event Dates:	



SECTION 1: EVENT AND ORGANIZER INFORMATION

AP? 1 2 2019

Event Name:	St Thomas Ted	dy Bear Pic	nic	City Clerks Dept.
Date(s):	Wednesday Jun	e 12 2019		
Start Time:	8:30am	End Time:	2:00pm	
Location(s):	Pinafore Park	<u> </u>		
Organizing Group:	EarlyON Child and	d Family Cer	ntre St Thor	mas-Elgin
Contact Name #1:	Marilyn Heffren	#2: Be	v Fellows	
Street Address: 7 M				
Town/City:	St Thomas	Province: ON	Postal Code:	N5R4S5
Phone Number #1:	519-631-9496 ext			· · · · · · · · · · · · · · · · · · ·
Email Address:	m.heffren@com	munityliving	gelgin.com	1
	950 Number o	f Event Personnel/\	/olunteers: 45	
	of washrooms in place:			
Location and Number o	of Parking Spaces:			
Number of Accessible \	Washrooms:	Number of Accessil	ble Parking Spots:	
Please describe your sp	pecific event. Attach addition	al sheets as necessa	nry	
St Thomas Teddy Bear p	icnic is a free event for families	in the community with	children birth to six	years of age.
A number of community org	anizations that support families con	ne together to create a v	rariety of activities for	families to enjoy.
In the past we have h	ad entertainment in the form	n of Dotsy the clow	n, Brian May froi	m Studio Arts
has performed also	There is water play, act	ive play, messy p	olay, free snack	s and more.
SECTION 2: FOOD AND	BEVERAGE			

Page 2 of 7

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

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

Yes 🔽

No 🗆

SECTION	3:	PERSONAL	SERVI	CES
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Will there be personal services of any kind offered to the public at this event? If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 w	Yes 🗆 eeks prior t	No 🗹 to the event.
Personal services include but are not limited to barbering, manicures, pedicures, e piercing.	sthetics, ta	ttooing and
SECTION 4: TENTS		
Will there be an indoor or tent covered area used for public assembly as part of th	e event? Yes 🔲	No ☑
If Yes, please specify the number and size of tents.		
If the tents are larger than 60m ² cumulatively, a building permit is required throug Services. Please attach a copy of the Permit and provide the Permit Number:	h Planning	& Building
Please note that Indoor or Tent covered areas for public assembly must comply wi requirements enforced by Elgin St Thomas Public Health. Please contact the Tobac information on how to meet these requirements.		
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Policy ava Rec and Property Management Department for Special Events taking place on mur		
You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO responsible to notify and provide any pertinent information required under the AG obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act an ensure access is given to the Police and AGCO Inspectors for the purposes of inspectory of the liquor permit with this application. If utilizing the services of a caterer vendorsements to provide off — premises beverage services, organizers shall supply confirming date/time/location/services as well as a copy of the establishments' en	CO guideling its Regulactions. Pleawith all the alletter from a letter from CO and the control of the control o	nes for ations and ase submit a required am the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrier/partit is a no staking policy in all of the City's Parks, Recreation and Property Manageme	ion. Please nt facilities	note that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gami (AGCO), you must obtain a letter of approval from City Council, declaring your ever by submitting the request to the City Clerk's Department. Please note that such apweeks.	nt "municip	ally significant",
Will you be requesting that City Council declare your event a "Municipally Significa		_
Yes [) /	lo 🗹
Will there be a concert or musical entertainment as part of the event? Yes [Local children's Entertainment.	7 N	lo 🗆

Page 3 of 7

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.

CECT	ION	0.	ABII	15.4	8.1	_
SECT	IUN	٥.	AIV	IIVI	ΑL	

Will there be a Petting Zoo or Animals a If Yes, the Elgin-St. Thomas Public Healt are not permitted in the Animal Control Law must be approved by City Council. Please note that such approval may tak	h must be notified of the of By-Law 71-2011, an Appli Please attach a copy of the	ication for Tem	porary Exempti	on to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC	FLOW CHANGES			
Are you anticipating any road closures o	or traffic flow changes?		Yes 🗌	No ✓
If Yes, please describe the road closure of Way Occupancy Permit and City Courapproval may take several weeks.	ncil approval is required for	r all road closu		_
	88			
Please attach a copy of the Right of Way	y Occupancy Permit and p	rovide the perr	nit #:	
If the event is a Parade / Run / Walk / Paunder the Special Events page on the Ci				
Do you require traffic control? If Yes, please contact the St. Thomas Po	lice Services at (519) 631-;	1224 ext. 141.	Yes 🗆	No ☑
PLEASE NOTE: Marshalls, volunteers and can direct traffic pursuant to the Highwalls works Delay to the Works Delay to the Public Works Delay to the	ay Traffic Act.	ot allowed to di	rect traffic. Only	y the police
,	Barricades	Yes 🗌	No 🗌	N/A 🗹
	No Parking Signs Detour Signing	Yes 🗌 Yes 🖺	No □ No □	n/a ☑ n/a ☑
	Page 4 of 7			

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arra and Property Management staff once the Special Events Permit App	inge an onsite plication has be	meeting with Pa	irks, Rec
Have you contacted Parks and Recreation staff about your event?		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 availabilit Property Management Dept and that delivery/pick up is the respons	ty is at the discr sibility of the every Yes 🗹	retion of the Par vent organizer. No 🏻	rks, Rec and
If Yes, how many are you requesting? # of Picnic Tables: 12	# of Garba	ge Cans: 6	
Have you made arrangements with Environmental Services staff for	recycling conta	einers and collect No ✓	ction? N/A 🗌
Will you require municipal support for: YWater Flanks & Rec Aquatics Hydro Team requires water.	Yes ☑ Yes ☐	No □ No □	N/A □ N/A ☑
Please note that all equipment and extension cords must be in good certification body under the Ontario Electrical Safety Code or hav Authority. If required, please attach the Electrical Safety Authority Number:	e been inspect	ed by the Elect	rical Safety
f required, have you obtained a Hydrant Connection Permit?	Yes 🗆	No 🗆	N/A 🗹
f Yes, please attach a copy of the Permit and provide the Permit Nu	mber:		
SECTION 11: ACCESSIBILITTY	8 2		
As an event organizer, it is your responsibility to ensure that you accessibility for Ontarians with Disabilities Act (AODA). Organizatequirements to meet for accessibility. Please note that directively displayed throughout the event venue to indicate the barrier-free vashrooms and parking. Although not required, the Special Events (blan to the Municipal Accessibility Advisory Committee for larger evenue.	tions with at ional signage path of travel Committee reco	least one emploneeds to be plant and location of ommends submited	loyee have rominently accessible
ECTION 12: OTHER SERVICES/RESOURCES			
ecurity: Has a privately licenced security firm been contacted/retain f Yes, what company and how many security officers will be present	ned? ?	Yes 🗌	No ☑ ——
irst Aid: For events with an anticipated attendance of more than 20 equired to be retained. Have you confirmed First Aid services? FYes, please attach documentation providing proof that First Aid ser	Yes 🗸	No 🗆 N	e I/A 🛘

Marilyn Heffren

From:

Galynne Cini <Galynne.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,

Galynne 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

Direct Email Galynne.Cini@on.sja.ca

Website www.sja.ca

Facebook St. John Ambulance St. Thomas Elgin Branch

Twitter @SJAElgin Instagram @SJAElgin

From: Marilyn Heffren < m.heffren@communitylivingelgin.com>

Sent: March 21, 2019 9:48:21 AM

To: Galynne Cini

Subject: Request for service @ Teddy Bear Picnic

Hi Galynne

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

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Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes 🗸	event and No 🗌
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Department.	Yes 🗀	No 🛭

SECTION 13: SIGNATURE

That the information contained in this application and any documentation, 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.

_ Maulit	Completing this Application)	
(Signature of Individual C	Completing this Application)	

April 11 2019. (Date completed)

Office Use Only: Application Received: April 12, 2019 Committee Approval:

SECTION 14: INSURANCE

STATEMENT OF INDEMNIFICATION

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

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

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

St Thomas Teddy Bear Picnic	EarlyON Child	and Family Centre ST Thomas-Elgin
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corpo law responsible from any and all liabilities, d	oration of the City of St. Tho lamages, costs, claims, suits	omas and all persons for whom it is or actions arising out of:
any damage to property including loss of use death resulting at any time there from, occas	e thereof, and any injury to sioned by any act or omissi	any person or persons, including ons of
St Thomas Teddy Bear Picnic	EarlyON Child a	and Family Centre \$7 Thomas-Elgin
(Event Name)		(Organizing Group)
the premises or any part thereof arising from damage or injury is due to the act, default or officers, agents, servants, employees, contra Witness: Name (Print): Mel Koop	r negligence of The Corpora	tion of the City of St. Thomas, its
name (rint).	Address:	7 Morrison Drive
	Telephone:	519-631-9496 ext. 1809
	Date:	
	Event Name:	St Thomas Teddy Bear Picnic
	Organizing Group:	EarlyON Child and Family Centre St Thomas-Eigh
	Event Dates:	June 12 2019

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75 Main Street North, Princeton , ON NOJ 1V0 Phone: 880-265-4000 Fax: 519-458-4366

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 after the coverage afforded by the policies below.					
INSURED'S FULL NAME AND MAKLING ADDRESS	Supplementary Schedule	BROKERS	FULL NAME AND		Transport Harris
COMMUNITY LIVING ELGIN & STEAMR HOUSING CORPORATION & ELGIN COMMUNITY ST. CE RESOURCES SERVICES			ance Brokers Inc. Idowbrook Orive NSL 163	All the second s	
	A COVE	PAGES	In Proceedings (Marie Control	NATIONAL PROPERTY OF THE CONTROL	e discussional designation of the second
This is to certify that the policies of insurance listed term or condition of any contract or other document herein is subject to all terms, exclusions and conditions.	below have been issued to the with respect to which this certif	insured name ficate may be	d above for the po issued or may per	licy period indicated notwithstar ain. The insurance afforded by	the policies described
AND THE RESIDENCE OF THE PROPERTY OF THE PROPE	INSURANCE COMPANY	LIMITS	44. 3250 Advantage (*1550)	AVE BEEN REDUCED BY PAIL	Walter and Control of the Control of
TYPE OF INSURANCE	AND POLICY NUMBER	EFFECTIVE DA	TE EXPRYDATE	LIMITS OF LL (Canadian dollars unless i	
COMMUNITY SERVICES GENERAL LIABILITY	Subscribing Companies as Identified in	1		GCDILY INJURY & PROPERTY DAMAGE EACH COCURRENCE	\$8,000,000
STAIMS MADE OF VOCCURRENCE				GELERAL AGGREGATE	40,000,000
PRODUCTS AND/OR COMPLETED OPERATIONS	CP82277A	April 1, 2019	April 1, 2020	PRODUCTS-COMPLETED/OPERATIONS AGG	
MPLOYERS LIABILITY	32			PERSONALIBULRY	INCLUDED
PERSONAL INJURY	. 177		ŀ	NEDICAL PAYMENTS (Any One Person)	\$10,000
TENANTS LEGAL LIABILITY		1		TEMANTS LEGAL LIABILITY	INCLUDED
MON-OWNED AUTO LIRED AUTOMOBILES	CP82277C	April 1, 2019	April 1, 2020	NON-DWINED ALITO	\$8,000,000
PROFESSIONAL / MALPRACTICE LIABILITY				PROFESSIONAL / HALPFACTICE LIABILITY	\$8,600,000
CROSS LIABILITY SLANKET CONTRACTUAL				OCCURRENCE	ASSAEGATE
ENVIRONMENTAL LIABILITY CLAIMS MADE			İ	UHIT .	AGGREGATE
AUTOMOBILE LIABILITY			_		riconzente
DESCRIBED AUTOMOBILES ALL OWNED AUTOMOBILES	95			BCD7LY INJURY AND PROPERTY DAMAGE COMBINED	14
LEASED AUTOMOBILES **			15	SCOOLY INJURY (Per Person)	
<u></u>				BOOKY INJURY (Per Azakierii)	
ALL AUTOMOBILES LEASED IN EXCESS OF IN DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE		•		PROPERTY DAMAGE	
OTHER LAIMS MADE OF DCCURRENCE			 		
느				UMIT	AGGREGATE
닏 !				UMT.	OZUCITALE
				OCCUPRENCE	AGGREGATE
PROPERTY			_	Valuate	in .
PROPERTY "ALL RISKS"			1		
님			34		
\$upplementary Schedule				Deductio	bs ALLOTHER
the second of th		(2)		SARTHOUAKE	FLOOD
ADDITIONAL INSURED NAME AND MAILING ADDRESS	Lupplementary Sch			ATIONS / L'OCATIONS / AUTOMO	BILES / SPECIAL ITEMS ?
The Corporation of The City of St. Thomas, City Hall, PO BOX 520, 545 Talbot Street.		Wis	Respect to Early On Ch	and Family Centres	
St. Thomas, ON N5P 3V7					
	st to Insured "With respect to Lisber,	y Only*	1 <u>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </u>		To service of
CERTIFICATE HOLDER MANE AND MAILING ADDRESS	THE REAL PROPERTY AND ASSESSMENT OF THE PERSON OF THE PERS	CANC	ELLATION	Section of the No	The state of the state of
The Corporation of The City of St. Thomas, City Hall, PO BOX 520.				described policies be cancelled	before the expiration
545 Talbot Street		date t	hereof, the leaving A to the certificate b	company will endeavour to mail solder named on the left, but failu	30 days written
St. Thomas, ON NSP 3V7	<u> </u>	shall i	impose no obligatio	on or Bability of any kind upon the	company, its brokers
SUBSCRIBING COMPANIES ON BEHALF OF FRANK COV MANAGING GENERAL AGENT INCLUDING BUT NOT LIM	NAN COMPANY LIMITED, AS ITED TO: AM. BEST RATI	ESS PARK FOR THE	resentatives.		2
The Guarantee Company of North America	'A'		9	Tobal	6
Temple Insurance Company	*A+P				-
Underwriters at Lloyds of London	.Y,	19			April 11, 2019

Syn2130919nus

FCC - CERTINS (03/2015)

SECTION 1: EVENT A	ND ORGANIZER INFORMATI	<u>ON</u>	
Event Name:	Law Enforcement	ent Torch R	un
Date(s):	June 27 2019	-11-7	
Start Time:	10:00	End Time:	12:00
Location(s):	45 Caso Cross	ing	
Organizing Group:	St. Thomas Po		
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:	а	
Location and Number			
Number of Accessible	Washrooms:	_ Number of Accessil	ble Parking Spots:
Please describe your s	specific event. Attach additio	nal sheets as necessa	Officers will run from the
police station (s	outh on Caso Crossin	g) to Wellingtor	St. Run westbound to
Stanley St , NB on W	filliam to New St. Pick up Sp	ecial Olympians and	d continue run on Talbot Street
E/B to City Hall fo	r a quick stop. Continue	e/b to Caso Cros	ssing to the police station.
SECTION 2: FOOD AND) BEVERAGE		
Will food/beverage of If Yes, you must notify	any kind be available at this of Southwestern Public Health	event? at 519-631-9900 at 6	Yes \(\big \) No \(\big \)

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this eve If Yes, you must notify Southwestern Public Health at 519-631-9900 at least	nt? Yes [st 2 weeks prior	
Personal services include but are not limited to barbering, manicures, pedipiercing.	cures, esthetics	, tattooing and
SECTION 4: TENTS		
Will there be an indoor or tent covered area used for public assembly as pa		
If Yes, please specify the number and size of tents.	Yes [
If the tents are larger than $60m^2$ cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Numb	through Planni er:	ng & Building
Please note that indoor or Tent covered areas for public assembly must co requirements enforced by Southwestern Public Health, Please contact the information on how to meet these requirements.	mply with Smok Tobacco Enforce	e Free Ontario Act ement Officer for
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Po Rec and Property Management Department for Special Events taking place	Yes ☐ licy available the on municipal pr	rough the Parks.
You must also comply with the Alcohol and Gaming Commission of Ontario responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes copy of the liquor permit with this application. If utilizing the services of a cendorsements to provide off – premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishment.	the AGCO guide Act and its Regof inspections. Paterer with all the supply a letter	elines for ulations and lease submit a he required from the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrie is a no staking policy in all of the City's Parks, Recreation and Property Man	r/partition. Plea agement faciliti	se note that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol an (AGCO), you must obtain a letter of approval from City Council, declaring yo by submitting the request to the City Clerk's Department. Please note that sweeks.	ur event "munic	cipally significant"
Will you be requesting that City Council declare your event a "Municipally S		
SECTION 7: MUSIC / NOISE	Yes 🗍	No ☑
Will there be a concert or musical entertainment as part of the event?	Yes 🗌	No ☑

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

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

SECTION 8; ANIMALS				
Will there be a Petting Zoo or Animals at the If Yes, the Southwestern Public Health must are not permitted in the Animal Control By-Law must be approved by City Council. Please note that such approval may take several process.	be notified of the eve Law 71-2011, an Appli se attach a copy of the	cation for Tem	porary Exempti	on to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FLO	W CHANGES			
Are you anticipating any road closures or tra	affic flow changes?		Yes 🗹	No 🗀
If Yes, please describe the road closure requ of Way Occupancy Permit and City Council a approval may take several weeks.	irement and attach a r	map or sketch : all road closu	showing the clo	sure. A Right that
Run may cause slow traf	fic flow but n	o road cl	osures	
Police escort in effect				
Please attach a copy of the Right of Way Occ	cupancy Permit and pro	ovide the perm	it #:	
If the event is a Parade / Run / Walk / Pass thunder the Special Events page on the City we	nrough Sporting Event,	please refer to	the city roads	map located
Run w/b on Wellington St from Caso Crossing north				
				
Do you require traffic control? If Yes, please contact the St. Thomas Police S	ervices at (519) 631-1	224 ext. 4177.	Yes 🔽	No []
PLEASE NOTE: Marshalls, volunteers and spec can direct traffic pursuant to the Highway Tra Have you contacted the Env Services Departn	affic Act.		ect traffic. Only	the police
	Barricades	Yes 🗌	No 🗆	N/A 🕢
	No Parking Signs	Yes 🗌	No 🗌	N/A ☑
	Detour Signing	Yes 🗌	No □	N/A 🗹

Page 4 of 7

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, and Property Management staff once the	, organizers will need to ar le Special Events Permit Al	range an onsit	te meeting with	Parks, Rec
Have you contacted Parks and Recreation	n staff about your event?	Yes 🗌	No 🗆	N/A ☑
Have you rented a pavilion/facility and s	igned a permit?	Yes 🔲	No 🗀	N/A ☑
If yes, please provide the location of the	rental and attach a copy of	of the permit.		
Do you require additional picnic tables o and Property Management Dept and tha	r garbage cans? Please no at delivery/pick up is the re	esponsibility o	is at the discret f the event orga	ion of the Parks, Rec inizer.
		Yes 🗌	No ☑	N/A 🗆
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Envir	ronmental Services staff fo	or recycling co	ntainers and col	lection?
		Yes 🗌	No 🗌	N/A ☑
Will you require municipal support for:	Water	Yes 🗆	No 🗀	N/A ☑
	Hydro	Yes 🗌	No 🗌	N/A ☑
certification body under the Ontario Ele Authority. If required, please attach the Number: If required, have you obtained a Hydrant If Yes, please attach a copy of the Permit	Electrical Safety Authori	ty documenta Yes □	ntion and provid	N/A 🕢
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respon Accessibility for Ontarians with Disabili requirements to meet for accessibility displayed throughout the event venue to washrooms and parking. Although not re plan to the Municipal Accessibility Adviso	ities Act (AODA). Organize. Please note that direct of indicate the barrier-free quired, the Special Events	ations with a tional signage path of trav Committee re	ot least one en e needs to be el and location ecommends sub	nployee have prominently of accessible
ECTION 12: OTHER SERVICES/RESOURC	<u>ES</u>			
ecurity: Has a privately licenced security fees, what company and how many secu	firm been contacted/reta rity officers will be preser	ined? nt?	Yes 🗌	No 🗹
irst Aid: For events with an anticipated a equired to be retained. Have you confirm FYes, please attach documentation provi	ned First Aid services?	Yes 🔲	No 🗌	are N/A ☑

Page 5 of 7

Ambulance: Has Emergency Medical Services (Ambulance Services planned emergency access to the site?		garding your es 🔲	event and
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the	Ye Fire Department.	es 🗌	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and any document of the application, by myself, my agents, information and will become part of the public record. As such Municipal Freedom of Information and Protection of Privacy Accity of St. Thomas making this application and its supporting dincluding copying and disclosing the application and its support their request.	consultants and solicit , and in accordance wit , R.S.O. 1990, c.M.56, I	tors, constituth the provision hereby cons	ites public ons of the ent to the
Manuel	April 13/19	9	
Signature of Individual Completing this Application)	(Date comple	ted)	
Office Use Only: Application Received: April 15, 2019 Cor	mmittee 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		
Low Enforcement Torch Run organic (Event Name)	zed by St T	nanas Police. (Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damages	of the City of St. Tho , costs, claims, suits	omas and all persons for whom it is at or actions arising out of:
any damage to property including loss of use thereo death resulting at any time there from, occasioned I	of, and any injury to a	any person or persons, including
Law Enforcement Torch Run organize (Event Name)	d by St Tho	(Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occadamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, contractors	asioned by any cause ince of The Corporat ustomers, invitees or	whatsoever, except where such
Name (Print): Mel Knopp	Signed: 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

City of St. Thomas Received

APR 2 3 2019 **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	Day Out With Thomas	City Clerks Dept.		
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 Mu	ıseum		
Contact Name #1:	Gillian Martin #2: Jer	emy Locke		
Street Address: 225	Wellington Street			
Town/City:	St. Thomas Province: ON	Postal Code: N5R 2S6		
Phone Number #1:	519-637-6284 #2:591			
Email Address:	dowt-eventmanager@ecr	m5700.org		
Expected Attendance:	~8000 Number of Event Personnel/V	olunteers: ~100		
Location and number of washrooms in place: Arena Facilities plus 13 portable toilets				
Location and Number of	Arena parking and adjacent pro	perty owned by Farhi Holdings		
	_			
Number of Accessible \	Washrooms: 5 Number of Accessib	ale Parking Spots: 14		
	pecific event. Attach additional sheets as necessa	A full day of shild arianted		
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				
temorary tattoos, visits with Sir Toppham Hatt, bouncers, bubble zone, food				
vendors, plasma cars, train tables, games and dining facilities etc.				
SECTION 2, FOOD ASSE	DEVENO			
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.

No 🗹

SECTION 3: PERSONAL SERVICES		
Will there be personal services of any kind offered to the public at this event? If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 wee	Yes □ ks prior to the	No ⊡ event.
Personal services include but are not limited to barbering, manicures, pedicures, e	sthetics, tatto	oing and

SECTION 4: TENTS

piercing.

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
7 m 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

If the tents are larger than 60m 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.	ilable through th	ne Parks
Rec and Property Management Department for Special Events taking place on mur	nicipal 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 eve If Yes, the Southwestern Public Health must be a are not permitted in the Animal Control By-Law Law must be approved by City Council. Please at Please note that such approval may take several	notified of the eve 71-2011, an Appli tach a copy of the	cation for Tempe	orary Exemptio	n to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW C	<u>HANGES</u>			
Are you anticipating any road closures or traffic	flow changes?		Yes 🗀	No 🗹
If Yes, please describe the road closure requirem of Way Occupancy Permit and City Council approapproval may take several weeks.	oval is required for	r all road closure	nowing the clos s. Please note t	ure. A Right that —
				_
Please attach a copy of the Right of Way Occupa If the event is a Parade / Run / Walk / Pass throu under the Special Events page on the City websit	gh Sporting Event	, please refer to	the city roads r	nap located
Do you require traffic control? If Yes, please contact the St. Thomas Police Service	ces at (519) 631-1.	224 ext. 4177.	Yes 🗆	No ☑
PLEASE NOTE: Marshalls, volunteers and special can direct traffic pursuant to the Highway Traffic Have you contacted the Env Services Department	Act.		ct traffic. Only t	he police
Ва	rricades	Yes 🗀	No 🗌	N/A 🗹
No	Parking Signs	Yes 🖂	No 🗀	N/A 🕝

Page 4 of 7

Yes 🗌

No □

N/A 🗹

Detour Signing

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park and Property Management staff once the				
Have you contacted Parks and Recreation			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	e rental and attach a copy of	the permit.		
Do you require additional picnic tables of and Property Management Dept and the	or garbage cans? Please noto at delivery/pick up is the res	ponsibility o	f the event orga	anizer.
		Yes 🗌	No 🗌	N/A ☑
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Envi	ronmental Services staff for			
		Yes 🗌	No 🗌	N/A ☑
Will you require municipal support for:	Water	Yes 🗌	No 🗹	N/A 🗆
	Hydro	Yes 🗌	No 🗹	N/A 🗆
Number:		Yes 🗌	No 🗹	N/A □
If Yes, please attach a copy of the Permi	t and provide the Permit Nu	mber:		_
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respond Accessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not replan to the Municipal Accessibility Advisory	lities Act (AODA). Organiza y. Please note that direct to indicate the barrier-free equired, the Special Events (ations with a ional signag path of trav Committee re	at least one er e needs to be el and location ecommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURG	<u>CES</u>			
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes 🗹 eer during day and two at n	Ño □
First Aid: For events with an anticipated required to be retained. Have you confired for proverse please attach documentation prov	med First Aid services?	Yes 🗹	No 🗆	are N/A 🗆

Rec

Ambulance: Has Emergency Medical Services (Ambulance Service) bee planned emergency access to the site?	n contacted	regarding your Yes 🗹	event and No 🗌
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Dep	artment.	Yes 🗌	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and any documental provided in support of the application, by myself, my agents, consult information and will become part of the public record. As such, and in <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. City of St. Thomas making this application and its supporting document including copying and disclosing the application and its supporting document including copying and disclosing the application and its supporting document request.	ants and sol accordance v 1990, c.M.50 tation availa	icitors, constitu with the provision 5, I hereby cons ble to the gene	ites public ons of the ent to the ral public,
J. Locke	23 ppn.	-2019	
(Signature of Individual Completing this Application)	(Date com	pleted)	
Office Use Only: Application Received: Apr 33/19 Committee	Approval:		

SECTION 14: INSURANCE

STATEMENT OF INDEMNIFICATION

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

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

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

Day Out With Thomas orga	nized by Elgin Cou	nty Railway Museum
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damage	on of the City of St. The ges, costs, claims, suits	omas and all persons for whom it is at s or actions arising out of:
any damage to property including loss of use their death resulting at any time there from, occasione	d by any act or omissi	ons of
Day Out With Thomas organ	ized by Elgin Coun	ity Railway Museum
(Event Name)	,	(Organizing Group)
the premises or any part thereof arising from or of damage or injury is due to the act, default or negl officers, agents, servants, employees, contractors. Witness:	igence of The Corpora	tion of the City of St. Thomas, its
Name (Print): Gillian Martin	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



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

Dawn Miskelly

St. Thomas Railway Musem

P.O. Box 20062 225 Wellington Street St. Thomas, Ontario, Canada NSP 4H4

Involce #:

15574

Total Amount Due:

\$9,545.43

Amount Paid:

\$0.00

Balance Due:

\$9,545.43

Client #: Phone 1: Event:

PAYEE:

768

(519) 637-6284 DOWT 2019

Account#: Phone 2:

Email: dawnm@ecrm5700.org

Fax:

10698 4131 RT0001

Facility							
Facility Name	Description	Date			Time	Price	
St. Thomas Eigin Memo Daily Rate 2019/20 - \$7	orial Community Centre - Meeting Spac 26.42 Daily Rate	ces - Auditorium					
		Fri Jul 1	12, 20)19	08:00AM - 11:00PM	\$726.42	Н
		Sat Jul 1	13, 20	119	08:00AM - 11:00PM	\$726.42	Н
		Sun Jul 1	14, 20)19	08:00AM - 11:00PM	\$726.42	н
Non-Event Daily Rate 20	019/20 - \$72.64 Daily Rate						
		Mon Jul 8	9, 20	19	08:00AM - 11:00PM	\$72.64	Н
		Tue Jul 9	9, 20	119	08:00AM - 11:00PM	\$72.64	Н
		Wed Jul 1	10, 20	19	08:00AM - 11:00PM	\$72.64	Н
		The Jul 1	1, 20	119	08:00AM - 11:00PM	\$72.64	Н
		Mon Jul 1	15, 20	119	08:00AM - 11:00PM	\$72.64	н
		Tue Jul 1	16, 20	19	08:00AM - 11:00PM	\$72.64	Н
		Wed Jul 1	7, 20	19	08:00AM - 11:00PM	\$7264	Н
Daily Rate 2019/20 - \$25	rial Community Centre - Meeting Space i9.46 Daily Rate		າ າດ	10	00-20004 44-00004	#OFD AD	
		Fri Jul 1:			08:30AM - 11:00PM	\$259.46	Н
		Sat Jul 1:			08:30AM - 11:00PM	\$259.46	Н
Non-Event Daily Date 20	19/20 - \$25.94 Daily Rate	Sun Jul 1	4, 20	19	08.30AM - 11:00PM	\$259.46	Н
NOTFICIENT DAILY RATE 20	19/20 - \$25.94 Daily Rate						
		Mon Jul 8	,		08:30AM - 11:00PM	\$25.94	Н
		Tue Jul 9,			08:30AM - 11:00PM	\$25.94	Н
			0, 201		08:30AM - 11:00PM	\$25.94	Н
			1. 201		08:30AM - 11:00PM	\$25.94	Н
			5, 201		08:30AM - 11:00PM	\$25.94	Н
			6, 201		08:30AM - 11:00PM	\$25.94	Н
		Wed Jul 17	7, 201	19	08:30AM - 11:00PM	\$25.94	Н
St. Thomas Elgin Memor	rial Community Centre - Meeting Space	es - Meeting Room			Facility Subtot	al: \$959.96	
40 Gridiye - \$0,00		**					
		Mon Jul 8,		_	08:00AM - 11:00PM	\$0.00	Н
		Tue Jul 9,	201	9	08:00AM - 11:00PM	\$0.00	Н

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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.

Vera	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

HST #R123224354

1170 York Street, London, ON N5W 6C9 519-659-2580 519-661-8603 Quote #// Invoice #

18-10467

Ship To

Date:

03 Q4 19

ELGIN COUNTY'RAIL MUSEUM POB 20062 St. Thomas Elgin Memorial 800 Wilson Ave 10 07 19

ST THOMAS, ON, N5P 4H4 GILLIAN / JEREMY 800 Wilson Ave

Take Down Date:

15 07 19

dowt-eventmanager@ecrm5700.org

Up Time: BAM

Set up Date:

Down Time: 5-114

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	18/63		\$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	•
200	BROWN SAM			·	\$305.20
			-	\$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.

\$843.87

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

\$7,335.17

nd dismantied by client.
Dep

Deposit Rec'd Balance Due

HST

\$7,335.17



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

Tel: 519-586-3102 • 1-888-586-3102 Fax: 519-586-8060 Email: affordableporta@xplornet.com

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

HST #R123224354

BIG TOP TENT RENTALS

1170 York Street, London, ON N5W 6C9 519-659-2580 519-661-8603-Quote # / Invoice #

18-10467

Ship To

Date:

03 04 19

ELGIN COUNTY RAIL MUSEUM POB 20062

St. Thomas Elgin Memorial

Set up Date:

10 07 19

ST THOMAS, ON, N5P 4H4

800 Wilson Ave

Take Down Date:

15 07 19

GILLIAN / JEREMY

dowt-eventmanager@ecrm5700.org

Up Time: ###

Down Time: 5-103

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

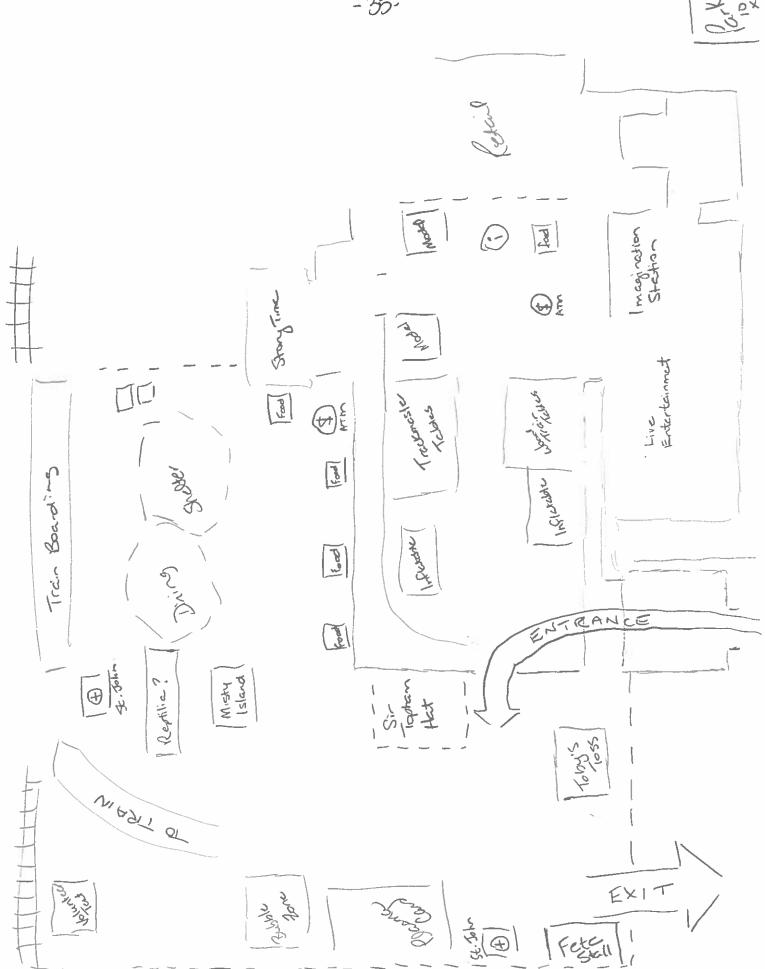
\$843.87

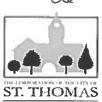
All tables and chairs are to be set up and dismantled by client.

\$7,335.17

Deposit Rec'd Balance Due

\$7,335.17





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

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.

Ī,	Name of Applicant ELGIN CONTY RAILWAY MUSEUM
	Address 225 welling tow ST. ST. Thomas
	Telephone <u>579 637 6289</u>
2.	Is the applicant the Owner of the land? YESNO
	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 DIPLATS.
5.	Proposed location of Animal(s) ALDITORIUM / GUENT CAUIZER
6.	Will the Animal(s) be re-located during the exemption period. YESNO
	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.

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 \$30 April 24/19

-37



(https://reptilia.org/)

Home (Https://Www.Reptilia.Org)

Appearances (Https://Www.Reptilia.Org/Appearances)

Birthdays (Https://Www.Reptilia.Org/Birthday-Party)

Camps (Https://Www.Reptilia.Org/Reptilia-Camp/)

Education Programs (Https://Www.Reptilia.Org/Reptilia-For-Educators)

About Reptilia (Https://Www.Reptilia.Org/About-Reptilia-Zoo)

Locations

News / Media (Https://Www.Reptilia.Org/Reptilia-News-Media)

RECF (Https://Reptilia.Org/Recf/)

Contact Us (Https://Www.Reptilia.Org/Contact)

Hours of Operation

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.

Our cruiser has made appearances at the CNE, Roger's Centre, Wizard 0 Checkout 7 shows! Your place could be next. Book the cruiser for your event. It is sure to arow a crowa wherever it goes!

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), or calling our booking line at (905) 303-2516 (tel:(905) 303-2516)

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(https://reptilia.org/)

Home (Https://Www.Reptilia.Org)

Appearances (Https://Www.Reptilia.Org/Appearances)

Birthdays (Https://Www.Reptilia.Org/Birthday-Party)

Camps (Https://Www.Reptilia.Org/Reptilia-Camp/)

Education Programs (Https://Www.Reptilia.Org/Reptilia-For-Educators)

About Reptilia (Https://Www.Reptilia.Org/About-Reptilia-Zoo)

Locations

News / Media (Https://Www.Reptilia.Org/Reptilia-News-Media)

RECF (Https://Reptilia.Org/Recf/)

Contact Us (Https://Www.Reptilia.Org/Contact)

Hours of Operation

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.

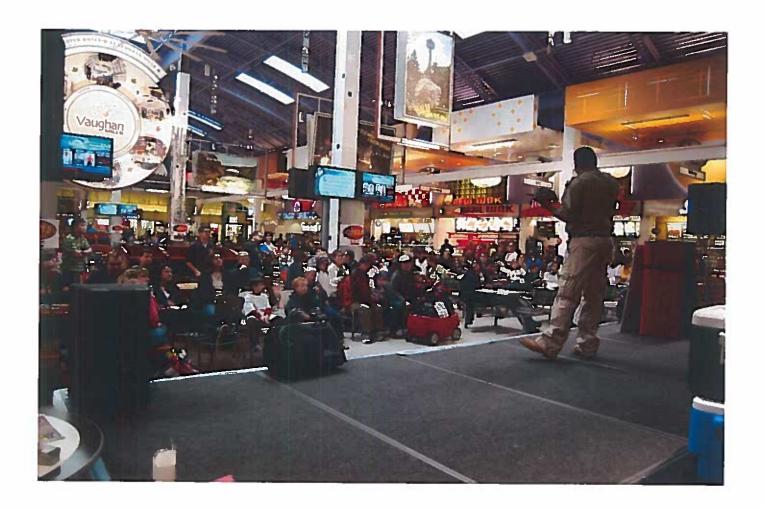
This exciting show features larger animals, including a large lizard, snakes, a tortoise, and even an alligator, and will attract visitors from all over, offering them the chance to see things they've never seen before.

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

Reptilia's stage shows appeal to kids of all ages, drawing them in from 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 AN	D 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 o	of washrooms in place: main comfort station washroom facility,
	and wash stations at spashpad, bandshell washrooms
Location and Number (of Parking Spaces: various parking throughout the park
	nal accessible spots made available
Number of Accessible	Washrooms: 5 Number of Accessible Parking Spots: 20+
Please describe your sp	pecific event. Attach additional sheets as necessary
PANCAKE BREAKE	FAST AT 8AM - NOON, KINSMEN CLUB BEER GARDEN
VARIOUS CRAFT \	/ENDORS IN VENDOR ALLEY, PETTING ZOO AND PONY RIDES
FREE INFLATABLES F	OR KIDS, LIVE ENTERTAINMENT AT BANDSHELL, ARTISAN VILLAGE
SERVICE CLUBS	S FOOD TRAILERS, FIREWORKS AT 10PM
SECTION 2: FOOD AND	BEVERAGE
	any kind be available at this event? No 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 even If Yes, you must notify Southwestern Public Health at 519-631-9900 at least		es 🗌 ior to the ev	No ☑ ent.
Personal services include but are not limited to barbering, manicures, pedic piercing.	ures, esthe	tics, tattooin	g and
SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as pa			, ,
If Yes, please specify the number and size of tents.	Y 6	es 🔲	No 🗹
If the tents are larger than $60m^2$ cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Numbe			ding
Please note that Indoor or Tent covered areas for public assembly must con requirements enforced by Southwestern Public Health. Please contact the T information on how to meet these requirements.			
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Poli Rec and Property Management Department for Special Events taking place of	icy available		No 🔲 e Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes o copy of the liquor permit with this application. If utilizing the services of a cannot endorsements to provide off — premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishments.	the AGCO g Act and its f inspection aterer with supply a let	guidelines fo Regulations is. Please sul all the requi iter from the	r and omit a red
The area where alcohol is being served has to have a 36" (0.9m) high barrier is a no staking policy in all of the City's Parks, Recreation and Property Mana			that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol and (AGCO), you must obtain a letter of approval from City Council, declaring yo by submitting the request to the City Clerk's Department. Please note that sweeks.	ur event "n	nunicipally si	gnificant"
Will you be requesting that City Council declare your event a "Municipally Si	_		
SECTION 7: MUSIC / NOISE	Yes 🗌	No 🗹	
Will there be a concert or musical entertainment as part of the event?	Yes 🗹	No 🔲	

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

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

SECTION 8: ANIMALS Will there be a Petting Zoo or Animals at the 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. Do you require traffic control? No 🗆 Yes 🗹 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 🗹 No 🗹 N/A 🗀 No Parking Signs Yes 🔲 No 🔲 N/A ☑ **Detour Signing** Yes 🗌 No 🗀 N/A ☑

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SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, and Property Management staff once the	_	_	_	•
Have you contacted Parks and Recreation	• • • • • • • • • • • • • • • • • • • •	Yes 🗹	No 🗆	N/A 🗀
Have you rented a pavilion/facility and s	signed a permit?	Yes 🗹	No 🗆	N/A 🗆
If yes, please provide the location of the	rental and attach a copy of	the permit.	pinafore park inv 1	5139
Do you require additional picnic tables of and Property Management Dept and the		-	f the event orga	nizer.
		162 FJ	No 🔲	N/A □
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Envi	ronmental Services staff for	recycling co	ntainers and col	lection?
, <u>-</u>		Yes 🔲	No 🗹	N/A □
Will you require municipal support for:	Water	Yes 🗌	No 🗹	N/A □
	Hydro	Yes 🔲	No ☑	N/A 🗆
Authority. If required, please attach th Number: If required, have you obtained a Hydran		Yes 🗌	No 🗆	N/A ☑
If Yes, please attach a copy of the Permi	t and provide the Permit Nu	mber:		-
SECTION 11: ACCESSIBILITTY	9			
As an event organizer, it is your respond to a solution of the content of the con	lities Act (AODA). Organiza y. Please note that direct to indicate the barrier-free equired, the Special Events (itions with a ional signag path of trav Committee r	at least one er e needs to be rel and location ecommends sul	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOUR	CES			8
Security: Has a privately licenced securit If Yes, what company and how many sec			Yes 🗆	No ☑ ———
First Aid: For events with an anticipated required to be retained. Have you confir If Yes, please attach documentation prov	med First Aid services?	Yes 🗹	No 🗌	are N/A 🔲

-45-

Ambulance: Has Emergency Medical Services (Ambulance Service) been cont planned emergency access to the site?	acted regarding yo Yes ☑	ur event and No 🗀			
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Departme	Yes 🗹 nt.	No 🗌			
SECTION 13: SIGNATURE					
That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , 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.					
Low Yords. April	1 18, 2019				
(Signature of Individual Completing) this Application) (Dat	e completed)				
Office Use Only: Application Received: Apr 23/19 Committee Approve	al:				

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 C	F INDEMNIFICATION		
Canada Da	ay Celebrations	nized by City of	St. Thomas
	(Event Name)		(Organizing Group)
shall indemnif law responsib	y and save harmless The Corporation le from any and all liabilities, damag	n of the City of St. Tho es, costs, claims, suits	omas and all persons for whom it is a or actions arising out of:
any damage to death resulting	property including loss of use there g at any time there from, occasioned	eof, and any injury to a d by any act or omissio	any person or persons, including ons of
Canada Da	ay Celebrations	zed by City of S	St. Thomas
	(Event Name)		(Organizing Group)
damage or inju	or any part thereof arising from or occury is due to the act, default or neglis, servants, employees, contractors, Simon Clarke	gence of The Corporat	tion of the City of St. Thomas, its
		Address:	75 Caso Crossing
		Telephone:	519-631-1680
		Date:	April 18, 2019
		Event Name:	Canada Day Event
		Organizing Group:	Parkse Rec Statt
		Event Dates:	July 1/19
			() (

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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.

lx.	Name of Applicant Canada Day testivities
	Address 545 Talbot StO
	Telephone 519 - 633 - 7112
2.	Is the applicant the Owner of the land? YES
	If not, proof of Owner's consent must be filed with the application.
3.	Type and number of Animal(s) <u>Pony rides</u> petting 300 w/ grats rabbits, clonkey turtle
40	Proposed use of Animal(s) Petting 300 free DONY CIDE
5.	Proposed location of Animal(s) nafare park
6.	Will the Animal(s) be re-located during the exemption period. YESNO
	If so, where?
7.	Date(s) the Animal(s) will be in the City July / 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.
	NA-taking place at linefore Park.
	10 residents located inside the park
_(or near the petting 200 area located
	accross from the Splashpad
	Signature of Application
lf :	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.

Math /male

Book King Scheduling Module 8.20 - Scheduling Receipt



City of St. Thomas - Parks and Recreation P.O. Box 520, 545 Talbot Street St. Thomas, ON N5P 3V7

Phone: (519) 633-7112 Fax: (519) 633-9272

Scheduling Receipt

Creation Date:

Mon Jun 25, 2018

Receipt #:

15139

PAYEE:

Parks & Recreation

City of St. Thomas Parks and Recreation Department

Total Amount Due:

\$0.00

75 Caso Crossing

Amount Paid:

\$0.00

St. Thomas, Ontario, Canada

N5R 0G7

Balance Due:

\$0.00

Client #: Phone 1: 11430

Account #:

Email: parksandrecreation@stthomas.ca

Phone 2:

(519) 633-9272

Event:

(519) 631-1680 x4172

Canada Day Event

(519) 633-7112

10698 4131 RT0001

Facility

Facility Name	Description	Date			Time	Price		
Pinafore Park - Picnic Si	hellers - Dance Pavilion - Both Sections	2						
No Charge - \$0.00								
	canda day set up	Fri Jun	28,	2019	08:00AM - 08:00PM		\$0.00	Н
	canada day set up	Sat Jun	29,	2019	08:00AM - 08:00PM		\$0.00	Н
	canada day set up	Sun Jun	30,	2019	08:00AM - 08:00PM		\$0.00	Н
	canada day clean up	Tue Jul	2,	2019	08:00AM - 08:00PM		S0.00	Н
					Facility Subtotal	:	\$0.00	
Pinafore Park - Sports F	acilities - Emstie Field							
No Charge - \$0.00								
	canada day clean up	Tue Jul	2,	2019	08:00AM - 10:00PM		\$0.00	Н
					Facility Subtotal	:	\$0.00	
					Total	•	\$0.00	

Transactions

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

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

Powered by Book King

Created: Thu Apr 18, 2019 @ 04:59PM (EDT)

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



Office Location:
Joe Thornton
Community Centre
75 Caso 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
- 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.
- 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.
- Cancellation Policy for facilities <u>other than</u> 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 belo)W:	
	July 1st	
	0	
acknowledge and accept all of the preceding	g terms and conditjons. Signed and ac	cepted by:
City of Stithomas Canada Day Celebration Name (please print) () User Group	Signature Jarola	Group Name
Simon Clarke. Name (please print) City of St. Thomas	Signature	
Invoice #(s)		

Payment Terms: Due at the time of booking.

SECTION 1: EVENT AND ORGANIZER INFORMATION Canada Day Beer garden + BBa **Event Name:** July 1st, 2019 Date(s): IIAC End Time: M. Vh ght Start Time: Mein perillion, Pinafere pula Location(s): St. Thomas Kinsmen Club Organizing Group: Mett Sheipe #2: Bred Bedford Contact Name #1: Street Address: P.O. Bux 22075, RPO Glawin Syune _St. Thomas Province: _ON Postal Code: NSR 6A 2 Town/City: Phone Number #1: 519-495-2818 #2: 579-852-0544 Stthemsshape @ tenhotmal.com Email Address: Expected Attendance: 100 Number of Event Personnel/Volunteers: 10 Location and number of washrooms in place: Existing Perk Lashrooms Location and Number of Parking Spaces: Existing pecking schop & Pinetone peck Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: Marg Please describe your specific event. Attach additional sheets as necessary. Beer frances and BBd during the okylay Carache Day Colebrations of Pinetore **SECTION 2: FOOD AND BEVERAGE** Will food/beverage of any kind be available at this event? 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 🗌 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? No 🛭 If Yes, please specify the number and size of tents. If the tents are larger than 60m^2 cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: ____ Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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 II № П 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 🗌 **SECTION 7: MUSIC / NOISE**

Yes 🗍

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

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

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

SECTION 8: ANIMALS				
Will there be a Petting Zoo or Animals at t If Yes, the Southwestern Public Health mu are not permitted in the Animal Control By Law must be approved by City Council. Ple Please note that such approval may take s	st be notified of the eve y-Law 71-2011, an Appl ease attach a copy of the	ication for Temp	orary Exempt	ion to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FL	OW CHANGES			
Are you anticipating any road closures or t	raffic flow changes?		Yes 🗀	No 🗹
If Yes, please describe the road closure recof Way Occupancy Permit and City Council approval may take several weeks.	l approval is required fo	or all road closur	es. Please note	osure. A Right e that ——
		4.00.40		
Please attach a copy of the Right of Way Of If the event is a Parade / Run / Walk / Pass under the Special Events page on the City v	through Sporting Even	t, please refer to	the city roads	map located
2				N.,
Do you require traffic control? If Yes, please contact the St. Thomas Police	: Services at (519) 631-1	1224 ext. 4177.	Yes 🔲	No 🗹
PLEASE NOTE: Marshalls, volunteers and sp can direct traffic pursuant to the Highway 1	Traffic Act.		ect traffic. Only	y the police
Have you contacted the Env Services Depar	tment - Roads and Trar Barricades No Parking Signs Detour Signing	rsporation for: Yes Yes Yes Yes Yes	No 전 No 전	N/A N/A N/A
	Dana 4 - 6 7			

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SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park and Property Management staff once t	k, organizers will need to arr	ange an onsi	te meeting with	Parks, Rec	
Have you contacted Parks and Recreation	on 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	e rental and attach a copy o	f the permit.		·	
Do you require additional picnic tables of and Property Management Dept and the	or garbage cans? Please not at delivery/pick up is the re	e availability sponsibility o Yes 🗹	is at the discreti f the event orga No []	ion of the Parks, R Inizer. N/A 🗌	lec
If Yes, how many are you requesting?	# of Picnic Tables: 10	_	_		
Have you made arrangements with Envi	ironmental Services staff for	recycling cod	ntainers and col	llection? N/A 🗀	
Will you require municipal support for:	Water Hydro	Yes ☑ Yes ☑	No 🗌 No 🛄	N/A □ N/A □	
Please note that all equipment and exte certification body under the Ontario El Authority. If required, please attach th Number:	ectrical Safety Code or have	e been inspe	cted by the Ele	ectrical Safety	
If required, have you obtained a Hydran	t Connection Permit?	Yes 🔲	No 🗆	N/A 🗹	
If Yes, please attach a copy of the Permi	t and provide the Permit Nu	mber:			
SECTION 11: ACCESSIBILITTY					
As an event organizer, it is your respond Accessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not replan to the Municipal Accessibility Advisor	lities Act (AODA). Organiza y. Please note that direct to indicate the barrier-free equired, the Special Events	ations with a ional signage path of trav Committee re	t least one en e needs to be el and location ecommends sub	nployee have prominently of accessible	
SECTION 12: OTHER SERVICES/RESOURG	CES				
Security: Has a privately licenced security f Yes, what company and how many sec			Yes 🔲	No [Z]	
First Aid: For events with an anticipated required to be retained. Have you confire f Yes, please attach documentation prov	med First Aid services?	Yes 🔲	No 🗹	are N/A □	

Page 5 of 7

Ambulance: Has Emergency Medical Services (Ambulance planned emergency access to the site?		egarding you Yes 🗍	event and No ☑
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required throug		∕es □	No 🗹
SECTION 13: SIGNATURE			
That the information contained in this application and as provided in support of the application, by myself, my as information and will become part of the public record. As Municipal Freedom of Information and Protection of Prival City of St. Thomas making this application and its support including copying and disclosing the application and its stheir request.	gents, consultants and solid s such, and in accordance w acy Act, R.S.O. 1990, c.M.56, ting documentation availab	itors, constituith the provis I hereby con Ie to the gene	utes public ions of the sent to the eral public,
Mistry	Apr. 126,7	2019	
(Signature of Individual Completing this Application)	(Date comp	leted)	
Office Use Only Application Received Av. 29119	Committee Approval		

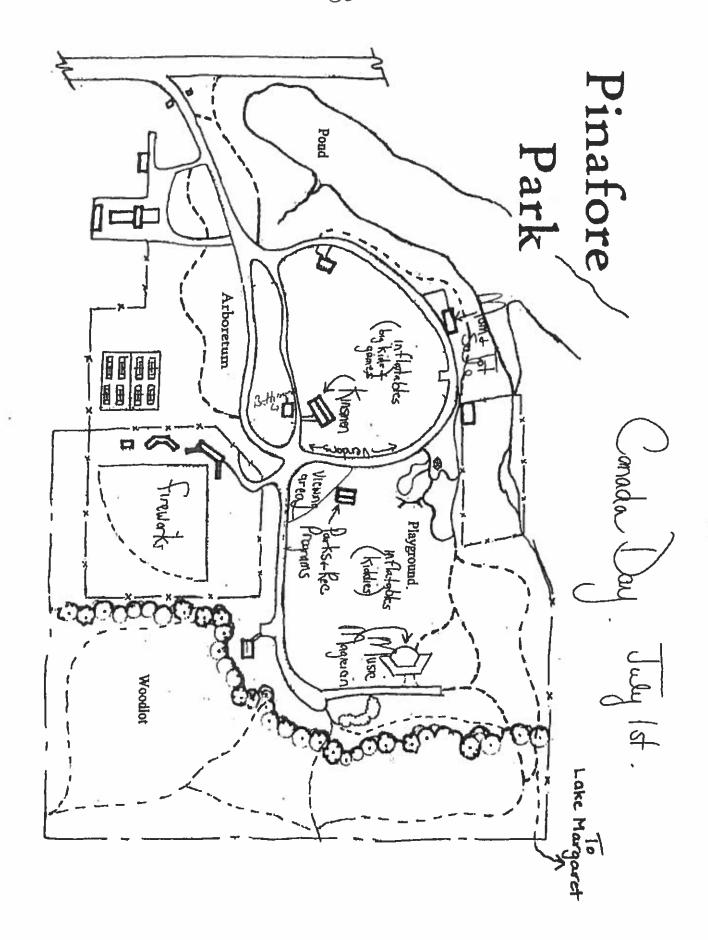
SECTION 14: INSURANCE

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.

be

	nat an approved event may be cancell celled as a result of an emergency situ		coverage not be provided and may l
STATEMENT C	DF INDEMNIFICATION		
Careck Des	1504 Beer Garden organis	zed by St. Thomes	Kinsmen Club
	(Event Name)		(Organizing Group)
shall indemnif law responsib	y and save harmless The Corporation le from any and all liabilities, damages	of the City of St. Tho s, costs, claims, suits	mas and all persons for whom it is a or actions arising out of:
any damage to death resultin	o property including loss of use therec g at any time there from, occasioned	of, and any injury to a by any act or omissic	any person or persons, including ons of
Carala Day	(Event Name) organize	ed by St. Thomas	(Organizing Group)
the premises o damage or inju	ents, servants, employees, contractors or any part thereof arising from or occ ary is due to the act, default or neglige s, servants, employees, contractors, c	asioned by any cause ence of The Corporat ustomers, invitees o	e whatsoever, except where such ion of the City of St. Thomas, its r licensees.
Witness:	Bharpe		1. Weze
Name (Print):	Br. Hang Sharpe	Name (Print):	Matt Shape
		Address:	3 Cecks St. St Thomas
		Telephone:	519-495-2818
		Date:	Apr. 1 76, 2019
		Event Name:	Caron Da, BBU a Bar Cock
		Organizing Group:	St. Thomas Kinsan
		Event Dates:	July 150 2019



Let's Chalk About Mental Health

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:

May 8th, 2019 (Rain Date: May 9th, 2019) Date(s): 9:30am 12pm **End Time:** Start Time: St. Thomas Downtown Sidewalks Location(s): Canadian Mental Health Association **Organizing Group:** Carly Coxon Contact Name #1: 110 Centre St. Street Address: St. Thomas Province: ON Postal Code: N5R2Z9 Town/City: 519-633-1781, ext. 142_{#2:} 226-980-8570 Phone Number #1: carlyc@cmhaelgin.ca **Email Address:** 10 all open businesses Number of Event Personnel/Volunteers: **Expected Attendance:** n/a- those participating will be staff who work at each location 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:** 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 eve If Yes, you must notify Southwestern Public Health at 519-631-9900 at least		Yes 🗌 s prior to (No☑ the event.
Personal services include but are not limited to barbering, manicures, pedipiercing.	icures, es	thetics, ta	ttooing and
SECTION 4: TENTS			
Will there be an indoor or tent covered area used for public assembly as p	art of the		N [77]
If Yes, please specify the number and size of tents.		Yes 🗆	No ☑
If the tents are larger than $60m^2$ cumulatively, a building permit is required Services. Please attach a copy of the Permit and provide the Permit Numb			
Please note that Indoor or Tent covered areas for public assembly must co requirements enforced by Southwestern Public Health. Please contact the information on how to meet these requirements.			
SECTION 5: SERVING OF ALCOHOL			
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Po Rec and Property Management Department for Special Events taking place			
You must also comply with the Alcohol and Gaming Commission of Ontarion responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes copy of the liquor permit with this application. If utilizing the services of a central endorsements to provide off — premises beverage services, organizers shall confirming date/time/location/services as well as a copy of the establishment.	er the AGO e Act and of inspect caterer w Il supply a	CO guideling its Regula tions. Plea ith all the letter from the letter from the contract of the letter from th	nes for tions and se submit a required m the licensee
The area where alcohol is being served has to have a 36" (0.9m) high barrie is a no staking policy in all of the City's Parks, Recreation and Property Mar			
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT			
If you wish to apply for a "Special Occasion Permit," through the Alcohol ar (AGCO), you must obtain a letter of approval from City Council, declaring you by submitting the request to the City Clerk's Department. Please note that weeks.	our event	"municip	ally significant"
Will you be requesting that City Council declare your event a "Municipally S	–		ı - [7]
SECTION 7: MUSIC / NOISE	Yes 🗌	N	lo 🗹
Will there be a concert or musical entertainment as part of the event?	Yes□	N	In [7]

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

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

SECTION 8: ANIMALS		
Will there be a Petting Zoo or Animals at the event? If Yes, the Southwestern Public Health must be notified of the event details two are not permitted in the Animal Control By-Law 71-2011, an Application for Tem Law must be approved by City Council. Please attach a copy of the application to Please note that such approval may take several weeks.	porary Exempti	ion to the By-
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 of Way Occupancy Permit and City Council approval is required for all road closu approval may take several weeks.		
Please attach a copy of the Right of Way Occupancy Permit and provide the perm	nit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer t under the Special Events page on the City website. Describe the event and attach		
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4177.	Yes 🔲	No ☑
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to did can direct traffic pursuant to the Highway Traffic Act.	rect traffic. Only	y the police

Page 4 of 7

No Parking Signs

Detour Signing

Yes 🗌

Yes 🗌

Yes 🗌

No 🗀

No 🔲

No 🔲

N/A ✓

N/A ☑

N/A 🔽

Barricades

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

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park and Property Management staff once tl				
Have you contacted Parks and Recreation		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	e rental and attach a copy of	the permit.		
Do you require additional picnic tables of and Property Management Dept and th	or garbage cans? Please note at delivery/pick up is the res	availability ponsibility o	is at the discret f the event orga	ion of the Parks, Rec inizer.
		Yes 🗌	No 🔽	N/A 🗆
If Yes, how many are you requesting?	# of Picnic Tables:	# of Gar	bage Cans:	
Have you made arrangements with Envi	ronmental Services staff for	recycling co	ntainers and co	lection?
		Yes 🗌	No ✓	N/A 🗆
Will you require municipal support for:	Water	Yes 🔲	No ✓	N/A 🗆
	Hydro	Yes 🗌	No 🗸	N/A 🗆
Authority. If required, please attach th Number: If required, have you obtained a Hydran If Yes, please attach a copy of the Permi	t Connection Permit?	Yes 🗌	No 🗹	N/A □
				-
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respond Accessibility for Ontarians with Disabinequirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not replan to the Municipal Accessibility Advisory	lities Act (AODA). Organiza y. Please note that direct to indicate the barrier-free equired, the Special Events (ntions with a ional signago path of trav Committee re	at least one er e needs to be el and location ecommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOUR	<u>CES</u>			
Security: Has a privately licenced securit f Yes, what company and how many sec	•		Yes 🗌	No ☑
First Aid: For events with an anticipated required to be retained. Have you confir f Yes, please attach documentation prov	med First Aid services?	Yes 🗆	No 🗹	are N/A 🗆

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Ambulance: Has Emergent planned emergency access	cy Medical Services (Ambulanc s to the site?	e Service) been contacted	regarding your Yes 🗌	event and No 🗹		
Fireworks: Will there be firely fixed the firely fixed the firely for exhibiting the firely fixed the firely fixed the firely fixed the firely fixed the fixed the firely fixed the fixed	th the Fire Department.	Yes 🗌	No 🗹			
SECTION 13: SIGNATURE						
That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , 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 Co	mpleting this Application)	(Date com				
Office Use Only: Application R	eceived: <u>April 26/19</u>	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.

at

STATEMENT OF INDEMNIFICATION		
Let's Chalk about Mental Health organiz	Canadian Menta	ll Health Association - Elgin Branch
(Event Name)		(Organizing Group)
shall indemnify and save harmless The Corporation law responsible from any and all liabilities, damages		
any damage to property including loss of use thereodeath resulting at any time there from, occasioned l		• • • • •
Let's Chalk about Mental Health organize	d by	Health Association - Elgin Branch
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occ damage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, c Witness:	asioned by any cause ence of The Corporati	whatsoever, except where such on of the City of St. Thomas, its licensees.
Name (Print): Cindy Ryan	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)

SECTION 1: EVENT AT	APR 2 6 2019	
Event Name:	Roots & Shoots Adventure Club City Clerks Dept	
Date(s):	Aug 19-23,2019	
Start Time:	8:00 End Time: 2:00	
Location(s):	Moore St parking lot (& parking spots)	
Organizing Group:	Destination Church	
Contact Name #1:	Deb Schmerbauch #2. I ale Schalk	
Street Address: 66	8 Talbot St.	
Town/City:	St thomas Province: ON Postal Code: NSP 1C8	
Phone Number #1:	S19 707 1442. #2: 579 902 680f	
Email Address:	Schmerbauch 3 @ ginail. com	
Expected Attendance:		
Location and number	of washrooms in place: Destination Church building	
Location and Number	of Parking Spaces: Moore St Parking lot (Sparking) hind Church. (See over)	
O	Washrooms: Number of Accessible Parking Spots:	
Please describe your s	pecific event. Attach additional sheets as necessary	
Vaccotion by	ble school. We would like to use	
a part of	the parking lot to play games	
and haule	e a Snack I onch.	
SECTION 2: FOOD AND	<u>D BEVERAGE</u>	

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

Yes 🔽

No 🗌

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

SE	CTI	ON	3:	PERS	ONAL	SFR\	/ICES

Will there be personal services of any kind offered to the public at this event? Yes No V No V 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. 1 - It will fit mour back patio
If the tents are larger than 60m ² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by 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? 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 If Yes, the Southwestern Public Health must be are not permitted in the Animal Control By-Law must be approved by City Council. Please Please note that such approval may take several services and the several services are the several services.	oe notified of the event aw 71-2011, an Applica e attach a copy of the a	tion for Tempo	rary Exemption	n to the By-
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW	V CHANGES			
Are you anticipating any road closures or traf	fic flow changes?		Yes 🗌	No 🛮
If Yes, please describe the road closure required of Way Occupancy Permit and City Council apapproval may take several weeks.	proval is required for a	all road closures	. Please note t	
Please attach a copy of the Right of Way Occullif the event is a Parade / Run / Walk / Pass thunder the Special Events page on the City we	rough Sporting Event, p	olease refer to t	he city roads r	nap located
			- 11 30000	 -
Do you require traffic control? If Yes, please contact the St. Thomas Police Se	ervices at (519) 631-12;	24 ext. 4177.	Yes 🗌	No 🖳
PLEASE NOTE: Marshalls, volunteers and spec can direct traffic pursuant to the Highway Tra Have you contacted the Env Services Departm	ffic Act.		t traffic. Only t	the police
,	Barricades No Parking Signs Detour Signing	Yes Yes Yes Yes Yes	No 🗌 No 🖺	N/A

Page 4 of 7

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, o and Property Management staff once the	_	_	_	
Have you contacted Parks and Recreation		Yes 🗌	No 🗆	N/A □
Have you rented a pavilion/facility and sign	ned a permit?	Yes 🗌	No 🗀	N/A 🗆
If yes, please provide the location of the re	ental and attach a copy of	the permit		
Do you require additional picnic tables or gand Property Management Dept and that		-		•
		Yes 🗌	No 🗌	N/A □
If Yes, how many are you requesting? #	of Picnic Tables:	# of Garb	page Cans:	
Have you made arrangements with Enviro	nmental Services staff for	recycling cor	ntainers and col	lection?
		Yes 🗌	No 🗌	N/A 🗌
Will you require municipal support for:	Water	Yes 🔲	No 🗀	N/A □
	Hydro	Yes 🗌	No 🗌	N/A □
Authority. If required, please attach the Number: If required, have you obtained a Hydrant C		Yes	No □	N/A 🗌
If Yes, please attach a copy of the Permit a	nd provide the Permit Nu	ımber:		
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disabiliti requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiant to the Municipal Accessibility Advisor	es Act (AODA). Organiza Please note that direct indicate the barrier-free uired, the Special Events	etions with a tional signage path of trav Committee re	it least one en e needs to be el and location ecommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	5			
Security: Has a privately licenced security f If Yes, what company and how many secur	•		Yes 🗆	No 🗹
First Aid: For events with an anticipated at required to be retained. Have you confirmed to be attach documentation provides.	ed First Aid services?	Yes 🗆	No 🗆	are N/A

-(87 -

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes 🗌	event and No 🗌
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Department.	Yes 🗌	No 🗌
SECTION 13: SIGNATURE		
That the information contained in this application and any documentation, including provided in support of the application, by myself, my agents, consultants and solinformation and will become part of the public record. As such, and in accordance Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.5 City of St. Thomas making this application and its supporting documentation availational including copying and disclosing the application and its supporting documentation their request.	licitors, constitu with the provisi 6, I hereby cons Ible to the gene	ites public ons of the ent to the eral public,
(Signature of Individual Completing this Application) (Date com	pleted)	
Office Use Only: Application Received: 40 2919. Committee Approval:		

SECTION 14: INSURANCE

STATEMENT OF INDEMNIFICATION

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

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

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

Roots (Shoots Adventive organiz	ed by Dostination Church
(Event Name) CND	(Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	of the City of St. Thomas and all persons for whom it is at costs, claims, suits or actions arising out of:
any damage to property including loss of use thereodeath resulting at any time there from, occasioned by	
(Event Name) (IVD)	d by Destination Church (Organizing Group)
Witness:	Signed:
Name (Print): What chymerbouch	Name (Print): Jake Schalle.
	Address: 8+ thamas
	Telephone: <u>5999026804</u>
	Date: Apr 8,19
	Event Name: RODE + Shoots Hunture aub
	Organizing Group Lest Watam Church.
	Event Dates: Avo 19-23, 2019



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
(EXCEPT AUTOMOBILE) INCLUDING: PRODUCTS/COMPLETED OPERATIONS NON-OWNED AUTOMOBILE LIABILITY PERSONAL INJURY LIABILITY ICROSS LIABILITY/SEPARATION OF INSUREDS	\$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.

per______(AUTHORIZED BY RESENTATIVE)

Date April 25, 2019

Attn: Jane Schalk

Email: peteandjane87@yahoo.ca