

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

COMMITTEE ROOM 304
CITY HALL

3:00 P.M.

OCTOBER 2, 2019

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on September 4, 2019.

PETITIONS AND COMMUNICATIONS

RTL St. Thomas Life Chain – St. Thomas & District Right to Life – October 6, 2019 Pages 2-8

Tree Lighting Celebration – DDB – November 15, 2019 Pages 9-16

UNFINISHED BUSINESS

Upcoming Events

- The Gift of Baby Elena - Amanda Zielinski - October 5, 2019
- Santa Claus Parade - Optimist Club - November 16, 2019
- Light the Night – November 16, 2019 to January 5, 2020

NEW BUSINESS

ADJOURNMENT

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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RTL St. Thomas Life Chain

Date(s): October 06, 2019

Start Time: 1:00 P.M. End Time: 2:00 P.M.

Location(s): Talbot Street

Organizing Group: St. Thomas & District Right To Life

Contact Name #1: Charlie DiMaria #2: John Van Eyk

Street Address: Mailing Address: 468 Talbot St.

Town/City: St. Thomas Province: ON Postal Code: N5P 1C2

Phone Number #1: 519-633-5433 #2: _____

Email Address: stthomasrtl@bellnet.ca

Expected Attendance: 80 Number of Event Personnel/Volunteers: 5

Location and number of washrooms in place: Along both sides of Talbot Street
in front of Holy Angels Catholic Church.

Location and Number of Parking Spaces: Holy Angels Parking Lot

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

Please describe your specific event. Attach additional sheets as necessary. Participants will stand

silently along both sides of Talbot Street

Between Southwick and White Street

holding signs promoting Life for the unborn.

SECTION 2: FOOD AND BEVERAGE

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

Yes ☐

No ☒

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

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SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS

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

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

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

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

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

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

Do you require traffic control?

Yes ☐No ☒

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

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

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

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

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SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☐ No ☐ N/A ☒

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☐

N/A ☒

Hydro

Yes ☐

No ☐

N/A ☒

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

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

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

SECTION 11: ACCESSIBILITY

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

SECTION 12: OTHER SERVICES/RESOURCES

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

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

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

Yes ☐

No ☐

N/A ☒

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

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

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

SECTION 13: SIGNATURE

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

Charles DeMoria
(Signature of Individual Completing this Application)

Sept. 3/19
(Date completed)

Office Use Only: Application Received: Aug 29, 2019 Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

RTL St. Thomas Life Chain organized by ST. Thomas & District Right to Life
(Event Name) (Organizing Group)

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

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

RTL St. Thomas Life Chain organized by ST. Thomas & District Right to Life
(Event Name) (Organizing Group)

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

Witness:

Mel Knapp

Name (Print):

Mel Knapp

Signed:

Charlie DiMaria

Name (Print):

Charlie DiMaria

Address:

23 Rosemount Cres.

Telephone:

519-633-2322

Date:

August 29, 2019

Event Name:

RTL St. Thomas Life Chain

Organizing Group:

ST. Thomas & District Right to Life

Event Dates:

October 06, 2019

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JGODDEN



CERTIFICATE OF LIABILITY INSURANCE

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

City of St Thomas	St. Thomas & District Right-To-Life
545 Talbot Street	465 Talbot St.
St Thomas, ON	St. Thomas, ON
POSTAL CODE N5P 3V7	POSTAL CODE N5P 1C2

With respect to the operations usual to named insured and the RTL St. Thomas Life Chain that will take place October 6, 2019.

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

COMMERCIAL GENERAL LIABILITY				COMMERCIAL GENERAL LIABILITY		
<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE	Heartland Farmers Mutual 31593C01	2019/2/16	2020/2/16	BODILY INJURY AND PROPERTY DAMAGE LIABILITY		5,000,000
<input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS				- GENERAL AGGREGATE		5,000,000
<input type="checkbox"/> EMPLOYER'S LIABILITY				- EACH OCCURRENCE		5,000,000
<input type="checkbox"/> CROSS LIABILITY				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY		5,000,000
<input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY				OR		
<input type="checkbox"/> POLLUTION LIABILITY EXTENSION				<input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Heartland Farmers Mutual	2019/2/16	2020/2/16	MEDICAL PAYMENTS		25,000
<input type="checkbox"/> HIRED AUTOMOBILES	31593C01			TENANTS LEGAL LIABILITY	500	500,000
				POLLUTION LIABILITY EXTENSION		
AUTOMOBILE LIABILITY				NON OWNED AUTOMOBILE		2,000,000
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (PER PERSON)		
<input type="checkbox"/> LEASED AUTOMOBILES **				BODILY INJURY (PER ACCIDENT)		
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				PROPERTY DAMAGE		
EXCESS LIABILITY				EACH OCCURRENCE		
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE		
<input type="checkbox"/>						
OTHER LIABILITY (SPECIFY)						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Reith & Associates Insurance and Financial Services Limited	City of St. Thomas
462 Talbot Street	545 Talbot Street
St Thomas, ON	St Thomas, ON
POSTAL CODE N5P 1B9	
BROKER CLIENT ID: STTHOMA-01	POSTAL CODE N5P 3V7
ISSUER Reith & Associates Insurance and Financial Services Limited	CONTACT NUMBER(S)
AUTHORIZED REPRESENTATIVE	TYPE Phone NO. (519) 631-3862
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>James Stoddart</i>	TYPE Fax NO. (519) 631-0386
DATE 2019/1/25	EMAIL ADDRESS

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: DDB TREE LIGHTING CELEBRATION
Date(s): FRIDAY NOVEMBER 15, 2019
Start Time: 5:00PM End Time: 8:00PM
Location(s): MONDAMIN STREET - TALBOT TO CURTIS
Organizing Group: ST THOMAS DDB
Contact Name #1: EARL TAYLOR #2: _____
Street Address: 545 TALBOT STREET
Town/City: ST THOMAS Province: ON Postal Code: N5P3V7
Phone Number #1: 519-670-9223 #2: _____
Email Address: earl-taylor@coldwellbanker.ca
Expected Attendance: 199 Number of Event Personnel/Volunteers: 6
Location and number of washrooms in place: CITY HALL
Contracted through Lyndon Security
Location and Number of Parking Spaces: N/A

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: N/A

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

Santa will arrive on a St Thomas Fire Truck about 5:30pm, Tree Lighting
will occur at 6:00pm, kids visit Santa to about 7:30pm
Serving Cookies and Hot Chocolate, Local talent entertainment,
2' x 4' sign installed at the tree 3 weeks prior to event, Require
hydro to be turned on through to mid January 2020

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: PERSONAL SERVICES

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

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

SECTION 4: TENTS

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

If Yes, please specify the number and size of tents. 10'x10' tent if snow or rain

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

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

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

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

SECTION 7: MUSIC / NOISE

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

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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. _____

**Closure of Mondamin Street from Talbot to Curtis at 4:30pm
for setup, barricades required**

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

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

Do you require traffic control?

Yes ☐

No ☒

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

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

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

Barricades

Yes ☒

No ☐

N/A ☐

No Parking Signs

Yes ☒

No ☐

N/A ☐

Detour Signing

Yes ☒

No ☐

N/A ☐

SECTION 10: MUNICIPAL FACILITIES

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

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

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

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

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

Yes ☒ No ☐ N/A ☐

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

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water

Yes ☐

No ☒

N/A ☐

Hydro

Yes ☒

No ☐

N/A ☐

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

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

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

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SECTION 12: OTHER SERVICES/RESOURCES

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

If Yes, what company and how many security officers will be present? Lyndon-through City contract

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

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

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

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

SECTION 13: SIGNATURE

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

 EARL TAYLOR
(Signature of Individual Completing this Application)

SEPT 13, 2019
(Date completed)

Office Use Only: Application Received: Sept 13, 2019 Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

TREE LIGHTING CELEBRATION organized by ST THOMAS DDB
(Event Name) (Organizing Group)

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

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

TREE LIGHTING CELEBRATION organized by ST THOMAS DDB
(Event Name) (Organizing Group)

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

Witness: Nancy Taylor

Name (Print): NANCY TAYLOR

Signed: 

Name (Print): EARL TAYLOR

Address: 545 TALBOT STREET

Telephone: 519-670-9223

Date: SEPT 13, 2019

Event Name: TREE LIGHTING CELEBRATION

Organizing Group: ST THOMAS DDB

Event Dates: FRIDAY NOVEMBER 15, 2019

INSURANCE
CERTIFICATE
ATTACHED

Hello,

Reference: Christmas Tree Lighting Ceremony

The St Thomas Downtown Development Board is planning our Annual Christmas Tree Lighting Celebration to kick off the 2019 Christmas Season.

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

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

Date: Friday November 15, 2019

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

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

We are asking for your help please:

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

Fire Dept: We are asking the St Thomas Fire Department to once again transport Santa Claus to and from the event via City Fire Truck for 5:45pm delivery.

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

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

City: Use of public washrooms - security contracted by DDB to Lyndon Security, electrical source for entertainment and tree lighting, permission to install a 2' x 4' sign in front of the City Hall tree 3 weeks prior to the event.

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

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

Yours sincerely,



Earl Taylor
DDB Chair



CONFIRMATION OF INSURANCE

This is to confirm to:

The City of St Thomas
545 TALBOT ST, PO BOX 520, ST THOMAS, ON N5P 1C3

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

Name and address of Insured: ST THOMAS DOWN TOWN DEVELOPMENT BOARD

545 TALBOT ST, PO BOX 520

ST THOMAS, ON, N5P 3V7

Location to which this confirmation applies:

545 TALBOT ST
ST THOMAS, ON, N5P 3V7

Operations to which this confirmation applies: Civic, community, special interest (non-medical) associations or groups

Type of Policy	Policy Number	Expiry Date DD/MM/YYYY	Amount of Insurance
Commercial General Liability Products and/or Completed Operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other: Additional Insured	1076385830	04/04/2020	Each occurrence limit: \$5,000,000 Aggregate limit: \$5,000,000 Tenant's Legal Liability: \$250,000 Non-Owned Automobile - limit: \$2,000,000 The limits shown may have been reduced by paid claims. Other: City of St Thomas is listed as additional insured
Directors' and Officers'	n/a	n/a	Limit: n/a Deductible: n/a The limits shown may have been reduced by paid claims.
Errors and Omissions	n/a	n/a	Limit: n/a Deductible: n/a The limits shown may have been reduced by paid claims.

NOTE:

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

Date: 19/06/2019

Authorized Representative of the Insurer: DEBBIE HAMILTON-AO72162