

October 20, 2020

MEMO TO: Special Events Committee

FROM: Jon Hindley, Corporate Administrative & Accessibility Clerk

SUBJECT: **Additional Item – Special Events Committee – October 21, 2020**

The following items are added to Wednesday’s Special Events Committee meeting agenda.

**PETITIONS AND COMMUNICATIONS**

**Halloween Helmet Hike – F45 Training St. Thomas/NixSaw Corp. – October 31, 2020 Attached**

Councillor Clarke  
Chair



## Special Events Committee

c/o Jon Hindley  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: [jhindley@stthomas.ca](mailto:jhindley@stthomas.ca)

## SPECIAL EVENT PERMIT APPLICATION

Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources under the Special Events Permits page on the City's website at [www.stthomas.ca](http://www.stthomas.ca).
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public and the media. \*\***
3. Attach a site map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.
5. Please note that applications with anticipated road or parking lot closures or traffic flow changes must notify neighbouring properties a minimum of ten days in advance of the event.

**NOTE: Applications must be received in the City Clerk's Department at least 12 weeks prior to the event.**

### KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Southwestern Public Health	519-631-9900 <a href="mailto:ssaini@swpublichealth.ca">ssaini@swpublichealth.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:jason.rick@memseo.com">jason.rick@memseo.com</a>
Environmental Services – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:mvriens@stthomas.ca">mvriens@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:ttiersma@stthomas.ca">ttiersma@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrunk@stthomas.ca">mrunk@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 4177 <a href="mailto:sbogart@stps.on.ca">sbogart@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4112 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

OCT 20 2020

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Halloween Helmet Hike City Clerks Dept. \_\_\_\_\_

Date(s): Saturday October 31 2020

Start Time: 10am End Time: 11am

Cleanup Start Time: \_\_\_\_\_ Cleanup End Time: \_\_\_\_\_

Location(s): Pinafore Park and across the region

Organizing Group: F45 Training St. Thomas / NixSaw Corp.

Contact Name #1: Karen Nixon-Carroll #2: \_\_\_\_\_

Street Address: 95 Elm Street

Town/City: St. Thomas Province: ON Postal Code: N5R1H7

Phone Number #1: 519-639-0308 #2: 519-968-3683

Email Address: stthomas@f45training.com

Expected Attendance: 40-60 Number of Event Personnel/Volunteers: 12-15

Location and number of washrooms in place: do not plan to use washrooms as it is only a 1 hour event

Location and Number of Parking Spaces: not sure if on-site washrooms are open to public

back parking lot close to lake Margaret and adjacent to baseball diamond only need about 20-25 spaces

Number of Accessible Washrooms: unsure Number of Accessible Parking Spots: more than required

Please describe your specific event. Attach additional sheets as necessary. see attached for detail

Summary: fundraiser for #lidup4branden foundation as well as awareness campaign

for helmet safety, education, brain injury education, and to promote safe & health active living

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

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

#### **SECTION 4: TENTS**

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

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

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

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Southwestern Public Health.

Please note that there is a **no staking policy** in all of the City's Parks, Recreation and Property Management facilities.

#### **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.

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**

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

Yes ☐ No ☐

If Yes and 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 a separate letter to the City Clerk's Department. Please note that such approval may take several weeks.

#### **SECTION 7: MUSIC / NOISE**

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

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

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

## **SECTION 8: ANIMALS**

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

Yes ☐

No ☐

If Yes, 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 and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. 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 contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

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 there is a fee for the permit and approval may take several weeks. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Do you require traffic control?

Yes ☐

No ☐

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

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

## **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. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☐

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

Yes ☐

No ☐

N/A ☐

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

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☐

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

If Yes, please provide pick-up/return date and time. \_\_\_\_\_

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

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

Yes ☐ No ☐ N/A ☐

Will you require municipal support for:	Water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	Hydro	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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

#### **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 licensed security firm been contacted/retained? Yes ☐ No ☐

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

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

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

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

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

If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

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

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

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

### **SECTION 13: SIGNATURE**

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




(Signature of Individual Completing this Application)

**Oct 20/2020**

(Date completed)

**Office Use Only:** Application Received: 

Committee Approval: 

# Helmet Hike #lidup4branden

Event Plan

Prepared by: Karen Nixon-Carroll



# Event Summary

- This event is in support of the #lidup4branden foundation
- The foundation supports helmet awareness, safety, education and brain injury awareness
- Participants are encouraged to participate virtually, in their own region or in Pinafore Park for those that register only
- The event is hosted by F45 Training St. Thomas and supported by local businesses and organizations

# Contact information

- Karen Nixon-Carroll, event organizer
- Owner, F45 Training St. Thomas. 140 Fifth Ave, St. Thomas, ON. 519-968-3683
- Personal Cell: 519-639-0308
- Email: [stthomas@f45training.com](mailto:stthomas@f45training.com)

# History

- On October 5, Branden Pettit, a 15 year-old Parkside Collegiate student in St. Thomas, and eldest son of Angela (Ange) Ralf, was pronounced dead after suffering a brain trauma and a collapsed lung due to a skate boarding accident on October 3<sup>rd</sup> in Port Stanley. Unfortunately, Branden was not wearing a helmet, as so many teens don't, and this may have saved his life.

# History

- Ange & Karen are long time friends and colleagues from the family YMCA of St. Thomas Elgin where they are both still employed
- Karen reached out to Ange October 7<sup>th</sup> and this Helmet Hike idea was formed and put into action with many volunteers working behind the scenes

# History

- Ange's brothers built the #lidup4branden foundation in Branden's memory
- All involved in this foundation and event want to bring awareness to helmet safety, education and brain injury awareness. We especially want to promote #helmetsarecool to teens and adults alike

# Promotion / Awareness Campaign

- First and foremost, we want to bring awareness to helmet safety of all kinds, across all sports and recreation
- It is our intention to create awareness to this through social media organic posts, support from businesses and organizations as well as the even ads using specific hashtags

# Promotion / Awareness Campaign

- We want to encourage everyone to post pictures and videos wearing helmets, using the hashtags and saying things in the post content or video with regards to Lid up, Helmet Safety, Helmets are cool, etc.
- We hope to continue this awareness past this event and make this an annual awareness campaign and event

# Event Day Plan / Covid-19 precautions

- Arrive/set up starting at 9am in the open grassy area between the band shell and ball diamond
- If there is rain: we plan to erect a small pop-up tent to cover our portable sound equipment and a few other items needed for our volunteers
- We have about 12-15 volunteers, an emcee and 4 speakers



# Event Day Plan / Covid-19 precautions

- We have amended our promotion to encourage most to take part virtually by being active in their own area/region and posting pictures /videos while tagging the organizations, businesses involved and using the appropriate hashtags, most importantly, #lidup4branden
- Those that register early (up to 60 people) may attend in Pinafore Park

# Event Day Plan / Covid-19 precautions

- Once inside the park, all volunteers will have masks and gloves and will help participants
- There will be a small registration table set up, length-wise to keep physical distance.
- At the table, we will encourage online donation, we will accept donation of new helmets in a bag or we will bag them and take them to one of the Lid Up 4 Branden organization volunteer truck

# Event Day Plan / Covid-19 precautions

- Pinafore Participants will be directed to a designated (numbered) pylon or hula hoop with their car-load/household/social bubble. Each marker is placed more than 12 feet apart in a semi-circle around our speaker
- Participants will sign a waiver (one adult per household can sign for those under 18 in the household and will state this with names)
- Speakers will wear masks and gloves while holding and speaking into microphone

# Event Day Plan / Covid-19 precautions

- A table is set up for sealed water bottles and wrapped snacks provided by Bulk Barn and Caps off Brewery for those that want them
- We will play music no greater than 80 decibels from about 9:30am-10am and again from 10:45-50am and 11-11:20am. This music is licenced to and created by F45 Training.
- Once our opening speakers have finished, we will encourage all participants to be active around the park and Lake for about 40 minutes

# Event Day Plan / Covid-19 precautions

- At the end of the activity, we will assemble back at our designated spots for a cheque presentation to the foundation, a stretch and for one designated bubble at a time to pick up water and snacks to take with them
- Our volunteers will ensure full-clean up with proper PPE equipment and disposal

# Help needed

- We are still looking for help with helmet safety demonstration leading up to and at the event
- We want as many local business and organizations to get involved virtually with promotion or with donations to the foundation and/or sponsorship of the event
- We would love to have help from our local emergency services but recognize that this may not be possible due to timeline