

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

MICROSOFT TEAMS

3:00 P.M.

JULY 28, 2021

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on April 8, 2021.

PETITIONS AND COMMUNICATIONS

Elgin County Pride Spiritual Celebration - Rainbow Optimist Club - August 15, 2021 **Pages 2-8**

Railway City Music & Arts Festival - Iron Horse Festival of St. Thomas - August 20-22, 2021
Pages 9-16

Nostalgia Nights Car Show – St. Thomas Downtown Development Board – September 18, 2021
Pages 17-27

Safety, Love & Butterfly Wings - Violence Against Women Services Elgin County - September 23, 2021 **Pages 28-39**

UNFINISHED BUSINESS

Upcoming Events

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Elgin County Pride - Spiritual Celebration

Date(s): Sunday, August 15, 2020

Start Time: 10:00 am End Time: 2:00 pm

Cleanup Start Time: 2:00 pm Cleanup End Time: 3:00 pm

Location(s): Pinafore Park - Bandshell

Organizing Group: Rainbow Optimist Club - Southwestern Ontario

Contact Name #1: Martin Withenshaw #2: Devon Church

Street Address: 12 Marla Crescent

Town/City: London Province: ON Postal Code: N6C 2N3

Phone Number #1: 519-615-1026 #2: 226-448-0626

Email Address: rainbowoptimist@gmail.com

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

Location and number of washrooms in place: n/a

Location and Number of Parking Spaces: n/a

Number of Accessible Washrooms: n/a Number of Accessible Parking Spots: n/a

Please describe your specific event. Attach additional sheets as necessary. It is the final day of Elgin County Pride.

Deshkan Zii Bi Indigenous Women's Drumming Group will be performing as part of the Spiritual Celebration. There could be some closing speeches.

We are hoping to use the bandshell for the performance and speeches.

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 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 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 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, 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 ☐

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: _____

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.

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.

Martin Kithus Law

(Signature of Individual Completing this Application)

July 19/21

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Elgin County Pride - Spiritual Celebration organized by Rainbow Optimist Club - SWO
(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

Elgin County Pride - Spiritual Celebration organized by Rainbow Optimist Club - SWO
(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:

Tom Stockdale

Signed:

Martin Withenshaw

Name (Print): TOM STOCKDALE

Name (Print):

Martin Withenshaw

Address:

12 Marla Cr. London, ON

Telephone:

519-615-1026

Date:

July 19, 2021

Event Name:

Elgin County Pride - Spiritual Celebration

Organizing Group:

Rainbow Optimist Club - SWO

Event Dates:

August 15, 2021



Insurance Certificate

This is to certify that the insurance policy listed below, is now in force and covers the insured specified hereto.

Issued to : City of St. Thomas
City Clerk's Dept., 545 Talbot St., St. Thomas ON, N5P 3V7

Insurer : Lloyd's Underwriters

Named Insured : Rainbow Optimist Club – Southwestern Ontario Inc. #45027

Address of Insured : 12 Marla Crescent, London, ON N6C 2N3

Operation covered : Elgin County Pride – Spiritual Celebration
Sunday, August 15, 2021

| Kind of Insurance | Limit | Policy no. | Expiry date |
|--|-------------------|------------|-------------|
| Commercial General Liability Limit per occurrence / annual aggregate | \$11,000,000. CAD | PN2001754 | May 1, 2022 |
| Property Damage and Bodily Injury / each occurrence Product Completed Operations / each occurrence Personal and Advertising Injury / each occurrence Liquor liability / each occurrence Tenants' liability / each occurrence | Included | PN2001754 | May 1, 2022 |

The insurance afforded is subject to the terms, limits, conditions and exclusions of the applicable policy. This certificate is insured a matter of information only and confers no rights on the holder and imposes no liability on the insurer. Aggregate limits shown may have been reduced by paid claims.

☒ **ADDITIONAL INSURED** : City of St. Thomas is mentioned as additional Insured (but only with respect to operations performed by or on behalf of the Insured) ☒ and only concerning the above mentioned project.

30 days advice of cancellation : ☐ Yes ☒ No

Signed this 19th day of July 2021

Derek Adams

Authorized representative

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

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RAILWAY CITY MUSIC & ARTS FESTIVAL

Date(s): AUGUST 20, 21, 22 2021

Start Time: 11:00 am End Time: 11:00 pm

Cleanup Start Time: 6:00 pm Cleanup End Time: 11:00 pm

Location(s): PINAFORE PARK

Organizing Group: IRON HORSE FESTIVAL OF ST. THOMAS

Contact Name #1: JOANNE DOWSWELL #2: TERRI SINCLAIR

Street Address: PO BOX 20094

Town/City: ST. THOMAS Province: ON Postal Code: N5P 4H4

Phone Number #1: 226-503-2659-JOANNE #2: 519-636-1721-TERRI

Email Address: INFO@RAILWAYCITYMUSICANDARTSFESTIVAL.CA

Expected Attendance: 10,000 Number of Event Personnel/Volunteers: 50

Location and number of washrooms in place: 20 UNITS IN VARIOUS LOCATIONS

Location and Number of Parking Spaces: Lot across from park, memorial arena, Parkside Collegiate
curling club, potential for FREE busing from off-site parking lot.

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

Please describe your specific event. Attach additional sheets as necessary. Annual Festival
featuring local entertainment, artisans, children's activities, car show, licensed entertainment
area.

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. UNKNOWN AT THIS TIME, DETAILS PROVIDED CLOSER TO EVENT

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 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: 40 # of Garbage Cans: 40

If Yes, please provide pick-up/return date and time. August 19 in AM Return August 23 in AM

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 ☒

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: _____

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? IN THE PROCESS OF OBTAINING

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.

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.

TERRI SINCLAIR

Digitally signed by TERRI SINCLAIR
DN: cn=TERRI SINCLAIR, o=RAILWAY CITY MUSIC &
ARTS FESTIVAL, ou=TREASURER,
email=IRONHORSETREASURER@GMAIL.COM, c=CA
Date: 2021.03.07 16:54:44 -05'00'

(Signature of Individual Completing this Application)

JULY 12, 2021

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

RAILWAY CITY MUSIC & ARTS FESTIVAL organized by IRON HORSE FESTIVAL OF ST. THOMAS
(Event Name) (Organizing Group)

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

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

RAILWAY CITY MUSIC & ARTS FESTIVAL organized by IRON HORSE FESTIVAL OF ST. THOMAS
(Event Name) (Organizing Group)

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

Witness: TERRI SINCLAIR
Digitally signed by TERRI SINCLAIR
DN: cn=TERRI SINCLAIR, o=RAILWAY CITY MUSIC & ARTS
FESTIVAL, ou=TREASURER,
email=IRONHORSETREASURER@GMAIL.COM, c=CA
Date: 2021.03.07 16:50:19 -0500

Signed: JOANNE DOWSWELL
Digitally signed by JOANNE DOWSWELL
DN: cn=JOANNE DOWSWELL, o=RAILWAY CITY MUSIC & ARTS
FESTIVAL, ou=PRESIDENT,
email=JO@RAILWAYCITYMUSICANDARTSFESTIVAL.CA, c=CA
Date: 2021.03.07 16:58:14 -0500

Name (Print): TERRI SINCLAIR

Name (Print): JOANNE DOWSWELL

Address: 11 NAAMA ST

Telephone: 226-503-2659

Date: July 12, 2021

Event Name: RAILWAY CITY MUSIC & ARTS FESTIVAL

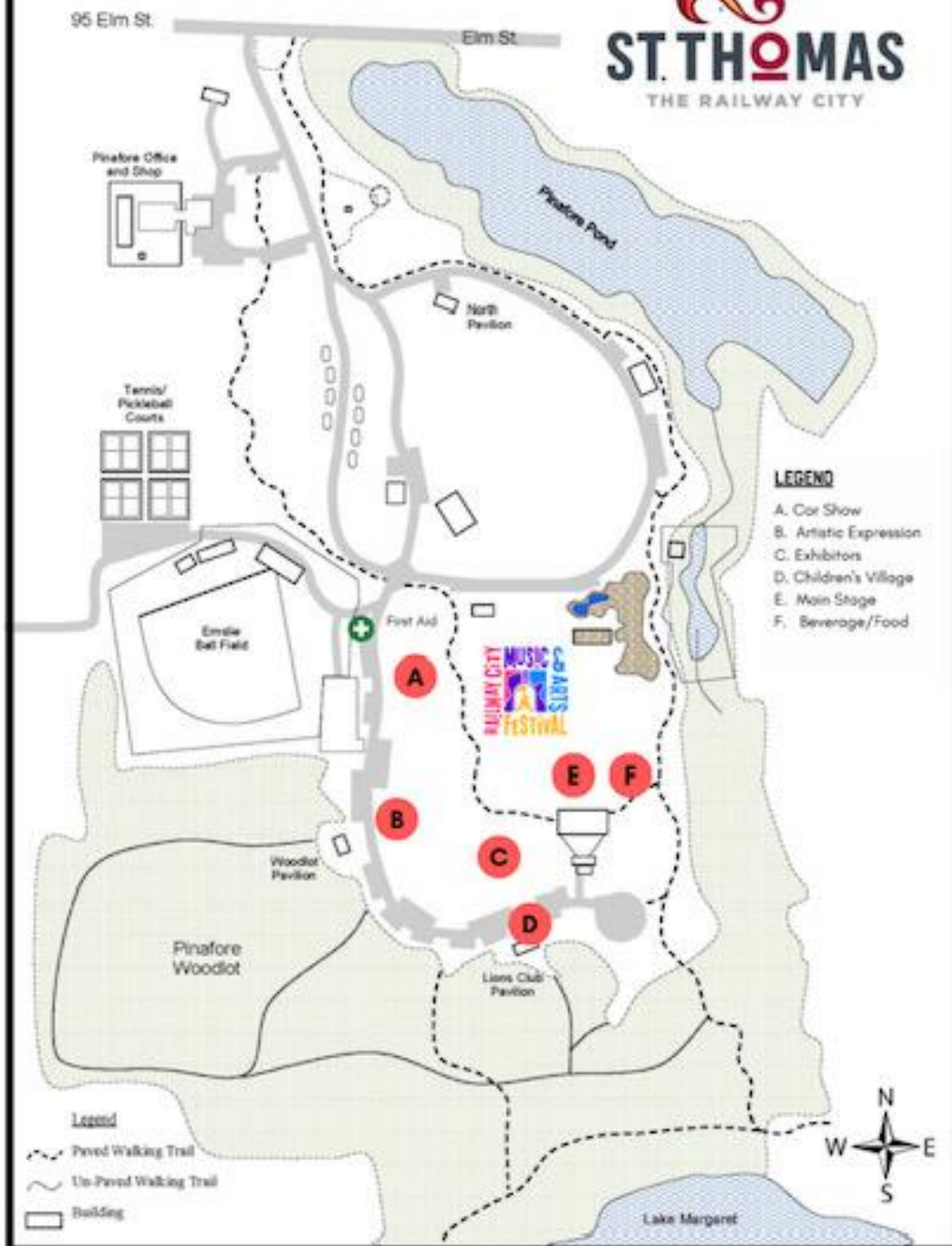
Organizing Group: IRON HORSE FESTIVAL OF ST. THOMAS

Event Dates: AUGUST 20-22, 2021

Pinafore Park

95 Elm St.

Elm St.



LEGEND

- A. Car Show
- B. Artistic Expression
- C. Exhibitors
- D. Children's Village
- E. Main Stage
- F. Beverage/Food

Legend

- Paved Walking Trail
- Un-Paved Walking Trail
- Building

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

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: NOSTALIA NIGHTS CAR SHOW

Date(s): SATURDAY SEPTEMBER 18, 2021

Start Time: 3:00PM End Time: 9:00PM

Cleanup Start Time: 9:00PM Cleanup End Time: 10:00PM

Location(s): TALBOT STREET - JOHN STREET TO HINCKS STREET

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name #1: EARL TAYLOR #2: _____

Street Address: 545 TALBOT STREET

Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7

Phone Number #1: 519-633-5248 #2: _____

Email Address: DDB@stthomas.ca or 1earltaylor@gmail.com

Expected Attendance: 1500 Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: Portable Washrooms - See map

Location and Number of Parking Spaces: See map

Number of Accessible Washrooms: 6 Number of Accessible Parking Spots: 10

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

Static car display as per map, DJ and Band in front of City Hall,

Various displays within the area - see map

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 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 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 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, 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. _____

Talbot Street from John Street to St Catharine and St Catharine to Hincks Street

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: 0 # of Garbage Cans: 15If Yes, please provide pick-up/return date and time. Saturday September 18 9:00am - Sunday September 19, 2021 9:00am

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 ☐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: N/A

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? REACT

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.

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.

DocuSigned by:

482A96EAE7E34C0...

3/24/2021 | 11:24 AM PDT

(Signature of Individual Completing this Application)

(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

NOSTALIA NIGHTS CAR SHOW 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

NOSTALGIA NIGHTS CAR SHOW 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: _____

Name (Print): _____

Signed: _____

Name (Print): _____

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____

DocuSigned by:



482A96F8F7E34C0

Earl Taylor

545 Talbot Street, St Thomas

519-633-5248

3/24/2021 | 11:24 AM PDT

Nostalgia Nights Car Show

St Thomas DDB

Saturday September 18, 2021

Nostalgia Nights Classic Car Show Map



WANT TO WIN!

Be sure to play our

DOWNTOWN POKER RUN!

Pick up your

Nostalgia Nights Classic Car Show Passport

at the Information Booth

in front of City Hall



City Hall and Railway City Tourism



Information Booth



Creators Alley



Free Train Rides



Spectator Parking



Washrooms



Dave Hoy Music



First Aid



50/50 Table



Food Vendors



Classic Car Parking/Displays



Small Business Displays



Road Barriers

Event brought to you by the St. Thomas Downtown Development Board



Right of Way Occupancy PERMIT APPLICATION

(e) permits@stthomas.ca (t) 519-631-3262

| | |
|--|---|
| Permit Number: (Office use only) | Date of Application: (MM/DD/YYYY) March 24, 2021 |
| Expected Start Date: (MM/DD/YYYY) September 18, 2021 | Expected Completion Date: (MM/DD/YYYY) September 18, 2021 |
| Applicant Name: St Thomas DDB | Applicant Phone: 519-670-9223 |
| Applicant Email: 1earltaylor@gmail.com | |
| Contact for Project: Earl Taylor | Contact Phone: 519-670-9223 |
| Contact Email: 1earltaylor@gmail.com | |
| Project Address: Talbot Street - John St to St Catharine St, St Catharine St to Hincks St | |
| Detailed Description of Work: (type of work, location of work with regards to roadway and extent of work limits) A drawing/sketch that clearly identifies the work being undertaken is required for ALL applications | |
| Nostalgia Nights Car Show - requires barriers at the locations marked on the attached map for road closures beginning at 3:00pm to 9:00pm. The barriers will be removed at 9:00pm to allow cleanup to occur from 9:00pm to 10:00pm. | |
| Is the Right of Way for the purpose of creating, widening or altering a driveway? <input type="checkbox"/> | |
| If YES – does it meet the requirements are per the Driveway Guidelines & Zoning By-Law 50-88? <input type="checkbox"/> | |
| Proof of Insurance Submitted: <input type="radio"/> Excavation Required: \$5,000,000 <input checked="" type="radio"/> No Excavation Required - \$2,000,000 | |
| Excavation Deposit Required: <input type="radio"/> Up to & including 2m deep: \$1,000 <input type="radio"/> Over 2m up to & including 4m deep: \$5,000 <input type="radio"/> Over 4m up to & including 6m deep: \$10,000 <input type="radio"/> Over 6m deep: \$15,000 All excavation deposits will be kept for one (1) year after completion of the works and will be returned upon satisfactory inspection of the works. The repair of excavations is required in a timely manner (5 working days) from the time of notification by the City. Failure to comply will result in forfeiture of the deposit. | |
| Traffic Control Plan/Public Way Protection Plan: The Applicant must submit a Traffic Control Plan with the permit application if any temporary lane closure is required and a Public Way Protection Plan if any sidewalk closure is required. | |
| Site Alteration Permit: <input type="checkbox"/> | Traffic Control Plan: <input type="checkbox"/> Public Way Protection Plan: <input type="checkbox"/> |
| Other Permits Required: Hydrant Connection: <input type="checkbox"/> Watermain Tap: <input type="checkbox"/> Tree Permit: <input type="checkbox"/> Municipal Consent: <input type="checkbox"/> | |
| Additional City Requirements: Contractor must provide traffic control as per Ontario Traffic Manual Book 7 and rehabilitate the entire Right of Way to the City's satisfaction. Restoration must be completed immediately following utility work. | |



Right of Way Occupancy PERMIT APPLICATION

(e) permits@stthomas.ca (t) 519-631-3262

GENERAL TERMS AND CONDITIONS

Purpose: A road occupancy permit allows the Applicant to occupy the City Road allowance, including the portion from the road shoulder to the private property line, to complete the work requested on the application. The permit must be posted on site at all times and be available for review by the City.

Lead Time: Applications should be submitted at least 2 weeks prior to the required date.

Utility Locates: All utility locates are the responsibility of the Applicant.

Traffic Control Plan/ Public Way Protection Plan: All barricades, signs and signals required to direct, or guide the motorist and / or pedestrian shall be erected and maintained by the Applicant in accordance with the "Ontario Traffic Manual, Book 7 - Temporary Conditions". A covered way shall be constructed in accordance to Ont Reg 213/91 if any sidewalk is closed. All detour signing and materials, when required shall be supplied, erected and maintained by the Applicant at their own expense.

Contacts: A 24-hour contact list must be submitted with the application. This will ensure that the appropriate people are contacted. If contacts are not submitted and the City is required to arrange for repairs, all costs incurred will be invoiced to the Applicant.

Effective Dates: Effective dates requested on the application will be on the permit. This office must be notified if the job is delayed or an extension is required. A new permit and fee will be required.

Final Inspection: A final inspection is required prior to the release of a security deposit and is a condition of the permit when excavation is performed. If the restoration work has not been completed to satisfaction of the City under the conditions of the application, the City may elect to finish or restore the work with the Applicant's deposit without any prior notice.

Lane/Road Closures or Restrictions: Lane Closures or Restrictions may be permitted between the effective times on the permit, usually between rush hours (9:30am to 3:30pm). Road Closures are not permitted at any time without written consent. The Applicant shall maintain pedestrian access and vehicular access to all public and private properties.


Revocation of Permit: Permits may be revoked without compensation or notice if the work/event does not conform to requirements of any governmental authority having jurisdiction over the area where the work is taking place.

Standards: All works shall be carried out in adherence to the City of St. Thomas Standard Contract Documents and Design Guidelines Manual. The Applicant is responsible for the temporary and permanent restoration of all pavement, sidewalk, boulevards or curb and gutter to its original condition.

Regulations: All work shall be carried out in accordance with the Occupational Health and Safety Act and Regulation for Construction Projects in Ontario - Public Right of Way Protection, Reg. 213/01. The City right of way must remain safe at all times.

PERMIT APPROVALS

Applicant Signature:

DocuSigned by:

 492A96F0F7E34C0...

Date:

3/24/2021 | 4:25 PM PDT

City of St. Thomas Approval:

Manager of Development and Compliance (or Delegate)

Date:

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: | 1076385830 | 04/04/2021 | 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: |
| 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 City of St Thomas is listed as additional insured.

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: 23/10/2020

Authorized Representative of the Insurer: DEBBIE HAMILTON AO72162

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

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.
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 customer.service@agco.ca |
| Smart Serve Ontario | 1-877-620-6082 info@smartserve.ca |
| City Clerk's Dept – Municipally Significant Event | 519-631-1680 ext. 4100 customerservice@stthomas.ca |
| Chamber of Commerce | 519-631-1981 mail@stthomaschamber.ca |
| Downtown Development Board | 519-633-5248 earl-taylor@coldwellbanker.ca |
| Electrical Safety Authority | 1-877-372-7233 Eric.Kingston@electricalsafety.on.ca |
| Southwestern Public Health | 519-631-9900 ssaini@swpublichealth.ca |
| Emergency Medical Services (Ambulance Services) | 519-637-3098 jason.rick@memseo.com |
| Environmental Services – Roads, Animals | 519-631-1680 ext. 5130 mvriens@stthomas.ca |
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| Environmental Services - Waste Management | 519-631-1680 ext. 4258 mshannon@stthomas.ca |
| Fire Department – Fireworks, Fire Prevention | 519-631-0210 btodd@stthomas.ca |
| Municipal Accessibility Advisory Committee | 519-631-1680 ext. 4161 ttiersma@stthomas.ca |
| Parks and Recreation – Property Mgmt, Hydro | 519-631-1680 ext. 4180 tbridge@stthomas.ca |
| Parks, Rec and Property Mgmt Department | 519-633-7112 mrnun@stthomas.ca |
| Police Services – Noise By-Law, Traffic Control | 519-631-1224 ext. 4295 kjohnstone@stps.on.ca |
| Railway City Tourism | 519-631-1680 ext. 4132 tourism@stthomas.ca |
| St. John's Ambulance (First Aid) | 519-633-2290 st.thomas@on.sja.ca |
| Treasury Department – Insurance | 519-631-1680 ext. 4112 kenglish@stthomas.ca |

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Safety, Love, & Butterfly Wings

Date(s): Thursday September 23

Start Time: 4 pm End Time: 5:30 pm

Cleanup Start Time: 5:30 Cleanup End Time: 6 pm

Location(s): Lion's Club Celebration Pavilion at Pinafore Park

Organizing Group: Violence Against Women Services Elgin County

Contact Name #1: Liz Brown #2: Yasmine Didi

Street Address: 300 Talbot Street, Suite 26

Town/City: St. Thomas Province: ON Postal Code: N5P4E2

Phone Number #1: 519-633-0155 #2: _____

Email Address: info@vawsec.on.ca

Expected Attendance: 100 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: as provided in park washroom station

Location and Number of Parking Spaces: As provided in the park

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

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

Monarch butterflies to be relased at the event.

Each butterfly represents a woman, a boy, a girl who will find safety at Elgin's Emergency Shelter.

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 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 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. Pinafore Park - Lion's Club Celebration Pavilion

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐
If Yes, how many are you requesting? # of Picnic Tables: 0 # of Garbage Cans: 2
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 ☐ 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: _____

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.

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.

Yasmine Didi
obo Liz Brown
(Signature of Individual Completing this Application)

July 22, 2021
(Date completed)

Office Use Only: Application Received: _____ Committee Approval: _____

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Safety, Love, & Butterfly Wings organized by Violence Against Women Services Elgin County
(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

Safety, Love, & Butterfly Wings organized by Violence Against Women Services Elgin County
(Event Name) (Organizing Group)

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

Witness:

Name (Print):

Yasmine Didi
Yasmine Didi

Signed:

Name (Print):

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

Yasmine Didi obo Liz Brown

Liz Brown

300 Talbot St. Suite 26
St. Thomas, ON

519-633-0155

July 22, 2021

Safety Love & Butterfly
Wings

Violence Against Women
Services Elgin County

Thursday September 23
2021

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

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

This permit covers the time period specified below:

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

Yasmine Didi obo
Liz Brown
 Name (please print)
 User Group

Yasmine Didi
obo Liz Brown
 Signature

Violence Against
Women Services
Elgin County
 Group Name

 Name (please print)
 City of St. Thomas

 Signature

July 22, 2021
 Date

Invoice #(s) 21579

Payment Terms: Due at the time of booking.



COVID-19 Facility Rental Protocols

Pavilion Rentals (Pinafore Park & Waterworks Park)

The City of St. Thomas continues to work with Southwestern Public Health and the Province of Ontario to monitor the COVID-19 situation and will follow Public Health's recommendations. The health, safety and well-being of our community and our staff will remain our top priority.

We remind all patrons of the importance of physical distancing and encourage everyone to practice ways to minimize close contact to help prevent virus transmission while going about your activity.

Face covering must be always worn when using indoor washroom facilities.

All permit holders must sign and submit this document via email before the date of your pavilion rental; permit holder acknowledges they have distributed this information to all invited guests who will be coming to Pinafore Park and/or Waterworks Park for pavilion rentals and keep records of all your guests for 30 days after your rental should the local Health Unit require information for tracking purposes.

We recommend that everyone coming to use Pinafore Park or Waterworks Park complete a daily self assessment prior to entering the park: [**https://covid-19.ontario.ca/self-assessment/**](https://covid-19.ontario.ca/self-assessment/)

Do not enter the park if:

- You have travelled outside of Canada within the last 14 days.
- You have symptoms of COVID-19 or are feeling unwell (new cough, fever, difficulty breathing,).
- Anyone in your household has been exposed to someone who has or is recovering from COVID-19.
- You have been identified as a "close contact" of someone who currently has COVID-19.

The following rules will be enforced by City of St. Thomas Staff, By-Law, and St. Thomas Police Services:

- A maximum of 100 people allowed per rental group. By-law Enforcement staff and St. Thomas Police Services will be monitoring pavilions for compliance. Fines for noncompliance start at \$880.
- Permit Holders must ensure not to exceed applicable and current gathering restrictions during any time while at the park. The City may require any user(s) to leave the facilities and its premises forthwith in the event, that there is any contravention.
- Due to COVID-19 there will be no shared pavilions.
- Everyone must follow physical distancing rules and avoid congestion while in the pavilion and using the parking lot.
- No buffet style service for serving food.
- For dining, patrons may only be seated with members of their same household, with limited exceptions for caregivers and people who live alone.
- Dancing, singing, and performing music is not permitted.
- Limit volume of music to be low enough that a normal conversation is possible.

- Follow all signage posted inside washrooms facilities and outside in the park.
- Permit holders must ensure you and all your participants are aware of the procedures and the importance of physical distancing upon entering the park.

I have read, understand, and agree to adhere to the following conditions as identified above.

Print: Yasmine Didi do
Liz Brown

Signature: Yasmine Didi do Liz Brown

Date: July 22, 2021



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: Thu Jul 22, 2021

Receipt #: 21579

PAYEE: Yasmine Didi
300 Talbot Street - Suite 26
St. Thomas, Ontario, Canada
N5P4E2

Total Amount Due: \$107.95

Amount Paid: \$107.95

Balance Due: \$0.00

Client #: 16426
Phone 1: (519) 633-0155
Event: Safety, Love & Butterfly Wings

Account #:
Phone 2:

Email: info@vawsec.on.ca
Fax:
Status: Firm

10698 4131 RT0001

Facility

| Facility Name | Description | Date | Time | Price |
|--|---|------------------|-------------------|-----------|
| Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion | Daily Rate 2021 w/ FUG Insurance - \$95.53 Daily Rate | Thu Sep 23, 2021 | 02:00PM - 06:00PM | \$95.53 H |
| Facility Subtotal: | | | | \$95.53 |
| Total: | | | | \$95.53 |

Transactions

| | | | | |
|--------------|------------------------------|-------------------------|--------------------|-------------------|
| # 334071 | Date: Jul 22, 2021 - 04:32PM | Type: Payment (# 34081) | Method: Visa (n/a) | Amount: -\$107.95 |
| Subtotal: | | | | \$95.53 |
| 13% HST: | | | | \$12.42 |
| Total: | | | | \$107.95 |
| Amount Paid: | | | | \$107.95 |
| Balance Due: | | | | \$0.00 |

Comments

Booked by Yasmine July 22, 2021. Please sign and return attached permit and Covid-19 protocols to St. Thomas Parks & Recreation.