

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

MICROSOFT TEAMS

3:00 P.M.

SEPTEMBER 17TH, 2021

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on September 1, 2021.

PETITIONS AND COMMUNICATIONS

A Little ACTION! - The Comic Book Syndicate / Taste Makers Studio - September 25, 2021

Pages 2-8

Summer Night(s) Market - Taste Makers Studio & A Handmade Tale – September 30 & October 28, 2021 **Pages 9-15**

Right to Life St. Thomas Life Chain - St. Thomas & District Right to Life - October 3, 2021

Pages 16-24

UNFINISHED BUSINESS

Upcoming Events

- Nostalgia Nights Car Show - St. Thomas Downtown Development Board - September 18, 2021
- Safety, Love & Butterfly Wings - Violence Against Women Services Elgin County - September 23, 2021
- Car Seat Clinic - Katie Charette/London Car Seat Safety - September 26 & October 17, 2021
- Santa Claus Parade - Optimist Club of St. Thomas - November 20, 2021 (Pending Approval)

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: a little ACTION!

Date(s): Saturday, September 25th, 2021

Start Time: 10am End Time: 5pm

Cleanup Start Time: 5pm Cleanup End Time: 7pm

Location(s): 626/624 Talbot St back lot, Mediah Mural Alley, and Moore St parking lot,

Organizing Group: The Comic Book Syndicate, Taste Makers Studio

Contact Name #1: Jolie Inthavong #2: Mike Poirier

Street Address: (home address of Jolie) 2-20 Tamarack Court

Town/City: St Thomas Province: ON Postal Code: N5P0E7

Phone Number #1: 226-246-9704 #2:

Email Address: jolieinthavong@gmail.com or weare@tastemakers.studio

Expected Attendance: 200+ throughout the day Number of Event Personnel/Volunteers: 10-15

Location and number of washrooms in place: 2 bathrooms: one in 626 + one in 624 Talbot

Location and Number of Parking Spaces: No private spaces available, but the Moore St lot will be open as well as street parking.

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 2

Please describe your specific event. Attach additional sheets as necessary. A pop up comic book convention
where vendors will set up inside the business and outside the surrounding building. They will be selling comics, toys, games, vintage, and pop culture
merchandise. There may be costuming demonstrations and drawing demonstrations depending on the availability of guests in the 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.

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: _____ # 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? ¹ _____

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.

Jolie Anthavong

(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

a little ACTION! _____ organized by _____
(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

_____ organized by _____
(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: _____ Signed: _____

Name (Print): _____ Name (Print): _____

Address:

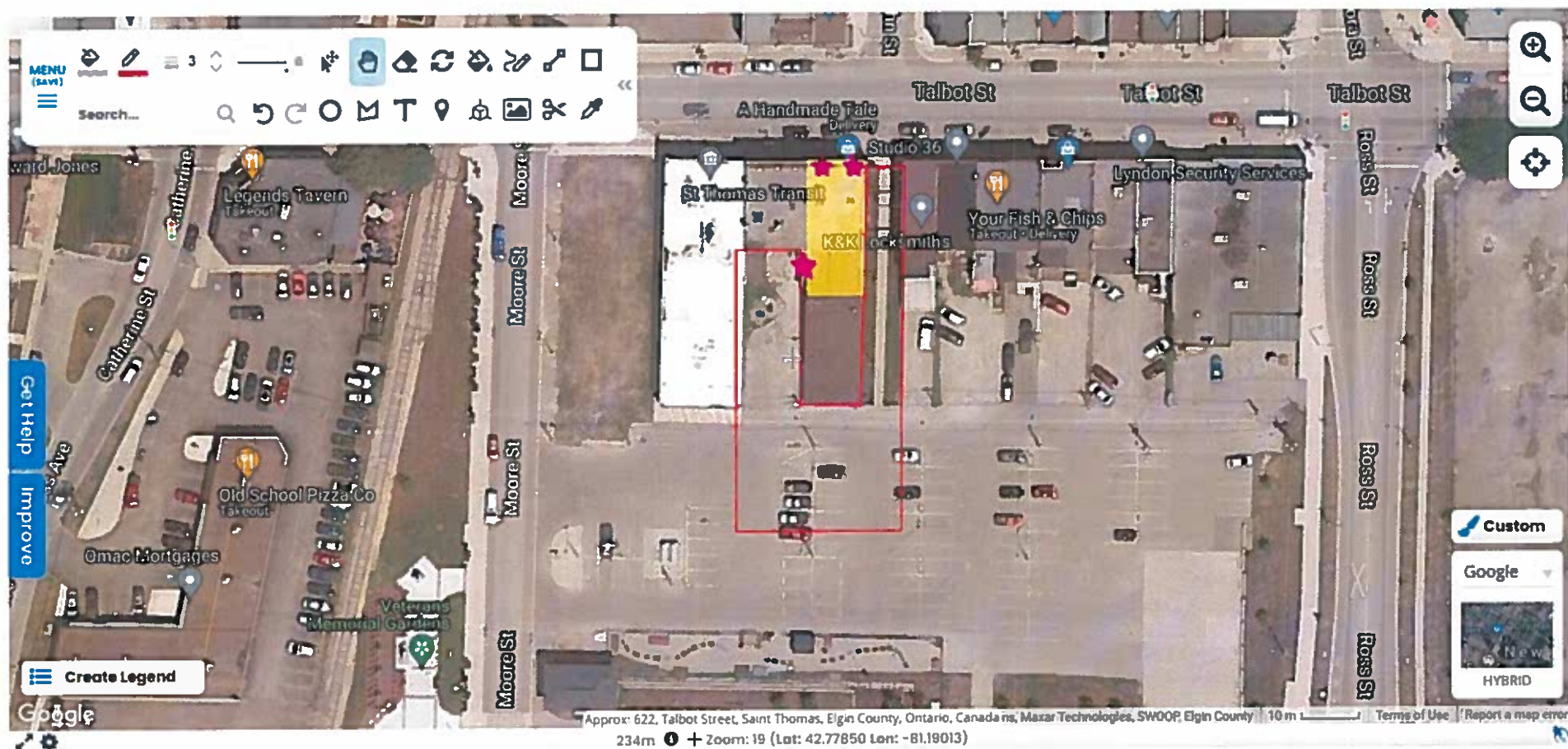
Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates:



event boundaries

Taste Makers Studio (624) + A Handmade Tale (626)

entrances + exits to 624 & 626 Talbot

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Summer Night(s) Market

Date(s): THURSDAY: September 30th & October 28th

Start Time: 4pm End Time: 8pm

Cleanup Start Time: 8pm Cleanup End Time: 9pm

Location(s): Behind 624/626 Talbot, Alley sidewalk, and part of the Moore St Parking Lot

Organizing Group: Taste Makers Studio & A Handmade Tale

Contact Name #1: Jolie Inthavong #2: Julie Hosford

Street Address: 624 Talbot St

Town/City: St Thomas Province: ON Postal Code: N5P1C8

Phone Number #1: 519-207-7000 (Business) #2: 226-246-9704 (Jolie's Cell Phone)

Email Address: weare@tastemakers.studio

Expected Attendance: 150 throughout Number of Event Personnel/Volunteers: 4

Location and number of washrooms in place: Two single occupancy washrooms are available in 624 + 626 Talbot

Location and Number of Parking Spaces: We won't need to set up a lot because a Municipal one exists
off of Moore Street just behind the business already. Accessible parking is available there and on the street in front of the two stores.

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 1 out front

Please describe your specific event. Attach additional sheets as necessary. Our event is a small night market
that features cultural street food style takeaway provided by 3 food vendors. All food is for purchase and takeaway.

An additional there are 10-15 small vendors setup selling handmade crafts and good in the same 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.

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

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

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Do you require traffic control?

Yes ☐No ☒

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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. Can picked up the night before the event and returned the day or the next morning.

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
Hydro

Yes ☐ No ☒ N/A ☐

Yes ☐ No ☒ N/A ☐

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

SECTION 11: ACCESSIBILITY

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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? ¹ _____

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.

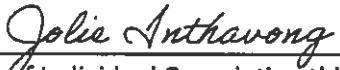
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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.



(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

Summer Night(s) Market _____ organized by _____
(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

_____ organized by _____
(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: _____ Signed: _____

Name (Print): _____ Name (Print): _____

Address:

Telephone: _____

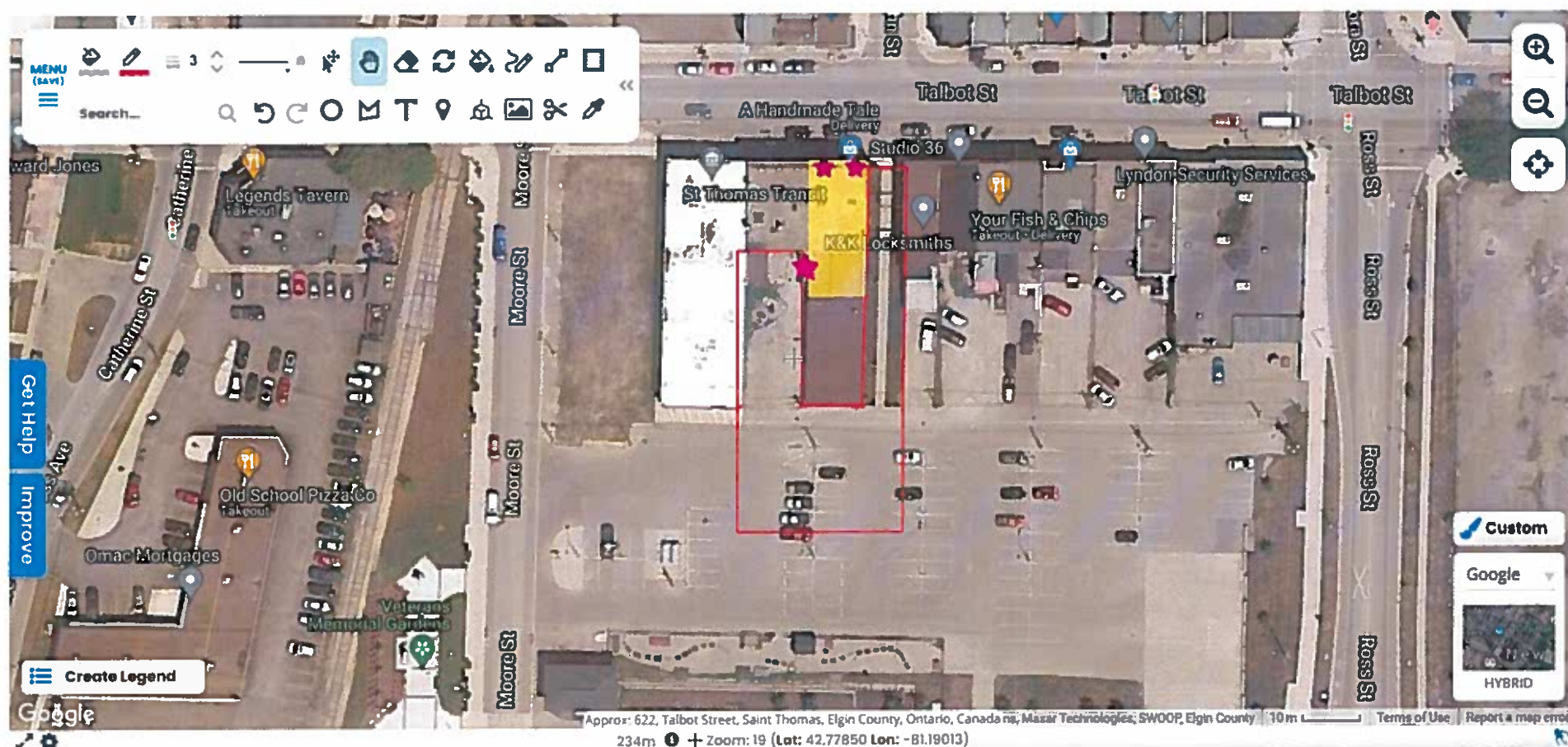
Date: _____

Event Name: _____

Organizing Group: _____

Event Dates:

Proposed Map for Summer Night(s) Market



- event boundaries
- Taste Makers Studio (624) + A Handmade Tale (626)
- entrances + exits to 624 & 626 Talbot

ATT:

Jon Hindley

Special Events Committee

Attached is a Signed Special Event Permit Application

for RTL St. Thomas Life Chain

Certificate Of Liability Insurance is included

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
Smart Serve Ontario
City Clerk's Dept – Municipally Significant Event
Chamber of Commerce
Downtown Development Board
Electrical Safety Authority
Southwestern Public Health
Emergency Medical Services (Ambulance Services)
Environmental Services – Roads, Animals
Planning & Building Services
Environmental Services - Waste Management
Fire Department – Fireworks, Fire Prevention
Municipal Accessibility Advisory Committee
Parks and Recreation – Property Mgmt, Hydro
Parks, Rec and Property Mgmt Department
Police Services – Noise By-Law, Traffic Control
Railway City Tourism
St. John's Ambulance (First Aid)
Treasury Department – Insurance

416-326-8700 customer.service@agco.ca
1-877-620-6082 info@smartserve.ca
519-631-1680 ext. 4100 customerservice@stthomas.ca
519-631-1981 mail@stthomaschamber.ca
519-633-5248 earl-taylor@coldwellbanker.ca
1-877-372-7233 Eric.Kingston@electricalsafety.on.ca
519-631-9900 ssaini@swpublichealth.ca
519-637-3098 jason.rick@memseo.com
519-631-1680 ext. 5130 mvriens@stthomas.ca
519-631-1680 ext. 4160 cpeck@stthomas.ca
519-631-1680 ext. 4258 mshannon@stthomas.ca
519-631-0210 btodd@stthomas.ca
519-631-1680 ext. 4161 ttiersma@stthomas.ca
519-631-1680 ext. 4180 tbridge@stthomas.ca
519-633-7112 mrnun@stthomas.ca
519-631-1224 ext. 4177 sbogart@stps.on.ca
519-631-1680 ext. 4132 tourism@stthomas.ca
519-633-2290 st.thomas@on.sja.ca
519-631-1680 ext. 4112 kenglish@stthomas.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: RTL St. Thomas Life Chain

Date(s): Sunday October 3, 2021

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

Cleanup Start Time: N/A Cleanup End Time: N/A

Location(s): Talbot Street

Organizing Group: St. Thomas & District Right To Life

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

Street Address: Mailing address: 468 Talbot St.

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

Phone Number #1: 519-633-5433 #2: 226-678-1690

Email Address: stthomasrtl@bellnet.ca

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

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

Location and Number of Parking Spaces: Holy Angels Parking Lot

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

Please describe your specific event. Attach additional sheets as necessary. Participants will stand
silently along both sides of Talbot Street between Southwick and White Street
holding signs promoting life for the unborn.

SECTION 2: FOOD AND BEVERAGE

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

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

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. _____

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 ☒

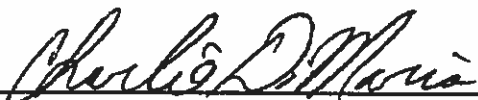
Fireworks: Will there be fireworks as part of your event?

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.



(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

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

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

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

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

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

Witness: _____

Signed: Charlie DiMaria

Name (Print): _____

Name (Print): CHARLIE DIMARIA

Address: 23 ROSEMOUNT CRES

Telephone: 519-633-2322

Date: Sept. 9/21

Event Name: R.T.L. ST. THOMAS

LIFE CHAIN
Organizing Group: ST. THOMAS + DISTRICT
R.T.L.

Event Dates: OCT. 3/21

J MULDER

CSIO**CERTIFICATE OF LIABILITY INSURANCE**

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

City of St Thomas	St. Thomas & District Right-To-Life
545 Talbot Street	46B Talbot St.
St Thomas, ON	St. Thomas, ON
POSTAL CODE N5P 3V7	POSTAL CODE N5P 1C2

With respect to the operations usual to named insured and the RTL St. Thomas Life Chain that will take place October 3, 2021.

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

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSURANCE COVERAGE	INSURANCE COMPANY	START DATE	END DATE	COVERAGE LIMITS
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <small>** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE</small> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Heartland Farmers Mutual 31593C01	2021/2/16	2022/2/16	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE - EACH OCCURRENCE 5,000,000 PRODUCTS AND COMPLETED OPERATIONS AGGREGATE 5,000,000 <input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY 5,000,000 MEDICAL PAYMENTS 25,000 TENANTS LEGAL LIABILITY 500 1,000,000 POLLUTION LIABILITY EXTENSION NON OWNED AUTOMOBILE 5,000,000 BODILY INJURY AND PROPERTY DAMAGE COMBINED BODILY INJURY (PER PERSON) BODILY INJURY (PER ACCIDENT) PROPERTY DAMAGE EACH OCCURRENCE AGGREGATE

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

Reith & Associates Insurance and Financial Services Limited	City of St. Thomas
462 Talbot Street	545 Talbot Street
St Thomas, ON	St Thomas, ON
POSTAL CODE N5P 1B9	
BROKER CLIENT ID: STTHOMA-01	POSTAL CODE N5P 3V7
ISSUER Reith & Associates Insurance and Financial Services Limited	CONTACT NUMBER(S)
AUTHORIZED REPRESENTATIVE	TYPE Phone NO (519) 631-3862 TYPE Fax NO (519) 631-0386
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>Janice Mulder</i>	TYPE NO. TYPE NO.
DATE 2021/9/9	EMAIL ADDRESS