

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

MICROSOFT TEAMS

3:30 P.M.

NOVEMBER 10TH, 2021

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on October 27, 2021.

PETITIONS AND COMMUNICATIONS

Horton Christmas Market After Dark - St. Thomas EDC - November 20, 2021 **Pages 2-8**

Ross Street Christmas Market - The Ice Box - December 11, 2021 **Pages 9-15**

UNFINISHED BUSINESS

Upcoming Events

- Remembrance Day Service - Lord Elgin Br. 41 Royal Canadian Legion - November 11, 2021
- DDB Tree Lighting Celebration - Downtown Development Board - November 19, 2021
- Reverse Santa Claus Parade - City of St. Thomas, MP, MPP, Optimists - December 3-5, 2021
- Light Up the Park - St. Thomas Chamber of Commerce / Downtown Development Board - November 27, 2021 - January 4, 2022

NEW BUSINESS

ADJOURNMENT

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. 4295 kjohnstone@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: Horton Christmas Market After Dark

Date(s): Nov 20 2021

Start Time: 7pm End Time: 10pm

Cleanup Start Time: 10pm Cleanup End Time: 11pm

Location(s): Horton Farmers Market

Organizing Group: St. Thomas EDC

Contact Name #1: Megan Pickersgill #2: Vicki Asher

Street Address: 10 Manitoba Street

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

Phone Number #1: 519-871-3475 #2:

Email Address: mpickersgill@stthomas.ca / vasher@stthomas.ca

Expected Attendance: 150 Number of Event Personnel/Volunteers: 15

Location and number of washrooms in place: 2 inside market building

Location and Number of Parking Spaces: adjacent parking lot, many many spaces available

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 6

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

After the daytime retail portion of the market closes, an after dark opens. This is a ticketed event.

The event will be entirely outside under the market pavilions. There will be music, games, and Christmas activities.

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. 1 tene 30 ft x 50 ft

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: coming soon

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
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

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)

Oct 28 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

Horton Christmas Market After Dark	organized by	St. Thomas EDC
(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

Horton Christmas Market After Dark organized by St. Thomas EDC
(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:	_____

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
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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
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SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: _____

Date(s): _____

Start Time: _____ End Time: _____

Cleanup Start Time: _____ Cleanup End Time: _____

Location(s): _____

Organizing Group: _____

Contact Name #1: _____ #2: _____

Street Address: _____

Town/City: _____ Province: _____ Postal Code: _____

Phone Number #1: _____ #2: _____

Email Address: _____

Expected Attendance: _____ Number of Event Personnel/Volunteers: _____

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

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

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

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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. _____

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Yes ☐ No ☐ N/A ☐

Will you require municipal support for:

Water

Yes ☐ No ☐ N/A ☐

Hydro

Yes ☐ No ☐ N/A ☐

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(Signature of Individual Completing this Application)

(Date completed)

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

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

STATEMENT OF INDEMNIFICATION