

**A G E N D A**  
**THE FIRST MEETING OF THE SPECIAL EVENTS COMMITTEE**

**MICROSOFT TEAMS**

**3:30 P.M.**

**MARCH 2, 2022**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on November 10, 2021.

**PETITIONS AND COMMUNICATIONS**

Cross Walk - LifeHouse St. Thomas - April 15, 2022 **Pages 2-10**

**UNFINISHED BUSINESS**

Upcoming Events

**NEW BUSINESS**

Timeline - Approval of 2022 Events

**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](mailto:jhindley@stthomas.ca)

## SPECIAL EVENT PERMIT APPLICATION

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

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

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

### KEY CONTACTS

Alcohol and Gaming Commission of Ontario	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Southwestern Public Health	519-631-9900 <a href="mailto:ssaini@swpublichealth.ca">ssaini@swpublichealth.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:jason.rick@memseo.com">jason.rick@memseo.com</a>
Environmental Services – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:mvriens@stthomas.ca">mvriens@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:ttiersma@stthomas.ca">ttiersma@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrnun@stthomas.ca">mrnun@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 4295 <a href="mailto:kjohnstone@stps.on.ca">kjohnstone@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4112 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Cross Walk

Date(s): April 15th, 2022

Start Time: 11 am End Time: 12:15 pm

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

Location(s): Parade down Ross St. to Talbot St. going west to City Hall

Organizing Group: LifeHouse St. Thomas

Contact Name #1: Janice DeMoor #2: Pastor Benton Gibbons

Street Address: 144 Wellington Street

Town/City: St. Thomas Province: ON Postal Code: N5R 2R9

Phone Number #1: 519-633-3810 #2: 519-859-2267

Email Address: contact@stlifehouse.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 25

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. Parade from LifeHouse Church  
going north on Ross St. turning left on Talbot St. stopping at the steps of City Hall and doing  
a performance of music, and short sermon for Good Friday (30 minutes).

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

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

**SECTION 4: TENTS**

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

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

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

Will alcohol be consumed at the event? Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections.

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

Yes ☐ No ☒

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

**SECTION 7: MUSIC / NOISE**

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

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

The parade will be from LifeHouse at 144 Wellington St. on to Ross St. going north and

turning left onto Talbot St. stopping at City Hall. Using one lane of road for event.

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.

Janice De Moor  
(Signature of Individual Completing this Application)

Jan. 23 / 22  
(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**

Cross Walk organized by LifeHouse 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

Cross Walk organized by LifeHouse 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: Janice DeMoor

Signed: Benton Gibbons

Name (Print): Janice DeMoor

Name (Print): Benton Gibbons

Address: 144 Wellington St. St. Thomas

Telephone: 519-633-3810 / 519-859-2267

Date: \_\_\_\_\_

Event Name: Cross Walk

Organizing Group: LifeHouse St. Thomas

Event Dates: April 15, 2022





144 Wellington Street Phone: 519-633-3810  
 St. Thomas, ON N5R 2R9 Cell: 519-859-2267  
 Email: [contact@stlifehouse.com](mailto:contact@stlifehouse.com) Web: [www.stlifehouse.com](http://www.stlifehouse.com)

January 24, 2022

Dear City of St. Thomas: RE: Special Events request

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly O/A LifeHouse St. Thomas would like to be involved in on April 15<sup>th</sup> if the government permits gatherings by this date. It is our Cross Walk.

We would like to conduct a parade at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 20-30 minute performance on the steps of City Hall from approximately 11:45 am – 12:30 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

We thank you so much for your cooperation and support over the many years that we have been involved in this event.

Sincerely,

*Janice DeMoor*  
 Secretary/Treasurer

# ROBERTSON HALL

## CERTIFICATE OF INSURANCE

**This is to certify to:** The City of St. Thomas,  
545 Talbot Street, St. Thomas,  
ON N5P 3V7

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

**Name of Insured:** LifeHouse Church

**Address of Insured:** 144 Wellington St.  
St. Thomas, Ontario  
N5R 2R9

**Insurer:** Sovereign General Insurance Company and HDI Global Specialty SE (Canada)

**Location and Operations to which this Certificate applies:**

**RE:** Cross Walk Parade on the main streets of St. Thomas and a 30 minute performance on City Hall steps to be held on April 15, 2022. Location: 144 Wellington St. to City Hall (545 Talbot Street) and then returning to the church.

KIND OF POLICY	LIMITS OF LIABILITY	POLICY NUMBER	EXPIRY DATE
<b>COMMERCIAL GENERAL LIABILITY</b> (EXCEPT AUTOMOBILE) INCLUDING: PRODUCTS/COMPLETED OPERATIONS NON-OWNED AUTOMOBILE LIABILITY PERSONAL INJURY LIABILITY CROSS LIABILITY/SEPARATION OF INSURED TENANTS LEGAL LIABILITY - BROAD FORM SUB-LIMIT, IF ANY \$2,000,000. PER OCCURRENCE RESTRICTIONS (if any): REFER TO POLICY WORDINGS	<b>\$5,000,000.</b>  <b>INCLUSIVE LIMIT PER OCCURRENCE/ANNUAL AGGREGATE BODILY INJURY AND PROPERTY DAMAGE COMBINED</b>	<b>CPP983633</b>	<b>September 8, 2022</b>
<b>OTHER</b>	<b>N/A</b>		

**ADDITIONAL INSURED:** The following name is added to the policy as an Additional Insured, but only with respect to the above noted location and arising out of the Named Insured's operations. The policy limits are not increased by the addition of such Additional Insured beyond those stated in this Certificate.

### The City of St. Thomas

**NOTE:** The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate 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 endeavor to mail to the holder of this certificate 15 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

**ROBERTSON HALL INSURANCE INC.**

per \_\_\_\_\_

(AUTHORIZED REPRESENTATIVE)

**Date: January 14, 2022**

Attn: Janice DeMoor  
[contact@stlifehouse.com](mailto:contact@stlifehouse.com)