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

MICROSOFT TEAMS 3:30 P.M. MAY 4, 2022

### DISCLOSURES OF INTEREST

#### **MINUTES**

Confirmation of the minutes of the meeting held on March 23, 2022.

# **PETITIONS AND COMMUNICATIONS**

St. Anne's Community Festival - June 1st to 4th, 2022 Pages 2-8

Old Courthouse Neighbourhood Street Party - June 18, 2022 Pages 9-13

Track to the Future Mural Festival - July 16, 2022 Pages 14-20

Railway City Music and Arts Festival - August 18th to 20th, 2022 Pages 21-26

# **UNFINISHED BUSINESS**

# **Upcoming Events**

- Red Dress Walk for Missing and Murdered Indigenous Women and Girls May 5, 2022
  - o Notice has been received that this event will be postponed to fall of 2022.
- Community Conversations May 14, 2022
- IG Wealth Management Walk for Alzheimers May 28, 2022
- Shakespeare's Midsummer Night's Dream June 6 to 12, 2022
- EarlyON Children's Festival June 15, 2022
- Lion's Club Father Day Car Show June 19, 2022
- AirFest 2022 June 24 to 26, 2022
- Nostalgia Nights July 9, 2022
- Elgin County Pride and Parade August 13 to 14, 2022
  - A request has been received to extend this event to include a "Movie Night" on August 13, 2022.
- Railway City Road Races September 25, 2022

#### **NEW BUSINESS**

#### **ADJOURNMENT**



20 Morrison Drive, St. Thomas, Ontario N5R 4S6
Telephone 519-631-3640 Email <u>stannescommunityfestival@gmail.com</u>

March 30, 2022

Mr. Matt Smale Special Events Committee City of St. Thomas, City Clerk's Department 545 Talbot Street St. Thomas, ON N5P 3V7

Dear Mr. Smale:

The 49<sup>th</sup> Annual St. Anne's Community Festival is to take place on June 1, 2, 3, & 4, 2022 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including: Midway, Food, Carnival Games, Games of Chance, St. Anne's Bingo, Outdoor Beverage Patio.

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

Sincerely,

Mike McLaughlin Co-Chairman

Mengle

Len Parkins Co-Chairman

Encl.

APR 0 6 2022

Ohrato Pamas

City Clerks Dept.

# **SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name:	St. Anne's Community Festival	
Date(s):	June 1, 2, 3 & 4, 2022	
Start Time:	June 1&2-4pm; June 3&4-12pm	63
Cleanup Start Time:	Cleanup End Time:	*
Location(s):	20 Morrison Drive, St. Thomas, ON N5R 4S6	
Organizing Group:	St. Anne's Church	
Contact Name #1:	Mike McLaughlin #2: Len Parkins	
Street Address: 20	Morrison Drive	±λ
Town/City:	St. Thomas Province: ON Postal Code: No.	5R 4S6
Phone Number #1:	226-927-5556 #2: 519-631-5556	
Email Address:	stannescommunityfestival@gmail.com	
Expected Attendance:	100's per day  Number of Event Personnel/Volunteers: 100 pe	r day
Location and number of	8 regular & 1 special portable units & washrooms at St. Anne of washrooms in place:	's Centre
Location and Number of	of Parking Spaces: St. Anne's School, 100 parking spots	
Number of Accessible	Washrooms: 2 Number of Accessible Parking Spots:	
	Midway, Food, Carr pecific event. Attach additional sheets as necessary.	
_	ee Parking, 4 Days of Fun for the whole family, St. Anne's Fes	tival
supports various charita	ble organizations in St. Thomas/Elgin County and vrious missions projects	s overseas
SECTION 2: FOOD AND	BEVERAGE	
Will food/beverage of	any kind be available at this event?  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to	No No
	·	the event.
SECTION 3: PERSONAL		
	services of any kind offered to the public at this event? Yes  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to	No <b>✓</b> the event.
Personal services incluipiercing.	de but are not limited to barbering, manicures, pedicures, esthetics, ta	attooing and

#### **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. 2 tents - 20' x 30'
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 <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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 det not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application and approval may take several weeks.	for Temporary	Exemption to e of the City v	the By-Law vebsite.
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 e	ext. 5130.	
If Yes, please describe the road closure requirement and attach a man of Way Occupancy Permit and City Council approval is required for a a fee for the permit and approval may take several weeks.	ill road closures.	Please note	that there is
Please attach a copy of the Right of Way Occupancy Permit and prov If the event is a Parade / Run / Walk / Pass through Sporting Event, p under the Special Events page on the City website. Describe the even	olease refer to ti	he city roads i	map located
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-122		Yes	No 🖊
PLEASE NOTE: Marshalls, volunteers and special event staff are not a can direct traffic pursuant to the Highway Traffic Act.	allowed to direct	traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to array and Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must hinto the overflow parking lot.	lication has bee	n approved. I	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes	No	N/A <mark>✔</mark>
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of the rental and attach at	Yes the permit	No	N/A

6

Do you require picnic tables or garbage car If Yes, how many are you requesting? # of Yes, please provide pick-up/return date a	of Picnic Tables:	Yes # of Garba	No	N/A 🗾
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit fr prior to your event.	event organizer. All applications	All picnic tables and gants requesting picnic t	arbage bins mables and gar	ust be bage bins
Have you made arrangements with Enviror	nmental Services s	taff for recycling conta	ainers and col	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the I Number:	trical Safety Code	or have been inspec	ted by the Ele	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsing Accessibility for Ontarians with Disabilities requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory	es Act (AODA). O Please note that indicate the barri uired, the Special I	Organizations with at directional signage er-free path of travel Events Committee rec	least one er needs to be and location ommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>5</u>			
Security: Has a privately licensed security f	irm been contacte	d/retained?	Yes	No 🖍
If Yes, what company and how many secur	ity officers will be	present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		than 200 people, Fire	st Aid services	s are required
If Yes, please attach documentation provid	ing proof that First	t Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance Se	rvice) been contacted	d regarding yo	No No
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks mu	•	the Fire Department	Yes	No 🗸

#### **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)	March 30, 2022 (Date completed)
Office Use Only: Application Received:	Committee Approval:

#### **SECTION 14: INSURANCE**

STATEMENT OF INDEMNIFICATION

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.

St. Anne's Community Festival	St. Anne's Church		
(Event Name)	<u> </u>	(Organizing Group)	
shall indemnify and save harmless The Corpora law responsible from any and all liabilities, dam	tion of the City of St. Tl pages, costs, claims, sui	homas and all persons for whom it is at ts or actions arising out of:	
any damage to property including loss of use the death resulting at any time there from, occasion	nereof, and any injury to ned by any act or omis:	o any person or persons, including sions of	
St. Anne's Community Festival	anized by St. Anne's	s Church	
(Event Name)		(Organizing Group)	
its officers, agents, servants, employees, contract the premises or any part thereof arising from or damage or injury is due to the act, default or no officers, agents, servants, employees, contractor.  Witness:	r occasioned by any car egligence of The Corpor	use whatsoever, except where such ration of the City of St. Thomas, its	
Name (Print): Len Parkins	Name (Print):	Mike McLaughlin	
	Address:	20 Morrison Drive	
	Telephone:	226-927-5556	
	Date:	March 30,2022	
	Event Name:	St. Anne's Community Festiva	
	Organizing Grou	p: St. Anne's Church	
	Event Dates:	June 1,2,3 + 4,2022	

City of SECTION 1: EVENT AND ORGANIZER INFORMATION 9 Old Courthouse Neighbourhood Annual Street Party **Event Name:** Saturday June 18th City Clerks Dept. Date(s): 12am 4pm Start Time: End Time: 12am 1am Cleanup Start Time: Cleanup End Time: on the street in front of 14 Prince Albert Street Location(s): Old Courthouse Neighbours Organizing Group: Kim Parker Grant Hughson Contact Name #1: #2: 14 Prince Albert Street Street Address: St Thomas N5R1Z6 Town/City: Province: Postal Code: 5198723656 Phone Number #1: #2: kimberleyparker@rogers.com **Email Address:** 100 Number of Event Personnel/Volunteers: **Expected Attendance:** n/a (people use their own) Location and number of washrooms in place: n/a attendees walk Location and Number of Parking Spaces: n/a n/a Number of Accessible Washrooms: \_\_\_\_\_\_ Number of Accessible Parking Spots: An annual neighbours-only Please describe your specific event. Attach additional sheets as necessary. get together to share some games, music and community spirit. **SECTION 2: FOOD AND BEVERAGE** Will food/beverage of any kind be available at this event? 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? 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	10		. M. T	
Will there be an indoor or tent covered area used for	or public assembly as	part of the even	it? Yes	No
If Yes, please specify the number and size of tents.	111/200-2			
If the tents are larger than 60m <sup>2</sup> cumulatively, a bui Services. Please attach a copy of the Permit and pro-				ding
Please note that Indoor or Tent covered areas for p requirements enforced by Southwestern Public Hea		comply with Smo	oke Free Or	ntario Act
Please note that there is a <b>no staking policy</b> in all of facilities.	the City's Parks, Recr	reation and Prop	perty Mana	gement
SECTION 5: SERVING OF ALCOHOL				
Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements  Rec and Property Management Department for Spe			through the	No 🖊 e Parks,
You must also comply with the Alcohol and Gaming responsible to notify and provide any pertinent info obtaining a Special Occasion Permit. You must adhe ensure access is given to the Police and AGCO Inspec	rmation required und ere to the Liquor Licen	der the AGCO guice Act and its R	iidelines fo egulations	r
The area where alcohol is being served has to have is a <b>no staking policy</b> in all of the City's Parks, Recre				that there
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT				
Will you be requesting that City Council declare you	ır event a "Municipall	y Significant Eve Yes	ent"? No 🗸	]
If Yes and you wish to apply for a "Special Occasion Ontario (AGCO), you must obtain a letter of approv significant", by submitting a separate letter to the Comay take several weeks.	al from City Council, d	leclaring your e	vent "muni	cipally
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.

Will there be a Petting Zoo or Animals at the event?	Yes	<b>3</b> (0.3)	No 🗸
If Yes, Southwestern Public Health must be notified of the event details two not permitted in the Animal Control By-Law 71-2011, an Application for Temust be approved by City Council and can be found on the City Animal Ser Please attach a copy of the application to this permit application and submapproval may take several weeks.	emporary Exem	iption to he City w	the By-Law vebsite.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
	1		
Are you anticipating any road closures or traffic flow changes?	Yes		No
If Yes, please contact the Roads and Transportation Department at (519) 6	531-1680 ext. 5	130.	
If Yes, please describe the road closure requirement and attach a map or so of Way Occupancy Permit and City Council approval is required for all road a fee for the permit and approval may take several weeks. As in the past, we to block off Metcalf at Prince Albert Street and Prince Albert at Is	d closures. Plea request the city prov	se note t vide two sig	that there is
Please attach a copy of the Right of Way Occupancy Permit and provide the	e normit #:		
The second copy of the right of truly occupantly remind and provide tr	ic periiic #		
If the event is a Parade / Run / Walk / Pass through Sporting Event, please under the Special Events page on the City website. Describe the event and			
		neu iu	ALL PROPERTY.
The state of the s	n 41 = = 45		- muliot
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext	Yes . 141.		No 🗸
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowe	d to direct traff	fic. Only	the police
can direct traffic pursuant to the Highway Traffic Act.		ē =	and the
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arrange ar and Property Management staff once the Special Events Permit Applicatio If your special event expected attendance is 300 or more you must have a	n has been app	roved. F	
into the overflow parking lot.	p	inteer an	Please note:
Have you contacted Parks and Recreation staff about your event? Yes	No[		Please note:

Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date an	Picnic Tables:	Yes # of Garba	No age Cans:	N/A	I .
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your exmust obtain an equipment rental permit from prior to your event.	vent organizer. All p vent. All applicants	picnic tables and grequesting picnic	arbage bins mu tables and garb	ist be age bins	
Have you made arrangements with Environn	nental Services staff	for recycling cont	ainers and colle	ection? N/A	
Will you require municipal support for:	Water Hydro	Yes	No No	N/A /	
Please note that all equipment and extension certification body under the Ontario Electri Authority. If required, please attach the Ele Number:	ical Safety Code or	have been inspec	cted by the Ele	ctrical Safety	
SECTION 11: ACCESSIBILITTY					
As an event organizer, it is your responsib Accessibility for Ontarians with Disabilities requirements to meet for accessibility. P displayed throughout the event venue to in washrooms and parking. Although not requi plan to the Municipal Accessibility Advisory	s Act (AODA). Orga lease note that di- ndicate the barrier-f red, the Special Eve	nizations with a rectional signage free path of trave nts Committee re	t least one em needs to be el and location commends sub	ployee have prominently of accessible	: '
SECTION 12: OTHER SERVICES/RESOURCES					
Security: Has a privately licensed security fire	m been contacted/r	etained?	Yes	No 🖊	
If Yes, what company and how many securit	y officers will be pre	sent?			
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid		an 200 people, Fi Yes	rst Aid services No	are required N/A	1)
If Yes, please attach documentation providir	ng proof that First Ai	d services have b	een retained.		
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Servi	ce) been contact	ed regarding yo Yes	our event and No	
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks must		e Fire Departmen	Yes	No 🗸	

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.

then requ	iest.		
<del>- 10-</del>	wher by	per completing this Application)  (Date complete	
Office Use	Only: Application F	Received: Committee Approval:	
	ISABEL ST	= Area of in requested street dosure 5 Sat. 18 June 5 2022	
		H15 H19	
6		PRINCE ALBERT ST  #10   #12   #14	# 119

Councillor Clarke Chair



#### **Special Events Committee**

c/o Matt Smale City Clerk's Dept, 545 Talbot St., St. Thomas, ON N5P 3V7 Phone: (519) 631-1680 Ext. 4121 Fax: (519) 633-9019

Email: msmale@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 <a href="https://www.stthomas.ca">www.stthomas.ca</a>.
- 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 <u>customerservice@stthomas.ca</u>
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 info@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 <u>mshannon@stthomas.ca</u>
Fire Department – Fireworks, Fire Prevention	519-631-0210 kdestun@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 mrun@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 15

Event Name: _		
Date(s):		
Start Time: _	End Time:	
Cleanup Start Time: _	Cleanup End Time: _	
Location(s):		
Organizing Group: _		
Contact Name #1:	#2:	
Street Address:		
	Province:	
Phone Number #1:	#2:	
Email Address:		
Expected Attendance:	Number of Event Personnel/Volu	unteers:
Location and number of	washrooms in place:	
Location and Number of	Parking Spaces:	
Number of Accessible W	ashrooms: Number of Accessible	Parking Spots:
Please describe your spe	ecific event. Attach additional sheets as necessary.	·
	ny kind be available at this event? outhwestern Public Health at 519-631-9900 at lea	Yes □ No □ st 2 weeks prior to the event.
		wata Vee D
	ervices of any kind offered to the public at this even outhwestern Public Health at 519-631-9900 at lea	
Personal services include	e but are not limited to barbering, manicures, ped	icures, esthetics, tattooing and

piercing.

# **SECTION 4: TENTS**

will there be an indoor or tent covered area used for public assembly as par	t of the event	? Yes No
If Yes, please specify the number and size of tents.		
If the tents are larger than $60m^2$ cumulatively, a building permit is required t 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 comrequirements enforced by Southwestern Public Health.	ply with Smok	ke Free Ontario Act
Please note that there is a <b>no staking policy</b> in all of the City's Parks, Recreat facilities.	ion and Prope	erty Management
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Will alcohol be consumed at the event?  If Yes, you must review and meet the requirements of the City's Alcohol Poli Rec and Property Management Department for Special Events taking place of	-	rough the Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario (responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes of	the AGCO guid Act and its Re	delines for
The area where alcohol is being served has to have a 36" (0.9m) high barrier is a <b>no staking policy</b> in all of the City's Parks, Recreation and Property Mana	•	
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
Will you be requesting that City Council declare your event a "Municipally Si	gnificant Even Yes □	t"? No □
If Yes and you wish to apply for a "Special Occasion Permit," through the Alc Ontario (AGCO), you must obtain a letter of approval from City Council, decl significant", by submitting a separate letter to the City Clerk's Department. F may take several weeks.	aring your eve	ent "municipally
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 and 11:00 p.m. so long as the Police are satisfied that said devices are being and not intolerably high. It is the responsibility of the organizers to obtain arthrough SOCAN for events not taking place in a City facility.	"used in a rea	sonable manner"

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 definition not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application an approval may take several weeks.	n for Tempora mal Services p	ary Exemption to page of the City	o the By-Law website.
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) 631-168	80 ext. 5130.	
If Yes, please describe the road closure requirement and attach a m of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closu	res. Please note	_
Please attach a copy of the Right of Way Occupancy Permit and pro  If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the eve	please refer t	to the city roads	
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-12	24 ext. 141.	Yes 🗆	 No □
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to di	rect traffic. Onl	y the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must into the overflow parking lot.	olication has b	been approved.	Please note:
Have you contacted Parks and Recreation staff about your event?	Yes □	No 🗆	N/A □
Have you rented a pavilion/facility and signed a permit?  If yes, please provide the location of the rental and attach a copy of	Yes $\Box$ the permit. $\_$	No 🗆	N/A 🗆

	18			
Do you require picnic tables or garbage can If Yes, how many are you requesting? # 0		Yes □ # of Gar		N/A □
If Yes, please provide pick-up/return date a				
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit fr prior to your event.	event organizer. Al event. All applicant	I picnic tables and s requesting picni	garbage bins m c tables and gar	nust be bage bins
Have you made arrangements with Environ	nmental Services sta	ff for recycling co	ntainers and col	llection?
, G		Yes □	No 🗆	N/A □
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A □ N/A □
Please note that all equipment and extens certification body under the Ontario Elec Authority. If required, please attach the Number:	trical Safety Code o	r have been insp	ected by the El	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your respons Accessibility for Ontarians with Disabiliti requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not req plan to the Municipal Accessibility Advisor	es Act (AODA). Org Please note that of indicate the barried uired, the Special Ev	ganizations with directional signag r-free path of traver rents Committee r	at least one ended to be detected and location ecommends sufficed and location ecommends are location ecommends and location ecommends and location ecommends are location ecommends and location ecommends and location ecommends are location ecommends are location ecommends and location ecommends are location ecommends.	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>s</u>			
Security: Has a privately licensed security f	irm been contacted,	/retained?	Yes □	No 🗆
If Yes, what company and how many secur	rity officers will be p	resent?		
First Aid: For events with an anticipated a to be retained. Have you confirmed First A		than 200 people, I	First Aid service No 🗆	s are required N/A □
If Yes, please attach documentation provide	ling proof that First <i>i</i>	Aid services have	peen retained.	
Ambulance: Has Emergency Medical Servi planned emergency access to the site?	ces (Ambulance Ser	vice) been contac	ted regarding y Yes □	our event and No $\Box$
Fireworks: Will there be fireworks as part of the second o	•	he Fire Departme	Yes □ nt.	No 🗆

#### **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.

Megan R	April 14 2022
(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	
	organized by
(Event Name)	(Organizing Group)
	The Corporation of the City of St. Thomas and all persons for whom bilities, damages, costs, claims, suits or actions arising out of:
	oss of use thereof, and any injury to any person or persons, includin om, occasioned by any act or omissions of
	organized by
(Event Name)	(Organizing Group)
Witness:	es, contractors, customers, invitees or licensees.  Signed:
Name (Print):	
	Address:
	Telephone:
	Date:
	Event Name:
	Organizing Group:
	Event Dates:

SECTION 1: EVENT AN	D ORGANIZER INFORMATION
Event Name:	RAILWAY CITY MUSIC AND ARTS FESTIVAL
Date(s):	AUG 18-21 2022  3PM-AUG 18/18 End Time: 11PM-AUG 18/19/20 8PM
Start Time:	3 PM - AUG 19/20/21 End Time: 11 PM - AUG 18/19/20 8/11 AM - AUG 19/20/21 End Time: 11 PM - AUG 18/19/20 8/11 AUG 21
Cleanup Start Time:	8PM Cleanup End Time: 10 PM
Location(s):	DINAFORE PARK
Organizing Group:	IRON HORSE FESTIVAL
Contact Name #1:	TERRI SINCLAIR #2: PAUL CORRIVEAU
Street Address: <u>PC</u>	Box 20094
Town/City:	ST. THOMAS Province: ON Postal Code: N59 4H4
Phone Number #1:	519-636-1721 #2: 519-709-9753
Email Address:	INFO @ RAILWAY CITY MUSICANDARTS FESTIVAL. CA
Expected Attendance	: 10,000 Number of Event Personnel/Volunteers: 100
	of washrooms in place: VARIOUS & 30
Location and Number	r of Parking Spaces: CURLING CLUB, PARKSIDE H.S,
JOHN WISE	PS INSIDE PARK-MINIMAL ONLY FOR ACCE
Number of Accessible	e Washrooms:
Please describe your	specific event. Attach additional sheets as necessary. <u>Annual teStival</u>
featuring	local musicians, artists, midway,
games of	chance licensed entertainment area; childrens area, food.
Will food/beverage of If Yes, you must notify	of any kind be available at this event?  Fy Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSON	AL SERVICES
Will there be person If Yes, you must noti	al services of any kind offered to the public at this event?  Yes No  No  No  No  Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
Dorsonal services in	clude 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.
it tes, please specify the number and size of terms
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 <b>no staking policy</b> in all of the City's Parks, Recreation and Property Management facilities.
SECTION 5: SERVING OF ALCOHOL
Will alcohol be consumed at the event?  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 <b>no staking policy</b> 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  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.

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 not permitted in the Animal Control By-Law 71-2011, an Application for must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application and su approval may take several weeks.	r Temporary Exemption Services page of the City	website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes	No No
If Yes, please contact the Roads and Transportation Department at (51	9) 631-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map of Way Occupancy Permit and City Council approval is required for all a fee for the permit and approval may take several weeks.	road closures. Please no	te that there is
Please attach a copy of the Right of Way Occupancy Permit and provide If the event is a Parade / Run / Walk / Pass through Sporting Event, please the Special Events page on the City website. Describe the event	ease refer to the city roa	ds map located
Do you require traffic control?  If Yes, please contact the St. Thomas Police Services at (519) 631-1224  PLEASE NOTE: Marshalls, volunteers and special event staff are not al can direct traffic pursuant to the Highway Traffic Act.		No No
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arran and Property Management staff once the Special Events Permit Appli If your special event expected attendance is 300 or more you must he into the overflow parking lot.	Ication has been approve	eu. riease note
Have you contacted Parks and Recreation staff about your event?	Yes No No	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of t	Yes No No	N/A

	24				
Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date as	f Picnic Tables: _	40 Y	es X # of Garbage	No	N/A[] 
Please note availability is at the discretion of delivery/pick up is the responsibility of the creturned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. event. All applic	. All picnic to cants reques	tables and gar sting picnic tal	bage bins must ples and garbag	t be ge bins
Have you made arrangements with Environ	mental Services	staff for re	cycling contai (es	ners and collec	tion? N/A
Will you require municipal support for:	Water Hydro	)	res X	No No	N/A N/A
Please note that all equipment and extension certification body under the Ontario Elect Authority. If required, please attach the Elect Number:	rical Safety Coo	de or have	been inspecte	ed by the Elect	Illai Salety
SECTION 11: ACCESSIBILITTY					
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilities requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not req plan to the Municipal Accessibility Advisors	es Act (AODA). Please note the indicate the bauired, the Speci	. Organizati nat directio arrier-free p ial Events Co	ions with at onal signage o oath of travel ommittee reco	least one emp needs to be p and location o ommends subm	orominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>\$</u>				
Security: Has a privately licensed security f	irm been conta	cted/retain	ed?	Yes	No 🔀
If Yes, what company and how many secu	rity officers will	be present?			and the second second second
First Aid: For events with an anticipated a to be retained. Have you confirmed First A	ttendance of m \id services?	ore than 20	00 people, Firs Yes	t Aid services :	are required N/A
If Yes, please attach documentation provide	ding proof that	First Aid ser	vices have be	en retained.	
Ambulance: Has Emergency Medical Serviplanned emergency access to the site?	ices (Ambulanc	e Service) b	een contacte	regarding you Yes	ur event and No
Fireworks: Will there be fireworks as part If Yes, a permit for exhibition fireworks m	of your event? ust be submitte	d to the Fir	e Department	Yes	No No

# **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)	$\frac{Apv + \sqrt{22}}{\text{(Date completed)}}$
Office Use Only: Application Received:	Committee Approval:

# **SECTION 14: INSURANCE**

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tor targe 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 altered or cancelled as a result of an emergency situates	should insurance c ion.	overage not be provided and may be
STATEMENT OF INDEMNIFICATION		
(Event Name) FESTIVAL	d by IRON HON	(Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	the City of St. Tho costs, claims, suits o	mas and all persons for whom it is at or actions arising out of:
any damage to property including loss of use thereof, death resulting at any time there from, occasioned by	and any injury to a any act or omissio	nny person or persons, including ns of
RAILWAY CITY MUSIC AND ARTS organized (Event Name) FESTIVAL	by IRON HO	RSE FESTIVAL (Organizing Group)
its officers, agents, servants, employees, contractors, the premises or any part thereof arising from or occa damage or injury is due to the act, default or negliger officers, agents, servants, employees, contractors, cu	sioned by any causence of The Corporat	e whatsoever, except where such tion of the City of St. Thomas, its
Witness:	Signed:	Sirelau
Name (Print):	Name (Print):	Terri Sinclair
	Address:	PO BOX 20094
	Telephone:	519-636-1721
	Date:	April 4 2022
	Event Name:	PAILWAY CITY MUSIC AND ARTS FESTIVAL
	Organizing Group	: IRON HORSE FESTIVAL
	Event Dates:	AUG 18-21 2022