

July 29, 2022

MEMO TO: Special Events Committee

FROM: Jon Hindley, Corporate Administrative & Accessibility Clerk

SUBJECT: **Additional Item - Special Events Committee - August 3, 2022**

The following item is added to Wednesday's Special Events Committee meeting agenda.

PETITIONS AND COMMUNICATIONS

Central CHC Community Barbeque - August 31, 2022 Attached

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Central CHC Community Barbeque

Date(s): August 31, 2022

Start Time: 11:00 End Time: 1:30

Cleanup Start Time: 1:30 Cleanup End Time: 2:30

Location(s): Parking Lot behind 359 Talbot Street

Organizing Group: Central Community Health Centre

Contact Name #1: Diane Arsenijevic #2: Judith Wiley

Street Address: 359 Talbot Street

Town/City: St. Thomas Province: ON Postal Code: N5P 1B7

Phone Number #1: 5196337989 ext 421 #2: 519-868-1406

Email Address: darsenijevic@centralchc.com

Expected Attendance: 250 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: None

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. _____

Community BBQ to share CHC programs and services with community members.

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS

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

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

If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number: _____

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

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

SECTION 5: SERVING OF ALCOHOL

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

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

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

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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT

Will you be requesting that City Council declare your event a "Municipally Significant Event"?
Yes ☐ No ☒

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

SECTION 7: MUSIC / NOISE

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

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

Please note that if utilizing a temporary stage structure, regulations are found under the Occupational Health and Safety Act and enforced by the Ministry of Labour. A resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?

Yes ☐

No ☒

If Yes, Southwestern Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exemption to the By-Law must be approved by City Council and can be found on the City Animal Services page of the City website. Please attach a copy of the application to this permit application and submit payment. Please note that such approval may take several weeks.

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 5130.

If Yes, please describe the road closure requirement and attach a map or sketch showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that there is a fee for the permit and approval may take several weeks. _____

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: _____

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☐

N/A ☒

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☐

N/A ☒

If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☒
If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☐ N/A ☒
Hydro Yes ☐ No ☐ N/A ☒

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

SECTION 11: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒

If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒

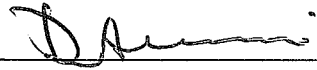
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

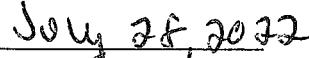
Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒
If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

SECTION 13: SIGNATURE

That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.



(Signature of Individual Completing this Application)



(Date Completed)

Office Use Only: Application Received: July 28, 2022 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

Central CHC Community Barbeque organized by Central CHC Staff
(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

Central CHC Community Barbeque organized by Central CHC Staff
(Event Name) (Organizing Group)

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

Witness:

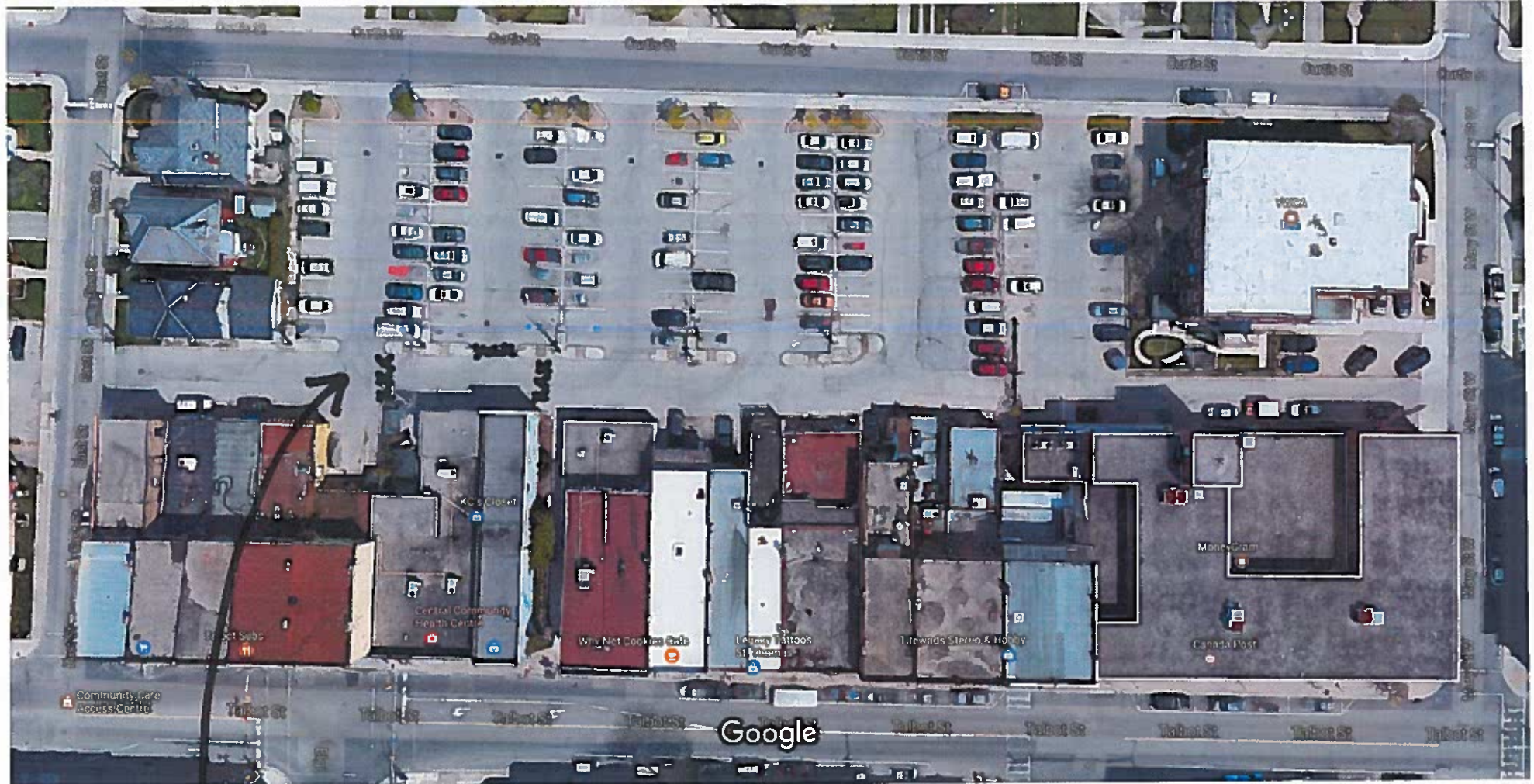
Name (Print):

Diana Arsenjevic

Signed:

Name (Print):

JUDITH WILEY
Address: 359 Talbot St. St. Thomas
Telephone: 514 633 7989
Date: July 28, 2022
Event Name: Central CHC BBQ
Organizing Group: Central Community Health Centre
Event Dates: August 31, 2022



xxx AREAS TO BE BARRICADED

CERTIFICATE OF 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 after the coverage afforded by the policies below.

INSURED'S FULL NAME AND MAILING ADDRESS	BROKER'S FULL NAME AND ADDRESS
CENTRAL COMMUNITY HEALTH CENTRE 359 TALBOT STREET, ST. THOMAS, ON N5P 1B7	Reith & Associates Insurance and Financial Services Limited 462 Talbot Street, St. Thomas, ON N5P 1B9

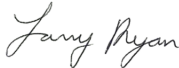
COVERAGES

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 requirement, term or condition 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

TYPE OF INSURANCE	COVERAGE BASIS	LIMIT TYPE	LIMIT OF LIABILITY	DEDUCTIBLE	INSURANCE COMPANY AND POLICY NUMBER Subscribing Companies as	EFFECTIVE DATE	EXPIRY DATE
Liability							
Blanket Contractual	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Bodily Injury and Property Damage	Occurrence	Occurrence	5,000,000	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Cross Liability	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Employers Liability	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Malpractice Liability	Occurrence	Aggregate	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Malpractice Liability	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Medical Payments (Any One Person)	Occurrence	Occurrence	10,000	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Personal Injury	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Products and/or Completed Operations	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Tenants Legal Liability	Occurrence	Occurrence	Included	2,500	CP80576A	Oct. 7, 2021	Oct. 7, 2022
Non-Owned Automobile							
Hired Automobile (SEF 94)	Occurrence	Occurrence	50,000	500	CP80576C	Oct. 7, 2021	Oct. 7, 2022
Non-Owned Automobile	Occurrence	Occurrence	5,000,000	Nil	CP80576C	Oct. 7, 2021	Oct. 7, 2022

CERTIFICATE HOLDER NAME AND ADDRESS	DESCRIPTION OF OPERATIONS/ LOCATIONS/ AUTOMOBILES/ SPECIAL ITEMS
CITY OF ST THOMAS 545 TALBOT STREET, ST THOMAS, ON N5P 3V7	With respect to the community outreach BBQ being held on Aug 31, 2022.

CERTIFICATE HOLDER - NAME AND MAILING ADDRESS	CANCELLATION
CITY OF ST THOMAS 545 TALBOT STREET, ST THOMAS, ON N5P 3V7	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.
SUBSCRIBING COMPANIES ON BEHALF OF INTACT PUBLIC ENTITIES INC., AS MANAGING GENERAL AGENT:	Cancellation Notice: 30 days
Intact Insurance Company	"A"
Temple Insurance Company	"A+"
Underwriting at Lloyd's of London	"A"
Liberty Mutual Insurance Company (Property Only)	"A"
	<div style="text-align: center;">  Authorized Representative Larry Ryan </div> <div style="text-align: right;"> Date July 26, 2022 </div>

INSURED'S FULL NAME AND MAILING ADDRESS
CENTRAL COMMUNITY HEALTH CENTRE 359 TALBOT STREET, ST. THOMAS, ON N5P 1B7