

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

**MICROSOFT TEAMS**

**3:30 P.M.**

**OCTOBER 5, 2022**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on September 7, 2022.

**PETITIONS AND COMMUNICATIONS**

St. Thomas Disc Sports Club Doubles - November 6th, 2022 **Pages 2-8**

Tree Lighting Celebration - November 18th, 2022 **Pages 9-15**

**UNFINISHED BUSINESS**

Upcoming Events

- Remembrance Day Ceremony and Parade – November 11, 2022
- St. Thomas Optimist Club Santa Claus Parade – November 19, 2022

**NEW BUSINESS**

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION** <sup>2</sup>

Event Name: STOSC DOUBLES  
Date(s): Nov/6/2021  
Start Time: 8:00AM End Time: 7:00PM  
Cleanup Start Time: 5:00PM Cleanup End Time: 7:00PM  
Location(s): PINACORE PARK  
Organizing Group: STOSC (SAINT THOMAS DISC SPORTS CLUB)  
Contact Name #1: CLAYTON MORGAN #2: JAMIE PAY  
Street Address: #115 ELM ST  
Town/City: ST THOMAS Province: ON Postal Code: \_\_\_\_\_  
Phone Number #1: 514-870-4588 #2: 548-388-7398  
Email Address: JAMIE.PAY@LIVE.CA  
Expected Attendance: 8-120 Number of Event Personnel/Volunteers: 10-15  
Location and number of washrooms in place: PARK WASHROOM  
Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: DESIGNATED SPOTS

Please describe your specific event. Attach additional sheets as necessary. (DISC GOLF) IN PARK

DOUBLES EVENT / PLAYED ON TEMPORARY COURSE IN THE PARK THAT  
WILL BE SET UP & REMOVED IN THE SAME DAY

**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**

3

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**

4

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 ex 4276.

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? 5 Yes ☒ No ☐ N/A ☐  
If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 2  
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**

6

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.

Clayton Morgan  
(Signature of Individual Completing this Application)

SEPT 28 / 2022  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

**SECTION 14: INSURANCE**

7

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**

STPSC DOUBLES organized by STPSC  
(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

STPSC DOUBLES organized by STPSC  
(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: Clayton Morgan

Name (Print): CLAYTON MORGAN

Name (Print): Clayton Morgan

Address: 121 OLD FIELD LANE

Telephone: 519 870-4588

Date: 09/30/2021

Event Name: STPSC DOUBLES

Organizing Group: STPSC

Event Dates: NOV/6/2022



# Pinafore Park

95 Elm St.

Pinafore Office and Shop

Tennis Courts



Emslie Ball Field

Pinafore Woodlot

Woodlot Pavilion

Pinafore Pond

North Pavilion

East Pavilion

West Pavilion

South Pavilion

Playground and Splash pad

Morris F. Jones Bandshell

Celebration Pavilion

1. 340ft
2. 253ft
3. 337ft
4. 275ft
5. 280ft
6. 258ft
7. 231ft
8. 520ft
9. 320ft
10. 321ft
11. 696ft
12. 180ft
13. 720ft
14. 318ft
15. 271ft
16. 403ft
17. 302ft
18. 340ft
19. 340ft
20. 351ft

## Legend

- Paved Walking Trail
- Un-Paved Walking Trail
- Building



Lake Margaret



**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: TREE LIGHTING CELEBRATION

Date(s): FRIDAY NOVEMBER 18, 2022

Start Time: 5:30PM End Time: 7:30PM

Cleanup Start Time: 7:00PM Cleanup End Time: 7:30PM

Location(s): CITY HALL CHRISTMAS TREE - SW CORNER CITY HALL

Organizing Group: ST THOMAS DOWNTOWN DEVELOPMENT BOARD

Contact Name #1: EARL TAYLOR #2: \_\_\_\_\_

Street Address: 545 TALBOT STREET

Town/City: ST THOMAS Province: ON Postal Code: N5P 3V7

Phone Number #1: 519-670-9223 #2: \_\_\_\_\_

Email Address: 1earltaylor@gmail.com

Expected Attendance: 100 Number of Event Personnel/Volunteers: 8

Location and number of washrooms in place: CITY HALL ACCEES REQUIRED

Location and Number of Parking Spaces: Talbot Street parking

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 1

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

Santa Claus will arrive at 5:45pm via STFD and greet children

**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 10x10 for band or Santa depending on weather

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 licensing through SOCAN for events not taking place in a City facility.

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

**SECTION 8: ANIMALS**

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

Yes ☐No ☒

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

**SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES**

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

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

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

**Closure of Mondamin Street from Talbot to Curtis required**

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 ex 4276.

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: 3 # of Garbage Cans: 2

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? Lyndon

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services?

Yes ☐

No ☒

N/A ☐

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site?

Yes ☐

No ☒

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

Yes ☐

No ☒

If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

**SECTION 13: SIGNATURE**

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

---

(Signature of Individual Completing this Application)

---

(Date completed)

**Office Use Only:** Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

**SECTION 14: INSURANCE**

A Certificate of Insurance is required providing proof of \$5,000,000 in insurance coverage, including the naming of the City of St. Thomas as an Additional Insured under the corresponding policies. A copy of the required insurance MUST be submitted a minimum of two weeks prior to the start of the event. The Special Events Committee reserves the right to impose additional requirements and increased insurance coverage for large community events.

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

Please note that an approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.

**STATEMENT OF INDEMNIFICATION****TREE LIGHTING CELEBRATION**

ST THOMAS DOWNTOWN DEVELOPMENT BOARD

organized by

(Event Name)

(Organizing Group)

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

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

**TREE LIGHTING CELEBRATION**

ST THOMAS DOWNTOWN DEVELOPMENT BOARD

organized by

(Event Name)

(Organizing Group)

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

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print):

EARL TAYLOR

Address:

545 TAGSOT STREET

Telephone:

519-670-9223

Date:

9/18/22

Event Name:

TREE LIGHTING CELEBRATION

Organizing Group:

ST THOMAS DOWNTOWN  
DEVELOPMENT  
BOARD

Event Dates:

NOV 18, 2022

CERTIFICATE OF INSURANCE  
ATTACHED



### Certificate of Insurance

This is to confirm to: **The City of St Thomas** (Also listed as additional insured on the policy)

**545 TALBOT ST  
ST THOMAS, Ontario, N5P 1C3**

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion 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. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

The Insurer will endeavour to mail to the additional insured specifically named on this certificate 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

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

The limits shown below may have been reduced by paid claims and are in Canadian dollars.

<b>Policy Information</b>	<b>Policy Number</b> 1076385830 <b>Effective Date:</b> April 04, 2022 <b>Expiry Date:</b> April 04, 2023 <b>Primary Insured Name</b> ST THOMAS DOWN TOWN DEVELOPMENT BOARD <b>Address</b> 545 TALBOT ST <b>City</b> ST THOMAS <b>Province</b> ON <b>Postal Code</b> N5P 3V7																																			
<b>Policy Operations</b>	Operations to which this certificate applies: <b>Description</b> Civic, community, special interest (non-medical) associations or groups - Member Org.																																			
<b>Liability Information</b>	Liability Coverages to which this certificate applies: <table border="1"> <thead> <tr> <th>Commercial General Liability Policy - Occurrence Basis</th><th>Co-insurance</th><th>Deductible</th><th>Limit</th></tr> </thead> <tbody> <tr> <td>Bodily Injury And Property Damage Liability</td><td></td><td></td><td></td></tr> <tr> <td>Each Occurrence Limit</td><td>-</td><td>-</td><td>\$5,000,000</td></tr> <tr> <td>Products-Completed Operations Aggregate Limit</td><td>-</td><td>-</td><td>\$5,000,000</td></tr> <tr> <td>Each Occurrence Deductible - Property Damage</td><td>-</td><td>\$1,000</td><td>-</td></tr> <tr> <td>Tenants' Legal Liability</td><td>-</td><td>\$1,000</td><td>\$250,000</td></tr> <tr> <td>Medical Expense</td><td>-</td><td>-</td><td>\$25,000</td></tr> <tr> <td>Personal And Advertising Injury Liability</td><td>-</td><td>-</td><td>\$5,000,000</td></tr> </tbody> </table>				Commercial General Liability Policy - Occurrence Basis	Co-insurance	Deductible	Limit	Bodily Injury And Property Damage Liability				Each Occurrence Limit	-	-	\$5,000,000	Products-Completed Operations Aggregate Limit	-	-	\$5,000,000	Each Occurrence Deductible - Property Damage	-	\$1,000	-	Tenants' Legal Liability	-	\$1,000	\$250,000	Medical Expense	-	-	\$25,000	Personal And Advertising Injury Liability	-	-	\$5,000,000
Commercial General Liability Policy - Occurrence Basis	Co-insurance	Deductible	Limit																																	
Bodily Injury And Property Damage Liability																																				
Each Occurrence Limit	-	-	\$5,000,000																																	
Products-Completed Operations Aggregate Limit	-	-	\$5,000,000																																	
Each Occurrence Deductible - Property Damage	-	\$1,000	-																																	
Tenants' Legal Liability	-	\$1,000	\$250,000																																	
Medical Expense	-	-	\$25,000																																	
Personal And Advertising Injury Liability	-	-	\$5,000,000																																	
<b>CGL Included Coverages</b>	Liability Coverages to which this certificate applies: <b>Commercial General Liability Policy - Occurrence Basis includes the following:</b> Bodily Injury and Property Damage including: <ul style="list-style-type: none"> <li>• Broad Form Products and Completed Operations</li> <li>• Broad Form Property Damage</li> <li>• Blanket Contractual Liability</li> <li>• Contingent Employers Liability</li> <li>• Additional Insured as required by contract</li> <li>• Other Insurance Clause - Primary and Non-contributory if agreed by a written contract for the additional insured.</li> <li>• Owners and Contractors Protective</li> <li>• Severability of Interests, Cross Liability</li> </ul>																																			
<b>Non-Owned Automobile Liability</b>	Liability Coverages to which this certificate applies: <table border="1"> <thead> <tr> <th>Non-Owned Automobile Liability</th><th>Co-insurance</th><th>Deductible</th><th>Limit</th></tr> </thead> <tbody> <tr> <td>Non-Owned Automobile Liability</td><td>-</td><td>-</td><td>\$2,000,000</td></tr> <tr> <td>Contractual Liability Endorsement</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td>Excluding Long Term Leased Vehicle Endorsement</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table>				Non-Owned Automobile Liability	Co-insurance	Deductible	Limit	Non-Owned Automobile Liability	-	-	\$2,000,000	Contractual Liability Endorsement	-	-	-	Excluding Long Term Leased Vehicle Endorsement	-	-	-																
Non-Owned Automobile Liability	Co-insurance	Deductible	Limit																																	
Non-Owned Automobile Liability	-	-	\$2,000,000																																	
Contractual Liability Endorsement	-	-	-																																	
Excluding Long Term Leased Vehicle Endorsement	-	-	-																																	
<b>Representative of the Insurer</b>	<b>Date:</b> May 18, 2022 <b>Authorized Representative of the Insurer:</b> DEBBIE HAMILTON & ASSOCIATES LTD AO72162 <b>Agency Office:</b> DEBBIE HAMILTON & ASSOCIATES LTD AO72162																																			

130 MACDONELL STREET  
GUELPH ON N1H 6P8  
PHONE (519) 824-4400  
FAX (519) 826-0925  
[www.cooperators.ca](http://www.cooperators.ca)