

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

**MICROSOFT TEAMS**

**3:30 P.M.**

**FEBRUARY 1, 2023**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on January 18, 2023.

**PETITIONS AND COMMUNICATIONS**

Polar Plunge - February 28, 2023. **Pages 2-7**

Shamrock Shuffle - March 18, 2023. **Pages 8-12**

Colours in the City - August 26, 2023. **Pages 13-20**

Railway City Road Races - September 24, 2023. **Pages 21-36**

**UNFINISHED BUSINESS**

Revised Special Events Manual

Upcoming Events

- Coldest Night of the Year - February 25, 2023
- IG Wealth Management Walk for Alzheimer's - May 27, 2023

**NEW BUSINESS**

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Polar Plunge

Date(s): Feb 28 2023

Start Time: 2pm End Time: 4pm

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

Location(s): Joe Thornton Arena Parking Lot

Organizing Group: St. Thomas Police

Contact Name #1: Kim Manuel #2: Sean James

Street Address: 45 Caso Crossing

Town/City: St. Thomas Province: On Postal Code: N5R 0G7

Phone Number #1: 519-631-1224x4242 #2: \_\_\_\_\_

Email Address: kmanuel@stps.on.ca

Expected Attendance: 100 Number of Event Personnel/Volunteers: 10

Location and number of washrooms in place: inside arena

Location and Number of Parking Spaces: arena parking lot

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. Fundraising event for Special Olympics Ontario

Plungers will fundraise and then jump into bin of cold water

**SECTION 2: FOOD AND BEVERAGE**

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

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

**SECTION 3: PERSONAL SERVICES**

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

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

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

**SECTION 4: TENTS**

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

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

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

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

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

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_ # 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 ☒

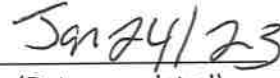
If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

**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: \_\_\_\_\_ 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**

Polar Plunge organized by St. Thomas Police  
 (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

Polar Plunge organized by St. Thomas Police  
 (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: [Signature]  
 Name (Print): Steve Bogart.

Signed: KManuel  
 Name (Print): Kim Manuel  
 Address: 45 CASO CROSSING  
ST THOMAS, ON  
 Telephone: 519-631-1224  
 Date: Jan 24/23  
 Event Name: Polar Plunge  
 Organizing Group: STPS  
 Event Dates: Feb 28/23

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: The Shamrock Shuffle

Date(s): March 18, 2022

Start Time: 8:00am End Time: 1:00pm

Cleanup Start Time: 1:00pm Cleanup End Time: 2:30pm

Location(s): Starting at 135 Wellington Street

Organizing Group: The INN St. Thomas-Elgin

Contact Name #1: Margaret Barrie #2: Melanie Rowley

Street Address: 10 Princess Ave

Town/City: St. Thomas Province: ON Postal Code: N5R 3V2

Phone Number #1: 905-864-9298 #2: 519-637-9898

Email Address: board@innelgin.ca

Expected Attendance: 150 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: Central United Church- downstairs washroom facilities

Location and Number of Parking Spaces: Central united church parking lot.  
Street and city lot parking as necessary

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 5

Please describe your specific event. Attach additional sheets as necessary. The Shamrock Shuffle  
is a 5km/2km walk/run in support of The INN. The course  
will begin along the Whistlestop Trail outside Central United Church.

**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. Indoor space will be accessed at Central United Church

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. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_ # 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**

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### **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.

*Melanie Rowley*

\_\_\_\_\_  
(Signature of Individual Completing this Application)

*November 2, 2022*

\_\_\_\_\_  
(Date completed)

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

JAN 18 2023

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: COLOURS IN THE CITY City Works Dept.

Date(s): 26th August 2023

Start Time: 1:00 P.M. End Time: 5:30 P.M.

Cleanup Start Time: 5:30 P.M. Cleanup End Time: 7:00 P.M.

Location(s): Pinafore Park St-Thomas.

Organizing Group: Indian Culture of London Ontario

Contact Name #1: Bob Pate #2: Nirish Patel

Street Address: 69 Hummingbird Lane,

Town/City: St-Thomas Province: ON Postal Code: N5R6M8

Phone Number #1: 519-615-0678 #2: 519-495-1122

Email Address: IndianCultureLondonOntario@gmail.com

Expected Attendance: 1,000 Plus. Number of Event Personnel/Volunteers: 39

Location and number of washrooms in place: Pinafore Park

Location and Number of Parking Spaces: Pinafore Park.

Number of Accessible Washrooms: \_\_\_\_\_ Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. We are renting all the pavilions in the park.

**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 ☒

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

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

Yes ☒ No ☐

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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. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Do you require traffic control?

Yes ☐No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ex 4276.

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Have you contacted Parks and Recreation staff about your event?

Yes ☒No ☐N/A ☐

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

Yes ☒No ☐N/A ☐

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

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: 9

If Yes, please provide pick-up/return date and time. 9:00 A.M. till 6:00 P.M.

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: 4 - for speakers & DJ - system

#### **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?

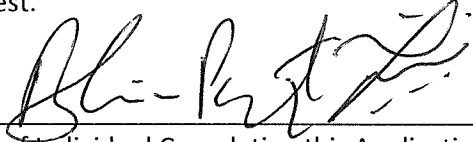
Yes ☐ No ☒

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

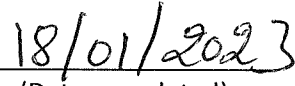


**SECTION 13: SIGNATURE**

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: \_\_\_\_\_ 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**

COLOURS IN THE CITY organized by Indian Culture of London  
(Event Name) (Organizing Group) Ontario.

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

COLOURS IN THE CITY organized by Indian Culture of London  
(Event Name) (Organizing Group) Ontario.

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: [Signature]

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

Name (Print): Bob Pate

Address: 69 Hummingsbird Lane,  
St-Thomas.

Telephone: 519-615-0678

Date: 18/01/2023

Event Name: COLOURS IN THE CITY

Organizing Group: Indian Culture of  
Ontario.

Event Dates: Aug/26/2023

19



**City of St. Thomas - Parks and Recreation**  
**P.O. Box 520, 545 Talbot Street**  
**St. Thomas, ON N5P 3V7**  
**Phone: (519) 633-7112 Fax: (519) 633-9272**  
**Scheduling Invoice**

**Creation Date:** Wed Jan 18, 2023

**Invoice #:** 23722

**PAYEE:** Bob Pate  
 69 Hummingbird Lane  
 St. Thomas, Ontario, Canada  
 N5R6M8

**Total Amount Due:** \$773.20

**Amount Paid:** \$0.00

**Balance Due:** \$773.20

**Client #:** 19888  
**Phone 1:** (519) 615-0678  
**Event:** Festival of Colours

**Email:** gujaraticulturest.thomas@yahoo.ca

**Status:** Firm

10698 4131 RT0001

## Facility


Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections				
Daily Rate Both Sections 2023 - \$171.06 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$171.06 H
			<b>Facility Subtotal:</b>	\$171.06
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
Daily Rate Both Sections 2023 - \$171.06 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$171.06 H
			<b>Facility Subtotal:</b>	\$171.06
Pinafore Park - Picnic Shelters - Street Railway Shelter				
Daily Rate 2023 - \$85.53 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$85.53 H
			<b>Facility Subtotal:</b>	\$85.53
Pinafore Park - Picnic Shelters - Woodlot Shelter				
Daily Rate 2023 - \$85.53 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$85.53 H
			<b>Facility Subtotal:</b>	\$85.53
Pinafore Park - Picnic Shelters - North Shelter				
Daily Rate 2023 - \$85.53 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$85.53 H
			<b>Facility Subtotal:</b>	\$85.53
Pinafore Park - Picnic Shelters - Lion's Club Celebration Pavilion				
Daily Rate 2023 - \$85.53 Daily Rate		Sat Aug 26, 2023	09:00AM - 06:00PM	\$85.53 H
			<b>Facility Subtotal:</b>	\$85.53
			<b>Total:</b>	\$684.24

## Transactions

20

There are no transactions to display for this Invoice...

Subtotal:	\$684.24
13% HST:	\$88.96
Total:	\$773.20
Amount Paid:	\$0.00
Balance Due:	\$773.20

 Powered by Book King

Date Viewed: Wed Jan 18, 2023 @ 11:31AM (EST)

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Railway City Road Races

Date(s): September 24, 2023

Start Time: 0600 hrs End Time: 1300 hrs

Cleanup Start Time: 1130 hrs Cleanup End Time: 1300 hrs

Location(s): Elgin Railway Museum

Organizing Group: Big Brothers Big Sisters of St. Thomas Elgin

Contact Name #1: Carolyn Johnson #2: Barb Matthews

Street Address: 146 Centre Street

Town/City: St. Thomas Province: ON Postal Code: N5R 3A3

Phone Number #1: 519-318-3386 #2: 519-633-3830

Email Address: carolyn.johnson@bigbrothersbigsisters.ca

Expected Attendance: 500 Number of Event Personnel/Volunteers: 100

Location and number of washrooms in place: 2 inside Railway Museum, Port a potties on route

Location and Number of Parking Spaces: Railway Museum, CASO Station

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: CASO ?

Please describe your specific event. Attach additional sheets as necessary. Fundraising charity run  
to benefit BBBS St. Thomas Elgin. 5km, 10km, 21.1km distances  
and children's 1km fun run. All start and finish at Elgin Railway Museum

**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. up to 20 pop up shade covers inside and out of the large doors at the museum

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: n/a

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. see attached maps

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.

**run - see maps**

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: \_\_\_\_\_ # 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: \_\_\_\_\_

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Security: Has a privately licensed security firm been contacted/retained?

Yes ☐

No ☒

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

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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.

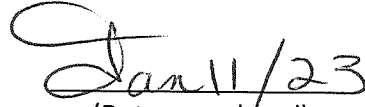


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\_\_\_\_\_  
(Signature of Individual Completing this Application)

  
(Date completed)

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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**

**Railway City Road Races** organized by **Big Brothers Big Sisters of St. Thomas Elgin**  
 \_\_\_\_\_  
 (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

**Railway City Road Races** organized by **Big Brothers Big Sisters of St. Thomas Elgin**  
 \_\_\_\_\_  
 (Event Name) (Organizing Group)

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

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

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

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

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Event Name: \_\_\_\_\_

Organizing Group: \_\_\_\_\_

Event Dates: \_\_\_\_\_



**St. John Ambulance**  
**SAVING LIVES**  
 at work, home and play

## St. John Ambulance St. Thomas/Elgin Branch

30 Burwell Rd. St. Thomas, ON N5P 3R6

Phone (519) 633-2290

Emergency Contact: (519) 670-1920

Email: [st.thomas@sja.ca](mailto:st.thomas@sja.ca)

Email: [galyne.cini@sja.ca](mailto:galyne.cini@sja.ca)

## Request for Medical First Response Service

### Organization Information

Organization: Big Brothers Big Sisters of St. Thomas Elgin Phone Number: 519-633-3830  
 Address: 146 Centre Street City: St. Thomas Postal Code: N5R 3A3  
 Web Site: www.bbbselgin.org and railwaycityroadraces.com Fax Number: \_\_\_\_\_

### Contact Information for Event

Contact Person: Carolyn Johnson Cell Number: 519-318-3386  
 Email: carolyn.johnson@bigbrothersbigsisters.ca Website: www.bbbselgin.org

### Event Information

Name of Event: Railway City Road Races Type of Event: Run Race  
 Location of Event: Elgin Railway Museum and along routes City: St. Thomas  
 Contact Name of Person at Event: Carolyn Johnson Contact Number: 519-318-3386

Date(s)	Rain Date(s)	Requested SJA Arrival	SJA Departure Time
1) <u>September 24, 2023</u>		<u>0700 hrs</u>	<u>1300 hrs</u>
2) <u>September 24, 2023</u>			
3) <u>September 24, 2023</u>			
4) <u>September 24, 2023</u>			
5) <u>September 24, 2023</u>			

Attach the following if available or applicable:

☒ Proposed Map Route ☐ Tentative Site Layout ☐ Schedule ☐ Rain Out Plans

Are the following available on site?

☐ First Aid Room ☒ Drinking Water ☒ Parking ☒ Electrical Outlet for Ambulance Plug ☒ Ice

Special Equipment Requested:

Gator for course

Coverage is requested for: ☒ Participants 500 ☒ Spectators 100 ☐ Both  
 (approximate # of participants) (approximate # of spectators)

If the event is longer than four (4) hours or at meal time(s), is food available on site? YES

Is complementary (free) food available for our Volunteers?: YES

Please specify (meals/drinks): DRINKS & SNACKS ☒

Will your organization/group provide us with a donation? YES Amount if known: \$ \_\_\_\_\_

Will you require a charitable receipt?

Will you require an invoice? None

Do you have any special instructions or requests for our Team?

Signature/Typed Name: \_\_\_\_\_

January 11/23  
 Date: September 24, 2023

Sw0@sj.ca

28

Cindy

# RCRR 5KM ROUTE

5.00 km

Distance

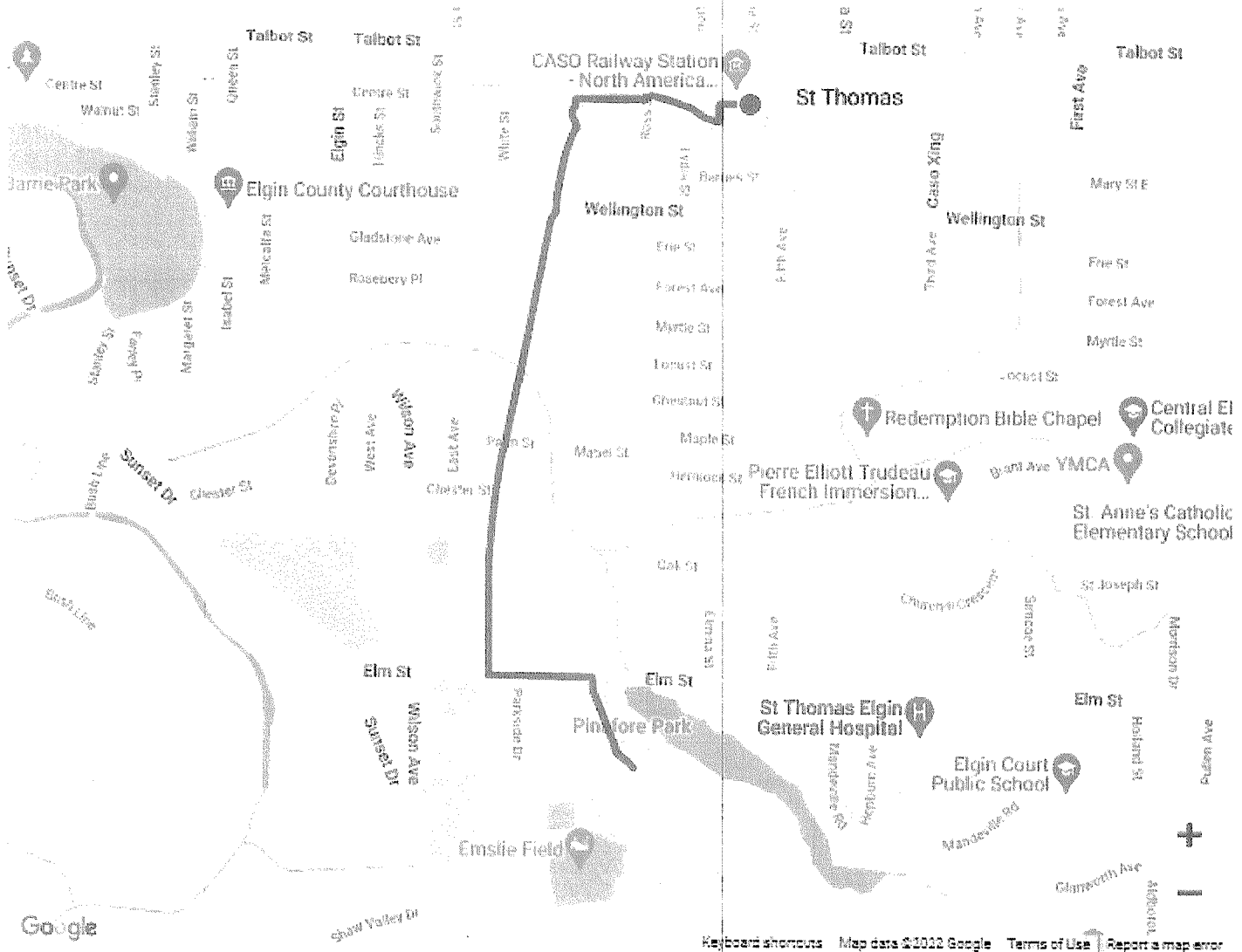
22 m

Elevation Gain

Run

Activity Type

Notes

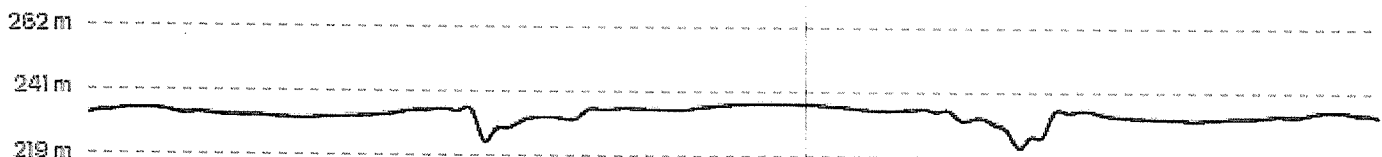


Elevation

Start  
233 m

Max  
237 m

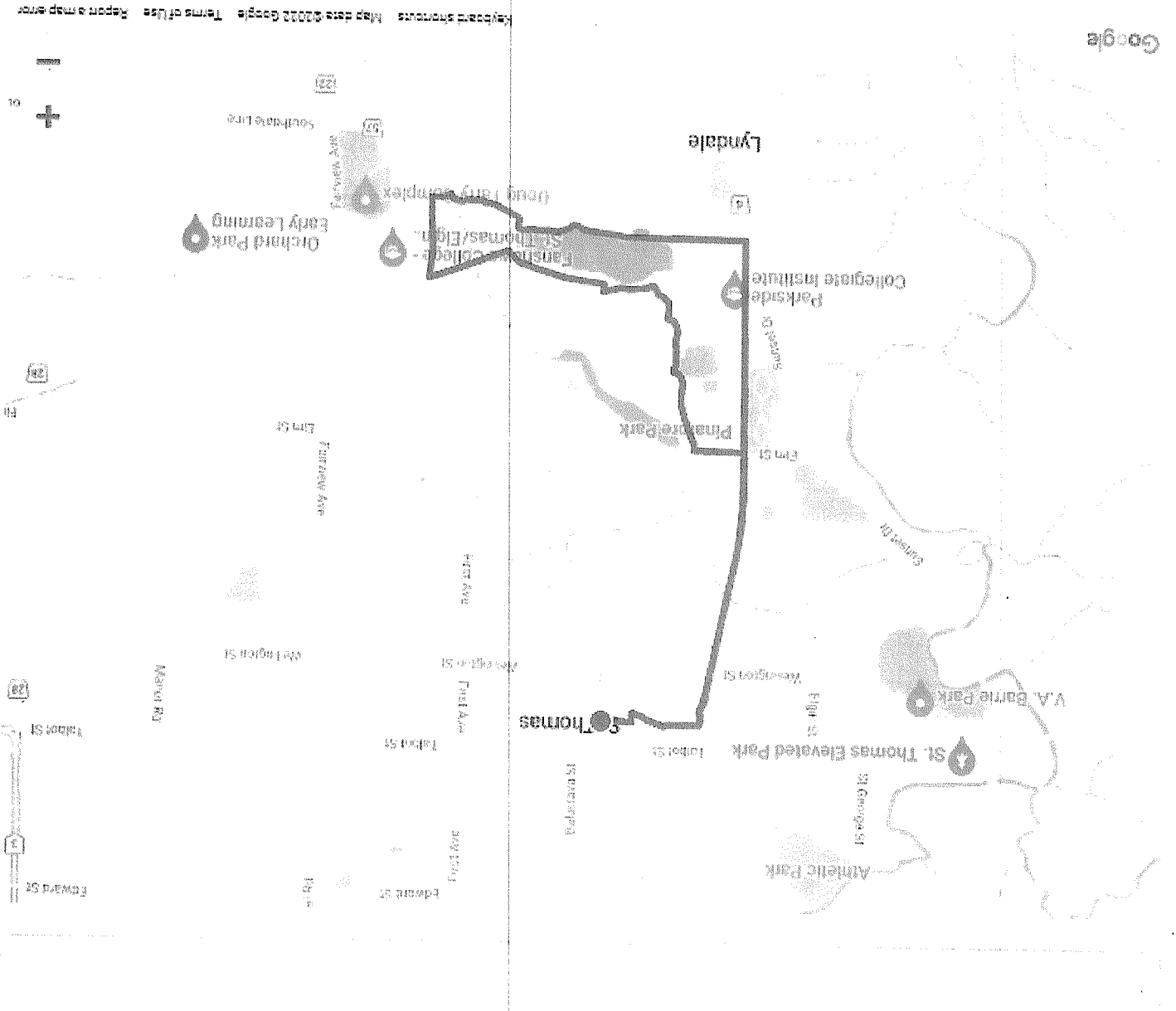
Gain  
22 m



# RCRR REVISED 10KMS

10.05 km  
42 m  
Elevation Gain  
Run  
Activity Type

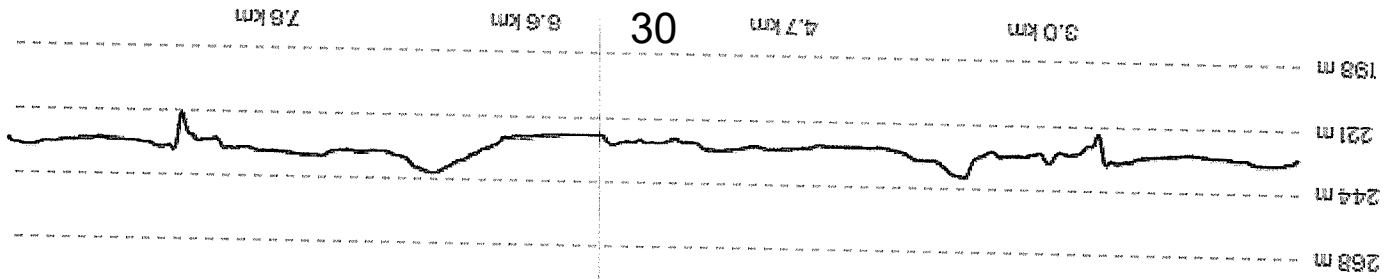
Notes

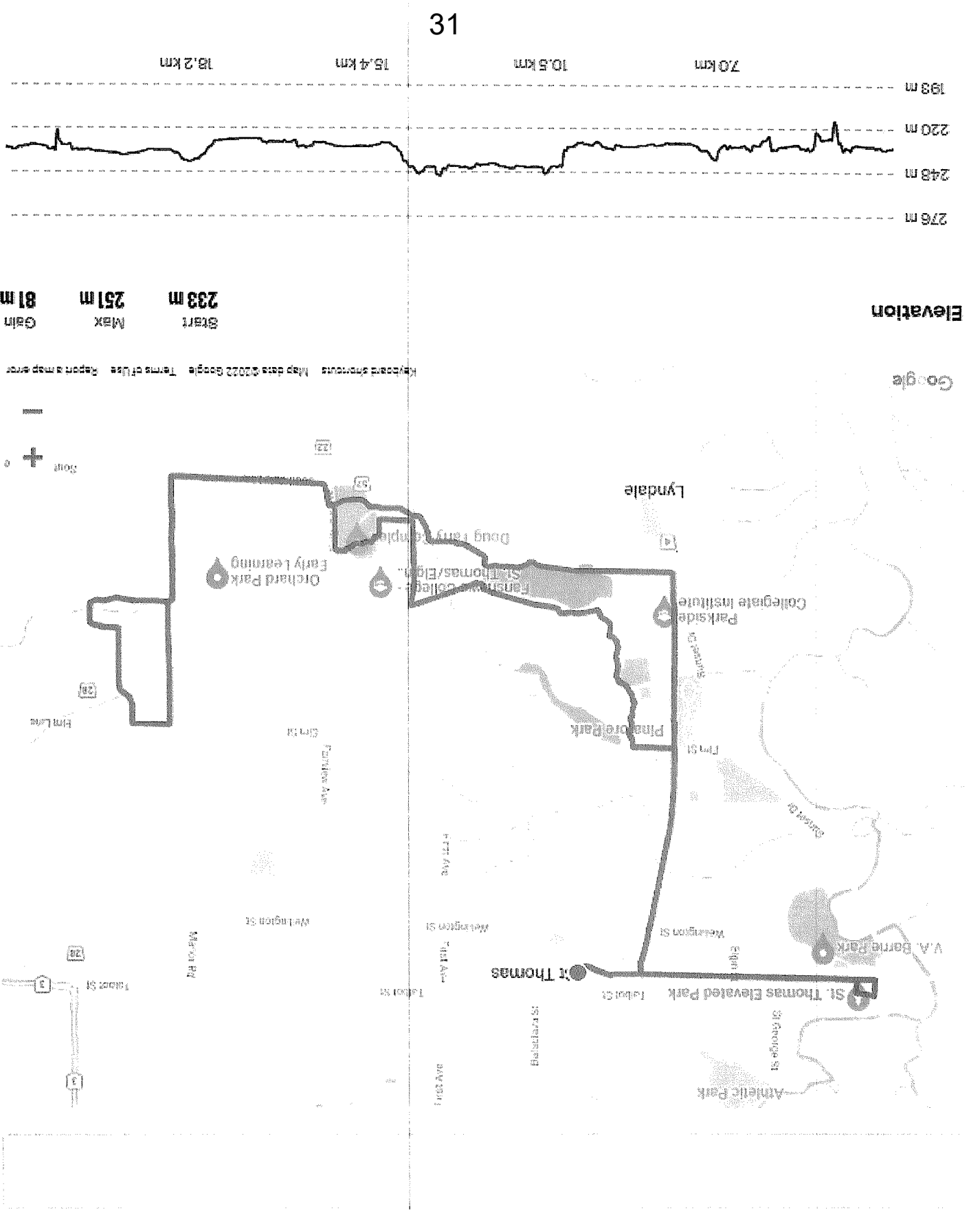


Elevation

Google  
Keyboard shortcuts Map data ©2012 Google Terms of Use Report a map error

Start 232 m  
Max 243 m  
Gain 42 m





**Directed to:** Mayor Joe Preston and Members of City Council

**Date Authored:**  
May 25<sup>th</sup>, 2022

**Meeting Date:**  
June 06<sup>th</sup>, 2022

**Department:** Environmental Services

**Prepared By:** Matthew Vriens, Manager of Roads and Transportation

**Attachment**

**Subject:** Request for Road Closure - Railway City Road Race

**Recommendation:**

THAT: Report ES43-22, Request for Road Closure – Railway City Road Race, be received for information; and further,

THAT: Council authorize the road closures as per Report ES43-22, and further

THAT: The Railway City Road Race event organizers coordinate the safe operation of the traffic control points recommended in Report ES43-22.

**Background:**

A Special Event Permit Application was received from the organizers of the Railway City Road Race Special Event. The event requires road closures and traffic control at certain points along the designated routes. The Special Events Committee passed a resolution on March 23, 2022 giving full support for the event subject to all requirements being met.

Subject to Council approval, the Railway City Road Race will be held Sunday September 25, 2022 and consist of a Half Marathon (21.1km), a 5km and 10km Walk/Run as well as a 1km kids Fun Run, with funds donated to charity. The first race will start at 8:30 am followed at 9:00 am for the subsequent events from CASO Station. Earlier Road Closure times are to allow for set-up. All participants are to follow the existing rules of the road. There are traffic control points along the race route that require road closures, traffic control or monitoring. Event organizers will arrange for St. Thomas Police Service, and City Staff to assist with the requirements. Event organizers will be required to notify all residents and facilities that are impacted by this event.

**Analysis:**

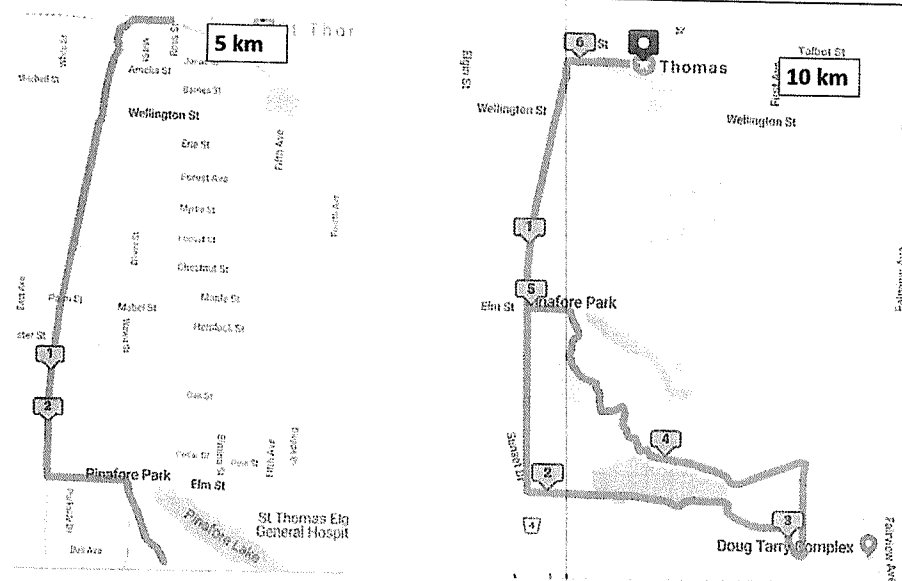
The road closures, traffic control points and recommended requirements are as follows:

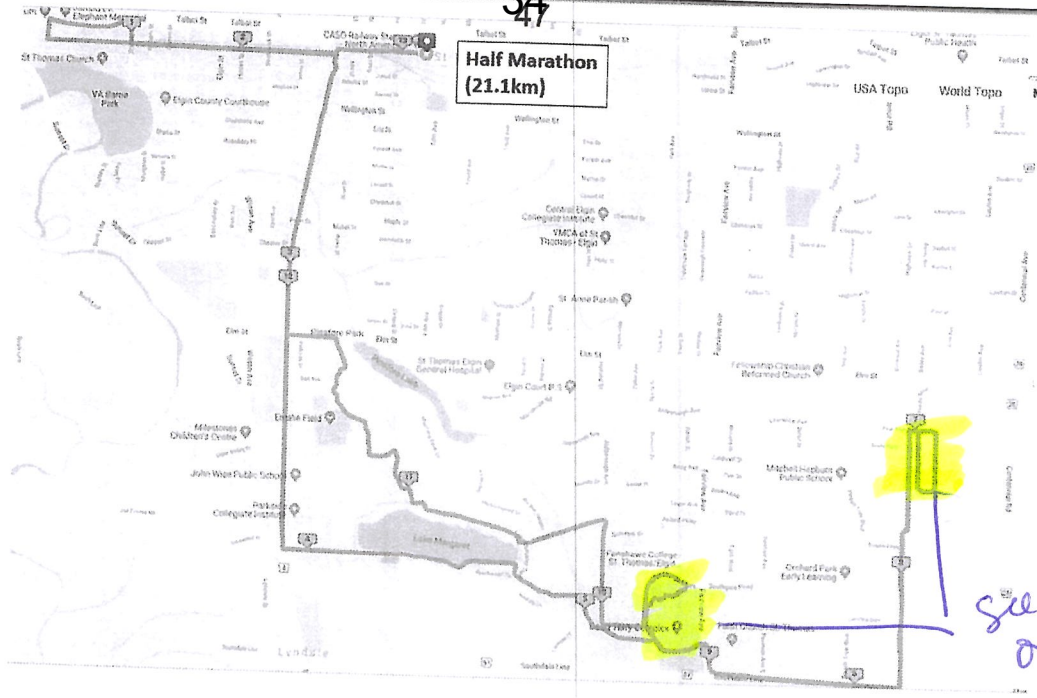
Traffic Control Point	Location	Management
a	Ross St. (Between Talbot St. And Centre St.)	Road Closure from 6am-1pm
b	Moore St. (Just North of Trail to Amelia St.)	Road Closure from 6am-1pm
c	Centre St. (Between Princess Ave and Ross St.)	Road Closure from 6am-1pm
d	Centre St. at Elgin St.	STPS to control traffic from 8:30am-9am
e	Centre St. at Stanley St.	STPS to control traffic from 8:30am-9am
f	Centre St at White St., Southwick St., Hincks St., Metcalfe., Queen St., William St., Church St., and King St.	Controlled by Stop signs. Volunteers be present to remind runners to follow Rules of the Road and cross safely.
g	Wellington St. (Between Princess Ave and Moore St. at Trail Crossing)	STPS to control traffic from 8:30am- 12:30pm.
h	Palm St. and Victor Dr. (where pathway crosses Palm St.)	STPS to control traffic for duration of event 8:45am - 12:30pm.
i	Victor Dr. (Between Palm St. and Chester St.)	Road Closure from 8am-1pm
j	Chester St. (Between East Ave and Victor St.)	Road Closure from 8am-1pm
k	Elm St. (From Wilson Ave to Elmina)	Road Closure from 7am -10am to all Traffic Except Emergency Services. At 10am the northern lane and the middle lane will be open to two way traffic. The southern lane will be used by runners until 12:30pm. STPS will monitor traffic on Elm St.



33  
46

<b>l</b>	Elm St. at Parkside Dr.	Road Access Closure from 7am-12:30pm. Traffic on Parkside to exit on Sunset Dr.
<b>m</b>	Entrance to Parkside Collegiate and Railway Trail	Volunteers be present to remind runners to follow Rules of the Road and cross safely. 8:30am-10am
<b>n</b>	Angus McKenzie Trail and Lake Margaret Trail	Monitored by crosswalk with flashing lights and Volunteers be present to remind runners to follow Rules of the Road and cross safely
<b>o</b>	Bill Martin Parkway	Road Closure from 8am-12pm. Event organizers to ensure that this closure doesn't affect any activities scheduled at the schools or sports fields located on Bill Martin Parkway
<b>p</b>	Trail to the South of Doug Tarry Sports Complex and Fairview Ave	Monitored by crosswalk with flashing lights. Volunteers be present to remind runners to follow Rules of the Road and cross safely
<b>q</b>	Faith Church Driveway and Southdale	Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>r</b>	Trail at intersection of Penhale Ave and Southdale	Controlled by Stop signs. Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>s</b>	Trail at intersection of Peach Tree Blvd. and Southdale Line	Controlled by Stop signs. Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>t</b>	Pear Tree at Trail, Acorn Trail, Ashberry Pl, Ambrosia Path, Renaissance Dr.	Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>u</b>	Renaissance Dr. at Oxford Terrace, Auburn Dr., Harlequin Ct., Ambrosia Path, Acorn Trail, Trail access	Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>v</b>	Sauve Ave at Harrington Crescent (Both Intersections) and Galbraith Ct.	Volunteers be present to remind runners to follow Rules of the Road and cross safely.
<b>w</b>	Intersection of Lake Margaret Trail and Axford Parkway	Controlled by Stop Signs. Volunteers to be present to remind runners to follow Rules of the Road and cross safely.
<b>x</b>	Inside Pinafore Park, the intersection of the interior loop and the roadway leading to the back of the park near Emslie Field	Signage and Volunteers directing runners
*All Traffic Control points that include STPS to be arranged and reviewed between organizers and STPS.		
** Road Closures will be performed by City Staff.		





see changes  
on attached  
map.  
they were  
approved  
closer to  
race day  
last year.

**Financial Impact:**

The cost of the recommendations within this report are included in the Environmental Services Operating Budget.

Respectfully,

*[Signature]*

Matthew Vriens,  
Manager of Roads and Transportation

Reviewed By: *[Signature]*

Approved By: *[Signature]*  
City Manager

**Mailing Address:**

Parks and Recreation  
P.O. Box 520  
545 Talbot Street  
St. Thomas, Ontario  
N5P 3V7

**Office Location:**

Joe Thornton  
Community Centre  
75 Caso Crossing  
St. Thomas, Ontario  
N5R 0G7

City of St. Thomas Parks, Recreation & Property Management Department

**No Charge Outdoor Facility Permit**

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1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$500.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement, except as a result of the City of St. Thomas' negligence.
4. It is the responsibility of the applicant to acquire \$5,000,000 liability insurance (naming the City of St. Thomas as additional insured), the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
7. All posted rules throughout the parks must be adhered to at all times.
8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
9. Cancellation Policy for facilities other than pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.
11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.

14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
17. **Consumption of alcoholic beverages is strictly prohibited outside of the designated/pre-approved licensed area in the facilities pertaining to this permit.**
18. The permit holder will be financially responsible for in addition to the damage deposit for any grounds restoration such as grass replacement as a result of foot traffic, incumbent weather or vehicles parking in unauthorized areas.

This permit covers the specified date and time: Railway City Road Races Sept 24, 2023  
0700hr-1300hr

Location: Location Per the Special Event Permit Roads + Paths  
including Pinafore Park in St Thomas

I acknowledge and accept all of the preceding terms and conditions. Signed and accepted by:

Carolyn Johnson  
 Name (please print)  
 User Group

[Signature]  
 Signature

Railway City Road  
Races BBBS  
 Group Name St Thomas  
Elger  
Jan 11/23

\_\_\_\_\_  
 Name (please print)  
 City of St. Thomas

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Invoice # (if necessary) \_\_\_\_\_