

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

**MICROSOFT TEAMS**

**3:30 P.M.**

**MARCH 1, 2023**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on February 1, 2023.

**PETITIONS AND COMMUNICATIONS**

Cross Walk - April 7, 2023 **Pages 2-9**

Pet Value Walk for Dog Guides - May 28, 2023 **Pages 10-17**

Bikers Rights Organization's 45th Annual Toys for Tots Run - September 10, 2023 **Pages 18-25**

Kinsmen Club Easter Egg Hunt - April 8, 2023 **Attached**

**UNFINISHED BUSINESS**

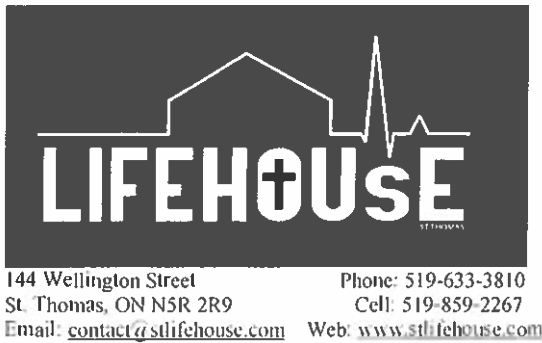
Revised Special Events Manual **Pages 26-41**

Upcoming Events

- Coldest Night of the Year - February 25, 2023
- Shamrock Shuffle - March 18, 2023
- IG Wealth Management Walk for Alzheimer's - May 27, 2023
- Colours in the City - August 26, 2023
- Railway City Road Races - September 24, 2023

**NEW BUSINESS**

**ADJOURNMENT**



January 18, 2023

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

I am writing to inform you of a special event that St. Thomas Pentecostal Assembly O/A LifeHouse St. Thomas would like to be involved in on April 7<sup>th</sup>. It is our Cross Walk.

We would like to conduct a parade at 11:00 am down Talbot Street, leaving the church at 144 Wellington Street and arriving at City Hall then having a 30 minute performance on the steps of City Hall from approximately 11:30 am – 12:15 pm. In order for us to do this performance we are requesting the use of the electricity at City Hall for our sound equipment.

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

Sincerely,

*Janice DeMoore*

Office Administrator

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Cross Walk

Date(s): April 7th 2023

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

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

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

Organizing Group: LifeHouse St. Thomas

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

Street Address: 144 Wellington Street

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

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

Email Address: contact@stlifehouse.com

Expected Attendance: 125-150 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: n/a

Location and Number of Parking Spaces: n/a

Number of Accessible Washrooms: n/a Number of Accessible Parking Spots: n/a

Please describe your specific event. Attach additional sheets as necessary. Parade from LifeHouse  
church going north on Ross St. turning left on Talbot St. stopping at the steps of City Hall  
and doing a performance of music, and short sermon for Good Friday (30 minutes).

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event?

Yes ☐

No ☒

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

**SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event?

Yes ☐

No ☒

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

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

**SECTION 4: TENTS**

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

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

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

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

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

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

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

**SECTION 8: ANIMALS**

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

Yes ☐No ☒

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

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

Are you anticipating any road closures or traffic flow changes?

Yes ☒No ☐

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

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

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

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

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

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

Do you require traffic control?

Yes ☒No ☐

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

Janice De Moor  
(Signature of Individual Completing this Application)

Jan. 18 / 2023  
(Date completed)

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

**SECTION 14: INSURANCE**

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

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

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

**STATEMENT OF INDEMNIFICATION**

Cross Walk organized by LifeHouse St. Thomas  
(Event Name) (Organizing Group)

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

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

Cross Walk organized by LifeHouse St. Thomas  
(Event Name) (Organizing Group)

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

Witness:

Janice DeMoor

Name (Print):

Janice DeMoor

Signed:

Benton Gibbons

Name (Print):

Benton Gibbons

Address:

144 Wellington St., St. Thomas

Telephone:

519-633-3810 / 519-859-2267

Date:

Jan. 18 / 2023

Event Name:

Cross Walk

Organizing Group:

LifeHouse St. Thomas

Event Dates:

April 7th 2023



# ROBERTSON HALL

## CERTIFICATE OF INSURANCE

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

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

**Name of Insured:** **St. Thomas Pentecostal Assembly o/a Lifehouse St. Thomas**

**Address of Insured:** **144 Wellington St**  
**St Thomas, Ontario**  
**N5R2R9**

**Insurer:** **Echelon Insurance and HDI Global Specialty SE (Canada)**

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

**RE: "The Cross Walk" Parade traveling to and from St. Thomas Pentecostal Assembly to City Hall with a performance on the steps of City Hall on April 7, 2023.**

KIND OF POLICY	LIMITS OF LIABILITY	POLICY NUMBER	EXPIRY DATE
<b>COMMERCIAL GENERAL LIABILITY</b> <b>(EXCEPT AUTOMOBILE)</b> <b>INCLUDING:</b> <b>PRODUCTS/COMPLETED OPERATIONS</b> <b>NON-OWNED AUTOMOBILE LIABILITY</b> <b>PERSONAL INJURY LIABILITY</b> <b>CROSS LIABILITY/SEPARATION OF INSURED</b> <b>TENANTS LEGAL LIABILITY - BROAD FORM</b> <b>SUB-LIMIT, IF ANY \$2,000,000.</b> <b>PER OCCURRENCE</b> <b>RESTRICTIONS (if any):</b> <b>REFER TO POLICY WORDINGS</b>	<b>\$5,000,000.</b>  <b>INCLUSIVE LIMIT</b> <b>PER OCCURRENCE/ANNUAL</b> <b>AGGREGATE BODILY INJURY</b> <b>AND PROPERTY</b> <b>DAMAGE COMBINED</b>	<b>CPP981504</b>	<b>June 18, 2023</b>
<b>OTHER</b>	<b>N/A</b>		

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

### THE CITY OF ST. THOMAS

**NOTE:** The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The insurer will endeavor to mail to the holder of this certificate 15 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

**ROBERTSON HALL INSURANCE INC.**

per \_\_\_\_\_

(AUTHORIZED REPRESENTATIVE)

Date: January 19, 2023



131 Lake Margaret Trail  
St. Thomas, ON N5R 6L7  
519-661-6825  
psleosclub@gmail.com

February 10, 2023

Dear Special Events Committee,

Thank you for taking the time to look over our special event application.

You are already familiar with the great things the Lions Clubs of St. Thomas and Port Stanley do in and for our community. Likewise, the Port Stanley & District Leos are a group of young people aged 12-18 dedicated to helping their community and people in need.

The Leos are looking to host our event "Paws for a Cause" walk for Dog Guides at Pinafore Park and the surrounding trails. This event is part of the national "Pet Valu Walk for Dog Guides" campaign which happens in cities across Canada on May 28th supporting Lions Foundation of Canada Dog Guides.

Lions Foundation of Canada (LFC) Dog Guides is a national charitable organization supported by Lions Clubs across Canada and private donations - they receive no public funding. A Guide Dog costs almost \$35,000 to raise, train, and pair with a recipient - but through LFC, these indispensable canine helpers are provided at no cost to Canadians afflicted with vision or hearing loss, physical disabilities, epilepsy, autism, diabetes and organizations assisting those undergoing trauma.

We are asking for the committee's permission to use Pinafore Park as a home base for this charitable walk on Sunday May 28th, from 10AM until 3PM.

Sincerely,

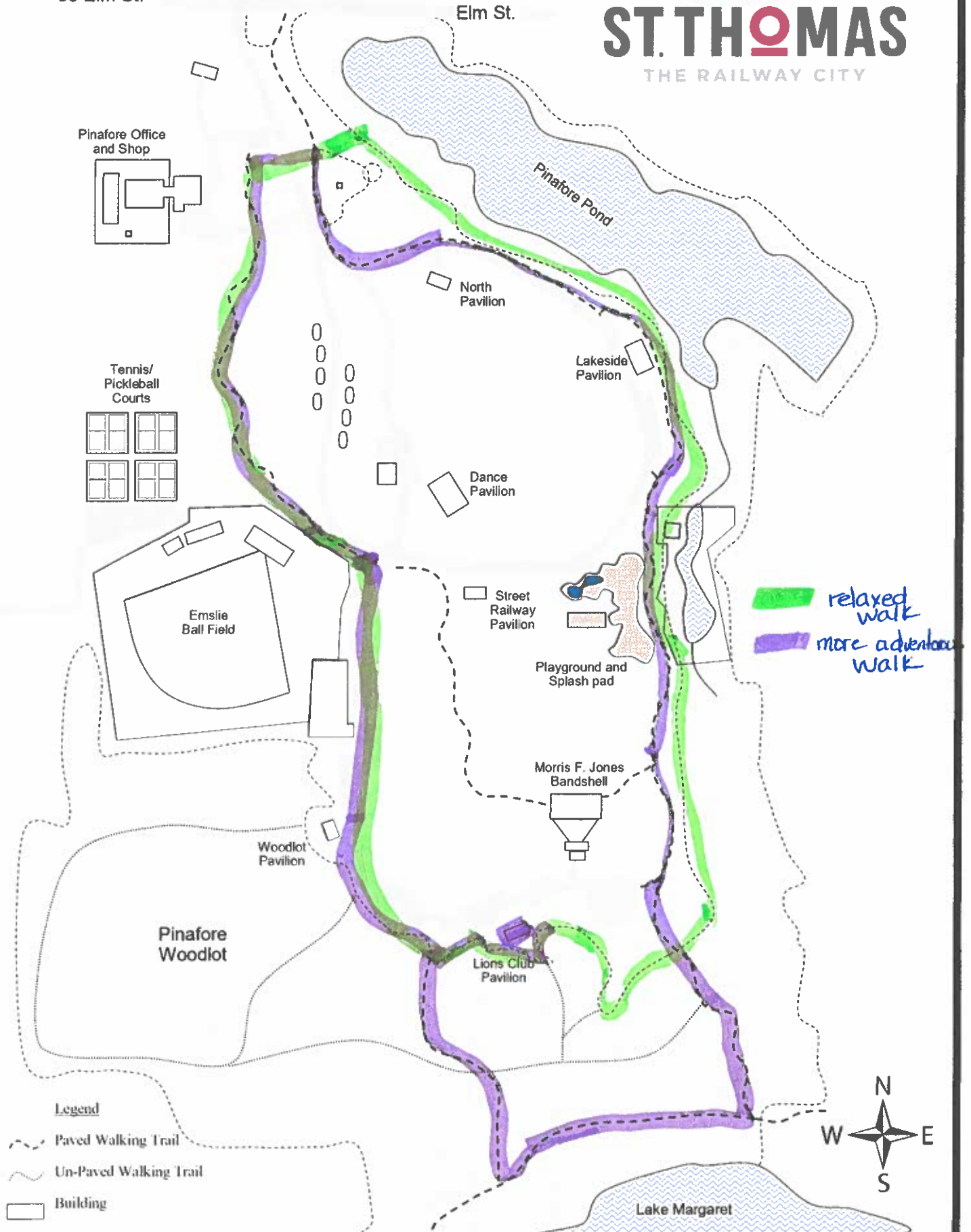
Leo Craig Nemett  
President - Port Stanley & District Leo Club

Lioness Dorothy Cook  
Lioness Lions Club of Port Stanley

Lion Rick Nemett  
Port Stanley Lions Club

# Pinafore Park

95 Elm St.



**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Pet Value Walk for Dog Guides

Date(s): Sunday May 28

Start Time: 11am registration End Time: 2 pm

Cleanup Start Time: 2pm Cleanup End Time: 2:30-3pm

Location(s): Pinafore Park

Organizing Group: Port Stanley & District Leo's

Contact Name #1: Rick Nemett #2: Dorothy Cook

Street Address: 131 Lake Margaret Trail

Town/City: St. Thomas Province: On Postal Code: N5R6L7

Phone Number #1: 519-661-6825 #2: 519-782-4188

Email Address: pslionclub@gmail.com / portstanleylioness@gmail.com

Expected Attendance: 75-100 Number of Event Personnel/Volunteers: 25-30

Location and number of washrooms in place: Pinafore restrooms

Location and Number of Parking Spaces: Lions Club Pavillion

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

Please describe your specific event. Attach additional sheets as necessary. Letter attached for the

Paws for a Cause Dog Walk sponsored by Pet Value

**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. 1-2 8x10 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.

**Walk around the park with our dogs**

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. 10698 4131 RT0001

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.

Dorothy Cook  
(Signature of Individual Completing this Application)

Feb 13 2023  
(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**

Pet Value Walk for Dog Guides organized by Port Stanley & District Leo's  
 (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

Pet Value Walk for Dog Guides organized by Port Stanley & District Leo's  
 (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): Matt Smale

Signed: 

Name (Print): Port Stanley Lioness/Lion.

Address: 308 Frances St

Telephone: 519 782 4188

Date: Feb 13 2023

Event Name: Pet Value Dog Walk

Organizing Group: Leo's Lioness Lions

Event Dates: Sunday May 28 2023

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Bikers Rights Organization's 45 Annual Toys for Tots Run

Date(s): September 10th 2023

Start Time: 9:00 am End Time: 5:00 pm

Cleanup Start Time: 5:00 pm Cleanup End Time: 6:00 pm

Location(s): Pinafore Park Dance Pavilion

Organizing Group: Bikers Rights Organization Elgin Middlesex

Contact Name #1: Lori McClymont #2: Heather Kydd

Street Address: 9952 Florence Street

Town/City: St Thomas Province: ON Postal Code: N5P4N4

Phone Number #1: 519-200-8621 #2: 519-870-4172

Email Address: broemtoyrun@gmail.com

Expected Attendance: 150 Number of Event Personnel/Volunteers: 12

Location and number of washrooms in place: Washroom located across from the Dance Pavillion / PARK MAINTAINED

Location and Number of Parking Spaces: There are multiple places to park within the park/accessible as well

At the dance pavilion and all around it

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 150

Please describe your specific event. Attach additional sheets as necessary. See attached

**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. Dance Pavilion covered

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

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

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

**SECTION 5: SERVING OF ALCOHOL**

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

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

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

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

**SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

**SECTION 7: MUSIC / NOISE**

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

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

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

**SECTION 8: ANIMALS**

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

Yes ☐

No ☒

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

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

Are you anticipating any road closures or traffic flow changes?

Yes ☐

No ☒

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

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

N/A

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. 23769

Do you require picnic tables or garbage cans?

Yes ☒

No ☐

N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 10

If Yes, please provide pick-up/return date and time. September 9th - 12:30 pm / 6:00 pm

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?

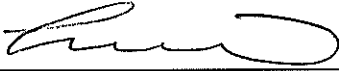
Yes ☐

No ☒

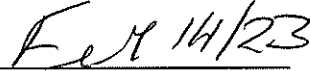
If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

**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**

Bikers Rights Organization's 45 Annual Toys for Tots Run

\_\_\_\_\_ organized by Lori McClymont  
 (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

Bikers Rights Organization Inc. organized by Lori McClymont  
 (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:

Matt Smale

Signed:

Lori McClymont

Name (Print):

Matt Smale

Name (Print):

Lori McClymont

Address:

9952 FLORENCE ST

Telephone:

519 200 8621

Date:

Feb 14/23

Event Name:

BIKERS RIGHTS ORG  
45<sup>th</sup> ANNUAL TOYS FOR TOTS  
RUN

Organizing Group:

BIKERS RIGHTS ORG CPA

Event Dates:

Sept 10/23

## **BRO Elgin Middlesex – Who we are & Why WERE HERE**

Just a bit about us. We are a non-profit organization whose main objectives are to foster and develop improved community understanding and awareness of motorcycle and operators, by actively supporting charities, by providing services and/or moneys, and by instigating motorcycle safety through public awareness programs.

## **Biker Rights Organization 45<sup>th</sup> Annual TOY RUN AND FOOD DRIVE**

For the past 44 years we here at BRO-EM, have hosted the Annual Toys for Tots Run with great success. Our objective is to ensure that every child in our communities have a gift on Christmas morning. Each year we organize a beautiful fall ride on an early September day and the cost of joining in, is a new unwrapped toy, gift card, or monetary donation. Thousands of toys and tens of thousands of dollars have been raised over the years and donated to local Christmas Care organizations who distribute the toys to those in greatest need.

This being our 45th Annual Toys for Tots Run, we've decided to make some positive changes to the event. After much thought and careful consideration, we have concluded that this should be a community event for everyone to enjoy and participate in. You can bring a new unwrapped toy, gift card or monetary donation and join in on a beautiful fall, pre organize sight-seeing route through Elgin Middlesex County. Vehicle of choice of course. After which we would congregate in Pinafore Park at the dance pavilion for some good old fashioned community camaraderie, food, fun, music and prizes for participants. We will be bringing in extra activities just for the kids. With your donation you will receive a ticket for the drawing of prizes that are graciously donated from local businesses. Any person donating whether participating in the ride or not, will receive a ticket for the prize draws as a thank you for their "Community Spirit".

In addition to the toy run we will also be holding a food drive collecting canned goods, shelf stable items and toiletries to be distributed to several food banks throughout the Elgin Middlesex region. In return for a donation of a non-perishable item you will receive one of our "BRO Bakery Spare Tire" Donuts created and served by members of our organization. (As a previous local business owner of 2 bakeries myself, I promise they'll be fantastic).

It's all in good fun and we want everybody to enjoy the day. We hope to make this expanded community event, going forward, a huge success for the toy drive, the food bank and the community at large.

## **FOOD/WASHROOMS**

Food: All food is being provided by and sold by The Ice Box located at the Dance Pavilion in Pinafore Park. They will be providing the food and drinks such as Hamburgers, hot dogs and sandwiches etc.... The Ice Box has offered BRO the opportunity to create a signature ice cream flavor for the event and will be donating \$1 from each ½ pint sale to Toys for Tots. The community is already coming together!



Bathrooms and parking are all provided by Pinafore Park. The bathrooms are accessible and directly beside the dance pavilion where the event is being held. Parking surrounds the dance pavilion including several handicap spots. In discussions with the Park Management, we feel the parking and bathrooms are sufficient for this event as much larger events run within the same compound (ie: Canada Day) run very well.

### **Activities**

Face painting.

Balloon Clown

The Ice House will also be providing lawn games as well, cornhole, tether ball, and I have procured a donation of bubble wands for the kids. In addition, the parks playground and splash pad are near by.

We would like to do free pictures for the kids, they can sit on a Harley Davidson or a CAN AM Trike and get a keepsake picture taken. No personal information will be collected, we will direct the parent to go to a website where the pictures will be hosted for them to print at will.

Hoping to procure a few local celebrities and or sports figures to come out for photos and autographs.

Other things will be added as they arise.

### **ADDITIONS TO THE EVENT**

Currently we have asked that Angela Ralf (long time member of our community) to join in on the event with her charity Lid Up 4 Brandon. The charity she has set up on behalf of her late son Brandon. The charity Lid Up 4 Brandon was created to bring awareness to head injuries and safe helmet practices, after her son Brandon lost his life as a result of a skateboard accident in Pt Stanley. He was not wearing a helmet. The Lid Up Brandon charity promotes awareness and safety and procures all kinds of helmets to hand out to those who need them free of charge. We feel this is a perfect tie in as we also promote helmet and riding safety, on any means of transportation.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Kinsmen Easter Egg Hunt  
Date(s): April 8th, 2023  
Start Time: 8am End Time: 11:45am  
Cleanup Start Time: 11am Cleanup End Time: 11:45am  
Location(s): Dance Pavillion, Pinafore Park  
Organizing Group: St. Thomas Kinsmen Club  
Contact Name #1: Matt Sharpe #2: Paul Trittler  
Street Address: 89 Elm St  
Town/City: St. Thomas Province: ON Postal Code: \_\_\_\_\_  
Phone Number #1: 5194952818 #2: 5196373042  
Email Address: stthomassharpe@gmail.com  
Expected Attendance: 500 Number of Event Personnel/Volunteers: 15  
Location and number of washrooms in place: PARK FACILITIES  
Location and Number of Parking Spaces: PARK FACILITIES  
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 6

Please describe your specific event. Attach additional sheets as necessary. EASTER EGG HUNT. We distribute 700lbs of foil wrapped milk chocolate easter eggs, and the children collect them.

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event?

Yes ☒

No ☐

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

**SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event?

Yes ☐

No ☒

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

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

#### **SECTION 4: TENTS**

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

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

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

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

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

#### **SECTION 5: SERVING OF ALCOHOL**

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

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

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

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

#### **SECTION 6: MUNICIPALLY SIGNIFICANT EVENT**

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

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

#### **SECTION 7: MUSIC / NOISE**

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

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

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## **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. dance pavillion, pinafore park

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐  
If Yes, how many are you requesting? # of Picnic Tables: 10 # of Garbage Cans: 10  
If Yes, please provide pick-up/return date and time. In the park day of Please!

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.

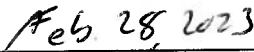
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☐ No ☒

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

Kinsmen Easter Egg Hunt organized by St. Thomas Kinsmen  
(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

Kinsmen Easter Egg Hunt organized by St. Thomas Kinsmen  
(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: M. Webster

Name (Print): M. Webster

Signed: M. Sharpe

Name (Print): Matt Sharpe

Address: 3 Cedar St, St. Thomas

Telephone: 519-495-2818

Date: Feb. 28/23

Event Name: Kinsmen Easter Egg Hunt

Organizing Group: St. Thomas Kinsmen Club

Event Dates: Apr. 8, 2023

# CERTIFICATE OF LIABILITY INSURANCE

ISSUE DATE YYYY/MM/DD  
2023/02/27

**BROKER**



**HUB International HKMB Limited**  
595 Bay Street, Ste 900  
Toronto, ON M5G 2E3  
PHONE: 416-597-0008 FAX: 416-597-2313

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 the coverage afforded by the policies below.

Company A	Ecclesiastical Insurance
Company B	
Company C	
Company D	
Company E	

**INSURED'S FULL NAME AND MAILING ADDRESS**

Kin Canada  
1920 Rogers Drive  
Cambridge, ON N3H 5C8

**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 requirements, terms or conditions 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	CO LTR	POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	0112507NPT001	2023/02/01	2024/02/01	EACH OCCURRENCE	\$ 5,000,000
					GENERAL AGGREGATE	\$ 15,000,000
					PRODUCTS - COMP/OP AGGREGATE	\$ 5,000,000
					PERSONAL INJURY	\$ 5,000,000
					EMPLOYER'S LIABILITY	\$ 1,000,000
					TENANT'S LEGAL LIABILITY	\$ 1,000,000
					NON-OWNED AUTOMOBILE	\$ 5,000,000
					HIRED AUTOMOBILE	\$ 75,000
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					BODILY INJURY PROPERTY DAMAGE COMBINED	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					EACH OCCURRENCE	\$
					AGGREGATE	\$
OTHER (SPECIFY)						\$
						\$
						\$
						\$
						\$

**DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES** (but only with respect to the operations of the Named Insured)

General Liability Policy Excludes: Amusement Rides and the Detonation of Fireworks.

City of St. Thomas is added as Additional Insured(s) to the Commercial General Liability Policy but only insofar as their legal liability arises, vicariously, out of operations performed by, or on behalf of, Kin Canada for Event: Kinsmen Easter Egg Hunt  
Club will be Distributing 700lbs of foil wrapped milk chocolate eggs. Cooking & Selling Hot Dogs & hot chocolate  
Expected attendees: 500  
Dates: April 8, 2023

Club Name: St. Thomas Kinsmen

**CERTIFICATE HOLDER**

City of St. Thomas  
545 Talbot St  
St. Thomas, ON N5P 3V7

**CANCELLATION**

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

**AUTHORIZED REPRESENTATIVE**

Per: 



# Festivals and Events Manual



A resource document for  
Event Organizers

City of St. Thomas

February 2023

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## I. INTRODUCTION

The City of St. Thomas Special Events Committee was formed in order to work with organizers to produce successful events. The Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all the parties involved in a special event. The Committee reports to Council with any changes to this manual. This manual correlates to the Special Events Permit Application.

This manual is designed to help you navigate through all requirements and essentially, present a safe and successful event in the City of St. Thomas. All organizers should review this manual and fulfill all requirements pertinent to each event prior to filing the application with the City Clerk's Department. This manual is designed to outline areas of responsibility for the festival or event organizer in St. Thomas so that all terms and conditions can be clearly understood and complied with. An application must be submitted to the Committee even if it is an annual event. All information and materials submitted for the application shall be made available to the public.

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

It is recommended that when multiple events have proposed the same location(s) and time, that the applications be treated on a first come-first serve basis.

The Corporation of the City of St. Thomas is at your service to help you in every way possible to make your event a success. If you have any immediate questions or comments about the process, please contact the City Clerk's Department at (519) 631-1680 ext 4100. Additional contact information for specific departments and areas can be found within the manual.

## II. DEFINITION OF SPECIAL EVENTS

A special event is an event open to the public that takes place on City property. This can include events taking place primarily on private property, but that affect pedestrian or traffic flow, due to a higher volume of vehicles or people to a specific area. Information required from organizers could include zoning, road access and traffic flow management, public health regulations and contact with the Police Department.

A major event is more than eight hours and has projected attendance over 200, while other events are less than eight hours and have a projected attendance under 200.

The primary types of special events include the following, or a combination of both:

- 1) **Street/Sidewalk Events:** events that take place on City streets and/or sidewalks. Examples could include walkathons, running races, festivals, etc.
- 2) **Events that take place in City owned parks, facilities and properties.** Examples could include festivals, community picnics, concerts, exhibits, etc.

### III. POLICIES AND PROCEDURES FOR ALL EVENTS

#### a) FOOD AND BEVERAGE

Contact: Southwestern Public Health - 519-631-9900 ext. 1297 [ssaini@swpublichealth.ca](mailto:ssaini@swpublichealth.ca)

If food or beverages are being served, Southwestern Public Health must be notified of the event details two weeks prior to the event. Special event organizers are required to submit the Special event organizer notification form at

<https://app.swpublichealth.ca/Forms/SpecialEventOrganizerNotificationForm>. Food vendors are required to submit the Special event vendor notification form at

<https://app.swpublichealth.ca/Forms/SpecialEventVendorNotificationForm>.

Vendors are responsible for ensuring there is at least one person during the event who has a valid food handler certification, each event has the necessary facilities, all food and drinks come from approved sources, and that it is safely delivered to the consumer. Refer to Appendix “A” of this manual for guidelines for organizers and food vendors at special events.

#### b) PERSONAL SERVICES

Contact: Southwestern Public Health – 519 631-9900 ext. 1297 [ssaini@swpublichealth.ca](mailto:ssaini@swpublichealth.ca)

If personal services are being offered to the public at the event, Southwestern Public Health must be notified of the details at least two weeks prior to the event. Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and body piercing. You are required to meet the requirements under the Personal Service Settings Regulation. Some requirements include adequate handwashing and equipment re-processing, provision of disinfectants and plan for infection control and prevention.

#### c) TENTS

Contact: Planning & Building Services – 519-631-1680 ext. 4160 Email: [adicicco@stthomas.ca](mailto:adicicco@stthomas.ca)

Fire Department – 519-631-0210 Email: [kdestun@stthomas.ca](mailto:kdestun@stthomas.ca)

Southwestern Public Health - 519-631-9900 ext. 1325 Email: [nhofstetter@swpublichealth.ca](mailto:nhofstetter@swpublichealth.ca)

If you plan to set up a tent, as per the Ontario Building Code 1997, a tent or group of tents is exempt from the requirement to obtain a building permit under Section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

- a) Not more than 60m<sup>2</sup> (645 ft<sup>2</sup>) in aggregate ground area,
- b) Not enclosed with sidewalls,
- c) Not attached to a building, and
- d) Constructed at least 3m (10 ft) from other structures (measured from the stake line).

Please note that if the tent or group of tents is not exempt, a building permit will be required, which will include a prescribed fee from Planning and Building Services.

Planning and Building Services request details regarding the tent size, seating arrangement, location of exits, whether or not alcohol is being served, number of washroom facilities available (location of

privies if required) and certificate of verification that the tent and all tarpaulins used have been flame proofed in accordance with CAN/ULC-S109 or NFPA 701.

Additional fire inspection criteria applies to tents and air-supported structures over 30m<sup>2</sup> in area.

**NOTE: There is a no staking policy within City parks.** No cooking is permitted in tents occupied by the public.

Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a by-law to establish smoke free municipal places in the City of St. Thomas.

There are also smoking restrictions under the Smoke Free Ontario Act that may apply to special events, depending on where they are situated.

Organizers are encouraged to contact the Tobacco Enforcement Officer at Southwestern Public Health for details on how to meet these requirements.

#### **d) SERVING OF ALCOHOL**

Contacts: Parks, Rec and Property Management Dept - 519-633-7112 Email: [mrhun@stthomas.ca](mailto:mrhun@stthomas.ca)  
Alcohol & Gaming Commission of Ontario - 416-326-8700 or [www.agco.on.ca](http://www.agco.on.ca)  
Smart Serve Ontario 1-877-620-6082 or [www.smartserve.org](http://www.smartserve.org)

Event organizers must abide by the City of St. Thomas Municipal Alcohol Policy which can be obtained from the Parks, Recreation and Property Management Department.

Organizers must also comply with the Alcohol and Gaming Commission of Ontario (AGCO) and are responsible for notifying and providing any pertinent information required under the AGCO guidelines for obtaining a Special Occasion permit. This can be obtained at any Liquor Board of Ontario outlet. Organizers must adhere to the Liquor Licence Act and its regulations for the event, as well as ensure access is given to Police and AGCO inspectors for the purposes of inspections. Tip sheets on Special Occasion Permits can be found on the AGCO website.

A copy of the liquor permit must be supplied to the Corporation of the City of St. Thomas, Parks, Recreation and Property Management Department or if utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/locations/services as well as a copy of the establishment's endorsement.

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

Event organizers will be required to purchase party liability alcohol insurance and provide a copy to the Corporation of the City of St. Thomas, Parks, Recreation and Property Management Department.

No alcohol will be allowed on City streets, sidewalks, or in non-designated areas without the approval of St. Thomas City Council. Extensions to the hours of alcohol services for events may be considered by City Council for unique and/or special circumstances or celebrations.

### e) **MUNICIPALLY SIGNIFICANT EVENT**

Contacts: Alcohol & Gaming Commission of Ontario - 416-326-8700 or [www.agco.on.ca](http://www.agco.on.ca)  
City Clerk's Dept, City Hall - 519-631-1680 ext. 4100 [customerservice@stthomas.ca](mailto:customerservice@stthomas.ca)

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

### f) **MUSIC / NOISE**

Contact: St. Thomas Police Services - 519-631-1224 ext. 4276 [jcosby@stps.on.ca](mailto:jcosby@stps.on.ca)  
SOCAN - 1-800-557-6226 or [www.socan.ca](http://www.socan.ca)

In accordance with the provisions of Noise By-law 68-2003, the use of sound reproduction devices during special events 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" (i.e. the volume is not intolerably high so as to unreasonably disturb the peace and comfort of any person in any dwelling house, apartment, hotel or other type of residence).

For events not taking place in a City facility, it is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN. If your event is taking place at a rented City facility, a SOCAN charge will be applied to your permit invoice. A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event – legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play.

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 Events page on the City of St. Thomas website.

### g) **ANIMALS**

Contacts: Roads and Transportation - 519-631-0368 ext 5130 [mvriens@stthomas.ca](mailto:mvriens@stthomas.ca)  
Southwestern Public Health - 519-631-9900 ext. 1297 [ssaini@swpublichealth.ca](mailto:ssaini@swpublichealth.ca)

Southwestern Public Health must be notified of the event details two (2) weeks prior to the event if there will be a Petting Zoo or animals available for public access. Petting Zoos or animal displays must comply with the Ministry of Health and Long-Term Care recommendations and guidelines to prevent disease and injury associated with petting zoos in Ontario [https://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/reference/Petting\\_Zoos\\_2018\\_en.pdf](https://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/reference/Petting_Zoos_2018_en.pdf).

If event organizers wish to have animals at their event that are not permitted in the Animal Control By-Law 71-2011 as amended (e.g. horses, ponies, etc...), an Application for Temporary Exemption to the By-law must be approved by City Council. This application is available from the Special Events Committee Secretary or from the Environmental Services Department - Roads and

Transportation. There is a cash fee required with the application. Please note that such approval may take several weeks.

Pet owners will be prohibited from bringing their animals to a public park during events where signs are erected prohibiting animals. Persons with disabilities are permitted to be accompanied by their service animal but must keep that animal with them at all times in areas/premises which are open to the public, when accessing goods and services provided by the City of St. Thomas, unless suspended by other legislation.

#### **h) ROAD CLOSURES / TRAFFIC FLOW CHANGES / PARKING**

Contacts: Roads and Transportation - 519-631-0368 ext. 5130 [mvriens@stthomas.ca](mailto:mvriens@stthomas.ca)  
 St. Thomas Police Services - 519-631-1224 ext. 4276 [jcosby@stps.on.ca](mailto:jcosby@stps.on.ca)

##### Road Closures / Traffic Flow Changes

Road closures require a Right of Way Occupancy Permit and City Council approval. Please note that there is a fee for obtaining a Right of Way Occupancy Permit. Once your Special Events Application has been approved, the Manager, Roads and Transportation will prepare a report for Council approval and will contact you. Please note that preparing the report and obtaining Council approval may take several weeks.

Adequate provision for bus service is essential when planning an event route. A City street that is a public transit route shall not be closed for an event unless there is an acceptable parallel road that can be used as an alternate public transit route.

Marshals, volunteers and special event staff are not permitted to direct traffic. Pursuant to the Highway Traffic Act, only the Police can direct traffic.

If your event involves any major arterial or minor arterial classification of road than you must consider having the roadway closed, having the police present or changing the location of your event. Having the police present involves paying to have off-duty officers present for the duration of your event.

Temporary detour and/or advance warning signs may be required by City staff or Police to divert traffic away from the vicinity of the event. If required, they shall be erected, maintained and removed by City staff. It is the responsibility of the event organizers to ensure that all streets that intersect with the closed portion of the road are completely barricaded at both ends of the closure at all times. It is the responsibility of the event organizer to ensure that trained volunteers are positioned at both ends of the road closure at all times to assist emergency vehicles and those with legitimate business through the barricaded area and that a 6 meter passageway is kept clear of obstacles at all times within the road closure so that emergency vehicles can proceed through unimpeded.

It is the responsibility of the event organizer to provide details of the event to residences, businesses, churches and any other institution or organization that may be impacted by the event a minimum of 10 days in advance of the event where reasonably possible. Furthermore, the event organizer will work with business representatives, etc., to minimize any inconvenience the event may cause. Funeral homes shall be notified 48 hours prior to the event.

### Parking

If an event is going to impact Municipal Parking Facilities (both on and off City streets) the organizer must contact the Environmental Services Department - Roads and Transportation to arrange a parking plan. All event parking will be arranged to ensure the safe flow of traffic before, during, and after the event. City staff and City Council must approve exclusive use of public parking lots.

**Please note that accessible parking spaces in parks are to remain unobstructed and available for their intended use during events.**

### Sidewalk Sales

It is the responsibility of the applicant to ensure that each business within the limits of the proposed sidewalk sale receives adequate prior notification and is given the opportunity to participate. It is the responsibility of the applicant to install, maintain and remove any barricades that may be required by City staff or the St. Thomas Emergency Services. No tables or barricades shall be permitted within 6.0m (20ft) of an intersection. There must be a minimum of 1.5m (5ft) of clear sidewalk space maintained at all times. Access must be maintained at bus stops for buses loading and discharging passengers. Merchants participating in the sidewalk sale shall be restricted to the sidewalk within the boundary lines of their establishment as extended across the sidewalk. Merchants wishing to use sidewalk space in front of an adjacent establishment as part of their display requires the written approval of that establishment's proprietor.

**It is the responsibility of the applicant to ensure that any litter generated as a result of the sidewalk sale is picked up and disposed of properly.**

### Demonstrations

Demonstrations having less than 150 participants shall be restricted to the sidewalk. Demonstrations having more than 150 participants may use part of the roadway. City staff or a Police officer shall determine the extent of the road use. Demonstrations having less than 150 participants conducted outside a non-internationally protected property shall be restricted to the sidewalk on the opposite side of the street. Demonstrations having more than 150 participants conducted outside a non-internationally protected property may use part of the roadway adjacent to the sidewalk on the opposite side of the street. The St. Thomas Police shall determine the precise parameters of the demonstration and whether the use of the street is required. If no sidewalk exists, the demonstration shall not be permitted within 15m (49') of the establishment. The St. Thomas Police and or City staff may make exceptions for small demonstrations or when it is more practical for the participants to be in front of the establishment.

Signs or banners, other than plastic foam core signs, must be made of cardboard or cloth/nylon. Plastic foam core signs must be limited to 1.0cm (0.39") in thickness, 15.0cm (5.9") in width and 40.0cm (15.7") in length. All types of signs or banners must be supported by cardboard or softwood supports no larger than 2.5cm by 2.5cm (1" x 1"). These supports must not exceed 2.0m (6.6') in length. The ends of the supports must not be pointed or sharp.



### i) **MUNICIPAL FACILITIES**

Contacts: Parks, Rec and Property Management Department: 519-633-7112 [mrhun@stthomas.ca](mailto:mrhun@stthomas.ca)  
 (Office located at the Joe Thornton Community Centre, 75 CASO Crossing)  
 Environmental Services – Waste Management: 519-631-1680 ext. 4258 [mshannon@stthomas.ca](mailto:mshannon@stthomas.ca)  
 Parks and Recreation – Property Mgmt, Hydro: 519-631-1680 ext. 4280 [mbyl@stthomas.ca](mailto:mbyl@stthomas.ca)  
 Electrical Safety Authority - 1-877-372-7233 or [www.esasafe.com](http://www.esasafe.com)

The Parks, Recreation and Property Management Department must be contacted to discuss the event if the event is being held at a municipal facility, including arenas, parks and fields. 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. If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot. If renting a pavilion or facility, you must sign an Outdoor Facility Permit or Indoor Non-Ice Facility with the Parks, Recreation and Property Management Department and pay any required fees and deposits.

#### Garbage Receptacles and Picnic Tables

Garbage Receptacles are available at no-charge by obtaining an equipment rental permit through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

# of Garbage Receptacles      Damage Deposit

0-10	\$50
10-20	\$60
20-30	\$75
30-50	\$150

Picnic Tables may be rented, pending availability, at a charge of \$5 per table. An equipment rental permit must be obtained through the Parks Recreation and Property Management Department. The pick-up/delivery is the responsibility of the event organizer. A damage deposit will apply:

# of Picnic Tables      Damage Deposit

0-10	\$75
10-20	\$100
20-30	\$200
30-50	\$300

Please Note: Tables and receptacles must be identified as a request on the permit application. Availability is at the discretion of the Parks Recreation and Property Management Department. All picnic tables and garbage bins must be returned no later than 48 hours after your event. It is the responsibility of the event organizers to clean up the site and remove all garbage immediately following the event.

### Recycling Containers and Collection

Event organizers are encouraged to have recycling programs in place where Blue Box recyclables (consistent with City of St. Thomas program List 1-3 below) are being generated. Recycling containers and collection can be arranged through the Environmental Services Department.

The City will provide an appropriate number of recycling containers (95 gallon roll carts) for use during the event and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event. For those events who wish to collect organic material, the City will provide use of 35 or 63 gallon roll carts for the collection of the material. The City will be responsible for the collection of the organic material from the carts placed in the designated collection area. There is no charge associated with the collection of recyclables and compost materials for special events.

Event organizers need to inform the City of the range of waste materials being generated. City representatives will work with event organizers to ensure the recycling containers are on site and appropriately distributed around the event. Generally, this will require the special event organizers to place the recycling containers adjacent to the garbage containers where possible.

<b>List #1 Commingled Containers</b>	<b>List #2 Commingled Paper Products</b>	<b>List #3 Organic Products (includes but not necessarily limited to)</b>
<ul style="list-style-type: none"> <li>• Metal Food &amp; Beverage Cans</li> <li>• Glass Jars and Bottles</li> <li>• Plastic bottles and containrs</li> <li>• Aluminum Pie Plates and Foil</li> <li>• Tetra Pak (drink boxes)</li> <li>• Gable Top containers(Milk Cartons)</li> <li>• Spiral Wound Cardboard Cans(Pringle Cans)</li> <li>• Drink cups(coffee, pop)</li> </ul>	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Flyers</li> <li>• Boxboard (cracker, cereal, boxes)</li> <li>• Fine paper</li> <li>• Envelopes</li> <li>• Magazines</li> <li>• Telephone Books</li> <li>• Corrugated Cardboard(flattened in 2ft x 2ftx 1ft bundles)</li> </ul>	<ul style="list-style-type: none"> <li>• Fruits &amp; Vegetables</li> <li>• Grains (pasta, bread, cereal)</li> <li>• Dairy Products(cheese, yogurt)</li> <li>• Coffee Grounds &amp; Filters</li> <li>• Tea Bags</li> <li>• Egg Shells</li> <li>• Meat (including bones)</li> <li>• Soiled Pizza Boxes</li> <li>• Paper drink trays</li> <li>• Used tissues and paper towels</li> <li>• Paper bags and cellulose lined paper bags (flour, sugar, popcorn)</li> <li>• Paper ice cream carton</li> <li>• Paper plate</li> <li>• Paper takeout food containers</li> <li>• Corn cobs and husks</li> </ul>

### Hydro and Electrical Requirements

The event organizer must ensure that adequate electrical supply capacity is available to run the event and must confirm with the supply authority what the electrical requirements will be for the event.

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 (ESA). Please note that there are fees associated with ESA permits and can vary depending on the size of the event and the electrical requirements.

Hydro pedestals at Pinafore Park and a hydro panel are available for rent, if required from the Parks, Recreation and Property Management Department.

#### j) **PINAFORE PARK**

Contact: Parks, Rec and Property Management Department - 519-631-7112 [mrhun@stthomas.ca](mailto:mrhun@stthomas.ca)

Pinafore Park hosts a large number of special events every year, including some of the highest attended. Special events in Pinafore Park require specific contact with the Parks, Rec and Property Management Department to discuss the event, layout and parts of the park being used. Events in Pinafore Park require an onsite meeting to be scheduled with the Parks, Rec and Property Management Department for an inspection and to help facilitate resources. There may be more information required including an event schedule, key contacts and emergency planning.

#### k) **ACCESSIBILITY**

Contact: City Clerk's Department - 519-631-1680 ext. 4100 [customerservice@stthomas.ca](mailto:customerservice@stthomas.ca)  
Municipal Accessibility Advisory Committee – 519-631-1680 ext. 4161 [ttiersma@stthomas.ca](mailto:ttiersma@stthomas.ca)

Organizations planning an event with one or more employees have legal requirements to meet on accessibility. This includes seasonal and part-time employees. Organizations with more than 20 employees must report to the government of Ontario on how they are meeting these requirements.

The government of Ontario has produced a Guide to Accessible Festivals and Outdoor Events, found on the City of St. Thomas Special Events Permit page. More information can also be found on the Accessibility page of the City's website. **Please note:** it is the responsibility of the event organizers to ensure that their organization is in compliance with the Accessibility for Ontarians with Disabilities Act.

#### l) **OTHER SERVICES / RESOURCES**

##### Police Service / Security

Contact: **Police Service - 519-631-1224 ext. 4276** [jcosby@stps.on.ca](mailto:jcosby@stps.on.ca)

Privately licensed security may be required for events, particularly with regards to serving alcohol and the Alcohol and Gaming Commission of Ontario (AGCO). The rules and regulations dealing with private security are outlined in the Private Security and Investigative Services Act of Ontario.

The St. Thomas Police Service will work with event organizers to ensure a safe and effective plan is in place for their event. Discussion will revolve around the responsible service of alcohol, security measures, traffic control, and/or paid duties in place, persons in charge, contact numbers, etc. The event organizer may be required to meet in person with a representative from the St. Thomas Police Service after the initial contact has been made. Paid duty information, application and cost can be found by visiting the St. Thomas Police Service website at <http://www.stps.on.ca>.

First Aid

Contact: St. John's Ambulance - 519-633-2290 [st.thomas@on.sja.ca](mailto:st.thomas@on.sja.ca)

It is required that event organizers provide certified first-aid services on site during the operating hours of the event through a qualified agency such as St. John Ambulance, when there is an expected attendance of more than 200 people. Documentation providing proof that First Aid services have been retained is required to be submitted to the Special Events Committee.

Well-trained and well-equipped, St. John Ambulance volunteers are at countless public events to give first aid care when emergencies occur. By being there, St. John volunteers are “first on the scene” in the critical minutes until medical assistance arrives.

Ambulance / Emergency Medical Services

Contact: Elgin-St. Thomas EMS - 519-637-3098 [info@memseo.com](mailto:info@memseo.com)

Elgin-St. Thomas Emergency Medical Services are to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well organized event.

Fire Department / Fireworks

Contact: Fire Department: 519-631-0210 [kdestun@stthomas.ca](mailto:kdestun@stthomas.ca)

The Fire Department is to be notified of the event details and appropriate measures are to be arranged in order to ensure a safe and well run event. An inspection must be completed before the event. All events must meet the requirements of the Ontario Fire Code.

If there will be fireworks as part of the event, you must submit a permit for exhibition fireworks to the Fire Department.

St. Thomas & District Chamber of Commerce

Contact: 519-631-1981 Email: [mail@stthomaschamber.ca](mailto:mail@stthomaschamber.ca)

The St. Thomas & District Chamber of Commerce is interested in details on special events and activities that might impact local business. The Chamber is a specialist in communication to the business community across the City, and throughout the surrounding area. If your activity could bring opportunities for local business or affect their operation in any way, keeping the Chamber informed is beneficial to everyone. Additional information can be found on the Chamber website at [www.stthomaschamber.on.ca](http://www.stthomaschamber.on.ca).

Downtown Development Board (DDB)

Contact: 519-633-5248 Email: [ddb@stthomas.ca](mailto:ddb@stthomas.ca)

The Downtown Development Board (DDB) is interested in details on special events and activities, especially events held in the downtown. “Our goal is to promote and beautify Downtown St. Thomas.” More information on the DDB can be found at [www.downtownstthomas.com](http://www.downtownstthomas.com).

### Tourism Services

Contact: Railway City Tourism, EDC – 519-631-1680 ext. 4132 [tourism@stthomas.ca](mailto:tourism@stthomas.ca)

Railway City Tourism can assist special events on a variety of fronts. The website [www.railwaycitytourism.com](http://www.railwaycitytourism.com) is a dynamic site where events can be posted and a news feed can inform. Any content from event details to news releases to promo photos can go up on the website. Additionally, Facebook, Twitter, Flickr and Youtube can be used to present special events materials. Finally, the L & PS Station is home to the tourism office, and if there are posters, brochures, or any other physical media relating to the event, they can be housed in and distributed from the office.

### Lotteries

Contact: Treasury Department - 519-631-1680 ext. 4105 [ashaw@stthomas.ca](mailto:ashaw@stthomas.ca).

Any intent to operate a lottery in the City of St. Thomas must first comply with all Provincial, Regional and Municipal regulations in order to be considered for approval. Lottery licencing refers to lottery schemes permitted by a licence under the *Criminal Code of Canada*. Typically, these may include bingos, raffles, break open tickets and social gaming events held by charitable or religious organizations. More information on applying for lottery licencing with the City of St. Thomas can be found on the City's web site under Lottery Licencing.

### Washroom Facilities

Contact: Planning & Building Services – 519-631-1680 ext. 4160 [adicicco@stthomas.ca](mailto:adicicco@stthomas.ca)

Event organizers are responsible for providing sufficient number and type of water closets (toilets) and hand sinks to support the event. Washrooms in existing buildings may be utilized if they are open and accessible. Where existing washrooms do not meet the required water closet count, sanitary privies or chemical toilets may be provided to make up the shortfall.

The number of water closets required is specified in the Ontario Building Code (OBC) where applicable. Where the OBC is not applicable, the Special Events Committee shall determine the number of water closets required based on the event location, duration, whether or not food and/or alcohol is being provided and any other factor as the committee may deem just.

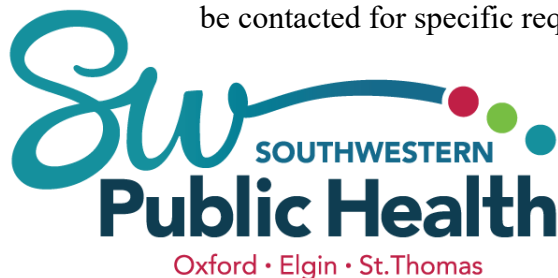
It is recommended that Building Services be consulted prior to completing the Special Event Permit Application.

### **m) INSURANCE**

Contact: Treasury Department - 519-631-1680 ext. 4112 [kenglish@stthomas.ca](mailto:kenglish@stthomas.ca)

A Certificate of Insurance is required providing proof of \$5,000,000 or more 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, as well as the completed Statement of Indemnification 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. **Please note:** An approved event may be cancelled should insurance coverage not be provided and may be altered or cancelled as a result of an emergency situation.



**St. Thomas Site**  
Administrative Office  
1230 Talbot Street  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**  
410 Buller Street  
Woodstock, ON  
N4S 4N2

## **Guidelines for Organizers and Workers at Special Events**

**These guidelines are directed to those persons who organize or work at a special event.**

- ✓ Be clean and healthy (free from colds, flu, or upset stomach) wear clean outer garments and confine hair (e.g., baseball cap or hair net).
- ✓ Do not smoke in the food area while preparing / handling food.
- ✓ A separate handwash basin is to be provided at the food preparation area.
  - Supplied with:
    1. Hot and cold running water;
    2. soap in a dispenser; and
    3. paper towels.
- ✓ Wash Your Hands:
  - before handling any food or utensils
  - after using the washroom
  - after sneezing, smoking or any time they become soiled
  - gloves can be used but must not replace hand washing and must be changed frequently.
- ✓ A minimum of a two-compartment sink supplied with hot and cold running water, must be available for cleaning and sanitizing utensils.
  - All utensils and food containers must be:
    1. WASHED: in hot water and detergent
    2. RINSED: in hot water
    3. SANITIZED: immersed in a solution of hot water and 100 ppm chlorine (bleach) or 200 ppm QUAT or 25 ppm iodine for 45 seconds.

**Note:** A test reagent must be provided to test sanitizer strength.

- ✓ Several sets of utensils (spatulas, tongs, etc.) are to be available.
- ✓ Utensils must be cleaned and sanitized after each use (DAILY).
- ✓ Single service (disposable) articles must be used for the service or sale of food.
- ✓ Store raw potentially hazardous foods below ready-to-eat or cooked foods to prevent cross-contamination.

- ✓ Provide adequate refrigeration space for potentially hazardous foods.
- ✓ Provide accurate indicating thermometers in all temperature-controlled compartments that contain potentially hazardous foods.
- ✓ Cook food to the proper internal temperature using a probe thermometer
- ✓ Ensure separate utensils are used for raw and cooked products to eliminate cross-contamination.
- ✓ **KEEP HOT FOODS HOT! KEEP COLD FOODS COLD!**  
Store hot foods at 60°C/140°F or higher and cold foods at 4°C/39°F or less
- ✓ If in doubt about the condition of a certain food, throw it out.
- ✓ Make sure food is protected from contamination and adulteration (e.g., tent-type structure, patio umbrella, lids and / or plastic wrap).
- ✓ Make sure there is an adequate number of garbage receptacles with tight-fitting or self-closing lids for storing all garbage and waste in a sanitary manner
- ✓ Make sure there is a separate holding tank provided for sink wastes. This waste tank is to be equipped with an easily readable gauge for determining the waste or water level in the tank.
- ✓ All waste water must be drained into a sanitary sewer in a sanitary manner.
- ✓ **DON'T** let anyone not involved in **Food Handling** into the preparation area.
- ✓ The location and operation of the Special Event must comply with **the Ontario Fire Code and the Ontario Building Code**. Contact the local municipal office for more information.

**For more information, contact:**

**Southwestern Public Health – Health Protection**

**Phone: 1-800-922-0096**

**E-mail: [environmentalhealth@swpublichealth.ca](mailto:environmentalhealth@swpublichealth.ca)**