A G E N D A THE SIXTH MEETING OF THE SPECIAL EVENTS COMMITTEE

MICROSOFT TEAMS 3:30 P.M. JUNE 7, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on May 3, 2023.

PETITIONS AND COMMUNICATIONS

Vendor Market - Pinafore Park - June 10 and July 8. Pages 2-8

Business After 5 - Pinafore Park - June 14, 2023. Pages 9-15

Elgin County Post Partum Coalition - Climb Out of the Darkness - June 24, 2023. Pages 16-22

Central Community Health Centre - Client Appreciation Barbeques - June 28, July 26, and August 30, 2023 . **Pages 23-30**

Canada Day Celebration-Fireworks. Pages 31-36

Knox Church Kirkin' Parade - September 17, 2023. Pages 37-43

Optimist Club of St. Thomas Santa Claus Parade - November 18. Pages 44-50

UNFINISHED BUSINESS

Upcoming Events

- St. Anne's Community Festival June 14, 2023
- EarlyON Children's Festival June 14, 2023
- Old Courthouse Neighbourhood Street Party June 17, 2023
- Lions Club Fathers Day Car Show June 18, 2023
- Senior's Picnic in the Park July 12, 2023
- Nostalgia Nights Car Show July 15, 2023
- Elgin County Pride and Parade August 11-13, 2023
- Railway City Arts and Music Festival August 17-20, 2023
- Colours in the City August 26, 2023
- Bikers Rights Organization's 45 Annual Toys for Tots Run September 10, 2023
- Optimist Club Children's Festival September 16, 2023
- Railway City Road Races September 24, 2023

NEW BUSINESS

<u>ADJOURNMENT</u>

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:			
Date(s):			
Start Time:	End Time:		
Cleanup Start Time:	Cleanup End Time: _		
Location(s):			
Organizing Group:			
Contact Name #1:	#2:		
Street Address:			
Town/City:	Province:	Postal Code:	
Phone Number #1:	#2:		
Email Address:			
Expected Attendance:	Number of Event Personnel/Volu	nteers:	
Location and number of washrooms	in place:		
Location and Number of Parking Spa	ces:		
Number of Accessible Washrooms: _	Number of Accessible	Parking Spots:	
Please describe your specific event. A	Attach additional sheets as necessary.		
SECTION 2: FOOD AND BEVERAGE Will food/beverage of any kind be av If Yes, you must notify Southwestern	vailable at this event? n Public Health at 519-631-9900 at leas		No □
SECTION 3: PERSONAL SERVICES			
	y kind offered to the public at this eve n Public Health at 519-631-9900 at leas		No □ nt.

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 par	t of the event?	Yes No
If Yes, please specify the number and size of tents.		
If the tents are larger than $60m^2$ cumulatively, a building permit is required t Services. Please attach a copy of the Permit and provide the Permit Number	_	
Please note that Indoor or Tent covered areas for public assembly must comrequirements enforced by Southwestern Public Health.	iply with Smoke	e Free Ontario Act
Please note that there is a no staking policy in all of the City's Parks, Recreat facilities.	tion and Proper	ty Management
SECTION 5: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Poli Rec and Property Management Department for Special Events taking place of	•	ough the Parks,
You must also comply with the Alcohol and Gaming Commission of Ontario (responsible to notify and provide any pertinent information required under obtaining a Special Occasion Permit. You must adhere to the Liquor Licence ensure access is given to the Police and AGCO Inspectors for the purposes of	the AGCO guide Act and its Reg	elines for
The area where alcohol is being served has to have a 36" (0.9m) high barrier is a no staking policy in all of the City's Parks, Recreation and Property Mana	•	
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT		
Will you be requesting that City Council declare your event a "Municipally Si	gnificant Event	"? No □
If Yes and you wish to apply for a "Special Occasion Permit," through the Alc Ontario (AGCO), you must obtain a letter of approval from City Council, decl significant", by submitting a separate letter to the City Clerk's Department. If may take several weeks.	aring your ever	nt "municipally
SECTION 7: MUSIC / NOISE		
Will there be a concert or musical entertainment as part of the event?	Yes □	No 🗆
If Yes, please note that the use of sound reproduction devices is authorized and 11:00 p.m. so long as the Police are satisfied that said devices are being and not intolerably high. It is the responsibility of the organizers to obtain arthrough SOCAN for events not taking place in a City facility.	"used in a reas	onable manner"

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?		Yes 🗆	No 🗆
If Yes, Southwestern Public Health must be notified of the event definite not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application an approval may take several weeks.	n for Tempo mal Services	rary Exemption t page of the City	o the By-Law website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?		Yes 🗆	No 🗆
If Yes, please contact the Roads and Transportation Department at	(519) 631-1	680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a m of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road clos	ures. Please note	e that there is
Please attach a copy of the Right of Way Occupancy Permit and pro If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the eve	please refer	to the city roads	s map located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12	24 ex 4276.	Yes □	No 🗆
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to	direct traffic. Onl	y the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Applif your special event expected attendance is 300 or more you must into the overflow parking lot.	olication has	been approved.	Please note
Have you contacted Parks and Recreation staff about your event?	Yes 🗆	No 🗆	N/A □
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes □ the permit.	No 🗆	N/A 🗆

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Do you require picnic tables or garbage car	ns?	Yes 🗆	No 🗆	N/A □
If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date a				
Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit fr prior to your event.	of the Parks, Rec a event organizer. <i>A</i> event. All applicar	nd Property Manag Ill picnic tables and Its requesting picnic	ement Departn garbage bins m c tables and gar	nent and that nust be bage bins
Have you made arrangements with Enviror	nmental Services st	aff for recycling cor Yes □	ntainers and col $$ No $$ $$	llection? N/A □
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A □ N/A □
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the E Number:	trical Safety Code	or have been inspe	ected by the El	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsing Accessibility for Ontarians with Disabiliting requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplan to the Municipal Accessibility Advisory	es Act (AODA). O Please note that indicate the barriouired, the Special E	rganizations with a directional signager-free path of trav vents Committee re	at least one ended to be reland location ecommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>S</u>			
Security: Has a privately licensed security f	irm been contacted	d/retained?	Yes 🗆	No 🗆
If Yes, what company and how many secur	ity officers will be _l	oresent?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First A		than 200 people, F	irst Aid service	s are required N/A □
If Yes, please attach documentation provid	ling proof that First	Aid services have b	een retained.	
Ambulance: Has Emergency Medical Servior planned emergency access to the site?	ces (Ambulance Se	rvice) been contact	ted regarding y Yes □	our event and $$ No \Box
Fireworks: Will there be fireworks as part of the fireworks as part of the fireworks mu	•	the Fire Departmen	Yes □ nt.	No 🗆

SECTION 13: SIGNATURE

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

Schae-Lynn Lacombe	
(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.

	organized by	
(Event Name)	(Organizing Group)	
•	The Corporation of the City of St. Thomas and all persons for whabilities, damages, costs, claims, suits or actions arising out of:	om it is a
	oss of use thereof, and any injury to any person or persons, inclurom, occasioned by any act or omissions of	uding
	organized by	
(Event Name)	(Organizing Group)	
Witness:	Signed:	
Name (Print):	Name (Print):	
	Address:	
	Telephone:	
	Date:	
	Event Name:	
	Organizing Group:	
	Event Dates:	



Confirmation of Insurance

This is to confirm to:	To Whom it May Concern		
That a policy of insurance as herein described has been issued to the insured named below and is in full force.			
Policy Number:	AF-000-P0JM		
Occupancy/Operations to which this confirmation applies:	Event Insurance		
Legal Location of Venue where the Insured Event will occur:	95 ELM ST, ST. THOMAS, ON, N5R 1H7		
Named Insured(s)	Schae-Lynn Lacombe Clare Mitchell		
Insured Mailing Address:	424 GEORGE ST, PORT STANLEY, ON, N5L 1G4		
Effective Date:	Jun. 10, 2023		
Expiry Date:	Jun. 10, 2023		
Coverage:	Commercial General Liability, Tenants' Legal Liability		
The Commercial General Liability section provides coverage for the following:	Bodily Injury and Property Damage including Compensatory Damages, Supplementary Payments & Cross Liability		
	Limits of Insurance		
Bodily Injury and Property damage: Each occurrence and aggregate	\$5,000,000/\$5,000,000		
Tenants' Legal Liability	\$1,000,000		
Medical Expenses	\$10,000		
Additional Insured(s)	Pinafore Park City of St. Thomas		

The insurance afforded is subjected to the terms, conditions and exclusions of the applicable policy. This confirmation is issued as a matter of information only. It confers no rights of the holder and imposes no liability on the insurer.

CO-OPERATORS GENERAL INSURANCE COMPANY

Authorized Representative:	Sunni Shannon
Date Issued:	May 20, 2023
Authorized Representative Signature:	Dui Hon

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Business After	5- Pinafore	
Date(s):	June 14th		
Start Time:	4pm	End Time:	8pm
Cleanup Start Time:	8pm	Cleanup End Time:	10pm
Location(s):	Pinafore Dance	Pavillion	
Organizing Group:	Libro Credit Uni	ion + Ice Box	X
Contact Name #1:	Markus Hawco	_{#2:} Jan	ice White
Street Address: 95 E	Elm St		
Town/City:	St.Thomas	Province: ON	Postal Code: N5R1H7
Phone Number #1:	5194769911		234 1677
Email Address:	info@theicebox	.ca	
Expected Attendance:	100 Number	of Event Personnel/V	olunteers: 6
Location and number o	of washrooms in place: $\frac{2}{}$	(City washro	oms)
Location and Number o	20		
Number of Accessible \	Washrooms: 2	_ Number of Accessik	ole Parking Spots: 3
	pecific event. Attach addition		Chamber
E S			tworking and social
	any kind be available at this Southwestern Public Health		Yes 🕢 No east 2 weeks prior to the event.
	services of any kind offered Southwestern Public Health	The second second contract of the second sec	event? Yes No Veast 2 weeks prior to the event.
Personal services inclu	de but are not limited to bai	bering, manicures, p	edicures, 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 $60m^2$ 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? 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

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.

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

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 deta not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application and approval may take several weeks.	for Temporary Exemptio al Services page of the C	n to the By-Law ity website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes	No 🗸
If Yes, please contact the Roads and Transportation Department at (5	19) 631-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a ma of Way Occupancy Permit and City Council approval is required for al a fee for the permit and approval may take several weeks.	l road closures. Please n	ote that there is
Please attach a copy of the Right of Way Occupancy Permit and provi If the event is a Parade / Run / Walk / Pass through Sporting Event, pl under the Special Events page on the City website. Describe the even	ease refer to the city ro	ads map located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-122 PLEASE NOTE: Marshalls, volunteers and special event staff are not all		No 🕢
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 and Property Management staff once the Special Events Permit Applies If your special event expected attendance is 300 or more you must have into the overflow parking lot.	cation has been approve	ed. Please note:
Have you contacted Parks and Recreation staff about your event?	Yes No No	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of t	Yes No No Dance Pavillion	N/A

12

Do you require picnic tables or garbage of		Yes 🗸	No	N/A
If Yes, how many are you requesting?		# of Garbag	ge Cans:	
If Yes, please provide pick-up/return dat	e and time	arth-sandness-sands-sand		
Please note availability is at the discretic delivery/pick up is the responsibility of the returned no later than 48 hours after you must obtain an equipment rental permit prior to your event.	he event organizer. All p ur event. All applicants i	oicnic tables and ga requesting picnic ta	rbage bins mu ables and garb	ist be age bins
Have you made arrangements with Envir	onmental Services staff	for recycling conta Yes	iners and colle	ection? N/A ✓
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and extercertification body under the Ontario Eleanth Authority. If required, please attach the Number:	ectrical Safety Code or	have been inspect	ed by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsancessibility for Ontarians with Disability requirements to meet for accessibility displayed throughout the event venue washrooms and parking. Although not replan to the Municipal Accessibility Advisor	lities Act (AODA). Orga y. Please note that dir to indicate the barrier-f equired, the Special Ever	nizations with at rectional signage ree path of travel nts Committee reco	least one em needs to be and location ommends sub	ployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURG	<u>CES</u>			
Security: Has a privately licensed security	y firm been contacted/re	etained?	Yes	No 🗸
If Yes, what company and how many sec	urity officers will be pre	sent?		
First Aid: For events with an anticipated to be retained. Have you confirmed First		an 200 people, Firs Yes	t Aid services No	are required
If Yes, please attach documentation prov	viding proof that First Aid	d services have bee	en retained.	
Ambulance: Has Emergency Medical Serplanned emergency access to the site?	vices (Ambulance Servic	ce) been contacted	regarding yo Yes	ur event and No 🗸
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks r		e Fire Department.	Yes	No 🗸

SECTION 13: SIGNATURE

A

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.

A Company of the Comp	May 8/23	
(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 INDEM	NIFICATION
------------------	----------	------------

Business After 5- Pinafore organized by The Ice Box/ Libro Credit Union (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

Business After 5- Pinafore	organized by	The Ice Box/ Libro Credit Union
(Event Name)		(Organizing Group)

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

Witness: Signed: Signed: Name (Print): Name

Organizing Group: Chamber & Comme

Event Dates: Une 14/23



CUMIS GENERAL INSURANCE COMPANY P.O. Box 5065, 151 North Service Road, Burlington, ON L7R 4C2

Phone: 905-632-1221 / 1-800-263-9120

STANDARD CERTIFICATE OF INSURANCE

This is to certify that we have issued a policy to the Named Insured for the coverage specified below which is in force and is subject to all the terms, conditions and exclusions of such policies.

Named Insured: Libro Credit Union

Insured's Mailing Address: 217 York Street 4th Floor, London, ON N6A 5P9

Certificate Effective Date: February 1, 2019

Continuous until cancelled, amended or replaced

Policy No: 9205

Contract No: 1000 1328

COVERAGE	DESCRIPTION	LIMIT OF LIABILITY
General Liability	Includes Premises Operations, Products, Completed Operations, Cross Liability, Blanket Contractual, Tenants Legal Liability	\$10,000,000 per occurrence

This Certificate is issued as a matter of information only and confers no rights upon any other party. This Certificate does not amend, extend or alter the coverage afforded by the policy.

Authorized Signature:

Date Issued: January 18, 2019

SECTION 1: EVENT AN	D ORGANIZER INFORMATION
Event Name:	Elgin County Past leutem Coalition of the Darkness
Date(s):	June 24
Start Time:	End Time:
Cleanup Start Time:	2pm Cleanup End Time: 7pm
Location(s):	Pinapore Park
Organizing Group:	Elgin country PP Coalition
Contact Name #1:	Hale Bridneus #2: Rindsay Pettit
Street Address: 18	30 Dalbot J.
Town/City:	872homas Province: ON Postal Code: NER 148.
Phone Number #1:	5195206146 #2: 519 280 3436
Email Address:	Lindsay. Peth to smpatr ca Kardreuso Supublichealth.ca
Expected Attendance:	Number of Event Personnel/Volunteers: 26
Location and number	of washrooms in place:
Location and Number	of Parking Spaces:
	Lakeside Pavillion
Number of Accessible	Washrooms: Number of Accessible Parking Spots:
Please describe your	pecific event. Attach additional sheets as necessary
	any kind be available at this event?
SECTION 3: PERSONA	L SERVICES I services of any kind offered to the public at this event? Yes No.
	I services of any kind offered to the public at this event? Yes No

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 ² 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? 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

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.

Yes

Will there be a concert or musical entertainment as part of the event?

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 not permitted in the Animal Control By-Law 71-2011, an Application for Temporary Exempt must be approved by City Council and can be found on the City Animal Services page of the Please attach a copy of the application to this permit application and submit payment. Please approval may take several weeks.	tion to the By-Law city website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES	/
Are you anticipating any road closures or traffic flow changes? Yes	No V
If Yes, please contact the Roads and Transportation Department at (519) 631-1680 ext. 513	30.
If Yes, please describe the road closure requirement and attach a map or sketch showing the of Way Occupancy Permit and City Council approval is required for all road closures. Please a fee for the permit and approval may take several weeks.	note that there is
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 under the Special Events page on the City website. Describe the event and attach a map or	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ex 4276.	□ No □
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic can direct traffic pursuant to the Highway Traffic Act.	:. Only the police
SECTION 10: MUNICIPAL FACILITIES	
For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting and Property Management staff once the Special Events Permit Application has been approif your special event expected attendance is 300 or more you must have at least one voluni into the overflow parking lot.	oved. Please note:
Have you contacted Parks and Recreation staff about your event? Yes No	N/A
Have you rented a pavilion/facility and signed a permit? Yes No	ry - Jaleisi

Do you require picnic tables or garbage can: If Yes, how many are you requesting? # or If Yes, please provide pick-up/return date as	f Picnic Tables:	Yes V # of Garb	No age Cans: 2	N/A N/A S
Please note availability is at the discretion of delivery/pick up is the responsibility of the creturned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	of the Parks, Re event organize event. All appli	r. All picnic tables and licants requesting picnic	garbage bins mu tables and garb	ist be age bins
Have you made arrangements with Environ	mental Service	s staff for recycling con Yes	tainers and colle	ection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A N/A
Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number:	ical Safety Co	de or have been inspe	cted by the Elec	ctrical Safety
SECTION 11: ACCESSIBILITY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. For displayed throughout the event venue to it washrooms and parking. Although not require plan to the Municipal Accessibility Advisory	s Act (AODA). Please note the ndicate the baired, the Speci	Organizations with a nat directional signage arrier-free path of trave al Events Committee re	t least one em needs to be al and location of commends subr	ployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fir	m been contac	ted/retalned?	Yes	No V
If Yes, what company and how many securit	y officers will b	oe present?		
First Aid: For events with an anticipated att to be retained. Have you confirmed First Aid		ore than 200 people, Fi	rst Aid services	are required
If Yes, please attach documentation providir	ng proof that F	irst Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance	Service) been contacte	ed regarding you Yes	ur event and
Fireworks: Will there be fireworks as part of If Yes, a permit for exhibition fireworks musi	•	to the Fire Department	Yes	No 🔽

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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)	Open 186/83 (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	
Umb out of the dark organiz	ed by PSI (postpartum support (Organizing Group) international
(Event-Name)	(Organizing Group) international
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	of the City of St. Thomas and all persons for whom it is at , costs, claims, suits or actions arising out of:
any damage to property including loss of use thereo death resulting at any time there from, occasioned by	by any act or omissions of
(Event Name)	d by PSI postpartin Bupport. (Organizing Group) Loternation
its officers, agents, servants, employees, contractors	a, customers, invitees or licensees, or occurring in or on assigned by any cause whatsoever, except where such ence of The Corporation of the City of St. Thomas, its
Witness:	Signed:
Name (Print): Kate Andreus	Name (Print):
	Address:
	Telephone:
	Date:
	Event Name:
	Organizing Group:
· ·	Event Dates:
15	



- 2	CER CER	1	·IC	ATE OF LIA	RILITY IV	SURAN	CE		/31/2022
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES									
CE BE	rtificate does not affirmat Low. This certificate of in	SUR!	Y OI	R NEGATIVELY AMEND), Extend or ali Te a contract s	ER THE COVER	AGE AFFORDED BY THE	POLICIE	E8
RE	<u>PRESENYATIVE OR PRODUCER. A</u>	ND T	HE C	ERTIFICATE HOLDER,		_			
IMF	ORTANT: If the certificate holder in UBROGATION IS WAIVED, subject	ian .	ADDII	FIONAL INSURED, the po	licy(les) must have a	ADDITIONAL INS	URED provisions or be end	orsed.	
thie	certificate does not confer rights	o the	certli	<u>licate holder in lieu of suc</u>	ch endorsement(s).	ролства казу гада	ille an sudotabilatic V 260	auteur ou	
PROD	ucer Mes & Holmes insurance /	AGE	MAY		CONTACT HOLE	RES & HOLMES (SURANCE AGENCY, INC.		
	0 Overpass Rd Ste 228	4GE	NG T,	L	PHONE (805)	681-0505	FAX	(AOA)	081-0054
	ta Barbara CA 93111-2050			į.	E-MAIL		1000,1	(0); (00)	551-523/
				ŕ	ADDRESS INSUI	RER(S) AFFORDI	NG COVERAGE		NAIC#
				Agency Light OC17318					26344
POST	ED PARTUM SUPPORT INTERNATIONA	L			MSURER B: Great				26832
	W 54TH AVENUE AND OR 97219			-		,	and Indemnity Ins. Co.		22357
FORII	AND OR 9/219				INSURER E:	riark American m	surance Company		
					INGURER F:				
COV	RAGES			FICATE NUMBER:	29746		ON NUMBER:		
	THIS IS TO CERTIFY THAT THE POLINDICATED, NOTWITHSTANDING ANY	CIES	OF I	NSURANCE LISTED BELON	W HAVE BEEN ISSUE	ED TO THE INSU	RED NAMED ABOVE FOR TH	E POLICY	PERIOD
	CERTIFICATE MAY BE ISSUED OR EXCLUSIONS AND CONDITIONS OF S	MAY	PER1 POLICI	Tain, the incurance aff es. Limits bhown may h	FORDED BY THE PO IAVE BEEN REDUCED	Licies describei	HEREIN IS SUBJECT TO A	MAICH LL THE T	ERMS,
WBR LTR	TYPE OF INSURANCE	ADUL MBRE	BUBR WVD	POLICY NUMBER	POLICY EFF DATE (NEW/DD/YY)	POLICY EXP DATE (MIMODAYY)	LIMITA		
A ->				PAC254060805	03/21/22	03/21/23	EACH OCCURRENCE DAMAGE TO RENTED	\$	1.000.000
^ _	CLAIMS MADE X OCCUR						PREMISES (Ea occurence)	\$	100,000
\vdash							MED EXP (Any one person)	\$	5,000
-	NL AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$	1,000,000
3	POLICY PRO- LOC						PRODUCTS-COMP/OP AGG	\$	3,000,000
	OTHER:					ļ	PRODUCTO-COMPIOP AGG	\$	3,000,000
A	UTOMOBILE LIABILITY			V		i	COMBINED SINGLE LIMIT	\$	
	OTUM YNA						(Ea aczident) BODILY INJURY (Pér person)	s	
	OWNED SCHEDULED						BODILY INJURY (Per scaldent)	\$	$\overline{}$
	AUTOS ONLY AUTOS NON-OWNED						PROPERTY DAMAGE		
\vdash	AUTOS ONLY AUTOS ONLY						(Per scoldeni)	\$	
В	UMBRELLA LIAB OCCUR			UMB254060904	03/21/22	03/21/23	EACH OCCURRENCE	\$	1,000,000
" -	EXCESS LIAB CLAIMS-MADE				0.000	0312,1123	AGGREGATE	3	1,000,000
	DED RETENTION \$				_		HOVINGATIE	\$	1,00 4,444
wo	RKERS COMPENSATION			57WECAB9577	11/01/21	11/01/22	PER OTH- STATUTE ER		
_ NYL	D EMPLOYERS' LIABILITY PROPRIETOR/PARTNER/EXECUTIVE Y/N RCER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$	1,000,000
()44	ndatory in NH)						E.L. DISEASE-EA EMPLOYEE	\$	1,000,000
DÉ	ICRIPTION OF OPERATIONS below						E.L. DISEASE-POLICY LIMIT	\$	1,000,000
Pr	ofeselonel Liebility			LHM845459	02/25/22	02/25/23	Each Claim		1,000,000
			ĺ				Aggregate		3,000,000
DESCI	RIPTION OF OPERATIONS / LOCAT	ONS	/ VEF	IICLES (ACORD 101, Add	litional Remarks Sci	redule, may be al	lached If more space is req	ulred)	
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	IFICATE HOLDER				CANCELLATIO		TEOCHIGEN NO. 10175 TT	ANOT	ED DEC-2-
Seu Bl	ic Certificate (for informational	pur	JUS01	i oniyj	THE EXPIRAT	TION DATE THE	DESCRIBED POLICIES BE C EREOF, NOTICE WILL BI CY PROVISIONS.		
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	i i					ŧ	CONTH HA	~~~	19
Atten	tion:		190		Kay A. Holme	Lic # 0A49457	<u> </u>		9

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Central CHC Cli	ent Apprecia	ation Barbeques
Date(s):	June 28, July 26	6, August 30	
Start Time:	11:00	End Time:	1:30
Cleanup Start Time:	1:30	Cleanup End Time:	2:30
Location(s):	Curtis St. parkin	g lot behind	359 Talbot Street
Organizing Group:	Central Commu	nity Health (Centre
Contact Name #1:	Diane Arsenijevi	ic _{#2:} Jud	ith Wiley
Street Address: 359	Talbot Street		
Town/City:		Province: ON	Postal Code: N5P 1B7
Phone Number #1:	519-633-7989 ex		
Email Address:	darsenijevic@ce		
Expected Attendance:	150 Number o	f Event Personnel/V	olunteers: 12
	of washrooms in place: No		
	of Parking Spaces:		
			_
Number of Accessible \	Washrooms:	Number of Accessib	le Parking Spots:
	pecific event. Attach addition		
			way to showcase our programs and services.
, man and a last 1			
	any kind be available at this e		Yes 🗸 No east 2 weeks prior to the event.
SECTION 3: PERSONAL	SERVICES		
	services of any kind offered t Southwestern Public Health a	•	vent? Yes No Veast 2 weeks prior to the event.
D 1			

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

SECT		NI A	4-	TE	NI"	rc
SEC I	U	IN 4	٠.	1 C	14	

Will there be an indoor or tent covered area used for public assembly as part of the event? Yes \square No \checkmark
If Yes, please specify the number and size of tents.
If the tents are larger than 60m ² 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? 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 de not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application an approval may take several weeks.	n for Temporary E mal Services page	xemption to of the City v	the By-Law vebsite.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?		Yes	No 🗸
If Yes, please contact the Roads and Transportation Department at	(519) 631-1680 e	xt. 5130.	
If Yes, please describe the road closure requirement and attach a mof Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closures.		
Please attach a copy of the Right of Way Occupancy Permit and pro- If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the event	please refer to th	e city roads	•
Do you require traffic control?		Yes	 No √
If Yes, please contact the St. Thomas Police Services at (519) 631-17	224 ex 4276.		
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.	allowed to direct	traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arrand Property Management staff once the Special Events Permit Apply our special event expected attendance is 300 or more you must into the overflow parking lot.	plication has beer	n approved.	Please note
Have you contacted Parks and Recreation staff about your event?	Yes	No	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy or	Yes f the permit	No	N/A

Do you require picnic tables or garbage can If Yes, how many are you requesting? # colf Yes, please provide pick-up/return date a	Yes # of Garba	L			
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your must obtain an equipment rental permit from to your event.	event organizer. event. All applica	All picnic tables and g ants requesting picnic	arbage bins m ables and gar	ust be bage bins	
Have you made arrangements with Enviror	nmental Services	staff for recycling cont Yes	ainers and coll	lection? N/A√	
Will you require municipal support for:	Water Hydro	Yes Yes	No	N/A ✓ N/A ✓	
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the E Number:	rical Safety Code	e or have been inspec	ted by the Ele	ectrical Safety	
SECTION 11: ACCESSIBILITTY					
As an event organizer, it is your responsing Accessibility for Ontarians with Disabilities requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory	es Act (AODA). Please note tha indicate the bar uired, the Special	Organizations with at it directional signage rier-free path of trave I Events Committee rec	least one er needs to be I and location commends sub	nployee have prominently of accessible	
SECTION 12: OTHER SERVICES/RESOURCES	<u>S</u>				
Security: Has a privately licensed security f	irm been contact	ed/retained?	Yes	No 🗸	
If Yes, what company and how many secur	ity officers will be	e present?			
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		re than 200 people, Fir Yes	st Aid service:	s are required	
If Yes, please attach documentation provid	ing proof that Fir	st Aid services have be	en retained.		
Ambulance: Has Emergency Medical Service planned emergency access to the site?	ces (Ambulance S	Service) been contacte	d regarding yo	our event and No 🕢	
Fireworks: Will there be fireworks as part of	· ·	n the Fire Donartment	Yes	No 🗸	

SECTION 13: SIGNATURE

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

Adelily	May 12, 2023		
(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.

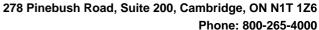
STATEMENT OF INDEMNIFICATION	
Central CHC Client Appreciation Barbeques	ganized by Central CHC Staff
(Event Name)	(Organizing Group)
·	tion of the City of St. Thomas and all persons for whom it is at nages, costs, claims, suits or actions arising out of:
any damage to property including loss of use t death resulting at any time there from, occasion	nereof, and any injury to any person or persons, including ned by any act or omissions of
Central CHC Client Appreciation Barbeques	anized by Central CHC Staff
(Event Name)	(Organizing Group)
damage or injury is due to the act, default or rofficers, agents, servants, employees, contract Witness: (Contract) Name (Print): Becci Bennett	egligence of The Corporation of the City of St. Thomas, its ors, customers, invitees or licensees. Signed: Name (Print): Judith Wiley
rame (mine). <u>seedi seimete</u>	Address: 359 Talbot Street St. Thomas, ON N5P 1B
	Telephone: 519-633-7989
	Date: May 12, 2023
	Event Name: Central CHC Client Appreciation Barbecue
	Organizing Group: Central Community Health Centre

Event Dates:

June 28, 2023, July 26, 2023, August 30, 2023



Lee AREAS TO BE BALLICADED





Fax: 519-458-4366

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter after the coverage afforded by the policies below.

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

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

		LIMITS SHOWN IN	MAI DA	AL DEEL	N KEDUCEL	DI FAID CLAII	VI J		
TYPE OF INSURANCE	COVERAGE BASIS	LIMIT TYPE	EI	LIMIT OF	LIABILITY	DEDUCTIBLE	INSURANCE COMPANY AND POLICY NUMBER Subscribing Companies as	EFFECTIVE DATE	EXPIRY DATE
Liability									
Liability		General Aggreg	gate	Not Ap	pplicable		CP80576A	Oct. 7, 2022	Oct. 7, 2023
Bodily Injury and Property Damage	Occurrence	Each Occurren	псе	5,00	00,000	2,500	CP80576A	Oct. 7, 2022	Oct. 7, 2023
Products and/or Completed Operations	Occurrence	Aggregate	$^{-}$	5,00	00,000	2,500	CP80576A	Oct. 7, 2022	Oct. 7, 2023
Personal Injury and Advertising Injury Liability	Occurrence	Aggregate		5,00	00,000	2,500	CP80576A	Oct. 7, 2022	Oct. 7, 2023
Medical Payments	Occurrence	Each Person	n	25	5,000	2,500	CP80576A	Oct. 7, 2022	Oct. 7, 2023
Tenants Legal Liability	Occurrence	Any One Prem	iise	5,00	00,000	2,500	CP80576A	Oct. 7, 2022	Oct. 7, 2023
Cross Liability				Inc	luded		CP80576A	Oct. 7, 2022	Oct. 7, 2023
Contractual Liability				Inc	luded		CP80576A	Oct. 7, 2022	Oct. 7, 2023
Non-Owned Automobile									
Hired Automobile (SEF 94)	Occurrence	Occurrence	;	50	0,000	500	CP80576C	Oct. 7, 2022	Oct. 7, 2023
Non-Owned Automobile	Occurrence	Occurrence	;	5,00	00,000	Nil	CP80576C	Oct. 7, 2022	Oct. 7, 2023
ADDITIONAL INSURED NAME AND A	DDRESS				DESCRIP	TION OF OPERA	ATIONS/ LOCATION	S/ AUTOMOBILES/	SPECIAL ITEMS
CITY OF ST THOMAS 545 TALBOT STREET, ST THOMAS, ON N5P 3V7 Included as an Additional Insured(s) as per agreement(s) with Named Insured With respect to client appreciation BBQ being held on June 28 26 and August 30, 2023 at Curtis St Parking lot				` '					
CERTIFICATE HOLDER - NAME AND	MAILING ADDRE	ESS			CANCELLATION				
CITY OF ST THOMAS 545 TALBOT STREET, ST THOMAS, ON N5P 3V7				Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon					
SUBSCRIBING COMPANIES ON BEH ENTITIES INC., AS MANAGING GEN		PUBLIC	A.M.	BEST	the comp		ers or representat		any kina apon
Intact Insurance Company			"/	Α"	Cancena	tion Notice.	90 days		ate
Temple Insurance Company "A+"			4+"		Jany /	Ruan		ite	
Underwriting at Lloyd's of London			"/	Α"	Authorized Representative May 8, 2023			, 2023	
Liberty Mutal Insurance Company (Property Only)			"/	Α"	Larry Ryan				

INSURED'S FULL NAME AND MAILING ADDRESS

CENTRAL COMMUNITY HEALTH CENTRE 359 TALBOT STREET, ST. THOMAS, ON N5P 1B7

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Canada Day C	elebration	Fireworks	.
Date(s):	July 1, 2023			
Start Time:	4:00pm	End Time:	10:30pm	
Cleanup Start Time:	n/a	Cleanup End Time:	n/a	
Location(s):	1 Password Pa	rk		
Organizing Group:	City of St. Thor	nas		
Contact Name #1:	Jeff Bray	#2: A d	rienne Gri	ffin
Street Address:	545 Talbot Stre			
Town/City:	St. Thomas	Province: ON	Postal Code:	N5P 3V7
Phone Number #1:	519-631-1680 ext 520		t 5202	
Email Address:	jbray@stthoma			
Expected Attendance:	10,000 Number o	f Event Personnel/\	/olunteers: 0	
	of washrooms in place: COI of Parking Spaces:	mfort station	on, 20 por	tajohns
Number of Accessible	Washrooms:	Number of Accessi	ble Parking Spots:	several
Please describe your s	pecific event. Attach addition	al sheets as necess	ary	
Kinsmen and	Optimist food vend	ors, popcorr	/candy/cotto	on candy
inflatables, games, pe	tting zoo, STPS police dog d	emonstration, live	music, fireworks d	isplay at dusk
· · · · · · · · · · · · · · · · · · ·	D BEVERAGE any kind be available at this e Southwestern Public Health a		Yes least 2 weeks prio	No No r to the event.
SECTION 3: PERSONAL	. SERVICES			
·	services of any kind offered t Southwestern Public Health a			No ✓ Ir 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 $60m^2$ 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? 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 11:00 p.m. so long as the Police are satisfied that said devices are being "used in a reasonable manner" and not intolerably high. It is the responsibility of the organizers to obtain any applicable musical licencing through SOCAN for events not taking place in a City facility.

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event?		Yes 🗸	No
If Yes, Southwestern Public Health must be notified of the event det not permitted in the Animal Control By-Law 71-2011, an Application must be approved by City Council and can be found on the City Anim Please attach a copy of the application to this permit application and approval may take several weeks.	for Temporar nal Services pa	y Exemption to ge of the City v	the By-Law vebsite.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES			
Are you anticipating any road closures or traffic flow changes?		Yes	No 🗸
If Yes, please contact the Roads and Transportation Department at ((519) 631-1680	ext. 5130.	
If Yes, please describe the road closure requirement and attach a man of Way Occupancy Permit and City Council approval is required for a fee for the permit and approval may take several weeks.	all road closure	s. Please note	that there is
Please attach a copy of the Right of Way Occupancy Permit and prov If the event is a Parade / Run / Walk / Pass through Sporting Event, under the Special Events page on the City website. Describe the eve	please refer to	the city roads	map located
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-12	24 ov 4276	Yes	No √
PLEASE NOTE: Marshalls, volunteers and special event staff are not can direct traffic pursuant to the Highway Traffic Act.		ect traffic. Only	the police
SECTION 10: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to arraand Property Management staff once the Special Events Permit Appl If your special event expected attendance is 300 or more you must into the overflow parking lot.	olication has be	een approved.	Please note
Have you contacted Parks and Recreation staff about your event?	Yes	No	N/A
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes the permit	No	N/A

	34			
Do you require picnic tables or garbage car		Yes	No	N/A
If Yes, how many are you requesting? # o		# of Garba	ge Cans:	
If Yes, please provide pick-up/return date a	ina time			
Please note availability is at the discretion	of the Parks, Rec a	and Property Manager	nent Departm	ent and that
delivery/pick up is the responsibility of the	event organizer.	All picnic tables and g	arbage bins m	ust be
returned no later than 48 hours after your				
must obtain an equipment rental permit fr	om the Parks, Rec	reation and Property	Management	Department
prior to your event.				
Have you made arrangements with Enviror	nmental Services s	taff for recycling cont	ainers and col	lection?
, , , , , , ,		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 extensi	on cords must be	in good condition and		an accredited
certification body under the Ontario Elect		-		
Authority. If required, please attach the B	•			
Number:	,	,		
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your responsi Accessibility for Ontarians with Disabilities requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requiplen to the Municipal Accessibility Advisory	es Act (AODA). C Please note that indicate the barr uired, the Special	Organizations with at directional signage ier-free path of trave Events Committee rec	least one er needs to be I and location commends sul	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES	<u>s</u>			
		1/	V [N. 7
Security: Has a privately licensed security f	irm been contacte	ed/retained?	Yes	No 🗸
If Yes, what company and how many secur	ity officers will be	present?		
First Aid: For events with an anticipated at	ttendance of more	e than 200 people, Fi	rst Aid service	s are required
to be retained. Have you confirmed First A	id services?	Yes	No 🗸	N/A
If Var. who are attack along an entation municipal	ling proof that Firs		on retained	
If Yes, please attach documentation provide	ling proof that Firs	of Ald Services have be	en retained.	
Ambulance: Has Emergency Medical Servi	ces (Ambulance S	ervice) been contacte	d regar <u>ding</u> y	our event and
planned emergency access to the site?			Yes	No 🗸
Fireworks: Will there be fireworks as part of		alla Ein D	Yes	No
If Yes, a permit for exhibition fireworks mu	ist be submitted to	o the Fire Department	Ι.	

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.

their request.	porting documentation to any time parties up
-J. BAY	May 29/23
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received:	Committee Approval:

SECTION 14: INSURANCE

STATEMENT OF INDEMNIFICATION

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

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

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

Canada Day Celebration/Fireworks organize	_{ed by} City of St. Thomas
(Event Name)	(Organizing Group)
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,	of the City of St. Thomas and all persons for whom it is at 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	
Canada Day Celebration/Fireworks organized	City of St. Thomas
(Event Name)	(Organizing Group)

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Knox Church K	ïrkin' Parade		
	Sunday September 17, 2023			
Date(s):	10:00 A.M.		10:20 A.M.	
Start Time:		End Time:	10.20 A.Wi.	
Cleanup Start Time:		Cleanup End Time:		
Location(s):	Parade moving	from Princess & Centre to	Wellington & Hi	nks
Organizing Group:	Knox Church Kii	rkin' O' the Tartan Committe	ее	
Contact Name #1:	Mary-Ellen Bolt	John I #2:	_yle	
c/o Kn Street Address:		Church, 55 Hinks Street		
Town/City:	St. Thomas	ON Province:	Postal Code:	N5R 3N9
Phone Number #1:		#2:		
Email Address:		nomas.ca boltfam@rogers		mpatico.ca
	100 	Number of Event Personnel/Vo	.9 olunteers:	
Location and number o	f washrooms in pla	In Knox Church		
		Knox church parking lot		
Number of Accessible V	4 Vashrooms:	Number of Accessibl		12
Planca describe your co	osific avant. Attack	h additional sheets as necessar	A moving par	ade with
		arers, dignitaries, and tarta		
SECTION 2: FOOD AND Will food/beverage of a If Yes, you must notify S	ny kind be availabl	le at this event? ic Health at 519-631-9900 at le	Yes ast 2 weeks prior	No V
SECTION 3: PERSONAL	SERVICES			
<u>=</u> "	•	l offered to the public at this evic Health at 519-631-9900 at le		No Voto the event.

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

SECT		M	۸٠	TE	MT	c
JEC 11	1	IW.	4.		IN I.	.7

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 $60m^2$ 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? 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

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.

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

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 not permitted in the Animal Control By-Law 71-2011, an Application for Temmust be approved by City Council and can be found on the City Animal Servi Please attach a copy of the application to this permit application and submit approval may take several weeks.	nporary Exemptices page of the (on to the By-Lav City website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes	No 🗸
If Yes, please contact the Roads and Transportation Department at (519) 633	l-1680 ext. 5130).
If Yes, please describe the road closure requirement and attach a map or ske of Way Occupancy Permit and City Council approval is required for all road of a fee for the permit and approval may take several weeks.	=	_
	(E)	
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 reunder the Special Events page on the City website. Describe the event and at	•	•
The parade forms at the NE corner of Center St. and Princess Ave	in the Legend	s lot.
Moves S on Princess to Wellington, W on Wellington to Hinks (Kno	x Church)	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ex 42	Yes 7 6.	No
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to can direct traffic pursuant to the Highway Traffic Act.	to direct traffic.	Only the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrange an orand Property Management staff once the Special Events Permit Application If your special event expected attendance is 300 or more you must have at least to the overflow parking lot.	nas been approv	ed. Please note
Have you contacted Parks and Recreation staff about your event? Yes	No.	N/A
Have you rented a pavilion/facility and signed a permit? Yes If yes, please provide the location of the rental and attach a copy of the permit.] No [N/A

Do you require picnic tables or garbage cans If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date an	f Picnic Tables:		No	N/A 🗾
Please note availability is at the discretion of delivery/pick up is the responsibility of the ereturned no later than 48 hours after your emust obtain an equipment rental permit from prior to your event.	event organizer. A event. All applicant	ll picnic tables and g ts requesting picnic t	arbage bins m tables and garl	ust be page bins
Have you made arrangements with Environr	mental Services sta	aff for recycling conta	ainers and coll	ection? N/A
Will you require municipal support for:	Water Hydro	Yes	No No	N/A 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: ACCESSIBILITTY				
As an event organizer, it is your responsible Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Publication of the Municipal Accessibility Advisory of the Accessibility A	s Act (AODA). Orgelease note that of the harriest of the barriest of the special Every the special Every extension of the sp	ganizations with at directional signage r-free path of travel vents Committee rec	least one em needs to be and location ommends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fire	m been contacted,	/retained?	Yes	No 🗸
If Yes, what company and how many securit	y officers will be p	resent?		
First Aid: For events with an anticipated atto to be retained. Have you confirmed First Aid		than 200 people, Firs	st Aid services No	are required
If Yes, please attach documentation providing	ng proof that First /	Aid services have be	en retained.	
Ambulance: Has Emergency Medical Service planned emergency access to the site?	es (Ambulance Ser	vice) been contacted	regarding yo	ur event and No 🖊
Fireworks: Will there be fireworks as part of	•	he Fire Denartment	Yes	No 🗸

SECTION 13: SIGNATURE

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

(Signature of Individual Completing this Application)	10 may 23 (Date completed)	
Office Use Only: Application Received:	Committee Approval:	

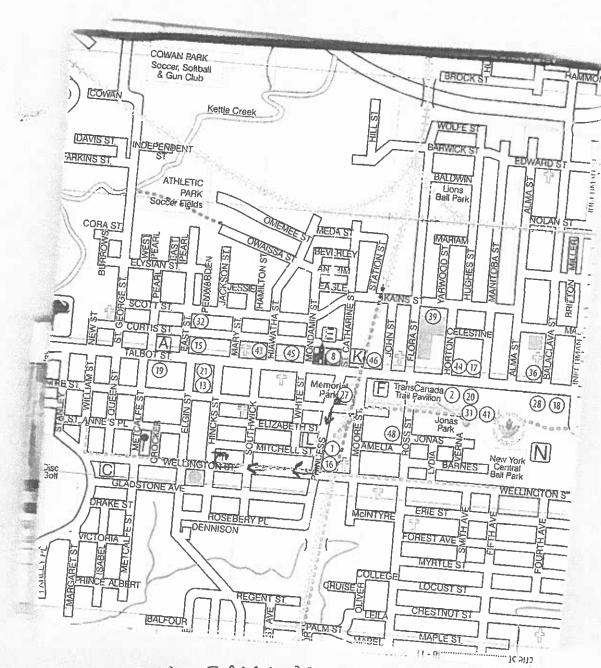
SECTION 14: INSURANCE

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.

(Organizing Group) n of the City of St. Thomas and all persons for whom it is at es, costs, claims, suits or actions arising out of: of, and any injury to any person or persons, including
es, costs, claims, suits or actions arising out of:
of, and any injury to any person or persons, including
by any act or omissions of
Knox Kirkin' Committee
(Organizing Group)
casioned by any cause whatsoever, except where such gence of The Corporation of the City of St. Thomas, its customers, invitees or licensees. Signed: Name (Print): MARY-ELLEN BOLT
1000 man all 110F
(=10 /37 /1/21/
Date: MAY 10, 2023 KNOX PRESBYTERIAN CHURCH
Event Name: KIRKIN'O'THE TARTAN PARAD
Organizing Group: KNOX KIRKIN COMMITTE



START - LEGENDS SPARKING LOT - HE CORNER CENTRE ST + PRINCESS AVE S ON PRINCESS TO WELLINGTON ST WON WELLINGTON ST. TO HINCKS ST. & KNOX CHURCH

SECTION 1: EVENT AND ORGANIZER INFORMATION					
Event Name:	Optimist Club Of St. Thomas Santa Claus Parade				
Date(s):	Saturday November 18, 2023				
Start Time:	6:00 PM	End Time:	Approx. 7:30 PM		
Cleanup Start Time:	7:45 PM	_ Cleanup End Time:	8:30 PM		
Location(s):	Talbot St. from First Ave to Elgin ST.				
Organizing Group:	Optimist Club of St.Thomas				
Contact Name #1:	Al Holt	Al Holt #2: Earl Taylor			
Street Address: 10078	8 Talbotville Gore Rd	,			
Town/City:	St.Thomas	_ Province: On	Postal Code: N5P3T2		
Phone Number #1:	519-852-5005		370-9223		
Email Address:	the.holts@rogers.com				
Expected Attendance:	12,000 Number	of Event Personnel/\	/olunteers: Unknow		
Location and number of washrooms in place: 1 - First Ave near Talbot					
Location and Number of Parking Spaces: N/A					
Number of Accessible Washrooms: Number of Accessible Parking Spots: N/A					
Please describe your specific event. Attach additional sheets as necessary. It's our annual					
Santa Claus Parade. Local community groups bring a parade of lights music and dance to					
the people of St.Thomas with Santa being the grand finally at the end.					
SECTION 2: FOOD AND BEVERAGE Will food/beverage of any kind be available at this event? If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.					
SECTION 3: PERSONAL SERVICES					
Will there be personal services of any kind offered to the public at this event? Yes No Version No Version No No Version No Version No No Version No Versi					
Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.					

Page 2 of 7

SECTION 4: TENTS				
Will there be an indoor or tent covered area used for public assembly as part of the event? Yes \square No \checkmark				
If Yes, please specify the number and size of tents.				
If the tents are larger than 60m^2 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? 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 detain not permitted in the Animal Control By-Law 71-2011, an Application for must be approved by City Council and can be found on the City Animal Please attach a copy of the application to this permit application and approval may take several weeks.	or Temporary Exemption I Services page of the Cit	to the By-Law y website.
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES		
Are you anticipating any road closures or traffic flow changes?	Yes 🗸	No 🗌
If Yes, please contact the Roads and Transportation Department at (5:	19) 631-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map of Way Occupancy Permit and City Council approval is required for all a fee for the permit and approval may take several weeks. 3:00 PM - First.	road closures. Please no	te that there is
5:30 PM- begin Talbot ST. road closure starting at First Ave p	rogressing to Elgin ST	
6:45 PM Approx. begin St. opening starting with First Ave and progressing do	wn Talbot as parade depart	s Talbot.
Please attach a copy of the Right of Way Occupancy Permit and provide	le the permit #: Unknov	vn
If the event is a Parade / Run / Walk / Pass through Sporting Event, ple under the Special Events page on the City website. Describe the event		
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224	Yes 🗸	No 🗌
PLEASE NOTE: Marshalls, volunteers and special event staff are not all can direct traffic pursuant to the Highway Traffic Act.	owed to direct traffic. Or	nly the police
SECTION 10: MUNICIPAL FACILITIES		
For events taking place in Pinafore Park, organizers will need to arrang and Property Management staff once the Special Events Permit Applic If your special event expected attendance is 300 or more you must ha into the overflow parking lot.	ation has been approved	d. Please note:
Have you contacted Parks and Recreation staff about your event?	res No No	N/A 🗸
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of the	res No No e permit.	N/A 🗸

Do you require picnic tables or garbage can If Yes, how many are you requesting? # o		Yes ✓	No age Cans: 20	N/A
If Yes, please provide pick-up/return date a			age Calls. 20	
Please note availability is at the discretion of delivery/pick up is the responsibility of the returned no later than 48 hours after your of must obtain an equipment rental permit from prior to your event.	event organizer. event. All applica	All picnic tables and a nts requesting picnic	garbage bins m tables and gar	ust be bage bins
Have you made arrangements with Environ	mental Services s	taff for recycling con Yes	tainers and col No 🕢	lection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No ✓ 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: ACCESSIBILITTY				
As an event organizer, it is your responsil Accessibility for Ontarians with Disabilities requirements to meet for accessibility. It displayed throughout the event venue to washrooms and parking. Although not requiplan to the Municipal Accessibility Advisory	es Act (AODA). C Please note that indicate the barr iired, the Special	Organizations with a directional signage ier-free path of trave Events Committee re	t least one er needs to be el and location commends sub	nployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security fi	rm been contacte	d/retained?	Yes	No 🗸
If Yes, what company and how many securi	ty officers will be	present?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First Ai		e than 200 people, Fi Yes 🗹	rst Aid service:	s are required N/A
If Yes, please attach documentation providi	ng proof that Firs	t Aid services have b	een retained.	
Ambulance: Has Emergency Medical Servic planned emergency access to the site?	es (Ambulance S	ervice) been contacto	ed regarding yo Yes 🗸	our event and No
Fireworks: Will there be fireworks as part o		o the Fire Departmen	Yes 🗌 t.	No 🗸

SECTION 13: SIGNATURE

Office Use Only: Application Received:

That the information contained in this application and any documentation, including reports, and drawing provided in support of the application, by myself, my agents, consultants and solicitors, constitutes publi 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 publi including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Committee Approval:

(Signature of Individual Completing this Application) $\frac{4/26/2023}{\text{(Date completed)}}$

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

Optimist Club Of St.Thomas Santa Claus Parade	organized by OPTIMISTCLUB OF 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

OPTIMIST SANTA CLAUS PARADE organized by OPTIMIST CLUB OF STITHEMAS (Event Name) (Organizing Group)

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

Witness:

Signed:

Name (Print): Chris McConnel

Name (Print):

Address:

Telephone:

519-852-560

Date:

Event Name:

OPTIMIST CLUB SAHTACLAUS DARAGE

Organizing Group: OPTIMIST CLUB OF STITHMAS

Event Dates:

NOU 18 2023

