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

MICROSOFT TEAMS

3:30 P.M.

SEPTEMBER 6, 2023

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on August 2, 2023.

PETITIONS AND COMMUNICATIONS

The Olde Made Sunday Market - September 24 and October 22, 2023 Pages 2-7

Remembrance Day Ceremony - November 11, 2023 Page 8-15

<u>Light Up Talbot Street - November 17, 2023</u> Pages 16-25

Tree Lighting Celebration - November 17, 2023 Pages 26-34

<u>Downton Oktoberfest - October 14, 2023</u> Pages 35-43

UNFINISHED BUSINESS

Upcoming Events

- Bikers Rights Organization's 45 Annual Toys for Tots Run September 10, 2023
- Optimist Club Children's Festival September 16, 2023
- Knox Church Kirkin' Parade September 17, 2023
- 3M Harvest Lunch and United Way Elgin Middlesex Campaign Launch September 21, 2023
- Railway City Road Races September 24, 2023
- John Wise P.S. Cross Country Meet September 28, 2023
- Optimist Club Santa Claus Parade November 18, 2023
- Christmas After Dark November 25, 2023

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION 2

Event Name:						
Date(s):						
Start Time:	End Time:					
Cleanup Start Time:	Cleanup End Time:					
ocation(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 i	n place:					
Location and Number of Parking Space	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 availf Yes, you must notify Southwestern SECTION 3: PERSONAL SERVICES		Yes □ st 2 weeks prior to the	No 🗆 event.			
Will there be personal services of any If Yes, you must notify Southwestern	•		No 🗆 event.			

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

SECTION 4: TENTS AND TEMPORARY STRUCTURES

may take several weeks.

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 thro Services. Please attach a copy of the Permit and provide the Permit Number:		•
Will there be a temporary stage, lighting or sound structure installed as part of	the event? Yes □	No □
	. 60 =	
If utilizing a temporary stage structure, a resource document for event organize Event Permits page on the City of St. Thomas website.	rs can be foun	d on the Specia
Smoking and vaping is generally prohibited on City property under the terms of law to establish smoke free municipal places in the City of St. Thomas. Please n covered areas for public assembly must also comply with Smoke Free Ontario A Southwestern Public Health.	ote that Indoo	r or Tent
Please note that there is a no staking policy in all of the City's Parks, Recreation facilities.	and Property	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 Policy at Rec and Property Management Department for Special Events taking place on recommendation.		•
You must also comply with the Alcohol and Gaming Commission of Ontario (AGresponsible to notify and provide any pertinent information required under the obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act ensure access is given to the Police and AGCO Inspectors for the purposes of inspectors.	AGCO guidelir and its Regula	nes for
The area where alcohol is being served has to have a 36" (0.9m) high barrier/pa is a no staking policy in all of the City's Parks, Recreation and Property Manager		
SECTION 6: MUNICIPALLY SIGNIFICANT EVENT - (Pertains to Events Where Alc	ohol is Served	1
Will you be requesting that City Council declare your event a "Municipally Signif Ye		o 🗆
If Yes and you wish to apply for a "Special Occasion Permit," through the Alcoho	ol and Gaming	Commission of

Page 3 of 7

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

SECTION 7: MUSIC / NOISE

Will there be a concert or musical entertainment as part of the event?	es ⊔ No) [
If Yes, please note that the use of sound reproduction devices is authorized betwand 11:00 p.m. so long as City staff are satisfied that said devices are being "use and not intolerably high. It is the responsibility of the organizers to obtain any approach through SOCAN for events not taking place in a City facility.	d in a reasonab	le manner"
Please note that if utilizing a temporary stage structure, regulations are found up and Safety Act and enforced by the Ministry of Labour. A resource document for 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 week not permitted in the Animal Control By-Law 71-2011 as amended, an Application the By-Law must be approved by City Council and can be found on the City Anim website. Please attach a copy of the application to this permit application and suthat such approval may take several weeks.	n for Temporary nal Services pag	y Exemption to e of the City
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) 631-16	80 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or sketch of Way Occupancy Permit and City Council approval is required for all road closura 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 and permit and provide the permit and permi	mit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer under the Special Events page on the City website. Describe the event and attac	•	·
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276	Yes □	 No □

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 signification of the results of the resul	Yes \Box f the permit.	No 🗆	N/A 🗆	
Do you require picnic tables or garbage ca If Yes, how many are you requesting? # If Yes, please provide pick-up/return date	of Picnic Tables:		bage Cans:	
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 fi prior to your event.	e event organizer. All pic event. All applicants red	nic tables and questing picni	garbage bins m c tables and gar	oust be bage bins
Have you made arrangements with Enviro	nmental Services staff fo			
		Yes 🗆	No 🗆	N/A □
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A □ N/A □
Please note that all equipment and extens certification body under the Ontario Elec Authority. If required, please attach the Number:	trical Safety Code or ha	ve been inspe	ected by the El	ectrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requirements to the Municipal Accessibility Advisor	ies Act (AODA). Organize Please note that direct indicate the barrier-frequired, the Special Events	rations with a ctional signag e path of trav s Committee r	at least one ended to be vel and location ecommends su	mployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>s</u>			
Security: Has a privately licensed security t	firm been contacted/reta	ined?	Yes □	No 🗆
If Yes, what company and how many secu	rity officers will be prese	nt?		
First Aid: For events with an anticipated a to be retained. Have you confirmed First A		200 people, i	First Aid service	s are required N/A □

n retained.	
regarding yo Yes □	our event and
Yes 🗆	No 🗆
ing reports, a slicitors, consist with the provided in the provided in the general to any third in the provided in the general to any third in the provided in the general to any third in the provided in the general to any third in the provided in the general to any third in the general to any the general to any the general to any third in the general to any the general to any the general to any the general to any the g	titutes public visions of the onsent to the eneral public
i •	regarding you Yes Yes Yes Ing reports, a licitors, consider the pro- side, I hereby county the pro- side to the go to any third

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	<u> </u>	
	organized by	
(Event Name)		(Organizing Group)
•	ss The Corporation of the City of S liabilities, damages, costs, claims,	St. Thomas and all persons for whom it is a , suits or actions arising out of:
	g loss of use thereof, and any injue from, occasioned by any act or o	ary to any person or persons, including omissions of
	organized by	
(Event Name)		(Organizing Group)
• • • •	yees, contractors, customers, invit	
	Address:	
	Telephone:	
	Date:	
	Event Name	e:
	Organizing G	Group:
	Event Dates	:

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	RomomBRANCE DAY	TROMONY
Date(s):	Nov 1/ 2023	
Start Time:	End Time:	IPM
Cleanup Start Time:	Cleanup End Time:	
Location(s):	USTORANS MOMORIA	GARDONS
Organizing Group:	ROYAL CANADIAN LIBION	2000 DOGIN BOL 41
Contact Name #1:	ADRIAN WILLIAMS#2:	
Street Address:	216 INdonMANST	
Town/City:	ST. THOMAS Province: ON. Post	tal Code: N5P3H4
Phone Number #1:	226985-1632 #2: 579	-631-9840
Email Address:	ANDY WOSSED @ GMAIL. CON	4
Expected Attendance:	: <u>250 +</u> Number of Event Personnel/Volu <mark>n</mark> teer	rs: <u>25</u>
Location and number of	of washrooms in place: NONE. Ba.wi	LI BUODON AT 10 Au
Location and Number	of Parking Spaces:	
Number of Accessible	Washrooms: Number of Accessible Parkin	ng Spots:
Please describe your s	specific event. Attach additional sheets as necessary. 720	SMBMBAINCE
DAY PAO	ADE AND CUROMONY WITH L	AYING OF WROATHS
PRAYONE A	AND NOTICES	
SECTION 2: FOOD AND	D BEVERAGE	
	f any kind be available at this event? y Southwestern Public Health at 519-631-9900 at least 2 w	Yes No No eeks prior to the event.
SECTION 3: PERSONAL	L SERVICES	
	l services of any kind offered to the public at this event? y Southwestern Public Health at 519-631-9900 at least 2 w	Yes No X

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

SECTION 4: TENTS AND TEMPORARY STRUCTURES

Will there be an indoor or tent covered area used for public assembly as part of the event?
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:
Will there be a temporary stage, lighting or sound structure installed as part of the event? Yes No X
If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.
Smoking and vaping is generally prohibited on City property under the terms of By-Law 95-2019 being a bylaw to establish smoke free municipal places in the City of St. Thomas. Please note that Indoor or Tent covered areas for public assembly must also 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

SECTION 6: MUNICIPALLY SIGNIFICANT EVENT - (Pertains to Events Where Alcohol is Served)

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

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

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 N	O
If Yes, please note that the use of sound reproduction devices is authorized and 11:00 p.m. so long as City staff are satisfied that said devices are being and not intolerably high. It is the responsibility of the organizers to obtain a through SOCAN for events not taking place in a City facility.	"used in a reasona	ble manner"
Please note that if utilizing a temporary stage structure, regulations are found Safety Act and enforced by the Ministry of Labour. A resource docume found on the Special Event Permits page on the City of St. Thomas website.	nt for event organiz	
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 as amended, an Application By-Law must be approved by City Council and can be found on the City website. Please attach a copy of the application to this permit application at that such approval may take several weeks.	cation for Tempora Animal Services pa	ry Exemption to ge of the City
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) 63	31-1680 ext. 5130.	
If Yes, please describe the road closure requirement and attach a map or stof Way Occupancy Permit and City Council approval is required for all road a fee for the permit and approval may take several weeks.	closures. Please no	
-SOHN ST. FROM # 24 TO TABOTST.	TALBOTS	7.70
MODREST. MOORE ALSO CLOSED AT	CONTREL	37.
Please attach a copy of the Right of Way Occupancy Permit and provide the	e permit #:	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please under the Special Events page on the City website. Describe the event and		
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext.	Yes 🔀	No

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 s	staff about your event?	Yes	No	N/A
Have you rented a pavilion/facility and sign If yes, please provide the location of the re	<u>-</u>	Yes f the permit	No	N/A 🔀
Do you require picnic tables or garbage car If Yes, how many are you requesting? # of Yes, please provide pick-up/return date a	of Picnic Tables:	Yes # of Garba	No ge Cans:	N/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.	event organizer. All picr event. All applicants req	nic tables and gaugesting picnic t	arbage bins mu ables and garb	ust be page bins
Have you made arrangements with Enviror	nmental Services staff for	recycling cont	ainers and coll No	ection? N/A
Will you require municipal support for:	Water Hydro	Yes Yes	No No	N/A >>>
Please note that all equipment and extensi certification body under the Ontario Elect Authority. If required, please attach the Number:	trical Safety Code or hav	ve been inspec	ted by the Ele	ctrical Safety
SECTION 11: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disabilitive requirements to meet for accessibility. displayed throughout the event venue to washrooms and parking. Although not requirement to the Municipal Accessibility Advisory	es Act (AODA). Organiz Please note that direc indicate the barrier-free uired, the Special Events	ations with at tional signage e path of trave Committee rec	least one em needs to be and location commends sub	ployee have prominently of accessible
SECTION 12: OTHER SERVICES/RESOURCE	<u>s</u>			
Security: Has a privately licensed security f	irm been contacted/reta	ined?	Yes	NoX
If Yes, what company and how many secur	ity officers will be preser	nt?		
First Aid: For events with an anticipated at to be retained. Have you confirmed First A		200 people, Fir	st Aid services	are required

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

Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes 📈	event and No
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.	Yes	No
SECTION 13: SIGNATURE		
That the information contained in this application and any documentation, including provided in support of the application, by myself, my agents, consultants and so information and will become part of the public record. As such, and in accordance <i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, c.M.5 City of St. Thomas making this application and its supporting documentation available including copying and disclosing the application and its supporting documentation their request.	licitors, constitu with the provisi 6, I hereby cons able to the gene	ites public ions of the sent to the eral public,
(Signature of-Individual Completing this Application) (Date com	$\frac{\sqrt{5/2}}{3}$	

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.

Komom	DRANCO	MY	organized by _	LONK	(Organizing Group)
•	(Event Name)			/	(Organizing Group)
•		•		· ·	nas and all persons for whom it is at ractions arising out of:
		_	e thereof, and a sioned by any a		ny person or persons, including is of
			organized by		
	(Event Name)				(Organizing Group)
the premises o damage or inju officers, agents	r any part there ry is due to the	eof arising from act, default o	n or occasioned r negligence of actors, custome	I by any cause The Corporations, invitees or	or licensees, or occurring in or on whatsoever, except where such on of the City of St. Thomas, its licensees.
Witness:	IMMIN!	mall	Signe	d:	- June
Name (Print):	Matt Sm	ale	Name	e (Print):	ADAIM WILLIAMS
			Addre	ess:	24 JOHN ST. ST. 7 MM AS.
			Telep	hone:	5,9 631 -9840
			Date:		August 21/23
			Event	: Name:	Romom BAMICE DAY
			Organ	nizing Group:	R.C.L.
			Event	: Dates:	Nov. 11/23.



1700 - 181 University Avenue Toronto, ON M5H3M7 T. (416) 599-5530 | 1 (800) 668-5901 | F. (416) 599-5458

CERTIFICATE OF INSURANCE.

2023 No. 335

THIS IS TO CERTIFY TO: City of St. Thomas

PO Box 520, 545 Talbot Street St Thomas, ON N5P 3V7

that the following described policy(ies) or cover note(s) in force at this date have been effected to cover as shown below:

NAMED INSURED:

Royal Canadian Legion Lord Elgin (ONT No. 41) Branch

ADDRESS:

24 John Street

St.Thomas, ON N5P 2X3

Description of operations and/or activities and/or locations and/or vehicles to which this certificate applies:

			Remembrar	nce Day Ceremony
TYPE	INSURER	POLICY NO.	POLICY PERIOD (mm/dd/yyyy)	LIMIT OF INSURANCE
Commercial General Liability	Echelon Insurance / Lloyd's of London	TOR-22-20438/ BFL448	04/01/2023 to 04/01/2024	\$5,000,000 Bodily Injury and Property Damage Liability Per Occurrence \$5,000,000 Products and Competed Operations Aggregate \$5,000,000 Personal and Advertising Injury, Limit per any one person \$10,000 Medical Payments, Limit per any one person \$1,000,000 Tenants Legal Liability, Limit per any one premises \$1,000,000 Standard Non-Owned Auto Liability, SPF #6 \$50,000 Legal Liability for damaged to Hired Automobile, SEF #94 Includes: Employers Bodily Injury Liability Coverage Voluntary Compensation – (Excluded)

Additional Information:

It is understood and agreed that **City of St. Thomas** is added to the General Liability Insurance Policy noted above as **Additional Insured(s)**, but only with respect to liability arising out of the operations of the Named Insured as it relates to the activity to which this certificate applies.

This certificate is issued as a matter of information only and is subject to all the limitations, exclusions and conditions of the above-listed policy(ies) as they now exist or may hereafter be endorsed.

Should one of the above noted policy(ies) be cancelled before the expiry date shown, the insurer(s) will endeavor to provide **30 days** of written notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Limits shown above may be reduced by Claims or Expenses paid.

BFL CANADA Risk and Insurance Services Inc.

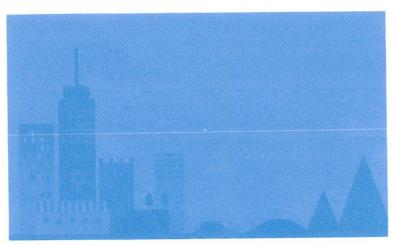
	Per:	Kerry McDonald	
Signed in Toronto on August 16, 2023		* NaDal	
		Authorized Representatives	

Google Maps

John St

Remembrance Day Parade





John St









phone



Share



Saved in Favorites

map data wzozz dougie - 100 IN L

BARRIOR AT MODRUST

AND TALBOT SHOULD

ALLOW FOR ACCOSS BY

THE PARADIC. (LAST YUAR

WONS UNMOVABLU CAUSING

THO PARADIC TU DIVIDE)

IN ADDITION TARE BARRIORS

REQUIRED TO SUPARATE MUDIA

BARLIER-NORTH TO SOUTH
ON MOORE STREET APPROXI
IN THE CONTROL STREET
SNSURS DROCKTING 140RO
AT U STORAWS MONOMING
640.

SECTION 1: EVENT AN	SECTION 1: EVENT AND ORGANIZER INFORMATION			
Event Name:	Light Vp Talbot			
Date(s):	Friday November 17, 2023			
Start Time:	5:00 pm End Time: 9:00 pm			
Cleanup Start Time:	9-00 pm Cleanup End Time: 10-00 pm			
Location(s):	John St to Elgin			
Organizing Group:	St. Thomas Dountown Development Board.			
Contact Name #1:	Suranne Faris #2:			
Street Address: 5	45 Talkot St.			
Town/City:	81. Thomas. Province: ON Postal Code: MSP 3V7			
Phone Number #1:	519-690-0424 (SIF)#2: 519-633-5248 (ddb)			
Email Address:	surannefaris Egmail.com			
Expected Attendance:	200 Number of Event Personnel/Volunteers:			
Location and number of washrooms in place:				
Location and Number	of Parking Spaces: Local Parking lots.			
Number of Accessible				
Please describe your	specific event. Attach additional sheets as necessary. See affected page.			
	, , , , , , , , , , , , , , , , , , ,			
SECTION 2: FOOD AN	D BEVERAGE			
	any kind be available at this event? Yes ✓ No ☐ Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.			
SECTION 3: PERSONA	L SERVICES			
	I services of any kind offered to the public at this event? Yes \(\sum \) No \(\sum \) 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 AND TEMPORARY STRUCTURES

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. 4-1 10×10' At each rest Stop.
If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Will there be a temporary stage, lighting or sound structure installed as part of the event? Yes No V
If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.
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. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes No W

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.

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

SECTION 7: MUSIC / NOISE

f Yes, please note that the use of sound reproduction devices is authorized between the hours of 10:00 a.m. and 11:00 p.m. so long as City staff 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 hrough SOCAN for events not taking place in a City facility.					
Please note that if utilizing a temporary stage structure, regulations are found undo and Safety Act and enforced by the Ministry of Labour. A resource document for ex 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 E			
If Yes, Southwestern Public Health must be notified of the event details two weeks not permitted in the Animal Control By-Law 71-2011 as amended, an Application for the By-Law must be approved by City Council and can be found on the City Animal website. Please attach a copy of the application to this permit application and subto that such approval may take several weeks.	or Temporary Services page	Exemption to of the City			
SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES					
Are you anticipating any road closures or traffic flow changes?	Yes V	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 shof Way Occupancy Permit and City Council approval is required for all road closure a fee for the permit and approval may take several weeks. See attached Map -					
see arrached scrap.					
Please attach a copy of the Right of Way Occupancy Permit and provide the permit	t #:	entente alla città de la ballación de la balla			
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to under the Special Events page on the City website. Describe the event and attach a	•	•			
	Non-recognising accommission with the control black back to the SM ASS SM AND SM AND SM ASS ASS	rate source completely extracts combinates			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276.	Yes 「	No F			

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 staf	f about your event?	Yes □	No E	N/A □
Have you rented a pavilion/facility and signed If yes, please provide the location of the renta			No L	N/A ⊔
Do you require picnic tables or garbage cans? If Yes, how many are you requesting? # of P If Yes, please provide pick-up/return date and Please note availability is at the discretion of the delivery/pick up is the responsibility of the extremed no later than 48 hours after your events obtain an equipment rental permit from prior to your event.	ricnic Tables: I time	perty Managemone tables and gar uesting picnic ta	ent Department bage bins must bles and garbag	and that be e bins
Have you made arrangements with Environments	ental Services staff for	recycling contai Yes ⊔	ners and collect No ⊔	tion? N/A ∐
Will you require municipal support for: Hephan Parket Please note that all equipment and extension certification body under the Ontario Electric Authority. If required, please attach the Electric Number: SECTION 11: ACCESSIBILITTY	cords must be in good al Safety Code or have	Office condition and a been inspected	approved by an ed by the Electr	rical Safety
As an event organizer, it is your responsibil Accessibility for Ontarians with Disabilities requirements to meet for accessibility. Ple displayed throughout the event venue to include washrooms and parking. Although not require plan to the Municipal Accessibility Advisory Communication.	Act (AODA). Organiza ease note that directing dicate the barrier-free ed, the Special Events (tions with at I ional signage r path of travel a Committee reco	east one emplo needs to be pland location of mmends submi	oyee have rominently accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security firm	n been contacted/retair	ned?	Yes L	No L
If Yes, what company and how many security	officers will be present	:?		ndergalitete ernderen
First Aid: For events with an anticipated atte- to be retained. Have you confirmed First Aid:		00 people, First Yes ⊔	t Aid services ar	e required N/A ⊔

Yes ⊔

N/A ⊔

to be retained. Have you confirmed First Aid services?

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

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

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

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

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.

Senter	August 3, 2023
(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.

albot organized by St. Thomas Dountoun Lev. Brand.

,		
shall indemnify and save harmless The Corporation of law responsible from any and all liabilities, damages,		
any damage to property including loss of use thereo death resulting at any time there from, occasioned by		•
Light Up Talbot organized (Event Name)	d by <u>St. Then</u>	<u>193 Dountoun Dev. Board</u> (Organizing Group)
its officers, agents, servants, employees, contractors the premises or any part thereof arising from or occadamage or injury is due to the act, default or neglige officers, agents, servants, employees, contractors, contractors	asioned by any cause ence of The Corporat	e whatsoever, except where such tion of the City of St. Thomas, its
Witness:	Signed:	ant
Name (Print): EHILL TAYLOL	Name (Print):	Suzanne Faris
	Address:	545 Talbot 8t.
	Telephone:	519-633-5248 (DDB)
	Date:	August 3, 2023
	Event Name:	Light Up Talkot.
	Organizing Group:	Dountoup Dev. Brand.
	Event Dates:	November 17 2023



This holiday season is a perfect time to highlight the shops on Talbot and encourage locals and visitors to come down and re-discover our downtown. During the annual Tree Lighting Celebration event on Friday, November 17th, we (the DDB and a collective of shop owners) are planning to host a street event called "Light up Talbot".

LIGHT UP TALBOT

Engaging Downtown Businesses

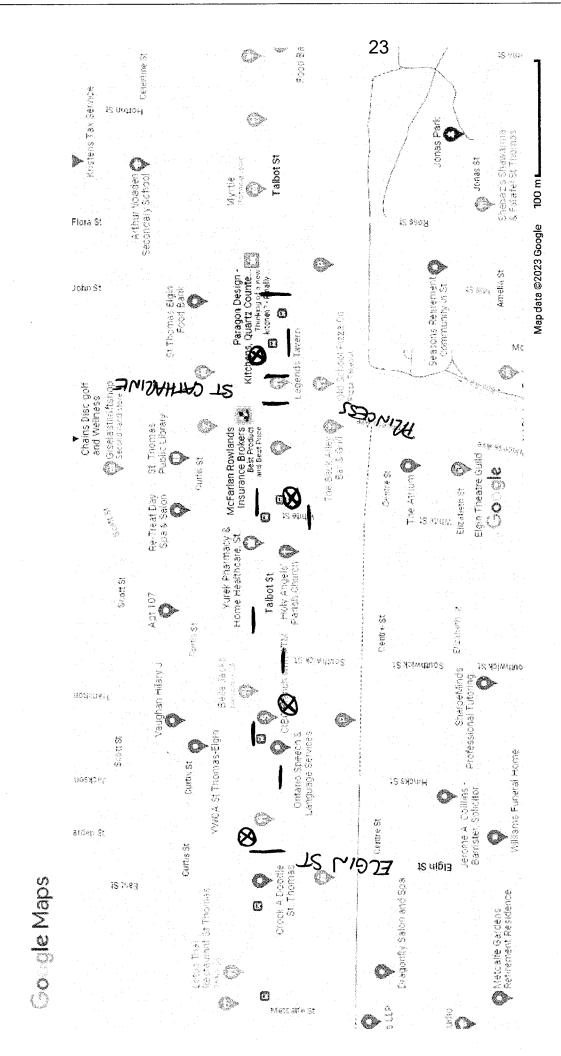
Over the coming week, we will be approaching restaurant and shop owners all along Talbot Street to join the event from 5-9 p.m., by staying open late, lighting up their storefronts with festive lights and participating in our shopping incentive program that will last through December

Attracting Shoppers

To attract shoppers downtown, we will also set up three rest stations in parkettes along Talbot to offer hot drinks, snacks, live music, and a gas warmer with seating. Between these rest stations, a wagon will run up and down Talbot to provide easy transportation. We know that the length of our downtown and the distance between stores can be prohibitive to walking and shopping, the wagon provides an easy and fun solution to help attendees make the whole loop.

Where possible, we will be inviting artists and artisans to set up shop on the sidewalk for the night close to existing storefronts. This is important to provide more shopping options for visitors to support existing shops and give us all a new vision of what our downtown can be.

We ask for your support for this event. The DDB does so much to support us as business owners and we want to build upon that foundation and work together to create a successful holiday season for our downtown. The tree lighting is well known and a great launching point for encouraging exploration all the way up and down Talbot Street. We have a beautiful historic downtown and we want to begin to build a new vision and identity for our city.



NOTE: THE LIGHTING CECHRATION

HAPPING CONCURRENTLY

SPEST AREA > 1 PICNIC TABLE AND
1 GARBAGE CAN REQUIRED
AT EACH OF THE 4
LOCATIONS
LOCATIONS
5:000m START



Certificate of Insurance

This is to confirm to: St Thomas Downtown Development Board

545 Talbot St, PO Box 520 St Thomas, Ontario, N5P 1C5

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

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

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

Policy Information	Policy Number 1076385830 Effective Date: April 04, 2023 Expiry Date: April 04, 2024						
	Primary Insured Name ST THOMAS DOWN TOWN DEVELOPMENT BOARD						
	Address 545 TALBOT ST						
	City ST THOMAS	Province ON	Post N5P	al Code 3V7			
Policy Operations	Operations to which this certificate applications Civic,community, special interest (non-non-non-non-non-non-non-non-non-non		ber Org.				
Location 2	Location to which this certificate applies						
Information	Address 155 SOUTH EDGEWARE RD						
	City Province ST THOMAS ON		Post N5P	al Code 4C4	***************************************		
Building 3	Property Coverages to which this certific	cate applies:					
Coverages	Standard Mortgage Clause Excluded		Co-insurance	Deductible	Limit		
Building 3	Property Coverages to which this certific	cate applies:					
Equipment Stock	Property		Co-insurance	Deductible	Limit		
Contents	Equipment - Commercial Broad Form / I	Replacement Cost Endorsement	90%	\$1,000	\$62,600		
Location 2	Location Coverages to which this certificate applies:						
Coverages	Location		Co-insurance	Deductible	Limit		
-	Equipment Breakdown (Incl Product Ma	chinery)		\$1,000	\$62,600		
Liability	Liability Coverages to which this certification						
Information	Commercial General Liability Policy -		Co-insurance	Deductible	Limit		
	Bodily Injury And Property Damage Liat Each Occurrence Limit Products-Completed Operations Age Each Occurrence Deductible - Proper	gregate Limit		\$1,000	\$5,000,000 \$5,000,000		
	Tenants' Legal Liability Limit - Any One Premises Deductible - Each Occurrence			\$1,000	\$250,000		
	Medical Expense Limit (Any one person) Personal And Advertising Injury Liability				\$25,000 \$5,000,000		
Included Coverage	Commercial General Liability Policy - Bodily Injury and Property Damage inclu Broad Form Products and Completed Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by cont	Occurrence Basis includes the follouding: Operations	·				
	 Other Insurance Clause - Primary and Non-contributory if agreed by a written contract for the additional insured. Owners and Contractors Protective Severability of Interests, Cross Liability 						

Non-Owned	Liability Coverages to which this certificate applies:			
Automobile Liability	Non-Owned Automobile Liability	Co-insurance	Deductible	Limit
•	Contractual Liability Endorsement			
	Non-Owned Automobile Liability			\$2,000,000
-	Excluding Long Term Leased Vehicle Endorsement			

Representative	Date: March 24, 2023
	, ·
of the Insurer	Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD A072162
	Agency Office: DEBBIE HAMILTON & ASSOCIATES LTD A072162

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

SECTION 1: EVENT AN	ID ORGANIZER INFORMATION
Event Name:	TREE LIGHTING CELEBRATION
Date(s):	FRIDAY NOVEMBER 17, 2023
Start Time:	5:30pm End Time: 7:30pm
Cleanup Start Time:	7:30 0m Cleanup End Time: 8:00pm
Location(s):	CITY HALL CHRISTMAS TREE
Organizing Group:	ST THOMAS DOWNTOWN DEVELOPMENT BOARD
Contact Name #1:	EARL TAYLOL #2:
Street Address: 54	5 TACBOT SILEET
Town/City:	ST THOMAS Province: ON Postal Code: NSP 3V7
Phone Number #1:	519-670-9223 #2: 519-633-5248
Email Address:	1earl taylor & gmail. com
Expected Attendance	:
Location and number	of washrooms in place: CITY HALL WASHROOM ACCESS REQUIRE
	of Parking Spaces: LOCAL PARKING LOTS
	AT CITY HALL IN LOCAL PACKING LOTS specific event. Attach additional sheets as necessary.
SANTA WILL !	ARRIVEAT 5:45 PM VIA STFD AND GREET CHILDREN
RETURNING	TO STED STATION AT APPLOX 7:30pm
SECTION 2: FOOD AN	·
-	Fany kind be available at this event? Yes No No Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONA	L SERVICES
-	I services of any kind offered to the public at this event? Yes L No V 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 AND TEMPORARY STRUCTURES

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. 10 x 10 Fol Band OL SANTA DEPENDING ON WEATHER
If the tents are larger than 60m² cumulatively, a building permit is required through Planning & Building Services. Please attach a copy of the Permit and provide the Permit Number:
Will there be a temporary stage, lighting or sound structure installed as part of the event? Yes □ No 🏋
If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.
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. Please note that Indoor or Tent covered areas for public assembly must also 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 - (Pertains to Events Where Alcohol is Served)
Will you be requesting that City Council declare your event a "Municipally Significant Event"? Yes □ No X

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.

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

Yes U

No ∐

SECTION 7: MUSIC / NOISE

If Yes, please note that the use of sound reproduction devices is authorized between and 11:00 p.m. so long as City staff are satisfied that said devices are being "used if and not intolerably high. It is the responsibility of the organizers to obtain any appoint through SOCAN for events not taking place in a City facility.	n a reasonable	e manner"
Please note that if utilizing a temporary stage structure, regulations are found und and Safety Act and enforced by the Ministry of Labour. A resource document for efound 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 not permitted in the Animal Control By-Law 71-2011 as amended, an Application f the By-Law must be approved by City Council and can be found on the City Animal website. Please attach a copy of the application to this permit application and substhat such approval may take several weeks.	or Temporary Services page	Exemption to of the City
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 sh of Way Occupancy Permit and City Council approval is required for all road closure a fee for the permit and approval may take several weeks.		_
CLOSURE OF MONDAMIN STREET FROM TACBOT	TO CURTIS	<u>S</u>
REQUIRED BY 5:00 pm TO 8:00pm - SE		
Please attach a copy of the Right of Way Occupancy Permit and provide the permit	t #:	***************************************
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to under the Special Events page on the City website. Describe the event and attach a		•
		gand delektrise delektrise delektrise delektrise delektrise delektrise delektrise delektrise delektrise delektr
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276.	Yes 「	No V

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 s	staff about your event?	Yes 🔽	No □	N/A □		
Have you rented a pavilion/facility and signed a permit? Yes No N/A 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 car If Yes, how many are you requesting? # of If Yes, please provide pick-up/return date at Please note availability is at the discretion delivery/pick up is the responsibility of the returned no later than 48 hours after your	of Picnic Tables: and time. TYPICAUY BY CT of the Parks, Rec and Pro event organizer. All picn event. All applicants req	DECIVE TO STAF perty Manago ic tables and uesting picnic	F — THANI ement Departm garbage bins m tables and gar	KS nent and that nust be bage bins		
must obtain an equipment rental permit fr prior to your event.	om the Parks, Recreation	and Property	/ Management	Department		
Have you made arrangements with Enviror	nmental Services staff for	recycling con Yes ⊔	itainers and col	lection? N/A ⊔		
Will you require municipal support for:	Water Hydro	Yes ☐ Yes D	No D	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 hav	e been inspe	cted by the Ele	ectrical Safety		
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). Organiza Please note that direct indicate the barrier-free uired, the Special Events	ations with a tional signago path of trav Committee re	at least one er e needs to be el and location ecommends sul	mployee have prominently of accessible		
SECTION 12: OTHER SERVICES/RESOURCES	<u>S</u>					
Security: Has a privately licensed security f			Yes	No L		
If Yes, what company and how many secur	ity officers will be presen	t? LTN(1×100			
First Aid: For events with an anticipated at				s are required		

Yes 🗆

N/A ⊔

to be retained. Have you confirmed First Aid services?

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?

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

No I

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)

Yes 🗆

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.

TREELIGHTING CECESSATION organized by ST THOMAS DOWNT

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.

law responsible from any and all liabilities, damages,	•	
any damage to property including loss of use thereof death resulting at any time there from, occasioned by		• • • • • • • • • • • • • • • • • • • •
TREE LIGHTING CECESSIATION ganized (Event Name)	by ST THO	(Organizing Group) BOA(1)
its officers, agents, servants, employees, contractors, the premises or any part thereof arising from or occa damage or injury is due to the act, default or negliger officers, agents, servants, employees, contractors, cu	sioned by any car nce of The Corpor	use whatsoever, except where such ration of the City of St. Thomas, its
Witness: San Fr	Signed:	fait
Name (Print): Suranne Faris	Name (Print):	EAGLITAYED
	Address:	SYSTACBOTST
	Telephone:	519-633-5248
	Date:	AUGUST 4,2023
	Event Name:	TREE LIGHTING CECENDATION
	Organizing Grou	p: ST THOMAS DUB

Event Dates:

FRIDAY NOVEMBER 17, 2023



Certificate of Insurance

This is to confirm to: St Thomas Downtown Development Board

545 Talbot St, PO Box 520 St Thomas, Ontario, N5P 1C5

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

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

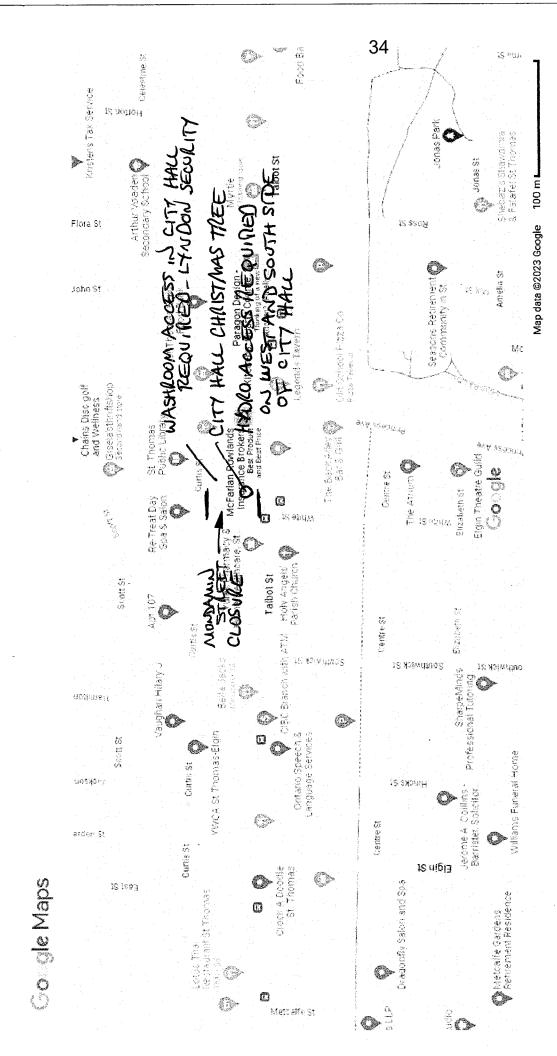
The limits shown below may have been reduced by paid claims and are in Canadian dollars.

Policy Information	Policy Number 1076385830 Effective Date: April 04, 2023 Expiry Date: April 04, 2024					
	Primary Insured Name ST THOMAS DOWN TOWN DEVELOR	MENT BOARD				
	Address 545 TALBOT ST					
	City ST THOMAS	Province ON	Post N5P	al Code 3V7		
Policy Operations	Operations to which this certificate appl Description					
	Civic,community, special interest (non-r	nedical) associations or groups - Memi	per Org.			
Location 2	Location to which this certificate applies					
Information	Address 155 SOUTH EDGEWARE RD					
	City ST THOMAS	Province ON	Post N5P	al Code 4C4		
Building 3	Property Coverages to which this certifi	cate applies:				
Coverages	Standard Mortgage Clause Excluded		Co-insurance	Deductible	Limit	
	Standard Wongage Clause Excluded					
Building 3	Property Coverages to which this certifi	cate applies:				
Equipment Stock Contents	Property Equipment - Commercial Broad Form /	Replacement Cost Endorsement	Co-insurance 90%	Deductible \$1,000	Limit \$62,600	
Location 2	Location Coverages to which this certifi	cate applies:			94.474	
Coverages	Location		Co-insurance	Deductible	Limit	
	Equipment Breakdown (Incl Product Ma	ichinery)		\$1,000	\$62,600	
Liability						
Information	Commercial General Liability Policy		Co-insurance	Deductible	Limit	
	Bodily Injury And Property Damage Lial Each Occurrence Limit	pility			\$E 000 000	
	Products-Completed Operations Ag	gregate Limit			\$5,000,000 \$5,000,000	
	Each Occurrence Deductible - Prop			\$1,000	φο,υου,υου	
	Tenants' Legal Liability Limit - Any One	Premises			\$250,000	
	Deductible - Each Occurrence			\$1,000		
	Medical Expense Limit (Any one persor				\$25,000	
	Personal And Advertising Injury Liability				\$5,000,000	
Included Coverage	s Liability Coverages to which this certific	ate applies:				
•	Commercial General Liability Policy	Occurrence Basis includes the follo	owing:			
	Bodily Injury and Property Damage incl	uding:				
	Broad Form Products and Completed Broad Form Property Damage	Operations				
	Blanket Contractual Liability					
	Contingent Employers Liability					
	Additional Insured as required by contract					
	Other Insurance Clause - Primary and Non-contributory if agreed by a written contract for the additional insured.					
	Owners and Contractors Protective	Mon-commodicity if agreed by a writte	Treomiaci for the addition	er maurea.		

Non-Owned	Liability Coverages to which this certificate applies:			
	Non-Owned Automobile Liability	Co-insurance	Deductible	Limit
· · · · · · · · · · · · · · · · · · ·	Contractual Liability Endorsement			
	Non-Owned Automobile Liability			\$2,000,000
	Excluding Long Term Leased Vehicle Endorsement			

Representative	Date: March 24, 2023
of the Insurer	Authorized Representative of the Insurer: DEBBIE HAMILTON & ASSOCIATES LTD A072162
	Agency Office: DEBBIE HAMILTON & ASSOCIATES LTD A072162

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



REDUITED BY 5:00pm FOLL SETUP

NOTE: 46HT UP TACKSOT EVENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	DOUNTOWN OKTOSERFEST
Date(s):	SATURDAY OCTOBER 14, 2023
Start Time:	1:60 End Time: 8:00
Cleanup Start Time:	8:00 Cleanup End Time: 10:00
Location(s):	TACBOT STREET- MONDAMIN TO JOHN ST
Organizing Group:	ST THOMAS DOWNTOWN DECELOPMENT BOARD
Contact Name #1:	EARCTAYLOR #2: DAUE THOMSON
Street Address:	545 TAUBOT STREET
Town/City:	ST THOMAS Province: ON Postal Code: N5P 3V7
Phone Number #1:	519-670-9223 #2:
Email Address:	1 earltaylorg gmail. com
Expected Attendance	Number of Event Personnel/Volunteers:
Location and number	of washrooms in place:
Location and Number	of Parking Spaces: MUNICIPAL PARKING LOTS
White Picture 4.4.4.4.	
Number of Accessible	Washrooms: Number of Accessible Parking Spots: PACKING LOTS
Please describe your s	pecific event. Attach additional sheets as necessary. A CEUERATION FOR THE
preving of Th	HE NEWY CONSTRUCTED TAGBOT STREET
SECTION 2: FOOD AN	D BEVERAGE ORGANIZED ST THOMAS OF MICT
	any kind be available at this event? Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.
SECTION 3: PERSONA	L SERVICES
*	services of any kind offered to the public at this event? Yes No V 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 AND TEMPORARY STRUCTURES

SECTION 4. TENTS AND TEMPORARY STRUCTURES
Will there be an indoor or tent covered area used for public assembly as part of the event?
If Yes, please specify the number and size of tents. 30' x 60' TENT CUMPLIED 134
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:
Will there be a temporary stage, lighting or sound structure installed as part of the event? Yes No
If utilizing a temporary stage structure, a resource document for event organizers can be found on the Special Event Permits page on the City of St. Thomas website.
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. Please note that Indoor or Tent covered areas for public assembly must also 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 OCCANIZED BY ST THOMAS KINGMEN CLUB
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 - (Pertains to Events Where Alcohol is Served)

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.

No

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

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

SECTION 7: MUSIC / NOISE

_		_
If Yes, please note that the use of sound reproduction devices is authorized between and 11:00 p.m. so long as City staff are satisfied that said devices are being "used in and not intolerably high. It is the responsibility of the organizers to obtain any application of the sound sound sound in the sound sound sound in the sound	n a reasonable n	nanner"
Please note that if utilizing a temporary stage structure, regulations are found under and Safety Act and enforced by the Ministry of Labour. A resource document for exfound 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 not permitted in the Animal Control By-Law 71-2011 as amended, an Application for the By-Law must be approved by City Council and can be found on the City Animal website. Please attach a copy of the application to this permit application and subnithat such approval may take several weeks.	or Temporary Ex Services page of	emption to fithe City
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 sho of Way Occupancy Permit and City Council approval is required for all road closures a fee for the permit and approval may take several weeks.	s. Please note th	_
MAP ATTACHED		
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 t		an located
under the Special Events page on the City website. Describe the event and attach a	•	
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 4276.	Yes	No

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 staf	f about your event?	Yes	No	N/A
Have you rented a pavilion/facility and signed If yes, please provide the location of the renta		Yes the permit	No	N/A
Do you require picnic tables or garbage cans? If Yes, how many are you requesting? # of P If Yes, please provide pick-up/return date and	icnic Tables: 40 time. SEE APP	Yes # of Garbag	No 15 e Cans: 15 HACHEO	N/A
Please note availability is at the discretion of t delivery/pick up is the responsibility of the evereturned no later than 48 hours after your ever must obtain an equipment rental permit from prior to your event.	ent organizer. All picni ent. All applicants requ	c tables and gar lesting picnic ta	bage bins must bles and garbag	be e bins
Have you made arrangements with Environme	ental Services staff for	recycling contai Yes	ners and collect No	ion? N/A
,	Water Hydro - City HALL		No No	N/A N/A
Please note that all equipment and extension certification body under the Ontario Electrica Authority. If required, please attach the Electrical Number:	al Safety Code or have	condition and a been inspecte	d by the Electr	ical Safety
SECTION 11: ACCESSIBILITY				
As an event organizer, it is your responsibility Accessibility for Ontarians with Disabilities or requirements to meet for accessibility. Pleadisplayed throughout the event venue to indivashrooms and parking. Although not require plan to the Municipal Accessibility Advisory Co.	Act (AODA). Organizations of the contraction of the	tions with at le onal signage n path of travel a committee reco	east one emplo eeds to be pr and location of mmends submit	oyee have ominently accessible
SECTION 12: OTHER SERVICES/RESOURCES				
Security: Has a privately licensed security firm	·		Yes	No
If Yes, what company and how many security of	officers will be present	PALADI	٨/١	
First Aid: For events with an anticipated atten to be retained. Have you confirmed First Aid so	ervices?	OO people First Yes V	Aid services are	required N/A

If Yes, please attach documentation providing proof that First Aid services have bee	n retained.				
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted planned emergency access to the site?	regarding your Yes	event and			
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.	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 <i>Municipal Freedom of Information and Protection of Privacy Act</i> , 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 com	31,2073				

Office Use Only: Application Received: ______ Committee Approval: _____

SECTION 14: INSURANCE

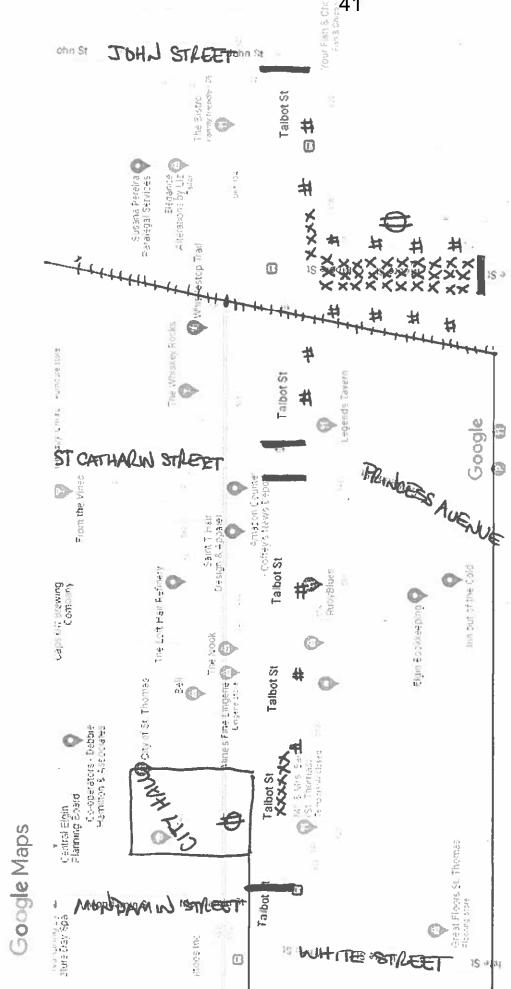
STATEMENT OF INDEMNIFICATION

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.

DOUNTOUN OKTOBERTEST organize (Event Name)	ed by ST THOM	(Organizing Group) BOAGO					
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							
Dount Town OKTOSEST organized (Event Name)	by STTHO	(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: (Safe					
Name (Print):	Name (Print):	EARL TAYER					
	Address:	SYS TACBOT STREET					
	Telephone:	519-633-5248					
	Date:	AUGUST 31, 2023					
	Event Name:	DOWNTOWN OKTOBERFORT					
	Organizing Group	ST THOMAS DOB					
	Event Dates:	OCTOBER 14, 2023					



ROAD CLUSURE BARRIERS Picnic Tables Gairage Cans r(

20 m

Map data @2023 Google

SUTHERLAND PRESS SITE \$\\ \rightarrow Access To HYDRO SERVICE



Certificate of Insurance

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

545 TALBOT ST ST THOMAS, Ontario, N5P 1C3

The insurance afforded under the policies listed below are subject to the terms, conditions and exclusion of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies listed below.

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

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

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

Policy Information	Poffcy Number 1076385630 Effective Date: April 04, 2023 Explry Date: April 04, 2024						
	Primary Insured Name ST THOMAS DOWN TOWN DEVELOPMENT BOARD						
	Address 545 TALBOT ST						
	City ST THOMAS	Province Postal Code ON N5P 3V7					
Policy Operations	Operations to which this certificate applies: Description						
	Civic,community, special interest (non-	-medical) associations or groups	- Member Org.				
Liability	Liability Coverages to which this certificommercial General Liability Policy Bodily Injury And Property Damage Lie	cate applies:					
Information	Commercial General Liability Policy	- Occurrence Basis	Co-insurance	Deductible	Limit		
	Bodily Injury And Property Damage Lie	Bouty	1		\$5,000,000		
	Each Occurrence Limit Products-Completed Operations A	annosta i leit	}		\$5,000,000		
	Each Occurrence Deductible - Pro			\$1,000	\$0,000,000		
	Tenante' Legal Liability Limit - Any One	n Dramicae		91,000	\$250,000		
	Deductible - Each Occurrence	B FIGHESUS]]	\$1,000	4230,000		
	Madical Expense Limit (Any one person	-1		91,000	\$26,000		
	Personal And Advertising Injury Liabilit				\$5,000,000		
			1				
il. Included Coverage	Liability Coverages to which this certific	cate applies:					
	Commercial General Liability Policy	- Occurrence Sasis includes ti	ne following:				
	Bodily Injury and Property Damage including:						
	The state of the s						
	Bread Form Products and Complete	d Operations					
	Broad Form Property Damage	d Operations					
	Broad Form Property Damage Bianket Contractual Liability	d Operations					
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability	5					
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by continuous contractions.	ntract					
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary and	ntract	written contract for the addition	al Insured.			
	Broad Form Property Damage Blankst Contractual Liability Contingent Employers Liability Additional Insured as required by cordinary and Contractors Primary and Owners and Contractors Protective	ntract Id Non-contributory if agreed by a	written contract for the addition	al insured.			
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary and	ntract Id Non-contributory if agreed by a	written contract for the addition	al insured.			
Non-Owned	Broad Form Property Damage Blankst Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary and Owners and Contractors Protective Severability of Interests, Cross Liability Liability Coverages to which this certific	ntract nd Non-contributory if agreed by a lity					
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary and Owners and Contractors Protective Severability of Interests, Cross Liability Coverages to which this certific Non-Owned Automobile Liability	ntract nd Non-contributory if agreed by a lity	written contract for the addition	al insured. Deductible	Limit		
Non-Owned Automobile Liability	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary are Owners and Contractors Protective Severability of Interests, Cross Liability Coverages to which this certification Owned Automobile Liability Contractual Liability Endorsement	ntract nd Non-contributory if agreed by a lity					
	Broad Form Property Damage Blanket Contractual Liability Contingent Employers Liability Additional Insured as required by core Other Insurance Clause - Primary and Owners and Contractors Protective Severability of Interests, Cross Liability Coverages to which this certific Non-Owned Automobile Liability	ntract nd Non-contributory if agreed by a lity cate applies:			Llmit \$2,008,000		

43

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



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

City of St. Thomas Parks, Recreation and Property Management Department **Equipment Rental Permit**

- The undersigned agrees to leave the property and its contents in the same condition and location in which it
 was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment
 belonging to or being used with the consent of the Corporation of the City of St. Thomas.
- The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas
 and the Parks and Recreation Department, its servants and agents, against any legal liability for losses,
 damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental
 agreement.
- 3. All posted rules throughout the parks/outdoor sports facilities must be adhered to at all times.
- 4. Cancellation Policy for equipment rentals shall be 14 days notice.
- 5. The Parks and Recreation Department reserves the right to cancel or alter the availability of the equipment.
- 6. The permit-holder acknowledges that the City has sole responsibility for all equipment rentals. The permit-holder does not have the right to assign this permit or any related equipment associated with this permit to another group or individual.
- 7. Continued use of equipment named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
- 8. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 9. All equipment must be loaded, unloaded and transported in a safe manner.

This permit covers the following equipment:	SUES AND 15 GAR	RAGE CANS
Equipment rental pick up date and time:	RY BY CITY STAFF	
Equipment rental return date and time:	BY CHT STAFF	
I acknowledge and accept all of the precedent of the prec	Sall	ST THOMAS DIDR
Name (please print) User Group	Signature	Group Name
Name (please print) City of St. Thomas	Signature	Date
Rental Agreement #(s)		la contraction of the contractio