

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

MICROSOFT TEAMS

3:30 P.M.

JANUARY 10, 2024

DISCLOSURES OF INTEREST

MINUTES

Confirmation of the minutes of the meeting held on December 6, 2023.

PETITIONS AND COMMUNICATIONS

St. Thomas-Elgin Children's Water Festival - May 7-10, 2024 - Pages 2-11

Pawsitively Elgin Dog Festival - July 20, 2024 - Pages 12-18

Glass Canada Railway City Road Races 2024 - September 22, 2024 - Pages 19-30

UNFINISHED BUSINESS

Upcoming Events

Coldest Night of the Year - February 24, 2024

Mocha Shriners Spring Ceremonial - June 1, 2024

NEW BUSINESS

ADJOURNMENT

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/Volunteers: _____

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: _____

Number of Accessible Washrooms: _____ Number of Accessible Parking Spots: _____

Please describe your specific event. Attach additional sheets as necessary. _____

SECTION 2: FOOD AND BEVERAGEWill food/beverage of any kind be available at this event? Yes ☐ No ☐

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

No food for
purchase.
Catered
lunch for
volunteers.**SECTION 3: PERSONAL SERVICES**Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☐

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

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

SECTION 4: TENTS 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. _____

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?

Yes ☐

No ☐

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

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

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

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

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

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☐

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes? Yes ☐ No ☐

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

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

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

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

Do you require traffic control? Yes ☐ No ☐

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

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event? Yes ☐ No ☐ N/A ☐

Parks and
Recreation
Staff are on
Festival
Committee

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☐
If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Yes ☐ No ☐ N/A ☐

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

If Yes, please provide pick-up/return date and time. _____

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☐ N/A ☐

Will you require municipal support for: Water Yes ☐ No ☐ N/A ☐
Hydro Yes ☐ No ☐ N/A ☐

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

SECTION 11: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐

Overnight
security
will be
retained

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☐

Will be
retained

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 ☐ Will be contacted

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☐

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

SECTION 13: SIGNATURE

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

(Signature of Individual Completing this Application)

(Date completed)

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

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

St. Thomas-Elgin Children's Water Festival organized by Kettle Creek Conservation Authority
 (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

St. Thomas-Elgin Children's Water Festival organized by Kettle Creek Conservation Authority
 (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:

B. McClure

Name (Print):

Betsy McClure

Signed:

Elizabeth VanHooren

Name (Print):

Elizabeth VanHooren

Address:

44015 Ferguson Line, St. Thomas

Telephone:

519-631-1270

Date:

Dec 7 / 23

Event Name:

St. Thomas-Elgin Children's Water Festival

Organizing Group:

Kettle Creek Conservation Authority

Event Dates:

May 6-10, 2024



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

Creation Date: Thu Oct 19, 2023

Invoice #: 25051

PAYEE: Betsy McClure, Stewardship Program Coordinator
 Kettle Creek Conservation Authority
 44015 Ferguson Line
 St. Thomas, Ontario, Canada
 N5P3T3

Total Amount Due: \$3,599.80

Amount Paid: \$0.00

Balance Due: \$3,599.80

Client #: 1009

Email: betsy@kettlecreekconservation.on.ca

Phone 1: (519) 631-1270 x229

Phone 2: (519) 280-1632

Fax: (519) 631-5026

Event: Water Festival 2024

Status: Firm

10698 4131 RT0001

Facility Times

Facility Name	Description	Date	Time	Price	
Pinafore Park - Picnic Shelters - Dance Pavilion - Both Sections					
Daily Rate 2023 - \$212.38 Daily Rate					
		Mon May 6, 2024	08:00AM - 05:00PM	\$212.38	H
		Tue May 7, 2024	08:00AM - 05:00PM	\$212.38	H
		Wed May 8, 2024	08:00AM - 05:00PM	\$212.38	H
		Thu May 9, 2024	08:00AM - 05:00PM	\$212.38	H
		Fri May 10, 2024	08:00AM - 05:00PM	\$212.38	H
				Facility Subtotal:	\$1,061.90
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections					
Daily Rate 2023 - \$212.38 Daily Rate					
		Mon May 6, 2024	08:00AM - 05:00PM	\$212.38	H
		Tue May 7, 2024	08:00AM - 05:00PM	\$212.38	H
		Wed May 8, 2024	08:00AM - 05:00PM	\$212.38	H
		Thu May 9, 2024	08:00AM - 05:00PM	\$212.38	H
		Fri May 10, 2024	08:00AM - 05:00PM	\$212.38	H
				Facility Subtotal:	\$1,061.90
Pinafore Park - Picnic Shelters - Street Railway Shelter					
Daily Rate 2023 - \$106.19 Daily Rate					
		Mon May 6, 2024	08:00AM - 05:00PM	\$106.19	H
		Tue May 7, 2024	08:00AM - 05:00PM	\$106.19	H
		Wed May 8, 2024	08:00AM - 05:00PM	\$106.19	H
		Thu May 9, 2024	08:00AM - 05:00PM	\$106.19	H
		Fri May 10, 2024	08:00AM - 05:00PM	\$106.19	H
				Facility Subtotal:	\$530.95
Pinafore Park - Picnic Shelters - North Shelter					
Daily Rate 2023 - \$106.19 Daily Rate					
		Mon May 6, 2024	08:00AM - 05:00PM	\$106.19	H
		Tue May 7, 2024	08:00AM - 05:00PM	\$106.19	H

	Wed	May 8,	2024	08:00AM - 05:00PM	\$106.19	H
	Thu	May 9,	2024	08:00AM - 05:00PM	\$106.19	H
	Fri	May 10,	2024	08:00AM - 05:00PM	\$106.19	H
					Facility Subtotal:	\$530.95
					Total:	\$3,185.70

Transactions

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

Subtotal:	\$3,185.70
13% HST:	\$414.10
Total:	\$3,599.80
Amount Paid:	\$0.00
Balance Due:	\$3,599.80



2024 St. Thomas-Elgin Children's Water Festival

The St. Thomas-Elgin Children's Water Festival will provide a hands-on learning environment for over 3,000 students in grades 2-5 from the City of St. Thomas and Elgin County in May 2024. The students will discover the importance of water to their classroom, home and community.

There will be approximately 45 interactive activity stations at the Festival. These activities are grouped around five themes: water conservation, water attitude, water technology, water protection and water science. All activities are connected to the curriculum and designed to be as hands-on and experiential as possible.

The Festival is organized by a committee of community partners including (to date):

- Catfish Creek Conservation Authority
- City of St. Thomas
- Committed Community Volunteers
- Elgin Area Primary Water Supply System
- Elgin County
- Family YMCA of St. Thomas-Elgin
- Kettle Creek Conservation Authority
- London District Catholic School Board
- Long Point Region Conservation Authority
- Lower Thames Valley Conservation Authority
- Municipality of Central Elgin
- Ontario Clean Water Agency
- Ontario Federation of Agriculture
- Southwestern Public Health
- Thames Valley District School Board
- Upper Thames River Conservation Authority



The Festival also requires over 125 volunteers each day in order to make the Festival a success, including over 150 local high school students. Volunteers are responsible for presenting the activity stations to the participating students, greeting buses, organizing parking, managing site logistics etc.

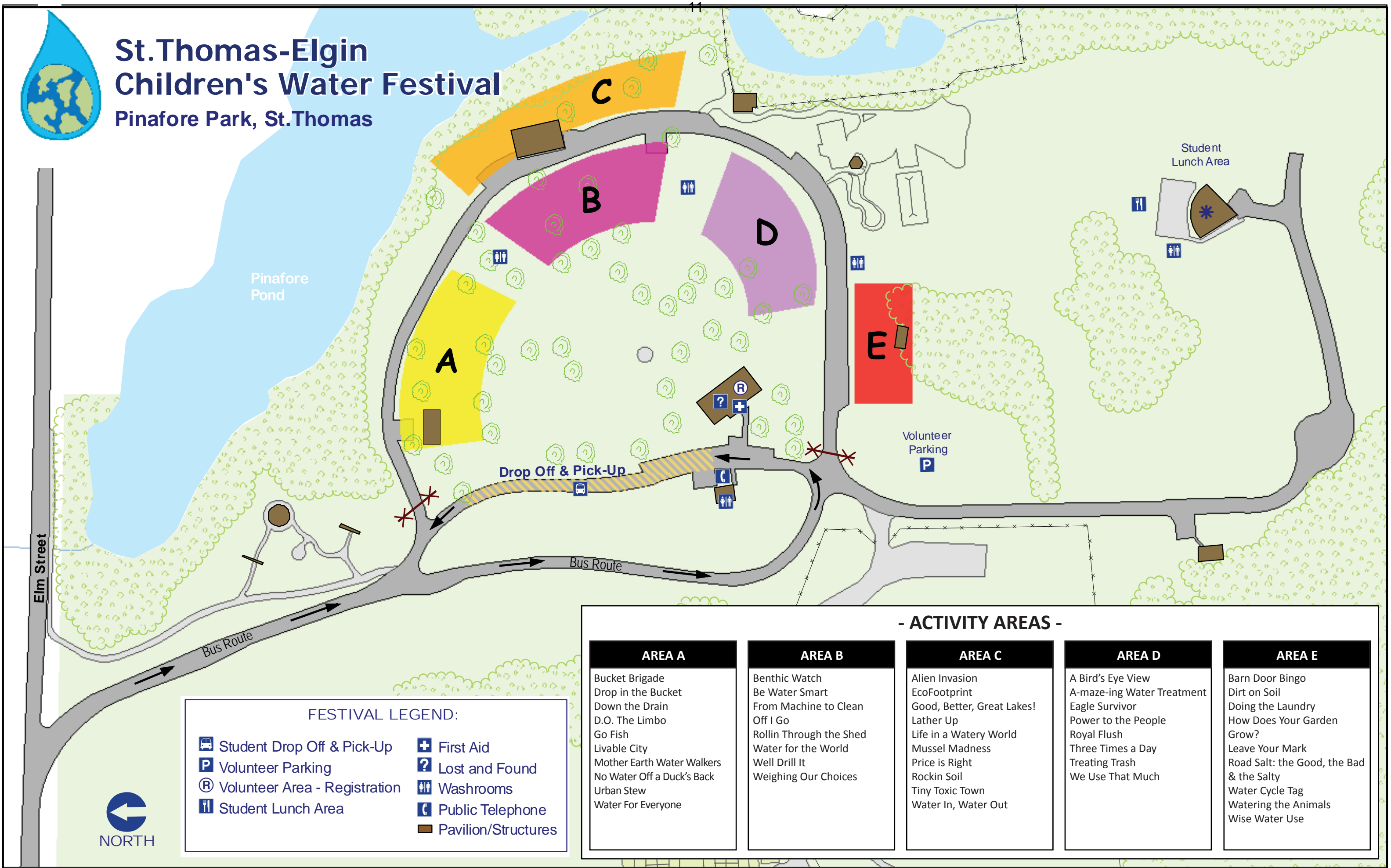


For more information, contact the Festival Coordinator, Betsy McClure at 519-631-1270 x229 or betsy@kettlecreekconservation.on.ca



St. Thomas-Elgin Children's Water Festival

Pinafore Park, St. Thomas



FESTIVAL LEGEND:

- | | |
|-------------------------------|---------------------|
| Student Drop Off & Pick-Up | First Aid |
| Volunteer Parking | Lost and Found |
| Volunteer Area - Registration | Washrooms |
| Student Lunch Area | Public Telephone |
| | Pavilion/Structures |

- ACTIVITY AREAS -

AREA A	AREA B	AREA C	AREA D	AREA E
Bucket Brigade Drop in the Bucket Down the Drain D.O. The Limbo Go Fish Livable City Mother Earth Water Walkers No Water Off a Duck's Back Urban Stew Water For Everyone	Benthic Watch Be Water Smart From Machine to Clean Off I Go Rollin Through the Shed Water for the World Well Drill It Weighing Our Choices	Alien Invasion EcoFootprint Good, Better, Great Lakes! Lather Up Life in a Watery World Mussel Madness Price is Right Rockin Soil Tiny Toxic Town Water In, Water Out	A Bird's Eye View A-maze-ing Water Treatment Eagle Survivor Power to the People Royal Flush Three Times a Day Treating Trash We Use That Much	Barn Door Bingo Dirt on Soil Doing the Laundry How Does Your Garden Grow? Leave Your Mark Road Salt: the Good, the Bad & the Salty Water Cycle Tag Watering the Animals Wise Water Use

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Pawsitively Elgin Dog Festival

Date(s): July 20, 2024

Start Time: 10:00AM End Time: 4:00PM

Cleanup Start Time: 4:00PM Cleanup End Time: 8:00PM

Location(s): Pinafore Park

Organizing Group: Pawsitively Elgin Committee

Contact Name #1: Kim Murphy #2: Amanda Chamberlain

Street Address: 969 Jalna Blvd

Town/City: London Province: ON Postal Code: N6E 2R2

Phone Number #1: 519-495-4422 #2: 705-795-6982

Email Address: info@pawsitivelyelgin.com

Expected Attendance: 1500 Number of Event Personnel/Volunteers: 60-80

Pinafore Comfort Station, 3 Portables at the Playground, 3 Bandshell Bathrooms. Order Portable Units if required.

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: 219 permanent spaces, 56 spaces at the Tennis Courts plus
two large grass overflow Parking Areas that can easily hold 200 vehicles

Number of Accessible Washrooms: 8 Number of Accessible Parking Spots: 34

Please describe your specific event. Attach additional sheets as necessary. A dog festival. Dog entertainment and

dog sports (agility, scent, lure), lots of vendors, Mega Mutts Secondhand Market, VIP Tent, Fire Truck and dunk tank,

food, beer/wine at a pavillion. We do all this to raise awareness for the importance of animal rescues. All funds donated to rescues.

SECTION 2: FOOD AND BEVERAGE

Will food/beverage of any kind be available at this event? Yes ☒ No ☐
 If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

SECTION 3: PERSONAL SERVICES

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒
 If Yes, you must notify Southwestern Public Health at 519-631-9900 at least 2 weeks prior to the event.

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

SECTION 4: TENTS 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. _____

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?

Yes ☒

No ☐

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

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

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

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

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

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

SECTION 8: ANIMALS

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

Yes ☐No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes?

Yes ☐No ☒

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

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

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

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

Do you require traffic control?

Yes ☐No ☒

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

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☒ N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Request in - waiting for response

Do you require picnic tables or garbage cans? Yes ☒ No ☐ N/A ☐

If Yes, how many are you requesting? # of Picnic Tables: 30 # of Garbage Cans: 15

If Yes, please provide pick-up/return date and time. July 20 2024 8PM

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☒ No ☐ N/A ☐

Will you require municipal support for:

Water	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

SECTION 11: ACCESSIBILITY

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SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐

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

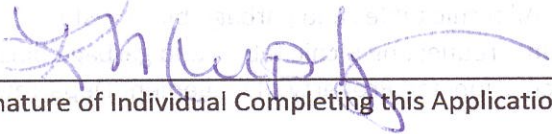
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☒ No ☐

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)

2023-12-08

(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

Pawsitively Elgin Dog Festival organized by Pawsitively Elgin Trust Committee
 (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

Pawsitively Elgin Dog Festival organized by Pawsitively Elgin Trust Committee
 (Event Name) (Organizing Group)

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

Witness: [Signature]
 Name (Print): SCOTT MURPHY

Signed: [Signature]
 Name (Print): Kimberly Murphy
 Address: 969 Jalna Blvd
 Telephone: 519-495-4422
 Date: 2023-12-08
 Event Name: Pawsitively Elgin Dog Festival
 Organizing Group: Pawsitively Elgin Trust Committee
 Event Dates: 2023-07-20

Pawsitively Elgin

dog festival

1. Festival Sponsors
2. Vendors
3. VIP Area
4. BBQ/Food x2
5. Agility Dogs
6. Mega Mutts Yard Sale
7. Flying Furballs
8. Pupper's Pub (beer/wine)
9. Scent Dogs
10. Firetruck & Dunk Tank
11. St John Ambulance
12. Imperial Road Vet Aid
13. Cool off doggie zone
14. Dog Lure Course
15. Raffle
16. Stage Area



SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Glass Canada Railway City Road Races 2024

Date(s): September 22, 2024

Start Time: 0600hrs End Time: 1300hrs

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

Location(s): Elgin Railway Museum

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

Contact Name #1: Carolyn Johnson #2: John Cosby

Street Address: 146 Centre Street

Town/City: St. Thomas Province: ON Postal Code: N5R3A3

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

Email Address: carolyn.johnsonc@bigbrothersbigsisters.ca

Expected Attendance: 700 Number of Event Personnel/Volunteers: 100

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

Location and Number of Parking Spaces: Railway Museum, CASO, Van Pelt's

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

Please describe your specific event. Attach additional sheets as necessary. Fundraising charity run

to benefit BBBS St. Thomas Elgin, 5km, 10km, 21.1 km distances

and children's 1km fun run. All start and finish at Elgin Railway Museum

SECTION 2: FOOD AND BEVERAGE

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

Yes ☒

No ☐

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

SECTION 3: PERSONAL SERVICES

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

Yes ☐

No ☒

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

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

SECTION 4: TENTS 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. _____

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: n/a

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?

Yes ☐

No ☒

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

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

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

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

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

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

SECTION 8: ANIMALS

Will there be a Petting Zoo or Animals at the event? Yes ☐ No ☒

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

SECTION 9: ROAD CLOSURES / TRAFFIC FLOW CHANGES

Are you anticipating any road closures or traffic flow changes? Yes ☒ No ☐

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

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

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

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

run - see maps

Do you require traffic control? Yes ☒ No ☐

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

PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to direct traffic. Only the police can direct traffic pursuant to the Highway Traffic Act.

SECTION 10: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks, Rec and Property Management staff once the Special Events Permit Application has been approved. Please note: If your special event expected attendance is 300 or more you must have at least one volunteer direct traffic into the overflow parking lot.

Have you contacted Parks and Recreation staff about your event? Yes ☒ No ☐ N/A ☐

Have you rented a pavilion/facility and signed a permit? Yes ☐ No ☐ N/A ☒
If yes, please provide the location of the rental and attach a copy of the permit. _____

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

Please note availability is at the discretion of the Parks, Rec and Property Management Department and that delivery/pick up is the responsibility of the event organizer. All picnic tables and garbage bins must be returned no later than 48 hours after your event. All applicants requesting picnic tables and garbage bins must obtain an equipment rental permit from the Parks, Recreation and Property Management Department prior to your event.

Have you made arrangements with Environmental Services staff for recycling containers and collection? Yes ☐ No ☐ N/A ☒

Will you require municipal support for: Water Yes ☐ No ☐ N/A ☒
Hydro Yes ☐ No ☐ N/A ☒

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: _____

SECTION 11: ACCESSIBILITY

As an event organizer, it is your responsibility to ensure that your organization is in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Organizations with at least one employee have requirements to meet for accessibility. Please note that directional signage needs to be prominently displayed throughout the event venue to indicate the barrier-free path of travel and location of accessible washrooms and parking. Although not required, the Special Events Committee recommends submitting a site plan to the Municipal Accessibility Advisory Committee for larger events for their review.

SECTION 12: OTHER SERVICES/RESOURCES

Security: Has a privately licensed security firm been contacted/retained? Yes ☐ No ☒

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

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐

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

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

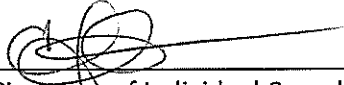
Fireworks: Will there be fireworks as part of your event?

Yes ☐ No ☒

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

SECTION 13: SIGNATURE

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



(Signature of Individual Completing this Application)



(Date completed)

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

RCRR 5KM ROUTE

5.00 km

Distance

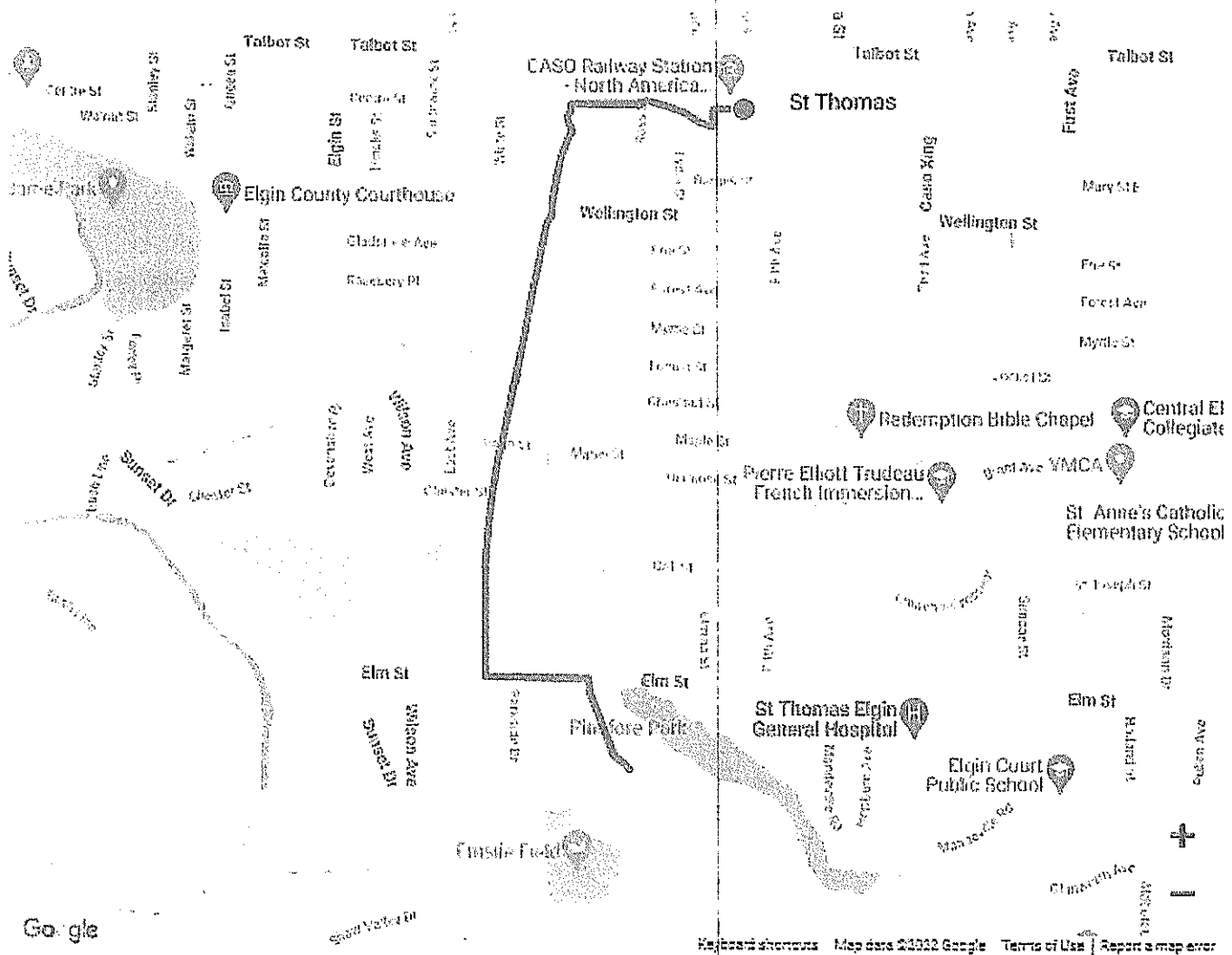
22 m

Elevation Gain

Run

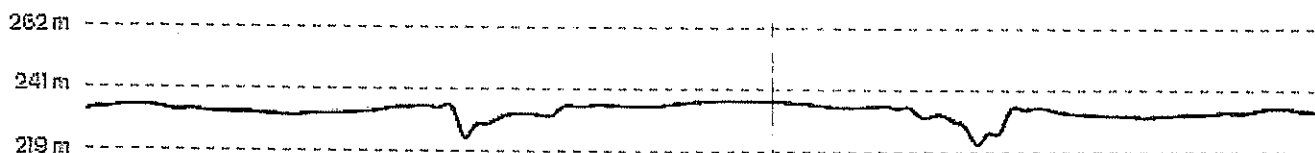
Activity Type

Notes



Elevation

Start	Max	Gain
233 m	237 m	22 m



RCRR REVISED 10KMS

10.05 km

Distance

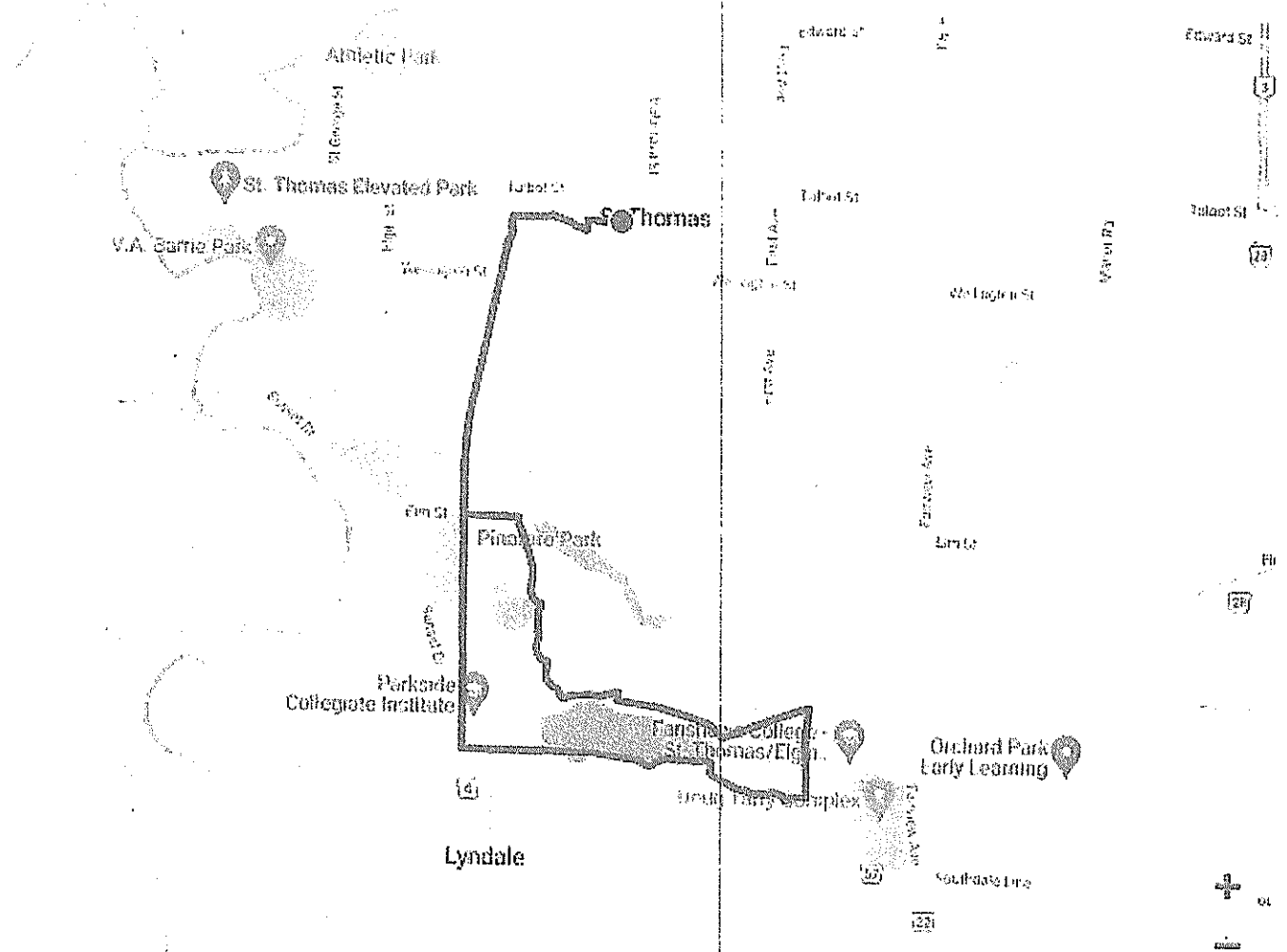
42 m

Elevation Gain

Run

Activity Type

Notes

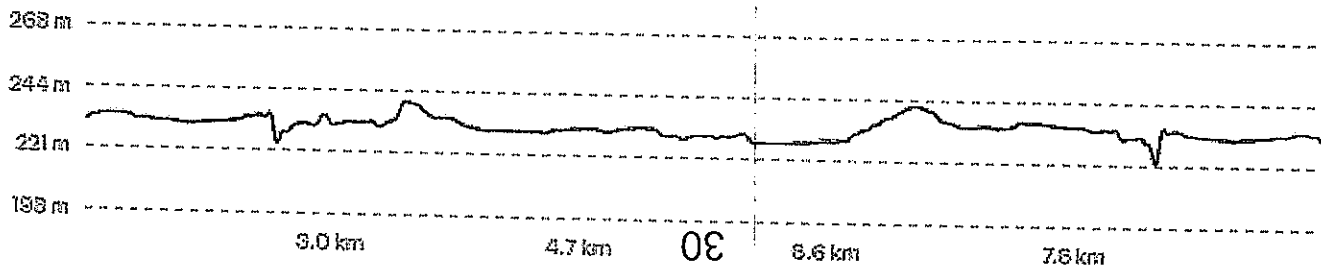


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Elevation

Start	Max	Gain
232 m	243 m	42 m



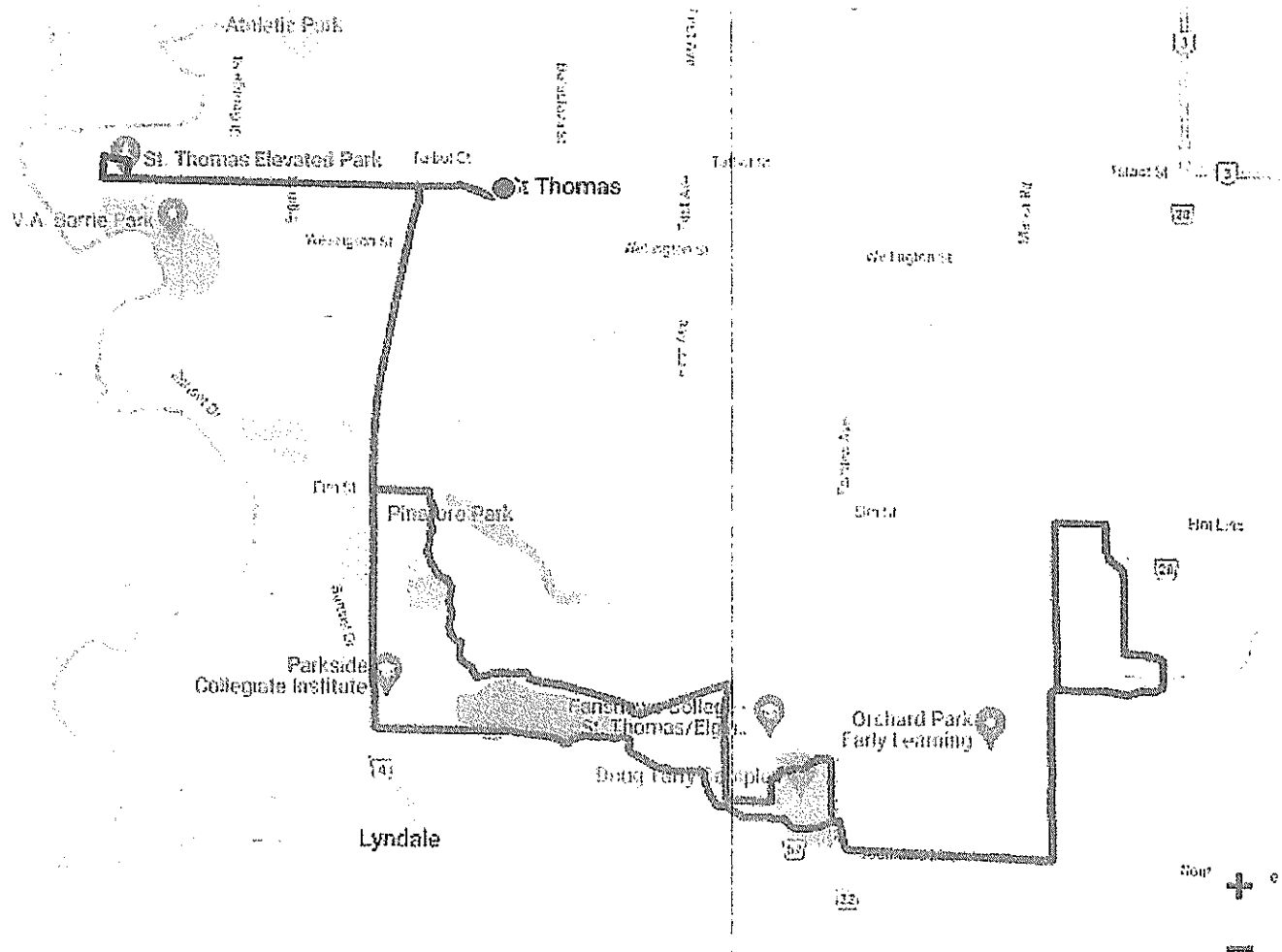
RCRR HALF HYBRID

21.15 km
Distance

81 m
Elevation Gain

Run Activity Type

Notes

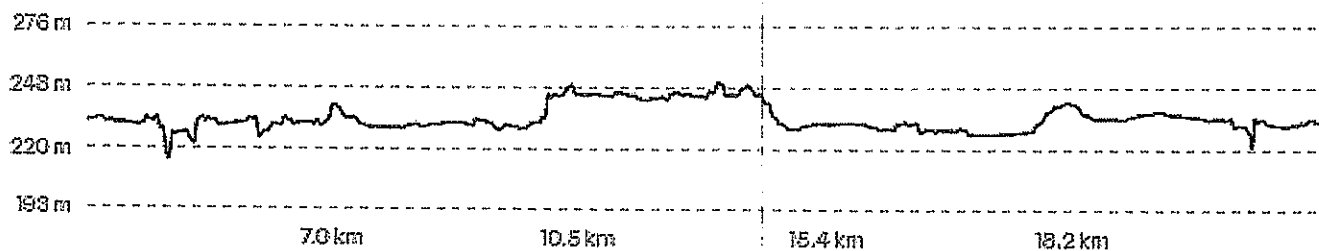


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Elevation

Start	Max	Gain
233 m	251 m	81 m



325



Report No. ES43-22 File No.	
Directed to: Mayor Joe Preston and Members of City Council	Date Authored: May 25 th 2022 Meeting Date: June 06 th , 2022
Department: Environmental Services	Attachment
Prepared By: Matthew Vriens, Manager of Roads and Transportation	
Subject: Request for Road Closure - Railway City Road Race	

Same as
2023
Burell
to 26

Recommendation:

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

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

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

Background:

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

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

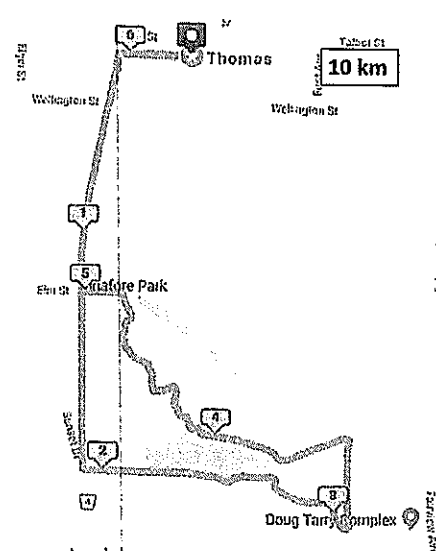
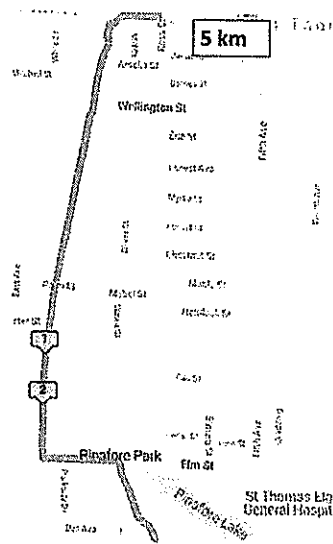
Analysis:

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

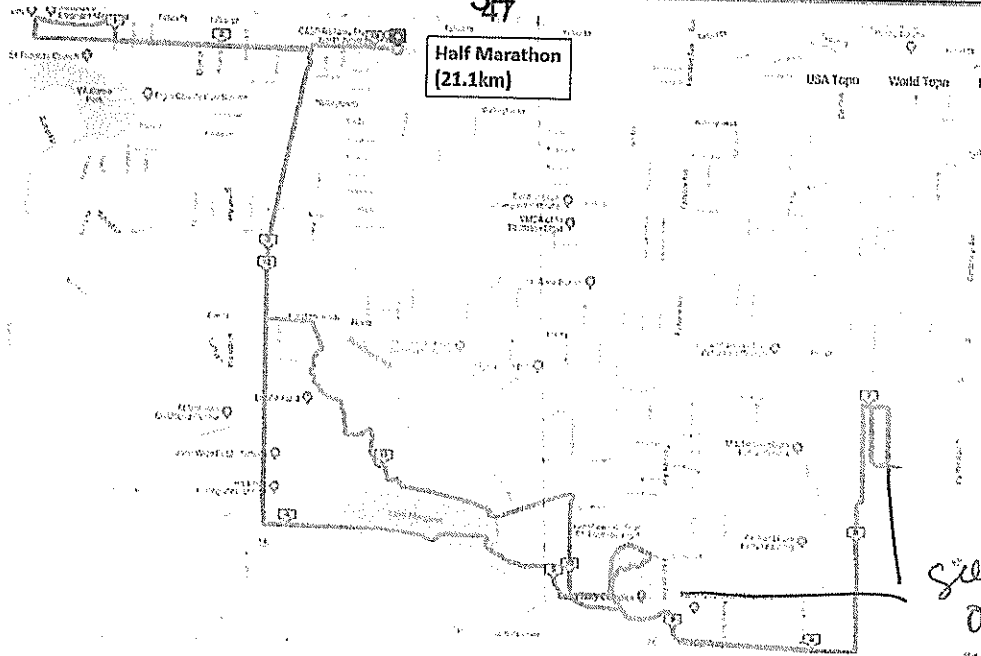
Traffic Control Point	Location	Management
a	Ross St. (Between Talbot St. And Centre St.)	Road Closure from 6am-1pm
b	Moore St. (Just North of Trail to Amelia St.)	Road Closure from 6am-1pm
c	Centre St. (Between Princess Ave and Ross St.)	Road Closure from 6am-1pm
d	Centre St. at Elgin St.	STPS to control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

38
346

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



34
 Half Marathon
 (21.1km)

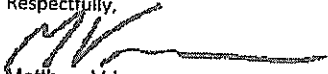


see changes
 on attached
 map.
 they were
 approved
 closer to
 race day
 last year.

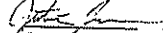
Financial Impact:

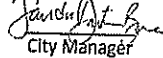
The cost of the recommendations within this report are included in the Environmental Services Operating Budget.

Respectfully,



Matthew Vriens,
 Manager of Roads and Transportation

Reviewed By: 

Approved By: 
 City Manager

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

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

 (Event Name) (Organizing Group)

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

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

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

 (Event Name) (Organizing Group)

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

Witness: Matthew Snale

Name (Print): Carolyn Johnson

Matthew Snale

Signed: [Signature]

Name (Print): Carolyn Johnson

Address: _____

Telephone: _____

Date: _____

Event Name: _____

Organizing Group: _____

Event Dates: _____