

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

MICROSOFT TEAMS

3:30 P.M.

FEBRUARY 7, 2024

DISCLOSURES OF INTEREST

MINUTES

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

PETITIONS AND COMMUNICATIONS

Shamrock Shuffle - March 23, 2024 - Pages 2-7

Flora's Walk - May 4, 2024 – Pages 8-15

UNFINISHED BUSINESS

Upcoming Events

Coldest Night of the Year - February 24, 2024

St. Thomas-Elgin Children's Festival – May 7-10, 2024

Mocha Shriners Spring Ceremonial - June 1, 2024

Pawsitively Elgin Dog Festival - July 20, 2024

Glass Canada Railway City Road Races 2024 - September 22, 2024

NEW BUSINESS

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Shamrock Shuffle

Date(s): March 23, 2024

Start Time: 9:00am End Time: 12:00pm

Cleanup Start Time: 12:00pm Cleanup End Time: 1:00pm

Location(s): Starting at 135 Wellington Street

Organizing Group: The INN St. Thomas-Elgin

Contact Name #1: Melanie Rowley #2: Brian Elliot

Street Address: 10 Princess Ave

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

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

Email Address: melanietrowley@gmail.com

Expected Attendance: 200 Number of Event Personnel/Volunteers: 25

Location and number of washrooms in place: Central United Church Facilities

Location and Number of Parking Spaces: Central United Church parking lot
Street and city lot parking as necessary

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

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

SECTION 2: FOOD AND BEVERAGE

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

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

SECTION 3: PERSONAL SERVICES

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

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

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

SECTION 4: TENTS 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. Indoor space will be accessed inside Central United Church

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.

The run/walk course will utilize the Whistle Stop trail beginning at Central United Church

heading toward Elm Street for 2.5km.

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.

Melanie Rowley

(Signature of Individual Completing this Application)

November 4, 2023

(Date completed)

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Flora's Walk

Date(s): May 4th 2024

Start Time: 1pm End Time: 4pm

Cleanup Start Time: 3:30 Cleanup End Time: 4pm

Location(s): WaterWorks Park / Waterworks Trail

Organizing Group: Canadian Perinatal Mental Health Collaborative

Contact Name #1: Laura Brunskill #2: _____

Street Address: 6-4562 Colonel Talbot Road

Town/City: London Province: ON Postal Code: N6P 1B1

Phone Number #1: 5197778177 #2: _____

Email Address: laura@innerworkslondon.com

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

Location and number of washrooms in place: _____

Location and Number of Parking Spaces: 77 parking spaces within
Waterworks parking lots

Number of Accessible Washrooms: unknown Number of Accessible Parking Spots: 6

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

SECTION 2: FOOD AND BEVERAGE

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

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

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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.

We will be walking the WaterWorks Park Trail,
commencing and ending at WaterWorks (map attached)

Do you require traffic control?

Yes ☐No ☒

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

Yes ☐ No ☐ N/A ☒

Will you require municipal support for:

Water
Hydro

Yes ☒ No ☐ N/A ☐
Yes ☒ No ☐ N/A ☐

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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 ☒

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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.

Laura Brunskill Digitally signed by Laura Brunskill
Date: 2023.12.21 14:02:27 -05'00'
(Signature of Individual Completing this Application)

Dec 21, 2023
(Date completed)

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

SECTION 14: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

Flora's Walk organized by Canadian Perinatal Mental Health Collaborative
(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

Flora's Walk organized by Canadian Perinatal Mental Health Collaborative
(Event Name) (Organizing Group)

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

Witness: _____

Signed: 

Name (Print): _____

Name (Print): Laura Brunskill

Address: 6-4562 Colonel Talbot Rd

Telephone: 519 777 8177

Date: Dec 21 2023

Event Name: Flora's Walk

Organizing Group: Canadian Perinatal Mental Health Collaborative

Event Dates: May 4 2024

Description of event: Join us for a heartwarming and purpose-driven event, "Flora's Walk St Thomas," taking place at the picturesque Waterworks Park in St Thomas. This meaningful fundraising initiative is dedicated to advancing awareness and treatment for perinatal mood and anxiety disorders. Gather your friends, family, and community to make a positive impact on the lives of moms, babies, and families in need.

Date and Time: Saturday May 4th 2023 1pm - 4pm

Location: Waterworks Park, St Thomas

Event Highlights:

1. Opening Remarks and Keynote Address: Begin the day at our designated pavilion, where we'll come together for inspiring opening remarks and a keynote address. Learn more about the importance of supporting those affected by perinatal mood and anxiety disorders and the impact your participation will have.

2. Scenic Walk on the Paved Trail: Embark on a beautiful walk around Waterworks Park, taking in the serene surroundings while connecting with fellow participants who share a common goal of making a difference.

3. Local Crafters and Services: Explore a vibrant marketplace near the pavilion featuring local crafters and services catering to moms, babies, and families. Discover unique items, resources, and support networks that contribute to the well-being of individuals in the perinatal period.

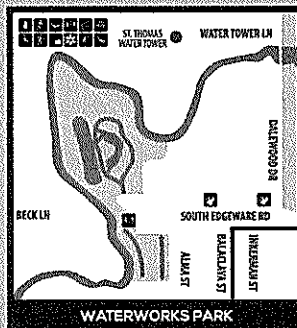
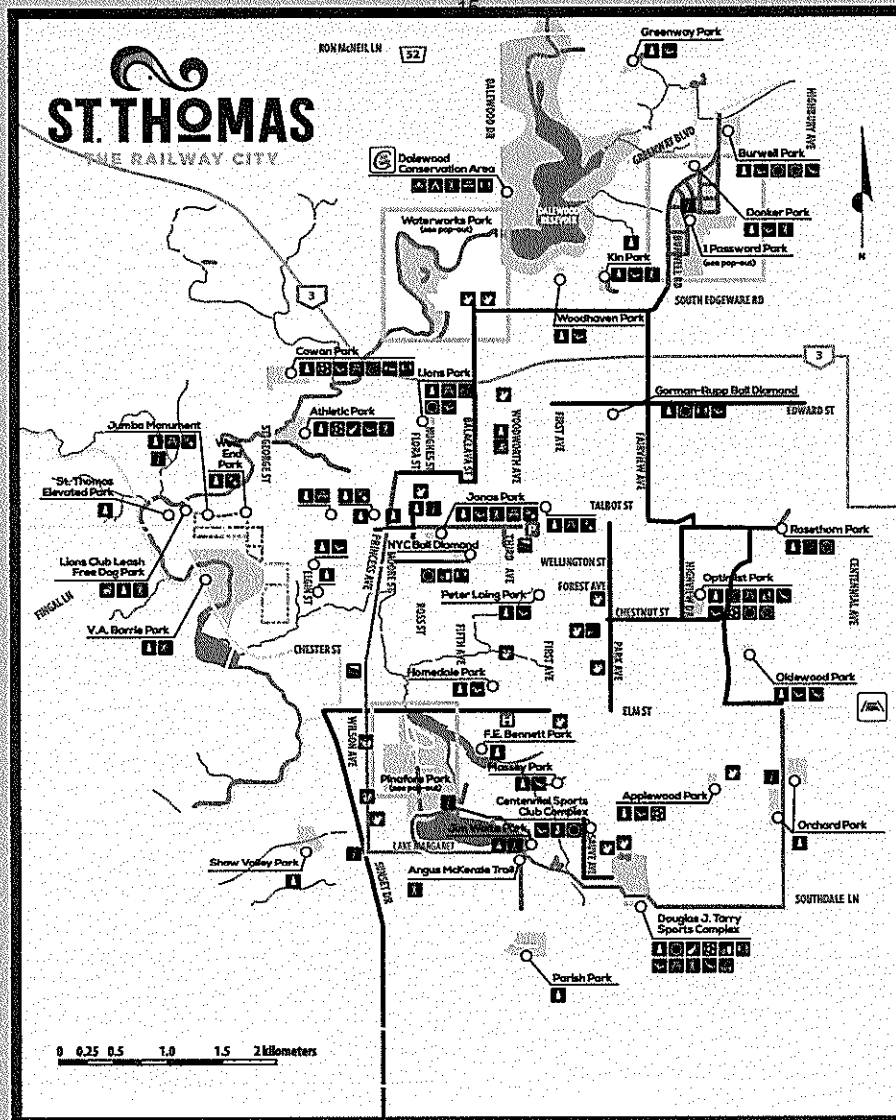
4. Fundraising Opportunities: Your contributions will directly support crucial programs aimed at helping moms with mood and anxiety disorders, providing a perinatal loss group, and establishing a care pathway for those in the perinatal period in London, St Thomas, and surrounding areas.

5. Community Connection: Strengthen the sense of community by connecting with like-minded individuals who share a passion for supporting maternal mental health. Together, we can make a significant impact and create a more supportive environment for moms and families in need.

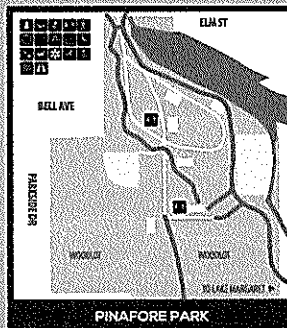
6. Family-Friendly Atmosphere: Bring your entire family to enjoy a day filled with positivity, purpose, and community spirit. The event is designed to be family-friendly, promoting the importance of collective well-being.

Purpose of Fundraising:

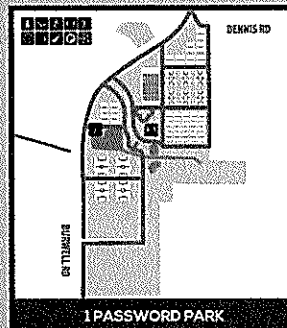
Funds raised during "Flora's Walk St Thomas" will be dedicated to advancing awareness and treatment for perinatal mood and anxiety disorders. Specifically, the proceeds will go towards supporting support groups for moms with mood and anxiety disorders,



WATERWORKS PARK



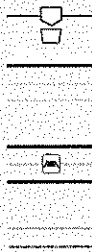
PINAFORE PARK



1 PASSWORD PARK

LEGEND

- Provincial Highways
- Edgin County Roads
- Municipal Roads
- Paved Recreational Trails
- Unpaved Recreational Trails
- Edgin Hiking Trail
- Bike Routes
- Bike Lanes
- The Great Trail
- Other Signed Routes
- Walking Routes
- Courthouse Area Heritage Homes
- Church Area Heritage Homes



- Arboretum/Healing Garden
- Arena
- Bandshell
- Baseball Diamond
- Basketball
- Batting Cage
- Blind Watching
- Camping
- Change Rooms
- Community Centre
- Concession Stand
- Curling
- Disc Golf
- Dog Park
- Fishing
- Football
- Kayak/SUP Rentals
- Kiosk
- Lake
- Monument
- Multi-Purpose Pad
- Outdoor Fitness Equipment
- Outdoor Skating
- Outdoor Swimming Pool
- Park
- Pavilion
- Picnic Area
- Play Equipment/Swings
- Public School
- Senior's Centre
- Skateboard Park

- Slit Trail
- Soccer Pitch
- Splash Pad
- Tennis
- Toboggan Hill
- Trail
- Volleyball
- Washroom
- Wheelchair Accessible
- Wildlife Building
- Police Station
- Hospital