

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

**MICROSOFT TEAMS**

**3:30 P.M.**

**MARCH 6, 2024**

**DISCLOSURES OF INTEREST**

**MINUTES**

Confirmation of the minutes of the meeting held on February 7, 2024.

**PETITIONS AND COMMUNICATIONS**

St. Thomas Kinsmen Club Easter Egg Hunt - March 30th, 2024 – **Pages 2-8**

St. Anne's Community Festival - June 5th to 9th, 2024 - **Pages 9-15**

Railway City Music and Arts Festival - August 15th to 18th, 2024 – **Pages 16-23**

**UNFINISHED BUSINESS**

Upcoming Events

Shamrock Shuffle - March 23, 2024

Flora's Walk - May 4, 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: ST THOMAS KINSMEN CLUB EASTER EGG HUNT

Date(s): MARCH 30 2024

Start Time: 9:00 AM End Time: 11:30 AM

Cleanup Start Time: 12:00 PM Cleanup End Time: 12:30 PM

Location(s): PINAFORE PARK

Organizing Group: ST THOMAS KINSMEN CLUB

Contact Name #1: PAUL TRITLER #2: \_\_\_\_\_

Street Address: 41729 NORTH ST

Town/City: ST THOMAS Province: ONT Postal Code: N5P 4L7

Phone Number #1: (519) 637-3042 #2: \_\_\_\_\_

Email Address: TRITLER@HOTMAIL.COM

Expected Attendance: 500 Number of Event Personnel/Volunteers: 30

Location and number of washrooms in place: PARK ALL SEASON WASHROOMS

Location and Number of Parking Spaces: \_\_\_\_\_

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. \_\_\_\_\_

EASTER EGG HUNT

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

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.

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**SECTION 8: ANIMALS**

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

If Yes, Southwestern Public Health must be notified of the event details two weeks prior. If the animals are not permitted in the Animal Control By-Law 71-2011 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. \_\_\_\_\_

\_\_\_\_\_  
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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.

\_\_\_\_\_  
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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: 6 # of Garbage Cans: 4  
If Yes, please provide pick-up/return date and time. MARCH 30 2024

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**

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 ☒

WE HAVE SEVERAL MEMBERS WITH TRAINING

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.

Paul Suttler  
(Signature of Individual Completing this Application)

19/02/24  
(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 KINSHEN EASTER EGG HUNT organized by ST THOMAS KINSHEN CLUB  
(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 KINSHEN CLUB EASTER EGG HUNT organized by ST THOMAS KINSHEN CLUB  
(Event Name) (Organizing Group)

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

Witness: M. Dwyer

Name (Print): Matt Shepe

Signed: Paul Trittler

Name (Print): PAUL TRITTLER

Address: 41792 NORTH ST

Telephone: (514) 637 3042

Date: 19/02/24

Event Name: ST THOMAS KINSHEN EASTER EGG HUNT

Organizing Group: ST THOMAS KINSHEN

Event Dates: MARCH 30 2024

<b>CERTIFICATE OF LIABILITY INSURANCE</b>					<b>ISSUE DATE YYYY/MM/DD</b> 2024/02/22																	
<b>BROKER</b>   <b>HUB</b>  <b>HUB International Ontario Limited</b> <b>130 King Street West, Suite 1100</b> <b>Toronto, ON M5X 1E4</b> <b>PHONE: 416-597-0008 FAX: 416-597-2313</b>			This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.																			
<b>INSURED'S FULL NAME AND MAILING ADDRESS</b> Kin Canada 1920 Rogers Drive Cambridge, ON N3H 5C8			Company A		Ecclesiastical Insurance																	
			Company B																			
			Company C																			
			Company D																			
			Company E																			
<b>COVERAGES</b>																						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.																						
<b>LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</b>																						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)																	
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	0112507NPT001	2024/02/01	2025/02/01	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 15,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGGREGATE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>PERSONAL INJURY</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>EMPLOYER'S LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>TENANT'S LEGAL LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>NON-OWNED AUTOMOBILE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>HIRED AUTOMOBILE</td><td style="text-align: right;">\$ 75,000</td></tr> </table>		EACH OCCURRENCE	\$ 5,000,000	GENERAL AGGREGATE	\$ 15,000,000	PRODUCTS - COMP/OP AGGREGATE	\$ 5,000,000	PERSONAL INJURY	\$ 5,000,000	EMPLOYER'S LIABILITY	\$ 1,000,000	TENANT'S LEGAL LIABILITY	\$ 1,000,000	NON-OWNED AUTOMOBILE	\$ 5,000,000	HIRED AUTOMOBILE	\$ 75,000
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<b>DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES</b> (but only with respect to the operations of the Named Insured) General Liability Policy Excludes: Amusement Rides and the Detonation of Fireworks.  Corporation of the city of St.Thomas is added as Additional Insured(s) to the Commercial General Liability Policy but only insofar as their legal liability arises, vicariously, out of operations performed by, or on behalf of, Kin Canada for Event: Easter Egg Hunt Club will Purchase & spread eggs, serve hot dogs & hot chocolate Expected attendees: 1000 Dates: March 20, 2024  Club Name: St.Thomas Kinsmen																						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>																		
Corporation of the city of St.Thomas 545 Talbot St Box 520 St.Thomas, ON N5P 3V7				Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.  <b>AUTHORIZED REPRESENTATIVE</b>   Per: _____ Page 1 of 1																		





# *St. Anne's Community Festival*

*"Serving those in need since 1972"*

20 Morrison Drive, St. Thomas, Ontario N5R 4S6  
 Telephone 519-631-3640 Email [stannescommunityfestival@gmail.com](mailto:stannescommunityfestival@gmail.com)

February 15, 2024

City of St. Thomas

FEB 20 2024

City Clerks Dept.

Mr. Matt Smale  
 Special Events Committee  
 City of St. Thomas, City Clerk's Department  
 545 Talbot Street  
 St. Thomas, ON N5P 3V7

Dear Mr. Smale:

The 51st Annual St. Anne's Community Festival is to take place on June 5, 6, 7 & 8, 2024 on the grounds of St. Anne's Church.

The Festival features the renowned World's Finest Shows Midway. There is something for everyone at St. Anne's Community Festival, including: Midway, Food, Carnival Games, Games of Chance, St. Anne's Bingo, Outdoor Beverage Patio.

Please find attached our completed application for your permission to host a Special Event.

Thank you for your support of this Parish endeavour every year!

Sincerely,

Mike McLaughlin  
 Co-Chairman

Len Parkins  
 Co-Chairman

Encl.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Anne's Community Festival

Date(s): June 5, 6, 7, & 8, 2024

Start Time: June 5,6,7-4 pm; June 8-12pm End Time: 12 am

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

Location(s): 20 Morrison Drive, St. Thomas, ON N5R 4S6

Organizing Group: St. Anne's Church

Contact Name #1: Mike McLaughlin #2: Len Parkins

Street Address: 20 Morrison Drive

Town/City: St. Thomas Province: ON Postal Code: N5R4S6

Phone Number #1: 226-927-5556 #2: 519-631-5556

Email Address: stannescommunityfestival@gmail.com

Expected Attendance: 100's per day Number of Event Personnel/Volunteers: 100 per day

Location and number of washrooms in place: 8 regular & 1 special portable units & washrooms at St. Anne's Centre

Location and Number of Parking Spaces: St. Anne's School - 100 parking spots

Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: 12

Please describe your specific event. Attach additional sheets as necessary. Midway, Food, Carnival Games

Free admiossion, free parking, 4 days of Family Fun, St. Anne's Festival supports

various charitable organizations in St. Thomas/Elgin County and mission projects overseas

**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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No ☐

If Yes, please specify the number and size of tents. 2 tents - 20' x 30'

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

Will there be a temporary stage, lighting or sound structure installed as part of the event?

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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.

Minam McLaughlin  
(Signature of Individual Completing this Application)

Feb. 16/24  
(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. Anne's Community Festival organized by St. Anne's Church  
 (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. Anne's Community Festival organized by St. Anne's Church  
 (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: Miriam McLaughlin

Name (Print): Miriam McLaughlin

Signed: [Signature]

Name (Print): Mike McLaughlin

Address: 20 Morrison Dr. St. Thomas, ON

Telephone: 226-927-5556

Date: Feb. 16, 2024

Event Name: St. Anne's Community Festival

Organizing Group: St. Anne's Church

Event Dates: June 5, 6, 7 & 8, 2024

NSR456



Office of the Mayor  
 Corporation of the City of St. Thomas  
 P.O Box 520  
 545 Talbot Street  
 St. Thomas, ON N5P 3V7

Railway City Music and Arts Festival  
 PO Box 20094  
 St. Thomas, ON N5P 4H4  
 info.RCMAF@gmail.com  
 519-661-6825

February 8, 2024

Dear Mayor Preston and Members of Council:

I am writing to ask that our event, the 2024 Railway City Music and Arts Festival, be designated municipally significant.

The objective of our event is showcasing the talent our local area has to offer, whether it be musical or artistic, as well as to provide the community with a FREE family-friendly Festival to celebrate our home-grown talent. The four (4) day event in 2024 will be August 15-18 and will once again be held in Pinafore Park.

We believe our festival should be deemed municipally significant because we are the only FREE multi-day annual festival in the city that has local and regional significance with a focus on musicians from Elgin and Southwestern Ontario, a crafter's area, an artist's village and a children's zone.

Our festival has benefits to the community at large by increasing visitor expenditure in the St. Thomas region, assisting tourism by using the festival as a marketing strategy, increasing civic pride and community solidarity, and providing the community the opportunity to participate whether performing, selling their goods, volunteering, or simply enjoying the performances with neighbours.

We hope that you too see the value of our festival and will deem it as municipally significant.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rick Nemett".

Rick Nemett  
 President  
 Railway City Music and Arts Festival



**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Railway City Music and Arts Festival

Date(s): August 15th to 18th

Start Time: 11AM End Time: 11PM

Cleanup Start Time: 8pm on 18th Cleanup End Time: 11pm on 18th

Location(s): Pinafore Park

Organizing Group: RCMAF (formerly Iron Horse)

Contact Name #1: Rick Nemett #2: Joe Docherty

Street Address: 131 Lake Margaret Trail

Town/City: St. Thomas Province: ON Postal Code: N5R 6L7

Phone Number #1: 519-661-6825 #2: 519-859-9898

Email Address: info.rcmaf@gmail.com

Expected Attendance: 5000 Number of Event Personnel/Volunteers: 50-100

Location and number of washrooms in place: as per Pinafore, plus ~5 portable

Location and Number of Parking Spaces: as per Pinafore Park. Additional parking in  
West Field

Number of Accessible Washrooms: 2M, 2F Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. Annual celebration of  
local artists and musicians featuring vendor/artisan market, art exhibits,  
live music at Band Shell and at Dance Pavilion, car show, etc.

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

\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_

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

If Yes, how many are you requesting? # of Picnic Tables: ALL # of Garbage Cans: 20

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: \_\_\_\_\_

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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? Quotes pending

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 ☐

*pending*



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

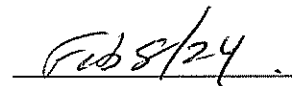
Ambulance: Has Emergency Medical Services (Ambulance Service) been contacted regarding your event and planned emergency access to the site? Yes ☒ No ☐

Fireworks: Will there be fireworks as part of your event? Yes ☐ No ☒  
If Yes, a permit for exhibition fireworks must be submitted to the Fire Department.

### **SECTION 13: SIGNATURE**

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

  
(Signature of Individual Completing this Application)

  
(Date completed)

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

**SECTION 14: INSURANCE**

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

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

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

**STATEMENT OF INDEMNIFICATION**

Railway City Music and Arts Festival organized by Iron Horse Festival of St. Thomas  
 (Event Name) (Organizing Group)

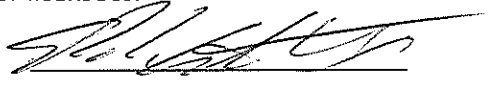
shall indemnify and save harmless The Corporation of the City of St. Thomas and all persons for whom it is at law responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

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

Railway City Music and Arts Festival organized by Iron Horse Festival of St. Thomas  
 (Event Name) (Organizing Group)

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

Witness:   
 Name (Print): Joe Docherty

Signed:   
 Name (Print): Rick Nemett  
 Address: 131 Lake Margaret Trail, St. Thomas  
 Telephone: 519-661-6825  
 Date: February 8, 2024  
 Event Name: Railway City Music and Arts Festival  
 Organizing Group: Iron Horse Festival of St. Thomas  
 Event Dates: Aug 15-18th, 2024

