

THE CORPORATION OF THE CITY OF ST. THOMAS
A G E N D A
THE NINTH MEETING OF THE SPECIAL EVENTS COMMITTEE

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

November 4, 2015

MINUTES

Confirmation of the minutes of the meetings held on September 2 and October 5, 2015.

PETITIONS AND COMMUNICATIONS

Permit Applications

Alzheimer Society Elgin-St. Thomas – Alzheimer's Walk – May 28, 2016 Pages 2-5

UNFINISHED BUSINESS

Festivals and Events Manual and Application – Proposed Changes Previously Sent Under Separate Cover

Draft manual and application to be reviewed further.

Permit Applications

NEW BUSINESS

NEXT MEETING

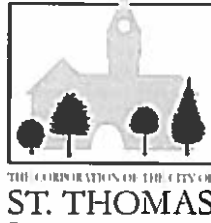
To be determined.

ADJOURNMENT

Alderman Dave Warden
Chairman

Melanie Knapp
Secretary

City of St. Thomas
Received



Special Events Committee
c/o CAO/Clerk's Dept, 545 Talbot
St., St. Thomas, ON N5P 3V7
Phone: (519) 631-1680 Ext. 4122
Fax: (519) 633-9019
Email: mknapp@stthomas.ca

OCT 22 2015

SPECIAL EVENT PERMIT APPLICATION

City Clerks Dept.

**THIS FORM TO BE FILLED IN AND RETURNED TO THE CAO/CLERK'S DEPARTMENT
APPLICATIONS MUST BE SUBMITTED A MINIMUM OF TWELVE (12) WEEKS PRIOR TO
THE EVENT**

Please refer to the City of St. Thomas Special Events Manual. Determine what steps need to be taken for your specific event and adhere to all the rules indicated by the manual and the services which will be involved. Early and thorough preparation when approaching the Special Events Committee and other required services will help ensure a well planned and well run event.

The Organization must meet the requirements of the Special Events Manual.

Event Name: ALZHEIMER'S WALK
Date(s): SAT MAY 28/16 Start Time: 7am setup End Time: 2pm clean up.
Location(s): PINAFORE PARK
Organizing Group: ALZHEIMER SOCIETY ELGIN-ST THOMAS
Contact Name: CHRIS SMITH-HEIDT
Address: 450 SUNSET DRIVE, SUITE 229
Town/City: ST. THOMAS Postal Code: N5R 5V1
Phone Number: 519-633-4396 Cell Phone Number: _____
Fax Number: 519-633-7028 Email Address: csmith@alzheimersociety.ca
Expected Attendance: 100

Location and number of washrooms in place: PINAFORE PARK

Will food of any kind be available at this Event? Yes ☒ No ☐

If Yes, you must complete the Special Events Notification Form available at Elgin St Thomas Public Health.

Will there be a Petting Zoo or Animals at this Event? Yes ☐ No ☒

If Yes, please contact Elgin St. Thomas Public Health for health requirements.

If the type of animal is not permitted under the Animal Control By-law, please contact City Animal Services for an application for the Temporary Exemption to the Animal Control By-law.

Will there be an indoor/tent covered area used for public assembly as part of the event?

Yes ☒ No ☐ If yes, please contact Elgin St. Thomas Public Health for *Smoke Free Ontario Act* and pertinent local by-law requirements.

Have you obtained a Building Permit for tents larger than 60m² cumulatively (if required)?

Yes ☐ No ☐ N/A ☒ If yes, Permit # _____

Will Alcohol be consumed at this Event?

Yes ☐ No ☒

If Yes, you must review and meet the requirements of the City's Alcohol Policy available through the Parks and Recreation Department.

Will you be requesting your event to be deemed a Municipally Significant Event? Yes ☐ No ☐

If Yes, you must obtain Council approval by submitting a letter to the CAO/Clerk's Department.

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

NOTE: A Right of Way Occupancy Permit and Council approval will be required for all road closures.

If yes, describe the road closure requirement (Use a separate sheet if required).

If the event is a Parade/Run/Walk/Pass through Sporting Event:

Route Details (Use a separate sheet if required)

West Pavilion to paved path around Bantshell past splash at
East Pavilion, through Memory Garden across street
toward shop to paved path to West Pavilion

Number of Event Personnel: 20 Number of Bands in the Event: _____

Number of Vehicles: _____ Number and Size of Tents: _____

Event Details (List all activities. Use a separate sheet if required)

Fundraising Walk - includes light snacks fruit - beverages

Do you require Municipal Support:

Labour: Yes ☐ No ☒ Site Meeting: Yes ☐ No ☒ Water: Yes ☒ No ☐

Barricades: Yes ☐ No ☒ Traffic Control: Yes ☐ No ☒ Hydro: Yes ☒ No ☐

No Parking Signs: Yes ☐ No ☒ Detour Signage: Yes ☐ No ☒

Other: _____

Has the St. Thomas Fire Department been contacted?

Yes ☐ No ☒ N/A ☐

Has the St. Thomas Police Service been contacted?

Yes ☐ No ☒ N/A ☐

Has Emergency Medical Services been contacted?

Yes ☐ No ☒ N/A ☐

Has the Elgin-St. Thomas Public Health been contacted?

Yes ☐ No ☒ N/A ☐

Has the Parks and Recreation Department been contacted?

Yes ☒ No ☐ N/A ☐

If yes, have you rented a pavilion/facility and signed a permit? Please state location of rental.

West Pavilion

Have you obtained an Electrical Safety Authority permit (if required)? Yes ☐ No ☐ N/A ☐
If yes, Permit # _____

Have you obtained a Fire Hydrant connection permit (if required)? Yes ☐ No ☐ N/A ☐
If yes, Permit # _____

Have you obtained a Right of Way occupancy permit (if required)? Yes ☐ No ☐ N/A ☐
If yes, Permit # _____

Have you submitted a location or site map with the application? Yes ☒ No ☐ N/A ☐

Has a privately licensed security firm been contacted/retained? Yes ☐ No ☐ N/A ☒
If yes, what company and how many security officers will be present? _____

Have you considered providing First Aid? Yes ☒ No ☐ N/A ☐
If yes, how do you intend on providing that service? ST JOHN AMBULANCE

Have you considered provisions for accessibility? i.e. parking, washrooms Yes ☒ No ☐
Describe: the park washrooms

Volunteers:

Will you have volunteers trained in traffic control? Yes ☐ No ☐ N/A ☐

If yes, how many? _____

Other types of volunteers and number: _____



(Signature of Individual completing this application)

OCT. 21 2015
Date of application

Contacts:

- | | |
|--------------------------------------------------------------|--------------------|
| • Alcohol and Gaming Commission of Ontario | (416) 326-8700 |
| • CAO/Clerk's Dept – Municipally Significant Event | 631-1680 Ext. 4007 |
| • Elgin-St. Thomas Public Health – Healthy Environments Team | 631-9900 |
| • Emergency Medical Services | 637-3098 Ext. 30 |
| • Environmental Services – Roads & Transportation | 631-0368 Ext. 5130 |
| • Environmental Services – Building Division | 631-1680 Ext. 4168 |
| • Environmental Services – Property Services | 631-1680 Ext. 4180 |
| • Environmental Services – Waste Management | 631-1680 Ext. 4258 |
| • Fire Department – Fire Prevention Officer | 631-0210 |
| • Police Services | 631-1224 Ext. 141 |
| • Parks & Recreation Services | 633-7112 |
| • St. Thomas Tourism | 631-1680 ext. 4132 |
| • Treasury Department - Insurance | 631-1680 Ext. 4105 |

OFFICE USE ONLY

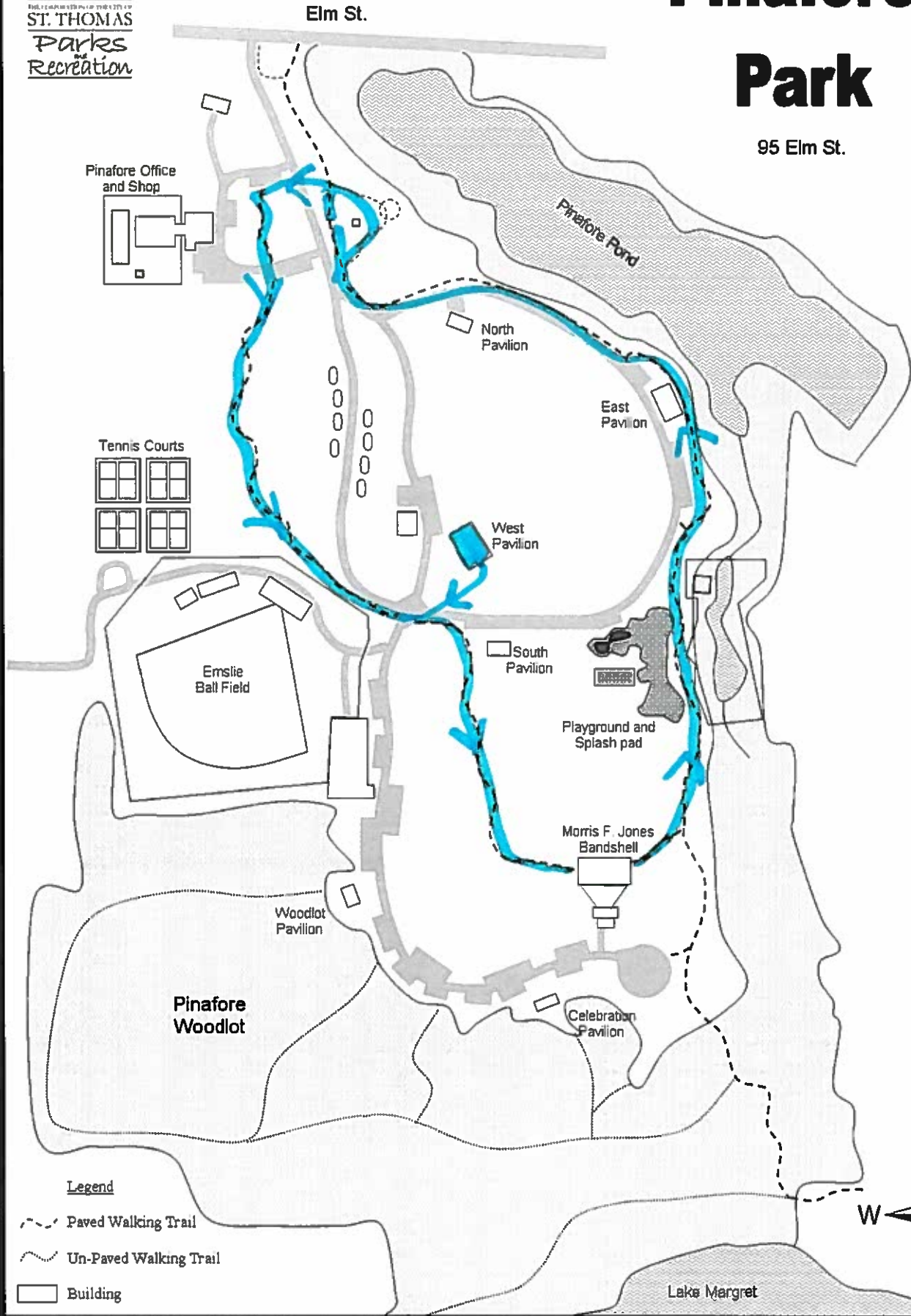
Application Received: _____

Special Events Committee Approval: _____



Pinafore Park

95 Elm St.



Legend

- Paved Walking Trail
- Un-Paved Walking Trail
- Building

