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

COMMITTEE ROOM 204
CITY HALL

3:00 P.M.

June 1, 2016

MINUTES

Confirmation of the minutes of the meeting held on May 4, 2016.

PETITIONS AND COMMUNICATIONS

Permit Applications

Law Enforcement Torch Run - St. Thomas Police - June 23, 2016 Pages 2-7

Unite for Refugees BBQ - LIP - June 10, 24, July 8, August 12, 26, 2016 Pages 8-12

BBQ and Fun Climb - Women in Arboriculture - June 11, 2016 Pages 13-21

100th Anniversary Parade - Elgin Regiment - June 25, 2016 Pages 22-29

Walk a Mile in Her Shoes - Violence Against Women - September 25, 2016 Pages 30-36

Fire Muster Days - St. Thomas Firefighters - September 2-4, 2016 Pages 37-41

Canada Day BBQ and Beer Garden - St Thomas Kinsmen Club - July 1st, 2016 Pages 42-47

Canada Day - July 1st, 2016 Application to follow Monday

Optimist Santa Clause Parade - Ken Clarke Pages 48-54

<u>UNFINISHED BUSINESS</u>

<u>Upcoming Events</u>

- St. Anne's Community Festival June 1-4, 2016
- St. Thomas Teddy Bear Picnic June 15, 2016
- YMCA Iron Kids Triathlon June 15, 2016
- Great Lakes International Airshow June 17-19, 2016
- Old Court House Street Party June 18, 2016
- Lions Father's Day Car Show June 19, 2016
- Centennial of WW1 Departure of Soldiers June 25, 2016
- Ontario Senior Games June 14, 2016
- CCHC BBQ May 25, June 29, July 27 and Aug 24, 2016
- PSNE Fundraising BBQ June 30 and July 29, 2016
- St. Thomas Ribfest July 8-10, 2016
- Nostalgia Nights Car Show July 9, 2016
- Seniors Picnic in the Park July 13, 2016
- Day Out with Thomas July 16, 17, 22-24, 2016
- Pride BBQ July 22, 2016
- Elgin Cattlemen's Association Beef BBQ August 17, 2016
- Iron Horse Festival August 18-21, 2016
- Railway City Road Races September 18, 2016
- Walk for Lou Gehrig's Disease September 24, 2016

NEW BUSINESS

The Bistro - Liquor Licence Extension - Nostalgia Nights Page 55

Elgin St. Thomas Public Health New Website - New Protocol for Special Events Pages 56-58

ADJOURNMENT

SECTION 1: EVENT AND ORGANIZER INFORMATION LAW Enforcement Torch Rus **Event Name:** June 23/16 Date(s): 10:00am End Time: 12:00am Start Time: Taibutst / FIRST AVE / EIMST / PINGER PORK. Location(s): ST Thomas Police Organizing Group: Kin Maruel #2: Contact Name #1: 30 ST COMOZINE ST. Street Address: ST Thomas Province: WP Postal Code: NP 218 Town/City: 519-631-1224 x129. #2: Phone Number #1: Knowel estos. on.ca Email Address: Expected Attendance: Wumber 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. <u>Lun muolung</u> police + special olympic athletes. Begins unotend Taisot ST, elb to Fiest Acc; south frest Acc; west 6/157 -food not for sale. **SECTION 2: FOOD AND BEVERAGE** Will food of any kind be available at this event? If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p		
If Yes, please specify the number and size of tents.	Yes □	No X
If the tents are larger than 60m^2 cumulatively, a building permit is required Division. Please attach a copy of the Permit and provide the Permit Numb	i through the E	uilding
Please note that Indoor or Tent covered areas for public assembly must co Act requirements enforced by Elgin St Thomas Public Health. Please cont Officer for information on how to meet these requirements.	mply with Smo act the Tobacc	oke Free Ontario o Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol I Parks and Recreation Department for Special Events taking place on muni	Yes □ Policy available cipal property.	No 🗷 e through the
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required up obtaining a Special Occasion Permit. You must adhere to the Liquor Licer ensure access is given to the Police and AGCO Inspectors for the purposes a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the est	nder the AGCO nce Act and its s of inspections f a caterer with I supply a letter	Description of the second of t
The area where alcohol is being served has to have a 36" (0.9m) high barri there is a no staking policy in all of the City's Parks and Recreation facility		ease note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol Ontario (AGCO), you must obtain a letter of approval from City Council, ("municipally significant", by submitting the request to the City Clerk's De approval may take several weeks.	declaring your	event
Will you be requesting that City Council declare your event a "Municipally	5.4-0	i
SECTION 6: MUSIC / NOISE	Yes 🗆	No 🎜
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 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are manner" and not intolerably high. It is the responsibility of the organizers to musical licencing through SOCAN for events not taking place in a City factorized.	being "used in o obtain any ar	a reasonable

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 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the event details two animals are not permitted in the Animal Control By-Law 71-2011, an Application for Exemption to the By-Law must be approved by City Council. Please attach a copy of this permit application. Please note that such approval may take several weeks.	or Temporary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGES	
Are you anticipating any road closures or traffic flow changes? Yes ♥	No 🗆
If Yes, please describe the road closure requirement and attach a map or sketch should be sketched that approval may take several weeks. ADROAD (ISSURE) but waste	closures. Please note
could get should down during non.	
Please attach a copy of the Right of Way Occupancy Permit and provide the permit	
If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to t located at www.stthomas.ca/content/official-plan-0 . Describe the event and attach a MUEST END Talbots! South on FIRSTAVE to Element of the event and attach a MUEST ON GIMST SOUTH OF FIRSTAVE TO ELEMENT OF GIMST TO PARTICLE PALLS.	map or sketch.
Do you require traffic control? Yes ✓ If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.	No 🗆
PLEASE NOTE: Marshalls, volunteers and special event staff are not allowed to dipolice can direct traffic pursuant to the Highway Traffic Act.	rect traffic. Only the
No Parking Signs Yes 🗆 N	No 18 N/A 29 No 18 N/A 19 No 10 N/A 18
SECTION 9: MUNICIPAL FACILITIES	
For events taking place in Pinafore Park, organizers will need to arrange an onsite n and Recreation staff once the Special Events Permit Application has been approved	
	No □ N/A □
Have you rented a pavilion/facility and signed a permit? Yes A If yes, please provide the location of the rental and attach a copy of the permit.	No D N/A D

Do you require picnic tables or garbage discretion of the Parks and Recreation D	cans? Please note that availepartment.	_		re at the
If Yes, how many are you requesting?	# of Picnic Tables:	Yes □ # of 0	No 27 Garbage Cans: _	N/A 🗆
Have you made arrangements with Envi	conmental Services staff t	for recycling c	ontainers and co	allection?
	Tomicolar Col (1003 Stall)	Yes	No □	N/A 2

Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A Ø
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safety please attach the Electric	y Code or ha	ve been inspect	ted by the
If required, have you obtained a Hydrani If Yes, please attach a copy of the Permi	t Connection Permit? t and provide the Permit 1	Yes □ Number:	No 🗆	N/A 🔏 —
SECTION 10: ACCESSIBILITTY				
Accessibility for Ontarians with Disabili requirements to meet for accessibility, required to comply under the AODA. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility A SECTION 11: OTHER SERVICES/RE	while an event organized Please note that direction indicate the barrier-free parties, the Special Event Advisory Committee for land	I and run entional signage a path of travel a ts Committee a	rely by volunte needs to be pr and location of recommends su	ers is not ominently accessible
Security: Has a privately licenced securit If Yes, what company and how many sec	y firm been contacted/rete curity officers will be pres	ained? ent?	Yes 🗆	No p
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation prov	ned First Aid services?	Yes □	No □	rvices are N/A 火
Ambulance: Has Emergency Medical Ser and planned emergency access to the site	rvices (Ambulance Servic ?	e) been contac	eted regarding y Yes □	our event No Å
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks i	t of your event? is required through the Fi	re Department	Yes □	No X
SECTION 12: SIGNATURE				
XNamuel		/	May3//	6.
Signature of Individual Completing this	Application)	(Date completed)
Office Use Only: Application Received:	Comm	ittee Approval: _		

Page 5 of 6

SECTION 13: 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 INDEMINIFICATION		*
LAW Enforcement Total Run organ (Event Name)	nized by <u>ST.</u>	(Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	n of the City of St. T mages, costs, claims	Thomas and all persons for whom it s, suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned	of, and any injury to by any act or omissi	any person or persons, including ons of
LET.R. organi	zed by 57	Thomas Police
(Event Name)		(Organizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or many the transport of the servants, employees, or the servants of the servants o	occasioned by any congligence of The Co	ause whatsoever, except where prporation of the City of St.
Witness:	Signed:	KNown
Name (Print): Scott DERGE	Name (Print):	Kin Manuel
	Address:	30 ST CaprainesT.
	Telephone:	519-631-1224 ×129
	Date:	may 3/16.
	Event Name:	Tokch Rus
	Organizing Group:	ST. Thomas Police
	Event Dates:	Tire 23/16.



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 Receipt

Creation Date: Mon Apr 25, 2016

Receipt #:

11481

PAYEE:

Parks & Recreation

City of St. Thomas Parks and Recreation Department

2 Third Ave

St. Thomas, Ontario, Canada

N5P 3V7

Total Amount Due:

Amount Pald:

\$0.00

Balance Due:

\$0.00 \$0.00

Client #:

507

Account #:

Email: parksandrecreation@stthomas.ca

Phone 1:

(519) 631-1680 ext 4172

Phone 2:

519-633-7112

Fax: (519) 633-9272

Event:

Torch Run

10698 4131 RT0001

Facility		MZ HAVIDE		SEATTLE METERS		0
Facility Name	Description	Date		Time	Price	_
Pinafore Park - Picni No Charge - \$0.00	Shelters - Marshall Field Lakeside Pavilion - Both Sections		· ·			_
		Thu	Jun 23, 2016	09:00AM - 01:00PM	\$0.00	Н
				Facility Subtotal:	\$0.00	_
<u>.</u>		<u> </u>		Total:	\$0.00	
Payments			Alle Contract		DE THE	
Date	P	ayment Type	OVID BOX		Amount	-
					\$0.00	
Comments				Subtotal:	\$0.00	
Booked by April, Ap	il 25th, 2016. The Torch Run is booked under Parks as it is a City	1		13% HST:	\$0.00	
(Police run) event.a	s per it			Total:	\$0.00	
-	-	-		Amount Paid:	\$0.00	_
			-	Balance Due:	\$0.00	



Created: Tue May 17, 2016 @ 12:44PM (EDT)

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Unite for Refugees BBQ
Date(s):	June 10, 24 July 8, Aug 12, 26
Start Time:	10:30 End Time: 1:30
Location(s):	Hepburn Parkette
Organizing Group:	St. Thomas Elgin Local Immigration Partnership
Contact Name #1:	Petrusia Hontar #2: Dave Jeffreys
Street Address:	16 Mary St. West
Town/City:	St. Thomas Province: ON Postal Code: NSP 253
Phone Number #1:	519 631 9800 #2: 519 773 5293
Email Address:	Phontar. stelip @ gmail.com
Expected Attendance	: 100 Number of Event Personnel/Volunteers: 5
Location and number	of washrooms in place: YWCA - across the Street
6 bathro	oms avail, signs posted
Location and Number	r of Parking Spaces: Herburn Paric Lot -65 2hrspot
	•
Number of Accessible	e Washrooms: Number of Accessible Parking Spots: 3
	specific event. Attach additional sheets as necessary.
A BBQ u	oil be hosted 6 fines to raise
	support ratugue resettlement in
our com	
	U
-	

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event? Yes > No I If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as	part of the eve	nt?
If Yes, please specify the number and size of tents.	Yes 🗆	No 🖆
If the tents are larger than 60m^2 cumulatively, a building permit is required Division. Please attach a copy of the Permit and provide the Permit Number 1997.	ed through the	Building
Please note that Indoor or Tent covered areas for public assembly must of Act requirements enforced by Elgin St Thomas Public Health. Please con Officer for information on how to meet these requirements.	comply with Sr	noke Free Ontario eco Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on must	Yes □ Policy availab nicipal propert	ole through the
You must also comply with the Alcohol and Gaming Commission of On are responsible to notify and provide any pertinent information required to obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services endorsements to provide off — premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the endorsements.	under the AGC ence Act and it es of inspection of a caterer with all supply a lett	O guidelines for s Regulations and as. Please submit all the required ter from the
The area where alcohol is being served has to have a 36" (0.9m) high bar there is a no staking policy in all of the City's Parks and Recreation facilities.	rier/partition. l lities.	Please note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's Dapproval may take several weeks.	declaring you	r event
Will you be requesting that City Council declare your event a "Municipal	-	
SECTION 6: MUSIC / NOISE	Yes 🛘	No 🕗
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 authorize a.m. and 11:00 p.m. so long as the Police are satisfied that said devices ar manner" and not intolerably high. It is the responsibility of the organizers	e being "used i	n a reasonable

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.

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

discretion of the Parks and Recreation Department.			
101/ 1	Yes 🛚	No 🗆	N/A □
If Yes, how many are you requesting? # of Picnic Tables:	# of	Garbage Cans	: <u> </u>
Have you made arrangements with Environmental Services staff	for recycling of Yes	containers and No ≰	collection?
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 i accredited certification body under the Ontario Electrical Safet Electrical Safety Authority. If required, please attach the Electric provide the Permit Number:	y Code or ha	ve been inspe	ected by the
If required, have you obtained a Hydrant Connection Permit? If Yes, please attach a copy of the Permit and provide the Permit 1	Yes 🛘 Number:	No 🖾	N/A □
SECTION 10: ACCESSIBILITTY			
requirements to meet for accessibility, while an event organized required to comply under the AODA. Please note that directidisplayed throughout the event venue to indicate the barrier-free washrooms and parking. Although not required, the Special Even site plan to the Municipal Accessibility Advisory Committee for land	onal signage path of travel ts Committee	needs to be pand location or recommends s	prominently of accessible submitting a
SECTION 11: OTHER SERVICES/RESOURCES			•
SECTION 11: OTHER SERVICES/RESOURCES Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be pres	ained? sent?	Yes 🗆	No ⁄□
Security: Has a privately licenced security firm been contacted/ret	sent? nan 200 peop Yes □	le, First Aid s	No ⊠ —————services are
Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be preserved. First Aid: For events with an anticipated attendance of more the required to be retained. Have you confirmed First Aid services? If Yes, please attach documentation providing proof that First Aid	nan 200 peop Yes services have	le, First Aid s No been retained	No ☑ ————————————————————————————————————
Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be preserved. First Aid: For events with an anticipated attendance of more the required to be retained. Have you confirmed First Aid services? If Yes, please attach documentation providing proof that First Aid Ambulance: Has Emergency Medical Services (Ambulance Services)	nan 200 peop Yes services have	le, First Aid s No been retained	No ☑ ————————————————————————————————————
Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be pres First Aid: For events with an anticipated attendance of more threquired to be retained. Have you confirmed First Aid services?	nan 200 peop Yes services have ce) been conta	le, First Aid s No been retained cted regarding Yes Yes	No © services are N/A Ø
Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be presented. First Aid: For events with an anticipated attendance of more the required to be retained. Have you confirmed First Aid services? If Yes, please attach documentation providing proof that First Aid Ambulance: Has Emergency Medical Services (Ambulance Service and planned emergency access to the site? Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fireworks, a permit for exhibition fireworks is required through the Fireworks.	nan 200 peop Yes services have ce) been conta	le, First Aid s No been retained cted regarding Yes Yes	No 🖾 services are N/A 💆 . your event No 🖾
Security: Has a privately licenced security firm been contacted/ret If Yes, what company and how many security officers will be presented. First Aid: For events with an anticipated attendance of more the required to be retained. Have you confirmed First Aid services? If Yes, please attach documentation providing proof that First Aid Ambulance: Has Emergency Medical Services (Ambulance Service and planned emergency access to the site? Fireworks: Will there be fireworks as part of your event?	nan 200 peop Yes services have ce) been conta	le, First Aid s No been retained cted regarding Yes Yes	No 🖾 services are N/A 💆 . your event No 🖟

CSIO

CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the ce	ertificate holder and imposes no liability on the insurer.
This certificate does not amend, extend or alter the coverage a	afforded by the policies below

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS The Corporation of the City of St. Thomas				alter the coverage afforded by the policies below. 2. INSURED'S FULL NAME AND MAILING ADDRESS YWCA St. Thomas					
545 Talbot Street			16	6 Mary Street We	est				
P.O. Box 520			-						
St. Thomas O	N	POSTAL NSF	3V7 S	t. Thomas	Ontario	PO	STAL NED 20		
3. DESCRIPTION OF OPERATIONS/L	OCATIONS/AUTOMOBI	LAODE							
Young Women's Christian Association RE: June 10, 24, July 9, july 8, 22, Augu					A KIDT TOWNS TO S		is of the Hamed Inst		
4. COVERAGES		7			The state of the s	5 to 2.00pm			
This is to certify that the policies of insurer conditions of any contract or other do subject to all terms, exclusions and con-	rance listed below have current with respect to ditions of such policies.	William Columba	to may be	issued or may pe	the policy period indicated notwithst ertain. The insurance afforded by th VE BEEN REDUCED BY PAID	e policies des	quirements, terms cribed herein is		
	INSURANCE CO		FFECTIVE	COLUMN TO SERVICE SERV	LIMITS OF L	IABILITY			
TYPE OF INSURANCE	AND POLICY N	IMPED	DATE YYY/MM/D	DATE YYYY/MM/DO	(Canadian dollars unless	STATE OF THE PARTY	AMOUNT OF		
COMMERCIAL GENERAL LIABILITY	Ecclesiastical Insurance		016/04/25	and the control of the control	COVERAGE COMMERCIAL GENERAL LIABILITY	DED.	INSURANCE		
	0008304NA01	o Oince -	.01010-125	2011/04/25	BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE	\$1,000	\$5,000,000		
☐ CLAIMS MADE <u>OR</u> ☐ DCCURRENCE ☐ PRODUCTS AND / OR COMPLETED OPERATIONS				1 1	- EACH OCCURRENCE		\$5,000,000		
☐ EMPLOYER'S LIABILITY		1			PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000		
CROSS LIABILITY		1.			PERSONAL INJURY LIABILITY				
0		1			OR PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000		
1					MEDICAL PAYMENTS		\$25,000		
☑ TENANTS LEGAL LIABILITY					TENANTS LEGAL LIABILITY		\$1,000,000		
POLLUTION LIABILITY EXTENSION					POLLUTION LIABILITY EXTENSION				
☐ NON-OWNED AUTOMOBILES ☐ HIRED AUTOMOBILES					NON OWNED AUTOMOBILE				
UTOMOBILE LIABILITY					BODILY INJURY AND PROPERTY				
☐ DESCRIBED AUTOMOBILES ☐ ALL OWNED AUTOMOBILES					DAMAGE COMBINED				
LEASED AUTOMOBILES **					BOOKY INJURY (PER PERSON)				
ALL AUTOMOBILES LEASED IN EXCESS OF DOAYS WHERE THE INSURED IS REQUIRED					BODILY INJURY (PER ACCIDENT)				
O PROVIDE INSURANCE XCESS LIABILITY					PROPERTY DAMAGE				
UMBRELLA FORM		1			EACH OCCURRENCE				
					AGGREGATE				
THER LIABILITY (SPECIFY)									
						- 1			
							577		
CANCELLATION	SILVER BUILDING		M SO				7 (19)		
hould any of the above described policies amed above, but failure to mail such notic	s be cancelled before the ce shall impose no obliga	expiration date thation or liability of a	ereof, the i	issuing company on the company,	will endeavour to mail 30 days writte	n notice to the	certificate holde		
BROKERAGE/AGENCY FULL NAME			7	ADDITIONAL IN	SURED NAME AND MAILING ADD at to the operations of the Named Insured	RESS			
thur J. Gallagher Canada Limited					ne City of St. Thomas				
ellington Square		<i>2</i>	545	Talbot Street					
00-250 York Street			P.O.	Box 520					
ondon ON	PO	STAL N6A 6K2	_				-		
ROKER CLIENT ID:	100	<u> </u>	St T	Thomas	011	T.	OSTAL		
CERTIFICATE AUTHORIZATION	AND A SAN THE SAN	C. C. Sydne	100	The state of the s	ON	i	ODE N5P 3V7		
SSUER Arthur J. Gallagher Canada Lim	ited		CO	NTACT NUMBER(S		The same of the			
UTHORIZED REPRESENTATIVE Melissa V			TYP	PE Main No	O. (519) 963-3517 TYPE Fa		(519) 646-5812		
ALLIANISCH DIE LIEGELANDILLE MERKEN A	CHK		I TYP	'E No	O. TYPE	NO.			



PAYEE:

Event:

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 Receipt

Creation Date: Tue May 3, 2016

Petrusia Hontar

16 Mary Street West Thomas, Ontario, Canada

N5P 2\$3

Client #:

519-631-9800

YWCA BBQ

Receipt #:

11516

Total Amount Due:

\$0.00

Amount Paid:

\$0.00

Balance Due: \$0.00

5201 Phone 1:

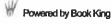
Account #: Phone 2:

Email: phontar.stelip@gmail.com

Fax:

10698 4131 RT0001

Facility						48
Facility Name	Description	Date		Time	Price	
Downtown Parkettes No Charge - \$0.00	- Parkette - Hepburn Parkette					
		Fri	Jun 10, 2016	10:30AM - 01:30PM	\$0.00	Н
		Fri	Jun 24, 2016	10:30AM - 01:30PM	\$0.00	Н
		Fri	Jul 8, 2016	10;30AM - 01;30PM	\$0,00	Н
		F ri -	-Jul 22, 2016	-10:30AM01:30PM	\$0.00	-
		Fri	Aug 12, 2016	10:30AM - 01:30PM	\$0.00	Н
		Fri	Aug 26, 2016	10:30AM - 01:30PM	\$0,00	Н
				Facility Subtotal:	\$0.00	
				Total:	\$0.00	
Payments					EFFEK III	ď,
Date		Payment Type			Amount	le le
	<u> </u>				\$0.00	
Comments				Subtotal:	\$0.00	
Booked by Petrusia	May 3, 2016. Please sign and return attached permit to St. Thoma:			13% HST:	\$0.00	
Parks & Recreation	i.			Total:	\$0.00	
				Amount Paid:	\$0.00	
				Balance Due:	\$0.00	



Created: Tue May 3, 2016 @ 10:40AM (EDT)

SECTION 1: EVEN	NT AND ORGANIZER INFORMATION
Event Name:	Women in Arboriculture - Ontario BBQ + Fun Clim
Date(s):	June 11/16
Start Time:	Pan End Time: Lar-
Location(s):	Pinatae Park North Pavilia
Organizing Group:	Women in Arb. Ontario (WAO)
Contact Name #1:	Julie Tucker #2:
Street Address:	95 Elm St.
Town/City:	St. Thomas Province: Ont Postal Code: NSR 147
Phone Number #1:	519.631-1680 est 5204 #2:
Email Address:	Hucker@ Stthomas.ca
Expected Attendance	e: 50 Number of Event Personnel/Volunteers: 10
Location and numbe	r of washrooms in place: Will be using existing park
Washroom	facility
Location and Number	er of Parking Spaces: NA
	· · · · · · · · · · · · · · · · · · ·
Number of Accessib	——————————————————————————————————————
Please describe your	specific event. Attach additional sheets as necessary.
BBQ and F	un Climb for WAO Association.
Full day of	various interative events.
Tree Climbi	ng Event,
Chainsaw.	Demonstration
Bucket Truck	
SECTION 2: FOOI	D AND BEVERAGE
•	d be available at this event? The Special Events Notification Form to Elgin St. Thomas Public Health and permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p	part of the even	t?
If Yes, please specify the number and size of tents.	Yes 🗆	No 🗶
If the tents are larger than $60m^2$ cumulatively, a building permit is require Division. Please attach a copy of the Permit and provide the Permit Number	d through the I	Building
Please note that Indoor or Tent covered areas for public assembly must conform the Act requirements enforced by Elgin St Thomas Public Health. Please conformation on how to meet these requirements.	omply with Sme tact the Tobacc	oke Free Ontario o Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on mun	Yes Policy availablicipal property.	e through the
You must also comply with the Alcohol and Gaming Commission of Onta are responsible to notify and provide any pertinent information required u obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shallicensee confirming date/time/location/services as well as a copy of the establishment.	nder the AGCO nce Act and its s of inspections of a caterer with Il supply a lette	D guidelines for Regulations and s. Please submit all the required r from the
The area where alcohol is being served has to have a 36" (0.9m) high barr there is a no staking policy in all of the City's Parks and Recreation facilities.		lease note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's Deapproval may take several weeks.	declaring your	event
Will you be requesting that City Council declare your event a "Municipal		
SECTION 6: MUSIC / NOISE	Yes 🗆	No 💢
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 a.m. and 11:00 p.m. so long as the Police are satisfied that said devices are manner" and not intolerably high. It is the responsibility of the organizers musical licencing through SOCAN for events not taking place in a City fa	e being "used in to obtain any a	n a reasonable

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 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011, Exemption to the By-Law must be approved by City Council. Pleathis permit application. Please note that such approval may take se SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANCES	, an Applicationse attach a converse weeks.	two weeks	oorary
Are you anticipating any road closures or traffic flow changes?	Yes		lo X
If Yes, please describe the road closure requirement and attach a magnetic Right of Way Occupancy Permit and City Council approval is requirement and take several weeks.	•	showing the	e closure. A
Event taking place within pinatore)ark		
Please attach a copy of the Right of Way Occupancy Permit and professional of the event is a Parade / Run / Walk / Pass through Sporting Event located at www.stthomas.ca/content/official-plan-0 . Describe the expressional of the expression of the Right of Way Occupancy Permit and professional of the expression of the Right of Way Occupancy Permit and professional of the expression of the	t, please refer	to the city i	•
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-	Yes -1224 ext. 141		10-14
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed to	o direct traf	fic. Only the
Have you contacted the Roads and Transportation Division for: Barricades No Parking Signs Detour Signing	Yes □ Yes □ Yes □	No 🗆 No 🗅 No 🗆	N/A 2 N/A 2 N/A 5
SECTION 9: MUNICIPAL FACILITIES			•
For events taking place in Pinafore Park, organizers will need to a and Recreation staff once the Special Events Permit Application h Have you contacted Parks and Recreation staff about your event?	as been appro	•	with Parks
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes 💢	No 🗆	N/A 0

Do you require picnic tables or garbage discretion of the Parks and Recreation D		ailability and p	otential costs a	re at the	
If Yes, how many are you requesting?	•	Yes □ # of C	No 🗶 jarbage Cans: _	N/A □	
Have you made arrangements with Envi	ronmental Services staff i	for recycling co Yes □	ontainers and co	ollection? N/A 💥	
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A 🔄 N/A 😂	
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safet please attach the Electric	y Code or hav	e been inspec	ted by the	
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi	t Connection Permit? t and provide the Permit l	Yes 🛘 Number:	No □	N/A 💃	
SECTION 10: ACCESSIBILITTY					
Accessibility for Ontarians with Disability requirements to meet for accessibility, required to comply under the AODA. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility A	while an event organized Please note that directi- indicate the barrier-free pequired, the Special Even Advisory Committee for land	d and run enting onal signage repath of travel at the Committee repairs of the committee repairs	rely by volunte needs to be pre- and location of ecommends su	eers is not cominently accessible	
SECTION 11: OTHER SERVICES/R Security: Has a privately licenced security		ninad?	Yes 🗆 ·	No 🗆	
If Yes, what company and how many sec	*		t required		
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation proving the second seco	ned First Aid services?	Yes □	No □	rvices are N/A 🍂	
Ambulance: Has Emergency Medical Se and planned emergency access to the site		ce) been contac	eted regarding y Yes □		Nle
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks	•	re Department.	Yes □	No.	
SECTION 12: SIGNATURE					
Signature of Individual Completing this			May 19 Date completed	1/6.	
Office Use Only: Application Received: Mc	4 M 6010 Comm	nittee Approval: _			

SECTION 13: 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.

STATEMENT OF INDEMINIFICATION BBQ + Fun Climb

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.

Hwe_ organized by ____

shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, dar		
any damage to property including loss of use thereo death resulting at any time there from, occasioned b		
WAO BBQ organiz	ed by Women	(Organizing Group)
its officers, agents, servants, employees, contractors on the premises or any part thereof arising from or of such damage or injury is due to the act, default or no Thomas, its officers, agents, servants, employees, co	occasioned by any ca egligence of The Co	ause whatsoever, except where rporation of the City of St.
Witness: Office of the state of	Signed:	Tuch
Name (Print): April Gazda	Name (Print):	Julie Tucker
,)	Address:	95 Pinafore Park
	Telephone:	Elm St - 519. 631. 1680 evit
	Date:	May 19, 2016 5204
	Event Name:	WAO BBQ
	Organizing Group:	Whomen in Arbonculture
	Event Dates:	June 11/2016



Special Events Notification Form

99 Edward Street St. Thomas, ON N5P 1Y8 Phone: (519) 631-9900 1-800-922-0096 Fax: (519) 633-0468 www.eloinhealth.on.ca

Note: Regardless of Exemptions under the Food Premise Regulations, every person who intends to <u>sell food to the public</u> (e.g., BBQ fundralser, church supper, etc.) must notify the Health Unit in accordance with Section 16(2) of the Health Protection & Promotion Act. Please complete and submit this form <u>at least two weeks prior</u> to the event date to Public Health. Relain a copy of this form for your records; you will <u>NOT</u> be mailed/faxed a copy. IF THERE ARE CONCERNS, THE PUBLIC HEALTH INSPECTOR WILL CALL THE PERSON(S) RESPONSIBLE TO CLARIFY.

		Event Inform	ation		
Name of Event:	11 0 5	vent Location (Ac		0	1
Women in Hit	por culture IDS	13 26 1	Im St. I	nator Pa	K, =
Event Date(s):	11. 2016		Sef U	Date:	11/2016
Name of Your Organization	in:			n Responsible:	
Library in H	rboriculture	,		le Tucker	
Bus. Phone: (514) (31.10	Home Pho	one: (S19)	1390 Email	tucker PS	Hhomas ca
Concession Site:	000 44 (DAO)	PAI OIG	10101	THE C	
□ Tent □ Trailer □ C	Church Busines	s Establishment	Serother North	Pavilion	
How is the water supplied					Charles and Alexander
Municipally Supplied	□ Well \	Water Supply		□ Commercial B	ottled Water
Describe handwashing st				per towels	
☐ fixed sink with hot & cold	running water	Coffee um or port	able supply 🙀 Ot		
What type of sink is provi			la l		1.1.1
☐ 2 compartment dishwashi	ing 3 compartn	nent dishwashing	of Other explain:		L had alogs
Howwill you dispose of W	vaste Water?		city tops ->	No utensil	Manhunters
Plumbed to municipal sev		□ colle	ct for disposal in sa	iltary facility	ď
How will you keep food he			The state of the s		
□ steam table	□ warmer	□ oven	□ grill	≥ BBQ	
How will you keep food co				SHARING TO A SHARE	3
i freezer i refrigerat	or	coolers Other	er explain:		
How will you dispose of g	arbage?				
	ther explain:				
is thelfood prepared in a l	kitchen inspected by	a health unit? If	ves Where?	on Lacado	al lbe
□ Yes DNo □ I	Name of establishmen	t and location:	prepares	Thinks and (7 kg 1986)	4 P
Food Items to be served: (please list)	Food supplier or s where purchased	tore/business	Address	Ph	one
1. hatdres	Freshco + C	05100	Lordon / S	t. Thomas (
2. hot downs	ίι		н	(
3. hammingers	ρ		n		
4. Computary ours " ()					
5. condiments	Ш		n	()
Note: The use and/or sale	e of uninspected mea	ts & unpasteuriz	ed milk/milk produ	cts are strictly pr	ohibited.
Signature of person(s)		The second second second second second		ete M	19/2016
	THE RESERVE THE PARTY OF THE PA	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER, THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.	OF PERSONS IN COLUMN TWO IS NOT THE OWNER.	THE RESERVE AND ADDRESS OF THE PARTY.	

The Personal Information on this Special Events Notification Form is collected under the authority of the *Health Protection and Promotion Act* and applicable privacy legislation. This information will be used for delivery of public health programs and services and may be used for evaluation or statistical/research purposes, Any questions about the collection of this information should be directed to: ESTPH Privacy Officer, 99 Edward Street, St. Thomas, ON NSP 1Y8; (519) 631-3745; E-mail; estph@eiginhealth.on.ca



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: Wed Feb 3, 2016

Julie Tucker 6934 Imperial Road

Aylmer, Ontario, Canada

N5H 2R2

Invoice #:

11242

Total Amount Due: Amount Paid:

\$76.00 \$0.00

Balance Due:

\$76.00

Client #:

PAYEE:

8337

Account #:

Email: jtucker@stthomas.ca

Phone 1:

519-631-1680 ext Phone 2:

Fax:

Event:

5204

Women in Arboriculture in Ontario

10698 4131 RT0001

Facility			Municipal Control	
Facility Name	Description	Date	Time	Price
Pinafore Park - Pic Daily Rate 2016 - \$	nic Shelters - North Shelter 576.00 Daily Rate			
		Sat Jun 11, 2016	08:00AM - 08:00PM	\$76.00
			Facility Subtotal:	\$76.00
			Total:	\$76.00
Payments				nadone o mue
Date		Payment Type		Amount
				\$0.00
Comments			Subtotal:	\$76.00
Booked by Julie 1	Tucker February 4, 2016. Please	make payment to St. Thomas	Total:	\$76.00
Parks & Recreation	on Council approved grant reque	est for event.	Amount Paid:	\$0.00
			Balance Due:	\$76.00
				

Printed #:	
Date:	

Powered by Book King

Created: Thu May 19, 2016 @ 10:40AM (EDT)

Mailing Address:
Parks and
Recreation
P.O. Box 520



Office Location:
Timken Community Centre
2 Third Avenue
St. Thomas, Ontario

City of St. Thomas Parks and Recreation Outdoor Facility Permit

- 1. The undersigned agrees to leave the property and its contents in the same condition and location in which it was found, and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Corporation of the City of St. Thomas
- 2. Wedding Receptions / Ceremonies booked in the park pavilions require a \$200.00 damage deposit at time of booking. Either a post dated chq (for date of event), cash, visa, MasterCard or debit will be refunded after the event provided there are no damages and that the property including picnic tables are in the same condition in which the property was found. The intent is to ensure that picnic tables will be returned where they were found by the user.
- 3. The undersigned covenants to save harmless and keep indemnified the Corporation of the City of St. Thomas and the Parks and Recreation Department, its servants and agents, against any legal liability for losses, damages, claims, action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
- 4. It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. The individual that will obtain the Special Occasions Permit (if required) must review, sign and adhere to conditions set out in the Municipal Alcohol Policy. Parks and Recreation will assist with this process if needed.
- 5. No live coals permitted on any outdoor municipal property. CSA-approved propane barbecue ONLY.
- 6. Staking of any sorts (tents, signs, canopies,) is not permitted on outdoor municipal property.
- 7. All posted rules throughout the parks must be adhered to at all times.
- 8. PAVILION/BANDSHELL FEES ARE NON-REFUNDABLE.
- 9. Cancellation Policy for facilities <u>other than</u> pavilions/bandshell shall be 14 days notice. There will be no refund if cancelled within 14 days.
- 10. The Parks and Recreation Department reserves the right to cancel or alter the time or fees specified in this permit, due to change of policy or availability of facilities.

- 11. Unless otherwise noted, the invoice will be mailed to the person who has signed the facility permit. Please be sure to advise Parks and Recreation if the invoice is to be sent to another person.
- 12. The picnic pavilion permit fee shall include only the use of a pavilion, hydro, and water. Any additional use of facility space (e.g. hydro pedestals) must be requested and a separate fee will be associated on your facility permit.
- 13. The permit-holder acknowledges that the City has sole responsibility for booking any outdoor facilities. The permit-holder does not have the right to assign this permit or any related facilities associated with this permit to another group or individual.
- 14. Continued use of facilities named in this permit is dependent on all the permit-holder's accounts with the City of St. Thomas remaining in current and good standing.
- 15. The permit is subject to revocation at any time by the City for failure to comply with any of the above conditions.
- 16. The City of St. Thomas By-law 111-2008 prohibits the use of tobacco within thirty (30) metres/90 feet of playground equipment, splash pads and players benches.
- 17. Consumption of alcoholic beverages is strictly prohibited in the facilities pertaining to this permit. (see below for infraction consequences)

This permit covers the time period speci	ified below: June 11/16.	
I acknowledge and accept all of the p	receding terms and conditions. Signed and a	accepted by:
Name (please print) User Group A- Gazda Name (please print) City of St. Thomas	Signature Canda Signature	Group Name May 19/16. Date +
Invoice #(s) //242		

Payment Terms: Due at the time of booking.



THE REGIMENTAL ASSOCIATION

40 Wilson Ave St.Thomas ON N5R 3R2

2 May 2016

City of St. Thomas Received

MAY 2 4 2015

Special Events Committee
The Corporation of the City of St.Thomas
545 Talbot Street
St.Thomas ON N5P 3V7

City Clerks Dept.

100Th Anniversary of the 91St Battalion Canadian Expeditionary Force Parade

On behalf of The Regimental Association, I respectfully request your support for the above noted parade on 25 June 2016.

This parade will be conducted by World War One re-enactors and highlight the departure of the 91St Battalion of the Canadian Expeditionary Force that left St.Thomas a 100 years to the day. These 901 Officers and Soldiers left St.Thomas responding to the call of the King to defend the Commonwealth. The majority of these were recruited from St.Thomas and the County of Elgin.

A weekend of events is occurring at the St.Thomas Armoury and many descendants and supporters will be returning to the building and area for which many did not after the War to end all wars. Local businesses and the economy of St.Thomas will be benefactors of these commemoration events.

Please find enclosed an application as found on the City website. Please note that the insurance document enclosed is for the re-actors (History Matters Association) who will be parading.

If you have any questions, please feel free to contact myself.

Respectfully,

Gordon B. Mathers, CD

Secretary

The Regimental Association

519 808-3706 Cell

519 631-5316 Home

gmathers@primus.ca

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	100TH ANNIVERSARY OF THE 91ST BATTALION CEF DEPARTURE
Date(s):	25 JUNE 2016
Start Time:	1045 HES End Time: 1300 HES
Location(s):	PARADE FROM CITY HALL TO CASO STATION 750 TALBOT ST
Organizing Group:	THE ELGIN REGIMENT ASSOCIATION
Contact Name #1:	FR. MARK SARGENT #2: MR. GORD MATHERS
Street Address:	49 STANLEY ST
Town/City:	St. Tawnes Province: ON Postal Code: NER 3B8
Phone Number #1:	<u>519 871-0974</u> #2: <u>519 808 3706</u>
Email Address:	msargent Edol.ca gmathers Eprimus. ca
Expected Attendance	: Number of Event Personnel/Volunteers: SO
Location and number	of washrooms in place:N/A
<u> </u>	
Location and Numbe	r of Parking Spaces:
Number of Accessibl	e Washrooms: Number of Accessible Parking Spots: N/A
Please describe your	specific event. Attach additional sheets as necessary. PARADE FROM CITY HALL
To CASO STA	TION BY PERIOD 1916 91ST BATTALION CEF MILITARY
RE-ANALTORS	TO COMMEMORATE THE DEPARTURE OF THE REGINERS
Flore St. THOM	MAS TO FRANCE AT THE BEGINNING OF WORLD WAR
ONE.	
	SEE ATTALINED MAR FOR ROME

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes
No
No
S

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as	part of the ev	
ICV ulass succificthe number and size of tents	Yes □	No 🗹
If Yes, please specify the number and size of tents.		
If the tents are larger than 60m^2 cumulatively, a building permit is required. Division. Please attach a copy of the Permit and provide the Permit Nur		e Building
Please note that Indoor or Tent covered areas for public assembly must a Act requirements enforced by Elgin St Thomas Public Health. Please co Officer for information on how to meet these requirements.		
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Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on must be special Events.		
You must also comply with the Alcohol and Gaming Commission of Orare responsible to notify and provide any pertinent information required obtaining a Special Occasion Permit. You must adhere to the Liquor Licensure access is given to the Police and AGCO Inspectors for the purposa copy of the liquor permit with this application. If utilizing the services endorsements to provide off – premises beverage services, organizers shicensee confirming date/time/location/services as well as a copy of the	under the AG cence Act and ses of inspecti of a caterer wall supply a le	CO guidelines for its Regulations and ons. Please submit with all the required etter from the
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Will you be requesting that City Council declare your event a "Municipal	ally Significar Yes 🛘	nt Event"? No 🗗
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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	ed between th	ne hours of 8:00

a.m. and 11:00 p.m. so long as the Police 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.

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		= N	. c A
Are you anticipating any road closures or traffic flow changes?	Yes	H Ne	o &
If Yes, please describe the road closure requirement and attach a magnetic Right of Way Occupancy Permit and City Council approval is required that approval may take several weeks.	uired for all r	showing the oad closures.	closure. A Please note
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If the event is a Parade/ Run / Walk / Pass through Sporting Event located at www.stthomas.ca/content/official-plan-0. Describe the electric way. Be Requested To Provide LEAD!	event and atta	ach a map or	sketch.
PARADE ROUTE. REM BLOCKER TO BE PROVID	so By C	PRGANIZAT	jon.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631-	Yes 1224 ext. 14	•	o 🗆
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.			fic. Only the
Have you contacted the Roads and Transportation Division for:			0
Barricades	Yes □	No □	N/A 🕸 N/A 🛍
No Parking Signs Detour Signing	Yes □ Yes □	No □ No □	N/A 🛭
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For events taking place in Pinafore Park, organizers will need to a	rrange an on	site meeting v	with Parks
and Recreation staff once the Special Events Permit Application h Have you contacted Parks and Recreation staff about your event?	as been appr Yes □	oved. No □	N/A ≤
·			
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes \square of the permit.	No 🗆	N/A 🛭

Do you require picnic tables or garbage discretion of the Parks and Recreation I		ilability and po	otential costs a	e at the
		Yes 🗆	No □	N/A 🕏
If Yes, how many are you requesting?	# of Picnic Tables:	# of G	arbage Cans:_	
Have you made arrangements with Env	ironmental Services staff t	or recycling co		ollection? N/A ৡ
Will you require municipal support for:		Yes □		N/A 🗷
	Hydro	Yes 🗆	No □	N/A ⊠
Please note that all equipment and exactredited certification body under the Electrical Safety Authority. If required provide the Permit Number:	e Ontario Electrical Safet, please attach the Electric	y Code or hav	e been inspec	ted by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Perm				N/A 🜠
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As an event organizer, it is your respond Accessibility for Ontarians with Disability requirements to meet for accessibility, required to comply under the AODA displayed throughout the event venue to washrooms and parking. Although not a site plan to the Municipal Accessibility SECTION 11: OTHER SERVICES/F	lities Act (AODA). Organi while an event organized. Please note that direction indicate the barrier-free required, the Special Even Advisory Committee for l	zations with at d and run enti- onal signage r path of travel a ts Committee r	least one emp rely by volunte needs to be pr and location of ecommends su	loyee have eers is not cominently accessible
Security: Has a privately licenced secur If Yes, what company and how many se				No M
First Aid: For events with an anticipa required to be retained. Have you confit If Yes, please attach documentation pro	med First Aid services?	Yes □	No □	nvices are
Ambulance: Has Emergency Medical S and planned emergency access to the sit		ce) been contac	eted regarding Yes 🗷	your event No 🗆
Fireworks: Will there be fireworks as partification of the second of the		ire Department	Yes □	No 😿
SECTION 12: SIGNATURE				
(Signature of Individual Completing thi	s Application)	2	MAY 2016 Date complete	d)
Office Use Only: Application Received:	in 24/16, com	nittee Approval: _		

Page 5 of 6

SECTION 13: 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.

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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.

100 PM ANN. 91 ST BIN CEF PARADE organized by THE ELGN REGIMENT ASSOCIATION (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

(Event Name) organized by THE ELLIN REGISTORY ASSOCIATION (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: Manage Signed: Signed: Signed: Signed: Name (Print): Mel Knapp Name (Print): G.B. MATHEES

Address: Name ST. THOMAS ON MERSO

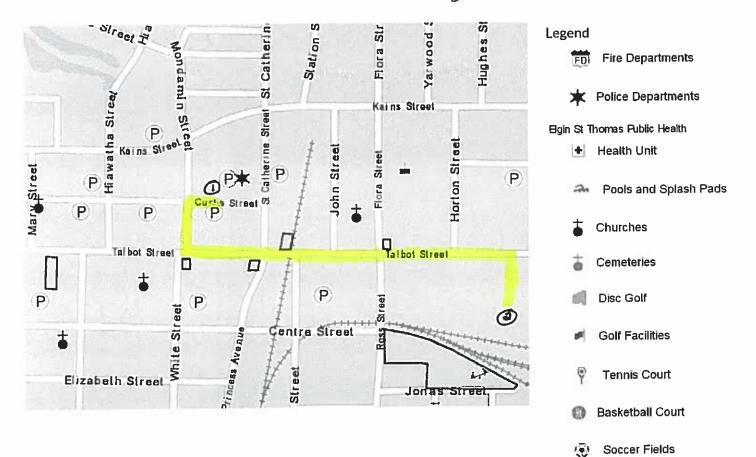
Telephone: 579 131 5316

Date: 2 may 206

Event Name: 100TH MW. 7/57 STN OF ANDRE

Organizing Group: THE ELGIN REGIMENT ASSOCIATION

Event Dates: 25 JUNE 2016



- (1) FORM UP LOCATION BEHIND CITY HALL WITH

 ALTERNATE LOCATION OF PARKING LOT ACROSS FROM Tuesday, May 3, 2016

 THE POLICE STATION.
- @ PARADE ENDS AT CASO STATION PARKING LOT.

ROUTE OF MARCH

WEST ON CURTIS ST

SOUTH ON MONDAMIN ST

EAST ON TALBOT ST

SOUTH INTO CASO STATION 750 TALBOT ST.

DEPART FORM UP AT 1045 HES

OFF TALBOT ST AT 1130 HRS (ESTIMATE)



CONFIRMATION OF INSURANCE

Issued by Canada's National Firearms Association

NFA-00202118 History Matters Association 38710 TALBOT LINE, RR #7 ST. THOMAS, ON N5P 3T2

Insurance Expiry Date: 4/30/2017

April 12, 2016

History Matters Association , hereby is to be covered by NFA Liability Insurance (NFALI)
Lloyds Policy Number AL1289 for term from midnight on the date of postmark on your fully completed application to Date of Expiry as above.
[NFA purchases the basic policy. Members are added by endorsement as applications are received.]

For claims, technical questions & specific requests please contact:

Allsport Insurance Marketing Ltd. Mary Cook 507, 1367 West Broadway Vancouver, BC V6H 4A9 Tel: 604 737-3008 Fax: 604 737-3076 Toll-free 1 877 992-2288

Each insured individual and each individual member of each insured club is covered for

- Legal hunting activities
- Legal bow hunting activities
- · Legal range shooting activities
- Legal range archery activities
- Legal fishing activities
- . Legal re-enactment activities
- All Canada's National Firearms Association sanctioned social and/or fundraising activities

PLEASE NOTE: The NFALI does not cover activities involving horses, businesses or fireworks/pyrotechnics.

- . Coverage applies to the above activities, anywhere in the world.
- Commercial general liability limit is \$5,000,000 with a \$500 deductible for situations involving bodily injury, property damage & legal expense.
- Coverage for wrongful acts, errors & omissions by directors & officers is \$5,000,000 with a \$500 deductible.
- Non-owned automobile liability coverage is \$5,000,000 with no deductible.
- Tenants' legal liability coverage at any one premise is \$1,000,000 with a \$500 deductible.
- Event coverage: If the club puts on a shoot, a fee of \$3 each covers visiting shooters for up to 5 days for one event.
- Visitor coverage: A fee of \$3 covers the visiting shooter for the day in the same way as event coverage.
- First & Last Names of insured persons & related fees should be sent to Canada's National Firearms Association, PO Box 49090, Edmonton, AB, TGE 6H4,
- Names & addresses are kept in custody of the NFA & are not forwarded to the insurance company.
- If you send a cheque to the NFA your coverage will begin on the date of the postmark on the letter.

PLEASE RETAIN THIS COPY FOR YOUR RECORDS

Additional or replacement copies will be subject to a \$5 service charge.

*December 2015 Xmas promo applies to individual, family and senior membership only. The NFALI is excluded from this promo.

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name:	Walk a Mile in Her Shoes
Date(s):	September 25", 2016
	1
Start Time:	113Dam End Time: 430pm
Location(s):	Proafore Park
Organizing Group:	Violence Against Woman Sarvices Elgin Cour
Contact Name #1:	Kelly Patterson #2:
Street Address:	300 Tallbot St, Suite 26
Town/City:	St. Thomas Province: Ont Postal Code: NOPHEZ
Phone Number #1:	519-633-0155 #2:
Email Address:	info@vausec.on.ca
Expected Attendance	e: 100+ Number of Event Personnel/Volunteers: 10+
Location and numbe	r of washrooms in place: Main washrooms open-beside
wast pour	Wico.
,	er of Parking Spaces: Pintore Park parking
Number of Accessib	le Washrooms: Qublic word Number of Accessible Parking Spots: Qu oround the
	specific event. Attach additional sheets as necessary.
,	rticipants will walk around a
designa	ted route.
`	
ia	

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

Page 2 of 6

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as pa		
If Yes, please specify the number and size of tents.	Yes 🗓	No 🏃
If the tents are larger than 60m^2 cumulatively, a building permit is required Division. Please attach a copy of the Permit and provide the Permit Number		
Please note that Indoor or Tent covered areas for public assembly must con Act requirements enforced by Elgin St Thomas Public Health. Please conta Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol P Parks and Recreation Department for Special Events taking place on munic	olicy available	No 🗹 e through the
You must also comply with the Alcohol and Gaming Commission of Ontar are responsible to notify and provide any pertinent information required unobtaining a Special Occasion Permit. You must adhere to the Liquor Licentensure access is given to the Police and AGCO Inspectors for the purposes a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shall licensee confirming date/time/location/services as well as a copy of the estatements.	der the AGCO ce Act and its lof inspections a caterer with supply a letter	guidelines for Regulations and Please submit all the required from the
The area where alcohol is being served has to have a 36" (0.9m) high barrie there is a no staking policy in all of the City's Parks and Recreation facilities		ease note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcohol a Ontario (AGCO), you must obtain a letter of approval from City Council, d "municipally significant", by submitting the request to the City Clerk's Depaperoval may take several weeks.	leclaring your	event
Will you be requesting that City Council declare your event a "Municipally SECTION 6: MUSIC / NOISE	_	vent"? No
	Yes 🗸	No 🗆

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police 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 7: ANIMALS

If Yes, the Elgin-St. Thomas 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, an Application for Temporary Exemption to the By-Law must be approved by City Council. Please attach a copy of the application to this permit application. Please note that such approval may take several weeks.					
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAN	IGES				
Are you anticipating any road closures or traffic flow changes?	Yes	s 🗆 No	X		
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Permit and City Council approval is re that approval may take several weeks.	-	_			
	9				
	12				
Please attach a copy of the Right of Way Occupancy Permit and	provide the p	ermit #: <u>\ \ </u>			
If the event is a Parade / Run / Walk / Pass through Sporting Evelocated at www.stthomas.ca/content/official-plan-0 . Describe the					
7th annual walk-sec attach	000	140			
		-			
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 63			× ×		
PLEASE NOTE: Marshalls, volunteers and special event staff ar police can direct traffic pursuant to the Highway Traffic Act.	e not allowed	to direct traffi	c. Only the		
Have you contacted the Roads and Transportation Division for:					
Barricades	Yes	No	N/A X		
No Parking Signs Detour Signing	Yes [No _	N/A X N/A X		
SECTION 9: MUNICIPAL FACILITIES					
For events taking place in Pinafore Park, organizers will need to and Recreation staff once the Special Events Permit Application	_	_	ith Parks		
Have you contacted Parks and Recreation staff about your event	? Yes X	No	N/A		
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy	Yes X of the permit	Pance -	Paullion		

Do you require picnic tables or garbage discretion of the Parks and Recreation D		availability and	potential costs	are at the
	•	Yes 🗸	No 🗆	N/A
If Yes, how many are you requesting?	# of Picnic Tables: _	13 # of	Garbage Cans	<u>a</u>
Have you made arrangements with Envi	ronmental Services st	aff for recycling	containers and	collection?
		Yes [_	No 🔤	N/A X
Will you require municipal support for:	Water		No 🗆	N/A =
	Hydro	Yes ⊵	No	N/A
Please note that all equipment and ex accredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Saplease attach the Electrical Saplease attach attach the Electrical Saplease attach atta	afety Code or h	ave been insp	ected by the
If required, have you obtained a Hydrant If Yes, please attach a copy of the Permi				N/A ✓
SECTION 10: ACCESSIBILITTY				
Accessibility for Ontarians with Disability requirements to meet for accessibility, required to comply under the AODA, displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility ASECTION 11: OTHER SERVICES/R	while an event organ Please note that dir indicate the barrier-fi equired, the Special E Advisory Committee f	nized and run ent ectional signage ree path of trave vents Committed	tirely by volue needs to be land location of recommends	nteers is not prominently of accessible submitting a
Security: Has a privately licenced security If Yes, what company and how many sec			Yes 🗆	No 🗹
First Aid: For events with an anticipate required to be retained. Have you confirm If Yes, please attach documentation proving the second seco	ned First Aid services	? Yes	No =	N/A ✓
Ambulance: Has Emergency Medical Se and planned emergency access to the site	-	ervice) been con	acted regardin Yes ⊌	g your event No 11
Fireworks: Will there be fireworks as par If Yes, a permit for exhibition fireworks	•	e Fire Departme	Yes □ nt.	No Q
SECTION 12: SIGNATURE				
(Signature of Individual Completing this	A 1		May 26	3010
	,		(Date comple	ted)
Office Use Only: Application Received:	C	ommittee Approval:		

Page 5 of 6

SECTION 13: INSURANCE

STATEMENT OF INDEMINIFICATION

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.

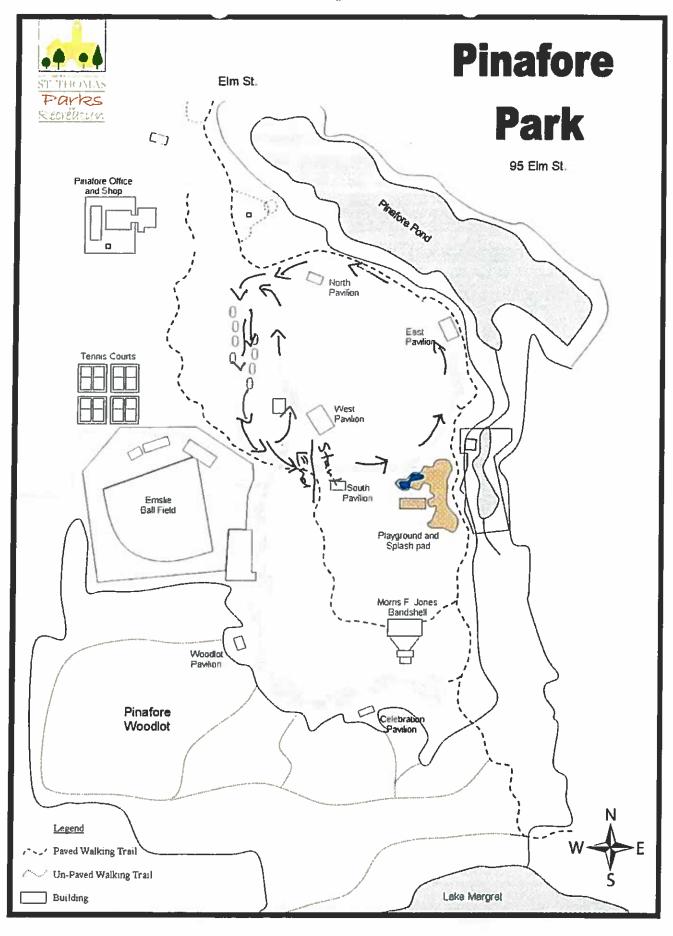
The provision of the completed and signed Statement of Indemnification below is also required.

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.

WalkaMile in Herston org	anized by Violen	(Organizing Group) Elqin Count
shall indemnify and save harmless The Corporati is at law responsible from any and all liabilities,		
any damage to property including loss of use there death resulting at any time there from, occasioned		
Walka Mile in Her Shores organ (Event Name)	nized by Violence	(Organizing Group) Elain County
its officers, agents, servants, employees, contracted on the premises or any part thereof arising from a such damage or injury is due to the act, default on Thomas, its officers, agents, servants, employees,	or occasioned by any negligence of The (cause whatsoever, except where Corporation of the City of St.
Witness: Mwagg-	Signed:	Kung Par
Name (Print): Mel Knapp	Name (Print):	Kelly Patterson
	Address:	300 Talloof St with 21
	Telephone:	5196330155
	Date:	May 210th, 2016
	Event Name:	Walka Mile in Her Shoe
	Organizing Grou	p: VANSEC

Event Dates:

Sept 25th, 2010





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: Fri May 27, 2016

invoice #:

11831

PAYEE:

Kelly Patterson

300 Talbot Street Suite 26

N5P 4E2

Total Amount Due:

\$257.64

St. Thomas, Ontario, Canada

Amount Paid: Balance Due:

\$0.00 \$257.64

Client #: Phone 1: 8914

Account #: Phone 2:

Email: kpatterson@vawsec.on.ca

Fax:

Event:

519-633-0155

Walk a mile in her shoes

10698 4131 RT0001

Facility				SUISON TANKEN		
Facility Name	Description	Date	- 3011	Time	Price	(ID)
Pinafore Park - Picni Daily Rate 2016 - \$22	c Shelters - Dance Pavilion - All Sections 28.00 Daily Rate					
		Sun	Sep 25, 2016	11:00AM - 04:00PM	\$228.00	Н
· -				Facility Subtotal:	\$228.00	
				Total:	\$228.00	
Payments				N. Outstand Designation		
Date		Payment Type			Amount	
			- 11		\$0.00	
Comments				Subtotal:	\$228.00	
Booked by Kelly May 27, 2016. Please sign and return attached permit with payment to				13% HST:	\$29.64	
St. Thomas Parks & Recreation.				Total:	\$257.64	
				Amount Paid:	\$0.00	
				Balance Due:	\$257.64	



Created: Fri May 27, 2016 @ 09:26AM (EDT)

SECTION 1: EVEN	I AND ORGANIZER INFORMATION
Event Name:	ST THOMAS FIRE MUSTER DAYS
Date(s):	SEPT 2 Set up Earl Sept 3+4th 201
Start Time:	Sam Fal Sept 2 End Time: Spm Sunday Sept 4th
Location(s):	Pihafore Park
Organizing Group:	So THOMAS Professional Fire fighters Assoc.
Contact Name #1:	Daryl Sm. # #2: Kin Doston
Street Address:	305 Wellington 50
Town/City:	55 7740 Province: W Postal Code: N5R 272
Phone Number #1:	519-495-4576 #2: 519 636-3042
Email Address:	5+ thomas framuster @ gmail. com
Expected Attendance:	5/60 - 8000 Number of Event Personnel/Volunteers: 25
Location and number	of washrooms in place: New Washrooms also
Bringing in	Portable & Accession
Location and Number	of Parking Spaces:
<u></u>	
Number of Accessible	Washrooms: Washr
	specific event. Attach additional sheets as necessary.
Fire more	k parade, Foul Vender, Creft Vendors,
Beer Ga	de Fortestament, safety displays
Denun sta	dians
E ₀₁	
SECTION 2: FOOD	AND BEVERAGE
If Yes, you must subn	be available at this event? No I will salam. Yes I No I Yes I No I No I No I No I Salam. Yes I No II No I No II N

Page 2 of 6

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as		
If Yes, please specify the number and size of tents.	Yes 🗆	No Œ
If the tents are larger than 60m^2 cumulatively, a building permit is required. Division. Please attach a copy of the Permit and provide the Permit Number 1.		
Please note that Indoor or Tent covered areas for public assembly must of Act requirements enforced by Elgin St Thomas Public Health. Please co Officer for information on how to meet these requirements.		
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcoho Parks and Recreation Department for Special Events taking place on mu		ible through the
You must also comply with the Alcohol and Gaming Commission of Orare responsible to notify and provide any pertinent information required obtaining a Special Occasion Permit. You must adhere to the Liquor Licensure access is given to the Police and AGCO Inspectors for the purpos a copy of the liquor permit with this application. If utilizing the services endorsements to provide off – premises beverage services, organizers shicensee confirming date/time/location/services as well as a copy of the endorsements.	under the AGG ence Act and itses of inspection of a caterer weall supply a le	CO guidelines for its Regulations and ons. Please submit ith all the required tter from the
The area where alcohol is being served has to have a 36" (0.9m) high bathere is a no staking policy in all of the City's Parks and Recreation fac		Please note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoh Ontario (AGCO), you must obtain a letter of approval from City Counci "municipally significant", by submitting the request to the City Clerk's lapproval may take several weeks.	l, declaring yo	ur event
Will you be requesting that City Council declare your event a "Municipa	ally Significan	t Event"?
SECTION 6: MUSIC / NOISE	103 6	140 0
Will there be a concert or musical entertainment as part of the event?	Yes D	No □
If Yes, please note that the use of sound reproduction devices is authoriz a.m. and 11:00 p.m. so long as the Police are satisfied that said devices a		

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

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.

Page 3 of 6

0		TA	BI	7.	A INT	TA4	A T	C
3	ECI	.IU	LV.	7:	AIN	LIVL	AL	N)

*			
Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of animals are not permitted in the Animal Control By-Law 71-20 Exemption to the By-Law must be approved by City Council. February this permit application. Please note that such approval may take	the event det III, an Appli Please attach	ails two week cation for Ten a copy of the	porary
SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHA	NGES		
Are you anticipating any road closures or traffic flow changes?	, <u>, , , , , , , , , , , , , , , , , , </u>	es E	No □
If Yes, please describe the road closure requirement and attach Right of Way Occupancy Permit and City Council approval is a that approval may take several weeks.	required for a	ll road closur	he closure. A es. Please note
No Road Closures. Parade	Shilmi	on tal	box
Cunning talest to ELGIN to W East into Prafae Parh. Please attach a copy of the Right of Way Occupancy Permit and	1/son >	to ELM	runn
East into Profes Park.			
Please attach a copy of the Right of Way Occupancy Permit and	d provide the	permit #:	
Do you require traffic control?	_	′es 🗹	No 🗆
If Yes, please contact the St. Thomas Police Services at (519) 6	531-1224 ext.	141.	
PLEASE NOTE: Marshalls, volunteers and special event staff a police can direct traffic pursuant to the Highway Traffic Act.	are not allow	ed to direct tra	affic. Only the
Have you contacted the Roads and Transportation Division for:	•		
Barricades	Yes 🗆	No 🗹 No 🗹	N/A 🗆 N/A 🗅
No Parking Signs Detour Signing	Yes □ Yes □	No 2	_
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to	o arrange an	onsite meeting	with Parks
and Recreation staff once the Special Events Permit Application			
Have you contacted Parks and Recreation staff about your even		No □	N/A 🛛
Have you contacted Parks and Recreation staff about your even Have you rented a pavilion/facility and signed a permit?	Yes 🗆	No □	N/A □
Have you contacted Parks and Recreation staff about your even	Yes 🗆	No □	

Do you require picnic tables or garbage discretion of the Parks and Recreation D	lamantus part			
If Yes, how many are you requesting? Have you made arrangements with Envi	# of Picnic Tables:	Yes 12/ # of G	No □ Sarbage Cans:	N/A 🗆
	meeting with Ca	Marine	81	
Have you made arrangements with Envi	ronmental Services staff	for recycling co	ontainers and co	llection?
		Yes □	No 🖪	N/A □
			/	N./ 1. D
Will you require municipal support for:	Water	Yes □	No ®	N/A LI
	Hydro	Yes 🗆	No 🖳	N/A D
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Safe please attach the Electri	ty Code or hav cal Safety Autl	ve been inspect hority document	ed by the tation and
If required, have you obtained a Hydran	t Connection Permit?	Yes □	No P	N/A 🗆
If Yes, please attach a copy of the Perm	it and provide the Permit	Number:		
if res, please attach a copy of the retin	n and provide the remine			
SECTION 10: ACCESSIBILITTY				
Accessibility for Ontarians with Disabil requirements to meet for accessibility, required to comply under the AODA displayed throughout the event venue to washrooms and parking. Although not a site plan to the Municipal Accessibility SECTION 11: OTHER SERVICES/E	while an event organize. Please note that direct indicate the barrier-free required, the Special Even Advisory Committee for	ed and run enti- tional signage path of travel and the Committee	rely by volunte needs to be pro and location of a recommends sul	ers is not ominently accessible
550110111111111111111111111111111111111		115.		
Security: Has a privately licenced secur If Yes, what company and how many se	ity firm been contacted/recurity officers will be pro	etained? esent?	Yes □	No 🗈
First Aid: For events with an anticipa required to be retained. Have you confid If Yes, please attach documentation pro	rmed First Aid services?	Yes 🕏	No □	rvices are N/A □
Ambulance: Has Emergency Medical S	ervices (Ambulance Serv	ice) been conta	cted regarding	your event/
and planned emergency access to the si		10 20	Yes □	No 🖪
and planned emergency access to the si	101		9 7 76	
Fireworks: Will there be fireworks as partial Yes, a permit for exhibition fireworks		Fire Departmen	Yes □ t.	No O
SECTION 12: SIGNATURE				
			11 .	
(1)			(Date complete	6
(Signature of Individual Completing thi	is Application)	-	(Date complete	d)
	- <i>L</i>			
Office Use Only: Application Received:	OU OT /IIQ Con	mittee Approval:		

SECTION 13: 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.

		2
STATEMENT OF INDEMINIFICATION		
ST Tehmas Fire Must— organ (Event Name)	nized by 55 F	(Organizing Group)
shall indemnify and save harmless The Corporation is at law responsible from any and all liabilities, da	n of the City of St. Th mages, costs, claims,	nomas and all persons for whom it suits or actions arising out of:
any damage to property including loss of use there death resulting at any time there from, occasioned		
ST Thomas Fire Mush organi (Event Name)	zed by STP	(Organizing Group)
its officers, agents, servants, employees, contractor on the premises or any part thereof arising from or such damage or injury is due to the act, default or r Thomas, its officers, agents, servants, employees, or	occasioned by any cane of The Co	nuse whatsoever, except where rporation of the City of St.
Witness: Mayop	Signed:	DJ SL
Name (Print): Mel Knapp	Name (Print):	Daryl Smith
• ,	Address:	305 Wellingto 5-
	Telephone:	519-495-4576
э.	Date:	My 26/16
	Event Name:	So Topmas Fin Must
	Organizing Group:	
	Event Dates:	Sept 2 = 4th /2016

Page 6 of 6

<u>RMATION</u>
Q + Boer Garden
200
End Time: 11:30pm
. Fore Park
n Club
#2: Parl Trittler
rovince: ON Postal Code: Nif 129
#2:726700-6230
com
Event Personnel/Volunteers: 10
ting facilities in Pinchere park
Facilities in Proches Park
umber of Accessible Parking Spots: NA
heets as necessary
run the main xullion During
Ja Das Celebrations
Yes ♥ No □
Form to Elgin St. Thomas Public Health and

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly a	_	
If Yes, please specify the number and size of tents.	Yes □	No 🗹
If the tents are larger than $60m^2$ cumulatively, a building permit is required. Division. Please attach a copy of the Permit and provide the Permit Nu	ired through the	e Building
Please note that Indoor or Tent covered areas for public assembly must Act requirements enforced by Elgin St Thomas Public Health. Please c Officer for information on how to meet these requirements.	comply with Sontact the Toba	moke Free Ontario cco Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohologoparks and Recreation Department for Special Events taking place on more special events.	Yes 🗹 ol Policy availa unicipal proper	ble through the
You must also comply with the Alcohol and Gaming Commission of O are responsible to notify and provide any pertinent information required obtaining a Special Occasion Permit. You must adhere to the Liquor Licensure access is given to the Police and AGCO Inspectors for the purpo a copy of the liquor permit with this application. If utilizing the services endorsements to provide off—premises beverage services, organizers st licensee confirming date/time/location/services as well as a copy of the	l under the AGG cence Act and i ses of inspections of a caterer with nall supply a let	CO guidelines for ts Regulations and ons. Please submit th all the required ter from the
The area where alcohol is being served has to have a 36" (0.9m) high be there is a no staking policy in all of the City's Parks and Recreation fac	arrier/partition.	Please note that
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Will you be requesting that City Council declare your event a "Municipa SECTION 6: MUSIC / NOISE	ally Significant Yes □	Event"? No Ø
		,
Will there be a concert or musical entertainment as part of the event?	Yes □	No Ø
If Von minors and allocations of the state o		

If Yes, please note that the use of sound reproduction devices is authorized between the hours of 8:00 a.m. and 11:00 p.m. so long as the Police 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 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of animals are not permitted in the Animal Control By-Law 71-20 Exemption to the By-Law must be approved by City Council. P this permit application. Please note that such approval may take SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHAI	the event detall, an Application attach a several week	cation for Tea	mnorary
Are you anticipating any road closures or traffic flow changes?		es □	No E
If Yes, please describe the road closure requirement and attach a Right of Way Occupancy Permit and City Council approval is rethat approval may take several weeks.	map or sket	ch showing t	he closure, A
Please attach a copy of the Right of Way Occupancy Permit and If the event is a Parade / Run / Walk / Pass through Sporting Eve located at www.stthomas.ca/content/official-plan-0 . Describe the	nt, please rei	fer to the city	roads map or sketch.
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 63	Ye 1-1224 ext. 1	s □] .41.	No 🛭
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allowed	l to direct tra	ffic. Only the
Have you contacted the Roads and Transportation Division for:			
Barricades	Yes □	No 🗆	N/A 🗆
No Parking Signs	Yes □	No 🗆	N/A 🗆
Detour Signing	Yes 🛘	No 🗆	N/A
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a	rrange an on	site meeting	with Parks
and Recreation staff once the Special Events Permit Application h	as been appr	roved.	
Have you contacted Parks and Recreation staff about your event?	Yes □	No 🗹	N/A □
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes [] of the permit.	No E	N/A □

Do you require picnic tables or garbage cans? Please note that availabilit discretion of the Parks and Recreation Department.	y and potential costs are at the
discretion of the Parks and Recreation Department. Yes If Yes, how many are you requesting? # of Picnic Tables:	No □ N/A □ # of Garbage Cans: <u>/ / / </u>
Have you made arrangements with Environmental Services staff for recy	cling containers and collection?
Yes I	
Will you require municipal support for: Water Hydro Just at Yes a	No D N/A D
Please note that all equipment and extension cords must be in good accredited certification body under the Ontario Electrical Safety Code Electrical Safety Authority. If required, please attach the Electrical Safe provide the Permit Number:	or have been inspected by the
If required, have you obtained a Hydrant Connection Permit? Yes If Yes, please attach a copy of the Permit and provide the Permit Number] No □ N/A ᡚ
SECTION 10: ACCESSIBILITTY	
As an event organizer, it is your responsibility to ensure that your organizations accessibility for Ontarians with Disabilities Act (AODA). Organizations requirements to meet for accessibility, while an event organized and rurequired to comply under the AODA. Please note that directional significant displayed throughout the event venue to indicate the barrier-free path of the washrooms and parking. Although not required, the Special Events Commistee plan to the Municipal Accessibility Advisory Committee for larger events. SECTION 11: OTHER SERVICES/RESOURCES	with at least one employee have in entirely by volunteers is not mage needs to be prominently ravel and location of accessible nittee recommends submitting a
Security: Has a privately licenced security firm been contacted/retained? If Yes, what company and how many security officers will be present?	Yes [] No 🗹
First Aid: For events with an anticipated attendance of more than 200 required to be retained. Have you confirmed First Aid services? Yes If Yes, please attach documentation providing proof that First Aid services	No D N/A D
Ambulance: Has Emergency Medical Services (Ambulance Service) been and planned emergency access to the site?	contacted regarding your event Yes No D
Fireworks: Will there be fireworks as part of your event? If Yes, a permit for exhibition fireworks is required through the Fire Depart	Yes □ No 🗹
SECTION 12: SIGNATURE	
(Signature of Individual Completing this Application)	(Date completed)
Office Use Only: Application Received: Page 5 of 6	(======================================

SECTION 13: INSURANCE

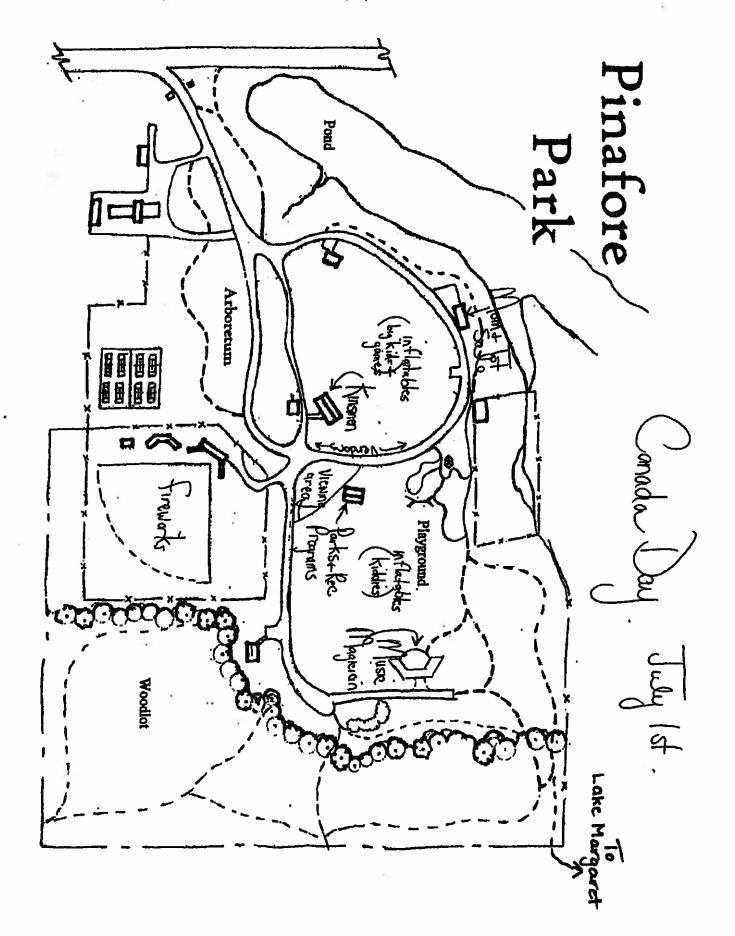
STATEMENT OF INDEMINIFICATION

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.

Kinsmen	BBQ + Becr	Carele-	_ organized by	St. Thing	Kinsmen
	(Event Manie)			(0	Organizing Group)
shall indemr is at law resp	nify and save ha consible from a	rmless The Cor ny and all liabil	poration of the City	y of St. Thom ts, claims, sui	as and all persons for whom it ts or actions arising out of:
any damage death resulti	to property inc	luding loss of us here from, occa	se thereof, and any sioned by any act o	injury to any or omissions o	person or persons, including
Kinsmei	BBG 4 Bee	Gerdan	organized by	St Thomas	Kinsnen
	(Event Name)			(0	rganizing Group)
on the premi	ses or any part or injury is du	thereof arising f to the act, defa	rom or occasioned	by any cause f The Corpor	licensees, or occurring in or whatsoever, except where ation of the City of St. vitees or licensees.
Witness:	MKN	app	Signed:		M. Dryv
Name (Print)	: Mel	Knapp	Name (Pri	nt):	Matt Shupe
			Address:		Cever st, St Romes
			Telephone	5	19-495-2818
			Date:		Apr. 1 26/16
			Event Nam	e: <u> </u>	insmen Bibly a Boer Linder
			Organizing	Group: _ S	1. Thomas Kinsmen 15 1st, 2016
			Event Date	s: <u> </u>	15 /5, 2016



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SECTION 1: EVEN	I AND ORGANIZER INFORMATION
Event Name:	Optimist Santa Claus Parade in Downtown St. Thomas
Date(s):	Sat. Nov. 19, 2016
Start Time:	6:00 PM End Time: 7:00-7:30 PM.
Location(s):	Tubot St. From First St. to William St.
Organizing Group:	Optimist Club of St Thomas.
Contact Name #1:	Bob ward #2: Jim wake field.
Street Address:	
Town/City:	54 Thomas Province: Postal Code:
Phone Number #1:	519-631-7117 #2: 519-631-2840
Email Address:	Optimisjim@rogers.com
	15,000 Number of Event Personnel/Volunteers: 28
Location and number	of washrooms in place:
Number of Accessible Please describe your s	of Parking Spaces:
Fire Dept en	iage for the Mayor + MP+ MPP, Police entry, try, participation by air cadets too.
SECTION 2: FOOD	AND BEVERAGE
11771 C 1 C 1: 1	1 11 11 41 1 40 Y Y

Will food of any kind be available at this event? Yes No IV

If Yes, you must submit the Special Events Notification Form to Elgin St. Thomas Public Health and attach a copy to this permit application.

SECTION 3: TENTS

Will there be an indoor or tent covered area used for public assembly as p	art of the event	? No/12
If Yes, please specify the number and size of tents.	973	
If the tents are larger than 60m^2 cumulatively, a building permit is require Division. Please attach a copy of the Permit and provide the Permit Numb	d through the B er:	uilding
Please note that Indoor or Tent covered areas for public assembly must conformed the Act requirements enforced by Elgin St Thomas Public Health. Please conformation on how to meet these requirements.	mply with Smo act the Tobacco	oke Free Ontario o Enforcement
SECTION 4: SERVING OF ALCOHOL		
Will alcohol be consumed at the event? If Yes, you must review and meet the requirements of the City's Alcohol Parks and Recreation Department for Special Events taking place on mun	Yes □ Policy available icipal property.	e through the
You must also comply with the Alcohol and Gaming Commission of Ontare responsible to notify and provide any pertinent information required to obtaining a Special Occasion Permit. You must adhere to the Liquor Lice ensure access is given to the Police and AGCO Inspectors for the purpose a copy of the liquor permit with this application. If utilizing the services of endorsements to provide off – premises beverage services, organizers shalicensee confirming date/time/location/services as well as a copy of the estatements.	nder the AGCC nce Act and its is of inspections of a caterer with Il supply a lette	Regulations and s. Please submit all the required r from the
The area where alcohol is being served has to have a 36" (0.9m) high barthere is a no staking policy in all of the City's Parks and Recreation facil	rier/partition. Plities.	lease note that
SECTION 5: MUNICIPALLY SIGNIFICANT EVENT		
If you wish to apply for a "Special Occasion Permit," through the Alcoho Ontario (AGCO), you must obtain a letter of approval from City Council, "municipally significant", by submitting the request to the City Clerk's Dapproval may take several weeks.	, declaring your	event
Will you be requesting that City Council declare your event a "Municipal	lly Significant I Yes □	Event"? No 🗷
SECTION 6: 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 8:00 a.m. and 11:00 p.m. so long as the Police 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 7: ANIMALS

Will there be a Petting Zoo or Animals at the event? If Yes, the Elgin-St. Thomas Public Health must be notified of the animals are not permitted in the Animal Control By-Law 71-2011 Exemption to the By-Law must be approved by City Council. Ple this permit application. Please note that such approval may take see SECTION 8: ROAD CLOSURES / TRAFFIC FLOW CHANGE.	e event de l, an Appl ase attach everal we	ication for Te a copy of the	mporary
Are you anticipating any road closures or traffic flow changes?		Yes 🗹	No □
If Yes, please describe the road closure requirement and attach a relight of Way Occupancy Permit and City Council approval is required that approval may take several weeks. We will held a closed @ lepm + barriculad. Addition from Redan to Talkot closed from entires into the Parade. Please attach a copy of the Right of Way Occupancy Permit and put the event is a Parade / Run / Walk / Pass through Sporting Even located at www.stthomas.ca/content/official-plan-0 . Describe the	provide the	all road closur anes or we need be pm to 1 e permit #: refer to the cit	res. Please note to Talbots First Ave marshall y roads map
Do you require traffic control? If Yes, please contact the St. Thomas Police Services at (519) 631		Yes 12	No 🗅
PLEASE NOTE: Marshalls, volunteers and special event staff are police can direct traffic pursuant to the Highway Traffic Act.	not allow	ed to direct tr	affic. Only the
Have you contacted the Roads and Transportation Division for: Barricades No Parking Signs Detour Signing	Yes IV Yes IV Yes IV	No 🗆 No 🗅	N/A □ N/A □ N/A □
SECTION 9: MUNICIPAL FACILITIES			
For events taking place in Pinafore Park, organizers will need to a	_		g with Parks
and Recreation staff once the Special Events Permit Application h Have you contacted Parks and Recreation staff about your event?		pproved. No □	N/A 🗹
Have you rented a pavilion/facility and signed a permit? If yes, please provide the location of the rental and attach a copy of	Yes □	No 🗆	N/A 🗹

discretion of the Parks and Recreation D	cans? Please note that a Department.		-	
		Yes ☑	No □	N/A □
If Yes, how many are you requesting?	# of Picnic Tables:	# of	Garbage Cans	50
Have you made arrangements with Envi	ironmental Services staf	f for recycling of Yes		
Will you require municipal support for:	Water Hydro	Yes □ Yes □	No □ No □	N/A 🗹 N/A 🖸
Please note that all equipment and exaccredited certification body under the Electrical Safety Authority. If required, provide the Permit Number:	Ontario Electrical Saf please attach the Elect	ety Code or h	ave been inspe	ected by the
If required, have you obtained a Hydran If Yes, please attach a copy of the Permi	t Connection Permit? it and provide the Permi	Yes □ t Number:	No □	N/A 🖽
SECTION 10: ACCESSIBILITTY				
As an event organizer, it is your response Accessibility for Ontarians with Disability requirements to meet for accessibility, required to comply under the AODA. displayed throughout the event venue to washrooms and parking. Although not resite plan to the Municipal Accessibility of the complete the state of the plan to the Municipal Accessibility of the complete the	ities Act (AODA). Orgation while an event organization. Please note that directly indicate the barrier-freequired, the Special Events.	inizations with zed and run en ctional signage e path of travel ents Committee	at least one entirely by voluments to be and location of recommends	nployee have nteers is not prominently of accessible submitting a
SECTION 11: OTHER SERVICES/R	RESOURCES			,
Security: Has a privately licenced securi If Yes, what company and how many se	ity firm been contacted/scurity officers will be p	retained? resent? <u>REA</u>	Yes o CT will be	No 12 Contacted
First Aid: For events with an anticipat required to be retained. Have you confin If Yes, please attach documentation provides	med First Aid services?	Yes 🛛	No □	N/A □
Ambulance: Has Emergency Medical Se and planned emergency access to the site	•	vice) been cont	acted regardin Yes	g your event No □
Fireworks: Will there be fireworks as pa If Yes, a permit for exhibition fireworks		Fire Departmen	Yes □ nt.	No II
SECTION 12: SIGNATURE (Signature of Individual Completing this Office Use Only: Application Received:	au liv	mmittee Approval	May 27 (Date comple	7, 201Ce- ted)

SECTION 13: INSURANCE

STATEMENT OF INDEMINIFICATION

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.

Santa Claus Parade organ	ized by Optimist Club
(Event Name)	(Organizing Group)
	n of the City of St. Thomas and all persons for whom it mages, costs, claims, suits or actions arising out of:
any damage to property including loss of use therec death resulting at any time there from, occasioned l	of, and any injury to any person or persons, including by any act or omissions of
Sonta Claus Parade organiz	zed by Optimist Club (Organizing Group)
Witness:	Signed: Kenulan.
Name (Print): Mel Knapp	Name (Print): Ken Clarke
1 '	Address: 14 Trafalgar St
	Telephone: 579-633- 72 13
	Date: May 27, 2016
	Event Name: Optimist Santa Claus Awade
	Organizing Group: Ophmist Club of St. Thomas
	Event Dates: Saf. Nov. 19, 2016 -



Corporation of the City of St. Thomas

APPLICATION FOR TEMPORARY EXEMPTION TO ANIMAL CONTROL BY-LAW 71-2011

This application to be filed with the City Clerk and must be accompanied with a \$20.00 cash fee.

I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

Ι.	Name of Applicant Optimist Club of St. I homas
	Address
	Telephone
2.	Is the applicant the Owner of the land? YESNONO
	If not, proof of Owner's consent must be filed with the application.
3.	Type and number of Animal(s) 1 Horse for
	pulling a cart.
4.	pulling a cart. Proposed use of Animal(s) Pulls the Dignitaries Cart. Proposed location of Animal(s) Talbot St.
5.	Proposed location of Animal(s) Talbot St.
6.	Will the Animal(s) be re-located during the exemption period. YESNO/
	If so, where?
7.	Date(s) the Animal(s) will be in the City Sat, Nov 19, 2016
	List the names and addresses of the neighbours you have notified of your intent to apply for this temporary exemption. If necessary, please use the back of the form.
_	
_	
_	Lendrah
	Signature of Applicant

If you wish to provide any further information, please attach on a separate page.

No two requests from one individual or group are permitted within a six month period. Exemptions may be granted by Council for a maximum period of 4 days. Applicants must comply with Federal, Provincial, and Municipal regulations pertaining to the care and control of Animals.

TIGS CONSTITUTION OF THE CITY OF ST. THOMAS May 21/6	m, es
RECEIVED FROM	
Clercs.	
70 11 22 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
FOR THE ACCOUNT OF	
temporary exemption 112 013 0000 9780	#9 #
E. & O.E. (RECEIPT VALID ONLY WHEN RECEIPTED BY CASHIER)	
RECEIPT IS NOT VALID UNTIL CHEQUE IS CLEARED BY BANK	
CHTY TREASURER	

-55-THE BISTRO

625 Talbot Street

We are requesting council issue a "no objection to extension Permit" to extend our licensed area in front of The Bistro for The Nostalgia Nights car show on July 9 from 4-9PM.

We have permission from the Downtown Development Board We will notify Alcohol and Gaming, Police, Fire, Health, and building.

Roy Ewart (for the Bistro) 519-633-6461

City of St. Thomas
MAY 2.7 2016
City Clerks Dept.

Fenced area 21x24

Sidewalk

THE BISTRO FRONT DOORS

Elgin St. Thomas Public Health

Special Events

Special Events Notification

- Special Events are large gatherings where several vendors prepare and serve meals or portions of meals for the general public.
- Examples of special events include the St. Thomas Iron Horse Festival, or Canfest in Port Stanley. If you plan to participate in such an event, submit your information online or download, fill out, and submit the form.

Special Events Notification Form: Submit your information online now

<u>Notification Form</u>: The completed form may be mailed to the health unit or faxed to 519-633-0468.

Please note: All vendors participating at the special event MUST complete and submit the form at least 2 weeks prior to the event.

A Public Health Inspector will review the submission, and if there are any questions or concerns,

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they will contact the 'Person Responsible' on the form. The form will not be returned to you.

Special Events Notification: Fundraiser Barbecue

- Small fundraiser barbecues are sometimes held on the sidewalk outside of a store or other place of business such as a retail store, a local nursery, or in a parking lot.
- Usually only one vendor prepares foods (precooked only) such as hot dogs, sausages, or
 hamburgers that are purchased from an approved source. If you plan to participate in such an
 event, submit your information online or download, fill out, and submit the form.

Special Events Notification Form: Small Fundraiser Barbeque. Submit your information online now.

Events: Small Fundraiser Barbecue: The completed form may be mailed to the health unit or faxed to 519-633-0468.

Please note: Complete and submit the form at least 2 weeks prior to the event.

A Public Health Inspector will review the submission, and if there are any questions or concerns, they will contact the 'Person Responsible' on the form. The form will not be returned to you.

Resources & Information for Special Events

Food vendor at a Farmer's Market? Vendors MUST complete the Food Vendor Notification
 (Farmer's Market) Form. The completed form can be faxed to 519-633-0468 or mailed to
 ESTPH and a Public Health Inspector will review it.

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- Guidelines for Workers at Special Events
- Portable Handwashing Station
 How to set up a temporary hand-washing station for settings like fairs, midways or special events
- Smoking and Tobacco Sales at Special Events
 If you are planning a special event you are required to comply with the provisions of the Smoke Free Ontario Act.
- Standards for Responsible People at Special Events

NOTE: It is important to remember that during these special events, food must be prepared and handled in a safe manner such that the requirements of the <u>Ontario Food Premises Regulation</u> (R.R.O. 1990, Reg. 562). It is the food vendor's responsibility to ensure that all requirements are met.

References:

Health Protection and Promotion Act, R.R.O. 1990, Regulation 562 Food Premises.

For more information contact

environmentalhealth@elginhealth.on.ca

or

<u>519-631-9900</u>