

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

UNFINISHED BUSINESS

Upcoming Events

- 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

Event Name: LAW Enforcement Torch Run
Date(s): June 23 / 16
Start Time: 10:00am End Time: 12:00pm
Location(s): TALBOT ST / FIRST AVE / ELMST / PINOKE PARK.
Organizing Group: ST THOMAS POLICE
Contact Name #1: Kim Manuel #2: _____
Street Address: 30 ST CATHARINE ST.
Town/City: ST THOMAS Province: ON Postal Code: N5P 2V8
Phone Number #1: 519-631-1224 x129. #2: _____
Email Address: kmanuel.esh@st.ca
Expected Attendance: 40 Number of Event Personnel/Volunteers: —
Location and number of washrooms in place: 0

Location and Number of Parking Spaces: 0

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: 0

Please describe your specific event. Attach additional sheets as necessary. Run involving
police + special olympic athletes. Begins west end Talbot
ST, e16 to First Ave; south first Ave; west Elmst
to PINOKE PARK.

SECTION 2: FOOD AND BEVERAGE

- food not for sale.

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ 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?

Yes ☐

No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

NO Road closure, but traffic flow
could get slowed down during run.

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

START WEST END Talbot ST; ^{ELB} South on FIRST AVE to Elm ST
WEST on Elm ST to PINAFORE PARK

Do you require traffic control?

Yes ☒

No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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 arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes ☒

No ☐

N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☒

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. LAKEVIEW PAVILION

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
Yes ☐ No ☒ N/A ☐

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE


(Signature of Individual Completing this Application)

May 3/16.
(Date completed)

Office Use Only: Application Received: _____ Committee 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.

STATEMENT OF INDEMINIFICATION

LAW ENFORCEMENT Torch Run organized by ST. THOMAS Police
(Event Name) (Organizing Group)

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

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

L.E.T.R. organized by ST THOMAS Police
(Event Name) (Organizing Group)

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

Witness: [Signature]

Name (Print): SCOTT BERGE

Signed: [Signature]

Name (Print): Kim Manuel

Address: 30 ST CATHARINE ST.
ST THOMAS

Telephone: 519-631-1224 x129

Date: MAY 3/16.

Event Name: Torch Run

Organizing Group: ST. THOMAS Police

Event Dates: JUNE 23/16.

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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: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00

Client #: 507 **Account #:** **Email:** parksandrecreation@stthomas.ca
Phone 1: (519) 631-1680 **Phone 2:** 519-633-7112 **Fax:** (519) 633-9272
Event: Torch Run

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - Marshall Field Lakeside Pavilion - Both Sections				
No Charge - \$0.00		Thu Jun 23, 2016	09:00AM - 01:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Payments

Date	Payment Type	Amount
		\$0.00

Comments

Booked by April, April 25th, 2016. The Torch Run is booked under Parks as it is a City (Police run) event as per it

Subtotal:	\$0.00
13% HST:	\$0.00
Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00



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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: N5P 2S3

Phone Number #1: 519 631 4800 #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 bathrooms avail, signs posted

Location and Number of Parking Spaces: Hepburn Park lot - 65 2hr spots

Number of Accessible Washrooms: 1 Number of Accessible Parking Spots: 3

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

A BBQ will be hosted 6 times to raise funds to support refugee resettlement in our community.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒ No ☐

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

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SECTION 3: TENTS

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

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Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ 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.

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? Yes ☒ No ☐ N/A ☐
of Picnic Tables: # of Garbage Cans:

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

Will you require municipal support for:

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☒ N/A ☐
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

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SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

If Yes, a permit for exhibition fireworks is required through the Fire Department.

SECTION 12: SIGNATURE

Betty Bondeat
(Signature of Individual Completing this Application)

May 6/16
(Date completed)

Office Use Only: Application Received: May 16/16. Committee Approval: _____

CSIO

CERTIFICATE OF LIABILITY INSURANCE

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

1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS

The Corporation of the City of St. Thomas

545 Talbot Street

P.O. Box 520

St. Thomas

ON

POSTAL
CODE

N5P 3V7

2. INSURED'S FULL NAME AND MAILING ADDRESS

YWCA St. Thomas

16 Mary Street West

St. Thomas

Ontario

POSTAL
CODE

N5P 2S3

3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)

Young Women's Christian Association

RE: June 10, 24, July 9, July 8, 22, August 12, 26, Location: Hepburn Parkette, Talbot Street, Event: BBQ from 11:30 to 1:00 set up/take down 10:30 to 2:00pm

4. COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES	Ecclesiastical Insurance Office - 0008304NA01	2016/04/25	2017/04/25	COMMERCIAL GENERAL LIABILITY	\$1,000	
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY		
				- GENERAL AGGREGATE		\$5,000,000
				- EACH OCCURRENCE		\$5,000,000
				PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
				<input type="checkbox"/> PERSONAL INJURY LIABILITY OR <input checked="" type="checkbox"/> PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
				MEDICAL PAYMENTS		\$25,000
				TENANTS LEGAL LIABILITY		\$1,000,000
				POLLUTION LIABILITY EXTENSION		
				NON OWNED AUTOMOBILE		
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED		
				BODILY INJURY (PER PERSON)		
				BODILY INJURY (PER ACCIDENT)		
				PROPERTY DAMAGE		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/>				EACH OCCURRENCE		
				AGGREGATE		
OTHER LIABILITY (SPECIFY) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

5. CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS

Arthur J. Gallagher Canada Limited

Wellington Square

400-250 York Street

London

ON

POSTAL
CODE

N6A 6K2

7. ADDITIONAL INSURED NAME AND MAILING ADDRESS

(but only with respect to the operations of the Named Insured)

The Corporation of the City of St. Thomas

545 Talbot Street

P.O. Box 520

BROKER CLIENT ID:

St. Thomas

ON

POSTAL
CODE

N5P 3V7

8. CERTIFICATE AUTHORIZATION

ISSUER Arthur J. Gallagher Canada Limited

AUTHORIZED REPRESENTATIVE Melissa Vonk

SIGNATURE OF
AUTHORIZED REPRESENTATIVE

CONTACT NUMBER(S)

TYPE Main NO. (519) 983-3517

TYPE Fax

NO. (519) 646-5812

TYPE NO.

TYPE

NO.

DATE May 06, 2016

EMAIL ADDRESS Melissa.Vonk@sthunt.com

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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

Receipt #: 11516

PAYEE: Petrusia Hontar
 16 Mary Street West
 Thomas, Ontario, Canada
 N5P 2S3

Total Amount Due: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00

Client #: 5201

Account #:

Email: phontar.stelip@gmail.com

Phone 1: 519-631-9800

Phone 2:

Fax:

Event: YWCA BBQ

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Downtown Parkettes - Parkette - Hepburn Parkette	No Charge - \$0.00			
		Fri Jun 10, 2016	10:30AM - 01:30PM	\$0.00 H
		Fri Jun 24, 2016	10:30AM - 01:30PM	\$0.00 H
		Fri Jul 8, 2016	10:30AM - 01:30PM	\$0.00 H
		Fri Jul 22, 2016	10:30AM - 01:30PM	\$0.00 H
		Fri Aug 12, 2016	10:30AM - 01:30PM	\$0.00 H
		Fri Aug 26, 2016	10:30AM - 01:30PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Payments

Date	Payment Type	Amount
		\$0.00

Comments

Booked by Petrusia May 3, 2016. Please sign and return attached permit to St. Thomas Parks & Recreation.

Subtotal:	\$0.00
13% HST:	\$0.00
Total:	\$0.00
Amount Paid:	\$0.00
Balance Due:	\$0.00



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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Women in Arboriculture - Ontario BBQ + Fun Climb
 Date(s): June 11 / 16
 Start Time: 9am End Time: 4pm
 Location(s): Pinafae Park North Pavilion
 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: N5R 1H7
 Phone Number #1: 519-631-1680 ext 5204 #2: _____
 Email Address: jtucker@stthomas.ca
 Expected Attendance: 50 Number of Event Personnel/Volunteers: 10
 Location and number of washrooms in place: will be using existing park washroom facility
 Location and Number of Parking Spaces: N/A

Number of Accessible Washrooms: 1 office + porta jons Number of Accessible Parking Spots: existing at park.
 Please describe your specific event. Attach additional sheets as necessary.

BBQ and Fun Climb for WAO Association.
Full day of various interactive events.
Tree Climbing Event.
Chainsaw Demonstration
Bucket Truck.

SECTION 2: FOOD AND BEVERAGE

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

Yes ☐

No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: N/A

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

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?

Yes ☐

No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

Event taking place within pinafore park

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Roads and Transportation Division for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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

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

If yes, please provide the location of the rental and attach a copy of the permit. Inv # 11242

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: _____ Yes ☐ No ☒ N/A ☐
of Garbage Cans: _____

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☐
If Yes, what company and how many security officers will be present? Not required

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

[Signature]
(Signature of Individual Completing this Application)

May 19/16.
(Date completed)

Office Use Only: Application Received: May 19, 2016 Committee 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.

STATEMENT OF INDEMINIFICATION

BBQ + Fun Climb
Women in Arboriculture organized by Women in Arboriculture
(Event Name) (Organizing Group)

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

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

WAO BBQ organized by Women in Arboriculture
(Event Name) (Organizing Group)

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

Witness:

April Gazda

Name (Print):

April Gazda

Signed:

Julie Tucker

Name (Print):

Julie Tucker

Address:

95 Pinafore Park
Elm St.

Telephone:

519.631.1680 ext 5204

Date:

May 19, 2016

Event Name:

WAO BBQ

Organizing Group:

Women in Arboriculture

Event Dates:

June 11 / 2016

Special Events Notification Form

99 Edward Street
St. Thomas, ON N5P 1Y8
Phone: (519) 631-8900
1-800-822-0096
Fax: (519) 633-0468
www.elginhealth.on.ca

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Note: Regardless of Exemptions under the Food Premise Regulations, every person who intends to sell food to the public (e.g., BBQ fundraiser, 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 at least two weeks prior to the event date to Public Health. Retain a copy of this form for your records; you will NOT be mailed/faxed a copy. IF THERE ARE CONCERNS, THE PUBLIC HEALTH INSPECTOR WILL CALL THE PERSON(S) RESPONSIBLE TO CLARIFY.

Event Information

Name of Event: <u>Women in Arboriculture BBQ</u>	Event Location (Address): <u>95 Elm St. Pinetree Park</u>
Event Date(s): <u>June 11, 2016</u>	Set Up Date: <u>June 11/2016</u>
Name of Your Organization: <u>Women in Arboriculture</u>	Person Responsible: <u>Jule Tucker</u>
Bus. Phone: (519) 631-1680 ext 5204	Home Phone: (519) 318-1390
Email: <u>tucker@stthomas.ca</u>	

Concession Site:

☐ Tent ☐ Trailer ☐ Church ☐ Business Establishment ☒ Other North Pavilion

How is the water supplied?

☒ Municipally Supplied ☐ Well Water Supply ☐ Commercial Bottled Water

Describe handwashing station: must be equipped with liquid soap in a dispenser & paper towels

☐ fixed sink with hot & cold running water ☐ Coffee urn or portable supply with basin to catch waste water ☒ Other pavilion taps

What type of sink is provided for utensil washing?

☐ 2 compartment dishwashing ☐ 3 compartment dishwashing ☒ Other explain: city taps → No utensils hot dogs hamburgers only

How will you dispose of waste water?

☒ Plumbed to municipal sewer ☐ collect for disposal in sanitary facility

How will you keep food hot?

☐ steam table ☐ warmer ☐ oven ☐ grill ☒ BBQ

How will you keep food cold?

☐ freezer ☐ refrigerator ☒ Ice chests/coolers ☐ Other explain:

How will you dispose of garbage?

☒ Municipal ☐ Other explain:

Is the food prepared in a kitchen inspected by a health unit? If yes, where?

☐ Yes ☒ No ☐ Name of establishment and location: pre packaged food to be prepared on site

Food items to be served: (please list)	Food supplier or store/business where purchased	Address	Phone
1. <u>hot dogs</u>	<u>Freshco + Costco</u>	<u>London / St. Thomas</u>	()
2. <u>hot dog buns</u>	<u>"</u>	<u>"</u>	()
3. <u>hamburgers</u>	<u>"</u>	<u>"</u>	()
4. <u>hamburger buns</u>	<u>"</u>	<u>"</u>	()
5. <u>condiments</u>	<u>"</u>	<u>"</u>	()

Note: The use and/or sale of uninspected meats & unpasteurized milk/milk products are strictly prohibited.

Signature of person(s) responsible for event: [Signature] Date: May 19/2016

- 19 -



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

Invoice #: 11242

PAYEE: Julie Tucker
 6934 Imperial Road
 Aylmer, Ontario, Canada
 N5H 2R2

Total Amount Due: \$76.00
 Amount Paid: \$0.00
Balance Due: \$76.00

Client #: 8337 Account #: 519-631-1680 ext 5204
 Phone 1: 5204 Phone 2:
 Event: Women in Arboriculture in Ontario

Email: jtucker@stthomas.ca
 Fax:

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinafore Park - Picnic Shelters - North Shelter	Daily Rate 2016 - \$76.00 Daily Rate	Sat Jun 11, 2016	08:00AM - 08:00PM	\$76.00
Facility Subtotal:				\$76.00
Total:				\$76.00

Payments

Date	Payment Type	Amount
		\$0.00

Comments

Booked by Julie Tucker February 4, 2016. Please make payment to St. Thomas Parks & Recreation. Council approved grant request for event.

Subtotal: \$76.00

Total: \$76.00

Amount Paid: \$0.00

Balance Due: \$76.00Printed ☐ #: _____

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 other than 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 specified below:

June 11/16

I acknowledge and accept all of the preceding terms and conditions. Signed and accepted by:

J. Tucker

Name (please print)
User Group

[Signature]
Signature

Women in Arboriculture
Group Name

A. Gazda

Name (please print)
City of St. Thomas

[Signature]
Signature

May 19/16
Date

Invoice #(s) 11242

Payment Terms: Due at the time of booking.



THE REGIMENTAL ASSOCIATION

40 Wilson Ave
St. Thomas ON N5R 3R2

2 May 2016

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

City of St. Thomas
Received

MAY 24 2016

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 DEPARTING

Date(s): 25 JUNE 2016

Start Time: 1045 HRS End Time: 1200 HRS

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. THOMAS Province: ON Postal Code: N5R 3E8

Phone Number #1: 519 871-0974 #2: 519 808 3706

Email Address: msargent@dol.ca gmathers@primus.ca

Expected Attendance: 50 Number of Event Personnel/Volunteers: 50

Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: N/A

Number of Accessible Washrooms: N/A Number of Accessible Parking Spots: N/A

Please describe your specific event. Attach additional sheets as necessary. PARADE FROM CITY HALL
TO CASO STATION BY PERIOD 1916 91ST BATTALION CEF MILITARY
RE-ENACTORS TO COMMEMORATE THE DEPARTURE OF THE REGIMENT
FROM ST. THOMAS TO FRANCE AT THE BEGINNING OF WORLD WAR
ONE.

SEE ATTACHED MAP FOR ROUTE

SECTION 2: FOOD AND BEVERAGE

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ 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?

Yes ☐

No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

POLICE WILL BE REQUESTED TO PROVIDE LEADING VEHICLE FOR THE
PARADE ROUTE. REAR BLOCKER TO BE PROVIDED BY ORGANIZATION.

Do you require traffic control?

Yes ☒

No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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 arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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

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

If yes, please provide the location of the rental and attach a copy of the permit.

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: _____
Yes ☐ No ☐ N/A ☒

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE


(Signature of Individual Completing this Application)

2 MAY 2016
(Date completed)

Office Use Only: Application Received: May 24/16 Committee Approval: _____

SECTION 13: INSURANCE

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

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

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

STATEMENT OF INDEMNIFICATION

100TH ANN. 91ST BTN CEF PARADE organized by THE ELGIN REGIMENT ASSOCIATION
(Event Name) (Organizing Group)

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

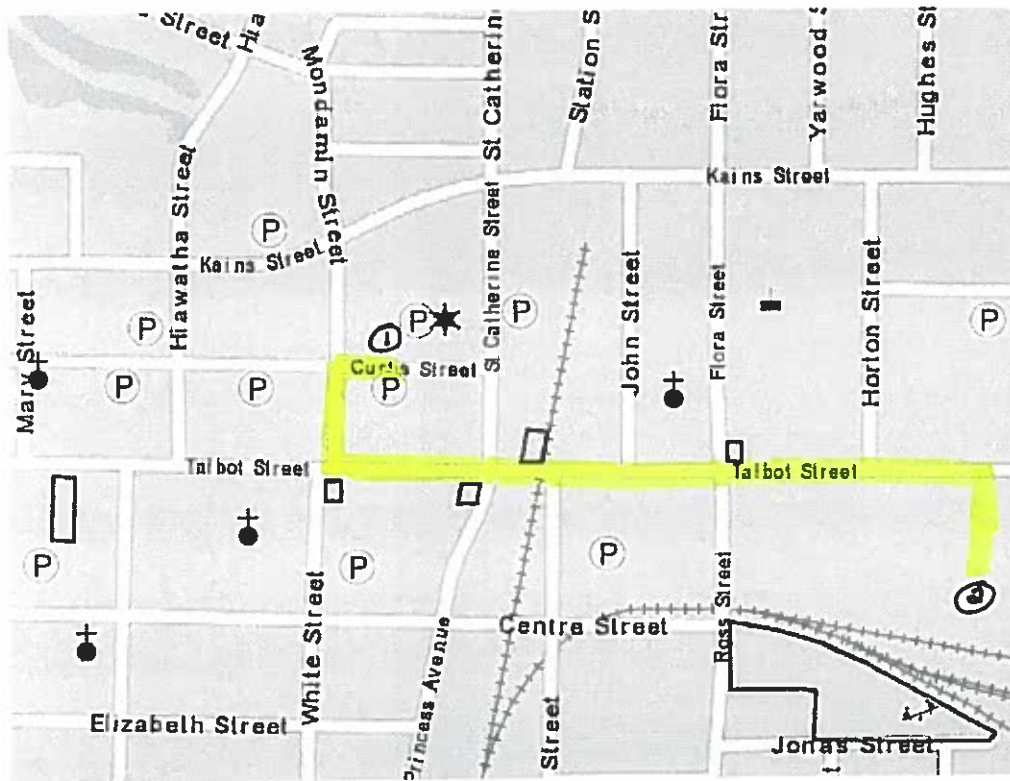
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

100TH ANN. 91ST BTN CEF PARADE organized by THE ELGIN REGIMENT ASSOCIATION
(Event Name) (Organizing Group)

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

Witness: M Knapp
Name (Print): Mel Knapp

Signed: G.B. MATHERS
Name (Print): G.B. MATHERS
Address: 28 ASPEN AVE ST. THOMAS ON A5R56
Telephone: 519 631 5316
Date: 2 MAY 2016
Event Name: 100TH ANN. 91ST BTN CEF PARADE
Organizing Group: THE ELGIN REGIMENT ASSOCIATION
Event Dates: 25 JUNE 2016



Legend

- Fire Departments
- Police Departments
- Egin St Thomas Public Health
- Health Unit
- Pools and Splash Pads
- Churches
- Cemeteries
- Disc Golf
- Golf Facilities
- Tennis Court
- Basketball Court
- Soccer Fields

① FORM UP LOCATION BEHIND CITY HALL WITH
ALTERNATE LOCATION OF PARKING LOT ACROSS FROM
THE POLICE STATION.

Tuesday, May 3, 2016

② 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 HRS
OFF TALBOT ST AT 1130 HRS (ESTIMATE)

-29-



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, T6E 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 25th, 2016
Start Time: 11:30 a.m. End Time: 4:30 p.m.
Location(s): Pinafore Park
Organizing Group: Violence Against Women Services Elgin County
Contact Name #1: Kelly Patterson #2: _____
Street Address: 300 Talbot St, Suite 26
Town/City: St. Thomas Province: Ont Postal Code: N5P4E2
Phone Number #1: 519-633-0155 #2: _____
Email Address: info@vawsec.on.ca
Expected Attendance: 100⁺ Number of Event Personnel/Volunteers: 10⁺
Location and number of washrooms in place: main washrooms open - beside west pavilion
Location and Number of Parking Spaces: Pinafore Park - parking

Number of Accessible Washrooms: public washrooms open Number of Accessible Parking Spots: all around the park

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

Event participants will walk around a designated route.

SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☒

No ☐

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

Spoke with Tammy from Elgin St. Thomas Public Health and a permit will not be needed.

SECTION 3: TENTS

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building Division. Please attach a copy of the Permit and provide the Permit Number: N/A

Please note that Indoor or Tent covered areas for public assembly must comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐ No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐ 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?

Yes ☐ No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks. N/A

Please attach a copy of the Right of Way Occupancy Permit and provide the permit #: N/A

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

7th annual walk - see attached route

Do you require traffic control?

Yes ☐ No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

Have you contacted the Roads and Transportation Division for:

Barricades	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
No Parking Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Detour Signing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

SECTION 9: MUNICIPAL FACILITIES

For events taking place in Pinafore Park, organizers will need to arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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

Have you rented a pavilion/facility and signed a permit?

Yes ☒ No ☐ N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit. Dance Pavilion

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 13 Yes ☒ No ☐ N/A ☐
of Garbage Cans: 2

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

Kerry Davis
(Signature of Individual Completing this Application)

May 26, 2016
(Date completed)

Office Use Only: Application Received: _____ Committee 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.

STATEMENT OF INDEMINIFICATION

Walk a Mile in Her Shoes organized by Violence Against Women Services
(Event Name) (Organizing Group) Elgin County

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

Walk a Mile in Her Shoes organized by Violence Against Women Services
(Event Name) (Organizing Group) Elgin County

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

Witness:

M Knapp

Signed:

Kelly Patterson

Name (Print):

Mel Knapp

Name (Print):

Kelly Patterson

Address:

300 Talbot St suite 21

Telephone:

519 633 0155

Date:

May 26th, 2016

Event Name:

Walk a Mile in Her Shoe

Organizing Group:

VAWSEC

Event Dates:

Sept 25th, 2016



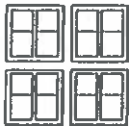
Pinafore Park

95 Elm St.

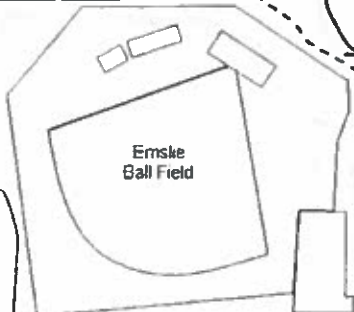
Pinafore Office and Shop



Tennis Courts



Emske Ball Field



Woodlot Pavilion

Pinafore Woodlot

Elm St.

North Pavilion

East Pavilion

West Pavilion

South Pavilion

Playground and Splash pad

Morris F Jones Bandshell



Celebration Pavilion

Legend

--- Paved Walking Trail

~ Un-Paved Walking Trail

□ Building



Lake Margret



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
 St. Thomas, Ontario, Canada
 N5P 4E2

Total Amount Due: \$257.64
Amount Paid: \$0.00
Balance Due: **\$257.64**

Client #: 8914 **Account #:** **Email:** kpatterson@vawsec.on.ca
Phone 1: 519-633-0155 **Phone 2:** **Fax:**
Event: Walk a mile in her shoes

10698 4131 RT0001

Facility

Facility Name	Description	Date	Time	Price
Pinefore Park - Picnic Shelters - Dance Pavilion - All Sections				
Daily Rate 2016 - \$228.00	Daily Rate	Sun Sep 25, 2016	11:00AM - 04:00PM	\$228.00 H
Facility Subtotal:				\$228.00
Total:				\$228.00

Payments

Date	Payment Type	Amount
		\$0.00

Comments

Booked by Kelly May 27, 2016. Please sign and return attached permit with payment to St. Thomas Parks & Recreation.

Subtotal:	\$228.00
13% HST:	\$29.64
Total:	\$257.64
Amount Paid:	\$0.00
Balance Due:	\$257.64



Powered by Book King

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

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: ST THOMAS FIRE MUSTER DAYS
 Date(s): SEPT 2 Set up Event Sept 3 + 4th 2016
 Start Time: 8am Fri Sept 2 End Time: 8pm Sunday Sept 4th/6
 Location(s): Pinefore Park
 Organizing Group: St Thomas Professional Firefighters Assoc.
 Contact Name #1: Daryl Smith #2: Kim Dostun
 Street Address: 305 Wellington St
 Town/City: ST THOMAS Province: ON Postal Code: N5R 2T2
 Phone Number #1: 519-495-4572 #2: 519 636-3042
 Email Address: stthomasfiremster@gmail.com
 Expected Attendance: 500-8000 Number of Event Personnel/Volunteers: 25
 Location and number of washrooms in place: New Washrooms also.
Bringing in Portable & Accessible
 Location and Number of Parking Spaces: _____

New Washrooms
 Number of Accessible Washrooms: + 1 portable Number of Accessible Parking Spots: ~~1~~

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

Firetruck parade, Food Vendors, Craft Vendors,
Beer Garden, Entertainment, safety displays
Demonstrations

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: TENTS

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

Yes ☐ No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☒ No ☐

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

No Road Closures. Parade Starting on Talbot
Running talent to ELGIN to Wilson to Elm running
East into Pinafore Park.

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☒

No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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 arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes ☒

No ☐

N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☐

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit.

Will do get grant from city already

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: meeting with Catherine Yes ☒ No ☐ N/A ☐ # of Garbage Cans:

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

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

Please note that all equipment and extension cords must be in good condition and approved by an accredited certification body under the Ontario Electrical Safety Code or have been inspected by the Electrical Safety Authority. If required, please attach the Electrical Safety Authority documentation and provide the Permit Number: Notification # 15201211

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☒ N/A ☐
If Yes, please attach a copy of the Permit and provide the Permit Number:

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present?

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE


(Signature of Individual Completing this Application)

May 26/16
(Date completed)

Office Use Only: Application Received: May 27/16 Committee 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 INDEMNIFICATION

St Thomas Fire Muster organized by STPFFA
(Event Name) (Organizing Group)

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

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

St Thomas Fire Muster organized by STPFFA
(Event Name) (Organizing Group)

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

Witness: M Knapp
Name (Print): Mel Knapp

Signed: Daryl Smith
Name (Print): Daryl Smith
Address: 305 Wellington St
Telephone: 519-455-4576
Date: May 26/16
Event Name: St Thomas Fire Muster
Organizing Group: STPFFA
Event Dates: Sept 2-4th / 2016

SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Canada Day BBQ & Beer Garden
 Date(s): July 1st, 2016
 Start Time: 11:00am End Time: 11:30pm
 Location(s): Main Pavilion, Pinefore Park
 Organizing Group: St. Thomas Kinsmen Club
 Contact Name #1: Henk Vanderlende #2: Paul Truttler
 Street Address: 49 Malukoff St
 Town/City: St. Thomas Province: ON Postal Code: N5P 1K9
 Phone Number #1: (519) 631-0499 #2: 226-700-6230
 Email Address: henk.vanderlende@gmail.com
 Expected Attendance: 200 Number of Event Personnel/Volunteers: 10
 Location and number of washrooms in place: existing facilities in Pinefore park
 Location and Number of Parking Spaces: Existing Facilities in Pinefore park
 Number of Accessible Washrooms: N/A Number of Accessible Parking Spots: N/A

Please describe your specific event. Attach additional sheets as necessary.
Running a BBQ & Beer Garden from the main pavilion During
the City of St. Thomas Canada Day Celebrations

SECTION 2: FOOD AND BEVERAGE

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

SECTION 3: TENTS

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

Yes ☐

No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☒

No ☐

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off-premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

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

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

SECTION 7: ANIMALS

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

Yes ☐

No ☒

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☐

No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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 arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes ☐

No ☒

N/A ☐

Have you rented a pavilion/facility and signed a permit?

Yes ☐

No ☒

N/A ☐

If yes, please provide the location of the rental and attach a copy of the permit.

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: 10 Yes ☒ No ☐ N/A ☐
of Garbage Cans: 10

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? _____

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☐ No ☐ N/A ☒
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

[Signature]
(Signature of Individual Completing this Application)

April 26/16
(Date completed)

Office Use Only: Application Received: April 26/16 Committee 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.

STATEMENT OF INDEMINIFICATION

Kinsmen BBQ & Beer Garden organized by St. Thomas Kinsmen
(Event Name) (Organizing Group)

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

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

Kinsmen BBQ & Beer Garden organized by St. Thomas Kinsmen
(Event Name) (Organizing Group)

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

Witness: M Knapp

Name (Print): Mel Knapp

Signed: M. Sharpe

Name (Print): Matt Sharpe

Address: 3 Cedar St, St Thomas

Telephone: 519-445-2818

Date: Apr. 1 2016

Event Name: Kinsmen BBQ & Beer Garden

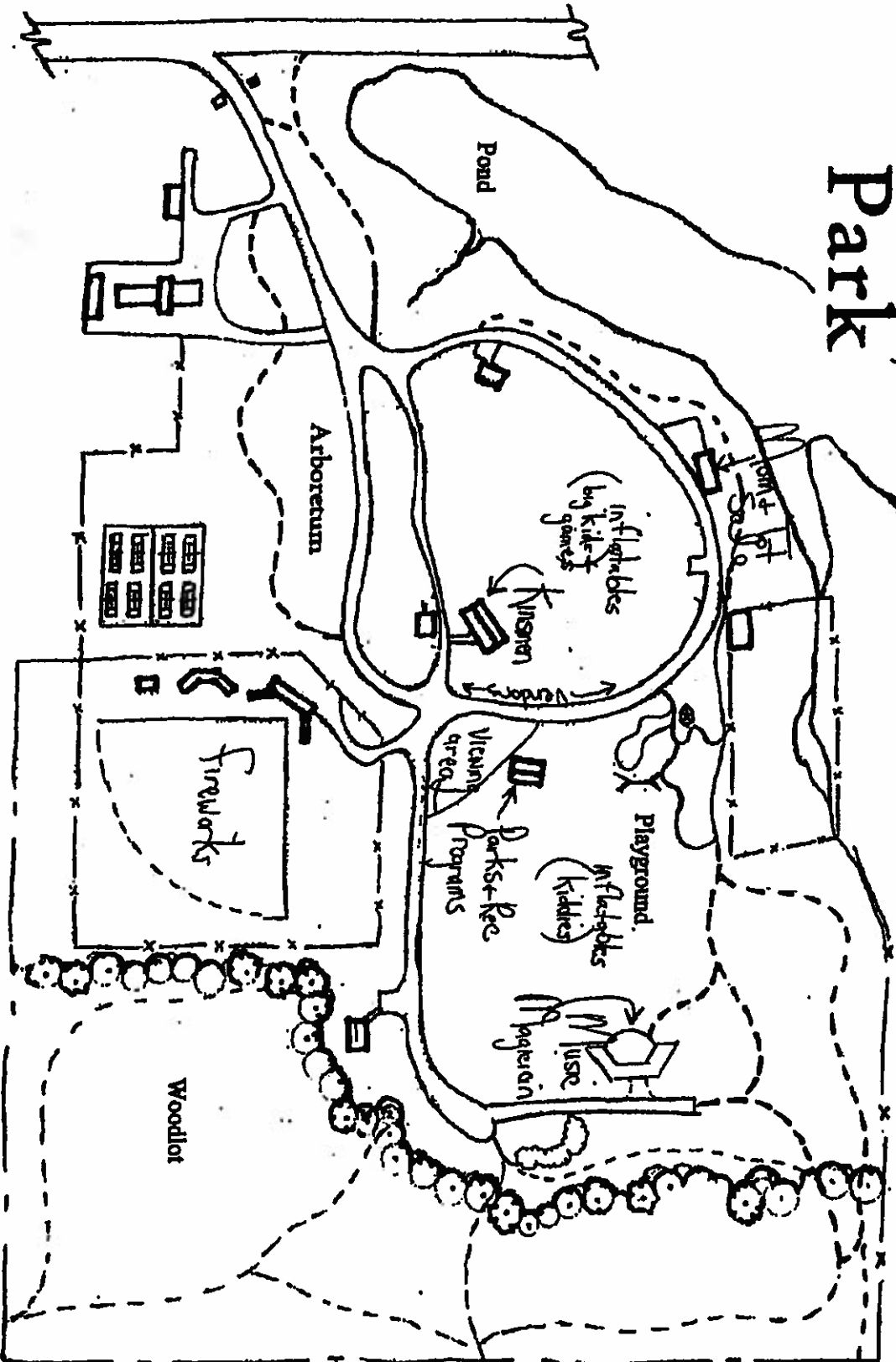
Organizing Group: St. Thomas Kinsmen

Event Dates: July 1st, 2016

Pinafore Park

Canada Day July 1st.

To
Lake Margaret



SECTION 1: EVENT 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 AM.
Location(s): Talbot St. From First St. to William St.
Organizing Group: Optimist Club of St Thomas.
Contact Name #1: Bob Ward #2: Jim Wakefield.
Street Address: _____
Town/City: St Thomas. Province: _____ Postal Code: _____
Phone Number #1: 519-631-7117 #2: 519-631-2840
Email Address: Optimisjim@rogers.com
Expected Attendance: 15,000 Number of Event Personnel/Volunteers: 28
Location and number of washrooms in place: N/A.

Location and Number of Parking Spaces: N/A.

Number of Accessible Washrooms: N/A Number of Accessible Parking Spots: N/A.
Please describe your specific event. Attach additional sheets as necessary. Parade with
50 plus entries, including 2-4 Marching Bands, 1 horse
drawn carriage for the Mayor + MP + MPP, Police entry,
Fire Dept entry, participation by air cadets too.

SECTION 2: FOOD AND BEVERAGE

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

Yes ☐

No ☒

If Yes, please specify the number and size of tents. _____

If the tents are larger than 60m² cumulatively, a building permit is required through the Building 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 comply with Smoke Free Ontario Act requirements enforced by Elgin St Thomas Public Health. Please contact the Tobacco Enforcement Officer for information on how to meet these requirements.

SECTION 4: SERVING OF ALCOHOL

Will alcohol be consumed at the event?

Yes ☐

No ☒

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

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. Please submit a copy of the liquor permit with this application. If utilizing the services of a caterer with all the required endorsements to provide off – premises beverage services, organizers shall supply a letter from the licensee confirming date/time/location/services as well as a copy of the establishments' endorsement.

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

SECTION 5: MUNICIPALLY SIGNIFICANT EVENT

If you wish to apply for a "Special Occasion Permit," through the Alcohol and Gaming Commission of Ontario (AGCO), you must obtain a letter of approval from City Council, declaring your event "municipally significant", by submitting the request to the City Clerk's Department. Please note that such approval may take several weeks.

Will you be requesting that City Council declare your event a "Municipally Significant Event"?

Yes ☐

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?

Yes ☒

No ☐

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 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 showing the closure. A Right of Way Occupancy Permit and City Council approval is required for all road closures. Please note that approval may take several weeks.

We will need all entrances onto Talbot St closed @ 6PM + barricaded. Additionally we need First Ave from Redan to Talbot closed from 3-6pm to Marshall entries into the Parade.

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located at www.stthomas.ca/content/official-plan-0. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☒

No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 141.

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

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 arrange an onsite meeting with Parks and Recreation staff once the Special Events Permit Application has been approved.

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

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

If yes, please provide the location of the rental and attach a copy of the permit. _____

Do you require picnic tables or garbage cans? Please note that availability and potential costs are at the discretion of the Parks and Recreation Department.

If Yes, how many are you requesting? # of Picnic Tables: _____ # of Garbage Cans: 50

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

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

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

If required, have you obtained a Hydrant Connection Permit? Yes ☐ No ☐ N/A ☒
If Yes, please attach a copy of the Permit and provide the Permit Number: _____

SECTION 10: ACCESSIBILITY

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

SECTION 11: OTHER SERVICES/RESOURCES

Security: Has a privately licenced security firm been contacted/retained? Yes ☐ No ☒
If Yes, what company and how many security officers will be present? REACT will be contacted.

First Aid: For events with an anticipated attendance of more than 200 people, First Aid services are required to be retained. Have you confirmed First Aid services? Yes ☒ No ☐ N/A ☐
If Yes, please attach documentation providing proof that First Aid services have been retained.

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

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

SECTION 12: SIGNATURE

Kennell
(Signature of Individual Completing this Application)

May 27, 2016
(Date completed)

Office Use Only: Application Received: May 27/16 Committee 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.

STATEMENT OF INDEMNIFICATION

Santa Claus Parade organized by Optimist Club
(Event Name) (Organizing Group)

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

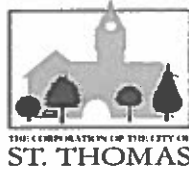
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

Santa Claus Parade organized by Optimist Club
(Event Name) (Organizing Group)

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

Witness: M Knapp
Name (Print): Mel Knapp

Signed: Ken Clarke
Name (Print): Ken Clarke
Address: 14 Trafalgar St.
Telephone: 519-633-7213
Date: May 27, 2016
Event Name: Optimist Santa Claus Parade
Organizing Group: Optimist Club of St. Thomas
Event Dates: Sat. 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.

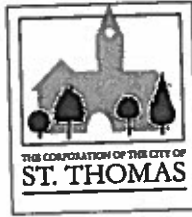
I/We hereby apply to the Council of the Corporation of the City of St. Thomas for a temporary exemption to section 6.1 of Animal Control By-Law 71-2011 as outlined in this application.

1. Name of Applicant Optimist Club of St. Thomas
Address _____
Telephone _____
2. Is the applicant the Owner of the land? YES ~~YES~~ NO ✓
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. Proposed use of Animal(s) Pulls the Dignitaries Cart.
5. Proposed location of Animal(s) Talbot St.
6. Will the Animal(s) be re-located during the exemption period. YES _____ NO ✓
If so, where? _____
7. Date(s) the Animal(s) will be in the City Sat. Nov 19, 2016
8. 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.

Ken Lush
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.



May 27/16

RECEIVED FROM

Clerks

Twenty
FOR THE ACCOUNT OF

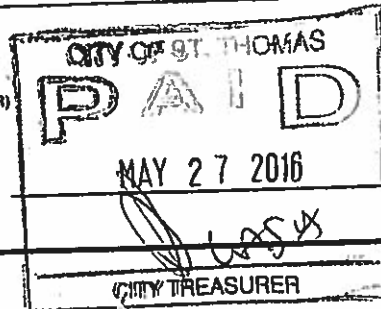
/100 DOLLARS

temporary exemption
112 013 0000 9780

E. & O.E.

(RECEIPT VALID ONLY WHEN RECEIPTED BY CASHIER)

RECEIPT IS NOT VALID UNTIL
CHEQUE IS CLEARED BY BANK



-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.

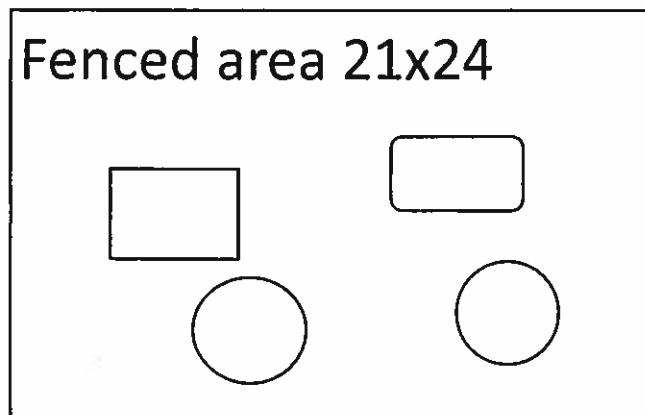
Roy Ewart (for the Bistro) 519-633-6461

City of St. Thomas
Received
MAY 27 2016
City Clerks Dept.

27"



Fenced area 21x24



Sidewalk

THE BISTRO FRONT DOORS

- 56 -

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

Download the PDF copy of the Special Events Notification Form: 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.

Download the PDF copy of the Form for Special 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 Ontario Food Premises Regulation (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



[519-631-9900](tel:519-631-9900)