

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

**COMMITTEE ROOM 204**  
**CITY HALL**

**3:00 P.M.**

**AUGUST 2, 2017**

**MINUTES**

Confirmation of the minutes of the meeting held on June 7, 2017.

**PETITIONS AND COMMUNICATIONS**

Opening of the “Veterans Memorial Garden” - October 28, 2017  
Page 3

Optimist Santa Claus Parade - November 18, 2017  
Page 11

3 on 3 Tournament for Levi - September 16-17, 2017  
Page 17

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Nostalgia Nights Noise Complaint

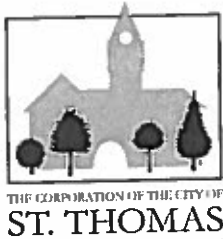
**ADJOURNMENT**

Mayor Wookey  
Chair

City of St. Thomas  
Received

19 2017

City Clerks Dept.



## Special Events Committee

c/o Breanna Pawlak

City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7

Phone: (519) 631-1680 Ext. 4125

Fax: (519) 633-9019

Email: [bpawlak@stthomas.ca](mailto:bpawlak@stthomas.ca)

# SPECIAL EVENT PERMIT APPLICATION

## INTRODUCTION

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

## KEY CONTACTS

Alcohol and Gaming Commission of Ontario  
Smart Serve Ontario

City Clerk's Dept – Municipally Significant Event  
Chamber of Commerce

Downtown Development Board

Electrical Safety Authority

Elgin-St. Thomas Public Health

Emergency Medical Services (Ambulance Services)

Public Works Dept – Roads, Animals

Planning & Building Services

Environmental Services - Waste Management

Fire Department – Fireworks, Fire Prevention

Municipal Accessibility Advisory Committee

Parks and Recreation – Property Mgmt, Hydro

Parks, Rec and Property Mgmt Department

Police Services – Noise By-Law, Traffic Control

Railway City Tourism

St. John's Ambulance (First Aid)

Treasury Department – Insurance

416-326-8700 [customer.service@agco.ca](mailto:customer.service@agco.ca)

1-877-620-6082 [info@smartserve.ca](mailto:info@smartserve.ca)

519-631-1680 ext. 4100 [customerservice@stthomas.ca](mailto:customerservice@stthomas.ca)

519-631-1981 [mail@stthomaschamber.ca](mailto:mail@stthomaschamber.ca)

519-633-5248 [earl-taylor@coldwellbanker.ca](mailto:earl-taylor@coldwellbanker.ca)

1-877-372-7233 [Eric.Kingston@electricalsafety.on.ca](mailto:Eric.Kingston@electricalsafety.on.ca)

519-631-9900 [APowell@elginhealth.on.ca](mailto:APowell@elginhealth.on.ca)

519-637-3098 [pauline.meunier@memseo.com](mailto:pauline.meunier@memseo.com)

519-631-1680 ext. 5130 [dwhite@stthomas.ca](mailto:dwhite@stthomas.ca)

519-631-1680 ext. 4160 [cpeck@stthomas.ca](mailto:cpeck@stthomas.ca)

519-631-1680 ext. 4258 [mshannon@stthomas.ca](mailto:mshannon@stthomas.ca)

519-631-0210 [btodd@stthomas.ca](mailto:btodd@stthomas.ca)

519-631-1680 ext. 4161 [gchapman@stthomas.ca](mailto:gchapman@stthomas.ca)

519-631-1680 ext. 4180 [tbridge@stthomas.ca](mailto:tbridge@stthomas.ca)

519-633-7112 [mrundt@stthomas.ca](mailto:mrundt@stthomas.ca)

519-631-1224 ext. 141 [rmundt@stps.on.ca](mailto:rmundt@stps.on.ca)

519-631-1680 ext. 4132 [tourism@stthomas.ca](mailto:tourism@stthomas.ca)

519-633-2290 [st.thomas@on.sja.ca](mailto:st.thomas@on.sja.ca)

519-631-1680 ext. 4105 [kenglish@stthomas.ca](mailto:kenglish@stthomas.ca)

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Opening of the "Veterans Memorial Garden"  
Date(s): October 28, 2017  
Start Time: 11: AM End Time: 1 P.M.  
Location(s): Centre and Moore Streets  
Organizing Group: War Memorial Site Committee  
Contact Name #1: Herb Warren #2: Councillor M. Twilley  
Street Address: 10-18 Morrison Dr. 14 Windemere Place  
Town/City: St. Thomas Province: ON Postal Code: N5R 4S6  
Phone Number #1: 519-631-1328 #2: 519-631-1328  
Email Address: herb.warren@sympatico.ca  
Expected Attendance: 200 - 400 Number of Event Personnel/Volunteers: 10  
Location and number of washrooms in place: 0

Location and Number of Parking Spaces: public on street parking in  
area of Moore St. Lot

Number of Accessible Washrooms: 0 Number of Accessible Parking Spots: moore St. Lot. 6

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

This is a city sponsored event of the official opening  
by the L.G. of Ontario of the new Veterans Memorial Garden  
on the north-west corner of Moore and Center St. This will  
be a public event open to all. All three levels of Gov't  
will be represented with the Mayor as official host.

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes

No

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

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

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, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. 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, Recreation and Property Management 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.

Require closure of Moore St from Talbot to Wellington St. Closure of Centre St from Princess east to Ross St. from 10:30 Am - 1 pm (to all thru traffic) allowing access to Moore St. lot

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes

No

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 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 Public Works Department 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, Rec and Property Management staff once the Special Events Permit Application has been approved.

Have you contacted Parks and Recreation staff about your event?

Yes

No

N/A

Via Ross Tucker

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 availability is at the discretion of the Parks, Rec and Property Management Dept and that delivery/pick up is the responsibility of the event organizer.

Yes ☐ No ☒ N/A ☐

If Yes, how many are you requesting? # 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 type="checkbox"/>	N/A <input type="checkbox"/>
Hydro	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

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

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. 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**

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Mark Triller, City Councilor  
(Signature of Individual Completing this Application)

June 20/17  
(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 INDEMNIFICATION**

\_\_\_\_\_ organized by \_\_\_\_\_  
(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

\_\_\_\_\_ organized by \_\_\_\_\_  
(Event Name) (Organizing Group)

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

Witness: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organizing Group: \_\_\_\_\_

Event Dates: \_\_\_\_\_



***Proposed site for the War Memorial Park***

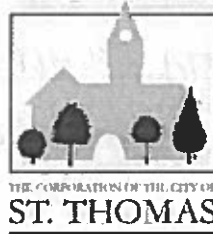


[admin@StThomasWarMemorial.com](mailto:admin@StThomasWarMemorial.com)



JUL 21 2017

Councillor Wookey  
Chair



**Special Events Committee** Dept

c/o Breanna Pawlak  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: bpawlak@stthomas.ca

## SPECIAL EVENT PERMIT APPLICATION

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Downtown Development Board  
Electrical Safety Authority  
Elgin-St. Thomas Public Health  
Emergency Medical Services (Ambulance Services)  
Public Works Dept – Roads, Animals  
Planning & Building Services  
Environmental Services - Waste Management  
Fire Department – Fireworks, Fire Prevention  
Municipal Accessibility Advisory Committee  
Parks and Recreation – Property Mgmt, Hydro  
Parks, Rec and Property Mgmt Department  
Police Services – Noise By-Law, Traffic Control  
Railway City Tourism  
St. John's Ambulance (First Aid)  
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519-631-1680 ext. 4112 [kenglish@stthomas.ca](mailto:kenglish@stthomas.ca)

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: OPTIMIST SANTA CLAUS PARADE  
Date(s): SATURDAY NOVEMBER 18, 2017.  
Start Time: 6:00 PM End Time: 7:30 PM.  
Location(s): TALBOT ST. FROM FIRST AVE 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: ONT. Postal Code: \_\_\_\_\_  
Phone Number #1: 519-476-3507 #2: 519-631-2840  
Email Address: bob@stthomasautoguys.com  
Expected Attendance: 15000+ Number of Event Personnel/Volunteers: 29  
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. A PARADE  
ALONG TALBOT ST. WITH 50 FLOAT ENTRIES,  
1-4 MARCHING BANDS, LOCAL PET GROUPS.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐

No ☒

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

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

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, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. 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, Recreation and Property Management 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 TO TALBOT

ST. CLOSED @ 6:00PM AND BARRICADED. WE ALSO NEED FIRST  
AVE CLOSED FROM REDAN TO TALBOT ST. FROM 3-6 PM. FOR  
MARSHALLING PARADE ENTRIES

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

If the event is a Parade / Run / Walk / Pass through Sporting Event, please refer to the city roads map located under the Special Events page on the City website. Describe the event and attach a map or sketch.

Do you require traffic control?

Yes ☒ No ☐

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 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 Public Works Department for:

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

## SECTION 9: MUNICIPAL FACILITIES

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

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 availability is at the discretion of the Parks, Rec and Property Management Dept and that delivery/pick up is the responsibility of the event organizer.

Yes ☒ No ☐ N/A ☐

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. 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**

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any other parties upon their request.

  
(Signature of Individual Completing this Application)

07-19-17  
(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 INDEMNIFICATION

SANTA CLAUS PARADE organized by OPTIMIST CLUB OF ST. THOMAS  
(Event Name) (Organizing Group)

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

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

SANTA CLAUS PARADE organized by OPTIMIST CLUB OF ST. THOMAS  
(Event Name) (Organizing Group)

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

Witness: \_\_\_\_\_

Signed: 

Name (Print): \_\_\_\_\_

Name (Print): ROBERT D. WARD

Address: 45 MCGREGOR COURT

Telephone: 519-476-3507

Date: 7-19-17

Event Name: OPTIMIST SANTA CLAUS PARADE

Organizing Group: OPTIMIST CLUB OF ST. THOMAS

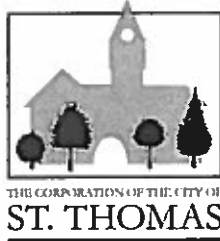
Event Dates: SATURDAY NOVEMBER 18, 2017

Councillor Wookey  
Chair

City of St. Thomas  
Received

JUL 24 2017

City Clerks Dept.



**Special Events Committee**  
c/o Breanna Pawlak  
City Clerk's Dept, 545 Talbot St.,  
St. Thomas, ON N5P 3V7  
Phone: (519) 631-1680 Ext. 4125  
Fax: (519) 633-9019  
Email: bpawlak@stthomas.ca

## **SPECIAL EVENT PERMIT APPLICATION**

### **INTRODUCTION**

The City of St. Thomas Special Events Committee strives to help co-ordinate and maintain high standards, which are applicable and beneficial to all parties involved in a special event. Please complete the following steps in order to file this application:

1. Review the Festivals and Events Manual and ensure all requirements pertinent to your event are fulfilled prior to filing this application with the City Clerk's Department. There are further resources and guides under the Special Events Permits page on the City's website.
2. Complete the application. If you have any questions about a particular area, there is a Key Contacts section located below. **\*\*All information and materials submitted for the application shall be made available to the public. \*\***
3. Attach a site plan map or sketch showing the location of the event, identifying any associated activities, vendors, and required road closures if applicable, as well as standard and accessible washrooms, tents and parking.
4. Complete the Statement of Indemnification form and submit your Certificate of Insurance a minimum of two weeks prior to the start of the event.

**NOTE: Applications must be received in the City Clerk's Department a minimum of twelve (12) weeks prior to the event. The Special Events Committee meets monthly if required.**

### **KEY CONTACTS**

Alcohol and Gaming Commission of Ontario	416-326-8700 <a href="mailto:customer.service@agco.ca">customer.service@agco.ca</a>
Smart Serve Ontario	1-877-620-6082 <a href="mailto:info@smartserve.ca">info@smartserve.ca</a>
City Clerk's Dept – Municipally Significant Event	519-631-1680 ext. 4100 <a href="mailto:customerservice@stthomas.ca">customerservice@stthomas.ca</a>
Chamber of Commerce	519-631-1981 <a href="mailto:mail@stthomaschamber.ca">mail@stthomaschamber.ca</a>
Downtown Development Board	519-633-5248 <a href="mailto:earl-taylor@coldwellbanker.ca">earl-taylor@coldwellbanker.ca</a>
Electrical Safety Authority	1-877-372-7233 <a href="mailto:Eric.Kingston@electricalsafety.on.ca">Eric.Kingston@electricalsafety.on.ca</a>
Elgin-St. Thomas Public Health	519-631-9900 <a href="mailto:ssaini@elginhealth.on.ca">ssaini@elginhealth.on.ca</a>
Emergency Medical Services (Ambulance Services)	519-637-3098 <a href="mailto:pauline.meunier@memseo.com">pauline.meunier@memseo.com</a>
Public Works Dept – Roads, Animals	519-631-1680 ext. 5130 <a href="mailto:dwhite@stthomas.ca">dwhite@stthomas.ca</a>
Planning & Building Services	519-631-1680 ext. 4160 <a href="mailto:cpeck@stthomas.ca">cpeck@stthomas.ca</a>
Environmental Services - Waste Management	519-631-1680 ext. 4258 <a href="mailto:mshannon@stthomas.ca">mshannon@stthomas.ca</a>
Fire Department – Fireworks, Fire Prevention	519-631-0210 <a href="mailto:btodd@stthomas.ca">btodd@stthomas.ca</a>
Municipal Accessibility Advisory Committee	519-631-1680 ext. 4161 <a href="mailto:gchapman@stthomas.ca">gchapman@stthomas.ca</a>
Parks and Recreation – Property Mgmt, Hydro	519-631-1680 ext. 4180 <a href="mailto:tbridge@stthomas.ca">tbridge@stthomas.ca</a>
Parks, Rec and Property Mgmt Department	519-633-7112 <a href="mailto:mrundt@stthomas.ca">mrundt@stthomas.ca</a>
Police Services – Noise By-Law, Traffic Control	519-631-1224 ext. 141 <a href="mailto:rmundt@stps.on.ca">rmundt@stps.on.ca</a>
Railway City Tourism	519-631-1680 ext. 4132 <a href="mailto:tourism@stthomas.ca">tourism@stthomas.ca</a>
St. John's Ambulance (First Aid)	519-633-2290 <a href="mailto:st.thomas@on.sja.ca">st.thomas@on.sja.ca</a>
Treasury Department – Insurance	519-631-1680 ext. 4112 <a href="mailto:kenglish@stthomas.ca">kenglish@stthomas.ca</a>

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: 3 on 3 tournament for Lev:  
Date(s): Sept. 16<sup>th</sup> + 17<sup>th</sup> 2017  
Start Time: 8:30 am End Time: 6 pm  
Location(s): Rosethorn Park 408 highview DR  
Organizing Group: Private  
Contact Name #1: Justin Abel #2: N/A  
Street Address: 408 highview DR  
Town/City: St Thomas Province: ON Postal Code: NSR 6H3  
Phone Number #1: 519 878 9787 #2: 519 637 1587  
Email Address: Justinabel62@hotmail.com  
Expected Attendance: 70 Number of Event Personnel/Volunteers: 4  
Location and number of washrooms in place: N/A

Location and Number of Parking Spaces: In Park parking lot, if full can park at the mall.

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

Please describe your specific event. Attach additional sheets as necessary. 3 on 3 ball Hockey tournament, 8 teams with 7 players each team. 12 1/2 hour games all saturday and 7 games sunday. To raise money for a family in need. There child suffered a stroke in his cerebellum.

## SECTION 2: FOOD AND BEVERAGE

Will food of any kind be available at this event?

Yes ☐

No ☒

If Yes, you must notify Elgin St. Thomas Public Health at [www.elginhealth.on.ca](http://www.elginhealth.on.ca)

### **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. 1, possibly 2 10' x 10'

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

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, Rec and Property Management Department for Special Events taking place on municipal property.

You must also comply with the Alcohol and Gaming Commission of Ontario (AGCO). Event organizers are responsible to notify and provide any pertinent information required under the AGCO guidelines for obtaining a Special Occasion Permit. You must adhere to the Liquor Licence Act and its Regulations and ensure access is given to the Police and AGCO Inspectors for the purposes of inspections. 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, Recreation and Property Management 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 under the Special Events page on the City website. Describe the event and attach a map or sketch.

\_\_\_\_\_

\_\_\_\_\_

Do you require traffic control? Yes ☐ No ☒

If Yes, please contact the St. Thomas Police Services at (519) 631-1224 ext. 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 Public Works Department for:

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

## **SECTION 9: MUNICIPAL FACILITIES**

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

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. \_\_\_\_\_

If Yes, how many are you requesting? # of Picnic Tables: 2 <sup>Yes ☒ No ☐ N/A ☐</sup> # of Garbage Cans: 0

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"/>

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: N/A

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

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

**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.

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

documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third parties upon their request.

Justin Abel  
(Signature of Individual Completing this Application)

Mon July 24<sup>th</sup>  
(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 INDEMNIFICATION

3 on 3 Tournament organized by Justin Abel  
(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

3 on 3 Tournament organized by Justin Abel  
(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: Breanna Pawlak

Name (Print): Breanna Pawlak

Signed: Justin Abel

Name (Print): Justin Abel

Address: 351 Manor road unit 10

Telephone: 519-878-9787

Date: Mon. July 24<sup>th</sup>

Event Name: 3 on 3 tournament

Organizing Group: Justin Abel

Event Dates: Sept. 16<sup>th</sup> & 17<sup>th</sup>