

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

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

**3:00 P.M.**

**MARCH 7, 2018**

**MINUTES**

Confirmation of the minutes of the meeting held on February 7, 2018.

**PETITIONS AND COMMUNICATIONS**

**Walk and Run for Alzheimers - May 12, 2018 Pages 2-8**

**Nostalgia Nights - July 7, 2018 Pages 9-16**

**Run for the Fund - June 3, 2018 Pages 17-22**

**BRO Awareness Ride - May 6, 2018 Pages 23-27**

**UNFINISHED BUSINESS**

**Upcoming Events**

- Walk with the Cross - March 30, 2018
- Auction of Supermarine Aircraft Inc. - May 5, 2018
- Big Bike Heart and Stroke - May 9th, 2018
- OECYC Run for Children's Mental Health - June 2nd, 2018
- YMCA Sweat for Strong Kids: Kids Triathlon - June 3, 2018
- St. Anne's Community Festival - June 6-9, 2018
- Great Lakes International Air Show - June 16-17, 2018
- Father's Day Car Show - June 17th, 2018
- St. Thomas/Elgin Picnic in the Park - July 11, 2018
- Railway City Road Races - September 23, 2018

**NEW BUSINESS**

**Public Health - Personal Services at Events**

Simran Saini, St. Thomas Public Health will provide a request regarding personal services at special events.

**ADJOURNMENT**

FEB 06 2018

City Clerk's Dept.

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Walk and Run for Alheimers  
Date(s): May 12, 2018  
Start Time: 9:00 a.m. End Time: 12:00 p.m.  
Location(s): Dance Pavillion and Pavillion South of  
Alheimers Society of Elgin-St. Thomas  
Organizing Group: Sharon Lechner #2: \_\_\_\_\_  
Contact Name #1: 450 Sunset Drive  
Street Address: St. Thomas Province: Ontario Postal Code: N5R 5V1  
Town/City: 519-280-6289 #2: \_\_\_\_\_  
Phone Number #1: sharonlechner@rogers.com  
Email Address: 150 Number of Event Personnel/Volunteers: 15  
Expected Attendance: \_\_\_\_\_  
Location and number of washrooms in place: \_\_\_\_\_

Location and Number of Parking Spaces: Four in front of dance pavillion

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

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

The event is the annual Walk for Alheimers. Participants walk on the  
sidewalk in Pinafore Park. This year we have partnered  
with the Rail City Rotary Club who will be hosting a  
5 km run which will start at the back of the park and  
and go through Lake Margaret Trail.

**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 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 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.

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 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, 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: 20 # of Garbage Cans: 4

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☒ N/A ☐

Will you require municipal support for: Water  
Hydro

Yes ☐ No ☐ N/A ☐  
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? \_\_\_\_\_

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.

A. Leckman  
(Signature of Individual Completing this Application)

Feb 5, 2018  
(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

Walk for Alzheimer's organized by Alzheimer Society Elgin 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

Walk for Alzheimer's organized by Alzheimer Society Elgin 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: [Signature]

Signed: [Signature]

Name (Print): Diana [unclear]

Name (Print): Christine Poier

Address: 229-450 Sunset Dr.

Telephone: 519-633-4396

Date: February 5, 2018

Event Name: Walk for Alzheimer's

Organizing Group: Alzheimer Society

Event Dates: May 12, 2018

## CERTIFICATE OF 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.

<b>1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS</b>		<b>2A. INSURED'S FULL NAME AND MAILING ADDRESS</b>	
City of St. Thomas		Alzheimer Society of Elgin-St. Thomas	
545 Talbot St		229-450 Sunset Drive, St. Thomas, ON N5R 5V1	
		<b>2B. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS</b> (but only with respect to the operations of the Named Insured)	
		Walk for Alzheimer's The event will be held on Saturday, May 12, 2018 at Pinafore Park	
St. Thomas	ON	POSTAL CODE	N5P 3V7

**3. 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 requirement, term or condition 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

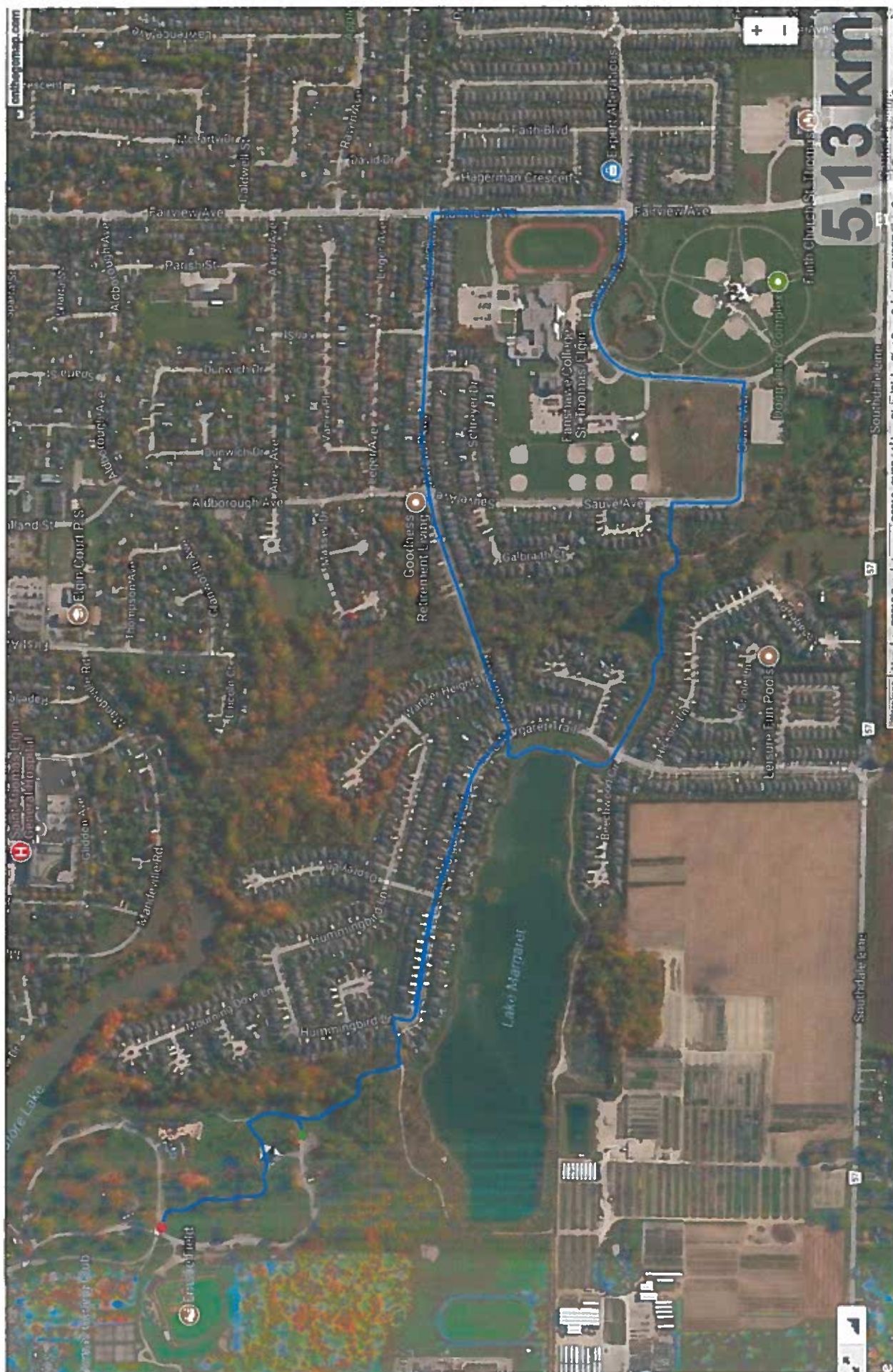
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE (MM/yyyy)	EXPIRY DATE (MM/yyyy)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
				COVERAGE	DED.	AMOUNT OF INSURANCE
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTOMOBILES <input type="checkbox"/> HIRED AUTOMOBILES <input type="checkbox"/> POLLUTION LIABILITY EXTENSION	AVIVA - 81329768	10/6/2017	10/6/2018	COMMERCIAL GENERAL LIABILITY BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE EACH OCCURRENCE PRODUCTS AND COMPLETED OPERATIONS AGGREGATE PERSONAL AND ADVERTISING INJURY LIABILITY MEDICAL PAYMENTS TENANTS LEGAL LIABILITY NON OWNED AUTOMOBILE	\$1,000         \$1,000	\$5,000,000 \$5,000,000 \$5,000,000 \$5,000,000 \$10,000 \$500,000
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> <input type="checkbox"/> ** 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		
<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM (specify)				EACH OCCURRENCE AGGREGATE		
<b>OTHER LIABILITY (SPECIFY)</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						

**4. 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, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

<b>5. BROKER'S FULL NAME AND MAILING ADDRESS</b>		<b>6. ADDITIONAL INSURED NAME AND MAILING ADDRESS</b>	
Reith & Associates Insurance and Financial Services Limited		City of St. Thomas	
462 Talbot Street		545 Talbot St	
St. Thomas	ON	POSTAL CODE	N5P 1B9
BROKER'S CLIENT ID: ALZHE-1		St. Thomas	ON
		POSTAL CODE	N5P 3V7
<b>7. CERTIFICATE AUTHORIZATION</b>			
SIGNATURE OF AUTHORIZED REPRESENTATIVE 	PRINT NAME Brian Helmer	POSITION HELD Marketer	DATE February 01, 2018
COMPANY Reith & Associates Insurance and Financial	EMAIL ADDRESS brian@reithandassociates.com	CONTACT NUMBER HOME BUSINESS (519) 631-3862	CELL FAX (519) 631-0386







FEB 15 2018

City Clerks Dept.

-9-

**SECTION 1: EVENT AND ORGANIZER INFORMATION**Event Name: NOSTALGIA NIGHTS.Date(s): JULY 7 / 18Start Time: 3:00 PM End Time: 9:00 PM.Location(s): SEE MAP.Organizing Group: DOWNTOWN DEVELOPMENT BOARD.Contact Name #1: EARL TAYLOR #2: \_\_\_\_\_Street Address: 545 TALBOT ST.Town/City: ST THOMAS Province: ONT Postal Code: N5P 3V7Phone Number #1: 519 633 5248 #2: 519 670 9223Email Address: earl.taylor@sympatico.caExpected Attendance: 1500 Number of Event Personnel/Volunteers: 30Location and number of washrooms in place: 5 + L+PS HANDICAPLocation and Number of Parking Spaces: SEE MAPSIDE STREETS AND MUNICIPAL PARKING LOTSNumber of Accessible Washrooms: 1 Number of Accessible Parking Spots: 5

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

- STATIC CAR DISPLAY AS PER MAP AREA
- DJ + BAND IN FRONT OF CITY HALL
- FREE TRAIN RIDES AT L+PS TOURISM OFFICE
- VARIOUS DISPLAYS WITH IN AREA

**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)

NOT BY ORGANIZING GROUP

### **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.

TALBOT STREET - JOHN ST TO ST CATHARINE ST  
- ST CATHARINE TO HINKLEY ST

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.

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 ☒

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: 15

Have you made arrangements with Environmental Services staff for recycling containers and collection?

Yes ☐ No ☐ N/A ☐

Will you require municipal support for: Water Hydro

Yes ☒ No ☒ N/A ☐

Yes ☒ No ☐ N/A ☐

HEPBURN PARKETTE

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

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.

ST JOHN'S AMBULANCE

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.

[Signature]  
(Signature of Individual Completing this Application)

FEBRUARY 15, 2018  
(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

NOSTALGIA NIGHTS organized by ST THOMAS DDB  
(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

NOSTALGIA NIGHTS organized by ST THOMAS DDB  
(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]

Signed: [Signature]

Name (Print): ROBERT BURNS

Name (Print): EARL TAYLOR

Address: 545 TACBOT ST

Telephone: 519-670-9223

Date: FEBRUARY /18

Event Name: NOSTALGIA NIGHTS

Organizing Group: ST THOMAS DDB

Event Dates: JULY 7 /18

NOTE: We will supply an updated policy when our insurance is renewed on 4/04 /18



**CONFIRMATION OF INSURANCE**

This is to confirm to: City of St Thomas  
(Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

That policies of insurance as herein described have been issued to the Insured named below and are in force at this date.

Name and address of Insured: St Thomas Downtown Development Board  
545 Talbot Street PO Box 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:  
Nostalgia Days - Car Show hosted by St Thomas Downtown Development Board

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
<b>Property Insurance</b> All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other :			Limit \$ Deductible \$ Co-Insurance % Other :
<b>Commercial General Liability</b> Products and/or completed operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other : Directors & Officers D-23	6385830	2018-04-04	Each occurrence limit : \$ 5,000,000 Aggregate limit : \$ 5,000,000 Tenant's Legal Liability : \$ 250,000 Non-Owned Automobile - limit : \$ 5,000,000 Other: D&O - D-23 2,000,000 in coverage
	6385830	2018-04-04	Other: D&O - D-23 2,000,000 in coverage
	6385830	2018-04-04	The limits shown may have been reduced by paid claims.
<b>Automobile Liability</b> All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			<b>Inclusive limits – Bodily Injury and Property Damage Combined: \$</b>  *Described vehicles:

**NOTE :** The listed additional insured will only be listed on the policy for the duration of the car show - will be removed after that time and no documentation will be sent to the additional insured for cancellation of a policy.

The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This confirmation is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Confirmation 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: May 2, 2017

Authorized Representative of the Insurer:



# CONFIRMATION OF INSURANCE

This is to confirm to: City of St Thomas

(Name and address) 545 Talbot Street PO Box 520 St Thomas ON N5P3V7

That policies of insurance as herein described have been issued to the Insured named below and are in force at this date.

Name and address of Insured: St Thomas Downtown Development Board

545 Talbot Street PO Box 520 St Thomas ON N5P3V7

Location and Operations to which this confirmation applies:

St Thomas Downtown Development Board - All Operations, Activities & Events

Kind of policy	Policy Number	Expiry date YYYY/MM/DD	Amount of insurance
<b>Property Insurance</b> All Risks <input type="checkbox"/> Named Perils <input type="checkbox"/> Replacement Cost <input type="checkbox"/> Flood <input type="checkbox"/> Earthquake <input type="checkbox"/> Sewer Back up <input type="checkbox"/> Equipment Breakdown <input type="checkbox"/> Standard Mortgage Clause Incl. <input type="checkbox"/> Excl. <input type="checkbox"/> Other :			Limit \$ Deductible \$ Co-Insurance % Other :
<b>Commercial General Liability</b> Products and/or completed operations Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Non-Owned Automobile Incl. <input checked="" type="checkbox"/> Excl. <input type="checkbox"/> Other : Directors & Officers D-23	6385830   6385830 6385830	2018-04-04   2018-04-04 2018-04-04	Each occurrence limit : \$5,000,000 Aggregate limit : \$5,000,000 Tenant's Legal Liability : \$250,000 Non-Owned Automobile - limit : \$5,000,000 Other: D&O - D-23 2,000,000 in coverage The limits shown may have been reduced by paid claims.
<b>Automobile Liability</b> All vehicles owned a/o leased <input type="checkbox"/> *Only described vehicles <input type="checkbox"/>			Inclusive limits – Bodily Injury and Property Damage Combined: \$  *Described vehicles:

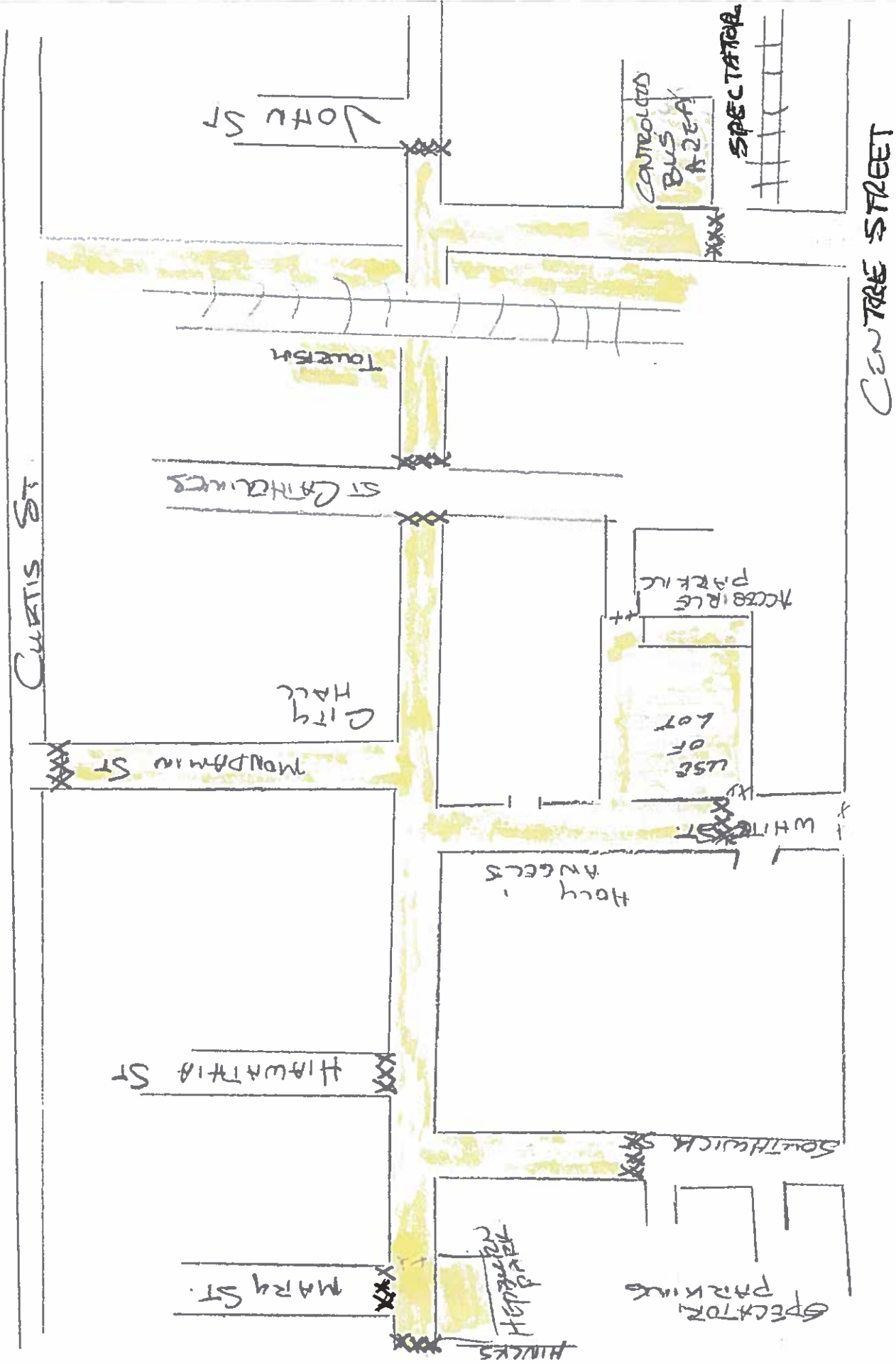
**NOTE :** The City of St Thomas 545 Talbot Street PO Box 520 St Thomas ON N5P3V7 is listed as additional insured on the policy year round. All operations of the St Thomas Downtown Development Board have been covered by the above noted policy.

The insurance afforded is subject to the terms, conditions and exclusion of the applicable policy. This confirmation is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavour to mail to the holder of this Confirmation 30 days' written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: May 2, 2017

Authorized Representative of the Insurer:





XXX = CLOSURE POINTS

-17-

## SECTION 1: EVENT AND ORGANIZER INFORMATION

Event Name: Run for the Fund  
Date(s): June 3, 2018  
Start Time: 8:30 am End Time: 3 pm (cleanup) event will be finished by 12pm.  
Location(s): Parkside Collegiate Institute  
Organizing Group: Thames Valley Education Foundation  
Contact Name #1: Rachel LeClair #2: Jackie Ellefsen  
Street Address: 1250 Dundas St.  
Town/City: London Province: ON Postal Code: N6A 5L1  
Phone Number #1: 519-452-2000 x 20187 #2: 519-452-2000 x 20202  
Email Address: r.leclair@tvedsbc.ca  
Expected Attendance: 400 Number of Event Personnel/Volunteers: 100  
Location and number of washrooms in place: School use of washrooms

Location and Number of Parking Spaces: School use of parking

Number of Accessible Washrooms: 3 Number of Accessible Parking Spots: 4  
I can confirm with the school.

Please describe your specific event. Attach additional sheets as necessary. The Thames Valley

Education Foundation is a registered charitable organization  
affiliated with the Thames Valley District School Board. This will  
be the second Run for the Fund event in support of the Caring  
fund. - Please see attached brochure. I will be happy to provide you  
with additional documents & meet with you.

## 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. Not sure yet

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 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. I have attached the race route.

We will be crossing one street but it is near the end of the race route & should not cause any traffic flow issues. Please let us know if we need a permit.

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.

5km Charity Run

Starting point / Ending point - Parkside Collegiate Institute

The route goes through Pinafore Park - do we need to contact them?

Do you require traffic control?

Yes ☐ No ☒

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

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. \_\_\_\_\_

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 ☐

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? \_\_\_\_\_

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 ☒

*Not at this time but we will provide documentation once confirmed*

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

-21-

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

Rachel LeClair  
(Signature of Individual Completing this Application)

02/26/2018  
(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

Run for the Fund organized by Thames Valley Education Foundation  
(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

Run for the Fund organized by Thames Valley Education Foundation  
(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: Jane Winsky  
Name (Print): Jane Winsky

Signed: Rachel LeClair  
Name (Print): Rachel LeClair

Address: 1250 Dundas St. E. London  
N6A 5L1  
Telephone: 519-452-2001  
2018

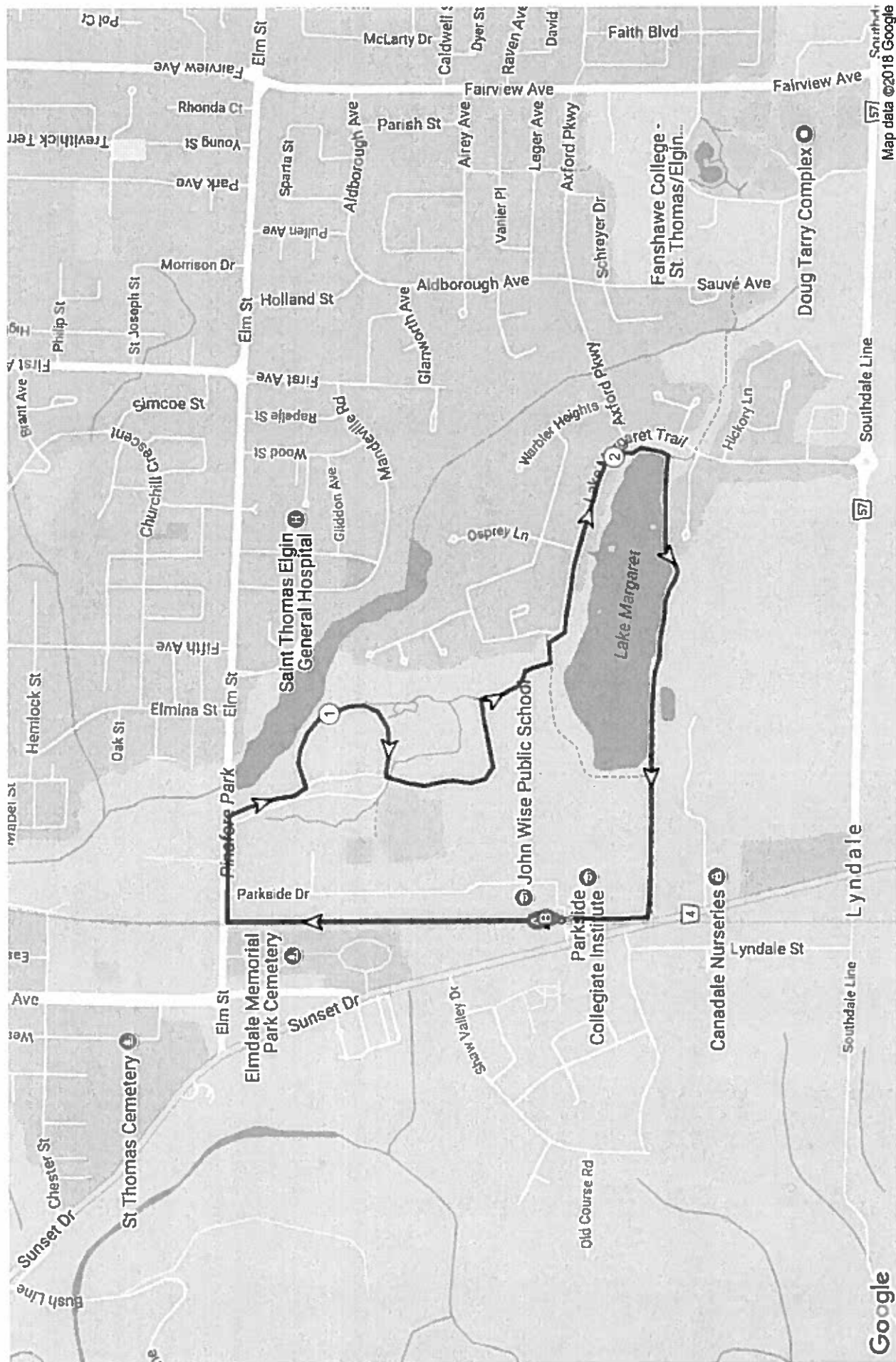
Date: Feb. 26, 2018

Event Name: Run for the Fund

Organizing Group: Thames Valley Education Foundation

Event Dates: Sunday, June 3, 2018

- 22 -



FEB 27 2018

City Clerks Dept.

-23-

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: BRO. Elgin Awareness Ride  
Date(s): May 06/18  
Start Time: 2 pm End Time: 2:00 pm  
Location(s): St Thomas  
Organizing Group: BRO. Elgin/Middlesex  
Contact Name #1: Russell #2: \_\_\_\_\_  
Street Address: 364 Thompson Rd.  
Town/City: London Province: Ont. Postal Code: N5Z2Z7  
Phone Number #1: 519-686-9996 #2: 519-937-5518  
Email Address: Christian.vidler@elginhospice.com  
Expected Attendance: not known Number of Event Personnel/Volunteers: N/A  
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.

**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.

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.

Entering via Sunset, proceed  
Thru St Thomas on Talbot St  
Exiting City at eastern

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 ☒

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.

-26-

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  
Hydro

Yes ☐

No ☐

N/A ☒

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?  
If Yes, what company and how many security officers will be present? \_\_\_\_\_

Yes ☐

No ☒

First Aid: For events with an anticipated attendance of more than 200 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?  
If Yes, a permit for exhibition fireworks is required through the Fire Department.

Yes ☐

No ☒

#### **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

-27-

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

[Signature]  
(Signature of Individual Completing this Application)

\_\_\_\_\_  
(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

BKO Awareness Ride organized by BKO E/M  
(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

BKO Awareness Ride organized by BKO E/M  
(Event Name) (Organizing Group)

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

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

Name (Print): James Robinson

Signed: [Signature]

Name (Print): Russell R. Rozins

Address: 364 Thompson

Telephone: 519-686-9996

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

Event Name: BKO Awareness

Organizing Group: BKO E/M

Event Dates: May 06/18