

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

**COMMITTEE ROOM 304**  
**CITY HALL**

**3:00 P.M.**

**JUNE 6, 2018**

**MINUTES**

Confirmation of the minutes of the meeting held on May 2, 2018.

**PETITIONS AND COMMUNICATIONS**

**Destination Church Trunk Sale - June 9, 2018 Pages 2-7**

**St. Thomas Kinsmen Beer Garden – July 1, 2018 Pages 8-14**

**Remembrance Day Service - Royal Canadian Legion - November 11, 2018 Pages 15-19**

**UNFINISHED BUSINESS**

**Upcoming Events**

- Old Courthouse Neighbourhood Street Party - June 16th, 2018
- Great Lakes International Air Show - June 16-17, 2018
- Car Seat Clinic – June 17, 2018
- Canada Day Celebrations – July 1, 2018
- St. Thomas/Elgin Picnic in the Park - July 11, 2018
- Day out with Thomas - July 14-15, 21-22, 2018
- Elgin Beef Farmers Annual Beef BBQ - August 15, 2018
- 21U National Baseball Tournament - August 15-20, 2018
- St. Thomas Iron Horse Festival - August 16-19, 2018
- Railway City Road Races - September 23, 2018

**NEW BUSINESS**

**ADJOURNMENT**

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Destination Church Trunk Sale  
Date(s): June 9, 2018  
Start Time: 8 am End Time: 2 pm  
Location(s): Moore Street Parking lot (2 rows outside back of Destination Church)  
Organizing Group: Destination Church  
Contact Name #1: Rebecca Anderson #2: Grace Hertner  
Street Address: 668 Talbot St  
Town/City: St Thomas Province: ON Postal Code: N5P 1C8  
Phone Number #1: 226-236-3462 #2: 519-765-7788  
Email Address: rebecca2anderson@aol.com  
Expected Attendance: \_\_\_\_\_ Number of Event Personnel/Volunteers: 3  
Location and number of washrooms in place: Outside back of Destination Church. Church will be open for washrooms  
Location and Number of Parking Spaces: \_\_\_\_\_  
Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: \_\_\_\_\_

Please describe your specific event. Attach additional sheets as necessary. We are requesting to use the first two rows of Parking Spots facing Ross Street at the back area of Destination Church in the Moore St. Parking Lot. It is a fundraiser for the garden. People will be selling yard sale items from the trunk of their vehicles.

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event? Yes ☒ No ☐  
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

### **SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒  
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

### **SECTION 4: 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 5: 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 6: 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 7: 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 8: 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 9: 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. \_\_\_\_\_

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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.

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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 10: 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 11: 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 12: 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 13: SIGNATURE**

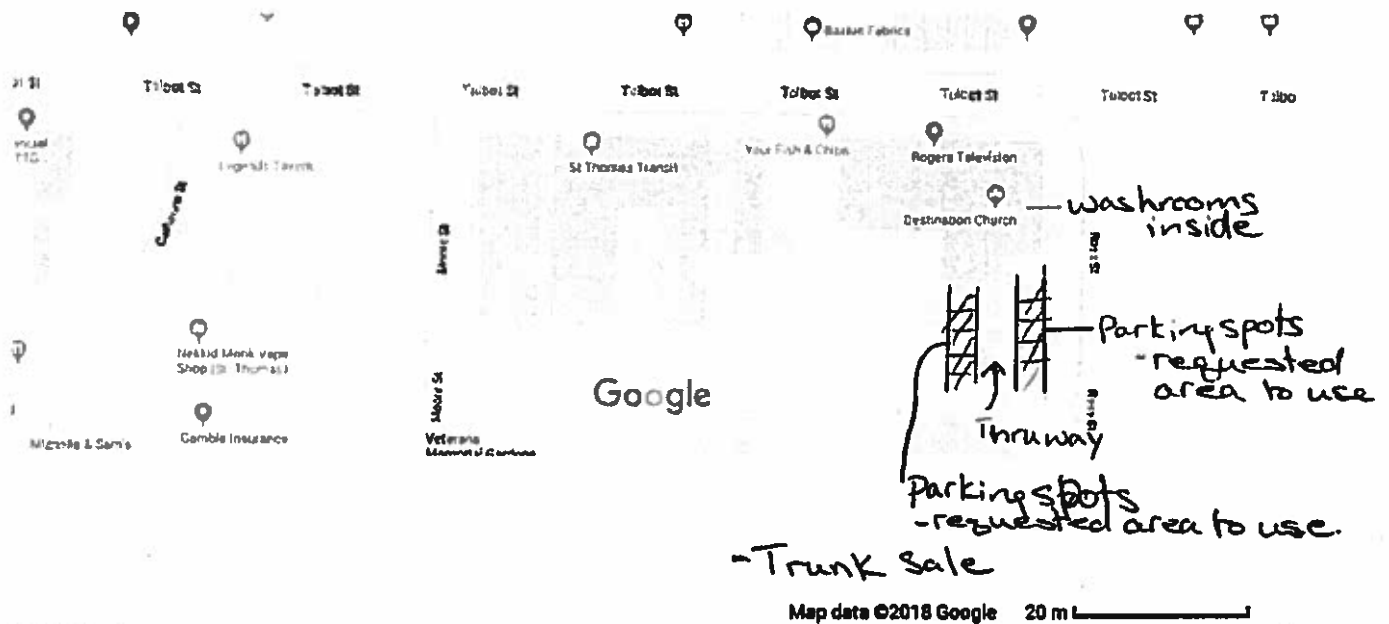
That the information contained in this application and any documentation, including reports, and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with 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 of Individual Completing this Application)

  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

## Google Maps map moore street and ross street lot st thomas



"and ross street" "st thomas"

Ross St

St. Thomas, ON

Results helpful? YES NO

Don't see what you're looking for?  
Search the web instead

Should this place be on Google Maps?  
Add a missing place

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: St. Thomas Kinsmen Beer Garden  
 Date(s): July 1st, 2018  
 Start Time: 11am End Time: 11:59PM  
 Location(s): Main Pavillion, Pinafore Park, 89 Elm St  
 Organizing Group: St. Thomas Kinsmen  
 Contact Name #1: Shawn Holroyd #2: Matt Sharpe  
 Street Address: 15 Warren Crescent  
 Town/City: St. Thomas Province: ON Postal Code: N5P3Z1  
 Phone Number #1: 519-619-1367 #2: \_\_\_\_\_  
 Email Address: spincities@hotmail.com  
 Expected Attendance: 500 Number of Event Personnel/Volunteers: 5  
 Location and number of washrooms in place: Public Washrooms in park near by  
 \_\_\_\_\_  
 Location and Number of Parking Spaces: Parking in various locations in park  
 \_\_\_\_\_  
 Number of Accessible Washrooms: 2 Number of Accessible Parking Spots: Many

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

The Kinsmen will be running a beer garden and BBQ from  
the main pavilion all day during Canada Day celebrations  
run by the city. We will also be collecting goodwill donations  
from the public at the entrances, to offset our contribution  
to the fireworks. + Evening Beer Garden near Bendshell 6pm-11pm

**SECTION 2: FOOD AND BEVERAGE**

Will food/beverage of any kind be available at this event? Yes ☒ No ☐  
 If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.



### **SECTION 3: PERSONAL SERVICES**

Will there be personal services of any kind offered to the public at this event? Yes ☐ No ☒  
If Yes, you must notify Elgin St. Thomas Public Health at 519-631-9900 at least 2 weeks prior to the event.

Personal services include but are not limited to barbering, manicures, pedicures, esthetics, tattooing and piercing.

### **SECTION 4: 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. 8x12 Tent over the food, weighed without stakes.

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: \_\_\_\_\_

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No ☒

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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 ☒

-11-

## **SECTION 10: 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: 12                      # of Garbage Cans: 5

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

Yes ☐                      No ☒                      N/A ☐

Will you require municipal support for:	Water	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
	Hydro	Yes <input 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 11: 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 12: 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 13: 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 of Individual Completing this Application)

May 10/18

\_\_\_\_\_  
(Date completed)

Office Use Only: Application Received: \_\_\_\_\_ Committee Approval: \_\_\_\_\_

**SECTION 14: 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**

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

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

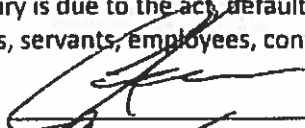
any damage to property including loss of use thereof, and any injury to any person or persons, including death resulting at any time there from, occasioned by any act or omissions of

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

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

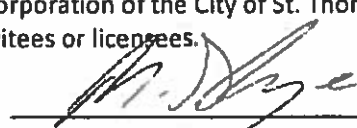
Witness:

Name (Print):

  
Chris Tonker

Signed:

Name (Print):

  
Matt Sharpe

Address:

Telephone:

Date:

Event Name:

Organizing Group:

Event Dates:

3 Cedar St, St. thomas

519-495-2818

May 10th, 2018

Kinsmen Beer Garden & BBQ

St. Thomas Kinsmen

July 1st, 2018

-14-

<b>CERTIFICATE OF INSURANCE</b>					<b>ISSUE DATE (MM/DD/YY)</b> 05/11/2018																	
<b>BROKER</b>   <b>HUB</b>  <b>HUB International HKMB Limited</b> 595 Bay Street, Ste 900 Toronto, ON M5G 2E3 PHONE: 416-597-0008 FAX: 416-597-2313			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.																			
<b>INSURED'S FULL NAME AND MAILING ADDRESS</b> Kin Canada 1920 Rogers Drive Cambridge, ON N3H 5C8			Company A	Ecclesiastical Insurance																		
			Company B																			
			Company C																			
			Company D																			
			Company E																			
<b>COVERAGES</b>																						
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding 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 the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.																						
<b>TYPE OF INSURANCE</b>	<b>CO LTR</b>	<b>POLICY NUMBER</b>	<b>POLICY EFFECTIVE DATE (MM/DD/YY)</b>	<b>POLICY EXPIRATION DATE (MM/DD/YY)</b>	<b>LIMITS OF LIABILITY</b> (Canadian dollars unless indicated otherwise)																	
<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> TENANT'S LEGAL LIABILITY <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE <input checked="" type="checkbox"/> HIRED AUTOMOBILE	A	0112507NPT001	02/01/2018	02/01/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 20,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGGREGATE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>PERSONAL INJURY</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>EMPLOYER'S LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>TENANT'S LEGAL LIABILITY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>NON-OWNED AUTOMOBILE</td><td style="text-align: right;">\$ 5,000,000</td></tr> <tr><td>HIRED AUTOMOBILE</td><td style="text-align: right;">\$ 50,000</td></tr> </table>		EACH OCCURRENCE	\$ 5,000,000	GENERAL AGGREGATE	\$ 20,000,000	PRODUCTS - COMP/OP AGGREGATE	\$ 5,000,000	PERSONAL INJURY	\$ 5,000,000	EMPLOYER'S LIABILITY	\$ 1,000,000	TENANT'S LEGAL LIABILITY	\$ 1,000,000	NON-OWNED AUTOMOBILE	\$ 5,000,000	HIRED AUTOMOBILE	\$ 50,000
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<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> LEASED AUTOMOBILES ** <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> **ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>BODILY INJURY</td><td></td></tr> <tr><td>PROPERTY DAMAGE</td><td></td></tr> <tr><td>COMBINED</td><td></td></tr> <tr><td>BODILY INJURY (Per person)</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td></td></tr> <tr><td>PROPERTY DAMAGE</td><td></td></tr> </table>		BODILY INJURY		PROPERTY DAMAGE		COMBINED		BODILY INJURY (Per person)		BODILY INJURY (Per accident)		PROPERTY DAMAGE					
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PROPERTY DAMAGE																						
COMBINED																						
BODILY INJURY (Per person)																						
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<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td></td></tr> <tr><td>AGGREGATE</td><td></td></tr> </table>		EACH OCCURRENCE		AGGREGATE													
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<b>DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED</b> General Liability Policy Excludes: Amusement Rides and the Detonation of Fireworks.  Corporation of the City of St. Thomas is added as Additional Insured(s) to the Commercial General Liability Policy but only insofar as their legal liability arises, vicariously, out of operations performed by, or on behalf of, Kin Canada for Event: Canada Day Beer Garden & BBQ Club will be running the beer barden and serving food Expected attendees: 300 Date: July 1, 2018.  Club Name: St. Thomas Kinsmen Club																						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>																		
Corporation of the City of St. Thomas Melanie Knapp Box 520 545 Talbot St St. Thomas, ON N5P 3V7				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  <b>AUTHORIZED REPRESENTATIVE</b>  <div style="text-align: center;">             Per: _____            Page 1 of 1         </div>																		

**SECTION 1: EVENT AND ORGANIZER INFORMATION**

Event Name: Remembrance Day Service  
 Date(s): Sunday November 11, 2018  
 Start Time: 10:30 a.m. End Time: 12:30 p.m.  
 Location(s): Veterans Memorial Garden  
 Organizing Group: Lord Elgin Br. 41 Royal Canadian Legion  
 Contact Name #1: Shelly Haycock #2: Wayne Donnelly  
 Street Address: 24-26 Tonn St.  
 Town/City: St. Thomas Province: ON Postal Code: \_\_\_\_\_  
 Phone Number #1: 519-631-9840 #2: 519-631-0026  
 Email Address: branch41rcld@rogers.com  
 Expected Attendance: 500 Number of Event Personnel/Volunteers: \_\_\_\_\_  
 Location and number of washrooms in place: 0

Location and Number of Parking Spaces: NA

Number of Accessible Washrooms: NA Number of Accessible Parking Spots: NA

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)

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### SECTION 3: TENTS

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

Yes ☐

No ☒

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

If the tents are larger than 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

*Adriane Peters to provide music*

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.



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## 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 would like Moore St. from  
Talbot to Center closed for the service.

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: \_\_\_\_\_

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.

Shelly Haycock  
(Signature of Individual Completing this Application)

May 28/18  
(Date completed)

Office Use Only: Application Received: May 29, 2018 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

Remembrance Day Service organized by R.C.L. Br. 41  
(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

Remembrance Day Service organized by R.C.L. Br. 41  
(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: Mark Haycock

Signed: Shelly Haycock

Name (Print): MARK HAYCOCK

Name (Print): Shelly Haycock

Address: 12 Hemlock St.

Telephone: 519-633-2092

Date: May 28/18

Event Name: Remembrance Day

Organizing Group: R.C.L. Br. 41

Event Dates: November 11/18