



SAINT JOHN POLICE FORCE

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P.O. Box 1971
Saint John, New Brunswick
Canada E2L 4L1

*Service De Police De Saint John
C.P. 1971
Saint John Nouveau-Brunswick
Canada E2L 4L1*

*"We Serve and Protect –
with Respect"
"Nous Servons et Protégeons –
avec Respect"*

BRUCE E. CONNELL
Chief of Police/ Chef de Police

*Address all correspondence to:
Office of the Chief of Police*

*Envoyer toute la correspondance au:
Bureau du Chef de Police*

*Telephone/Téléphone:
(506) 648-3200*

*Fax/Télécopieur:
(506) 648-3304*

police@saintjohn.ca

www.saintjohnpolice.ca



SAINT JOHN

*Explore our past/
Explorez notre passé
Discover your future/
Découvrez votre avenir*

July 24, 2019

Jonathan Taylor
City Clerk / Office of the Common Clerk
City of Saint John
P.O. Box 1971
Saint John, NB E2L 4L1

Dear Mr. Taylor:

RE: Street Event Application – 'E2L Jam' / August 23, 2019

As required under Schedule 'S' (Regulation Respecting Processions and Assemblages on Public Streets) of the current City of Saint John By-Law No.: MV-10 (A By-law Respecting Traffic On Streets In The City of Saint John Made Under The Authority of The Motor Vehicle Act, 1973, and Amendments Thereto), section C. - *Authority* states:

C. Authority

This regulation has been adopted by Common Council of the City of Saint John. Authority to administer this regulation has been assigned to the Saint John Police Force Chief of Police, except with respect to Street Events involving consumption of alcoholic beverages in public places, as noted below.

Authority to administer this regulation is referenced at Section 3 of the *By-Law Number M-10: A By-Law Respecting the Traffic on Streets in the City of Saint John Made Under The Authority of the Motor Vehicle Act 1973 and Amendments Thereto (the "Saint John Traffic By-Law")*.

The consumption of alcoholic beverages in public places is prohibited; however a Street Event organizer may apply for an exemption. Application once again is to the Chief of Police, but the request is then routed (by the Chief) to Common council for consideration and approval.

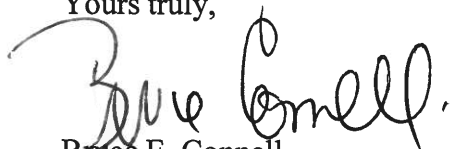
The 'E2L Jam' Street Event scheduled for Friday, August 23, 2019, from 7:00 pm until 11:00 pm, will involve alcohol consumption and therefore requires consideration and approval from Common Council.

As per section C. - *Authority* of Schedule 'S', the applicant for the event – Five & Dime - assumes the responsibility of acquiring any and all licenses in accordance with the applicable Provincial legislation for consumption of alcohol. In all other respects, the application for this Street Event permit must satisfy the 'conditions for consideration' and all application requirements. As Chief of Police of the Saint John Police Force, I will process the request accordingly, contingent on and subsequent to Common Council granting the exemption for consumption of alcoholic beverages in public places.

I am satisfied that all of the conditions applicable within the 'regulation' will be met and, with the approval of Common Council for an exemption for the consumption of alcohol in public places, I will issue the said permit listing the terms and conditions of this Street Event.

I would also like to add, as per section E. - *Procedure*, subsection 4. - *Permit*, as Chief of Police of the Saint John Police Force, I am authorized to cancel an event and / or revoke a Street Event Permit at any time upon violation of any legislation, regulations or by-laws or upon violation of any of the conditions of the said Street Event Permit.

Yours truly,

A handwritten signature in black ink, appearing to read 'Bruce E. Connell', written over a horizontal line.

Bruce E. Connell
Chief of Police
Saint John Police Force

Enclosures

City of Saint John Street Event APPLICATION FORM

Please complete all sections of this application and return to:

**Chief of Police
Saint John Police Force
PO Box 1971
Saint John, NB E2L 4L1
FAX: 506-648-3304**

Date: July 13, 2019 **Date Received:** _____ **(Office)**

1. Name of Street Event: E2L Jam

2. Name of organization hosting / planning event: Five & Dime

**3. Specify nature of your organization: commercial, non-profit, charitable, etc.
(please give tax number if applicable)**

Commercial

4. Key contact for event: Jody Kliffer

Address: 80 Sydney Street, Saint John, NB

Postal Code: E2L 2L6

Phone #: 898-0020 (H) _____ (O) _____ (F) _____

Email Address: jody@fiveanddimesj.com

Secondary contact for event: Chris Grannan

Address: Grannan Street

Postal Code: _____

Phone #: 651-7262 (H) _____ (O) _____ (F) _____

Email Address: chris@grannangroup.com

5. Name & Main theme of event: E2L Jam - music festival

6. Main activities of event: Live music, outdoor beer garden, some food sales

7. Objectives of event, in order of priority: create an urban venue for live music

8. Date(s) and times to be held: Aug 23rd, 7pm-11pm

9. Please identify the frequency of this event (approval is for current event only):

Annual

yes

Biennial

One time only

Other _____ Please Specify _____

10. Location (Streets): Canterbury Street and Grannan Street - in the intersection

11. Historical Background: this will be the 3rd year for this event

12. Number of volunteers involved in event: maybe 6 to 12

13. Target audience:

(Please describe the demographic reach you expect with this event)

13 .1 Percentage of potential audience:

Adults _____

Children _____

Youth _____

Families _____

Seniors _____

14. Estimated attendance: about 500

14.1 Estimated type of attendance: [for statistical purposes only; not mandatory]

a) % who are participants _____

b) % who are spectators _____

c) % from the city of Saint John _____

d) % from outside the city of Saint John _____

e) % from outside the province _____

14.2 From d and e above, please provide an estimated percentage breakdown for the accommodation type that will be used for out of area visitors. [for statistical purposes only; not mandatory]

a) % Visiting friends & relatives _____

b) % Campground _____

c) % Hotel / Motel _____

d) % Bed & Breakfast _____

e) % Other _____ Please Specify _____

General Financial Information: Only required in order to understand the scope of the proposed event, and to confirm that the applicant/organizer has resources necessary to cover costs associated with the conditions of permit. 'Total Operating Budget' is the key information. Financial information will remain confidential.

15. Total operating budget: \$6000

16. Funding sources: (detail estimated amount)

A. Grants

Provincial: _____
Federal: _____
Other: _____
Total: _____

B. Sponsorship

Private: _____
Corporate: \$5000
Other: _____
Total: _____

Revenue from other sources:

Restaurants & bars in the area \$1000
Source: _____ Funds: _____
Source: _____ Funds: _____
Source: _____ Funds: _____

Funds on hand from other years:

Total Revenue expected:

If available, please attach a detailed budget of projected expenditures (confidential use only).

17. Identify any major sponsors that may be involved:

_____ Moosehead may be involved

18. If this event is to be used as a fund raiser, who is the beneficiary?

19. Has your event received support from the City of Saint John in past years?

Yes _____ No no

Please identify the year in which you received support: _____

Please detail the level of support you received in the past: _____

20. Briefly outline your marketing strategy for this event. (Include any print or electronic exposure you expect to receive): we're going to use social media mostly, posting through Facebook and Instagram. We will try to get on CBC and will poster widely.

21. A person or group requesting a Street Event Permit – other than City departments, agencies, boards and commissions and agents of the City of Saint John – may have to carry third party liability insurance for the Street Event. Whether all or part of the event takes place on or passes over City of Saint John public property the Street Event organizers may have to obtain and maintain in full force a Commercial General Liability insurance policy with limits of not less than \$2,000,000, naming the City of Saint John as an “Additional Insured”. Where liquor will be served or sold at a Street Event, the organizers shall obtain and maintain in full force a Commercial General Liability insurance policy with limits of not less than \$5,000,000, naming the City of Saint John as “Additional Insured”; and additional liquor liability insurance shall also be obtained. Evidence of all required insurance coverage(s) shall be forwarded to the City of Saint John, care of the Common Clerk, at least 10 working days before the Street Event.

22. How will this event be evaluated? by attendance


A. Will you require City of Saint John services? If so, please detail:

We will require the Parks & Rec Department to supply some garbage bins and bags, as well as some barriers to help close the street

Please Note: Many municipal services are subject to costs and are the sole responsibility of the organizer. The municipality reserves the right to ask for pre-payment for these costs in the form of a money order or a certified cheque made payable to the City of Saint John, otherwise the costs will be invoiced to the organizer after the event is completed.

B. Using a separate sheet(s), please provide as much detail as possible on your event logistics. Please include all route maps and site plans if applicable and any additional information that you feel will explain your event.

With regard to the City of Saint John requirements outlined in this application I have signing authority for the above stated event. I understand the City of Saint John requirements of an event organizer as outlined in this application and will ensure that the event I represent will comply with these requirements:



Name Signature

Jody Kliffer

Name Print

E2L Jam: 2019 Site Plan



E2L Jam

About the Event

The E2L Jam is a one-day music event taking place at the Grannan Lane & Canterbury Street intersection. The event is scheduled for Friday, August 23rd. The E2L is in its third year and will for the first time stand alone as its own event without attachment to the Area 506 music festival. The evening is intended to bring together some of the best local bands to celebrate the depth and talent of the Saint John music scene. The event runs from approximately 7pm to 11pm. The growing popularity of the event helps support local business, tourism, and artists.

DETAILED EVENT SCHEDULE:

Date: Friday, August 23rd

Time: 5pm-Midnight

Schedule

5pm – 6pm: set up of site, including:

- Stage (small temporary stage rented from local church)
- lighting
- Sound equipment (hired professional)
- Vendors (approximately 3 food vendors with insurance)
 - o Vendor setup will be minimal, involving 6" table, electrical cords, garbage bins
- Beer tent
 - o Beer tent will include ticket booth

6pm-7pm: People begin to arrive

7pm-11pm: Live performances

11pm-approximately midnight: Tear down and clean up

Setup crew and volunteers:

- Five & Dime, Churchills Pub, and Port City Royal are all partners in this event and will make staff available for setup and tear down as needed.
- Security provided by Trojan Rugby Club (will also help with tear down if needed)

Other Info

Fencing: Uptown Saint John is offering in-kind support for the event by providing temporary bollards to block off Grannan Lane and mesh fencing to delineate the area (same as last year). Saw horses and pylons are provided each year by the City and will be used again this year.

Waste: We will have recycling bins, compost bins and garbage bins located throughout the area.

Number of participants anticipated: We expect around 500 attendees (depending on weather)

Alcohol: This will be a licensed event. The license will be an extension of the Churchill's License.

Contact information for the event organizers:

Jody Kliffer: (506)898-0020; jody@fiveanddimesj.com

Chris Grannan: (506)651-7262 chris@grannangroup.com

Notification area businesses:

We have spoken directly with the following businesses:

- Five & Dime
- Churchill's Pub
- Port City Royal
- Rogue Coffee
- Thandi
- Pomodori's
- Buckland/Merrifield
- Picaroons
- Hop Scotch
- Uptown Saint John
- Historica Properties

Support for the event is unanimous.



**SAINT JOHN POLICE FORCE
REVIEW OF REQUEST FOR STREET EVENT (CLOSURE)**

(PLEASE REFER TO THE ATTACHED 'STREET EVENT APPLICATION' FORM)

NAME OF EVENT: 'E2L Jam' (2019)

DATES / TIMES: Friday, August 23, 7:00-11:00pm

TYPE: Street music festival, with 2-3 food vendors, and a ticketed beer tent

APPLICANT: Jody Kliffer and Chris Grannan

LOCATION: Canterbury Street, from south of Grannan Lane to Princess Street.

DESCRIPTION:

The E2L Jam is a street music festival, intended to help promote local artists and support the area business (restaurants and bars). The organizers advise they have the support of area businesses.

This is the third iteration of the E2L Jam; these applicants have produced this event in August 2017 and 2018, without reported incidents of anti-social behavior.

The organizers have met with the SJPF and police have been hired to be on-site along with volunteers monitoring public safety concerns.

Due to a number of recent residential and commercial developments requiring access from Grannan Lane, the application for E2L Jam can only be approved for the area of Canterbury Street, south of Grannan lane to the corner of Princess Street.

INSURANCE: ☒ Y / ☐ N

LIQUOR (LICENSE): ☒ Y / ☐ N

POLICE CONSULTED: ☒ Y / ☐ N

POLICE HIRED: ☒ Y / ☐ N

PRIVATE SECURITY: ☒ Y / ☐ N

CONDITIONS: (to be communicated to the Applicant)

- 2 Extra Duty police officers are to be hired, 8-11pm.
- The area of the road closure will be Canterbury Street, south of Grannan Lane to the corner of Princess Street, commencing at 5pm. (see attached '2019 E2L Jam site map')

2019 'E2L Jam' (P.2)

- Barricades and Road Closed signage must be in place.
- A full-seized vehicle (ie: pick-up truck) must be positioned inside the barricade at the corner of Grannan Lane, to prevent errant or willful vehicle incursion into the foot-traffic area.
- Security must be in place at both barricades, at all times.
- Security must have the ability to move the barricade vehicle, in the event of an emergency.
- Liquor License must be presented to the Common Clerk's office, no less than 10 business days before the event.
- Proof of Liability Insurance must be presented to the Common Clerk's office no less than 10 business days prior to the event.

APPLICATION RECOMMENDED: Y/N


SAINT JOHN POLICE FORCE


DATE