



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

**MISSION STATEMENT:** *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

<b>Author's Name:</b> Bill Tetler	<b>Report Date:</b> April 19, 2023
<b>Author's Phone:</b> 519 736-0012 ext. 2251	<b>Date to Council:</b> April 24, 2023
<b>Author's E-mail:</b> btetler@amherstburg.ca	<b>Resolution #:</b>

**To:** Mayor and Members of Town Council

**Subject:** 2023 Special Events Approval – Part IV

#### 1. **RECOMMENDATION:**

It is recommended that:

1. The following events **BE APPROVED**:
  - a. Park House Museum – Music Off the Back Porch – May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 1<sup>st</sup> & October 6<sup>th</sup>, 2023
  - b. Annual Bob Meloche Kid's Fishing Derby – June 18<sup>th</sup>, 2023
  - c. Canada Day Celebrations – July 1<sup>st</sup>, 2023
  - d. Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023
2. An exemption from table number 3-1(2) of Noise By-law #2001-43, as amended with respect to the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers to allow for music **BE GRANTED** for the following events:
  - a. Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023
  - b. Canada Day Celebrations – July 1<sup>st</sup>, 2023
  - c. Park House Museum – Music Off the Back Porch – May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 1<sup>st</sup> & October 6<sup>th</sup>, 2023
3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:
  - a. Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023
  - b. Canada Day Celebrations – July 1<sup>st</sup>, 2023
4. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Committee are met prior to the event.
5. The fee waiver requests **BE APPROVED** as follows:

- a. Park House Museum – Music off the Back Porch - \$59.00

## **2. BACKGROUND:**

At their October 5, 2015 Special Meeting, Council approved the Public Events Policy. As per Council's direction, Section 7.3 of the policy states:

### ***"7.3. Council has the authority and responsibility to:***

*7.3.1 Consider any exemptions to Municipal By-laws for Public Events.*

*7.3.2. Consider and approve any new events presented by the SERT.*

*7.3.3. Consider and approve all recurring events presented by the SERT."*

Each Event Organizer is required to follow the Public Events Manual, fill out the required forms and submit to the Special Events Resource Team (SERT).

On April 19, 2023, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- i.) Park House Museum – Music Off the Back Porch – May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 1<sup>st</sup> & October 6<sup>th</sup>, 2023
- ii.) Annual Bob Meloche Kid's Fishing Derby – June 18<sup>th</sup>, 2023
- iii.) Canada Day Celebrations – July 1<sup>st</sup>, 2023
- iv.) Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023

The SERT reviewed the application in detail and has informed the Event Organizer of every requirement that must be met to allow their event to proceed. This includes ensuring the event conforms to all Town By-laws, Town insurance requirements and Provincial laws. As per Section 7.3 of the Public Event's Policy, the Event Organizers have also been informed that each event must be approved by Council before they may hold their event.

The Special Events Resource Team also amended the Event Emergency Response Plan in 2021 and all Event Organizers were made aware that this plan had to be submitted prior to approval and followed for any size event.

## **Noise Exemption**

Noise By-law #2001-43, as amended prohibits the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro mechanical transducers, and intended for the production, reproduction or amplification of sound in residential, commercial and agricultural areas.

Notwithstanding anything contained in the Noise By-law, a person may apply to Council for an exemption from any of the provisions of the Noise By-law with respect to any source of sound or vibration. Council, by resolution, may grant the exemption applied for and can impose terms and conditions, as Council deems appropriate.

All events requiring a Noise By-law exemption that have been identified by the SERT have been listed below for Council's approval:

- i.) Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023 (10:00am – 5:00pm)
- ii.) Canada Day Celebrations – July 1<sup>st</sup>, 2023 (10:00am-11:00pm)
- iii.) Park House Museum – Music Off the Back Porch – May 5<sup>th</sup>, June 2<sup>nd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, September 1<sup>st</sup> & October 6<sup>th</sup>, 2023(5:00pm-9:30pm each day listed)

## Road Closures

At the January 25, 2016 Council meeting, Council passed the following motions:

“That:

1. The use of the Downtown Core for Festivals and Events subject to the criteria established in the Town's Festival and Events Policy BE APPROVED; and,
2. Road closures NOT BE PERMITTED prior to 5:00 pm without Council consent.”

Accordingly, all road closures requested prior to 5:00 pm have been identified by the SERT and are outlined below for Council's approval:

- i.) Amherstburg's Gone Car Crazy – July 30<sup>th</sup>, 2023
- ii.) Canada Day Celebrations – July 1<sup>st</sup>, 2023

The road closure for Amherstburg's Gone Car Crazy will require North St. to Dalhousie, Fort Malden to Dalhousie, Dalhousie from Fort Malden to the Legion Parking Lot, Richmond @ Bathurst to Dalhousie, Ramsey at Richmond to Murray, Murray from Ramsey to Richmond and Rankin from Sandwich to Dalhousie from 6:00am to 5:00pm on July 30<sup>th</sup>, 2023.

The road closure for Canada Day Celebrations will require Fort Malden at Laird to Dalhousie, Dalhousie to North St, North St. at Laird to Dalhousie to be closed from 8:00am to 11:00pm on July 1<sup>st</sup>, 2023.

## 3. DISCUSSION:

Event	Music off the Back Porch
Event Organizer	John McDonald
Event Date	May 5 <sup>th</sup> , June 2 <sup>nd</sup> , July 7 <sup>th</sup> , August 4 <sup>th</sup> , September 1 <sup>st</sup> , October 6 <sup>th</sup>
Event Time	5:30 pm – 9:30 pm
Event Location	214 Dalhousie St - Rear
Event Details	The Park House Museum would like to continue to host our summer Music off the Back Porch Series, on the first Friday of each month May 5th, June 2, July 7. August 4, September 1, and October 6th. Each month local musicians will play music on the museum's back porch. There is no admission fee, but donations are encouraged to support the museum's operations (preservation and programming).

<b>Noise By-law Exemption</b>	Requested from 5:30pm-9:30pm on May 5 <sup>th</sup> , June 2 <sup>nd</sup> , July 7 <sup>th</sup> , August 4 <sup>th</sup> , September 1 <sup>st</sup> , October 6 <sup>th</sup>
<b>Road Closure before 5 PM</b>	n/a
<b>Navy Yard Park By-law Exemption</b>	n/a
<b>Permit Fees</b>	\$250 Deposit + \$59 Noise Exemption Fee <i>*waiver fee request*</i>

<b>Event</b>	<b>Annual Bob Meloche Kids' Fishing Derby</b>
<b>Event Organizer</b>	A.M.A Sportsmen Association
<b>Event Date</b>	June 18 <sup>th</sup> , 2023
<b>Event Time</b>	6:00AM – 11:30AM
<b>Event Location</b>	King's Navy Yard Park
<b>Event Details</b>	The kid's fishing derby is always held on Father's Day. The day was chosen to provide Dads the opportunity to go fishing with their kids. It promotes family and learning the sport of fishing.
<b>Noise By-law Exemption</b>	N/A
<b>Road Closure before 5 PM</b>	N/A
<b>Navy Yard Park By-law Exemption</b>	Yes
<b>Permit Fees</b>	\$250 Deposit Refundable

<b>Event</b>	<b>Canada Day Celebrations</b>
<b>Event Organizer</b>	Town of Amherstburg Tourism
<b>Event Date</b>	July 1 <sup>st</sup> , 2023
<b>Event Time</b>	11:00am to 11:00pm
<b>Event Location</b>	Toddy Jones Park, King's Navy Yard Park and Downtown Amherstburg
<b>Event Details</b>	Canada Day Celebrations will take place on Canada Day (July 1st) from 12pm - 11pm. This event will take place in Toddy Jones park, The Kings Navy Yard Park and Downtown Amherstburg (Dalhousie, Richmond and Murray St.). The Kings Navy Yard Park will have a stage with local performers. Downtown Amherstburg will have children's activities and all open air activities. Toddy Jones park will have children activities, mighty machines (fire truck, police car), food trucks, recreation activities and our children's craft pavilion.
<b>Noise By-law Exemption</b>	10:00am to 11:00pm
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	N/A

<b>Event</b>	<b>Amherstburg's Gone Car Crazy Show</b>
<b>Event Organizer</b>	Amherstburg's Gone Car Crazy
<b>Event Date</b>	July 30 <sup>th</sup> , 2023
<b>Event Time</b>	6:00AM – 5:00PM

<b>Event Location</b>	Downtown Core, Toddy Jones Park
<b>Event Details</b>	Classic car show in streets of downtown Amherstburg
<b>Noise By-law Exemption</b>	Requested from 10:00am to 5:00pm
<b>Road Closure before 5 PM</b>	Road Closure required for set up and event from 6:00am to 5:00pm
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	N/A

#### **4. RISK ANALYSIS:**

The Clerk identifies the Town's insurance requirements and relays the information to each Event Organizer. Special events on Town property are not able to proceed until the Clerk is satisfied the insurance requirements are met. A member of Administration from the SERT will be in attendance and on call for each event to ensure the event is operating in accordance with all Town policies, rules and regulations.

It should be noted, that should these events not be approved, it might have the following detrimental effects on the community:

- Less awareness and exposure for the Town to attract visitors which could result in economic loss for the Town and its businesses;
- A lack of support from Council may discourage long standing volunteer associations from providing social and economic opportunities. This would result in a perception of non-worth for their volunteer efforts;
- Less exposure for the Town reducing its tourism market share;
- Less exposure for the Town reducing its ability to attract new residents;
- Less exposure for the Town reducing its value to potential investors;
- Tourism is a primary industry for the Town of Amherstburg, reducing events will directly impact employment opportunities;
- Event experiences are learning opportunities for our guests, which promote repeat visits, the deep history Amherstburg has to offer and showcases our local museums, attractions, and historical sites;
- Events financially support not-for-profit organizations, to ensure sustainability within our community.

#### **5. FINANCIAL MATTERS:**

Each event application received is to be submitted with the required \$250 deposit. The Event Organizers will be responsible to pay for, facility rentals and all other costs associated with their event as per the Town's User Fee By-law, as amended Any damages to Town equipment or property are recoverable from the Event Organizer.

#### **6. CONSULTATIONS:**

The Special Events Resource Team was consulted inclusive of Windsor Police-Amherstburg Detachment and Amherstburg Fire Department. The SERT reviewed the

application and has corresponded with the Event Organizers on requirements that must be met and By-law exemptions that must be obtained in order to be granted a Special Event Permit for their event, pending Council approval of this report.

**7. CONCLUSION:**

The SERT is confident that once all requirements are met by the Event Organizers, the events held in the Town of Amherstburg will enhance the community experience for both residents and visitors alike.

A handwritten signature in black ink, appearing to be 'Bill Tetler', written in a cursive style.

---

Bill Tetler  
**Manager, Licensing & Enforcement**

## Report Approval Details

Document Title:	2023 Special Events Approval - Part IV.docx
Attachments:	
Final Approval Date:	Apr 19, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in purple ink, appearing to read "Tracy Prince".

Tracy Prince

A handwritten signature in black ink, appearing to read "Valerie Critchley".

Valerie Critchley

A handwritten signature in black ink, appearing to read "Kevin Fox".

Kevin Fox