



## 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> September 6, 2023
<b>Author's Phone:</b> 519 736-0012 ext. 2251	<b>Date to Council:</b> September 25, 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 VIII

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

It is recommended that:

1. The following events **BE APPROVED**:

- a) Witches and Warlock Walk-a-thon – October 14<sup>th</sup>, 2023
- b) Howl-O-Ween – October 28<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:

3. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Committee are met prior to the event.

#### 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 August 23<sup>rd</sup>, 2023, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- a. Witches and Warlock Walk-a-thon – October 14<sup>th</sup>, 2023
- b. Howl-O-Ween – October 28<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.

### **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.) N/A

3. **DISCUSSION:**

<b>Event</b>	<b>Witches and Warlocks Walk-a-thon</b>
<b>Event Organizer</b>	Amherstburg Community Services
<b>Event Date</b>	October 14 <sup>th</sup> , 2023
<b>Event Time</b>	9:00AM – 12:00PM
<b>Event Location</b>	320 Richmond
<b>Event Details</b>	This new fundraising event will be a welcome opportunity for people of all ages to walk (in costume or not) around four routes. Walkers will receive pledges (Young people walk so our seniors can roll) which the funds will then go towards the cost of operating our CareLink Accessible Transportation vehicles. All four routes have sidewalks and ACS will supply volunteers at every street crossing to ensure safety. The youngest of our walkers would be encouraged to following the Chain Link Route with their guardians (strollers encouraged). Others can choose a route based on their ability. All routes are wheelchair accessible. Following the walk a thon, everyone will gather back at ACS in the Victoria/Richmond Street (in the north parking lot).
<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>	N/A
<b>Permit Fees</b>	\$250 Refundable Deposit

<b>Event</b>	<b>HOWL-O-WEEN</b>
<b>Event Organizer</b>	Town of Amherstburg
<b>Event Date</b>	October 28 <sup>th</sup> , 2023
<b>Event Time</b>	12:00PM
<b>Event Location</b>	3295 Meloche Rd – Libro Centre Dog Park
<b>Event Details</b>	This 2-hour event will be a Halloween costume contest for dogs taking place at Amherstburg's dog park. Owners are encouraged to dress their pets to impress for a chance to win a prize in one of these categories: Best Costume, Scariest Costume, Most Creative Costume, and the Best Pet & Parent combination. We will be seeking sponsorship for prizes and refreshments. Pre-registration will be required (\$10) and space will be limited. We hope to have activities such as "A Trick for a Treat" and a possible meet and greet with the Windsor K9 unit.
<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>	N/A
<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 'B. Tetler', written in a cursive style.

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Bill Tetler  
**Manager, Licensing and Enforcement**

## Report Approval Details

Document Title:	2023 Special Events Approval - Part VIII.docx
Attachments:	
Final Approval Date:	Sep 11, 2023

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



Tracy Prince

**No Signature - Task assigned to Valerie Critchley was completed by assistant  
Melissa Osborne**

Valerie Critchley



Kevin Fox