



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.

Author's Name: Bill Tetler	Report Date: October 3, 2023
Author's Phone: 519 736 0012 ext. 2251	Date to Council: October 23, 2023
Author's E-mail: btetler@amherstburg.ca	Resolution #:

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

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

1. **RECOMMENDATION:**

It is recommended that:

1. The following events **BE APPROVED**:
 - a.) Santa Claus Parade – November 25th, 2023
 - b.) River Lights Opening Night – November 18th, 2023
 - c.) River Lights Winter Festival – November 18th, 2023 – January 29th, 2024
 - d.) Remembrance Day Parade – November 11th, 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.) Santa Claus Parade – November 25th, 2023
 - b.) River Lights Opening Night – November 18th, 2023
 - c.) Remembrance Day Parade – November 11th, 2023

3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:
 - a.) Santa Claus Parade – November 25th, 2023
 - b.) River Lights Opening Night – November 18th, 2023
 - c.) Remembrance Day Parade – November 11th, 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.) Santa Claus Parade – November 25th, 2023 - \$250 road closure fee/ \$59 noise exemption – waiver requested
 - b.) Remembrance Day Parade – November 11th, 2023 - \$250 road closure fee/ \$59 noise exemption – waiver requested
 - c.) Santa Run – November 18th, 2023 - \$250 road closure fee – waiver requested. (Original approval for this event was on Jun 23rd, 2023)

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 October 2, 2023, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- a.) Santa Claus Parade – November 25th, 2023
- b.) River Lights Opening Night – November 18th, 2023
- c.) River Lights Winter Festival – November 18th, 2023 – January 29th, 2024
- d.) Remembrance Day Parade – November 11th, 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:

- a.) Santa Claus Parade – November 25th, 2023
- b.) River Lights Opening Night – November 18th, 2023
- c.) Remembrance Day Parade – November 11th, 2023

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:

- a.) Santa Claus Parade – November 25th, 2023 – 1500hrs
- b.) River Lights Opening Night – November 18th, 2023 – 1530hrs
- c.) Remembrance Day Parade – November 11th, 2023 - Rolling Road Closure

3. DISCUSSION:

Event	Santa Claus Parade
Event Organizer	Windsor Parade Corporation
Event Date	November 25 th , 2023
Event Time	3:00PM – 9:00PM
Event Location	Sandwich St to Richmond to Dalhouse
Event Details	Annual Amherstburg Santa Claus Parade and Fan Zone.
Noise By-law Exemption	Yes
Road Closure before 5 PM	Yes – 1500hrs
Navy Yard Park By-law Exemption	N/A

Permit Fees	\$250 road closure fee/ \$59 noise exemption – waiver requested
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Event	River Lights Opening Night
Event Organizer	Town of Amherstburg
Event Date	November 18 th , 2023
Event Time	4:30PM
Event Location	Downtown Amherstburg/Toddy Jones Park
Event Details	<ul style="list-style-type: none"> - Roaming Carolers - Town Crier at Sleigh Stage - Mayor countdown for Municipal Tree Lighting - Provincial Marine Canon Firing - Fireworks - Gingerbread Warming House opening in Toddy Jones Park - Hot Chocolate in Town square - All of the holiday lights lit up for the season - Holiday Movie in the Navy Yard Park
Noise By-law Exemption	Yes
Road Closure before 5 PM	Yes – 1530hrs
Navy Yard Park By-law Exemption	N/A
Permit Fees	N/A

Event	2023 Remembrance Day Parade & Ceremony
Event Organizer	Royal Canadian Legion Fort Malden Branch 157
Event Date	November 11 th , 2023
Event Time	10:00AM
Event Location	Downtown Amherstburg/Toddy Jones Park
Event Details	<p>Annual Remembrance Day parade and memorial ceremony at the cenotaph in the King's Navy Yard park takes place on Saturday November 11, 2023. For this parade, there will be rolling road closures for the duration, with Fire and/or Police escort, the parade will have volunteers to man the barricades. The parade route will be as follows:</p> <p>Parade will form up at Branch 157 at approx. 10:15am; step-off at 10:30am; Parade will travel north on Dalhousie St. to Murray St.; Parade will travel east on Murray, towards Sandwich St., travel north along Sandwich St. to Richmond, turning left onto Richmond St. the parade will travel west to the Cenotaph in the King's Navy Yard park.</p> <p>Upon conclusion of the ceremony, the parade will exit the Navy Yard park, traveling south on Dalhousie St., and returning to Branch 157 for formal dismissal at approx. 12:30pm.</p>

Noise By-law Exemption	Yes
Road Closure before 5 PM	Rolling Road Closure
Navy Yard Park By-law Exemption	Yes
Permit Fees	\$250 road closure fee/ \$59 noise exemption – waiver requested

Event	River Lights Winter Festival
Event Organizer	Town of Amherstburg
Event Date	November 18 th , 2023 – January 29 th , 2024
Event Time	
Event Location	KNYP/Toddy Jones Park
Event Details	<ul style="list-style-type: none"> - Roaming Carolers - Town Crier at Sleigh Stage - Mayor countdown for Municipal Tree Lighting - Provincial Marine Canon Firing - Fireworks - Gingerbread Warming House opening in Toddy Jones Park - Hot Chocolate in Town square - All of the holiday lights lit up for the season - Holiday Movie in the Navy Yard Park
Noise By-law Exemption	N/A
Road Closure before 5 PM	N/A
Navy Yard Park By-law Exemption	N/A
Permit Fees	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.



Bill Tetler
Manager, Licensing & Enforcement

Report Approval Details

Document Title:	2023 Special Events Approval - 10.docx
Attachments:	- 2023 Remembrance Day Parade Barricade Map.jpg - RL Opening Night 2023 Map.pdf - Santa Parade 2023 Map A[35984].pdf
Final Approval Date:	Oct 5, 2023

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



Tracy Prince



Valerie Critchley



Kevin Fox