



## 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> March 22, 2024
<b>Author's Phone:</b> 519 736-0012 ext. 2251	<b>Date to Council:</b> April 22, 2024
<b>Author's E-mail:</b> btetler@amherstburg.ca	<b>Resolution #:</b>

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

**Subject:** 2024 Special Events Approval-Part III

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

It is recommended that:

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

- a) Amherstburg Ribfest 2024 – June 13<sup>th</sup> – Jun 16<sup>th</sup>, 2024
- b) Mind, Body and Soul – July 20<sup>th</sup>, 2024
- c) Art Crawl 2024 – July 20<sup>th</sup> – 21<sup>st</sup>, 2024
- d) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024
- e) Canada Day – July 1<sup>st</sup>, 2024
- f) Shop Local Halloween Market – October 26<sup>th</sup>, 2024
- g) Ribs & Ragtime – June 8<sup>th</sup>, 2024
- h) Bob Meloche Fishing Derby – June 16<sup>th</sup>, 2024

##### 2. An exemption from table number 3-1(2) of Noise By-law #2001-43 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) Ribs & Ragtime – June 8<sup>th</sup>, 2024
- b) Canada Day – July 1<sup>st</sup>, 2024
- c) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024
- d) Art Crawl 2024 – July 20<sup>th</sup> & July 21<sup>st</sup>, 2024
- e) Mind, Body and Soul – July 20<sup>th</sup>, 2024
- f) Amherstburg Ribfest 2024 – June 13<sup>th</sup> – June 16<sup>th</sup>, 2024

3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:
  - a) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024
  - b) Ribs & Ragtime – June 8<sup>th</sup>, 2024
  - c) Amherstburg Ribfest – June 13<sup>th</sup> – June 16<sup>th</sup>, 2024
  - d) Canada Day – July 1<sup>st</sup>, 2024
4. The fee waiver requests **BE APPROVED** as follows:
  - a.) Amherstburg Ribfest – June 13<sup>th</sup> – June 16<sup>th</sup>, 2024 (Road Closure Fee \$250)
  - b.) Mind, Body and Soul – July 20<sup>th</sup>, 2024 (Libro Rental Fee (\$4,885.82))
5. The Public Events Committee **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 PEC.*
- 7.3.3 *Consider and approve all recurring events presented by the PEC."*

Each Event Organizer is required to follow the Public Events Manual, fill out the required forms and submit to the Public Events Committee (PEC).

On March 21<sup>st</sup>, 2024, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

- a) Amherstburg Ribfest 2024 – June 13<sup>th</sup> – Jun 16<sup>th</sup>, 2024
- b) Mind, Body and Soul – July 20<sup>th</sup>, 2024
- c) Art Crawl 2024 – July 20<sup>th</sup> – 21<sup>st</sup>, 2024
- d) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024
- e) Canada Day – July 1<sup>st</sup>, 2024
- f) Shop Local Halloween Market – October 26<sup>th</sup>, 2024
- g) Ribs & Ragtime – June 8<sup>th</sup>, 2024
- h) Bob Meloche Fishing Derby – June 16<sup>th</sup>, 2024

The PEC 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 Public Events Committee 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 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 PEC have been listed below for Council's approval:

- a.) Canada Day – July 1<sup>st</sup>, 2024 (1800hrs – 2200hrs)
- b.) Art Crawl 2024 – July 20<sup>th</sup> – July 21<sup>st</sup>, 2024 (1200hrs – 1600hrs) Both Days
- c.) Ribs & Ragtime – June 8<sup>th</sup>, 2024 (1600hrs – 2000hrs)
- d.) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024 (1100hrs – 1500hrs)
- e.) Mind, Body and Soul – July 20<sup>th</sup>, 2024 (1800hrs – 0000hrs)
- f.) Amherstburg Ribfest 2024 – June 14<sup>th</sup> – June 16<sup>th</sup>, 2024 (1100hrs – 2200hrs Friday & Saturday) (1100hrs – 1900hrs Sunday)

## **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 PEC and are outlined below for Council's approval:

- a) Amherstburg's Gone Car Crazy – July 28<sup>th</sup>, 2024 (0600hrs till 1700hrs)
- b) Ribs & Ragtime – June 8<sup>th</sup>, 2024 (0900hrs till 2200hrs – King St.)
- c) Amherstburg Ribfest – June 13<sup>th</sup> – June 16<sup>th</sup>, 2024 (June 13<sup>th</sup> 1000hrs – June 16<sup>th</sup> 2200hrs – Ramsey St)
- d) Canada Day – July 1<sup>st</sup>, 2024 (0700hrs – 0000hrs)

### 3. DISCUSSION:

<b>Event</b>	<b>Mind, Body and Soul</b>
<b>Event Organizer</b>	Amherstburg Soccer Club
<b>Event Date</b>	July 20 <sup>th</sup> , 2024
<b>Event Time</b>	0900hrs – 0000hrs
<b>Event Location</b>	3295 Meloche – Libro Centre
<b>Event Details</b>	Amherstburg Mind, Body and Soul, through recreational sport and activities celebrates and promotes healthy living . This is an inclusive event where people of all stripes are invited to participate in the numerous activities, and events, hosted by local recreational groups. Such activities include but is not limited to the following: food and beverage (non-alcoholic), live music, outdoor film screening, soccer tournament, soccerskills competition, bike road race, bike safety training, pickleball tournament, pickleball training, frisbeetournament, Miracle baseball, basketball free throw competition, yoga demonstration, drum circle, chesstournament, scrabble tournament, ball hockey tournament, Miracle baseball, and more
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Not Required
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	Waiver of Fees Requested (\$4,885.82)

<b>Event</b>	<b>Art Crawl 2024</b>
<b>Event Organizer</b>	Art Amherstburg Society
<b>Event Date</b>	July 20 <sup>th</sup> & July 21 <sup>st</sup> , 2024
<b>Event Time</b>	1130hrs – 1600hrs
<b>Event Location</b>	Open Air Footprint and KNYP
<b>Event Details</b>	A broad variety of events that celebrate the Arts(art, music, literature, dance) from 11:30am to 4:00pm on July 20 and July 21.
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Not Required
<b>Navy Yard Park By-law Exemption</b>	Requested
<b>Permit Fees</b>	\$250 Deposit

<b>Event</b>	<b>Amherstburg's Gone Car Crazy</b>
<b>Event Organizer</b>	Amherstburg's Gone Car Crazy
<b>Event Date</b>	July 28 <sup>th</sup> , 2024
<b>Event Time</b>	0600hrs – 1700hrs
<b>Event Location</b>	Toddy Jones Park/Streets of Downtown Amherstburg

<b>Event Details</b>	Classic Car Show in the streets of downtown Amherstburg and Toddy Jones Park
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Requested
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	Not Required

<b>Event</b>	<b>Canada Day</b>
<b>Event Organizer</b>	Tourism
<b>Event Date</b>	July 1 <sup>st</sup> , 2024
<b>Event Time</b>	0700hrs – 2300hrs
<b>Event Location</b>	320 Richmond St/Downtown Core
<b>Event Details</b>	<p>The Canada Day race will take place the morning of July 1st for 9am.</p> <p>Canada Day Celebrations will take place on Canada Day (July 1st) from 11am - 11pm.</p> <p>This event will take place in Toddy Jones Park will have children activities, mighty machines (fire truck, police car), food trucks, recreation activities and our children's craft pavilion till 6pm. Downtown Amherstburg will have children's activities and all open air activities. The Kings Navy Yard Park will have a stage with local performers and fireworks finale.</p>
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Requested
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	Not Required

<b>Event</b>	<b>Ribs &amp; Ragtime</b>
<b>Event Organizer</b>	Amherstburg Freedom Museum
<b>Event Date</b>	June 8 <sup>th</sup> , 2024
<b>Event Time</b>	0900hrs – 2200hrs
<b>Event Location</b>	320 Richmond St/Downtown Core
<b>Event Details</b>	<p>The 14th annual Ribs &amp; Ragtime garden party welcomes all to experience an evening of jazz music and delicious ribs and chicken! Held on the museum property, one stage will be used to provide entertainment to guests. Dedicated volunteers will serve guests food while they enjoy the entertainment.</p>
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Requested
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	\$250 Deposit - \$250 Road Closure + \$61 Noise Exemption Fee

<b>Event</b>	<b>Amherstburg Ribfest 2024</b>
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<b>Event Organizer</b>	The Dan Gemus Real Estate Team Ltd.
<b>Event Date</b>	June 13 <sup>th</sup> – June 16 <sup>th</sup> , 2024
<b>Event Time</b>	1100hrs – 2200hrs (Fri & Sat) 1100hrs – 1900hrs (Sun)
<b>Event Location</b>	Ramsey Street
<b>Event Details</b>	4 Ribbers, various food vendors, musicians throughout footprint.
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Requested
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	Waiver of Fees Requested (\$250)

<b>Event</b>	<b>Shop Local Halloween Market</b>
<b>Event Organizer</b>	The Mom Market Collective Inc.
<b>Event Date</b>	Oct 26 <sup>th</sup> , 2024
<b>Event Time</b>	0800hrs – 1500hrs
<b>Event Location</b>	3295 Meloche - Libro
<b>Event Details</b>	This is a Shop Local Halloween Vendor Market and hoping for over 50 local vendors. Free Admission and not just for Moms, something for everyone, all are welcome! This will be very similar to the July 22, 2023 market I had on the turf. We will not be having a golf putting challenge this year.
<b>Noise By-law Exemption</b>	Not Required
<b>Road Closure before 5 PM</b>	Not Required
<b>Navy Yard Park By-law Exemption</b>	Not Required
<b>Permit Fees</b>	\$250 Deposit + Libro Fees

<b>Event</b>	<b>Annual Bob Meloche Kid's Fishing Derby</b>
<b>Event Organizer</b>	AMA Sportsmen
<b>Event Date</b>	June 16 <sup>th</sup> , 2024
<b>Event Time</b>	0600hrs – 1100hrs
<b>Event Location</b>	KNYP
<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>	Not Required
<b>Road Closure before 5 PM</b>	Not Required
<b>Navy Yard Park By-law Exemption</b>	Requested
<b>Permit Fees</b>	\$250 Deposit

#### 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 PEC 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 equipment rentals, facility rentals and all other costs associated with their event as per the Town's User Fee By-law, as amended. The cost to set up the rented equipment by Town staff is accommodated within the Town's budget under the Parks budget centre. Any damages to Town equipment or property are recoverable from the Event Organizer.

## **6. CONSULTATIONS:**

The Public Events Committee was consulted inclusive of Windsor Police- Amherstburg Detachment and Amherstburg Fire Department. The PEC 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 PEC 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.



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Bill Tetler  
**Manager, Licensing and Enforcement**

**BT**

**DEPARTMENTS/OTHERS CONSULTED:**

**Name:**

**Phone #: 519                      ext.**

**NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX



## Report Approval Details

Document Title:	2024 Special Events Approval Part III.docx
Attachments:	<ul style="list-style-type: none"><li>- Canada Day General Map.pdf</li><li>- Proposed Site Plan RR 2024.pdf</li><li>- Ribfest.jpg</li><li>- Site map, The Libro Bird's eye.docx</li><li>- Car Show Road Closure.pdf</li></ul>
Final Approval Date:	Mar 28, 2024

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



Tracy Prince



Valerie Critchley

**No Signature - Task assigned to Kevin Fox was completed by workflow administrator Sarah Sabihuddin**

Kevin Fox