



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

***Mission Statement:*** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Bill Tetler	Report Date: February 21, 2025
Author's Phone: 519 736-0012 ext. 2251	Date to Council: March 24, 2025
Author's E-mail: btetler@amherstburg.ca	Resolution #:

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

**Subject: 2025 Special Events Approval Part 2**

---

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

It is recommended that:

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

- a. Woofa Roo
- b. Music Off the Backporch
- c. Good Friday Procession – Way of the Cross
- d. Amherstburg Family Road Rally
- e. Fishing Derby
- f. Amherstburg's Gone Car Crazy

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) Woofa Roo
- b) Music Off the Backporch
- c) Good Friday Procession
- d) Amherstburg Family Road Rally
- e) Amherstburg's Gone Car Crazy

3. The fee waiver requests **BE RECEIVED AND FILED:**

Good Friday Procession – Way of the Cross

4. The Special Events Resource Team **BE DIRECTED** to confirm that the requirements identified by the Team 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 Special Events Resource Team (SERT).

On February 20<sup>th</sup>, 2025, the SERT met and reviewed applications submitted by the Event Organizers for the following events:

- a. Woofa Roo
- b. Music Off the Backporch
- c. Good Friday Procession – Way of the Cross
- d. Amherstburg Family Road Rally
- e. Fishing Derby
- f. Amherstburg's Gone Car Crazy

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 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) Woofa Roo
- b) Music Off the Backporch
- c) Good Friday Procession
- d) Amherstburg Family Road Rally
- e) Amherstburg's Gone Car Crazy

## 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."

- a) Amherstburg's Gone Car Crazy
- b) Good Friday Procession

### 3. DISCUSSION:

Event	Amherstburg Family Road Rally
Event Organizer	The House Youth Centre
Event Date	May 4, 2025
Event Time	12:00pm - 8:00pm
Event Location	320 Richmond – Town sidewalks
Event Details	A walkable event throughout the town of Amherstburg highlighting various aspects of the town. The participants are provided with clues at each site to find the next location for the scavenger hunt. The clues for the hunt will lead participants to various businesses and historical sites around the Town of Amherstburg.
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Security Deposit + \$63 Noise Exemption Fee

Event	Good Friday Procession – Way of the Cross
Event Organizer	St. John the Baptist Church

<b>Event Date</b>	April 18, 2025
<b>Event Time</b>	8:30am – 11:00am
<b>Event Location</b>	St. John the Baptist Church, onto Brock St, Richmond St, Ramsay St, Park St and Simcoe St.
<b>Event Details</b>	The activities of this event is an approx. 60 min. walk through designated streets of Amherstburg. Our event, the Good Friday Procession has been an annual tradition for many years organized through St. John the Baptist Church. It is a reenactment/play of Jesus's last hours on earth leading to His crucifixion. The play begins inside the church and then moves onto the streets outside where the participants in the play, parishioners and community begin the procession in a very controlled fashion maintained by the organizers, volunteers and the police aid in a rolling road closure as the group moves along with their walk of the streets. Stops are made at Richmond Terrace Nursing Home, Christ Anglican Church, St. Andrew's Presbyterian Church and back to St. John the Baptist Church for the conclusion of the event.
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	N/A
<b>Navy Yard Park By-law Exemption</b>	N/A
<b>Permit Fees</b>	\$250 Security Deposit + \$63 Noise Exemption Fee

<b>Event</b>	<b>Music Off the Backporch</b>
<b>Event Organizer</b>	Amherstburg Historic Sites Association
<b>Event Date</b>	Last Friday of each month from April till October
<b>Event Time</b>	6:00pm – 8:00pm
<b>Event Location</b>	124 Dalhouse St.
<b>Event Details</b>	As the name suggests, we host local musicians to perform at this event. off the Back Porch of the Park House Museum for one evening per month in the late spring, summer and early fall. Shows are typically a total of 2 hours, with a 15-20 minute intermission between acts. Donations are solicited and water made available at the event. A small public address system facing to the river is used to modestly amplify the music .
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	N/A
<b>Navy Yard Park By-law Exemption</b>	N/A
<b>Permit Fees</b>	\$250 Security Deposit + \$63 Noise Exemption Fee
<b>Event</b>	<b>Woofa Roo Pet Fest</b>

<b>Event Organizer</b>	Woofa Roo Pet Fest
<b>Event Date</b>	May 31 <sup>th</sup> – June 1 <sup>st</sup> , 2025
<b>Event Time</b>	9:30am – 5:30pm
<b>Event Location</b>	3295 Meloche Rd – Libro Centre
<b>Event Details</b>	Woofa~Roo Pet Fest is a fun filled festival for "Pets and Their People" featuring live presentations, such as: Dock Diving Dog Agility Lure Coursing Clydsedale Horse Demonstration Charity Contests Parrots Dog Rally Meet The Breed Dog Races Hydration Stations Pet-Ucation Centre Scent Detection Demonstration Field Dog Demonstration Specialty Vendors.
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	N/A
<b>Navy Yard Park By-law Exemption</b>	N/A
<b>Permit Fees</b>	\$250 Security Deposit + \$63 Noise Exemption Fee

<b>Event</b>	<b>Bob Meloche Kid's Fishing Derby</b>
<b>Event Organizer</b>	AMA Sportsmen Association
<b>Event Date</b>	June 15 <sup>th</sup> , 2025
<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>	Requested
<b>Permit Fees</b>	\$250 Security 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 27 <sup>th</sup> , 2025
<b>Event Time</b>	6:30am – 5:00pm
<b>Event Location</b>	Downtown Amherstburg/Toddy Jones Park
<b>Event Details</b>	Car show in Toddy Jones park and the streets of downtown Amherstburg
<b>Noise By-law Exemption</b>	Requested
<b>Road Closure before 5 PM</b>	Requested
<b>Navy Yard Park By-law Exemption</b>	N/A
<b>Permit Fees</b>	Town Event

#### **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.

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. ASSET MANAGEMENT IMPACTS:**

N/A

#### **7. CONSULTATIONS:**

The SERT 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.

## 8. CORPORATE STRATEGIC ALIGNMENT:

*Vision: Preserving our past while forging our future.*

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p><b>PILLAR 1</b> <b>Deliver Trusted &amp; Accountable Local Government</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.</li><li><input type="checkbox"/> Deliver transparent and efficient financial management.</li><li><input type="checkbox"/> Increase effective communication and engagement with residents.</li><li><input type="checkbox"/> Develop our staff team, resources, and workplace culture.</li><li><input type="checkbox"/> Continue to deliver strong core municipal services.</li><li><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.</li></ul>	<p><b>PILLAR 3</b> <b>Encourage Local Economic Prosperity</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Encourage development of commercial and industrial lands.</li><li>✓ <input checked="" type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.</li><li><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.</li><li><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.</li></ul>
<p><b>PILLAR 2</b> <b>Invest in Community Amenities and Infrastructure</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Maintain safe, reliable and accessible municipal infrastructure and facilities.</li><li><input type="checkbox"/> Increase access to recreation opportunities for all ages.</li><li><input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue)</li><li><input type="checkbox"/> Create public access to water and waterfront</li><li><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change.</li></ul>	<p><b>PILLAR 4</b> <b>Shape Growth Aligned with Local Identity</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Define and communicate a vision for the Town's future and identity.</li><li><input type="checkbox"/> Promote and plan for green and "climate change ready" development.</li><li><input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.</li><li><input type="checkbox"/> Protect the Town's historic sites and heritage.</li><li><input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.</li></ul>

## 9. 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 and Enforcement**



## Report Approval Details

Document Title:	2025 Special Events Approval Part 2.docx
Attachments:	<ul style="list-style-type: none"><li>- 2025 IndoorLayout.jpg</li><li>- Good Friday Procession route 2025.jpg</li><li>- Road Rally Lay Out (1).pdf</li><li>- Car Show Road Closure (2).pdf</li></ul>
Final Approval Date:	Mar 12, 2025

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



Tracy Prince



Valerie Critchley



Kevin Fox