



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PLANNING AND DEVELOPMENT SERVICES

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: December 31, 2021
Author's Phone: 519 736-0012 ext. 2251	Date to Council: January 24, 2022
Author's E-mail: btetler@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: 2022 Special Events Approval-Part I

1. **RECOMMENDATION:**

It is recommended that:

1. The following events **BE APPROVED**:
 - a. The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022
 - b. The IG Wealth Management Walk for Alzheimer's-May 14, 2022
 - c. The General Amherst High School 100 year Anniversary Celebration - May 14, 2022
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. The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022
 - b. The General Amherst High School 100 year Anniversary Celebration - May 14, 2022
3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:
 - a. The General Amherst High School 100 year Anniversary Celebration - May 14, 2022
4. The fee waiver requests **BE APPROVED** as follows:
 - a. The IG Wealth Management Walk for Alzheimer's: **\$419.64**
 - b. The General Amherst High School 100 year Anniversary Celebration: **\$1,871.00**
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 June 3, 2021 and November 9th and 12th, 2021, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

-The General Amherst High School 100th year Anniversary Celebration–
May 14, 2021

On December 9th, 2021, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

-The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022
-The IG Wealth Management Walk for Alzheimer's-May 14, 2022

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 Event Organizers were also made aware that approval of their events was contingent upon the current local and provincial guidelines and restrictions for COVID-19 at the time of their event. They were also informed that while their events may be approved in principle, they may need to delay or cancel their events dependent on local and provincial direction.

Event Organizers are responsible for following their COVID Safety plans and having them on-site for inspection by Windsor Essex County Health Unit Officials, as well as Town of Amherstburg Officials.

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:

- i.) The House Youth Centre-Coldest Night of the Year Walk-February 26, 2022
- ii.) The General Amherst High School 100th year Anniversary Celebration–
May 14, 2021

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:

- The General Amherst High School 100th year Anniversary Celebration–
May 14, 2021

The road closures are requested from approximately 8:00 a.m.-10:00 p.m. at the intersections of Laird Ave and North St and Laird Ave and Fort Malden Dr.

(Space left intentionally blank)

3. DISCUSSION:

Event	Coldest Night of the Year Walk
Event Organizer	The House Youth Centre
Event Date	February 26, 2022
Event Time	2:00 pm – 9:00 pm
Event Location	320 Richmond St/Downtown Core

Event Details	<p>On February 26, Amherstburg has something to celebrate. That's the night folks in Amherstburg will join thousands of others in 150+ cities across Canada in "The Coldest Night of the Year", a 2 or 5 km winter walk in support of people experiencing hunger, hurt, and homelessness in our community. In Amherstburg, we'll be walking for The House Youth Centre. The House is a wonderful organization that has dedicated the last five decades to serving the community by supporting, encouraging, and empowering youth. This is done through a variety of outlets for self-expression, recreation, creativity, and community service. The House actively works towards helping today's youth become tomorrow's leaders.</p> <p>Our goal in CNOY is to raise \$30,000 with the support of 20+ teams and 150+ walkers. Prior to the walk, there will be an opening ceremony located at 320 Richmond Street. Both walks will move down Richmond Street towards the water. The 2.5km and 5km route will take place within the town core. During the walk, participants will have the opportunity to rest at one of the designated rest stops. Each rest stop will have water and a snack for the walkers. After the walk, participants will receive a hot meal and beverage at no cost. From there, they can enjoy live music as there will be a DJ on site. Before the event ends, there will be a closing ceremony where the event directors will thank the participants for walking for The House.</p> <p>CNOY is something special to The House- it's fun, meaningful, and a little challenging. The House Youth Centre is also something special, and its work and service in our community are essential.</p>
Noise By-law Exemption	Requested
Road Closure before 5 PM	N/A
Navy Yard Park By-law Exemption	N/A
Permit Fees	\$250 Deposit

Event	IG Wealth Management Walk for Alzheimer's
Event Organizer	Alzheimer's Society of Windsor Essex County
Event Date	May 29, 2022
Event Time	8:00 am – 1:00 pm
Event Location	Kings Navy Yard Park

Event Details	The IG Wealth Management Walk for Alzheimer's is a national event held on the last weekend in May annually
Noise By-law Exemption	Not Required
Road Closure before 5 PM	Not Required
Navy Yard Park By-law Exemption	Requested
Permit Fees	\$419.64 (inclusive of applicable taxes) *waiver requested

Fee Breakdown for Event:

Fees Waiver Requested - Specify each fee	Estimated Cost
Event Deposit	\$250.00
Park Rental Fee + Capital Surcharge	\$275.00
Town Assets	\$144.64
TOTAL FEES	\$419.64

Event	The General Amherst High School 100th year Anniversary Celebration
Event Organizer	General Amherst 100 th Yr Celebration Committee
Event Date	May 14, 2022
Event Time	12:00 pm – 7:00 pm
Event Location	Bill Wigle Park
Event Details	This event is to celebrate the 100th year anniversary of General Amherst High School. The event will include an open house at the school so people can tour the school one last time. There will be decades rooms, slideshows, apparel for sale, photo booths, and various student-led activities (eg. trivia). There will be live music located in a tented area adjacent to the school (Bill Wigle Park) and food trucks located in the school bus loading zone along Laird Ave. This is a community-focused event designed to celebrate the school and the residents who not only attended the school, but who have also supported it over the years, The event is being done to bring traffic to our town, to celebrate the town's people and history as we transition to the new school.
Noise By-law Exemption	Requested
Road Closure before 5 PM	Requested
Navy Yard Park By-law Exemption	Not Required
Permit Fees	\$1,871.00 (inclusive of applicable taxes) *waiver requested

Fee Breakdown for Event:

Fees Waiver Requested - Specify each fee	Estimated Cost
Event Deposit	\$250.00
Road Closure	\$243.00
Asset Request	\$359.00
Park Rental Fee + Capital Surcharge	\$269.00
Banner Hanging:	
Amherst Location	\$500.00
Wigle Backstop	\$50.00
Electronic Gateway	\$200.00
TOTAL FEES	\$1,871.00

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.

The Event Organizers for the 100 Year General Amherst Anniversary have requested a fee waiver of all Town related event fees, including the deposit, totalling \$1,871.

The Event Organizers for the IG Wealth Management Walk for Alzheimer's have requested a fee waiver of all Town related fees, totalling \$419.64.

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.



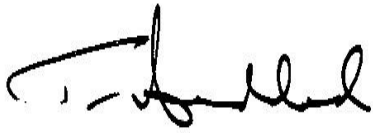
Bill Tetler
Manager of Licensing & Enforcement

Report Approval Details

Document Title:	2022 Special Events Approval-Part I.docx
Attachments:	- 2022 Event Approval Report-Part 1-ATTACHMENTS.pdf
Final Approval Date:	Jan 14, 2022

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

Tiffany Hong

A handwritten signature in black ink, appearing to read 'Tiffany Hong', with a stylized, cursive script.

Tony Haddad

A handwritten signature in black ink, appearing to read 'Tony Haddad', with a stylized, cursive script.

Valerie Critchley