



## 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: May 11, 2022
Author's Phone: 519 736-0012 ext. 2251	Date to Council: May 24, 2022
Author's E-mail: btetler@amherstburg.ca	Resolution #:

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

**Subject: 2022 Special Events Approval – Part III**

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

It is recommended that:

1. The following events **BE APPROVED**:
  - i. Canadian Cancer Society-Relay for Life: June 11, 2022
  - ii. Canada D'Eh 5K Run – July 1, 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:
  - i. Canadian Cancer Society – Relay for Life
  - ii. Canada D'Eh 5K Run
3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:
  - i. Canada D'Eh 5K Run
4. The fee waiver requests **BE APPROVED** as follows:
  - i. Canadian Cancer Society: \$923.89
5. The Public Events Committee **BE DIRECTED** to confirm that the requirements identified by the Committee are met prior to issuing an event permit.

#### 2. **BACKGROUND:**

The approved the Public Events Policy, Section 7.3, 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 May 11, 2022, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

- a.) Canadian Cancer Society – Relay for Life – June 11, 2022
- b.) Canada D’Eh 5K Run- July 1, 2022

The PEC reviewed the application in detail and have 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 PEC 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 PEC have been listed below for Council’s approval:

- a.) Canadian Cancer Society – Relay for Life – June 11, 2022
- b.) Canada D’Eh 5K Run – July 1, 2022

### **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.) Canada D'Eh 5K Run – July 1, 2022

The road closure is requested from June 30, 2022 starting at noon until July 1, 2022 at noon for Laird in front of Fort Malden.

Additionally, Administration is recommending Open Air Weekend Road Closure to continue after the Canada D'Eh 5K Run. This would only be for the already approved Open Air footprint. This would be three (3) hours earlier than the normal Open Air Weekend Road Closure. Administration will be taking out an ad in the River Town Times to announce the additional street closure if approved by Council. Attached is the 2022 Canada D'Eh Run & Canada Day Celebration Road Closure Map.

**3. DISCUSSION:**

<b>Event</b>	<b>Canadian Cancer Society</b>
<b>Event Organizer</b>	Relay for Life
<b>Event Date</b>	June 11, 2022
<b>Event Time</b>	6:00pm to 10:30pm
<b>Event Location</b>	Libro Centre
<b>Event Details</b>	Relay for Life is an international event that takes place in many different locations on various dates. All cancer walks and runs raise money and awareness. Proceeds help further cancer research and other CCS sponsored programs.
<b>Noise By-law Exemption</b>	Required from 5:30pm to 10:30pm to allow for music
<b>Permit Fees</b>	\$250 Refundable Deposit

<b>Event</b>	<b>Canada D'Eh 5K Run</b>
<b>Event Organizer</b>	Chris Uszynski
<b>Event Date</b>	July 1, 2022
<b>Event Time</b>	9:00am to 11:00am
<b>Event Location</b>	Laird St in front of Fort Malden, Laird/Dalhousie to CR20
<b>Event Details</b>	Largest 5K Run in Canada on Canada Day. Average 2,500 participants in run/walk with 500 kids in a 500M and 1K run.
<b>Noise By-law Exemption</b>	Required from 9:00am to 10:30am on the course
<b>Road Closure before 5 PM</b>	Road Closure required for set-up and event from June 30/2022 at 3pm to July 1/2022 at noon.
<b>Permit Fees</b>	\$250 Refundable Deposit

<b>Event</b>	<b>Canada Day Celebrations</b>
<b>Event Organizer</b>	Town of Amherstburg
<b>Event Date</b>	July 1, 2022
<b>Event Time</b>	12:00 pm to 7:00 pm
<b>Event Location</b>	Toddy Jones Park
<b>Event Details</b>	Annual Canada Day Celebrations
<b>Noise By-law Exemption</b>	Required from 12:00 pm to 7:00 p.m.
<b>Road Closure before 5 PM</b>	Road Closure required for set up and event from July 1, 2022 at 8:00 am to July 1/2022 at 7:00 p.m.
<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 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.

**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 Canadian Cancer Relay for Life have requested a fee waiver of all Town related event fees, including the deposit, totalling \$923.89.

**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.



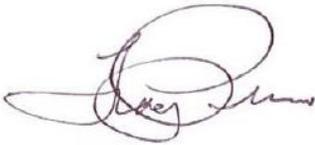
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Bill Tetler  
**Manager, Licensing and Enforcement**

**Report Approval Details**

Document Title:	2022 Special Events Approval - Part III.docx
Attachments:	- Essex County Site Map and details.pdf
Final Approval Date:	May 17, 2022

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



Tracy Prince



Peter Simmons



Valerie Critchley