



## 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: July 21, 2022
Author's Phone: 519 736-0012 ext. 2251	Date to Council: August 8, 2022
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**To: Mayor and Members of Town Council**

**Subject: 2022 Special Events Approval-Part V**

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

It is recommended that:

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

- i.) Amherstburg Uncommon: September 16, 17 & 18, 2022
- ii.) River Lights Opening Night– November 19, 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.) Amherstburg Uncommon
- ii.) River Lights Opening Night

3. The following events **BE EXEMPT and PERMITTED** for road closures to begin prior to 5pm:

- i.) River Lights Opening Night

4. 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:**

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 July 18, 2022, the PEC met and reviewed applications submitted by the Event Organizers for the following events:

- a.) Amherstburg Uncommon – September 16, 17 & 18, 2022
- b.) River Lights Opening Night- November 19, 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 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, 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.) Amherstburg Uncommon – September 16, 17 & 18, 2022
- b.) River Lights Opening Night – November 19, 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.) River Lights Opening Night – November 19, 2022

The road closure is requested on November 19, 2022 starting at 4:30PM until November 19, 2022 at 8:30PM. Road closure is from Laird Ave at Fort Dr. down Dalhousie ending at Murray St. Included is North St to Laird Ave. and half a block of Rankin.

3. **DISCUSSION:**

Event	Amherstburg Uncommon
Event Organizer	Town of Amherstburg
Event Date	September 16, 17 & 18, 2022
Event Time	Open Air timeframes
Event Location	Open Air Footprint & Toddy Jones Park
Event Details	A'burg Uncommon is a festival with a magical, mystical and mechanical theme derived from Harry Potter and the steampunk genre. This rapidly growing cultural trend, which incorporates technology and fantasy, with an aesthetic inspired by 19 <sup>th</sup> century fashion and industrial steam-powered machinery, will be sure to enthrall families and people of all ages. This event is mainly within the Open Air footprint and timelines with the exception of Toddy Jones Park.
Noise By-law Exemption	Within the already approved Open Air noise exemption
Road Closure before 5PM	
Permit Fees	

Event	River Lights Opening Night
Event Organizer	Town of Amherstburg
Event Date	November 19, 2022
Event Time	4:30pm to 8:30pm
Event Location	KNYP
Event Details	<ul style="list-style-type: none"> <li>- Holiday Movie near Cenotaph</li> <li>- Roaming Carollers</li> <li>- Town Crier at Sleigh Stage</li> <li>- Mayor countdown for Municipal Tree Lighting</li> <li>- Provincial Marine Canon Firing</li> <li>- Fireworks</li> </ul>

	- Gingerbread Warming House opening in Toddy Jones Park - Hot Chocolate giveaway in Town square
<b>Noise By-law Exemption</b>	Required from 5:00pm to 8:00pm
<b>Road Closure before 5 PM</b>	Road Closure required for event from 4:30pm to 8:30pm
<b>Permit Fees</b>	

#### **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.

A handwritten signature in black ink, appearing to be 'Bill Tetler', written over a horizontal line.

Bill Tetler  
**Manager, Licensing & Enforcement**

## Report Approval Details

Document Title:	2022 Special Events Approval - Part V.docx
Attachments:	- River Lights Opening Night 2022 (002).jpg
Final Approval Date:	Jul 21, 2022

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

A handwritten signature in purple ink, appearing to read "Tracy Prince".

Tracy Prince

A handwritten signature in black ink, appearing to read "Valerie Critchley".

Valerie Critchley – CAO/Clerk