



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: April 6, 2021
To: Mayor and Council
Author: John Norton
RE: Open Streets 2021
Report No.: 03 – 2021

AIM

For Council to approve the plans for the 2021 Open Streets event and approve the 2021 Open Streets budget.

BACKGROUND

On February 22, 2021, Council approved a "2021 Open Streets" summer event in downtown Kingsville. Open Streets is a Tourism and Economic Development initiative to support businesses, the arts sector, and an opportunity for people to explore the downtown in a COVID-friendly manner.

Council further agreed that Open Streets will be a Town event. An Open Streets Committee of Council was approved in order to obtain resident and business input and foster volunteer participation.

Administration was directed to prepare a report for Council to propose a budget, dates, and other matters requiring Council review and approval.

Advertising for membership on the Open Streets Committee occurred, and at the March 8, 2021 Council meeting, fifteen people were appointed.

The Manager of Recreation Programming and Special Events was assigned as the employee lead for Open Streets and is the liaison to the Committee.

At the first Open Streets Committee meeting, Councillor Laura Lucier and Councillor Tony Gaffan were appointed Co-Chairs. The Open Streets Committee was asked to make recommendations on the timing of the event, what to include in the event and how to engage others in the event.

DISCUSSION

The following are proposed details for Open Streets 2021.

Open Streets is proposed to be held every Saturday from June 19, 2021, to September 11, 2021. Open Streets will be advertised starting at 4:00 P.M. and ending at 10:30 P.M. Staff will begin 'closing' the street to automobile traffic at 3 P.M. and stop foot traffic at 10:30 P.M. to allow automobiles on the road by 11 P.M. Starting at 4 P.M. was chosen to engage retail stores during their regular hours, hoping that they will extend their hours.

What will occur during Open Street?

The Open Streets Committee recommends that the following activities are planned, ensuring COVID protocols can be adhered to:

- Live Music
- Creative art activities including, En Plein artist
- Family-oriented activities
- On-street dining

Will there be music?

- The Sun Parlor Folk Music Society is an active not-for-profit organization in Kingsville. They have offered to provide music for Open Streets at no additional cost to the Town beyond what the Town has given to them for the Folk Festival.
- Administration is working on this proposal but has yet to determine the feasibility and details.

Who can partner with Open Streets?

- The Open Streets Committee encourages any groups who are interested in partnering to email specialevents@kingsville.ca and propose how they could partner.

Will volunteers be used?

- Yes, volunteers are encouraged to participate.
- A new volunteer program called the "Kingsville Ambassador Program" will be created to ensure all volunteers are appropriately screened, trained and supported.
- Volunteers will be needed to monitor the road closure barricades.
- Volunteers wishing to participate will be asked to complete a registration form found on www.kingsville.ca/openstreets.

What about COVID?

- The Windsor Essex County Health Unit will review the complete project plan to ensure compliance with COVID regulations.
- All activities will be developed to consider the elimination of high-contact interaction areas, and a hazard risk assessment will be completed. This will include reviewing outdoor limits for public/social events.
- Signage and hand sanitization stations will be placed in high-traffic areas.
- To monitor compliance with the COVID protocols, one person will be assigned as the event COVID Monitor.
- All volunteers and staff will follow health and safety guidelines to protect their own and others' safety.
- Administration will continue to review the COVID Ministry response framework and restrict, modify, postpone or cancel Open Streets as per the five zones of public health measures based on what colour Kingsville is in.



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Are you allowed to drink alcohol on the street?

- The Alcohol and Gaming Commission of Ontario (AGCO) sets the policy for where and when alcohol can be served and consumed.
- Administration is working on options and has not yet finalized details or made any decisions.

Will the police be involved in Open Streets?

- The OPP has been informed of the plans for Open Streets, and staff will continue to liaison with them as plans progress.

Will vendors be required to provide insurance?

- All vendors will be required to show proof of insurance for at least \$2 million.
- If a vendor does not have insurance, it can be purchased from the Town of Kingsville for a standard fee.
- If the vendor is providing alcohol or deemed high risk, \$5 Million insurance is required.
- All vendors wishing to participate will be required to complete and sign a registration form that includes indemnifying the Town for any claims against the Town caused by the vendor's negligence.

What streets will be closed?

The Open Streets Committee recommends that the following streets are closed to vehicle traffic and open to pedestrians during the event: Main St. (from Spruce St. to Queen St) and Division St. (from King St. to Pearl St.). The Open Streets Advisory Committee prefers this as it allows for a larger area to include vendors, potentially have a stage set up on the sidewalk of the four corners, provide more space for people to be socially distanced and create a more open feel.

LINK TO STRATEGIC PLAN

Promote the betterment, self-image and attitude of the community.

To promote a safe community.

Support growth of the business community.

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

Council approved \$25,000 in the 2021 budget for Open Streets from the Tourism, Economic Development Committee.

What will it be used for?

- Marketing \$5,000
- Open Streets Coordinator \$10,170
- Summer Student extensions \$1,030
- Materials such as signs, rental of 2-way radio, vests \$2,000

The total projected cash output is \$18,000.

If insufficient volunteers are available to monitor the road closure barricades, staff may need to be assigned to do so at additional cost.

Planning and executing an Open Streets event does have an indirect cost to the Town through staff time. Staff in every department are involved in supporting this event. Staff are involved in the planning, consulting and working with the Advisory Committee and other participants, working closely with businesses, assessing risk (legal, health, financial, insurance, safety), opening/closing streets, cleaning venues and bathrooms, putting up signage, monitoring COVID requirements, supporting and training volunteers, and working the thirteen weeks.

CONSULTATIONS

The following groups and staff were consulted in the development of this report.

Open Streets Advisory Committee
Director of Financial & IT Services
Director of Legislative Services, Town Solicitor, Clerk
Director of Infrastructure and Engineering
Fire Chief CEMC
Deputy Fire Chief
Manager of Municipal Facilities and Properties
Manager of Public Works & Environmental Services
Tourism Coordinator

RECOMMENDATION

That Council approves the plans outlined in this report for the 2021 Open Streets event and approve the 2021 Open Streets budget.

John Norton

John Norton
Chief Administrative Officer