



Date: March 24, 2022

To: Mayor and Council

Author: Karen Loney

RE: Community Event Requests: 58th Annual Fall Fair and Horse Festival

Report No.: 5 - 2022

RECOMMENDED ACTION

1. That, subject to the satisfactory completion of all items listed by SERT, the use of Ridgeview Park and Pavilion on September 18, 2022, from 8:00 a.m. to 4:00 p.m. by the Rotary Club of Cottam **BE APPROVED**.

BACKGROUND

Any special event organizer that desires to use Municipal property or resources must present an application to the Special Events Review Team (SERT).

On March 4, 2022, SERT reviewed the Rotary Club of Cottam SERT application for the 58th Annual Fall Fair and Horse Festival. The event is scheduled for September 18, 2022, with free entrance from 8:00 a.m. to 4:00 p.m.

DISCUSSION

The Rotary Club of Cottam requested the following items to host the 58th Annual Fall Fair and Horse Festival:

- 1) Full use of Ridgeview Park and the Pavilion, and
- 2) Country Road 34, from Trinity Anglican Church to Ridgeview Park, to be closed to vehicles from 11:30 a.m. to 12:45 p.m. to host a parade. The parade officially starts at noon. As this is a County Road, this decision will be made by the County.

Should the event be approved by Council, SERT requires the Rotary Club of Cottam to complete the following items:

- To receive permission from the County for the Parade route road closure,

- To provide a Certificate of Insurance in a form satisfactory to the Clerk naming The Corporation of the Town of Kingsville as an additional insured,
- If required by the Clerk, to provide a Certificate of Insurance in a form satisfactory to the Clerk naming The Corporation of the Town of Kingsville as an additional insured from vendors participating, for such risks as bouncy castles and pony rides,
- To obtain a tent permit and arrange an inspection with the Building Department,
- To create and submit a satisfactory safety plan,
- To submit a satisfactory final site plan,
- To have volunteers appropriately trained,
- To have volunteers monitor streets closed for the parade,
- To complete a Windsor Essex County Health Unit special events form and submit it to administration, and,
- To liaise with Administration on the progress, and changes to the overall plan and submit final approvals.

FINANCIAL CONSIDERATIONS

There are no significant financial implications associated with this request. Administration time will be allocated to this event in the following means:

- Public Works will open and close the streets, and
- Community Development Services will have one staff working the day of for park maintenance and the Manager of Recreation Programs and Special Events as the liaison for coordination before the event.

ENVIRONMENTAL CONSIDERATIONS

As part of the SERT process, discussions occur on the impact of garbage and how this will be addressed. In addition, it was shared that Council approved a ban on single-use plastics and to review how this can be accomplished.

CONSULTATIONS

SERT Members:

- Peter Millar and Jenny Tan -- Windsor Essex County Health Unit
- Cathy Bird and Alexa Alexander Trillanes – Alcohol Gaming Commission of Ontario
- Constable Silvano Bertoni – Ontario Provincial Police
- Ryan Lemay – Essex Windsor Emergency Services
- Zachary Knox - Town of Kingsville Legal Counsel
- Paula Parker – Town Clerk
- Tara Hewitt - Communications and Public Relations Coordinator
- Ed Parks – Interim Manager of Recreation and Facilities
- Erica Allen - Supervisor of Public Works

- Shaun Martinho - Manager of Public Works & Environmental Services
- Scott Moore - Kingsville Fire & Rescue
- Natalie Cobby – Programming and Events Coordinator

Senior Management Team:

- John Norton CAO
- Susan Hirota – Legal and Clerk Services
- Ryan McLeod – Financial and Information Technology Services
- Richard Wyma – Director of Community and Development Services
- John Quennell – Fire and Rescue Services
- Andrew Plancke – Director of Infrastructure and Engineering Services

PREPARED BY:



Karen Loney, MA

Manager of Recreation Programs and Special Events

REVIEWED BY:



John Norton

Chief Administrative Officer

LINK TO STRATEGIC PLAN

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

Support growth of the business community.

Link to Council 2021-2022 Priorities

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)

- ☒ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☒ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities