



Report to Council

Department: Community Services
Division: Community Services
Date: October 21, 2024
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2024-41
Subject: Special Events Resource Team (SERT) – October 2024 Update
Number of Pages: 3

Recommendation(s)

That Community Services-2024-41 entitled Special Event Resources Team (SERT) – October 2024 Update prepared by Jake Morassut, Director, Community Services, dated October 21, 2024, be received.

Purpose

To update Council on a regular basis of the events and requests that have been reviewed by the Town of Essex Special Events Resource Team (SERT).

Background and Discussion

The Department of Community Services in April 2014 established an internal administration group called the Special Events Resource Team to review special event requests on Town of Essex property. The Special Events Resource Team consists of Town of Essex staff from several departments as well as outside agencies to assist groups in the initial planning stages of their events.

Summary of Events

Below is list of upcoming events reviewed by the Special Events Resource Team. Please note some events will be listed under more than one section depending on their event/request:

Road Closures/Parades

- | | | |
|--|-------------|------------------------|
| • BIA Tiny Tot Parade | October 25 | Downtown Essex |
| • Jinglebell Walk/Run/Wheel | November 10 | Downtown Essex Centre |
| • Remembrance Day Ceremony | November 11 | Veterans Memorial Park |
| • Remembrance Day Ceremony | November 11 | Essex Centre Cenotaph |
| • Santa Clause Parade/Santa's Village | December 14 | Essex Centre Downtown |
| • Harrow Santa Clause Parade | December 21 | Harrow Downtown |

Letter of Non-Objections

- There are no letters of Non-Objection

Special Occasion Permits/Significant Events

- There are no special occasion permits/significant Events

Special Events

- | | | |
|---|------------------|---------------------------------|
| • BIA Tiny Tot Parade | October 25 | Downtown Essex Centre |
| • Carly Stannard-Walsh Memorial Walk | November 2 | Harrow Soccer Complex |
| • Jinglebell Run/Walk/Cycle | November 10 | Downtown Essex Centre |
| • Remembrance Day Ceremony (Harrow) | November 11 | Veterans Memorial Park |
| • Remembrance Day Ceremony (Essex Centre) | November 11 | Essex Centre Cenotaph |
| • Harrow Rotary Club - Tree Lighting Ceremony | November 16 | Suncor Lot – Harrow |
| • Essex Tree Lighting Ceremony/Salvation Army | November 29 | Essex Municipal Hall |
| • Stroll by Santa | December 6 | McGregor Parkette |
| • Santa Clause Parade/Santa's Village | December 14 | Downtown Essex Centre |
| • Harrow Kinsmen Santa Clause Parade | December 21 | Harrow Downtown |
| • Hockey for Hospice Tournament | December 27-29 | Essex Centre Sports Complex |
| • Harrow Chamber New Year's Eve Skate/Fest | December 31 | Harrow Centre Community Complex |
| • NHL Alumni Benefit Hockey Game | January 12, 2025 | Essex Centre Sports Complex |

Financial Impact

There is no financial cost to the Corporation for the approved events from the Special Events Resource Team.

Consultations

Special Event Resource Team

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone who **makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Special Event Resource Team (SERT) - October 2024 Update - Community Services-2024-41.docx
Attachments:	
Final Approval Date:	Oct 16, 2024

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

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Oct 16, 2024 - 9:10 AM