



Report to Council

Department: Community Services
Division: Community Services
Date: February 18, 2020
Prepared by: Doug Sweet, Director of Community Services
Report Number: Community Services-2020-01
Subject: Special Events Resource Team (SERT) February Update
Number of Pages: 3

Recommendation(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2020-001 entitled "Special Events Resource Team (SERT) February Update" be **received** for council information.

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 a number of 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:

Special Events

- | | |
|--|--------------|
| 1. Essex 73's Fundraising Dinner | Feb 8 |
| 2. Essex Rotary and Essex Centre BIA Awards Dinner | March 30 |
| 3. Bill Jones Sr. 3 on 3 Hockey Tournament | April 17-19 |
| 4. Annual Legacy Tree Planting | April 22 |
| 5. Greyhound Pets of America Walkathon | May 24 |
| 6. Harrow Minor Baseball Tournament | June 12 - 14 |
| 7. Walleye Derby | June 13 |
| 8. McGregor Music Fest | June 14 |
| 9. Harrow Minor Baseball Tournament | June 12 - 14 |
| 10. Essex Soap Box Derby | June 27 |
| 11. Essex Fun Fest | July 2-5 |

Road Closures/Parades and Processions

- | | |
|--------------------------|---------|
| 1. Essex Soap Box Derby | June 27 |
| 2. Essex Fun Fest Parade | July 4 |

Special Occasion Permits

- | | |
|---|-------------|
| 1. Essex 73's Fundraising Dinner | Feb 8 |
| 2. Bill Jones Annual 3 on 3 Hockey Tournament | April 17-19 |
| 3. Walleye Derby – Colchester | June 13 |
| 4. McGregor Music Fest | June 14 |
| 5. Essex Fun Fest | July 2-5 |

Letter of Non-Objection Requests

- | | |
|-----------------------------|---------|
| 1. CTMHV – Spring Car Show | June 7 |
| 2. CTMHV – British Car Show | July 12 |

Financial Impact

There is no financial cost to the Corporation for the development of the Special Events Resource Team.

Risk Analysis

The creation of an Essex Special Events Resource Team will limit the risk of holding events within the Town as a formal tool and will now be in place which will be reviewed by all parties in collaboration to ensure all requirements are in place prior to an event.

Consultations

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☒ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.

Report Approval Details

Document Title:	CS-2020-SERT February Update - Community Services-2020-01.docx
Attachments:	
Final Approval Date:	Feb 10, 2020

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

Chris Nepszy, Chief Administrative Officer - Feb 10, 2020 - 10:25 AM