



Report to Council

Department: Community Services
Division: Community Services
Date: April 6, 2021
Prepared by: Doug Sweet, Dir. Community Services/Deputy CAO
Report Number: Community Services-2021-02
Subject: CS-2021-SERT April Update
Number of Pages: 3

Recommendation(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2021-002 entitled "Special Events Resource Team (SERT) April 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 submitted and/or 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

Amazing Grace Event – Sadlers Park	April 3
Alzheimers Downward Dog for Dementia – Sadlers Park	May 22
University of Windsor Graduation Photos – Heritage Park	June 23
McGregor Mug Run – Co-An Park	Sept 25

Road Closures/Parades and Processions

- i. McGregor Mug Run Sept 25

Special Occasion Permits

- i. McGregor Mug Run Sept 25

Letter of Non-Objection Requests

- i. None

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. During Covid, all confirmation letters include a clause that the event organizers are responsible to know and follow all provincial and local health restrictions for the zone Windsor-Essex County is in during the dates of their event.

Consultations

- Special Event Resource Team members

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.
- Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	CS-2021-SERT April Update - Community Services-2021-02.docx
Attachments:	
Final Approval Date:	Mar 30, 2021

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

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is written in a cursive style with a period at the end.

Chris Nepszy, Chief Administrative Officer - Mar 30, 2021 - 10:15 AM