



## Report to Council

Department: Community Services  
Division: Community Services  
Date: August 23, 2021  
Prepared by: Doug Sweet, Dir. of Community Services/Deputy CAO  
Report Number: Community Services-2021-11  
Subject: Special Events Resource Team (SERT) August Update  
Number of Pages: 5

### Recommendation(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2021-011 **entitled** "Special Events Resource Team (SERT) August 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

- |       |   |         |
|-------|---|---------|
| i.    | Alzheimer Yoga on the Beach – Colchester Beach              | Aug 28  |
| ii.   | Harrow Rotary Rubber Duck Race – Colchester Beach           | Aug 28  |
| iii.  | Outdoor Market – Essex Parkette                             | Aug 28  |
| iv.   | Colchester Bar and Grill Mission Ride Stop                  | Aug 29  |
| v.    | Outdoor Community Praise Service – Harrow Fairgrounds       | Sept 5  |
| vi.   | Ken Knapp Ford Party in the Park– Heritage Park             | Sept 11 |
| vii.  | Heritage Colchester Outdoor Market – Colchester Schoolhouse | Sept 18 |
| viii. | Essex BIA Outdoor Movie – Heritage Park                     | Sept 18 |
| ix.   | ACT Committee Kite Festival – Heritage Park                 | Sept 18 |
| x.    | Transition to Betterness Bike Ride – Harrow Fairgrounds     | Sept 19 |
| xi.   | McGregor Mug Run – Co-An Park                               | Sept 25 |

### Road Closures/Parades and Processions

- |     |  |         |
|-----|--|---------|
| i.  | Colchester Bar and Grill Mission Ride Stop | Aug 29  |
| ii. | McGregor Mug Run                           | Sept 25 |

### Special Occasion Permits

- |      |                  |         |
|------|------------------|---------|
| iii. | McGregor Mug Run | Sept 25 |
|------|------------------|---------|

### Letter of Non-Objection Requests

- |     |      |  |
|-----|------|--|
| iv. | 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

Town of Essex Special Events Resource Team

## 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 August Update - Community Services-2021-11.docx
Attachments:	
Final Approval Date:	Aug 9, 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 large initial "C" and a long, sweeping tail.

**Chris Nepszy, Chief Administrative Officer - Aug 9, 2021 - 10:03 AM**