



Report to Council

Department: Community Services

Date: December 2, 2019

Prepared by: Doug Sweet, Director, Community Services

Submitted by: Doug Sweet, Director, Community Services

Report Number: Community Services Report 2019-042

Subject: Special Events Resource Team (SERT) November Update

Number of Pages: 3

Recommendation(s)/Conclusion(s)

The following recommendation is provided for Council's consideration:

- i. That Community Services Report 2019-042 entitled "Special Events Resource Team (SERT) November Update" **be received** for Council Information.

Reason for Report

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

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

- | | |
|------------------------------------------|------------------------------------|
| i. Harrow Christmas Parade | December 7 (SERT Reviewed) |
| ii. Essex Christmas Parade | December 14 (SERT Reviewed) |
| iii. Harrow Chamber New Year's Eve Event | December 31 (SERT Reviewed) |
| iv. Town Sponsored Free Swim | January 1 (SERT Reviewed) |

Road Closures/Parades and Processions

- | | |
|----------------------------|------------------------------------|
| i. Harrow Christmas Parade | December 7 (SERT Reviewed) |
| ii. Essex Christmas Parade | December 14 (SERT Reviewed) |

Special Occasion Permits

- i. None

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.

Link to Strategic Priorities

The creation of the Special Events Resource Team has allowed for a more streamlined process for event organizers and has allowed for more successful events within the Town of Essex.

This report contributes to the strategic policy:

- Promote healthy and active living through recreational and cultural opportunities.

Reviewed by:

Chris Nepszy, Chief Administrative Officer

Concur