



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: March 12, 2019

Report Number: PRS-2019-03

Subject: Rotary Club Fish Fry

Recommendations

It is recommended:

1. **That** the Rotary Club of Essex **be authorized** to sell and serve alcoholic beverages for consumption by patrons at Lakewood Park on Friday, July 19, 2019 during the hours of 4:00 p.m. to 8:00 p.m., subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy 31, for the purposes of hosting a Fish Fry; and
2. **That** the Rotary Club of Essex **be granted** relief from Noise By-law No. 2002-07, as amended, in order to permit the Rotary Club of Essex to operate loud speakers or sound amplifying equipment during the Fish Fry event for the purposes of musical entertainment and event announcements on Friday, July 19, 2019 during the hours of 4:00 p.m. to 8:00 p.m.

Background

Since 2016, the Rotary Club of Windsor and the Rotary Club of Essex have jointly hosted its annual Fish Fry at Lakewood Park which provided a venue large enough to accommodate the over 400 guests while also providing a beautiful backdrop and setting for the guests. The event has occurred without incident. The annual Fish Fry event is a fundraising initiative to assist in the Rotary Club to travel to Ghana to lead a variety of projects such as building and renovating schools, purchasing school supplies and computers and drilling water wells for the Ghana community.

Comments

Administration has met with representatives from the Rotary Club of Essex [Rotary Club] to review its plans to host a Fish Fry at Lakewood Park on Friday, July 19, 2019. According to the Rotary Club, the event will proceed as follows:

Set-Up – The Rotary Club will be coordinating volunteers to oversee and conduct the event layout and set-up during which tents and equipment will be erected.

Public Event - The Fish Fry will be open to the public during the hours of 4:00 p.m. to 8:00 p.m. Advance tickets will be sold as well as on-site ticket sales. Volunteers from the Rotary Club will be preparing and serving the food at the event in accordance with the Windsor Essex County Health Unit's Event Organizer Sponsoring Agency and Food Vendor Guidelines. The Rotary Club plans to sell/serve alcohol under an AGCO license. This is considered a family-friendly event; therefore there are no age restrictions.

Event Parking – Due to the expected attendance at the Fish Fry, the parking lot located at Lakewood Park (South) will be reserved for the use of the Rotary Club. There are a total of 143 parking spaces within the parking lot of Lakewood Park (South). The Rotary Club will be responsible for staffing the entrance to the parking lot for the purposes of controlling access and directing vehicles within the parking lot. The parking lot on Lakewood Park (North) will remain open to the public and visitors to the Fish Fry are welcome to park at this location provided there are available spaces.

The Rotary Club has been advised that parking along Manning Road is restricted and parking violations are subject to fines. The Rotary Club intends to have event volunteers monitor the area along Manning Road to advise any event guests that attempt to park in this location of the parking restrictions in order to ensure that the area remains clear of parked vehicles. The Rotary Club will be encouraging guests to carpool to the event in an effort to reduce the number of vehicles requiring parking.

Clean-Up – The Rotary Club will be coordinating volunteers to clean up Lakewood Park to restore it to its original condition for public use. The Parks Department will inspect the site the morning of July 22, 2019. If during the inspection the condition of the park is deemed to be unacceptable, Parks Department staff will be scheduled to clean the site and the labour will be invoiced to the Rotary Club.

Outdoor Special Events Policy:

Outdoor Special Events Policy No. 85 identifies various types of permitted uses for municipal parks, including festivals and events. This Policy provides Administration with guidelines for the scheduling of events within municipal parks based on scheduled maintenance, programming, and potential impact on the surrounding residents. The Policy addresses factors that impact events such as noise restrictions, road closures, parking, park maintenance and clean-up, use of tents and washroom facilities, electrical requirements, food and alcohol services, smoking and use of smokeless of tobacco restrictions, and the need to complete an Application/Facility Use Agreement.

The proposed plans for the Rotary Club Fish Fry have been reviewed by the Special Events Resource Team.

Municipal Alcohol Policy:

According to Policy No. 31, Municipal Alcohol Risk Management Policy:

Section 3.1: Selling or consumption of alcohol on municipal property is only permitted in conjunction with festivals or events where the organizers must:

- I. rent a Town facility and adhere to the Facility Rental Agreement
- II. obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO)
- III. adhere to all terms and conditions in this policy and the Liquor License Act of Ontario and
- IV. submit an approved Safety Plan

Section 3.3: The only Town facilities available for events that include the sale or consumption of alcohol include:

Area	Capacity
Municipal Arena	Mezzanine (Room Capacity 75) Centre Ice Room (Room Capacity 200) Horwood Room (Room Capacity 50)
St. Clair Beach Optimist Community Centre	A Room (Room Capacity 50) B Room (Room Capacity 50)
Tecumseh Golden Age Club	Auditorium (Room Capacity 148)

Note: Tecumseh Town Council may change the designation of any municipal Park, Facility, or Street by resolution at its discretion.

The Rotary Club plans to operate the Fish Fry under an AGCO special occasion permit. The Manager Recreation Programs & Events [Manager] has met with the Rotary Club to review all of the event plans in more detail and to review the municipal policies and bylaws that relate to the event plans specific to a licensed event. The Manager has informed the Rotary Club that they are required to have trained staff assigned as bartenders, door supervisors, floor supervisors, and ticket sales personnel and that they are required to meet with the Tecumseh OPP to coordinate security personnel.

Administration recommends that subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy, the Rotary Club be authorized to sell, serve and consume alcoholic beverages starting at 4:00 p.m. to 8:00 p.m. on Friday, July 19, 2019.

Noise By-Law:

According to By-law No. 2002-07, a by-law respecting the emission of sounds (Noise By-law):

Section 4: No person within the municipality shall emit or cause the emission of sound resulting from any act listed in Table 4-1, hereinafter set out, if clearly audible at a Point of Reception located in an area of the municipality within a prohibited time shown for such an area.

Prohibition Periods of Time	Residential Area	Agricultural Area	Commercial Area
4. The sound from or created by any radio, phonography, tape player, television, public address system, sound equipment, loud speaker, or any musical or sound producing instrument of whatever kind when the same is played or operated in such a manner or with such volume as to disturb the peace, quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any other type of residence.	At all times	At all times	At all times
5. The operation of any auditory signalling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.	At all times	10:00 p.m. to 8:00 a.m.	10:00 p.m. to 8:00 a.m.

The Rotary Club requires the use of sound amplifying equipment for event entertainment / music and announcements. The Rotary Club has indicated it is aware of the surrounding neighbours and will make every effort to maintain the sound at an acceptable level. The Rotary Club is requesting a waiver of the Noise By-law in order that they may utilize sound amplifying equipment throughout the event operating hours.

Administration recommends that relief be granted from the Noise By-law No. 2002-07, as amended, in order to permit the Rotary Club to operate loud speakers or sound amplifying equipment during the Fish Fry event starting at 4:00 p.m. to 8:00 p.m. on Friday, July 19, 2019.

Consultations

Special Event Resource Team

Financial Implications

Administration will be preparing a Facility Use Agreement for use of Lakewood Park in accordance with the Fees and Charges Bylaw. The Facility Use Agreement will include any additional fees for site servicing such as delivery and installation of temporary fencing.

In accordance with the terms and conditions of the Facility Use Agreement, the Rotary Club will be required to provide the Town of Tecumseh with a certificate of insurance naming the Town of Tecumseh as an additional named insured in the amount of \$5 million.

The Rotary Club is responsible for any costs associated for OPP resources. The Tecumseh OPP will invoice the Rotary Club directly.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None