



Staff Report

Report Title: Lucknow Kinsmen Special Event Requests 2023

Co -Prepared By: Jennifer White, Manager of Legislative Services/ Clerk, Melanie Moulton, Community Emergency Management Coordinator

Department: CLK

Date: Mar. 6, 2023

Report Number: CLK-2023-03-15

File Number:C11 CLK23

Attachments: Correspondence to Lucknow Kinsmen

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole receives for information Report CLK-2023-03-15;

AND FURTHER THAT Staff be directed to bring forward a by-law to enter into a licensing agreement with the Lucknow Kinsmen for use of the road allowance during specific events.

Background:

At the Committee of the Whole meeting of December 5, 2022, the Lucknow Kinsmen provided a delegation to request certain supports from the Township of Huron-Kinloss with respect to events on the property known locally as "Graceland".

At that time, the required by-law amendments to permit additional special events on the property had not yet been considered by Council.

This report provides an overview of the specific special event request, and how Staff are planning to address concerns raised by Council and the Public during consideration of the Official Plan and Zoning Amendments.

Discussion:

The delegation presented to Council included the following requests:

1. Approval to Host a Tractor Pull and Derby event June 15th to June 17th, 2023
2. Approval to enter into an encroachment agreement to build the Tractor Pull Track beside the rail trail

3. Noise Exemption request to permit noise after 10pm on June 16, 17th
4. Permission for Liquor Licence June 16 to 17

Council approved the necessary by-law amendments to permit additional events at the property at the February 21st meeting of Council (By-laws 2023-14 and 2023-15). Council and the Public expressed concerns regarding the event which Staff believe can be mitigated through Special Events Permitting.

1. Approval of event

This is done through the Special Event Permit which will be presented to Council for approval when the application and emergency response plan are complete. Based on comments at the public meeting, requirements within the Environmental Assessment submitted with the zoning application, and within the Special event process, Staff have outlined a broad list of information required. (Sent in the letter of January 30, 2023- attached).

Additionally, through the event planning process Staff will ensure the Lucknow Kinsmen identify a member of their organization who will be the primary contact to address neighbour and community concerns regarding events.

To date the Lucknow Kinsmen have submitted the special event application only of the requested documents.

2. Rail trail use

Staff have been provided with a legal opinion that the most effective tool to use to address use of the rail trail (road allowance) in this case is a licensing agreement (example attached). The agreement would be used to indicate when and how the road allowance could be used during each event. It includes requirements for insurance and indemnification. The agreement would be tailored to outline the dates/times it would be effective. It allows the Township to grant permission for use of the area on a case-by-case basis, upon review.

Staff will provide the Kinsmen with this Licence Agreement for review. Staff are requesting direction proceed with the use of a licence agreement to provide authorization for use of the rail trail area during events at "Graceland". The draft agreement would be brought forward for council consideration at a future meeting based on information submitted within each special event request.

3. Noise Exemption

The Kinsmen were directed to the correct application form for this request. Staff evaluate based on the request received, what exemption is required and make the relevant recommendation to Council. This will be considered in the Noise Exemption Request Report CLK 2023-03-16 on this agenda, with other noise by-law exemption requests received to date.

4. Permission for Liquor Licence June 16 to 17

The Municipality comments on liquor licence applications as required by the Alcohol and Gaming Commission of Ontario. Staff have inquired with the Kinsmen to determine what the exact request is with respect to liquor licensing. Further information will be brought forward to Council if necessary.

Financial Impacts:

Special events in our area provide an opportunity for both locals and visitors alike to participate positively in our community and contribute to our local economy, supporting our businesses. Attracting visitors to our area brings awareness to our area and offerings and encourage investment in our community, resulting in increased economic development and a strong and vibrant community. Partnerships with organizations focused on community events generate local revenue, create memorable experiences for visitors, encourage visitors to stay longer and plan return visits, and even create opportunities for long-term business investment.

No additional costs are anticipated excluding staff time.

Strategic Alignment / Link:

We are an accessible community that offers opportunities for everyone by having services and amenities nearby.

Respectfully Submitted By:

Melanie Moulton, Emergency Services/ Health & Safety Coordinator- CEMC, and Jennifer White, Manager of Legislative Services/Clerk

Report Approved By:

Mary Rose Walden, Chief Administrative Officer