



Staff Report

Report Title: Special Event Permit

Prepared By: Mel Moulton, Emergency Services/ Health & Safety Coordinator - CEMC

Department: Fire & Emergency Services

Date: Mar. 4, 2024

Report Number: FIRE-2024-03-9

File Number:

C11-FIRE-24

Attachments: proposed changes to Special Event By-law

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information, Report FIRE-2024-03-09, prepared by Mel Moulton Emergency Services/ Health & Safety Coordinator- CEMC;

AND FURTHER approves the changes to the Special Event By-law and authorizes the appropriate By-Laws to be brought forward.

Background:

In 2016, the Township of Huron-Kinloss Council enacted a Special Events By-law to regulate and permit Special Events within the Township that have an expected attendance greater than 200 people.

The purpose of this By-law was to ensure public safety and make sure the organization responsible completes appropriate and consistent emergency planning and preparedness and to ensure that each event will have minimal impact to the Continuity of Operations for the Township in the event of a major emergency incident.

Discussion:

As a part of the Administrative Procedure for permitting Special Events under the By-law. The CEMC receives from each organization an initial Emergency Response Plan and annual updates. The CEMC conducts reviews of these plans, consults with the event organizers and affected agencies. Once the review is completed by each relevant agency or individual the CEMC creates and issues a permit to the event organizer.

As events grow and change within the community Staff are recommending the by-law to be updated. On the attached "proposed changes to Special Event By-law" document, additions are highlighted in green, and items to be removed are shown with strike through. It would additionally remove the amendment that added the application to provide flexibility to Staff to update it as required.

The following provides an overview of the proposed changes or enhancements:

- Providing a definition of exotic pets/animals
- Increasing the anticipated attendees to 500
- Providing an exemption of permit to Township organized events
- Requiring applications to be submitted 120 days prior to the event
- Requesting a written plan for firework displays
- A permit fee may be charged in accordance with the Township Consolidated Fees By-law
- Remove copy of application form from By-Law
- Pre and post briefing meeting requirements added

Once the By-law amendment is approved Staff will update any supporting documents and share with known event organizers for the upcoming 2024 event planning season.

Financial Impacts:

There are no financial impacts or budget implications associated with this report.

Strategic Alignment / Link:

We are an accessible community by being open and transparent.

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

Respectfully Submitted By:

Mel Moulton Emergency Services/ Health & Safety Coordinator- CEMC

Report Approved By:

Mary Rose Walden, Chief Administrative Officer