



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Alex Wolfe, Deputy Clerk**
Date: September 6 2022
Report: CL#23-2022
Subject: Special Event Application – Kirkton Fall Fair 2022

Recommendations:

That South Huron Council receives the report of Alex Wolfe, Deputy Clerk re Special Event Application – Kirkton Fall Fair 2022; and

That South Huron Council approve the Special Event Permit – Kirkton Fall Fair 2022 in principle; and

That South Huron Council approves an exemption to the Noise By-Law 36-2004 on Friday, September 9th and Saturday, September 10th to 1:00 a.m. for the Fireworks and Tractor Pull events.

Purpose:

The purpose of this report is to provide Council a comprehensive overview of the Kirkton Fall Fair 2022 event, and to obtain Council approval of the Special Events Permit in principle based on receipt of all required documentation prior to the event.

Background and Analysis:

The Kirkton Fall fair is an annual event held by the Kirkton Agricultural Society to promote agriculture and the rural community of South Huron and Perth South. The fair is being held at the Kirkton-Woodham Community Centre from September 9th through 11th, 2022.

As outlined in the Municipality's Special Events Policy (By-Law #52-2018) a Special Events Application is required to be submitted for certain events held in the municipality. The purpose of the policy is to ensure public safety, control

noise, traffic, etc. and to mitigate any negative impact on the Community. Through the Application process there are a number of operational items that the applicant works through with the municipality, and relevant stakeholders to obtain required approvals.

Following a staff review of the application and the Special Events policy, along with a preliminary meeting with the applicant on August 10, 2022 and consultation with relevant Perth South staff, it was determined that a formal pre-consultation meeting was not required.

Overview of Event Particulars:

Community fireworks are scheduled for September 9th, the event organizers are working directly with the Fire Chief to obtain permission for the fireworks show as outlined in the Municipal fireworks by-law (#37-2004).

A parade is scheduled for September 10th at 10 a.m. and the Kirkton Agricultural Society is working directly with the Ministry of Transportation, OPP and Township of Perth South for required road closure requirements and detour signage. A tractor pull is scheduled to take place in the afternoon on Saturday and a demolition derby is set to take place on Sunday. The event organizers have reached out to Granton Fire Department and they will be in attendance for this event, as they have in past events.

The Kirkton Agriculture Society is applying for the liquor licence and will ensure that all conditions outlined in the Municipal Alcohol Risk Management Policy. They are working directly with the Chief Building Official for a tent permit and working directly with the vendors, Huron Perth Public Health and the Fire Prevention Officer to receive any required permits and organize the necessary inspections for food concessions/trucks/petting zoo. The event organizers have advised that St. John's Ambulance have been requested to attend the event for the weekend.

The event organizers have requested an exemption to the municipal Noise By-Law on September 9th and 10th after 11:00 p.m. through to 1:00 a.m. for the fireworks show and tractor pull event.

Operational Considerations:

There are no other operational considerations that have not been outlined in this report.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015-2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- Administrative Efficiency and Fiscal responsibility
- Transparent, Accountable, and Collaborative Governance

Financial Impact:

The administration fee of \$50.00 is paid and the application fee of \$50.00 has been waived by the Clerk as delegated in the Policy (the event is for the benefit of the South Huron Community). There were fees paid in connection with the building permit for the tent.

Legal Impact:

The event organizers are responsible for obtaining significant liability insurance to the satisfaction of the Municipality. The purpose of the Special Events policy is to mitigate any negative impact on the community and to ensure that the municipality can prepare and respond, where necessary

Staffing Impact:

There are no other staffing implications not otherwise outlined in this report.

Communication Actions:

The Committee is responsible for advertising their event and staff will share any specific information requested by the Committee prior to the event.

Policies/Legislation:

By-Law #52-2018 – Special Events Policy

Consultation:

Rebekah Msuya-Collison, General Manager of Corporate Services
Jeremy Becker, General Manager of Community and Emergency Services
Lizet Scott, Clerk and Martin Feeney, CBO, Township of Perth South

Related Documents:

Kirkton Fall Fair Site Map
Kirkton Fall Fair Parade Route

Respectfully submitted,

Alex Wolfe, Deputy Clerk