

Adopted by Council at its meeting held June 4, 2013 [M232-2013]

AA

Windsor, Ontario, June 4, 2013

**REPORT NO. 164 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE**
of its meeting held May 8, 2013

Present: Councillor Ed Sleiman, Chair
Councillor Jo-Anne Gignac
Councillor Alan Halberstadt
Councillor Fulvio Valentinis

Absent: Councillor Percy Hatfield

That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Halberstadt, **THAT** the request from Windsor Eats Inc. to host the 1st Annual Windsor Craft Beer Fest and for a temporary road closure of the 500 Block of Argyle Road between Wyandotte Street East and Brant Street on October 18 and 19, 2013 **BE APPROVED** and further;

THAT the event **BE DESIGNATED** as "Significant Municipal Event Status" for the purpose of applying for a Special Occasions Permit.
Carried.

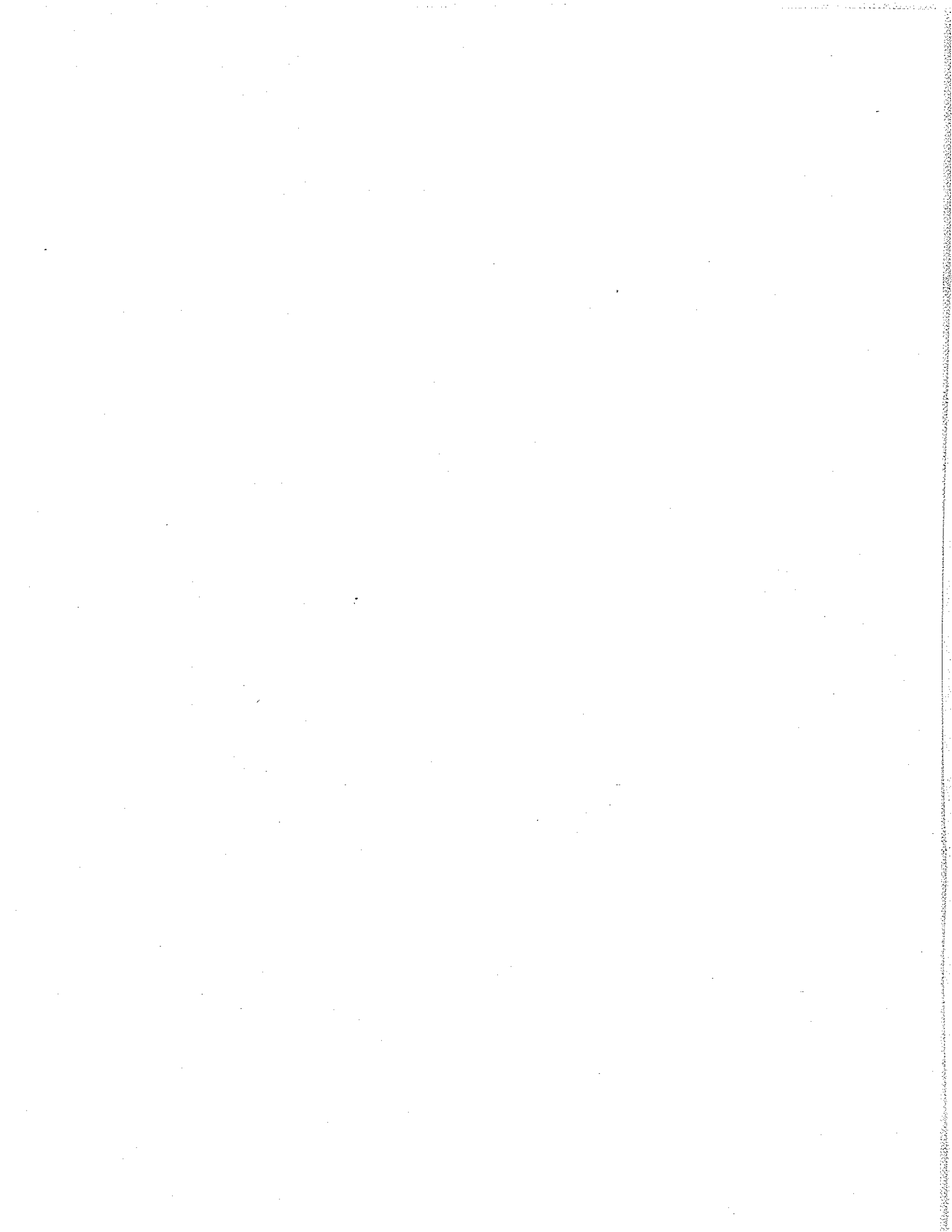
Clerk's Note: The administrative report authored by the Coordinator, Community Special Events dated March 25, 2013 entitled "*Windsor Craft Beer Fest 2013 Temporary Road Closure of Argyle Road*" is attached as background information.

LIVELINK 16475, SAS2013, SR2013


CHAIRPERSON


DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email
Adriano Ciotoli c/o Windsor Eats Inc.		info@windsoreats.com
Walkerville Business Improvement Association: Joan Charette		joancharette@me.com
SERT		
Councillor Halberstadt		



THE CORPORATION OF THE CITY OF WINDSOR
Social Development, Health and Culture Standing Committee-
Administrative Report

**MISSION STATEMENT:**

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

LiveLink REPORT #: 16475 SAS2013 SR2013	Report Date: March 25, 2013
Author's Name: Mike Taylor	Date to Standing Committee: May 8, 2013
Author's Phone: 519 253.2300 ext. 2716	Classification #:
Author's E-mail: mtaylor@city.windsor.on.ca	

To: Social Development, Health and Culture Standing Committee

Subject: Windsor Craft Beer Fest 2013
Temporary Road Closure of Argyle Road

PR# 13-57

1. RECOMMENDATION: City Wide: _____ Ward(s): 4

THAT the request from Windsor Eats Inc. to host the 1st Annual Windsor Craft Beer Fest and for a temporary road closure of the 500 Block of Argyle Road between Wyandotte Street East and Brant Street on October 18 and 19, 2013 **BE APPROVED** and further;

THAT the event **BE DESIGNATED** as "Significant Municipal Event Status" for the purpose of applying for a Special Occasions Permit.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

Windsor Eats Inc. is a local award winning business that plans and coordinates culinary and beverage special events in and throughout Windsor and Essex County. In 2013, Windsor Eats Inc. is to host the 1st Annual Windsor Craft Beer Fest. Tents will be erected in a private parking lot on the corner of Wyandotte Street East and Argyle Road, and will invite the general public to learn and sample various craft beers made in and around the Province of Ontario. The site chosen is also adjacent to Windsor and Essex County's only craft beer brewery, Walkerville Brewery, which will also be featured in the event. The event is required to be designated as a Significant Municipal Event, as per the requirement and standard practices outlined by the Alcohol and Gaming Commission of Ontario (AGCO) for the purposes of granting a Special Occasions Permit for the event. This tourist event is expected to draw over 2000 guests daily, to enjoy beverage and culinary delights and musical presentations within the staged area during the

weekend of festivities. Sampling of product, cooking celebrities and introductions to the local food and beverage industry of Windsor and Essex County will be a primary fixture of the event.

3. DISCUSSION:

The event will operate Friday evening October 18, 2103 from 5 p.m. to 12 midnight and Saturday October 19, 2013 from 11 a.m. to 12 midnight. The site includes the perimeter of the private parking lot, as well as Argyle Road between Wyandotte Street East and Brant Street, and will adhere to regulations of the AGCO by securing the site with adequate fencing. A proper fire plan complete with ingress and egress of emergency vehicles will be required. This is considered a ticketed event with an admission fee. Guests will consume beverage and food within the confined area on the street as well as in the private lot identified above.

At the time of this report, a communique was sent to members of SERT (Special Event Resource Team) asking for any objections to the proposal being brought forward to Council. No objections were expressed.

The event organizers will be expected to enter into an agreement with the Corporation to the extent similar to the other festivals and events that currently are presented in Windsor, including indemnifying the City of Windsor of any future legal, environmental, or financial liability associated with the event.

In the interest of full disclosure, it is noted that one of the principal's of Windsor Eats, Pina Ciotoli, is a current City of Windsor employee.

4. RISK ANALYSIS:

The event organizers have incorporated the service of alcoholic beverages as part of these events. As part of their agreement with the City, the event organizers are required to develop a security plan and consult with Windsor Police Services, Windsor Fire and Rescue and AGCO representatives to maximize safety for those attending the event. The event organizers are also required to follow the Municipal Alcohol Policy.

Significant Event Status allows the organizer to directly control the service of alcoholic beverages with the revenues and expenditures related to the service attributable to the organizer. Should Significant Event Status not be approved for these large scale events the organizers have indicated that it will likely negatively impact their events financially.

5. FINANCIAL MATTERS:

The client will be required to pay appropriate fees as per the approved 2013 Schedule of Fees.

6. CONSULTATIONS:

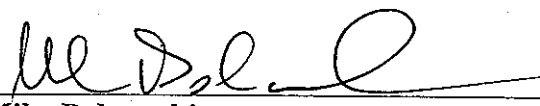
Financial Planning Administrator, Recreation and Culture Department, SERT (Special Events Resource Team). E-mail notification sent to City Solicitor; Executive Director of Parks and Facilities; Chief Building Official; License Commissioner; Risk Management Supervisor and Ward Councillor.

7. CONCLUSION:


The City of Windsor recognizes the importance of special events and festivals in enhancing the quality of life, tourism, culture, recreation, and education, all of which would not be possible without the invaluable services of volunteers, community groups, and sponsors that add their support and skills to enhancing the community events.



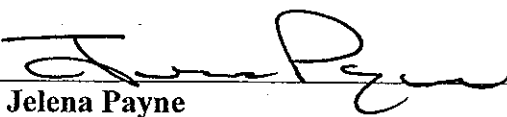
Mike Taylor
Coordinator, Community Special Events



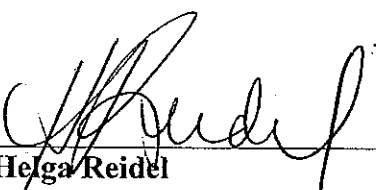
Mike Palanacki
Executive Director of Operations/Deputy
City Engineer



Jan Wilson,
Executive Director
Recreation and Culture



Jelena Payne
Community Development and Health
Commissioner and Corporate Leader,
Social Development, Health, Recreation and
Culture



Helga Reidel
Chief Administrative Officer

MT

APPENDICES:
Festivals and Special Events Insurance Matrix

DEPARTMENTS/OTHERS CONSULTED:
Name:
Phone #: 519 ext.

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX
Adriano Ciotoli c/o Windsor Eats Inc.	1226 Windermere Road Windsor, ON N8Y 3E8	info@windsoreats.com	519.982.5212	
Walkerville Business Improvement Association: Joan Charette	1519 Wyandotte Street East, Windsor, ONN9A 3L3	joancharette@me.com	519-919-8733	
SERT				
Councillor Halberstadt				



Festivals and Special Events Insurance Matrix

Event: Windsor Craft Beer Fest

Date of Event: October 18 and 19, 2013

Contract Duty Officers requested to be at event

Yes

No

The following matrix has been developed to assist the City and applicants in determining the minimum level of liability insurance required for an event. The matrix applies to Festivals and Special Events that do not fall under the automatic coverage provided under the User Group Insurance Program. These minimum requirements may be modified by the City at its discretion.

<u>Risk Rating</u>	<u>Points</u>	<u>Minimum Liability Insurance</u>
	1 - 5	\$2 million per occurrence
	6 - 8	\$3 million per occurrence
	9 - 12	\$5 million per occurrence
	13+	Consult Risk Management

Risk Factors	Risk Value	Event Points
Alcohol served	4	4
Animals		
<i>Exotic</i>	2	
<i>Domestic</i>	1	
Attendance - maximum expected at event: Average per day		1
501 - 2,000	1	
2,001 - 10,000	2	
10,001+	3	
Fireworks		
<i>Family</i>	2	
<i>Display</i>		Refer to Risk Management
Motor Sports		Refer to Risk Management
Food	1	1
Neighbourhood Impact		2
<i>Minor road closure with rolling barricades/Traffic redirections (e.g. Walkathons)</i>	1	
<i>Road Closure (Crowds under 10,000 people)</i>	2	
<i>Major Road Closure (Crowds over 10,000 people)</i>	3	
Rides (Includes amusement rides and bouncy castles)	2	
Stage/Tent	1	1
*Vehicle involvement (Vehicles used during event only, including golf carts)	1	
Sport activity		
<i>Non-contact (e.g. tennis)</i>	1	
<i>Minor contact (e.g. soccer)</i>	2	
<i>Contact (e.g. hockey, football)</i>	3	
TOTAL		9

*Vehicle liability insurance also required if licensed vehicles will be used at the event.

The above amounts represent minimum requirements. Any requirement by the City as to the amount of insurance coverage does not constitute representation that the amount required is adequate. It is the responsibility of the applicant to obtain insurance in adequate forms and amounts.

March 11, 2013

