

Windsor, Ontario, September 21, 2015

**REPORT NO. 335** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held September 9, 2015

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**Present:** Councillor Ed Sleiman, Chair  
Councillor Paul Borrelli  
Councillor Rino Bortolin  
Councillor John Elliott

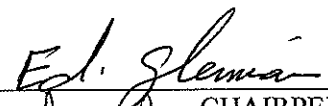
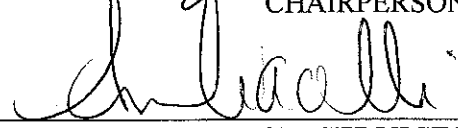
**Regrets:** Councillor Jo-Anne Gignac

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

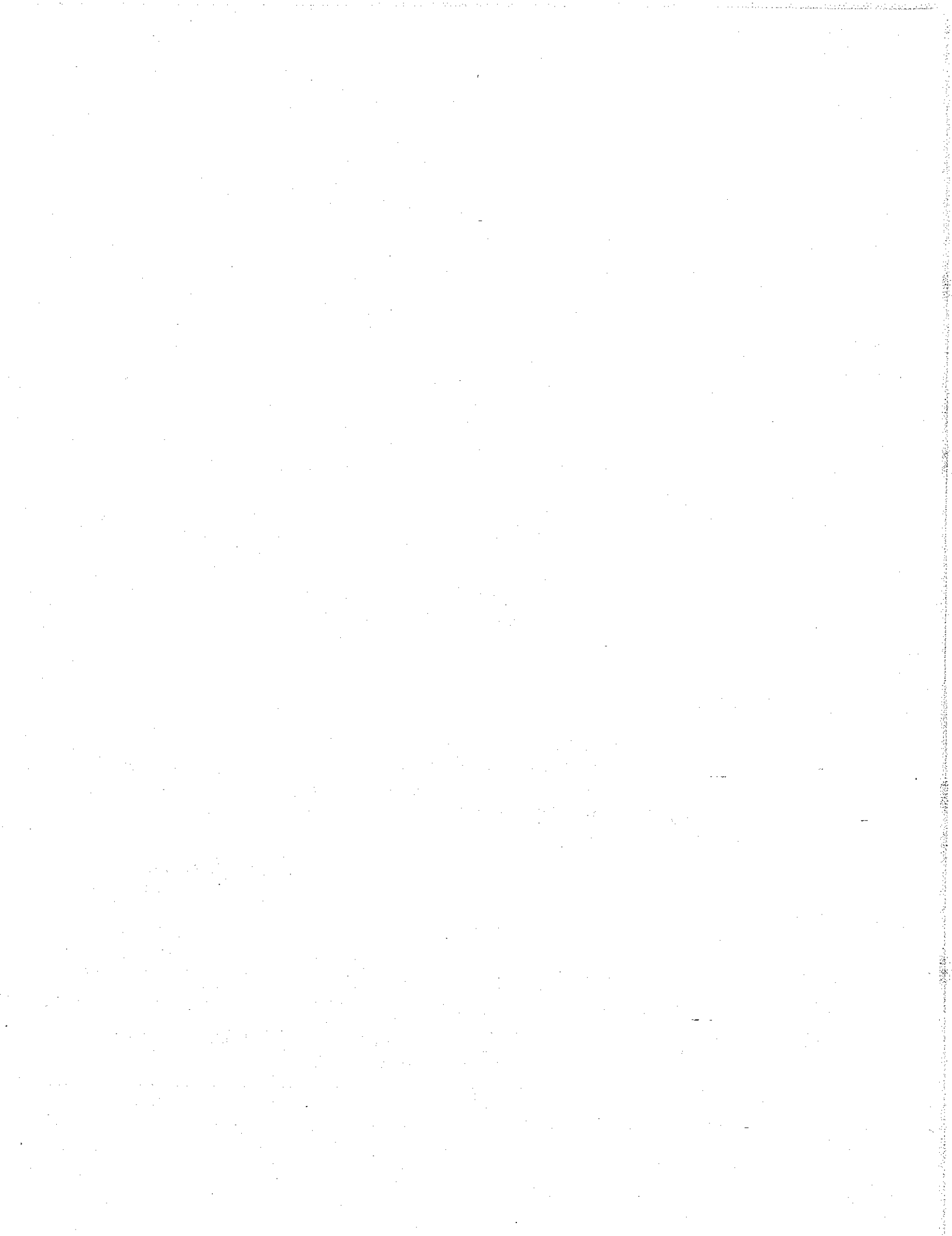
Moved by Councillor Bortolin, seconded by Councillor Elliott,  
**THAT** the request from Windsor Eats to host the 3<sup>rd</sup> Annual Windsor Craft Beer Fest at Willistead Park on October 16 and October 17, 2015 **BE APPROVED**; and further,  
**THAT** the event **BE DESIGNATED** as "Significant Municipal Event Status" for the purpose of applying for a Special Occasions Permit.  
Carried.

**LIVELINK #17910 SR/12310**

Clerk's Note: The administrative report authored by the Coordinator of Special Events dated July 25, 2015 entitled "*Windsor Craft Beer Fest 2015, Willistead Park, Significant Municipal Event Status*" is **attached** as background information. Please note the correct dates for the 2015 event are October 16 and October 17, 2015.

  
CHAIRPERSON  
  
SUPERVISOR OF COUNCIL SERVICES

<b>NOTIFICATION:</b>				
Name	Address	Email Address	Telephone	FAX
Adriano Ciotoli Windsor Eats		<a href="mailto:info@windsoreates.com">info@windsoreates.com</a>		
SERT				
Councillor Chris Holt				



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



**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #: 17910 SR/12310</b>	<b>Report Date: July 25, 2015</b>
<b>Author's Name: Michael Taylor</b>	<b>Date to Standing Committee: September 9, 2015</b>
<b>Author's Phone: 519 253-2300 ext. 2716</b>	<b>Classification #:</b>
<b>Author's E-mail: mtaylor@city.windsor.on.ca</b>	

**To: Social Development, Health and Culture Standing Committee**

**Subject: Windsor Craft Beer Fest 2015  
 Willistead Park  
 Significant Municipal Event Status**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): 4**

**THAT** the request from Windsor Eats Inc. to host the 3<sup>rd</sup> Annual Windsor Craft Beer Fest at Willistead Park on October 18 and October 19, 2015 **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 2014, Council approved Windsor Eats Inc. to host the 2<sup>nd</sup> Annual Windsor Craft Beer Fest (Council Resolution CR234-2014).

The event organizers are requesting a venue change for the event, which would take place October 18 and October 19, 2015 on the grounds of Willistead Park. The general public in attendance at the event would again be encouraged to learn and sample various craft beers and

locally produced and served food items made in and around Windsor-Essex County and the Province of Ontario. The site is chosen so a wider variety of programming in suitable temporary venues/tents and stage areas within sight lines for the patron can better be achieved and operationally managed. Willistead Park would provide a larger controlled venue for the expected increase in patrons attending the event. Situating the event in a park like setting also reduces the operation and liability a temporary road closure requires, as well as service personnel required to manage the temporary road closure.

The event is requesting 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.

In 2014 the event generated gate sales in excess of 3500 guests, and is expected to reach or exceed that bench mark for 2015. This tourist event features 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 would operate Friday evening October 18, 2015 from 5:00 p.m. to 12:00 a.m. midnight and Saturday October 19, 2015 from 11:00 a.m. to 12:00 a.m. midnight. The organizers would be required to ensure the site adheres to regulations of the AGCO by securing the site with adequate fencing. A proper fire plan complete with ingress and egress of emergency vehicles would be required. The event is planned to be a ticketed event with an admission fee. Guests would consume beverage and food within the confined area within Willistead Park.

This event is also utilizing the Manor as part of this event and does not interfere with any other operational requirements.

The event organizers would 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.

### **4. RISK ANALYSIS:**

As part of their agreement with the City of Windsor, the event organizers are required to develop a security plan and consult with Windsor Police Services, Windsor Fire and Rescue to maximize safety for those attending the event. Event hosts are also to provide insurance that indemnify the City of Windsor.

### **5. FINANCIAL MATTERS:**

The client will be required to pay appropriate fees as per the approved 2015 Schedule of Fees, and may be subjected to other service fees from participating departments as required.

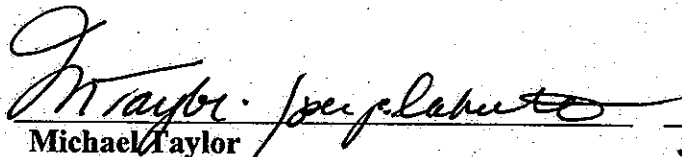
**6. CONSULTATIONS:**

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

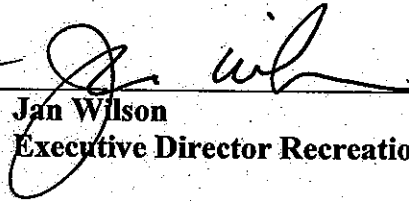
A Noise Bylaw Notification Letter would be circulated to the neighbours as a requirement regarding this event.

**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.



**Michael Taylor**  
Coordinator Special Events  
Recreation and Culture



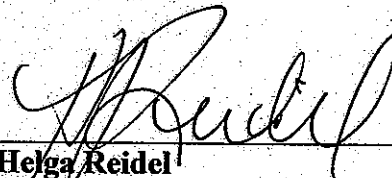
**Jan Wilson**  
Executive Director Recreation and Culture



**Phil Roberts**  
Executive Director, Parks



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



**Helga Reidel**  
Chief Administrative Officer

MT/kw

**APPENDICES:**

Appendix A – Council Resolution

**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	
SERT				
Councillor Chris Holt				

Appendix A

**CR23412/1201412**

**THAT** the request from Windsor Eats Inc. to host the 2nd Annual Windsor Craft Beer Fest and for a temporary road closure of Argyle Road between Brant Street and Assumption Street and Assumption Street between Argyle Road and Devoshire Road on October 17 and 18, 2014 **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.

Report Number 17350 SR/11997 C7

