



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Pat Newson, Director of Recreation and Facilities
DATE: 03/04/2018
SUBJECT: Musical Muskrat Festival Committee Memorandum of Understanding
ATTACHMENTS: Memorandum of Understanding

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the Director of Recreation and Facilities, dated April 3, 2018 regarding the Musical Muskrat Festival Memorandum of Understanding for information purposes;

AND FURTHER THAT Council directs the Clerk to prepare a by-law to authorize the Reeve and Clerk to sign a Memorandum of Understanding between the Township of North Huron and the Musical Muskrat Festival Committee.

Recommendation #2

THAT the Council of the Township of North Huron hereby supports the Musical Muskrat Festival Committee in making application to the LCBO for a Special Occasions Permit to hold a beer garden at Riverside Park and Libro Field in conjunction with their event from Friday, June 8 to Sunday, June 10, 2018;

AND FURTHER THAT Council proclaims the event of Municipal Significance;

AND FURTHER THAT Council authorizes an exemption to Noise Control By-law 20-2009, extending the Noise By-law from 11:00pm to 1:00am on the dates of Friday June 8, 2018 and Saturday June 9, 2018.

EXECUTIVE SUMMARY

The Musical Muskrat Festival has been hosted in Wingham for many years. The Committee has operated as a Committee of Council, however when by-law 54-2015, North Huron's Committee Appointment Policy was adopted, staff were directed to clarify the status of this committee under the new by-law. This report recommends the Musical Muskrat Committee no longer operate as a Committee of Council and instead operate as a Non-Township Committee. The rationale for this recommendation is provided below, including the establishment of a Memorandum of Understanding which will define the roles and responsibilities of the Musical Muskrat Festival Committee and the Township of North Huron.

DISCUSSION

The Musical Muskrat Festival was a Council initiative started in 2005 with the vision to create a community event that would grow to become a tourism draw. The event has not achieved the objective as a tourism draw, but it continues to operate as an annual family festival celebrating the community and music. When the committee was initially formed, they were set up as a Committee of Council for the purposes of Township support and insurance coverage of the event.

As a Committee of Council specific criteria are to be met by the committee. The committee and Township staff met to discuss options for the committee's definition and role. It was mutually decided that the preference going forward would be for the Muskrat Festival Committee to operate as a Non-Township Committee.

In North Huron's Committee Appointment Policy, a Non-Township Committee is an informal committee or group of individuals that may be formed outside the auspices of the Township, but have an interest in a particular Township facility, service or project. Such informal committees or groups shall not be considered Committees of Council, but may liaise with Council or Township staff.

The committee and staff recommend changing the status of this committee to this definition. The event and the committee are engaging in an activity that is of interest to the Township, and there is benefit with its continued success. To that end, a Memorandum of Understanding has been prepared, to define roles and responsibilities, and to define annual support provided to the event by the Township of North Huron.

The committee has agreed that as a Non-Township Committee they are required to operate independent of the Township and are fully responsible for the event. They are not covered under the Township of North Huron liability policy and have agreed to purchase their own insurance under the Township's Facility User Insurance Program.

This change in committee status and operating procedures is a benefit to the Township for the following reasons:

- Reduced staff time to oversee care and control of the event. When the event is under the Township's insurance, staff are required to provide oversight controls.
- Improved risk management for the Township.

Under the Township's municipal Donations and Fee Waiving By-law, fees may be waived when the committee has a formal agreement with the Township that is adopted by Council as a By-law. To allow the Township to provide ongoing support to the event, the Memorandum of Understanding provides some fees to be waived by the municipality, items to be loaned, and storage space provided for their event items. In return, volunteers host the event and take responsibility for event management duties such as volunteers, event set up and take down, clean up, planning, and finances.

FINANCIAL IMPACT

Estimated value of in-kind support provided for the event by the Township of North Huron:

- Public Works banner hanging: \$400
- Tent permit fees: \$120/permit (up to two maximum)
- Rental of parks space: \$960.00

This is a community event, open to the public and celebrating the community. The volunteers dedicate many hours to ensure the event is a success and are responsible for payment of all other expenses for the event. Under the previous arrangement and as a Committee of Council, staff were

involved in many other aspects of the event resulting in a significantly higher commitment of in-kind support, including:

- Staff support on site during the event for risk management oversight
- Collecting of insurance certificates from vendors and waivers from volunteers
- Councillor appointed to attend committee planning meetings
- Life guards for the boat races (no longer part of the event)

Under the new arrangement, these in-kind commitments will no longer be required and are not part of the MOU.

FUTURE CONSIDERATIONS

The event will be reviewed annually by the committee, and it will be their decision whether to continue the event.

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.
Our residents are engaged and well informed.



Pat Newson, Director of Recreation and
Facilities



Dwayne Evans, CAO