



## 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:** 07/03/2016  
**SUBJECT:** Wingham Horticultural Society Memorandum of Understanding  
**ATTACHMENTS:** Letter to Council from Wingham and District Horticultural Society

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### **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby direct staff to prepare a Memorandum of Understanding between the Wingham and District Horticultural Society and the Township of North Huron.

AND FURTHER THAT the Township of North Huron support the upcoming 50<sup>th</sup> celebration of the Wingham and District Horticultural Society on Saturday July 23, 2016 and waive the park rental fee for using the park for their celebration.

### **EXECUTIVE SUMMARY**

The Wingham and District Horticultural Society has a long time tradition of performing valuable volunteer work in the Wingham area. Staff recommend establishing a formal Memorandum of Understanding between the Township and this volunteer organization to clarify rolls and responsibilities. Staff recommend that as part of that agreement the Township would waive the fees for the Wingham Horticultural Society to host events, dedications or celebrations in the parks as part of their volunteer work in the parks, planting areas and public gardens.

### **DISCUSSION**

The volunteers of the Wingham and District Horticultural Society perform volunteer work and improvements to the local parks, planting areas and public gardens. Recently it was brought to the attention of staff through a letter from their President of the Horticultural Society that the new fee waiving policy would not permit their free use of the parks to celebrate the 50<sup>th</sup> anniversary of the Wingham and District Horticultural Society. The letter is attached. This issue further brought to light the need to have a formal Memorandum of Understanding to lay out the rolls and responsibilities of the Township and this valuable volunteer organization in the community. Staff have initiated discussions with the Wingham and District Horticultural Society and this group supports the process of establishing a Memorandum of Understanding that would help The Township and the Horticultural Society work together toward common interests and goals in the community. The work of these volunteers is valuable to the community and they assist with beautification in the parks with their experience, fundraising and volunteer labour.

The Memorandum of Understanding clarifies the following:

- Intentions of both parties and objectives of the volunteer group
- Insurance and liability
- Council's obligations
- Wingham and District Horticultural Society's obligations

- Financial expectations
- Use of the parks and municipal property
- Communications between the volunteers and the Township

To accommodate the Wingham and District Horticultural Society meeting schedule, it is anticipated that the draft MOU would be presented to Council on April 18, 2016 with the intended date to adopt as a by-law to be May 2, 2016. Planning for their 50<sup>th</sup> anniversary celebration has already started, and the Horticultural Society asks Council to consider waiving the fee for their event now in anticipation that this would be formalized in the MOU. This will allow the Society to continue their event planning.

#### **FINANCIAL IMPACT**

The ½ day rental rate for a community group to use the park space for an event is \$30.14 plus tax.

#### **FUTURE CONSIDERATIONS**

A Memorandum of Understanding will benefit both the Township and the Wingham Horticultural Society.

#### **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new businesses and Residents.

Our residents are engaged and well informed.

Our natural environment is valued and protected.

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Pat Newson, Director of Recreation and  
Facilities

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Sharon Chambers, CAO