

Policies & Priorities Committee Meeting
AGENDA

Tuesday, December 13, 2016, 6:00 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

1. CALL TO ORDER
2. ROLL CALL
3. DISCLOSURE OF PECUNIARY INTEREST
4. DELEGATIONS
5. COMMUNICATIONS
 - a. Connie Buckler, Re: Corn Festival Committee 2 - 3
THAT the written comments submitted by Connie Buckler regarding the Corn Festival Committee be referred to the Corn Festival Committee.
6. REPORTS
 - a. Chief Administrative Officer
 1. Chief Administrative Officer, Report No. 7/16 4 - 8
Re: Corn Festival Committee Transition Plan
 - b. Parks & Recreation Services
 1. Manager Recreation Programs & Events, Report No. 29/16 9 - 16
Re: Transition Timelines for the Tecumseh Corn Festival - Update
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. NEXT MEETING
10. ADJOURNMENT

Corn Festival Committee

Since joining this committee last year, I have experienced many anomalies, to the work I have always been doing. While serving on a board of trustees, I will acknowledge is expected to be different, it is in this service that I also sit on various committees. I am not a novice to committee work, however, the workings of this committee, differ from anything I have ever experienced.

Council needs to address and there needs to be policy around:

- * terms of reference. Our chair and vice chair (selected by the committee) are not aware of, nor is the committee, the term of service.
- * succession planning, and orientation process, that is effective as well as mentorship that is helpful and reliable.
- * The expectations of the committee members . To be expected to obtain sponsorship in the area of \$1,000.00 or better as well as provide your own volunteers.. this was never noted in the application process.
- * The meeting structure: The chair and vice chair, run this committee, on their own terms. To attend meetings and be expected to approve agendas that are incomplete, and have people in the room at the table, that we are not aware of, or to have items added to the agenda after it is approved... is difficult ...
- * The orientation process, when you are training, “volunteers, and paid staff at the same time is hurtful, and ineffective.
- * The extreme lack of transparency around the hiring and who does what is astounding.. I find I am working with family members of the committee who are being paid to be there. These are professional people, (teachers, managers, and educational staff) all being paid from sponsorship or town money to do work,
- * The lack of transparency around the reporting of the funds. When I asked where to find the amount we paid staff for that weekend, I was told it was under “grounds maintenance”.. really would not have thought to look there.
- *The lack of transparency around the coupons and meal vouchers.. Who controls these? I know I had the hospitality portfolio, but, I truly do not know how much was given out, in meal vouchers, free corn, or free admission.

Please Council take the time to ask the important questions about why???

1. While discussing reporting, it would be prudent to ask, since the committee was never made aware;
The report that came before council, I had never seen or approved before it came before council
2. How many volunteers did we have at corn fest and how many people did we pay?
3. What was the cost of paid staff for the corn fest?
4. Of the paid staff, how many of these people were related to or friends of the committee members?
5. Could we not be better at getting volunteers or using service industries and supporting them?
6. If we are going to pay people would it not be more prudent to pay, students needing tuition money or single parents needing money to assist in back to school for their children?
7. Where is the reporting for meal coupons? Who received them?
8. Where is the transparency in hiring? Who should select the candidates?
9. Where is the transparency in reporting? "grounds maintenance"
10. Where is the transparency in where funds are going? Meal vouchers etc..

This corn festival is still at this time a reflection on the town of Tecumseh. I was surprised and embarrassed by these experiences.

Sincerely,

Connie Buckler



THE CORPORATION OF THE TOWN OF TECUMSEH

Chief Administrative Officer
Report No. 7/16

TO: Mayor and Members of Council

FROM: Chief Administrative Officer

DATE: December 7, 2016

DATE TO COUNCIL: December 13, 2016

SUBJECT: Corn Festival Committee Transition Plan

RECOMMENDATIONS

It is recommended that:

1. The Corn Festival Committee (Committee) be comprised of nine (9) Council appointed members, of which 2/3 or six (6) members must be Tecumseh residents, and 1/3 or three (3) members may be non-resident;
2. That any members of the current Corn Festival Committee that did not attend 75% of the 2016 Committee meetings be removed from the Committee;
3. The Director Corporate Services & Clerk be authorized to call for Applications for Appointment to the Committee;
4. The Applications be reviewed and voted on by the Committee; and that the applications selected by a vote of the Committee be presented to Council for approval of appointment in Q1 of 2017;
5. The term of appointment of the Corn Festival Committee end December 31, 2017, consistent with the transition timeline for the organizing of the Corn Festival Event to a self-sustaining community event organized independently of the Town commencing January 1, 2018;
6. The Committee elect a Chair and Co-Chair at their first meeting in January, 2017;
7. The Committee meet on a monthly basis, on a date and time, as the members determine;
8. Minutes of meetings be recorded and presented to Council through the Corporate Services & Clerks Department;
9. The Committee provide Council with a wrap-up report no later than October 24, 2017; and
10. A Request for Proposals be issued by Q2 of 2017 for the planning and hosting of the Tecumseh Corn Festival Event by a self-sustaining community organization, independent from the Town.

BACKGROUND

At the Policies & Priorities Committee Meeting held on November 30, 2015, in accordance with Council's direction, Administration proposed a phase-in approach to move the Tecumseh Corn Festival towards a self-sustaining community event.

Continuing with Council's direction to keep the process moving forward to transition the Tecumseh Corn Festival to a self-sustaining community event, Parks & Recreation Report No. 29/16 regarding the Transition Timelines for the Tecumseh Corn Festival – Update was prepared, and will be considered at the December 13 Policies & Priorities Committee Meeting.

In addition to the process of transitioning the Tecumseh Corn Festival to a self-sustaining community event, it is recommended that a number of issues related to the existing Council appointed Corn Festival Committee, be reviewed, and direction provided so that the current Corn Festival Committee appointments reflect the transition of the event to a community based organization.

The current Corn Festival Committee was appointed by Council for a four (4) year term of 2015-2018, which coincides with the current term of Council. The goal is to have the Tecumseh Corn Festival transitioned to a self-sustaining community event for the 2018 Festival.

With the goal of transitioning the planning and hosting of the Festival to a community based organization commencing in 2018, it will still be the responsibility of the Committee to plan, organize and oversee the 2017 Corn Festival.

The Committee is currently comprised of eleven (11) Council appointed members. In order to hold a meeting six (6) members must be present to achieve quorum. In 2017 three (3) meetings had to be cancelled, and a couple dates had to be moved to meet quorum. Currently, there is no set limit on the number of Council appointed members to the Corn Festival Committee.

Upon reviewing meeting attendance, the records reflect that a number of members, due to other various commitments, are not able to attend meetings on a regular basis. This makes it difficult to conduct regular business and properly plan for the Festival.

In 2017 a call for Corn Festival Committee members resulted in no new applications. The Town's Policy currently requires applicants to be a resident of Tecumseh.

COMMENTS

In order to assist the Committee with conducting business on a regular basis and to properly plan the 2017 Corn Festival, the following recommendations are offered;

1. The Corn Festival Committee (Committee) be comprised of nine (9) Council appointed members, of which 2/3 or six (6) members must be Tecumseh residents, and 1/3 or three (3) members may be non-resident;
2. That any members of the current Corn Festival Committee that did not attend 75% of the 2016 Committee meetings be removed from the Committee;
3. The Director Corporate Services & Clerk be authorized to call for Applications for Appointment to the Committee;

4. The Applications be reviewed and voted on by the Committee; and that the applications selected by a vote of the Committee be presented to Council for approval of appointment in Q1 of 2017;
5. The term of appointment of the Corn Festival Committee end December 31, 2017, consistent with the transition timeline for the organizing of the Corn Festival Event to a self-sustaining community event organized independently of the Town commencing January 1, 2018;
6. The Committee elect a Chair and Co-Chair at their first meeting in January, 2017;
7. The Committee meet on a monthly basis, on a date and time, as the members determine;
8. Minutes of meetings be recorded and presented to Council through the Corporate Services & Clerks Department;
9. The Committee provide Council with a wrap-up report no later than October 24, 2017; and
10. Administration issue a Request for Proposals be issued by Q2 of 2017 for the planning and hosting of the Tecumseh Corn Festival Event by a self-sustaining community organization, independent from the Town.

It must also be noted the Committee Member may recruit additional volunteers to assist them with their obligations and responsibilities set out in their respective portfolios. There is no residency restriction on volunteers.

CONSULTATIONS

Director Corporate Services & Clerk
Director Parks & Recreation

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

LINK TO STRATEGIC PRIORITIES

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	✓

COMMUNICATIONS

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared and Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Reviewed by:

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation

Laura Moy, Dipl. M.M, CMM III HR Professional
Director Corporate Services & Clerk

Attachment(s): None



THE CORPORATION OF THE TOWN OF TECUMSEH

Parks and Recreation Department
Report No. 29/16

TO: Mayor and Members of Tecumseh Town Council

FROM: Kerri Rice, Manager Recreation Programs & Events

DATE: October 24, 2016

DATE TO COUNCIL: November 22, 2016

SUBJECT: Transition Timelines for the Tecumseh Corn Festival - Update

RECOMMENDATIONS

It is recommended that:

1. Parks and Recreation Report No. 29/16 respecting the Transition Timelines for the Tecumseh Corn Festival be received; and that
2. The Corn Festival remain within the Town's Operating Budget for 2017 whereas the Manager Recreation Programs & Events will continue to provide support to the Committee, similar to the support provided in 2016; and further that
3. The OPP labour for the licensed tent will remain as part of the Town's in-kind contribution to the 2017 Festival; and furthermore that
4. A one-year extension be negotiated with Carter Shows Ltd. for the Midway Carnival for the 2017 Festival; and that
5. A one-year agreement with the Optimist Club of St. Clair Beach be prepared for the servicing of the Corn Booth for the 2017 Corn Festival; and further that
6. A one-year agreement with the Knights of Columbus Council No. 4375 be prepared for the servicing of the Licensed Tent for the 2017 Corn Festival.

BACKGROUND

At the Regular Council Meeting on January 27, 2015, the Members passed the following resolution (RCM-30/15):

That an Administrative Report be provided to the Policies & Priorities Committee on how to move the Corn Festival and BIA Art of Eating towards self-sustainable events and moving away from reliance on the Town for support through a phase-in approach.

At the Policies & Priorities Committee Meeting on November 30, 2015, in accordance with Council's direction, Administration proposed a phase-in approach to move the Tecumseh Corn Festival towards a self-sustaining community event. The following table outlines the steps proposed by Administration to be implemented over a three-year period. Note that T is for Town and NP is for Not for Profit group.

	2016	2017	2018
• Responsibility for Festival including recruiting and appointing volunteers	T	NP	NP
• Reduction of the Manager, Recreation Programs/Events labour dedicated to the Corn Festival (labour will be redistributed to the Department)	50%	100%	100%
• Committee responsible for taking on the responsibilities once completed by the Manager, Recreation Programs/Events	50%	100%	100%
• Manager Recreation Programs/Events as a resource to the not-for-profit organization for the planning of the festival but no longer provide dedicated service to the event. Manager Recreation Programs/Events involvement with festival will be similar to that which is provided to all event organizers planning an event within the Town of Tecumseh; preparation of facility rental agreements, preparing report for Council's consideration regarding special requests/approvals, SERT meetings, etc.	N/A	✓	✓
• Manager Recreation Programs/Events involvement with festival will be similar to that which is provided to all event organizers planning an event within the Town of Tecumseh: preparation of facility rental agreements, preparing report for Council's consideration regarding special requests/approvals, SERT meetings, etc.	N/A	N/A	✓
• Festival budget remains within the Town's Operating Budget	Yes	No	No
• Town in-kind contribution - Park facility	✓	✓	✓
• Town in-kind contribution - Town equipment	✓	✓	✓
• Town in-kind contribution – Parks & PW labour for set-up and maintenance	✓	✓	✓
• Town in-kind contribution - Fire labour for first-aid and fire prevention education	✓	✓	✓
• Town in-kind contribution - OPP labour for festival activities, including parade & entertainment and the licensed tent	✓	✓	✓
• Town in-kind contribution - OPP labour for the licensed tent	✓		
• Contract with Carter Shows Midway, Corn Booth, Licensed Tent etc.	T	NP	NP
• One Member of Council as a liaison representative to the Committee; non-voting member	✓	✓	✓
• Town Administration to meet with local not-for-profit organizations to discuss opportunities for organizations to take over the management of the festival; not-for-profit organizations may be required to submit proposals for consideration	✓	✓	N/A
• Town grant to the NP phased out by 2021. Amount to be determined	N/A	✓	✓

At the Policies & Priorities Committee Meeting on November 30, 2015, the Members directed the following (PPC-02/15):

1. *Parks and Recreation Report No. 27/15 respecting the Transition Timelines for the Tecumseh Corn Festival be received;*
2. *AND THAT Administration be directed to implement the phase-in approach to transition the Tecumseh Corn Festival to a self-sustaining community event as outlined in Parks and Recreation Report No. 27/15;*
3. *AND FURTHER THAT one Member of Council be selected as a liaison representative and one alternate member to the Corn Festival Committee as a non-voting member for 2016.*

COMMENTS

Throughout 2016, Administration worked with the Corn Festival Committee (Committee) to implement the identified transition items for 2016. All but one of the items identified for 2016 were implemented. The item not completed in 2016 was "*Town Administration to meet with local not-for-profit organizations to discuss opportunities for organizations to take over the management of the festival; not-for-profit organizations may be required to submit proposals for consideration.*" Due to several changes to the Committee structure, resignations and additions, Administration was not able to initiate discussions with Not-for-Profit organizations. As a result, Administration recommends that the transition timelines be amended as follows (Note, changes from the original timeline are noted in **RED**):

	2016	2017	2018
<ul style="list-style-type: none"> • Responsibility for Festival including recruiting and appointing volunteers 	T	T	NP
<ul style="list-style-type: none"> • Reduction of the Manager Recreation Programs & Events labour dedicated to the Corn Festival (labour will be redistributed to the Department) 	50%	100%	100%
<ul style="list-style-type: none"> • Committee responsible for taking on the responsibilities once completed by the Manager Recreation Programs & Events 	50%	50%	100%
<ul style="list-style-type: none"> • Manager Recreation Programs & Events as a resource to the not-for-profit organization for the planning of the festival but no longer provide dedicated service to the event. Manager Recreation Programs & Events involvement with festival will be similar to that which is provided to all event organizers planning an event within the Town of Tecumseh; preparation of facility rental agreements, preparing report for Council's consideration regarding special requests/approvals, SERT meetings, etc. 	N/A	✓	✓
<ul style="list-style-type: none"> • Manager Recreation Programs & Events involvement with festival will be similar to that which is provided to all event organizers planning an event within the Town of Tecumseh: preparation of facility rental agreement, preparing report for Council's consideration regarding special requests/approvals, SERT meetings, etc. 	N/A	N/A	✓
<ul style="list-style-type: none"> • Festival budget remains within the Town's Operating Budget 	Yes	Yes	No
<ul style="list-style-type: none"> • Town in-kind contribution - Park facility 	✓	✓	✓
<ul style="list-style-type: none"> • Town in-kind contribution - Town equipment 	✓	✓	✓
<ul style="list-style-type: none"> • Town in-kind contribution – Parks & PW labour for set-up and maintenance 	✓	✓	✓
<ul style="list-style-type: none"> • Town in-kind contribution - Fire labour for first-aid and fire prevention education 	✓	✓	✓
<ul style="list-style-type: none"> • Town in-kind contribution - OPP labour for festival activities, including parade & entertainment and the licensed tent 	✓	✓	✓
<ul style="list-style-type: none"> • Town in-kind contribution - OPP labour for the licensed tent 	✓	✓	
<ul style="list-style-type: none"> • Contract with Carter Shows Midway, Corn Booth, Licensed Tent etc. 	T	T	NP
<ul style="list-style-type: none"> • One Member of Council as a liaison representative to the Committee; non-voting member 	✓	✓	✓
<ul style="list-style-type: none"> • Town Administration to meet with local not-for-profit organizations to discuss opportunities for organizations to take over the management of the festival; not-for-profit organizations may be required to submit proposals for consideration 	Not completed	✓	N/A
<ul style="list-style-type: none"> • Town grant to the NP phased out by 2021. Amount to be determined 	N/A	N/A	✓

It is recommended that for 2017, the Corn Festival will remain within the Town's Operating Budget and that the Manager Recreation Programs & Events continue to provide support to the Committee, similar to the support provided in 2016. In addition, the OPP labour for the licensed tent will remain as part of the Town's in-kind contribution to the 2017 Festival.

Festival Service Provider Contracts:

As the Festival remains a Town event, contracts for the three major service providers (Midway Carnival, Corn Booth, and Licensed Tent) require negotiations.

Carter Shows Ltd. (Carter Shows) has been providing the midway carnival for the Festival for nearly two decades. In the past, the Town has negotiated multi-year agreements with Carter Shows to provide rides to the Festival. The most recent contract with Carter Shows was for the years 2012 – 2016 and according to the agreement; Carter Shows was to provide fifteen (15) or more amusement rides, food booths and games at the Festival. In exchange, Carter Shows provided the Town with a percentage of the ride gross and concession revenue as well as funding to support Festival advertising.

The Optimist Club of St. Clair Beach (Optimist Club) has been coordinating and servicing the Festival's Corn Booth for over 25 years. In 2014, a formal yearly contract agreement was prepared between the Town and the Optimist Club for the corn booth operation. According to the agreement, the Optimist Club provides all equipment and supplies required for the operation of the booth and is responsible for the maintenance, cleaning, and supervision of the corn booth.

The Fr. Nicholas Point Council No. 4375 Knights of Columbus [K of C] has been coordinating and serving a licensed tent at the Festival since the 1990s. A formal yearly agreement has been prepared between the Town and the K of C for the licensed tent operation. According to the agreement, the K of C are provided space at the festival to sell and serve alcoholic beverages in accordance with the Municipal Alcohol Policy and the Alcohol and Gaming Commission of Ontario liquor licensing requirements.

As the contracts for the Midway, Corn Booth and Licensed Tent have all expired it is recommended that for the 2017 Festival that a one-year agreement be prepared for the three major service providers. One-year agreements will allow Administration to continue to explore options to transition the Festival to a Not-for-Profit organization without binding the Town and Festival for future years. Administration is requesting direction from Council as to its preferred procurement for the one-year agreements for the Midway Carnival, Corn Booth and Licensed Tent. Options include:

- Option 1: Request For Proposal
- Option 2: Sole Source.

According to Policy Number 17-2006, Purchasing Policy:

Section 3.6 REQUEST FOR PROPOSAL:

- a) Refers to a competitive method of procurement, which may include supplier or contractor pre-qualification, where suppliers are requested to submit a creative solution to a problem, requirement or objective. The selection of the successful proponent is based on the effectiveness of the proposed solution rather than on price alone.*

Section 3.9 NON-COMPETITIVE PURCHASES:

- a) The requirement for competitive bid solicitation for goods, services and construction may be waived under joint authority of the appropriate Department Director and the Purchasing Coordinator and replaced with negotiations by the Department Director under the following circumstances:*

- ii. where due to abnormal market condition, the goods, services or construction required are in short supply;*
- iii. where only one source of supply would be acceptable and cost effective;*
- iv. where there is an absence of competition for technical or other reasons and the goods, services or construction can only be supplied by a particular supplier and no alternative exists*

Midway Carnival

Administration has confirmed that there are six (6) carnival/midway suppliers in Ontario. However, as it is typical for carnival/midway suppliers to have existing contracts and tour date commitments in place, this may preclude suppliers from participating at the 2017 Festival. Administration has reviewed the 2016 tour dates for the various suppliers and confirmed that they were booked at other locations the weekend of the Festival. In addition, Administration reached out to midway providers to inquiry about availability for the 2017 Festival weekend and has received confirmation that they are already committed for the weekend and would not be available for the Festival.

With the longstanding history between Carter Shows and the Festival, Administration recommends that a one-year extension be negotiated with Carter Shows as a sole source supplier for the Midway Carnival for the 2017 Festival.

Corn Booth

The operation of the Corn Booth is considered a unique service based on the established relationship that the Optimist Club has with Bonduelle, the local industry that donates all of the corn to the Festival. The Corn Booth is considered the essential component of the Festival as there is no 'Corn Festival' without the corn. Over the years, the Optimist Club has invested and maintained the equipment and supplies required to prepare corn on-site at the Festival. The Optimist Club has an established volunteer base to manage all of the requirements of the Corn Booth including the booth set-up, daily operation, and take-down. With the longstanding history between the Optimist Club and the Festival, Administration considers the Optimist Club as an acceptable sole source supplier.

Administration recommends that a one-year agreement be prepared with the Optimist Club as a sole source supplier for the servicing of the Corn Booth for the 2017 Festival.

Licensed Tent

Although the K of C has been coordinating the licensed tent at the Festival for a significant period of time, the operation of such a licensed tent is not considered a unique service. There are a number of not for profit organizations within the region that coordinate licensed events for the purposes of raising funds. The Alcohol and Gaming Commission of Ontario issues Special Occasion Permits to community organizations and not-for-profit organizations for events that are open to the public including festivals and large public events. In addition, the Town's Municipal Alcohol Policy further outlines requirements for event organizers to host events that serve and/or sell alcohol. Typically, licensed tents at festivals are considered a profitable venture and therefore Administration anticipates that there would be interest from community organizations for the opportunity to bid for the right to operate the licensed tent at the Festival. However, based on the number of years that the K of C has operated the licensed tent at the Festival, Council may choose to consider the K of C as an acceptable sole source.

Administration recommends that a one-year agreement be prepared with the K of C as a sole source supplier for the servicing of the Licensed Tent for the 2017 Festival.

Upon the successful transition of the Festival to a Not-For-Profit, the responsibility for selecting the service providers for the Midway, Corn Booth and Licensed Tent will be the responsibility of the Not-For-Profit.

CONSULTATIONS

Director Corporate Services & Clerk

Director Financial Services & Treasurer

FINANCIAL IMPLICATIONS

Midway Carnival

The terms and conditions outlined in the 2012-2016 agreement with Carter Shows included a percentage of the ride gross and concession revenue as well as funding to support Festival advertising. The chart below provides the revenue received from Carter Shows over the five-year agreement.

Carter Shows: 2012-2016

		25% of Ride		Signing	\$2,500	Concession	
		Gross		Bonus	Advertising	Revenue	TOTAL
2012	\$	26,801.06	\$	4,000.00	\$ 2,500.00	\$ 3,000.00	\$ 36,301.06
2013	\$	25,356.25	\$	2,000.00	\$ 2,500.00	\$ 5,000.00	\$ 34,856.25
2014	\$	20,053.25	\$	1,500.00	\$ 2,500.00	\$ 5,000.00	\$ 29,053.25
2015	\$	21,515.49		N/A	\$ 2,500.00	\$ 5,000.00	\$ 29,015.49
2016	\$	13,984.96		N/A	\$ 2,500.00	\$ 5,000.00	\$ 21,484.96

Corn Booth

The agreement with the Optimist Club does not include financial terms and conditions. However, each year the Optimist Club provides the Festival with financial and in-kind donations. In-Kind contributions provided by the Optimist Club includes: Providing 1000 complimentary corn tickets that the Committee distributes to festival guests and dignitaries (in-kind donation value of \$3000), complimentary corn for all seniors attending the festival on 'Senior's Day', and corn for Festival activities such as the Corn Eating Contest. Throughout the years, the Optimist Club has provided financial contributions to the Festival to purchase materials and supplies required for Festival activities and enhancements such as medallions/ribbons for contest winners, bingo equipment, bike-friendly valet service and the inflatable corn maze. The annual in-kind and financial contributions by the Optimist Club to the Festival are estimated between \$3000 and \$9000.

Licensed Tent

Historically, a one-year agreement has been executed with the K of C that includes payment to lease space to erect a tent to sell/serve alcohol. Throughout the years, other fees have been charged for reimbursement for other services provided to the K of C by the Festival. The chart below provides the revenue received from the K of C over the past five years.

Knights of Columbus

		Lease Agreement	Additional Fees	Additional Fee Description	Total
2012	\$	16,000.00	\$ 480.00	Security Fencing Rental	\$ 16,480.00
2013	\$	16,000.00	\$ 288.00	Security Fencing Rental	\$ 16,288.00
2014	\$	16,000.00	\$ 288.00	Security Fencing Rental	\$ 16,288.00
2015	\$	16,000.00	\$ 1,023.00	Security Fencing Rental and Reimbursement for Event Staff	\$ 17,023.00
2016	\$	16,000.00	\$ 1,406.00	Security Fencing Rental, Reimbursement for Event Staff Assistance with Tent Set- Up and Purchase of garbage bags	\$ 17,406.00

LINK TO STRATEGIC PRIORITIES

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.	✓

COMMUNICATIONS

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment(s): 1.

/kr