

**Date:** 2022-02-09

**Subject:** Friends of Historic Bovaird House – Q&A Information Report

**Report Number:** Legislative Services-2021-305

**Recommendations:**

1. That the report titled: **Friends of Historic Bovaird House – Information Report**, to the City Council meeting of February 9, 2022, be received.

**Overview:**

- The Friends of Historic Bovaird House (FHBH) is a Brampton non-profit volunteer arts and culture organization founded in 1992, which has operated the Bovaird Site over the past 30 years.
- The existing Terms of Reference for the City's relationship with FHBH, were last reviewed and ratified by Council in 2002.
- With respect to historical decision-making on the City's relationship with, and financial, administrative, and other resources provided to FHBH, Members of Council have asked a series of questions, answers for which are provided in this report.

**Background:**

Through the 2022 City Budget process, Members of Council requested additional financial information with respect to the City's relationship with the Friends of Historic Bovaird House.

Since then, further inquiries have been made for information on what resources, supports, and financial details are available based on historical agreements, as such information may inform the relationship moving forward.

Staff have included relevant documents as Appendices to the report, including: 2002 Terms of Reference; Agreement of Purchase and sale Bovaird House Dec 18 1985; Management and Operation Agreement - 2017 Draft, with City Staff Comments; Transfer of Bovaird House RO738134 printed May 03 21.

## Current Situation:

To provide an update to Committee of Council questions put to staff on the history, finances, property and support provided by the City of Brampton to the Friends of Historic Bovaird House.

Information is organized by relevant departmental subject matter experts, including Planning & Development; Finance; Building, Design & Construction; Realty Services, Community Services, and Facilities & Operations Management.

## Facilities & Operations Management (FOM)

1. Confirm that no agreement between the City and Friends of Bovaird House exists - beyond the 2002 Term of Reference mentioned at the Council meeting

*BDC confirmed on 30 Nov 2021, that the 2002 report is the only standing terms of reference and 'agreement' in place with the Friends of Bovaird House.*

2. Identify all work and costs that have been done on the Bovaird property since 2002. Where possible list specific projects and funding sources for each piece of work, recognizing that the data retention period for most information is a maximum of 7 years, hence may no longer exist.

Capital Project Summary (all projects approved as part of annual capital budget submission)

Bovaird House					
As of February 2nd, 2022					
Bovaird House Funding Breakdown					
Project #	Project Name	Work Performed	Amount Spent to date	Notes	Funding Source
125610-001	Relocation of the Pendergast Cabin to the Bovaird House Site	Relocation of the Pendergast Cabin to the Bovaird House Site	379,384	Building Permit, Electrical Services, Various Repairs, etc	Res #4 - Tax
125550-449	Replace Cedar Roof	Bovaird House Cedar Roof Replacement	67,241	Replace Cedar Roof at Bovaird House	Recreation DC (373k) & 10% Non DC (42k)
135550-687	Building Finishes - General Upgrades	Building Finishes - General Upgrades	52,413	Various Upgrades	Res #4 - Tax
161650-061	Bovaird House	Bovaird House - Replace vinyl sheet flooring in washroom and kitchen	100,628	Various Upgrades	Res #4 - Tax
171650-061	Bovaird House	Bovaird House Pendergast log home Restoration	684,482	Total project value less Gazebo PO costs	Res #4 - Tax
201650-076	Bovaird House Electrical Upgrades	Bovaird House Electrical Upgrades	155,470	Consulting and Construction	Res #4 - Tax
Total			1,439,618		
Gazebo Breakdown					
Project #	Project Name	Work Performed	Amount Spent to date	Notes	
171650-061	Bovaird House	Gazebo Construction	58,729	PO 815102 - Construction only	Res #4 - Tax
Robinson Barn Breakdown					
Project #	Project Name	Work Performed	Amount Spent to date	Notes	
215361-001	Robinson Barn	Robinson Barn Reconstruction	17,841	Design phase	Res #4 - Tax
Total Spent at Bovaird House Location			1,516,188		

## Operating Costs Summary

Bovaird House Operating Costs CC 0683 (2002-2017) & CC 7327 (2017-Present)																								
Actuals																								
CC Name	Account Category	Account SubCategory	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Grand Total	
Bovaird House	Labour Expenditures	Salary, Wages and Benefits	1,826	1,104	2,405	2,667	2,405				2,066	-	-	-	-	-	-	-	-	-	-	-	12,474	
	Labour Expenditures Total		1,826	1,104	2,405	2,667	2,405				2,066	-	-	-	-	-	-	-	-	-	-	-	12,474	
	Other Expenditures	Advertising, Marketing & Promotion																1,454	-	-	-	-	1,454	
		Contracted Services	4,608	3,890	550						1,469	1,030	-	-	-	-	-	204	12,851	1,186	4,039	4,689	34,515	
		Office and Administrative	971	991	1,049	1,199	1,200	1,156	1,186	1,308							5	-	1,586	-	-	2,258	-	12,908
		Repairs, Maintenance and Materials	2,048	1,870	4,564	4,322	6,869	7,207	4,670	11,136	6,442	5,804	11,646	15,189	7,168	14,477	11,518	4,411	12,072	11,764	9,582	4,457	157,216	
		Utilities and Fuel	3,484	3,356	6,162	3,791	4,098	4,792	4,988	5,096	4,679	4,311	4,342	4,744	5,131	6,391	6,285	5,317	4,286	5,689	6,461	6,330	99,711	
	Other Expenditures Total		11,111	10,107	12,325	9,313	12,167	13,154	10,823	17,540	12,589	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475	305,803	
	Revenues	User Fees and Service Charges	-	2,477	-	2,170	-	1,373	-	1,747	-	1,670	-	1,411	-	1,368	-	1,341	-	1,174	-	-	-	14,731
	Revenues Total		-	2,477	-	2,170	-	1,373	-	1,747	-	1,670	-	1,411	-	1,368	-	1,341	-	1,174	-	-	-	14,731
Bovaird House Total		10,459	9,041	13,357	10,232	12,902	11,744	9,455	16,199	13,481	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475	303,546		

In addition to the above, \$1,532.91 in payments to Friends of Bovaird House was charged to cost centre 1205 (Contracted Operations - West) in 2016.

### 3. What is the 2022 annual operating budget and what are the purpose of those funds?

Bovaird House Operating Budget CC 7327			
CC Name	Account Category	Account SubCategory	2022
Bovaird House	Labour Expenditures	Salary, Wages and Benefits	-
	Labour Expenditures Total		-
	Other Expenditures	Advertising, Marketing & Promotion	
		Contracted Services	500
		Office and Administrative	-
		Repairs, Maintenance and Materials	6,000
		Utilities and Fuel	4,550
	Other Expenditures Total		11,050
	Revenues	User Fees and Service Charges	
	Revenues Total		
Bovaird House Total			11,050

The purpose of the funds is to pay the utilities, materials, & maintenance of the building.

### 4. How much have we invested in this property? What were those projects?

Since 2002, approx. \$303K in net operating costs have been incurred (see below for breakdown by SubCategory by year and in total)

#### Operating By Year

Bovaird House Operating Costs CC 0683 (2002-2017) & CC 7327 (2017-Present)													
Actuals													
CostCentre Name	Account SubCategory	Description	2002	2003	2004	2005	2006	2007	2008				
Bovaird House	Advertising, Marketing & Promotion												
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	Office and Administrative							971	1,459	1,049	1,199	1,200	1,156
	Repairs, Maintenance and Materials							2,048	20,870	12,851	1,482	4,039	4,689
	Salary, Wages and Benefits							1,826	1,104	2,405	2,667	2,405	-
	User Fees and Service Charges							5	-	-	-	-	-
	Utilities and Fuel							3,484	3,356	6,162	3,791	4,098	4,792
	Bovaird House Total							10,459	9,041	13,357	10,232	12,902	11,744
	Grand Total							10,459	9,041	13,357	10,232	12,902	11,744
	16,199	13,481	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475
	16,199	13,481	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475
	16,199	13,481	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475
	16,199	13,481	11,145	15,988	19,933	12,299	20,873	17,803	12,971	29,209	18,639	22,340	15,475

#### Operating Total

**Bovaird House  
Operating Costs  
CC 0683 (2002-2017) & CC 7327 (2017-Present)**

**Actuals**

Cost Centre Name	Account SubCategory Description	Grand Total
Bovaird House	Advertising, Marketing & Promotion	1,454
	Contracted Services	34,515
	Office and Administrative	12,908
	Repairs, Maintenance and Materials	157,216
	Salary, Wages and Benefits	12,474
	User Fees and Service Charges	- 14,731
	Utilities and Fuel	99,711
<b>Bovaird House Total</b>		<b>303,546</b>
<b>Grand Total</b>		<b>303,546</b>

Since 2012, approx. \$1.5M in capital costs have been incurred, excluding \$500K capital budget approved in 2022.

**Bovaird House**

As of February 2nd, 2022

**Bovaird House Funding Breakdown**

Project#	Project Name	Work Performed	Amount spent to date	Notes	Funding Source
125610-001	Relocation of the Pendegast Cabin to the Bovaird House Site	Relocation of the Pendegast Cabin to the Bovaird House Site	379,384	Building Permit, Electrical Services, Various Repairs, etc	Res #4 - Tax
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<b>Total</b>			<b>1,439,618</b>		

**Gazebo Breakdown**

Project#	Project Name	Work Performed	Amount spent to date	Notes	Funding Source
171650-061	Bovaird House	Gazebo Construction	58,729	PO 815102 - Construction only	Res #4 - Tax

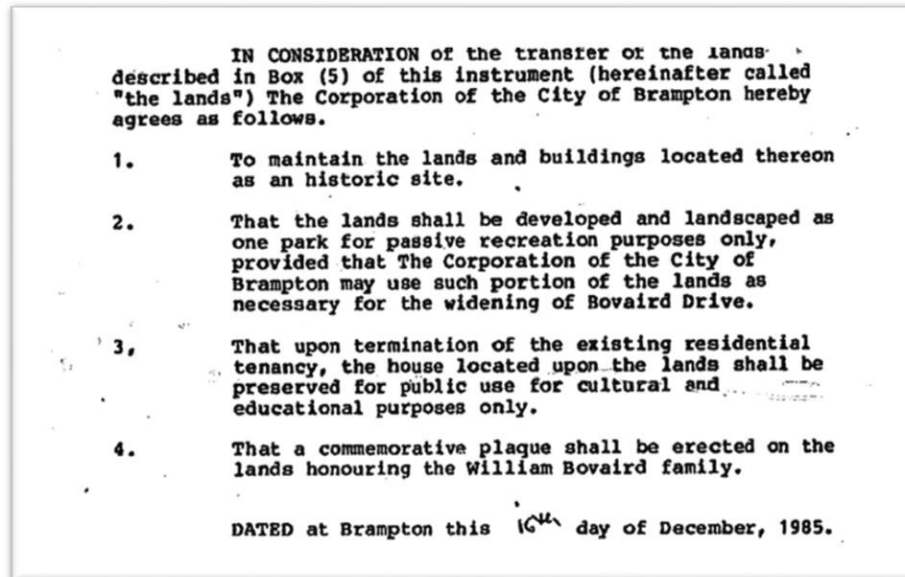
**Robinson Barn Breakdown**

Project#	Project Name	Work Performed	Amount spent to date	Notes	Funding Source
215361-001	Robinson Barn	Robinson Barn Reconstruction	17,841	Design phase	Res #4 - Tax
<b>Total Spent at Bovaird House Location</b>			<b>1,516,188</b>		

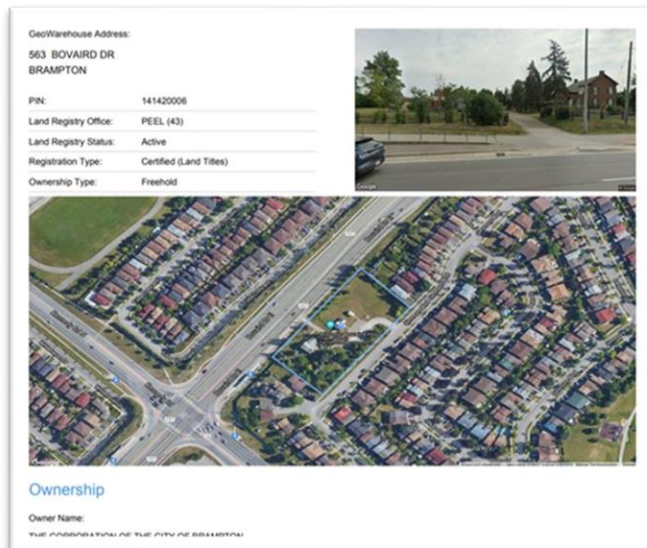
- Confirm that we own the land and/or any assets on the property. Any context we can provide related to our typical roles and responsibilities to maintain our assets in relation to this property. i.e. do the investments and funds we have dedicated to this property align to what we would do on other properties or are we contributing more or less based on the involvement of the Friends of Bovaird House

*FOM has an operating budget and is responsible for performing the Preventive & Demand Maintenance at the property.*

*LAND OWNERSHIP: The City of Brampton owns the property described on PIN 14142 0006. It was transferred in 1985/12/18. The consideration for the Transfer was as follows (taken from the original Transfer document).*



*As per Geowarehouse the property is within City's ownership:*



## **Cultural Services**

### **10. Do they qualify for any type of grant or sponsorship funding outside of receiving money from the City of Brampton? If not, why?**

*As a registered non-profit FHBH may be eligible for other sources of funding/sponsorship. It would be at the organization's discretion to seek and apply for funding/sponsorship from other parties.*

**11. Has the City ever had a broader strategic plan related to the Bovaird House property?**

*Staff are not aware of a strategic plan for the property.*

**12. Without an updated partnership agreement over the past 20 years, please explain the difference between the threshold of accountability and transparency measures related to Friends of Bovaird House vs. other Non-profit organizations who seek support and grants from the City of Brampton? How has Friends of Bovaird House been treated differently vs. other non-profit organizations seeking support from the City?**

*The City's Grant Program requires a program application annually & submitting closeout reports and financial statements upon completing City approved & funded projects.*

*The 2002 Terms of Reference do not include any required reporting expectations between COB and FHBH.*

**13. Is this property considered a museum?**

*According to the parameters outlined by the Ontario Ministry of Heritage, Sport, Tourism and Cultural Industries, the property is not considered a Community Museum.*

**Finance**

**14. Are they required to submit audited financial statements? Where can I find them? Are there any financial statements available to look at over the past 20 years that we have not had an updated partnership agreement?**

*There is no requirement for this group to provide financial statements to the City.*

**15. How much revenue the Bovaird House Property generate? Have they been required to submit that information? Can we have a copy?**

*Per Operating Costs Summary (#2 above), approx. \$15K in room rental revenue reported in the cost centre between 2002 and 2010. Staff are attempting to locate backup documentation to validate details.*

**16. What other costs related to this property does the city cover? I receive a newsletter from Friends of Bovaird House in the mail. Who pays for this? Where is it distributed**

*The FHBH produces a Spring and Fall newsletter which they have printed through a printing company in Orangeville. They usually print 850 newsletters each time and mail approximately 450, with the remaining being distributed through other means such as the Brampton Historical Society, and direct handouts. The City is invoiced for the cost of these newsletters. The Rose Theatre has been providing the envelopes, the cost of postage and sometimes the labour to fold and insert.*

*The number of pages this newsletter contains seems to be unlimited as they have not been paying for any part of it. There are many cost-saving measures that they could put in place*

*such as cutting the number on the mailing list, charging a subscription fee, providing an electronic version, etc. If the City wants to continue to pay for their newsletter, size and volume could be controlled and processing through the City's Print Shop could cut the costs of producing this publication.*

**17. How was the Pendergast cabin paid for? Was it considered a new build? How was the money allocated and budgeted? Is there a line item that shows how much money was spent? Who put it together? What decision making process was followed in this project? Is there a clear line item related to this project? How much did it cost? How was the cost determined and accounted for**

*The Pendergast Cabin capital project was funded through Reserve #4. Staff confirming if this construction was a new build. In past years there have not been particular budget line items for the Bovaird property, assets, and projects.*

**18. Similar to the Caledon Barn budget amendment which specifically says that Reserve 4 is budgeted up to \$1 million for this project? Is there anything specific like that?**

*Budget submission would have followed standard capital project budget submission process for all State of Good Repair projects delivered by the Building Design & Construction division.*

*Staff confirming if project was a new build, as SOGR funding should not be utilized for new builds. There have not been particular budget line items for this project in past budgets.*

**Planning & Development Services**

**19. Is this a "heritage only" designated property? How many acres is this property?**

*The property is designated under Part IV of the Heritage Act. Heritage Designation does not prevent other uses however other agreements with the city do. The 1985 title deed from the City acquiring the property states that Brampton agrees:*

- 1. To maintain the lands and buildings located thereon as a historic site.*
- 2. That the land shall be developed and landscaped as one park for passive purposes only, provided that the Corporation of the City of Brampton may use such portion of the lands as necessary for the widening of Bovaird Street.*
- 3. That upon termination of the existing residential tenancy, the house located upon the lands shall be preserved for public use for cultural and educational purposes only.*
- 4. That a commemorative plaque shall be erected on the lands honouring the William Bovaird family.*

*It is 2.2 acres in size.*

**Other**

**20. There have been events on this property in the past. Has the City ever covered the costs related to these events? Specifically fundraising events for Friends of Bovaird House or any other events? Please describe the types of costs covered by the City. Were any costs related to alcohol covered by the City?**

*Staff can access invoices for prior 7 years – would require several weeks to request from 3<sup>rd</sup> party storage and then have staff go through archived invoices.*

*It is unclear what costs were covered by the City.*

*FHBH hosts one or two events per year involving alcohol. They have been notified that they are required to comply with the Municipal Alcohol Policy. For these events, Bovaird House will be rented to the Friends and is available through CLASS as a rental venue. Insurance for events with alcohol will be required to be paid as the Friends liability insurance does not include an alcohol policy.*

**21. How were decisions made about this property during these past 20 years? Who is initiating the various projects related to the Bovaird House property?**

*In many circumstances, it is unclear how decisions and project initiation took place with respect to City labour, resources, or financial support for these various projects.*

*Decisions were made at a divisional levels and directly with various departments. The intent of an updated agreement is to consolidate and create clear and transparent processes between the City and the organization.*

**22. How was the gazebo approved and paid for?**

*The Gazebo was an activity in the Comfort Station Project, and the a previous Manager in Building Design & Construction, signed off on this project, but staff are uncertain if the employee received instructions from the Director or Commissioner to proceed through a Capital submission at that time.*

**23. Invoices to the City from FHBH**

*FHBH have been in the habit of invoicing the City for many questionable items, such as their monthly bank fees. These invoices have been paid to appease the group and staff was advised to “keep them happy” as there has been no formal agreement in place for the last 25 years and they are a vocal group who will not hesitate to contact City Councillors. Now that they are incorporated, it will need to be determined what, if anything, the City will continue to pay of their miscellaneous expenses.*

**Term of Council Priorities:**

This report achieves the Term of Council Priority of Brampton as a Well-Run City by providing information on the historical status of arrangements and financial decisions with respect to the City's relationship with the Friends of Historic Bovaird House and Bovaird House property. This



information will enable transparent and informed decision-making with respect to any future decisions regarding the property, or current and historical relationship with FHBH.

**Conclusion:**

Staff will continue to support informed and transparent Council decision-making on the City's relationship Friends of Historic Bovaird House, by providing any supporting information they may request.

Authored & Reviewed by:

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A/Commissioner, Corporate Support  
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**APPENDICES:**

1. 2002 Terms of Reference
2. Agreement of Purchase and sale Bovaird House Dec 18 1985
4. Transfer of Bovaird House RO738134 printed May 03 21