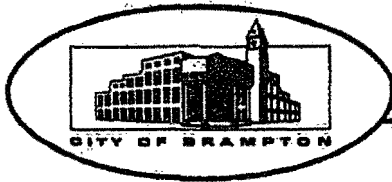


# Appendix A



## G3-1 REPORT Buildings and Property Committee

Standing Committee of the Council of the Corporation of the City of Brampton

### BUILDINGS & PROPERTY COMMITTEE

**Date:** May 16, 2002  
**File:** BP - 09 - 02  
**Subject:** Terms of Reference for The Friends of Bovaird House  
**Contact:** Harvey Newlove, Director of Recreation Facilities & Programs  
(905) 874 - 2358

DATE: June 3, 2002

#### Overview:

- In the mid 1980's Mrs. Mossie Bovaird donated her family home to the City of Brampton.
- The City restored the house to the 1870's era.
- In the late 1980's the Friends of Bovaird House was established.
- Although there has been a steady development of The Friends of Bovaird House and a solid working relationship between the membership and the City, there has never been a formal document established to outline the goals and objectives of the relationship.
- A formal draft Terms of Reference has been agreed upon between staff and The Friends of Bovaird House.

**Recommendations:** Based on the following report, it is recommended that:

1. That the report from Harvey Newlove, Director of Recreation Facilities & Programs be received.
2. That the contents, goals and objectives as outlined in the Terms of Reference for The Friends of Bovaird House be approved.
3. That Community Services staff work with The Friends of Bovaird House to establish the program details for the Bovaird House.

**Background:**

In the mid 80's Mrs. Mossie Bovaird donated her family home, located at the corner of Kennedy Road and Bovaird Drive, to the City. The intent of the donation was that through ownership by the City the home and its history would be preserved.

In subsequent years following the acquisition, the City proceeded to restore the home to an 1870's era. Funding for the renovations in the amount of \$500,000 was received from the Federal Government.

Upon the completion of the renovation, staff fostered a volunteer group whose role was to develop programming and generally enhance the identity of the Bovaird House.

This group of dedicated volunteers became known as the "Friends of Bovaird House", and although the membership has changed over the years the value of the hours of work and time has been tremendous and continues to grow yearly.

**Current Situation:**

Staff have been conducting discussions with the membership over the last few months in order to re-establish the original understanding between the Friends of Bovaird House and the Corporation.

This does not imply that there has been a major shift away from the original concept. However, the concept has never been formally documented and is, and has been at times, interpreted differently depending who is involved from both the Committee side and that of the Corporation.

The document appended entitled, Terms of Reference outlines on the first page, the goals and objectives of the Friends of Bovaird as agreed upon between staff and the membership.

In 2001 the Friends of Bovaird were successful in securing a gazebo for a very reasonable price, which has been placed in the garden area adjacent to the house.

The concept behind securing the gazebo was to utilize it and the surrounding gardens for the purpose of taking wedding pictures for a fee. This is similar to the activity that takes place in Gage Park and Chinguacousy Park.

From a financial perspective the revenue is proposed to be split 75% to the City, to assist in covering the operation costs of the house, and 25% to the Friends of Bovaird House to assist in their continued activities, as outlined in the goals.

The second page of the appended document outlines the financial arrangements agreed to in principal by staff and the membership.

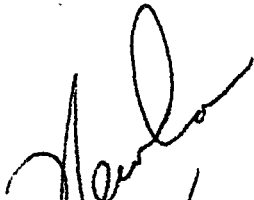
G3-3

**Financial Implications:**

The 2002 current budget does not include this new potential revenue to the City for rental of the gazebo. Any additional revenues will have a positive impact. Staff will include this new revenue in the 2003 current budget.

**Legal Implications:**

Legal Services has reviewed the Terms of Reference and is satisfied with the form and content.



Harvey Nowlove  
Director of Recreation  
Facilities & Programs

HN/df

**FRIENDS OF BOVAIRD HOUSE COMMITTEE**

**TERMS OF REFERENCE**

**PREAMBLE**

Whereas the City of Brampton recognizes the valuable contribution that the members of the Friends of Bovaird House Committee make to the Bovaird House program:

The following Terms of Reference have been developed in conjunction with the members of The Friends of Bovaird House Committee.

**1. MISSION STATEMENT**

The Friends of Bovaird House Committee will be made up of volunteering community minded people who have a great interest and/or knowledge of the historical past of Brampton, and who wish to enhance the heritage value of the Bovaird House to the community.

**2. GOALS**

The goals of the Friends of Bovaird House Committee are:

- To foster public awareness of the Bovaird House and its place in local Brampton history
- To increase funds through membership, donations and other means in order to furnish, maintain and offset the operating costs of the house
- To educate and make the public aware of the historical aspects of the Bovaird House during the time frame of 1840 to 1900.

**3. OBJECTIVES**

The objectives of the Friends of Bovaird House Committee are:

- Volunteer committee members will host public open houses and conduct tours of the Bovaird House on a weekly basis
- To support the public use of the Bovaird House for historical, cultural and educational programs
- To advise on the development of the adjacent land to strengthen the historical theme of the Bovaird House
- To purchase or secure from donations, appropriate furnishings for the Bovaird House
- To recruit new volunteers to a historical "club" setting
- To host annual special events to promote the heritage of the house

The parties agreed that the City shall maintain the authority to manage and control the operation and maintenance of the Bovaird House and grounds in all aspects.

**4. FINANCIAL**

In recognition of the dedicated volunteer work of the members of the Friends of Bovaird House Committee, this section sets out the terms of the revenue sharing arrangement between the City of Brampton and the Friends of Bovaird House Committee with respect to the garden gazebo secured by the Committee.

1. The City shall retain ownership of the gazebo.
2. The City shall be responsible for the setting of rental fees, bookings and operating of the gazebo.
3. The City shall retain twenty-five percent (25%) of each rental fee to cover the administration costs.
4. The remainder of each rental fee (after the deduction of the administration costs) shall be divided as follows:
  - 75% to the City
  - 25% to the Friends of Bovaird House Committee.
5. The City agrees that the Friends of Bovaird House Committee shall receive all rental revenue less the 25% administrative charge until the cost of securing the gazebo in the amount of \$ 2,500.00 is recovered by the Committee.
6. The Friends of Bovaird House Committee shall utilize its share of the revenues to further the objectives set out in Section 3.

This arrangement will be in effect for a one (1) year period and shall be renewed from year to year thereafter. The City may terminate the arrangement with 60 (sixty) days written notice.