

## **Municipality Of Chatham-Kent**

### **Corporate Services**

**To:** Mayor and Members of Council

**From:** Cathy J.E. Hoffman, MPA, CHRL, General Manager  
Bob Crawford, Chief, Fire Paramedic Services

**Date:** January 15, 2018

**Subject:** International Plowing Match 2018 (IPM)—Services Provided

---

### **Recommendations**

It is recommended that:

1. The services provided listed in Appendix A be approved in principle to be provided by the Municipality of Chatham-Kent, subject only to costing approval by Council at a future council meeting.
2. Administration prepare a report to Council for its February meeting, costing the in-kind services and resources identified in Appendix A and approved in principle.
3. The remaining \$40,000 of the \$100,000 commitment to support the event not be transferred unless requested by the Local Committee.
4. Administration negotiate a legal agreement between the Municipality and OPA and IPM Local Committee clarifying insurance and liability obligations.
5. Administration provide monthly updates to Council on the status of the municipal portion of the IPM between now and the September 2018 event.

### **Background**

The Municipality of Chatham-Kent was chosen to host the 2018 International Plowing Match and Rural Expo (IPM). The International Plowing Match is an event organized by the Ontario Plowmen's Association (OPA), a non-profit corporation and the volunteer Chatham-Kent Local Committee. The IPM will be located near the village of Pain Court, due west of Chatham. For a five-day period in September 2018, this little town could double Chatham-Kent's existing 100,000+ population.

A transportation network of tractors and wagons carry visitors to and from different areas of the site.

The three main components of the event are: the plowing competition, the Tented City and the RV park. The plowing component offers visitors a chance to see competitors in several different classes of plowing, taking place in different fields. The two main

classes are horse plowing and tractor plowing. Other tractor plowing classes include antique plowing and 4H (youth) plowing.

Tented City is the most popular attraction at the IPM. It is where visitors can learn about agricultural life and exhibitors showcase their products to the public. It consists of a series of streets, roads and avenues that are created specifically for visitors to walk through to see the exhibits. In-between each street is a service road for vehicles serving the event. These roads also house hydro poles that provide the power to the Tented City and give exhibitors more access to their site. The avenues of the city run perpendicular to the streets and service roads. They also have hydro poles, and are accessible to both vehicles and pedestrians. All the streets and service roads are named in numerical order, while the avenues are named after major sponsors of the IPM. The city has several entrances surrounding the perimeter where visitors pay for admission. Tented City continues to grow each year and its land area is approximately 200 acres.

The RV park (the park) provides an option for visitors wishing to attend multiple days of the event to stay overnight. This park includes sites for camp trailers or motorhomes along with requisite water and electricity services. Inside the park is an entertainment tent that offers music and live shows to anyone registered there. The park is located either beside or very close to Tented City and often takes up the same land area as Tented City.

Previous host locations include Huron County (2017), Minto (2016) and Finch (2015).

On May 6, 2013, Council approved the commitment of \$100,000 in direct support to the IPM Local Committee with payments to be made in the sum of \$20,000 annually. It was determined through the 2014 budget process that the funds for the \$100,000 would come from the Strategic Development Reserve. To date, \$60,000 has been transferred to the Local Committee.

On January 23, 2017, Council approved an additional \$100,000 (\$50,000 per year) to be funded from the Strategic Development Reserve to be allocated for the hiring of one temporary employee for the purpose of assisting the IPM organizing committee. This employee is to report to Administration as determined by the Chief Administrative Officer.

### **Comments**

An internal project team was established and is being led by two event co-chairs: the Fire Paramedic Chief and the General Manager of Corporate Services. The two goals identified for the project team are to support the OPA and the Local Committee and to the extent possible, use the IPM as a training opportunity for municipal employees to learn the Incident Management System, the Ontario endorsed emergency management system.

Municipal staff has been attending OPA and Local Committee meetings since early 2017. Several municipal representatives from a variety of municipal departments attended the 2017 IPM in Huron County to collect information and insights.

Notwithstanding Council's previous financial commitments to IPM 2018, the Corporation of the Municipality of Chatham-Kent will incur direct and indirect costs as a result of our portion of work required to ensure a successful event.

These costs are broken down into two overarching categories. One is the Municipal Showcase tent. Previous host communities have participated in the IPM by having a "showcase". This is generally a tent that highlights the region to IPM visitors. The Showcase tent is organized and staffed by the host government bodies. It is expected that 15,000 people per day will attend the match over the 5 days.

The showcase, if approved, would need to be organized and staffed by Municipality of Chatham-Kent staff and partners. The objective of the showcase would be to:

- Showcase Chatham-Kent as a destination of choice whether to live or visit
- Highlight the exceptional agricultural production of Chatham-Kent
- Promote the economic opportunities within Chatham-Kent
- Illustrate the quality of life available in Chatham-Kent

The second category is predominantly Infrastructure and In-kind costs.

To determine the typical scope of both categories, a detailed review of the Hosting Agreement (Appendix B) signed by Councillors Darrin Canniff and Leon LeClair was completed. In addition, advice was sought from the Executive Director of the OPA as well as former event Chairs and municipal staff. The result of this analysis has been captured in the attached list "Services Provided" (Appendix A). Subject to Council's agreement of this list in concept, a costing will be completed and brought back to Council for approval for budgeting purposes.

### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

A Healthy and Safe Community:

Chatham-Kent is a healthy and safe community with sustainable population growth

People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

Environmental Sustainability:

Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

Financial Sustainability:

The Corporation of the Municipality of Chatham-Kent is financially sustainable

Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

Has the potential to support all areas of strategic focus & critical success factors

Neutral issues (does not support negatively or positively)

### **Consultation**

The following were consulted and agree with the recommendations.

Councillors Darrin Canniff and Leon LeClair

The Executive Management Team

Legal Services

Executive Director, OPA

### **Financial Implications**

There are no financial implications resulting from the recommendations.

Prepared by:

---

Cathy J.E. Hoffman, MPA, CHRL  
General Manager and IPM Co-Chair  
Corporate Services

---

Bob Crawford  
Chief, Fire Paramedic Services  
Community Development

Consulted and confirmed the content of the consultation section of the report by:

---

Don Shropshire  
Chief Administrative Officer

---

John Norton  
General Manager  
Community Development

---

Dr. April Rietdyk, RN, BScN, MHS, PhD PUBH  
General Manager  
Community Human Services

---

Mike Turner, CPA, CMA  
Chief Financial Officer, Treasurer

---

Thomas Kelly  
General Manager  
Infrastructure and Engineering Services

Attached: Appendix A – Services Provided  
Appendix B – Hosting Agreement

**Services and Resources**  
**International Plowing Match 2018**

<b>Department/Division</b>	<b>Service or Resource</b>	<b>In-Kind</b>	<b>Unbudgeted</b>	<b>Total Cost</b>
IES	Roads Culverts Asphalt Millings Wood chips Road Repairs Signage Garbage and Recycling Drainage Cleanouts Flooring and Installation General Labour and equipment assistance Stand-by personnel			
Community Development	Tent Inspections Bleacher/Bench Inspections Building Permits Legal Agreements Insurance/Liability Medical prevention and response Fire prevention and suppression Co-Chair duties/responsibilities			
Community Health	Public Health Inspections (Food safety, safe water, infection control, rabies control, tobacco control, waste water and sanitation) Health messaging to visitors Use of benches Capitol Theatre (performances supporting IPM) Promotion and marketing (maps, travel guides, significant assistance with Showcase Tent) Data collection at IPM (supporting OPA Celebrate Ontario grant and economic impact analysis)			
Police Services	Policing and Traffic control			
CAO	Showcase Tent (marketing/promotion of CK)			
Corporate Services	Assistance completing grant applications Co-Chair duties/responsibilities			
Public Utilities Commission	Water			

# HOSTING AGREEMENT

## 2018 International Plowing Match and Rural Expo

August 3, 2017.  
19 pages

---

**Between:**

**Ontario Plowmen's Association**, a non-profit corporation incorporated under the laws of Ontario and having its head office in the City of Guelph. (Hereinafter called the "OPA")

**And**

**2018 International Plowing Match and Rural Expo Inc. (IPM 2018)**, a non-profit, incorporated organization, The Local Committee conducting the 2018 International Plowing Match and Rural Expo in the Municipality of Chatham Kent (Hereinafter called "The Local Committee")

### **Section 1 - Preamble**

The International Plowing Match and Rural Expo (IPM) is jointly initiated by the Ontario Plowmen's Association (OPA) and a Branch Plowmen's Association (Branch). The Branch supports and is represented on The Local Committee Directors, which reports directly to the OPA, as prescribed in the OPA Constitution.

The OPA is a not-for-profit agricultural association incorporated under the Agricultural and Horticultural Organizations Act of Ontario, reporting annually to the Ontario Ministry of Agriculture, Food and Rural Affairs. The Branch exists expressly through the OPA Constitution (Articles of Incorporation) as a member of the OPA.

The OPA Board of Directors selects the location to annually host the International Plowing Match and Rural Expo (IPM). Application to host the event includes a commitment from the County or Regional Municipality administration (County) indicating interest and support from the County to host the IPM. The County further commits to providing financing to be used to support advance activities and provide assistance to The Local Committee Board of Directors and host landowners in preparation of the IPM.

The Local Committee Board of Directors shall be developed in accordance with the organizational structure provided by the OPA and will include a minimum of nine including an IPM Chairperson, Secretary, Treasurer and at least two members of the Local Branch Association. OPA will appoint a representative to The Local Committee Board of Directors. Minutes of Committee meetings, All Chairs meetings and Directors' meetings will be recorded and a copy forwarded to OPA following each meeting. The OPA Board of Directors and The Local Committee Directors shall govern the annual IPM event. As parent host of the IPM, OPA assumes ultimate liability for the event. **Accordingly, OPA will be the final authority on every aspect relating to the IPM.**

The Local Committee Directors shall appoint sub-committees consistent with those outlined in IPM guidelines and organizational chart as prescribed by the OPA. Consistency in this regard is necessary for comparison and analysis to past years, and for guidance and continuous improvement for future years. It is recommended that each sub-committee consist of a minimum of three individuals. Minutes from Committee meetings must be submitted to The Local Committee Directors and then these minutes forwarded to the OPA.

The OPA Executive Director (or designate) and the IPM Chairperson, with the support of both the OPA Board of Directors and The Local Committee Directors will provide the leadership and direction for planning and conducting the IPM. Full co-operation between OPA, The Local Committee, land owners, County or Regional governments and provincial and federal agencies is vital to the success of the IPM.

The magnitude and complexity of the IPM requires that the event follow certain prescribed regulations and functions. Although the IPM highlights local features from the area in which it is hosted, it is a provincial event that is held every year. Plans, procedures and individual conduct must be in a manner such that it does not alienate long-term sponsors, suppliers and exhibitors, or create a negative impact on future IPM events. Activities from Local Committees of future IPM events must not interfere or impede with the organization or success of IPM events preceding their event year.

The opening of an office nearby the site is recommended in at least the final year of planning—subject to reasonable financial arrangements being made. In the case where staff is required by The Local Organizing Committee, the hiring and payment of same must be pre-approved by the OPA.

The responsibilities outlined herein are identified as to which elements are co-coordinated by OPA and those by The Local Organizing Committee. All IPM expenditures extending from these responsibilities outlined will be paid from IPM revenue.

The IPM guidelines provided by OPA may provide greater detail for various responsibilities outlined in this agreement.

Updating this agreement to meet the needs of the annual show will be done at the discretion of the OPA Board of Directors and will be co-signed to reflect responsibilities agreed upon by The Local Committee and the OPA.

#### **a) Objectives**

The IPM event is owned by the OPA. The primary purpose of the IPM is to assist in fulfilling the objectives of the OPA as mandated both through its Constitution and the Agricultural and Horticultural Organizations Act of Ontario.

**i) These objectives include:**

- To promote the development, sale, and export of agricultural products;
- To provide educational opportunities related to agriculture and rural life;
- To advance the interest in Agriculture by emphasizing the importance of proper cultivation and to encourage modern soil and water conservation practices;
- To co-operate in conducting demonstrations and experiments in plowing and in other methods of soil cultivation and crop production;
- To conduct annually the "International" Plowing Match competition.

**ii) In addition, the IPM shall strive to accomplish these following objectives:**

- To showcase the County/Region, its businesses, and contributions to society by its citizens;
- To generate economic development in the County/Region;
- To build community spirit and pride of citizenship amongst members of the County;
- To leave a community-oriented legacy to the County



## **b) IPM Features and Elements**

i) The following are **mandatory** elements of the IPM:

- The International plowing competition of qualifying finalists from branch association matches, competitors across Canada, North America and around the World.
- An awards presentation for IPM competitors;
- Opening and Closing ceremonies;
- The Ontario Queen of the Furrow Competition;
- An awards presentation for Ontario Queen of the Furrow competitors;
- A souvenir program (hats, pins, cookbooks etc.);
- A tented city to showcase exhibitors of products and services related to agriculture, food production and rural living;
- An educational program of agriculture and food production designed to complement provincial school curriculums.
- An accommodations service and RV Park for out of town visitors;
- A family/rural living exhibit within tented city;

ii) The Local Committee **may** introduce:

- An historical exhibit to showcase rural life and agriculture indigenous to the area; Historical exhibits from outside the hosting county or region must be pre-approved by the Local Committee Board of Directors and the OPA Board of Directors.
- A County/Region exhibit within tented city;
- Multi-denominational church worship service;
- Special events, entertainment by artists residing or native to the area;
- Demonstration areas of machinery, equipment, crops, production, processing;
- Licensed lounge for exhibitors, guests and visitors.
- Special displays/exhibitors highlighting area features.

## **c) Event Name**

The event shall be referred to and promoted by the official name “**International Plowing Match and Rural Expo**”.

Use of the official name shall be in accordance with related guidelines.

## **d) Event Dates and Times**

In keeping with the commitments outlined in the OPA Membership to the North American Farm Show Council, the IPM is traditionally held each year beginning on the Tuesday of the third full week of September. Therefore, the dates for the 2018 International Plowing Match and Rural Expo will be Tuesday, September 18th to Saturday, September 22nd, 2018.

The Show hours are Tuesday to Saturday: 8:30 am to 5:00 pm.

## **Section 2 - Finances**

### **a) Budget & Financial Management**

OPA will provide Actual financial reports for at least the past three International Plowing Matches as a starting point for budgeting the new IPM Event.

- An IPM Bookkeeper will provide day-to-day financial record-keeping for The Local Committee. He/she will work in co-operation with the IPM Treasurer.
- The Budget Process will begin with OPA and The Local Committee working together to complete a preliminary budget by February 15<sup>th</sup>, 2018. Budgets will then be reviewed jointly on a Quarterly

Basis. OPA will provide budget guidelines for each sub-committee and has the authority to limit the budget of a sub-committee.

- All Accounting will be managed on an accrual basis, using Quick Books software; the OPA will assist in setup of Quick Books based on a current Chart of Accounts.
- Electronic copies of the Quick Books file (including Profit & Loss, Balance Sheet, monthly bank reconciliation) are to be submitted monthly by The Local Committee to the OPA Office once activities begin and no later than January 1, 2018.
- OPA will submit monthly Profit & Loss Statements and Balance Sheet to The Local Committee Office as of January 1, 2018.
- **The Local Committee will maintain two BMO Bank of Montreal accounts, with a minimum of two signatures for the issuance of any cheques or withdrawals pertaining to IPM. The two accounts are a General account for day to day business and an RV account for sales of sites in the RV Park. Transfers between these two accounts may be made by motion of The IPM Local Committee Directors and notification to the Ontario Plowmen's Association. Absolutely no other accounts are permitted without prior approval from OPA (e.g. an account for a raffle). OPA may be added as a co-signer of these accounts at the discretion of the OPA Board of Directors.**
- **The Local Committee and OPA will maintain one joint chequing account with BMO Bank of Montreal for GATE RECEIPTS ONLY.** There will be two co-signing officers only, one from IPM Local Committee and one from OPA. Both signatures are required for any banking on this account.
- This account shall be opened no later than September 1, 2018. That portion of the RV Park revenue which is admissions shall be transferred to the Gates and Tickets account. All Advanced Ticket revenues will be deposited in this account.
- **The Local Committee will arrange for daily deposits during the IPM and in accordance with IPM guidelines. OPA will appoint an OPA Director to co-chair daily gate tallies and deposits with The Local Committee, and both shall sign off in agreement.**
- Daily gate receipts will be accounted for by The Local Committee (in co-operation with the OPA Liaison) and are to be deposited into the separate joint Gates and Tickets account as set up by The Local Committee and the OPA. Within 10 days of the close of the event, total deposits (General Gate Admissions and RV Admissions to Tented City) will be dispersed at a ratio of 50% to the OPA and 50% to The Local Committee, after any applicable taxes, for which the committee is responsible, have been deducted from the daily gate receipts collected.
- The combined deficit prior to opening the event shall not exceed amounts equivalent to 30,000 paid adults; the mutual objective being to achieve a zero deficit before the IPM event opens.
- Electronic payment services (i.e. credit and debit cards) may be used for any revenue transactions, where appropriate.

**b) Event Revenues & Expenditures**

- **Event Revenues** include all revenues related to the Hosting of the IPM, collected by the OPA or The Local Committee. There are five (5) main streams of revenue and each will require a dedicated committee focus. They are as follows:
  - a) Government Grants—jointly managed by OPA Staff and Local Committee Board of Directors
  - b) RV Park Reservations—managed by the Local RV Park committee

- c) **Tented City Exhibitor Space Rentals**—The Local Committee must establish a sub-committee to encourage area businesses to purchase space in the Tented City to showcase their products and bring local awareness to the IPM event. However, all booking of exhibitor spaces and placement of exhibitors is the responsibility of the OPA.
- d) **Corporate Partnerships with Local Businesses** —a Local Committee dedicated to soliciting financial support of area businesses—both cash and in-kind. OPA will manage provincial corporate partners and sponsors (see section 17)
- e) **General Public Gate Admission**—An advertising and promotions Local Committee must be established to promote the International Plowing Match and Rural Expo event (See Section 18)
- **Event Expenditures** include all costs relating to the preparation, hosting and cleanup of the IPM. All expenditures incurred by OPA and The Local Committee will be paid from Event Revenues. Payment to Service Clubs and/or Volunteer Organizations for their participation will be a Local Committee Expense and will be made from the portion of profits received by The Local Committee.

If the Local Committee chooses to host a “Volunteer Appreciation Event” following the IPM, then the budget must be limited to a maximum of \$10,000 (to include all expenses such as venue, food, gifts, etc.). Should the expenses exceed \$10,000, then the balance will be paid from The Local Committee’s net proceeds.

1. **Purchase Order system must be implemented by both OPA and The Local Committee.**
2. **All purchases must be in the name of the IPM 2018**
3. **Unbudgeted purchases (in any one budget category) in excess of \$5,000.00 require pre-approval by OPA and The Local Committee.**
4. **If any payments are made to Services Clubs or Volunteer Organizations for their participation, they will be made from The Local Committee’s “Net Proceeds”.**

- **Applicable Taxes:** It is the responsibility of both the IPM Local Committee and the OPA (Guelph account) to submit the required reports and payments in regards to the HST to Canada Revenue Agency. These must be submitted in an accurate and timely manner so as to avoid any penalties. Any penalties or interest incurred will be deducted from the share of profits of either the IPM Local Committee or the OPA (the information submitter). They will not be an event expense.

### **c) Loans & Pre Payments**

When The Local Committee initial financing is insufficient to cover costs, OPA will provide loans up to a maximum amount to be determined by OPA Board of Directors. Interest will not be charged. Any loans from the OPA to The Local Committee shall be re-paid in a timely manner.

If it is intended that financing money be repaid to the County (if required) upon completion of the IPM, repayment will be made from event revenues.

### **d) Final Reconciliation of Accounts & Financial Report**

The Local Committee and OPA will submit their financial statements no later than the 1<sup>st</sup> day of December following the close of the IPM.

Revenue or expenditures after December 15<sup>th</sup>, 2018 will be considered as part of the Contingency Account transactions.

Audited financial statements are required for the OPA and reviewed/audited financial statements are required for The Local Committee—as an event expense. The audit for the OPA portion of the IPM financials and the audit for The Local Committee will be conducted by OPA’s auditors. IPM Local Committees reviewed/audited statements must be received no later than January 31<sup>st</sup>, 2018.

**e) Net Proceeds**

**"Net Proceeds"** are defined as all IPM revenues less all IPM expenditures, net of applicable taxes.

Net proceeds will be allocated between the OPA and The 2018 Local Committee as follows:

Bracket (\$)	Split (%) OPA--IPM	OPA (\$)	Local Committee (\$)
1 -50,000	50 – 50	\$25,000. Contingency Fund	\$ 25,000 Contingency Fund
50,000 – 850,000	50 -- 50	400,000	400,000
850,000 plus	30 – 70		

These allocations will be made not later than the 15<sup>th</sup> of December following the close of the IPM. The Local Committee may disburse their portion of proceeds within their community as they see fit. Any amounts held by The Local Committee and not allocated to a benefactor by December 31<sup>st</sup>, 2019 will be handed over to the Branch Plowing Association for future management.

A notice to Creditors advising them of the dissolution of The Local Committee of the International Plowing Match will be published prior to dissolution, October 31<sup>st</sup>, 2019.

**f) Contingency Fund**

The 2018 Local Committee and the OPA will each contribute \$25,000 (as listed above) to be invested in a GIC Account held by the OPA (Guelph) for a period of one year. Authorization for activity on this account will be required by a named representative from both The Local Committee and OPA. These funds will be used for delayed expenses or legal proceedings arising from the IPM 2018.

After a one-year period, provided no issues are outstanding, the remaining monies will be split evenly between OPA and The Local Committee. **Upon closing of this account all financial records and supporting documents must be returned to the OPA office.**

**Section 3 - Insurance**

OPA will arrange for auto liability and property insurance for the IPM event, as follows:

- a) **Liability insurance** --3<sup>rd</sup> party bodily injury and property damage due to negligence extending to include as additional named insured, The Local Committee, volunteers and landowners under lease agreement extending to cover the IPM and related activities;
- b) **Property insurance** coverage for OPA owned IPM equipment, non-owned equipment on loan or lease from others (tractors, wagons, gator-type utility vehicles, golf carts, loaders, fork lifts, communication equipment, etc.);

- c) **Property insurance** coverage on The Local Committee souvenirs and quilts on display for which the IPM is responsible;
- d) **Automobile insurance** on vehicles provided by the Corporate Automotive Partner (if applicable)
- e) **Directors and Officers Liability** for The Local Committee Directors (\$ 2 million);
- f) **Crime coverage** (of gate receipts) during IPM;
- g) **Commercial Blanket Bond** extended to local committee treasurer;
- h) **Non-owned automobile** coverage;
- i) **Limited Pollution Liability** for IPM event;
- j) **Volunteer Accident** coverage, extended to individuals working without remuneration.
- k) **Property insurance** on office equipment and furnishings as set up by The Local Committee.
- l) **Lounge**---when necessary, OPA will procure Party Alcohol Liability (PAL) Insurance to cover the serving of alcohol in the Lounge. This will be an event expense.

***The Local Committee will arrange (through a local Co-operators Insurance Agent) insurance coverage required for:***

1. Automobiles secured by The Local Committee.
2. Promotional activities and local fund-raising events involving the sale of alcohol (PAL Insurance)

**The Local Committee** agrees to provide, on an on-going basis and with the quarterly financial reports, all information (i.e. list of volunteers, souvenir inventory, quilt inventory, listing of all equipment on loan or lease and details of same) as required by the insurance underwriter to secure proper coverage.

All insurance premiums will be event expenses.

#### **Section 4 - Land Acquisition and Use Coordination**

**The Local Committee** will secure all lands on which the IPM will be held and prepare layout of various areas. Allocation and layout of land uses are subject to OPA approval by October 31<sup>st</sup> in the year prior to the event.

**The Local Committee** will arrange for the signing of land options agreements and license agreements with landowners. Agreements used will be as supplied and approved by OPA. Payments to landowners will be based on the following land rental rates.

**a) Land Rental Rates per acre**

OPA will pay all Options to lease lands at \$ 5.00/acre as a prepaid event expense.

The Local Committee will pay the following rates (less \$5.00 Lease option paid by OPA) within 30 days of the event.

Sod used for Tented City	\$ 150.00 per acre
Sod for RV Park	\$ 150.00 per acre
Sod used for Bus and Handicapped Parking	\$ 50.00 per acre
Stubble/ Sod used for Parking	\$ 50.00 per acre
Stubble/Sod used for Plowing	\$ 50.00 per acre
Stubble/Sod for Demonstrations	\$ 50.00 per acre
Sod for Tractor Park	\$ 50.00 per acre
No additional use (optioned land)	No additional rent
<b>ALL LAND LEASE RATES ARE PLUS HST.</b>	

**NOTE: Any payments beyond those listed above must be paid from the Local Committee's Net Proceeds.**

OPA where deemed appropriate, will make application to register any land license agreements or options to license against the title to the lands.

The Local Committee will arrange for the installation and removal of culverts, fences and gates needed to access the lands. The Local Committee will liaise with the County/Region and municipalities for assistance with these projects.

**b) Land Restoration**

The Local Committee will co-ordinate the cleanup of materials and debris (i.e. nail picking) from the IPM lands, the repairing or replacement of fences, the repairing of damage to drainage tiles and any deep tillage necessary to reclaim the lands.

Damage to drainage tiles resulting from activity related to the IPM, discovered by October 31, 2019 will be repaired by OPA and The Local Committee out of the contingency fund. Damage discovered in the second and third year after the anniversary of the Match will be paid by OPA.

**Section 5 - Fees, Licenses and Inspections**

The Local Committee and OPA will arrange for any licenses required for inspection as required by local building officials, fire officials, municipal bylaws, health departments, potable water testing, liquor licenses planning fees and EMS.

The Local Committee will obtain any necessary permits required by zoning bylaws necessary to host the event.

The Local Committee will provide OPA the contact for the local Health Department, Building Inspector and Fire Chief for guidelines and inspection of food concessions. This information should be forwarded to the Exhibits Co-ordinator for inclusion in the Exhibitor Information Book.

OPA will arrange for inspection of the electrical installations co-coordinated by OPA

OPA will co-ordinate requirements between local health departments and food concessions.

OPA will co-ordinate applications with the Ontario Ministry of Labour, if required. OPA will arrange a broker for Canada customs.

## **Section 6 - Safety and Emergency Services**

The Local Committee will arrange for police, first aid, ambulance, and hospital and fire protection services.

The Local Committee will provide information to all volunteers on the IPM Health and Safety Policy.

OPA will communicate with exhibitors and Local Committee regarding the IPM Health and Safety Policy. Training must be provided and will be an event expense.

Workers on the IPM site fall under the scope of the Ontario Occupational Health and Safety Act.

## **Section 7 – Site Protection**

The Local Committee will arrange for Site Protection as required in Tented City, RV Park, tractor park and horse stables. Site Protection is required at minimum from the **four days prior** to the opening of the IPM event through to the **two days following** the close of the IPM event. OPA will clarify for The Local Committee any new protocol and practices required.

## **Section 8 - Equipment & Vehicles**

### **a) Licensed Vehicles**

IF a corporate partnership is obtained with an automotive manufacturer, OPA will arrange for the delivery and pickup of trucks and vans used by OPA and The Local Committee as provided through the Corporate Automotive Partnership agreement. The Local Committee may not approach other automotive suppliers for Corporate Partnership without first receiving consent to do so from OPA and the Corporate Automotive Partner.

All operators who are given care and control of vehicles must hold a valid driver's license, and as a driver, have their own automobile insurance in force. Damage incurred to vehicles arising out of misuse or careless operation for which there is no valid insurance will be paid from event revenues.

### **b) Unlicensed Vehicles & Motorized Equipment**

The Local Committee will arrange for use of tractors, wagons, loaders, backhoes, fork lifts, unlicensed utility vehicles and golf carts as required by The Local Committee and OPA staff needed for the time before, during or following the IPM.

All operators who are given care and control of these vehicles must have attained the age of 16 years and have a valid driver's license (or have reached the age of eighteen). They must be instructed in and follow safety and operational procedures as outlined in the Highway Traffic Act or Off- Roads Vehicle Act

### **c) Fuel Supplier**

OPA and The Local Committee will work jointly to negotiate for a supplier(s) for wagon shuttles, IPM service and utility vehicles and equipment needed in the set up and operation of the event.

#### **d) IPM Equipment**

Shipping containers and their contents (signs, water lines, ticket booths, etc., etc.), hydro poles and electrical equipment used in Tented City are owned by OPA. Trucking, crane service, delivery, placement and subsequent removal of shipping containers and equipment to and from the IPM site will be co-coordinated between OPA and The Local Committees. Crane service is to be paid by The Local Committee within their County. Trucking of materials is to be paid by OPA as an expense of the upcoming event.

A maintenance fee (to assist with repairs and replacement of necessary IPM equipment) of \$20,000 will be charged to The IPM Local Committee (and paid from their net profits) for use of existing OPA-owned equipment. Additional equipment purchased for the IPM is an event expense and will not be offset by the \$20,000 maintenance fee.

On the decision of OPA and The Local Committee, surplus event assets (e.g. equipment, souvenirs, quilt floor, etc.) that is not needed for future IPM events may be sold and those proceeds will become part of the IPM revenues. Selling IPM equipment to future IPMs is not allowed.

### **Section 9 – Tented City**

#### **a) Layout Tented City**

OPA will co-ordinate designing and staking of the Tented City. Tented City will be based on the standard six-street structure or as adjusted by OPA. OPA, in consultation with The Local Committee, will arrange placement of corporate partners, exhibitors and attractions.

#### **b) Service Area - Tented City**

The Local Committee will arrange for a minimum of 3 trailers or other portable structures in the service area for Tented City Committee and Exhibitor Services; an IPM Site Office; and an OPA Site Office.

The Local Committee will construct a loading ramp and dock, as well as provide operators for forklift services to exhibitors and tractors for towing exhibitors, if required.

OPA, with the assistance of The Local Committee, will staff the service/exhibitor entrance and the collection of admission and passes from exhibitors at service entrance. Pedestrian Traffic should not be allowed at the Service/Exhibitor Gate.

#### **c) Hydro Distribution - Tented City, Antique Display and, Tractor Park**

OPA will be responsible for the layout, installation and inspection of the electrical distribution system throughout Tented City, Antique Display and Tractor Park. All electrical installations needed by OPA, local committee and exhibitors must be contracted through the OPA Site Supervisor.

#### **d) Tented City Maintenance & Grass Cutting**

The Local Committee will arrange to have all lots within tented city cut prior to exhibitor move in, if needed. Grass on service roads, streets and avenues is not to be cut. The Local Committee will be responsible for keeping the streets, avenues and service roads in Tented City maintained.

#### **e) Tent Services**

OPA will arrange for ALL the official tent supplier(s) for the IPM. Tents used by OPA and The Local Committee must be secured through the official tent supplier. In the case of tents being donated, special arrangements will be developed. Prior approval must be obtained from OPA before agreements concerning donated tents may be completed.



OPA will arrange for the commercial court tents (indoor exhibits), Artisans, OPA headquarters and the "Future IPMs" tents.

OPA in conjunction with The Local Committee will arrange for tents used for family living, antiques, souvenirs, and if required; a media tent, special events, VIP and the County exhibit. OPA will invoice IPM 2018 for their committee tents. They will also invoice the County for their tents.

**f) Display Services**

OPA will co-ordinate the rental supplier of tables, chairs, curtains and other show furnishings. The Local Committee is urged to borrow tables, chairs and picnic tables from local sources.

**g) Portable Toilet Facilities**

OPA, with agreement from The Local Committee, will arrange for placement and service of portable toilets, hand wash stations and baby feeding stations as required in tented city, parking lots, plow fields, tractor park and horse park.

**h) Communication Equipment**

OPA will negotiate a multi-year agreement with a communications equipment supplier. The Local Committee will then arrange the details for portable radios required by The Local Committee and OPA staff, for staking and set up prior to the IPM, during the IPM and for tear down. Communication equipment is required no later than Noon on Sunday (prior to the IPM) and for use by Security until at least noon on Monday (following the IPM).

The Local Committee will arrange the installation of a public address system throughout the IPM site, using speakers owned by OPA.

**i) Telephone and Internet Services**

The Local Committee will co-ordinate (with consultation from OPA) the telephone service needed within tented city. BMO Bank of Montreal will supply debit/credit machines.

Local Committee (in co-operation with OPA) will coordinate internet service to exhibitors, emergency services, etc. They will also assist with the redirection of OPA phone lines to the service area.

Corporate Partnerships with Telephone and Internet service providers must state detailed costs and in-kind services.

**j) Water**

The Local Committee will co-ordinate with consultation from OPA the water supply within Tented City, RV Park, Tractor Park, Horse Stables and any required subsequent testing. Please Note: Your Local Public Health Unit is the ONLY authority to approve the water distribution and maintenance plan.

The Local Committee, in consultation with OPA, will arrange for any additional pipe and fittings as required to service the site.

**k) Garbage & Sanitation Services**

The Local Committee will arrange the placement of garbage containers and of pick up and disposal of garbage prior to, during and following the IPM. Home Hardware barrel covers must be used.

**l) Stakes**

The Local Committee will be responsible for the preparation, cleaning, painting and acquiring of additional stakes required at the IPM needed in Tented City, Plow fields, Parking Fields, Antique Area and Tractor Park.

**m) Signage**

The Local Committee, in co-operation with OPA, will arrange for signage for traffic, tented city street signs, corporate partnership recognition boards, etc., as required by IPM guidelines.

**Section 10 – Accommodations and RV Park**

The Local Committee will provide a listing of all local accommodations (for inclusion on the website, in exhibitor packages and use at promotional events).

The Local Committee will co-ordinate the RV Park, including booking the sale and placement of trailer park space. A special bank account for the RV Park transactions shall be opened no later than September 1, the year preceding the IPM. That portion of the RV Park revenue which is admissions shall be transferred to the Gates and Tickets account.

**a) Portable Toilet Facilities**

The Local Committee will arrange for the placement and service of portable toilets, hand wash stations and the pumping of grey and black water from RVs. Adequate services must be available for the RV Park.

**b) Hydro Distribution - RV Park**

OPA will assist The Local Committee in the co-ordination of electrical equipment rental, layout, inspection, and installation in RV Park. All electrical installations needed must be contracted through the RV Electrical Contractor (Maple Hill Electric).

Based on the quote and contract with the Electrical Contractor (Maple Hill Electric), OPA will invoice The Local Committee with payments due, in the year of the IPM, as follows:

- July 15<sup>th</sup> 25% based on the number of sites sold as of July 15<sup>th</sup>
- August 15<sup>th</sup> 25% based on the number of sites sold as of August 15<sup>th</sup>
- September 15<sup>th</sup> 25% based on the number of actual sites services by September 15<sup>th</sup> --- reconciliation of the previous two payments to be included with this payment.
- October 15<sup>th</sup> 25% final payment

**c) Garbage & Sanitation Services**

The Local Committee will arrange the placement of garbage containers and of pick up and disposal of garbage prior to, during and following the IPM.

**d) Stakes**

The Local Committee will be responsible for the preparation, cleaning, painting and acquiring of additional stakes needed in RV Park.

**e) Water**

**The Local Committee will co-ordinate with consultation from OPA the installation of water supply within Tented City, RV Park, Tractor Park, Horse Stables and any required subsequent testing.**

**The Local Committee, in consultation with OPA, will arrange for any additional pipe and fittings as required to service the site.**

**Rental Rates --- OPA Directors and the Local Committee Board of Directors must pre-approve the RV Park rental rates.**

**Section 11 - Exhibitors**

**a) Exhibitor Applications and Correspondence**

**OPA will produce, mail out, receive and approve or reject all exhibitor applications. The nature of exhibitors will be in keeping with the overall objectives of the IPM event. Rates to be charged for exhibit space will be determined by OPA. Exhibitor packages will include request forms for services provided by The Local Committee, participation in parades and education programs planned by The Local Committee.**

**The Local Committee should forward potential local exhibitors to OPA.**

**The Local Committees for future IPM events may not circulate printed matter intended to solicit exhibitor participation until the last day of the IPM. This does not preclude The Local Committee from seeking Corporate Partners.**

**b) Exhibitor Services**

**OPA will co-ordinate exhibitor admission passes, vehicle passes, electrical services, and orders for telephone and internet to exhibitors. The Local Committee will make arrangements for the installation of telephone and internet.**

**The Local Committee will provide and make for sale on site to exhibitors wood shavings, potted flowers, post hole digging, ice(usually sold at the Lounge) installation of holding tanks, etc. The Local Committee will also arrange for daily removal of manure from livestock areas.**

## **Section 12 - Gates and Tickets**

**Rates for admission are as follows**

<b>Advance Tickets</b>	<b>\$ 15.00 (non refundable)</b>
<b>Adults</b>	<b>\$ 18.00</b>
<b>2nd Day Adult Admission</b>	<b>\$ 10.00</b>
<b>Children 6 to 15 years</b>	<b>\$ 5.00</b>
<b>School Tours</b>	<b>\$ 5.00 per student or chaperone</b>
<b>Children 5 years and under</b>	<b>Free</b>
<b>Advance: Family Rate 2 adults/2 children</b>	<b>\$ 35.00 (non refundable)</b>
<b>4-H Members (Saturday only)</b>	<b>Free with valid 4-H Membership Card</b>
<b>Bus Drivers are allowed in free with Corporate Identification</b>	

HST will apply and is included in the above rates. \*\* Prices may be adjusted at a later date.

OPA will co-ordinate the production of general admission tickets and miscellaneous passes provided for the gate. OPA will also co-ordinate the production of one wrist band for use in the RV Park only.

OPA will provide The Local Committee with daily passes and vehicle passes as required. Each Local Committee budget must include the cost of admissions for volunteers, entertainers, etc.

OPA will produce advance tickets for sale prior to the event. Sales deadline for discounted Advanced Tickets will be Tuesday, September 5, 2018.

The Local Committee will be responsible for the installation and removal of ticket booths, information booths, gates and fences around tented city, the staffing of ticket booths and collection of admission at the gates.

The Local Committee will arrange for daily deposits in accordance with IPM guidelines. OPA will appoint an OPA director to co-chair daily gate tallies and deposits with The Local Committee, and sign off in agreement.

## **Section 13- Parking Transportation and Traffic**

The Local Committee will co-ordinate the staking and entrances of parking fields, working in conjunction with the corporate partner, providing parking field stakes and signage.

The Local Committee is responsible for transportation to and from the parking fields. The Local Committee may arrange handicapped shuttle and other people movers throughout the site.

The Local Committee, assisted by the OPA, will also arrange for Wagon Tours to the Plowing Competition fields.

The Local Committee (in conjunction with OPA) will co-ordinate with local law enforcement agency and local MTO offices for the installation of highway signage and traffic control.

OPA will arrange for helicopter site-seeing tours.

## **Section 14 – Plowing**

### **a) Plowing Competition**

OPA will arrange entry cards, score sheets, prize lists, and verify eligibility for entry and co-ordinate the competition for horse and tractor plowing.

OPA will determine entry fees and prizes and arrange for trophies and other awards.

OPA will co-ordinate junior plowing competitions.

OPA will co-ordinate judges as required for all plowing competitions (including Junior Plowing Competition of the Queen of the Furrow plowing competition)

OPA will co-ordinate stewards required for all plowing competitions.

The Local Committee and OPA will work together to stake plow lands for all plowing classes.

The Local Committee will co-ordinate VIP plowing competition.

OPA will co-ordinate the Queen of the Furrow plowing competition.

The Local Committee will arrange the preparation and delivery of lunches to competitors, judges and stewards, a plowmen's barbeque and the awards presentation (i.e. Celebration of Excellence).

### **b) Tractor Park & Horse Stables**

The Local Committee will be responsible for the operation, maintenance and security of tractor park and horse stables.

## **Section 15 - Queen of the Furrow Competition**

The Local Committee will co-ordinate (with consultation from OPA) the annual Queen of the Furrow activities during the IPM event.

The Local Committee will arrange for the Queens' accommodations during the IPM.

OPA will oversee the Queen of the Furrow activities for OPA Convention and throughout the year, with the assistance from The 2018 Local Committee.

OPA will name two of the three judges required for the competition. All judges to be approved by the OPA Directors.

## **Section 16 - Miscellaneous Features & Exhibits**

### **a) Special Events**

Special features and exhibits coordinated by The Local Committee anywhere at the IPM will be subject to the same rules and regulations prescribed for all exhibitors.

Commercial exhibitors or vendors may be considered for any special feature; however these will be brought in by exhibitor application to the OPA, and subject to the same rules and regulations. This includes service groups, not-for-profit associations, government ministries, or similar charitable organizations brought into the IPM by The Local Committee.

The Local Committee will co-ordinate a main stage, bleachers and a shelter (i.e. VIP tent) where VIP's and dignitaries may assemble prior to being presented on stage.

The Local Committee will co-ordinate opening and closing day ceremonies, including the invitations to dignitaries and the organization of any parades.

The Local Committee will co-ordinate an antique display, family living, special events and demonstrations, an education program, lounge and the sale of souvenirs. Display sizes will be subject to OPA approval and placement will be co-ordinated by OPA.

**Antique& Historical Exhibit** - intended to showcase private collections of antique farm machinery and other rural business native to, or traditionally used in the area where the IPM is held. Antiques should be from the local area only. Maximum: 5 acres

**Family Living—Artisan Tent** - intended to feature those artisans and crafters from the surrounding area of the County/Region where the IPM is held. All Exhibitor contracts are to be submitted to OPA for approval and processing. All general Exhibitor rules are applicable to Artisan exhibitors.

**Special Events & Entertainment** - intended to feature attractions and artists from within or originally from the County/Region where the IPM is hosted.

**Lounge** - The serving of alcoholic beverages at the IPM must be fully licensed. Two people from the OPA and two people from The Local Committee shall sign the Liquor License.

**Celebration of Excellence Banquet**  
In co-operation with the Provincial Committees and OPA Staff, the Local Committee (with input from the Queen of the Furrow committees) will arrange the Celebration of Excellence Banquet which will include the crowning of the Ontario Queen of the Furrow and an awards presentation for the Plowing Competitions.

**Property Beautification Competition** - participation from residents of the IPM Host County is encouraged to leave a legacy following the IPM.

## **Section 17 - Corporate Partnerships**

The Local Committee will work in conjunction with OPA to secure Corporate Partners. Only Corporate Partnerships that contribute directly to offset IPM expenditures that are essential to host the IPM should be secured. Corporate Partnership values will be based on the net value of the contribution towards the benefit of IPM event (as opposed to the value determined by the partner). In-kind is defined as something that would have to be purchased otherwise to hold the IPM.

IPM will only recognize those Corporate Partners contributing directly to the event. Sponsors of other displays/exhibitors are not IPM Corporate Partners.

Corporate Partner benefits shall be in accordance with guidelines so as to minimize conflict with existing or other potential partners. Corporate Partners of The Local Committee events should not have a negative impact on total IPM revenue.

**The Local Committee** will acknowledge the terms of agreements currently in place (*either written or implied, e.g. major corporate partner displays are located on corner lots; OMIA signs are displayed on the wagon shuttles; Home Hardware provides garbage barrel covers, etc.*) with repeat or ongoing partners, including any first rights of refusal from past partners of specific industries or service providers. Conduct with partners should be such to encourage their continued participation with future IPM events.

Corporate Partnerships secured by OPA will be provided to The Local Committee. Annual partners to the OPA convention are not considered event partners nor part of event revenues.

## **Section 18 – Promotion and Marketing**

The OPA Marketing co-ordinator will, with The Local Committee, prepare and execute an effective promotional campaign. In order to assist with accuracy of facts and further strengthen a branded format, all promotional activities are subject to OPA approval prior to initiating.

All promotional activities will be in accordance with IPM guidelines with the inclusion of, when required, the official IPM name, IPM logo and partnership recognition as committed to in any corporate partnership agreement.

### **a) Print, Radio & Television**

The Local Committee will provide OPA schedules of all planned print, radio and television promotion, including names of publications or broadcasts, and their dates and times of publication or broadcast. Approval by OPA must be obtained for all advertising prior to submission to media.

The Local Committee will arrange, with the approval from OPA, for the design and production of an official IPM poster and brochure in accordance with IPM poster guidelines.

The Local Committee may arrange for print advertising in appropriate publications within 100 km of the IPM.

OPA will arrange advertising in provincial publications, out of province, and areas beyond the 100 km radius of the IPM.

OPA will co-ordinate the production of the complimentary tented city map and official IPM Show Guide provided at the information booths. The objective of both publications is to aid the volunteers and the visitors to obtain maximum benefit and enjoyment of the event.

### **b) Trade Shows**

OPA will arrange for participation at annual farm shows in Chatham, London, Lindsay, Ottawa, Drayton and others deemed beneficial to the IPM. OPA will make available a pop-up portable display for use by Local Committees at these shows. IPM 2018 will share this display space with IPM 2016 at the Trade Shows during 2016. IPM 2018 will share this display space with IPM 2018 at the Trade Shows in 2018.

Promotions for future IPM events cannot interfere with the IPM of the current year; creating confusion among the public as to the location of the Current IPM.

### **c) Other Agriculture Associations and Events**

OPA will co-ordinate promotion with 4-H Ontario, Ontario Federation of Agriculture, Canada East Equipment Dealers Association, Ontario Association of Agricultural Societies, Festival and Events Ontario, and other provincial agricultural and event related associations.

### **d) Website**

OPA will maintain a permanent website where the IPM will be promoted. All items to be included on the IPM/OPA website must be **pre-approved by the OPA Office**. The website address for IPM 2018 will be [www.plowingmatch.org](http://www.plowingmatch.org).

### **e) Final Report**

The Local Committee, in co-operation with OPA, will compile a final report of the IPM to be delivered at the OPA Annual General Meeting. The report must include reports from OPA President and the OPA Executive Director. OPA retains the right to edit the report.

The report should contain:

- Report from each IPM committee, including contact information from the chairs, overall comments on the committees work, and recommendations for improvement
- Report from OPA
- Report on each committee budget
- Overall Financial report
- 400 copies are required
- OPA will provide suggested formats to include budgets, number of volunteers, etc.

## **Section 19 – Souvenirs**

The Local Committee may co-ordinate and manage souvenir sales (hats, pins, cookbooks etc.). In years prior to the year of the Match, Local committee may sell souvenirs within their own County. Local committee may sell souvenirs during the week of the Match immediately prior to their year, and the last day of the match two years prior to their Match year. Three years prior or more local committee may only give out information at the Match. Information and sales will be done in the "Future IPMs" tent. Sales of souvenirs at Farm Shows and other events (outside the local area) other than the IPM will be agreed upon by the parties involved.

A physical souvenir inventory count must be done on a regular basis. A post-event physical inventory count must be completed no later than September 30<sup>th</sup>, 2018. There must be no price reductions during the event. Following the event and the post-event inventory count, the Local Committee and the OPA will determine how the excess inventory will be handled.

## **Section 20 - Indemnities and Hold Harmless**

Nothing contained herein shall impose any personal liability upon OPA Management, Staff, Board of Directors or upon members of The Local Committee, persons working under their direction or the heirs, executors or administrators of either, in respect of any agreement herein, provided that the subject individuals act without willful neglect and without willful default.

The OPA agrees to indemnify and save harmless members of The Local Committee Directors and their volunteers working under them against action taken against them, but only when said individuals have acted within the parameters of this agreement, approved budget and any published IPM guidelines.



**Signees have the responsibility to share the information with appropriate committees**

**Signature Clause**

**(Dates in contract prior to signing become date of signing)**

We, the undersigned, agree to conduct ourselves in accordance with the terms and conditions herein and schedules and addendums attached hereto.

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_.

**For The Local Committee:**

**Witnessed By:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Treasurer

**For the Ontario Plowmen's Association:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Branch Association Representative