

TOWN OF SMITHERS

MINUTES OF THE FALL FAIR MANAGEMENT COMMITTEE MEETING HELD AT THE TOWN OFFICE, 1027 ALDOUS STREET, SMITHERS, B.C. ON MONDAY, MAY 9, 2011, AT NOON.

Committee Members Present:

Ed Hinchliffe, Chairperson
Lindsay Heer, B.V. Exhibition Appointee
Anita Tomayer, B.V. Exhibition Appointee
Councillor Lorne Benson
Councillor Charlie Northrup
Mayor Farrow.

Advisory Present:

Deborah Sargent, Chief Administrative Officer
Wilf Taekema, Director of Works and Operations
Andrew Hillaby, Director of Recreation, Parks and Culture
Cindy Savage, B.V. Exhibition Coordinator
Janice McKay, Recording Secretary.

Guests Present:

Karen Diemert, Bulkley Valley Folk Music Society
Gail Pasaluko and Erin Rowsell, Northern Saddle Club.

1. CALL TO ORDER

Ed Hinchliffe called the meeting to order at 12:10 p.m.

2. APPROVAL OF MINUTES

2.1 MARCH 10 MINUTES

Tomayer/

THAT the minutes of the Fall Fair Management Committee meeting held March 10, 2011, be adopted.

CARRIED.

3. BUSINESS ARISING FROM MINUTES

3.1 See follow-up list.

4. CORRESPONDENCE

4.1 PROPOSED CONSTRUCTION PROJECTS

C. Savage advised that 4H, Midsummer Festival organizers, and BV Exhibition Administration and Livestock people met in April to discuss future construction between the barns and the mall, to include a new livestock barn (similar to the existing 4H barn), holding rings, pig barn (similar to the petting zoo), and a livestock office slightly larger than the existing one. It is hoped that work on the pig barn and livestock

office construction could begin July 15. The improvements would promote safety of the animals and the general public. It was advised that: a) fire access between the rings and the barn would be addressed during the building permit process; b) pumping out the Lubbers' septic is not included in the Lubbers' lease as being the Town's responsibility; and c) costs for the project are not those of the Town of Smithers.

Northrup/

THAT the following be received:

- a) email dated April 16, 2011, from C. Savage, B.V. Exhibition, to Mark Allen, Director of Development Services, seeking information necessary to proceed with future barn construction, including how far to the east rings and/or buildings could be placed and the location of Lubbers' septic field and Davidson Hall septic tank; and
- b) email dated April 18, 2011, and drawing received May 2, 2011, from C. Savage, B.V. Exhibition, regarding proposed changes to the Livestock area (in response to A. Hillaby's email regarding 4H construction);

AND THAT the Fall Fair Management Committee recommend to Council that Council approves the construction of a new livestock barn, holding rings, pig barn, and a livestock office, provided there are no conflicts and the project meets all building permit and building code requirements.

CARRIED.

4.2

EVENT REQUEST - NSC EQUINE TRADE SHOW

Tomayer/

THAT the Northern Saddle Club's request to conduct the Equine Trade Show/Stallion Showcase/Sale Horses event on May 28, 2011, be approved;

AND THAT the Northern Saddle Club be allowed to use the Town washrooms, if the water has been turned on by Works and Operations by May 28, 2011.

CARRIED.

4.3

BOUNDARY LINES - NSC LEASED AREA

E. Rowsell stated that the Northern Saddle Club's lease with the Town states that the NSC is responsible for safety within its leased area, including the area around the Bulkley Valley Folk Music Society's building. The NSC has safety concerns regarding the BVFMS's area, including the fire pit, outside storage, and potential for injury to people and horses.

K. Diemert provided history about the BVFMS's building, built in 1993, which sits on the site of the former Rotary building. She advised that the BVFMS has never had a lease agreement with the Town, but they have insurance for it, through the Arts Council, and they maintain it. The building was approved by the Town's building inspector. Prior to construction, the BVFMS were advised by G. Johnstone that the building "would be absorbed into the fairgrounds", and perhaps should be part of the Bulkley Valley Exhibition's lease agreement with the Town. The building has no running water and no septic system. BVFMS pays for hydro. It is primarily used for storage for Midsummer Festival, is not rentable, and is kept securely locked.

Northrup/

THAT the letter dated April 27, 2011, from A. Pasaluko, President, Northern Saddle Club: a) requesting that the area surrounding the Bulkley Valley Folk Music Society's building be removed from the NSC leased area; and b) reminding that the boundary line is to be left as is, in accordance with NSC's original plan (1990) to extend and finish NSC's pre-approved structure of the indoor arena, be received;

AND THAT, regarding the area surrounding the Bulkley Valley Folk Music Society's building located in the Northern Saddle Club's leased area, the Fall Fair Management Committee request that the Bulkley Valley Folk Music Society look into adding the Northern Saddle Club as "additional insured" by its insurance provider, rather than changing the boundary lines, and report back to the Fall Fair Management Committee on whether or not this is feasible;

AND THAT the Fall Fair Management Committee send a letter to the Northern Saddle Club asking if the Northern Saddle Club is willing to accept being added as "additional insured" by the Bulkley Valley Folk Music Society's insurance provider, rather than changing boundary lines.

CARRIED.

- 4.3 cont'd There was discussion regarding boundary discrepancies. G. Pasaluko advised that when the Northern Saddle Club was given approval to build the existing indoor riding arena, the proposal was originally for a 20m x 60m indoor arena, but the actual construction was 20m x 40m. The north side was not closed in, to allow for future expansion. The NSC will measure out the additional 20m and report back to the Fall Fair Management Committee on its findings.

Northrup/

THAT, regarding the reminder from the Northern Saddle Club that the boundary line is to be left as is (in accordance with NSC's original plan (1990) to extend and finish NSC's pre-approved (1990) structure of the indoor arena), the Fall Fair Management Committee recommends to Council that a letter be sent to the Northern Saddle Club from the Town of Smithers advising that the correct boundary lines are those shown in agenda Item 5.6 (Schedule "A" to Lease Agreement, Northern Saddle Club), in which the boundary line runs between Barn C and Barn D.

CARRIED.

4.4 COMMITTEE MEMBERSHIP

There was discussion regarding the request from the Northern Saddle Club to be represented on the Fall Fair Management Committee and the 1989 Fall Fairgrounds Management Agreement. At this point in the meeting, Councillor Northrup introduced the concept of developing a Business Plan for the fairgrounds. (Refer to 4.5 below for further details).

Northrup/

THAT the letter dated May 2, 2011, from the Northern Saddle Club requesting that the Northern Saddle Club be represented on the Fall Fair Management Committee, be received, and the request denied, until a Business Plan has been developed;

AND THAT the Northern Saddle Club be provided notice of future Committee meeting dates and encouraged to attend.

CARRIED.

4.5 BUSINESS PLAN

Councillor Northrup advised the Committee that Council recently reviewed recreation user fees and that Council is in favour of developing a business management plan for the fairgrounds, along with a budget. He suggested that some of this Committee's members could be part of a new committee to develop a Plan and that perhaps the Regional District could also be involved. L. Heer stated that a Business Plan is a good idea, as the BV Exhibition Board already

exercises long-term planning. A. Tomayer explained that when the 1989 agreement was written, the BV Exhibition lost 10 years of tenure. Mayor Farrow added that activity at the fairgrounds is increasing and that the goal is to have a well-maintained, well-used facility.

Northrup/

THAT the Fall Fair Management Committee recommend to Council that Council establish a Committee for the purpose of developing a Business Plan for the fairgrounds in early 2012, to be completed in 2012.

CARRIED.

5. FOR INFORMATION

5.1 to 5.8

Benson/

THAT the following items be received for information:

- 5.1 Letter dated March 14, 2011, from B. and D. Lubbers, Fairgrounds Attendants, advising that B. Haworth will be staying at the Lubbers' while they are away from July 1 to October 15, 2011.
- 5.2 Letter to Northern Saddle Club from the Fall Fair Management Committee approving construction of a clean shavings storage building.
- 5.3 Letter dated March 11, 2011, to the Bulkley Valley District 4H Council from the Fall Fair Management Committee regarding Quick 4H Riding Lessons and other 4H events for 2011.
- 5.4 Letter to the Rotary Club from the Fall Fair Management Committee regarding the use of the Rotary Club's handicapped washroom during the Fair.
- 5.5 Letter to the organizers of the 2011 Three-in-One Breed and Open Horse Show requesting a completed event request form and proof of insurance.
- 5.6 Map showing adjusted boundary line between the Northern Saddle Club and BV Exhibition leased areas (between Barns C and D). This completes Follow-Up Item 5.b, of the October 15/10 meeting.
- 5.7 Email dated May 2, 2011, from W. Taekema advising the Northern Saddle Club that the Town will install a fairgrounds sign in advance of Pacific Avenue on Tatlow Road.
- 5.8 Letter dated May 2, 2011, from the Northern Saddle Club to Council requesting waiving of building permit fee for a new clean shavings bin.

CARRIED.

- 5.8 NSC REQUEST TO WAIVE BLDG PERMIT FEE
There was discussion regarding which construction projects have had their building permit fees waived, for buildings located on the fairgrounds and other Town-owned property.

Tomayer/

THAT the Fall Fair Management Committee recommend to Council that Council waive the Building Permit fee for the Northern Saddle Club's clean shavings bin.

CARRIED.

6. CALENDAR

None.

7. NEW BUSINESS

7.1 HANDICAPPED WASHROOMS

A. Tomayer advised that there is a need for permanent, handicapped washroom(s) at the fairgrounds and that the Davidson Hall cannot be for handicapped washrooms. D. Sargent suggested that the new Business Plan would identify these types of needs and that the Business Plan would be presented to the Fall Fair Management Committee to make decisions regarding improvements that would benefit the overall grounds.

8. ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

9. DATE OF NEXT MEETING

The next Fall Fair Management Committee meeting will be in early October.

Ed Hinchliffe
Chair

Andrew Hillaby
Director of Recreation, Parks and Culture

Minutes of the Fall Fair Management Committee meeting
held on Monday, May 9, 2011 at noon.

Certified a True and Correct Copy of the minutes of the Fall Fair Management Committee meeting held Monday, May 9, 2011, at noon in the Town Office, 1027 Aldous Street, Smithers, B.C.

Deborah Sargent
Corporate Administrator