



TOWN OF MINTO

DATE: July 11, 2018
REPORT TO: Mayor and Council
FROM: Annilene McRobb, Deputy Clerk
SUBJECT: Lease Agreement – County of Wellington Library

STRATEGIC PLAN

8.12 Promote and support development of Minto's authentic heritage and culture to assist with creating a unique family destination. Work with local heritage groups to create tours and integrate historic stories into local tourism product.

BACKGROUND

In 2012, the Town of Minto entered into a lease agreement with the County of Wellington to rent 1,695 square feet of space in the third floor of the newly renovated Harriston library and sublet the area to both the Harriston Historical Society and the Minto Arts Council at a reduced rate.



The Minto Arts Council has used space in the attic of the library since 1996 when the library belonged to the Town of Harriston. The Arts Council is a non-profit, volunteer-directed organization designed to promote and encourage participation in and enjoyment of the arts and heritage of Minto. The Arts Council is satisfied with their sublease.

The Harriston Historical Society had previously rented space in a downtown storefront before moving to the library in 2012. The Historical Society is a not for profit group whose primary function is to collect, preserve, conserve, interpret, and exhibit materials of historical interests relating to Harriston and Minto. At the June 6, 2017 they approached Council with concerns regarding the cost of their lease, and long term sustainability.



COMMENTS:

The County lease proposes a 20% increase for five years, from \$10 a square foot to \$12 a square foot annually. This rate of \$1 per square foot per month is reasonable for such space in Harriston.

The Arts Council and Historical Society each pay the Town \$3,000 per annum each for a total for \$6,000 paying 37% of the cost associated with the lease. The Harriston Historical Society struggles to fund their costs for the sub-lease. Mayor Bridge and C.A.O. Clerk White met with members of the Historical Society July 7. A number of ways to assist the Historical Society, and possibly other groups, to raise rental funds were discussed at the July 7

meeting. A recommendation will be brought forward this fall. Rent payments for both the Arts Council and the Historical Society are current to the middle of the year. A final bill will be sent out at year end that will reflect any changes that may be negotiated.

FINANCIAL CONSIDERATIONS.

The Town budgeted \$23,500 in 2017 for expenses paid to the County under this lease. This amount is offset by \$6,000 revenue from the two groups. In addition to lease payments the Town pays certain cleaning, snow removal and utility costs. It is not recommended the Town pass on the County's increase on to the Historical Society or the Arts Council. Depending on solutions brought forward in the fall, the 2018 budget allocation will be adjusted.

RECOMMENDATION

THAT Council receives the July 11, 2017 report from the Deputy Clerk regarding Lease Agreement – County of Wellington Library and that a Council considers a By-law in open session authorizing the Mayor and Clerk to sign the lease.

Annilene McRobb
Deputy Clerk

HARRISTON HISTORICAL SOCIETY

SUBMISSION TO COUNCIL for the June 6/17 Meeting

SUBJECT: Request for rental agreement review

WE APPRECIATE THE OPPORTUNITY TO SPEAK TO COUNCIL REGARDING OUR RENTAL AGREEMENT.. IT IS A PLEASURE TO WORK FOR THE TOWN OF MINTO TO PRESERVE AND DISPLAY OUR LOCAL HISTORY AND IS AN IMPORTANT SERVICE FOR OUR RESIDENTS AND VISITORS. PRESERVING OUR MUNICIPAL HERITAGE IS PART OF COUNCIL'S MASTER CULTURAL PLAN AND SHOULD BE KEPT....

OUR HOME IN THE LIBRARY HAS CERTAINLY BEEN A BONUS FOR US WITH EXPOSURE AND SPACE TO MEET OUR MANDATE...OUR INVENTORY AND COLLECTION OF MEMORABILIA AND RECORDS SHOWS THE INCREASING PUBLIC INTEREST. SINCE OUR INCORPORATION IN 2010 THERE HAVE BEEN OVER 6000 VISITORS TO OUR DISPLAY ROOM AND LAST YEAR ALONE 125 REQUESTS FOR LOCAL AND FAMILY HISTORY INFORMATION.

WHILE WE WORK HARD TO FUNDRAISE BUT IT IS BECOMING DIFFICULT TO REACH OUR TARGET OF OVER \$4500. PER YEAR TO KEEP THE DOORS OPEN.. WE THANK THOSE BUSINESS WHO DONATE ON AN ANNUAL BASIS BUT THEY HAVE LIMITS ALSO, ESPECIALLY IN A SMALL TOWN WITH NUMEROUS GROUPS REQUESTING DONATIONS..

ATTACHED IS A COPY OF OUR YEAR-END STATEMENT AND CURRENT FINANCIAL STATUS. AS YOU CAN SEE WE DO RAISE ENOUGH TO COVER OUR OPERATING AND PART OF THE RENT. AS A NOTE OF INTEREST, NUMEROUS MUNICIPALITIES OFFER FREE SPACE FOR THEIR HISTORY GROUPS.

WE WOULD ASK COUNCIL TO REVIEW OUR AGREEMENT AND CONSIDER LOWERING OUR RENTAL RESPONSIBILITY THAT WE MAY CONTINUE TO SERVE THE PUBLIC AND THE TOWN OF MINTO IN HISTORY PRESERVATION.

THANKS FOR YOUR TIME IN THIS MATTER.

the executive
THE HARRISTON HISTORICAL SOCIETY

**HARRISTON HISTORICAL SOCIETY
FINANCIAL REPORT
(GENERAL ACCOUNT)**

For the Period of JANUARY 1, 2016 – DECEMBER 31, 2016

Income

Sponsorships	\$ 904.00
Memorials	\$ 140.00
Donations (Individuals)	\$ 195.00
Donation Box	\$ 201.40
Memberships	\$ 335.00
Fundraising/Silent Auctions etc.	\$ 783.19
Sales	\$ 75.00
HST Refunds	<u>\$ 329.79</u>

Total Income	\$ 2,963.38
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Expenses

Rent	\$3,390.00
Bank Fees	\$ 45.00
Supplies/Acquisitions	\$ 1,064.24
Honorariums	\$ 200.00
Insurance	\$ 567.00
Facility Fees/Rentals	\$ 75.00
Advertising	<u>\$ 53.25</u>

Total Expenses	\$ 5394.49
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**HARRISTON HISTORICAL SOCIETY
FINANCIAL REPORT
(GENERAL ACCOUNT)**

For the Period of April 19, 2017 –May 16, 2017

Bank Balance Forward (April 19, 2017)	\$2,739.41
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Income

Memberships	\$ 5.00
Memorial	\$ 20.00
My Tribute Gift	<u>\$ 46.00</u>
Total Income	\$ 71.00

Expenses

Rent (May)	\$ 282.50
Bank Fee	\$ 3.75
Frey Commuications	<u>\$ 201.13</u>
Total Expenses	\$ 487.38

Balance as of May 16, 2017	\$2,323.03
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