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**Date:** April 11, 2022  
**To:** Mayor and Council  
**Author:** Karen Loney, Manager of Recreation Programs, Special Events, Tourism  
**RE:** Highland Games Requests  
**Report No.:** 2 - 2022

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## **RECOMMENDED ACTION**

1. That the following items **BE APPROVED**:
  - a) Festival Tent invoice for tents, tables and chairs in the amount of approximately \$11,000; and,
  - b) Sole source purchasing of services from the Pipers and Pipe Band Society of Ontario (PPBSO) in an amount up to \$20,000.

## **BACKGROUND**

The Kingsville Highland Games Advisory Committee of Council (Committee) hosted its first Highland Games on June 22, 2019. This event had over 7,000 attendees and over one hundred volunteers. It was well received, and resulted in a surplus budget.

Due to COVID, the Highland Games did not proceed in 2020 or 2021. Despite this, the Committee has continued to plan and is excited to host the games this year on June 25, 2022. Early bird tickets are currently on sale for \$15 per person until April 30, 2022, and then tickets will be sold at \$20.00 per person.

On July 12, 2021, Council passed the following motion:

**"449-2021**

**Moved By** Councillor Larry Patterson

**Seconded By** Deputy Mayor Gord Queen

That Council approves and directs that each committee shall have a budget approved by Council. All purchases or expenses by committees shall follow the Town's procurement policy and shall be approved by the: a) Manager or Director assigned to the committee, where the expense is below \$1,000; b) CAO where the expense is between \$1,000 and \$5,000; and c) Council, where the expense is above \$5,000."

## **DISCUSSION**

Attached (as Appendix A) is a committee report, written by Doug Plumb, Chair of the Highland Games Committee.

The cost of renting tents, tables and chairs exceeds the CAO's five thousand dollar (\$5,000.00) authority limit. The Procurement Policy requires obtaining three (3) quotes where possible and practicable. Mr. Plumb has advised that he requested the requisite number of quotes but only Festival Tents is able to supply all of the goods requested. Council's approval is requested to finalize the rental with Festival Tents.

With Council's approval, the PPBSO will administer the pipe band and drum competitions at the Highland Games. The amount of this service will not exceed twenty thousand dollars (\$20,000.00) and includes prize money, mileage and adjudicator fees. The Procurement Policy requires a Request for Quotation (RFQ) for goods or services costing between ten thousand (\$10,000.00) and fifty thousand (\$50,000.00). Given the unique nature of the service, Mr. Plumb has advised that it is not feasible to proceed with an RFQ and Council's approval to award the contract to the PPBSO is requested.

At the March 16, 2022, Highland Games Advisory Committee meeting, the following motion was passed:

**"013-2022** Moved by T. Fuerth, seconded by D. Robinson that all Highland Games Committee members will receive two complimentary event tickets and a free golf shirt.

- Further discuss took place regarding the inequity of compensation between Town of Kingsville Committees.

**013-2022** Motion amended by P. Reid Crichton that all Highland Games Committee members will receive four complimentary event tickets and a free golf shirt."

This is being disclosed to Council in the interests of transparency and accountability. Administration recognizes the significant amount of work committee members contribute to planning and implementing the games and therefore support this expense.

The Town's Conflict of Interest Policy applies to "employees" which is defined to include committee members. Providing admission tickets and golf shirts to the Highland Games Advisory Committee members confers a monetary benefit that must be disclosed. Administration has no concerns with this decision especially since the committee members are unpaid and volunteering their time for this event.

## **FINANCIAL CONSIDERATIONS**

During the January 2022 Council budget deliberation, the Highland Games Committee budget was approved. The expenses for Festival Tents, the PPBSO, and complimentary tickets are accounted for within the budget and align with the expected expenses.

## **CONSULTATIONS**

Susan Hirota, Director of Legal and Clerk Services  
John Norton, CAO

PREPARED BY:



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Karen Loney, MA  
**Manager of Recreation Programs and Special Events**

REVIEWED BY:



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John Norton  
**Chief Administrative Officer**

## **LINK TO STRATEGIC PLAN**

Promote the betterment, self-image, and attitude of the community.

Effectively manage corporate resources and maximize performance in day-to-day operations.

### **Link to Council 2021-2022 Priorities**

- ☐ COVID-19 and the health and safety of the community
- ☐ Customer Service: Training, Technology, Staff, Review Standards/Level of service
- ☐ Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- ☐ Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- ☒ Programming Increase: Youth and Seniors
- ☐ A development plan for Downtown Kingsville / Main Street
- ☐ Financial savings: Schools closings, Migration Hall
- ☒ Economic Development: strengthen tourism/hospitality
- ☐ COVID - economic recovery
- ☐ Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- ☐ Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- ☐ Committees / Boards: Review and Report
- ☐ Policy Update: Procedural Bylaw
- ☐ Economic Development: diversify the economy, create local jobs, industrial, Cottam
- ☐ Infrastructure (non-Municipal): Union Water expansion & governance
- ☐ Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- ☐ No direct link to Council priorities