

## 1.0 OVERVIEW

The City of Temiskaming Shores owns the space commonly known as the “Fall Fairgrounds”, hereafter referred to as the Fairgrounds. This property is enclosed by Riverside Drive to the North, East and South and May Street to the West. The property abuts the Horne Granite Curling Club to the West and a commercial property to the South-West. Overall, the property is approximately 5.55 acres in size. A map of the property is attached as Appendix 01 and includes the outline of the property in a dashed red line.

The property is leased to the New Liskeard Agricultural Society (NLAS) through by-law no. 2018-126 for the purposes of holding an annual fall fair. This use includes the ownership of various buildings and infrastructure on the site including but not limited to waterlines, audio equipment and electrical equipment. The public is permitted to lease the riding ring space outside of the specific times leased to the NLAS. Administration of riding ring leases is completed by the City of Temiskaming Shores.

On the property there are multiple buildings and other infrastructure including a sand riding ring of approximately 2,200m<sup>2</sup> enclosed by a 1.5m tall steel tube fence. Surrounding the riding ring are 5-row metal and wood bleachers and an 11m<sup>2</sup> announcer’s booth. The riding ring also has lights and audio equipment strung around the enclosure.

Also on the property are eight (8) buildings of various construction summarized as:

	<b>Building ID</b>	<b>Construction Type</b>	<b>Owner</b>
1.	Building 1	Metal Quonset	New Liskeard Agricultural Society
2.	Building 2	Metal Quonset	New Liskeard Agricultural Society
3.	Building 3	Metal Quonset	New Liskeard Agricultural Society
4.	Building 4	Modular Office	New Liskeard Agricultural Society
5.	Building 5	Uninsulated Stick Frame	New Liskeard Agricultural Society
6.	Building 6	Metal Quonset	New Liskeard Agricultural Society
7.	Village Noel Container	40ft Modified Container	Village Noel Temiskaming
8.	Lions Quonset	Metal Quonset	City of Temiskaming Shores

*Table 1*

Between buildings 5 and 6 there is an enclosed “Show Ring” approximately 480m<sup>2</sup> in size

enclosed by a 1.5m tall steel tube fence. Surrounding the show ring are 5-row metal and wood bleachers.

South of the buildings sits a 7,200m<sup>2</sup> parking lot, enclosed on three sides by Riverside Drive, known as the Fairgrounds Parking Lot. This space is used as public parking and by users of the nearby boat launch.

All other areas of the property are graveled pathways.

Not part of the property but often considered part of the “Fairgrounds” by members of the public is a 2.2 acre green space east of Riverside Drive known as the Riverside Drive Greenspace and a 44-space paved municipal parking lot known as the Riverside Drive Parking Lot.

## **2.0 MAINTENANCE OVERVIEW**

The City of Temiskaming Shores is committed to maintaining its recreation facilities to support safe, functional, and aesthetically appropriate community use. This includes routine groundskeeping, waste management, inspections, and coordination of seasonal services such as water provision to the property.

Maintenance activities outlined in the table below reflect standard service levels for the Fairgrounds, including the Riding Ring and surrounding infrastructure. These standards ensure that the site remains usable and compliant with municipal expectations for publicly owned recreation assets.

To the greatest extent possible, the City will schedule maintenance activities around confirmed facility bookings to minimize disruption for users. However, the completion of maintenance activities in alignment with booking dates is not guaranteed, particularly in the event of inclement weather, equipment failure, or resource constraints.

Maintenance of the Fairgrounds and the assets located on the Fairgrounds property is the responsibility of the respective owners, as outlined in Table 1, Table 2, and in the section titled “Non-City Maintained Assets.” The City of Temiskaming Shores does not assume responsibility for the maintenance of any assets at the Fairgrounds that it does not own, unless such responsibility has been explicitly assumed in writing.

Ongoing maintenance of the Riding Ring surface is the responsibility of the Temiskaming Pleasure Horse Club (TPHC) with support from the New Liskeard Agricultural Society. A portion of maintenance fees collected by the City of Temiskaming Shores will be remitted to the Temiskaming Shores Pleasure Horse Club in conjunction with the separate “Riding Ring Maintenance Agreement”. The City does not guarantee maintenance of the Riding Ring surface prior to any booking.

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FAIRGROUNDS SERVICE LEVEL STANDARDS**



<b>MAINTENANCE TABLE</b>		
<b>VEGETATION</b>	<b>SERVICE LEVEL STANDARD</b>	<b>ANTICIPATED FREQUENCY</b>
Between Riverside Drive and north edge of Riding Ring	Vegetation no taller than 6 inches in height	1x /month (May to October)
Around Riding Ring	Vegetation no taller than 6 inches in height	1x /month (May to October)
Between buildings	Vegetation no taller than 6 inches in height	1x /month (May to October)
Fairgrounds Parking Lot	Vegetation no taller than 6 inches in height	1x /month (May to October)
<b>OTHER MAINTENANCE</b>	<b>SERVICE LEVEL STANDARD</b>	<b>ANTICIPATED FREQUENCY</b>
Waste receptacles	Change at 3/4 full	1x /week (May to November)
Grading Driveways	Surface shall be smooth of bumps and potholes with no potholes larger than 1,500cm <sup>2</sup> and a depth of more than 12cm	1x /year
Grading Fairgrounds Parking Lot	Surface shall be smooth of bumps and potholes with no potholes larger than 1,500cm <sup>2</sup> and a depth of more than 12cm	1x /year
Water service opening/closing	Coordinate water service on/off with City Environmental Services department and NLAS.	Service open prior to 3 <sup>rd</sup> weekend in May, closing no later than 3 <sup>rd</sup> Saturday in October
Ditches and culverts	Ensure waterways are clear of debris and water flows unimpeded	As required
<b>INSPECTIONS</b>	<b>SERVICE LEVEL STANDARD</b>	<b>ANTICIPATED FREQUENCY</b>
Riding Ring surface	General inspection and report any deficiencies to the TPHC and NLAS	1x /month
Riding Ring fencing	General inspection and report any deficiencies to the TPHC and NLAS	1x /year, prior to water service commencement
Bleachers	General inspection and report any deficiencies to the TPHC and NLAS	1x /year, prior to water service commencement
Lions Quonset	General inspection	1x /year
<i>Table 2</i>		

### **Non-City Maintained Assets**

The following items fall outside of the City's maintenance responsibilities and are instead the responsibility of the NLAS except as noted:

1. Riding Ring fencing
2. Riding Ring surface (primary responsibility with TPHC)
3. Spectator bleachers
4. All electrical equipment including Riding Ring lighting
5. All water lines after the curb stop
6. Show Ring fencing
7. Show Ring surface
8. All buildings except the Lions Quonset (responsibility of the City of Temiskaming Shores) and the Village Noel Container (responsibility of Village Noel Temiskaming)
9. Audio system

The following items are the responsibility of renters prior to their use (if required):

1. Riding ring surface grading. Any grading (if required) to be done in conjunction with the TPHC to ensure proper procedures are followed.

## **3.0 ADMINISTRATION SERVICES AND SERVICE LEVELS**

Administrative services for the Fairgrounds ensure efficient and transparent rental operations, compliance with municipal policies, and clear communication with users. These services encompass all aspects of booking, payment processing, insurance compliance, and enforcement of facility use rules.

The City of Temiskaming Shores shall provide the following administrative services:

1. Booking Management
  - Receive, review, and process all booking requests for the Riding Ring from members of the public, non-profits, community groups and for-profit entities.
  - Maintain a current booking calendar and provide confirmation or denial of requests in writing.
  - Clearly communicate facility usage terms, including exclusions and restrictions.
2. Insurance Compliance
  - Require and collect valid proof of liability insurance (minimum of \$2,000,000 per occurrence) from all renters.
  - Review all submitted insurance documentation to ensure compliance with standard municipal booking policies.
  - Keep insurance records on file for reference and auditing purposes.
3. Payment Processing

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- Accept and process payments for Riding Ring rentals and associated services.
- Issue receipts and ensure accurate documentation of all financial transactions.
- 4. Maintenance Fee Collection and Remittance
  - Collect and remit maintenance payments to the TPHC as per terms of the “Riding Ring Maintenance Agreement”.
- 5. Facility Use Compliance
  - Inform renters that:
    - Use of the Riverside Drive green space is not included in Riding Ring rentals.
    - Overnight camping is not permitted on the Riverside Drive green space.
    - Overflow parking, including trailers, shall be placed on the Fairgrounds Parking Lot.
    - The City’s Animal Control by-law no. 2023-122 requires all animal excrement to be removed and disposed of.
  - Ensure that all renters agree to these conditions prior to finalizing bookings.
- 6. Customer Service and Communication
  - Respond to public inquiries regarding availability, rules, and rental procedures.
  - Support renters with completing requirements (e.g., required forms, insurance certificates, payments).
- 7. Conflict Resolution
  - In the event of a dispute or unresolved concern regarding a booking, payment, or facility use, renters may submit their concerns in writing.
  - All conflicts will be referred to the Director of Recreation for review and resolution.
  - The Director’s decision will be considered final, subject to applicable municipal policies and procedures.

### **Service Level Standards**

The following standards guide the provision of administrative services:

- **Booking Turnaround:** Bookings will be processed (approved or denied) within two (2) business days of receiving a complete request.
- **Insurance Review:** Submitted insurance documents will be reviewed within two (2) business days.
- **Payment Processing:** Payments will be processed and receipts issued within two (2)

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business days.

- Communication Response Time: Inquiries will be responded to within two (2) business days.
- Recordkeeping: Booking records, insurance documentation, and payment information will be securely maintained and reviewed annually.
- Annual Review of Administrative Procedures: Administrative booking and payment procedures will be reviewed annually to ensure alignment with City policy, operational efficiency, and renter satisfaction.

### **Usage of Non-City Maintained Assets**

Public usage of the City Fairgrounds includes the grounds, riding ring and spectator bleachers. Other assets located on the fairgrounds, owned by others, can be used only with explicit permission from the asset owner. These assets include:

1. Any electrical hookups
2. Riding Ring lighting
3. Any water hookups
4. Show Ring
5. Announcers' booth and audio system
6. Usage of any other buildings

### **Cancellations**

All cancellations and refund requests will be governed by the City of Temiskaming Shores Recreation Cancellation and Refund Policy, as outlined in By-law 2020-145.

## 4.0 FEE STRUCTURE

Fairgrounds			
Category	2025	2026	2027
Riding Ring – Evening Rental	\$ 46.75	\$ 47.69	\$ 48.64
Riding Ring – Daily Rental	\$ 114.75	\$117.05	\$ 119.38
Riding Ring – Weekend Rental	\$ 221.00	\$ 225.42	\$ 229.93
<p><b>Maintenance Fee</b> – A 25% maintenance fee shall be applied to all rentals except those of the TPHC and NLAS.</p> <p><b>Non-Resident User Fee</b> – A surcharge shall apply to all bookings by non-residents as defined in the City’s Non-Resident User Fee By-law No. 2019-082 (as amended). The surcharge shall apply to the base fee only.</p>			
<ol style="list-style-type: none"> <li>1. Evening rentals shall begin no earlier than 3pm and shall end no later than 11pm on the same day.</li> <li>2. Usage of the Riding Ring lights is not guaranteed, and permission must be obtained by the renter from the NLAS if required.</li> <li>3. Daily Rentals shall begin no earlier than 7am and end no later than 11pm on the same day</li> <li>4. Weekend rentals shall begin no earlier than 3pm on a Friday and shall end no later than 11pm on the following Sunday.</li> </ol>			
<p><i>Table 3</i></p>			

## 5.0 POLICY REVIEW

This policy is reviewed annually by the Director of Recreation and, if warranted, any recommendation(s) for adjustment will be implemented by March 31<sup>st</sup>.

## 6.0 IMPLEMENTATION DATE

This policy shall come into effect January 1, 2026

APPENDIX 01

