

Staff Report

Presented By: Frank Burrows, Manager, Parks and Facilities

Meeting Date: March 24, 2025

Subject: Chamber of Commerce Lease Agreement Renewal

Attachment(s): None

Recommendation

That Council adopt By-law 28-2025, a By-law to authorize the execution of a Lease Agreement between the Town of Saugeen Shores and the Saugeen Shores Chamber of Commerce for a two-year term.

Report Summary

The Chamber of Commerce Lease Agreement expires on March 31, 2025. Due to changes being considered for the use of the facility, the new lease agreement is for two years rather than the typical five years. There are no other changes in the lease. The agreement and authorizing by-law are included in the By-law section of the agenda.

Background/Analysis

The existing lease agreement expires on March 31, 2025. The building is shared between the Town staff (60%) and the Chamber of Commerce (40%). When the Aquatic and Wellness Centre is completed, Town staff will be moving back to the municipal hall leaving 60% of the facility vacant. A needs assessment for Town use, Chamber use and possible future utilization by others will occur, and recommendations will be brought back to Council for consideration. As a result, this lease agreement is for two years only and when changes are identified they can be included in future lease agreements.

A majority of the facility is now used by the Town, therefore in the previous lease a number of housekeeping changes were undertaken to streamline and simplify the fees and charges. The consolidation of all the utility (gas, electricity, water, and taxes) and facility expenses into town-owned accounts has occurred. A 40% portion of these expenses based on area used by the Chamber are now included in the Lease fee.

Linkages

- Strategic Plan Alignment: Pillar 3: Building Valued Relationships
- Business Plan Alignment: Community Services Business as Usual

Financial Impacts/Source of Funding

The annual revenue including utility expenses of \$10,701.05, plus applicable taxes, associated with this agreement is contained within the 2025 Business Plan.

Prepared By: Frank Burrows, Manager, Parks and Facilities

Reviewed By: Kristan Shrider, Director, Community Services

Approved By: Kara Van Myall, Chief Administrative Office