

Staff Report

Presented By: Adam Parsons, Manager, Parks and Facilities
Meeting Date: February 23, 2026
Subject: Lease Agreement – Storage Facility at 741 Market St.
Attachment(s): Site Map – Lease Building – Pumpkinfest Storage

Recommendation

That Council adopt By-law 22-2026, a By-law to authorize a lease agreement with Port Elgin Pumpkinfest.

Report Summary

Pumpkinfest uses the Town-owned storage building at 741 Market Street for festival operations. The aging building needs repairs and upgrades. To support a grant application to the Ontario Trillium Foundation, Council is asked to pass a By-law authorizing a 5-year Lease Agreement with Pumpkinfest, as required to demonstrate stable tenancy. The By-law and proposed Lease Agreement are included in the By-law section of the Agenda.

Background/Analysis

Pumpkinfest, in cooperation with the Town and Marine Heritage Society uses the Town-owned storage building at 741 Market Street. Several priority repairs and upgrades have been identified to maintain and enhance the facility. These upgrades are eligible for application to the Ontario Trillium Foundation.

The upgrades include:

- Replacement of existing barn doors and wall repairs
- Patch and repair of concrete flooring
- Upgraded and additional electrical lighting and outlets
- Replacement of the 10' overhead door with a 14'–16' electric overhead door
- Re-siding the building with new steel siding
- Removal of an exterior concrete post
- Sealing the structure to prevent animal intrusion
- second-floor expansion
- Shelving

- Cabinetry
- Flooring

The Ontario Trillium Foundation requires a Lease Agreement with Pumpkinfest as part of the application to demonstrate stable tenancy. The Lease Agreement is also good practice for the Town when allowing access to our facilities to volunteers.

Additionally, entering into the Lease offers several important community benefits. It directly addresses public complaints about the building's visual condition, ensuring necessary repairs are completed without financial impact to the Town. The improvements also enhance the value and functionality of a Town-owned asset, making it more useful for future needs. By supporting organizations such as Pumpkinfest and Marine Heritage, the Agreement strengthens community partnerships and reflects a positive collaborative approach.

Key elements of the lease include:

- Five-year lease with Pumpkinfest.
- Premises: Storage building at 741 Market Street (see attached Site Plan).
- Maintains ongoing access and use by Marine Heritage Society, who are in support of the grant application and Lease.
- Insurance: Pumpkinfest to provide a certificate of insurance naming the Town as additional insured.
- Cost: No rent and no cost for utilities.
- Building Improvements: Any improvements or modifications must be approved by the Manager of Parks & Facilities.
- Town Access: The Town retains the use of limited storage space within the premises and the right to enter the building at any time without notice for regular condition or safety inspections.
- Town Liability: The Town is not responsible for the contents stored in the building.
- Termination Clause: The Town may cancel the lease with 60 days' notice.
 - The user group is aware that the Town reserves the right to cease ownership at its sole discretion during the lease period.

A five-year Lease Agreement with Pumpkinfest is required to support a timely Trillium application that seeks to address long-overdue repairs and improvements to the Storage Building. With no financial burden to the Town and clear benefit, approval of this Lease is recommended.

Linkages

- Strategic Plan Alignment: Pillar 4: Fostering a Vibrant Place to Live and Visit
- Business Plan Alignment: Community Services Business as Usual

Financial Impacts/Source of Funding

No costs or revenue is associated with this report.

Prepared By: Adam Parsons, Manager, Parks and Facilities

Reviewed By: Morgan McCulloch, Acting Manager, Legislative Services/Clerk

Approved By: Kara Van Myall, Chief Administrative Officer