

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 15-2022

Council Meeting Date: May 17, 2022

TO: Mayor Weber and Members of Council
FROM: Ashley Farr, Director of Community Services
RE: Utter Park Concession Operating Agreement

RECOMMENDATION:

THAT Report DCS 15-2022 regarding the “Utter Park Concession Operating Agreement” be received; and

THAT the Licence agreement between the Municipality and the Arkona Improvement Association for the Utter Park Concession operations for the 2022 season be approved; and

THAT the by-law authorizing the execution of the agreement be approved.

SUMMARY

This report provides Council with an update on the Utter Park Concession operations and seeks Council approval to lease the concession to the Arkona Improvement Association for the 2022 season.

BACKGROUND

In April 2022, staff issued an Expression of Interest inviting local community groups to submit a proposal to operate the concession area at the Utter Park in Arkona. Expressions of Interest were received until April 20, 2022 with one submission received from the Arkona Improvement Association.

Staff have met with the Arkona Improvement Association (AIA) to negotiate a one-year lease agreement for the concession with an option to renew subject to the agreement of both parties. Given that this is the first year of the concession operation for the AIA, the group wanted to commit to only a one-year lease however may be interested in a longer lease in the future.

Consistent with previous leases, staff recommends a \$1.00 licence fee as the concession operation will serve as a fundraiser for the AIA. The concession will be operated by volunteers and any profits raised through the concession will be reinvested into the community. The group will be required to provide an end of season financial report, showing revenues and expenditures associated with the concession operations.

The new agreement is similar to previous arrangements, with the AIA being responsible for general cleaning of the concession and bar area, garbage collection throughout the park on a weekly basis, stocking washrooms, and cleaning washrooms if required beyond the municipal cleaning. Municipal staff will continue to rent the baseball diamonds and pavilion, provide a weekly cleaning of the washrooms, grass cutting, building repairs and payment of utilities. Washroom hours are limited at this facility; however, a portable washroom will remain available onsite throughout the baseball season. The annual utility costs are unknown since the concession area is not metered separately from the washrooms or baseball diamond lights.

The AIA is required to consult with Lambton Public Health for safe food handling practices and will provide the Municipality with insurance coverage in the amount of \$2 million. The AIA is responsible for setting operational hours of the concession and will work with existing users to determine operational hours and coverage for special events.

A copy of the agreement is included for Council information.

ALTERNATIVES TO CONSIDER

There are no alternatives presented.

RECOMMENDED ACTIONS

It is recommended that the Licence Agreement with the Arkona Improvement Association for the operation of Utter Park Concession is approved.

FINANCIAL IMPACT

There is no direct financial impact with this report. The Municipality will continue operations at the Utter Park that are consistent with previous years.

CONSULTATION

Randy Shaw, Parks and Facilities Manager
Arkona Improvement Association