



The Corporation of the Town of Parry Sound

Council Report and Recommendation

Open Council Agenda December 19, 2023

Subject:

Harbour Walk Shops

TOMRMS File Number: R05

Spokesperson(s) Name, Title, Department

Dave Thompson, Director of Development and Protective Services

Purpose of Report:

To recommend an amendment to the Operating Agreement for the Harbour Walk Shops

By-law 2023 - 7384

Being a By-law to amend the agreement with Massasauga Management Co Ltd for use of the Town Dock for Harbour Walk Shops.

Relationship to Strategic Plan:

Core Service? Yes

New Service, Project or Program? No

Identify the Relationship to Council's Strategic Plan: Yes

Background:

The Harbour Walk Shops had a successful 2023 operating season. Through discussions with the operator, the DBA and the Chamber all parties would like to see some expansion of the program as well as some minor changes and enhancements to make 2024 even more successful and vibrant at the Town Dock.

Suggested changes include;

- Expanding the number of shops to 10.
- Making one shop usable by the DBA and Chamber through the Town.
- Adjustment in hours of operation from 10 am-4pm to 11 am-4:30pm.
- Arranging the layout of additional shops to minimize parking disruption and to create a compact form.

The operator of the shops believes they will be able to lease out the additional shops. One continued identified area of tourism improvement is better communication and contact with the public by the Town in conjunction with the two business group representatives being the DBA and the Chamber. Through recent discussions with the DBA and Chamber, a commitment by these organizations to operate a kiosk at the waterfront has been presented to staff. Staff in turn have advised the operator that in return for the ability to expand the program, the Town will purchase at its own cost a matching unit to have control of for the purposes of Tourism and broader business information.

The layout proposed by staff which is acceptable to the operator is shown below.



The current 5 shops are in the red area and the proposed 5 shops will be in the blue area. They will be arranged in a back to back manner. To improve vehicle flow and pedestrian safety the parking lot will be marked as one way with the vehicles going out

in front of the shops. The area in front of the proposed shops will be clearly delineated as pedestrian space and the parking lot will be signed and the pavement will be marked to show vehicle flow patterns. Public Works is confident that this change to traffic flow will improve the current arrangement.

Should Council approve this enhancement, \$10,000 will be placed in the capital budget to purchase one hut outright. The operating costs (Hydro) will be borne by the Town Dock operator.

Advantages and/or Disadvantages of Staff Recommendation:

Enhances a successful initiative in the Harbour Walk Shops

Provides space for Town controlled communication of tourism and business initiatives.

Strengthens the relationship between the Town, Chamber and DBA

Alternatives:

To leave the Harbour Walk Shops initiative as it was in 2023

Cost/Financial Impact:

\$10,000 direct cost for the purchase of the hut

Included in Current Budget:

Included in the 2024 budget

Attachments:

Attachment #1 - Draft By-law

Attachment #2 - Draft amended Operating Agreement for the Harbour Walk Shops

Director Approval Dave Thompson; Date: December 14, 2023

CAO Recommendation for Council Approval: Yes

OPERATING AGREEMENT for HABOUR WALK SHOPS

(an amendment to the Agreement between the Town of Parry Sound (TPS) and Massasauga Management Co. Inc. (MMC) for operation of the Big Sound Marina and Town Dock as authorized by By-law 2021-7160, for inclusion of “Harbour Walk Shops”)

LOCATION: Dock shops or “units” as referred herein, will be located adjacent to base of Town Dock on currently marked parking spots, spanning area between stage and land entry to Town Dock as shown in Appendix 1.

Units will be entirely located in area owned by Small Craft Harbours, currently leased to TPS and further subleased to MMC under Bylaw 2021-7160.

UNITS: Ten (10) units will be installed.

Units are not to exceed 10 sq meters (108 sq ft).

Nine Units are owned by Harbour Walk Shops (HWS), a separate body. HWS will lease parking spots from MMC on an annual renewable basis, and MMC will consult with TPS with regards to lease rates. Lease will be an annual lease renewed each year by MMC or the organization that holds the Operating Agreement for Big Sound Marina and Town Dock. One unit is owned by the Town of Parry Sound and will be utilized for Town sponsored purposes. No cost beyond the purchase and installation of the unit will accrue to the Town of Parry Sound.

HWS will supply units, setup, provide extension of hydro from dock panel, maintain, enter into and enforce agreements with retail operators and ultimately remove units if required.

After expiry of MMC Operating Agreement with TPS as authorized under By-law 2021-7160, lease of parking lot by HWS will be assigned to TPS.

MINIMUM OPERATING HOURS: During peak season (Canada Day Weekend to Labour Day Weekend)

Units will be open a minimum of 11 am to 4:30pm, being closed one day per week, to be determined.

Off Season hours (May Long Weekend to Canada Day and Labour Day to Thanksgiving Weekend) open all foreign cruise ship visit days and other dates

determined by customer demand.

ARCHITECTURAL DESIGN: Units will be placed lengthwise along Dock, with straight truss roof and gable ends. (Same orientation as Island Queen and Town Dock buildings). Colour palette is to respect Group of 7 on vertical siding, with design and colour to be approved by TPS.

HYDRO INSTALL: Will be done by HWS utilizing existing outlet panel on Town Dock. Costs of hydro use will be paid by MMC and passed on to retailers utilizing shops. Installations will be performed by a qualified electrician.

LIMITATIONS ON VENDORS: Preference will be given to tourist focused products, unique local handicrafts and local businesses showcasing their products. With respect to foodstuffs, only prepackaged foods/liquids may be sold in shops.

INSURANCE: MMC to provide proof that TPS is covered as an additional insured for the installation of the units.

OTHER: TPS will reset traffic flow in the parking area to account for the huts.

TERM: This Operating Agreement for Dock Shops shall terminate at such time as the Agreement with MMC for operation of the Big Sound Marina and Town Dock authorized by Bylaw 2021-7160, or successive renewed Agreements with MMC, ends.

Either party may terminate this Operating Agreement for Dock Shops upon three months' notice prior to the expiry of annual lease renewal.

TPS will endeavour to ensure that at the end of the Agreement with MMC that the Operating Agreement for HWS endures in any reallocation of responsibility for the Town Dock if under the control of TPS.

In Witness Whereof the said parties hereto have hereunto set their hands and

seals:

For Massasauga Management Co. Inc.

Date: _____

Print name:

I have authority to bind Massasauga Management Co. Inc.

Date: _____

Witness name:

For the Town of Parry Sound

Date: _____

Mayor Jamie McGarvey

Date: _____

Clerk Rebecca Johnson

We have authority to bind the Town of Parry Sound.

Appendix 1

