

TOWN OF WASAGA BEACH

Beachfront Management Board Minutes

Meeting #9, August 31, 2017

Classroom Meeting Room, Town Hall

Present: Bill Stockwell, Chair, Brian Smith, Doug Vitali, David Hodds, Glenn Smale, Ron Martin,

Staff: George Vadeboncoeur, Board Secretary, Jenny Legget, Beachfront Coordinator, Giuliano Duni, Property Manager, Chris Roos, Director, Recreation, Events and Facilities.

Regrets: Franca Torelli and Ron Ego

1. Call to Order

Chair Stockwell called the meeting to order at 2:02 p.m.

2. Review of Agenda – One addition: Report on Wasaga Beach Farmers' Market

3. Deputations – Nil

4. Review of Minutes

Moved by G. Smale, seconded by D. Hodds, Resolved that the Beachfront Management Board hereby approves the August 3rd Beachfront Management Board Meeting Minutes, as circulated. Carried.

5. Beachfront Coordinator Report – Jenny Legget Verbal Report

Jenny spoke to the following matters:

- Franchisee is no longer interested in the former Sushi Store. Indian food restaurateur is still interested the unit. Board needs to determine lease rate for the unit.

Moved by G. Smale, seconded by D. Vitali, Resolved that the Beachfront Management Board approves the offer of a five year lease for unit D at 47 Beach Drive, with a CPI increase applied each year at a first year lease rate of \$20,000, plus HST and food court fees. Carried.

- Main Street Market – one Kiosk owner is interested in a second unit. The ability of a tenant to lease a second unit is to be confirmed with the Director of Economic Development and Tourism.

The Chair asked if the Board would agree to move the Wasaga Beach Farmers' Market up on the Agenda. Members Agreed.

Moved by B. Smith, seconded by G. Smale, Resolved that the Beachfront Management Board approve extending the season of the Main Street Farmers Market from the Tuesday after Victoria Day in May to Thanksgiving weekend in October for the 2017 season. Carried

6. Property Manager Report, Giuliano Duni

a) Giuliano updated the Board on the following items:

1. Roof repairs to Dard Vault room and unit next to Funnel Tunnel will be undertaken shortly.
2. No major damage to Bananas lower area due to fire. Still under investigation.
3. There was a break-in in one of the units at the Main Street Market. Window was broken and has now been replaced.

b) Space at Beachfront for Management Board – review of Architect Drawing for vacant unit at 31 Beach Drive (Moved up on the Agenda by the Chair)

- Main Street Market Freezers should be upright freezers to maximize the space
- Staff were asked to obtain costs to divide the unit into two units, with a storage area in the back
- Staff was asked to arrange a presentation of the Lower Main Downtown Development so that the Board can determine if the building at 31 Beach Drive is included in the first phase. This could impact the Board's decision on renovations to the unit

Moved by B. Smith, seconded by R. Martin, that the Beachfront Management Board defer consideration of the layout for the renovation of 31 Beach Drive, Unit B as submitted in the Architect's drawing. Carried.

7. Unfinished Business

- a) 13 First Street, Units 4 & 5, (Shore Store), 47 Beach Drive, Unit F, request for compensation for entry delay in 2016 – *to be returned for the September meeting*

8. Leases

- a) Update on Flavours of the Beach, 115 Beach Drive – Verbal Report – J. Legget
 - A letter to the Board is forthcoming advising of a proposed new business plan for the building

- It was noted that the person cooking in the trailer is serving patrons directly, which is contrary to the permission granted by the Board to the tenants. Staff was just made aware that the trailer was open as it has been closed for an extended period. Staff will contact trailer operator and advise that this is not permitted.
- Board was advised that verbal approval was granted by the By-law/Licensing Department to the tenant to open as they had met Town technical requirements. Some paperwork was missing so a formal business license could not be issued. This is a common practice in the Department to try and help small business.

b) Update on the review of leases – Verbal Report – J. Legget

- Subcommittee met on August 17th to review three sample leases
 - i. Kiosk Lease – needs to be tightened. Language needs to be including dealing with the area around the Kiosks
 - ii. Licensed Establishment Lease – solid lease, language is very much in favour of the landlord
 - iii. Long Standing Lease – Subcommittee did not have time to go through this lease. A second meeting will be arranged.

9. Events

a) Events Update Report

Moved By G. Smale, seconded by R. Martin, Resolved that the Beachfront Management Board receive the Special Events report for information. Carried.

10. Other Business:

- a. Space at Beachfront for Management Board – Review of Architect Drawing (Moved up in the Agenda)
- b. Budget Process for the Management Board 2018 Budget – Verbal Report – G. Vadeboncoeur
 - i. Operating Budget
 - ii. Capital Budget
 - iii. Staffing
 - iv. Events

G. Vadeboncoeur outlined the Town's budget process to members of the Board. The Beachfront Management Board and the Beachfront will be treated as a separate department and go through the same review process as other Departments, including presenting its budget to Committee of the Whole as Budget Committee and Council for consideration. Committee and Council will consider the Beachfront Management Board priorities along with all the other priorities of the Corporation as it goes through the review and preparation of the budget.

It is proposed that the Board start its budget process at its next meeting on September 14th by reviewing the status of the 2017 Budget and items for consideration for the 2018 Budget. Staff will circulate the Operating and Capital budget statements as of August 31st 2017 for review and then start the discussion with the Board about priorities for 2018 using the four categories in the budget as a guide.

The Board discussed the process of accruing monies not spent in 2017 and were advised that the Board could accrue funds for projects approved in 2017 and partially completed projects. The Board was further advised that any funds not spent will either go back to reserves or form part of the overall budget surplus at the end of the year.

11. Round Table Discussion - Nil

12. Items for Future Meetings

- a) Review of Tenant Operating Hours – Enforcing the Rules with respect to Opening Hours
- b) Staffing requirements to enforce rules and restrictions at the Beachfront
- c) Tenant meeting at the end of season to review matters including hours of operation
- d) Budget working meeting for the Board – focus on BMB 2018 Budget
- e) Review of rules and regulations that pertain to smoking in public places

13. Next Meeting Date

Thursday, September 14, 2017, commencing at 2:00 p.m.

Note: The Board recessed at 3:25 p.m. and resumed at 3:45 p.m.

14. Closed Session (3:45 p.m.)

- a) To receive legal advice on tenant matters.

Moved by G. Smale, seconded by D. Hodds, Resolved that pursuant to Section 239 of The Municipal Act, 2001, as amended, the next portion of the Beachfront Management Board

meeting of August 31, 2017 be closed to the public to discuss legal advice pertaining to tenant matters. Carried.

Moved by G. Smale, seconded by D. Hodds, Resolved that the August 31, 2017 Closed Session of the Beachfront Management Board be adjourned and the open session resumes. Carried. (4:45 p.m.)

Chair Stockwell summarized the discussion that took place in Closed Session indicating that the Board received legal advice and discussed matters pertaining to tenants of one of the retail stores on Beach Drive and one of the licensed establishments and gave direction to staff.

15. Adjournment

Chair Bill Stockwell adjourned the meeting at 4:45 p.m.