



Report to Council

Department: Community Services
Division: Community Services
Date: December 7, 2020
Prepared by: Doug Sweet, Director – Comm. Services/Deputy CAO
Report Number: Community Services-2020-05
Subject: CS-2020-HEIRS Lease Renewal at Harrow Arena
Number of Pages: 4

Recommendation(s)

The following three (3) recommendations are provided for the Council's consideration:

- i. That Community Services Report 2020-014 entitled "Harrow Early Immigrant Research Society Renewal of Lease Agreement at Harrow Arena" **be received**, and
- ii. That Council **approve** entering into a renewal agreement with Harrow Early Immigrant Research Society for leased space at the Harrow Arena located at 243 McAfee for an additional ten year period commencing on the first day of January, 2021 and concluding on December 31, 2031 subject to the general terms and conditions as outlined in By-Law 1970; and
- iii. That Bylaw 1970 **receives** First, Second, Third readings at the December 7, 2020 Council meeting.

Purpose

To obtain Council approval to enter into an agreement with Harrow Early Immigrant Research Society (HEIRS) to lease space at Harrow Arena located at 243 McAfee for their research library.

Background and Discussion

HEIRS has been renting the space (see attached schedule "A") at the Harrow Arena to offer an ancestry research library and resource centre since approximately March of 2001. In November, 2020, HEIRS provided written notice to Administration requesting that their lease agreement with the Town be extended an additional 10 years and further, that they be permitted to continue with their exclusive use of the space. Administration is recommending that the lease be extended for an additional ten year term under the current terms and conditions.

Financial Impact

The lease will require the Tenant pay an annual fee of \$1,200 plus applicable harmonized sales tax (HST) or a monthly rate of \$100 plus HST. It is recommended for the lease agreement that the Consumer Price Index (CPI) be incorporated into the monthly base rate annually beginning January 1st.

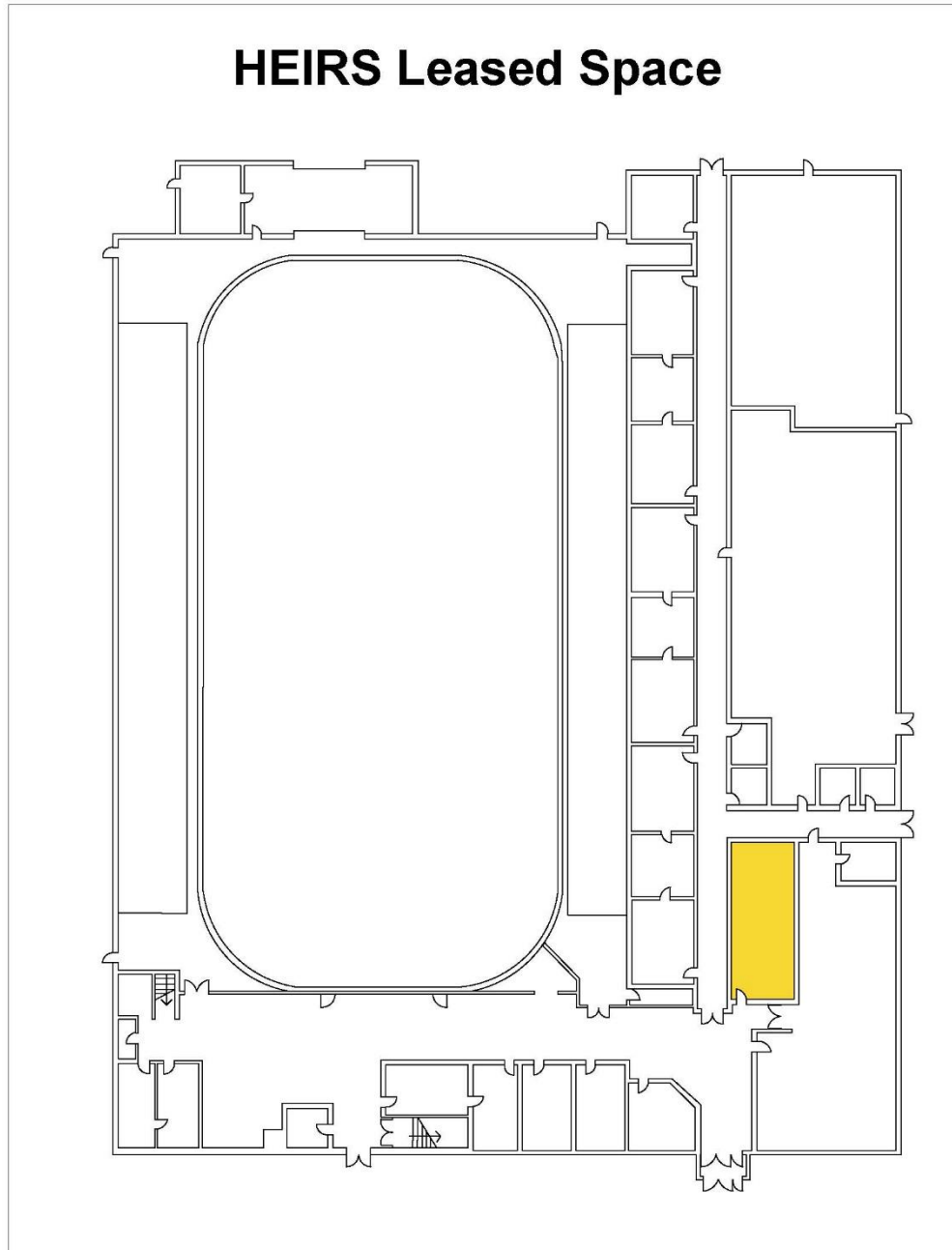
The Tenant shall also provide monthly rental payments in the form of twelve (12) post-dated cheques based on the recommended monthly lease amount as provided above at the time of entering into this Lease Agreement.

Consultations

Jeffrey Morrison, Director of Corporate Services

Robert Auger, Town Solicitor/Clerk

Schedule 'A' - HEIRS Leased Space at Harrow Arena



Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☒ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	CS-2020-HEIRS Lease Renewal - Community Services-2020-05.docx
Attachments:	- By Law 1970 Lease Agreement_HEIRS renewal_Harrow Arena.docx
Final Approval Date:	Dec 2, 2020

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Chris Nepszy, Chief Administrative Officer was completed by workflow administrator Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk

Chris Nepszy, Chief Administrative Officer - Dec 2, 2020 - 11:07 AM