



Report to Council

Department: Community Services
Division: Community Services
Date: April 15, 2024
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2024-05
Subject: Heritage Essex – Lease Agreement Renewal
Number of Pages: 5

Recommendation(s)

That Community Services-2024-05 report **entitled** "Heritage Essex – Lease Agreement Renewal" prepared by Jake Morassut, Director, Community Services, **be received**; and

That Council **approve** entering into an agreement with Heritage Essex for leased space at the Essex Railway Station located at 87 Station Street in Essex Centre for a five year lease commencing on April 15, 2024 and concluding on April 14, 2029 with an option to renew for an additional five years beginning on April 15, 2029 subject to the general terms and conditions as outlined in By-Law Number 2321; and further

That By-Law Number 2321 be read a first, a second and a third time and finally passed on April 15, 2024.

Purpose

To obtain Council approval to enter into an agreement with Heritage Essex to lease space at the Essex Railway Station located at 87 Station Street in Essex Centre to provide cultural facility rentals and events.

Background and Discussion

Heritage Essex has operated the Essex Railway Station as a cultural facility on behalf of the Town of Essex since 1993. The current Heritage Essex lease to operate the Essex Railway Station expired as of December 31, 2023. By way of notice on November 10, 2023, Heritage Essex Incorporated has requested that the lease be renewed.

Financial Impact

The Town of Essex recognizes that Heritage Essex will not be able to recover full cost of operations of the facility through fees and sales, and therefore, the Town of Essex has provided an annual grant of approximately \$20,000.00 to \$25,000.00 over the past twenty (20) years to help offset the costs of operating the station. The Town of Essex requires Heritage Essex to provide a copy of its annual audited financial statements during each year of the term of this Agreement as a condition of receiving the annual grant. Any surplus or deficit resulting from the operation of the Station shall be the responsibility of Heritage Essex.

Consultations

Kate Giurissevich, Director, Corporate Services/Treasurer

Joe Malandrucolo, Director, Legal and Legislative Services/Clerk

Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ **Leverage our Town's competitive advantages to promote jobs and economic investment.**
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

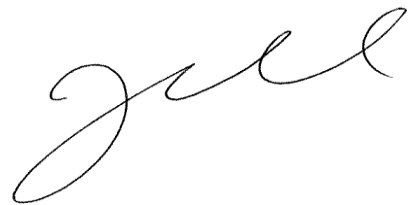
Report Approval Details

Document Title:	Heritage Essex - Lease Agreement Renewal - Community Services-2024-05.docx
Attachments:	- By-Law 2321 - Heritage Essex Essex Railway Station.pdf
Final Approval Date:	Apr 9, 2024

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



Kate Giurissevich, Director, Corporate Services - Apr 9, 2024 - 2:57 PM



Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Apr 9, 2024 - 3:03 PM



Doug Sweet, Chief Administrative Officer - Apr 9, 2024 - 3:12 PM