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Date: March 27, 2018

To: Mayor and Council

Author: Tim Del Greco, Manager of Facilities and Properties

RE: Cottam Rotary Lease Agreement

Report No.: MS 2018 - 13

AIM

To seek Council approval to enter into a lease agreement with Cottam Rotary for partial usage of the recreational facility located at 124 Fox Street in Cottam.

BACKGROUND

In 2017, the Cottam Rotary Club donated parkland along County Road 34 West (also known as "Cottam Rotary Park") to the Town of Kingsville. Prior to this donation, the Club was using a portable building within this park as a meeting space for their organization. However following successful execution of the donation agreement, this portable building was removed and disposed of.

DISCUSSION

The Club has since approached the Town expressing an interest in leasing a portion of the recreational facility located within Ridgeview Park for the purpose of a private meeting space. Attached in Appendix A of this report is a map detailing the location and approximate floor area for your reference. This portion of the building has been dormant for several years serving mainly as additional storage space. The room measures approximately 20 feet by 40 feet and does not offer any additional amenities aside from the room itself. Although the room is in good condition, the walls and ceiling can certainly use a fresh coat of paint.

Attached in Appendix B of this report is the proposed lease agreement prepared by the Town. The lease rate for Cottam Rotary (\$1,020 annually) was determined by considering the lease rate currently enjoyed by the Kingsville Lions Club. The Lions Club leases a portion of Lions Hall from the Town at 23 Mill Street West in Kingsville. Given that both groups are local service clubs of the community, it seemed equitable to determine a rate for Rotary Club in consistent fashion with the Lions Club rate.

The duration of the agreement is twelve months. After this period, the lease agreement would continue on a month-to-month basis. This type of structure would allow the Town to terminate this agreement in the near future if by chance a new use for the space is required.

Attached in Appendix C is a letter from Cottam Rotary Club indicating their support for the proposed lease agreement.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

\$1,020 in annual revenue will be generated upon successful execution of the Cottam Rotary Lease Agreement.

CONSULTATIONS

Kingsville Administration
Cottam Rotary Club

RECOMMENDATION

That Council directs the Mayor and Clerk to execute the lease agreement with Cottam Rotary Club for partial usage of the recreational facility located at 124 Fox Street in Cottam.

Tim Del Greco

Tim Del Greco, P.Eng
Manager of Facilities and Properties

G. A. Plancke

G.A. Plancke, Civil Eng. Tech (Env.)
Director of Municipal Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer