



STAFF REPORT ACTION REQUIRED

Lease Renewal at 100 Queen Street West (Wedding Chamber)

Date:	December 16, 2009
To:	Government Management
From:	Chief Corporate Officer
Wards:	27
Reference Number:	P:\2010\Internal Services\F&re\Gm10012F&re – (AFS 10821)

SUMMARY

The purpose of this report is to obtain authority to enter into a lease renewal agreement with Ministerial Associates Inc. for space at 100 Queen Street, 3rd Floor (Wedding Chamber) approximately 1,012 square feet for the Wedding Chamber at City Hall. The renewal is for two (2) years commencing February 01, 2009 and expiring on January 31, 2011.

RECOMMENDATIONS

The Chief Corporate Officer recommends that:

1. City Council authorize entering into a Lease Renewal Agreement with Ministerial Associates Inc. for a two (2) year term based on the terms and conditions set out in the attached Appendix “A”, and other terms and conditions acceptable to the Chief Corporate Officer, and in a form acceptable to the City Solicitor; and,
2. City Council authorize the Chief Corporate Officer to administer and manage the lease agreements including the provision for any consents, approvals, notices and notices of termination provided that the Chief Corporate Officer may, at any time, refer consideration of such matters (including their content) to City Council for its determination and direction.

Financial Impact

The City will receive revenue of approximately \$352,362.00. The revenue is comprised of basic rent of \$45,000.00/year plus additional rent that consists of 35% of Gross

Revenue less the Basic Rent and 7% percent of all Sales generated from business conducted outside of the Premises but initiated by personal contact at the Premises.

Years	Basic Rent	Additional Rent*	Total
Years 1	\$45,000	\$131,181	\$176,181
Years 2	\$45,000	\$131,181	\$176,181
Totals	\$90,000	\$262,362	\$352,362

*based on previous year

The City received audited statements to verify the stated percentage rent.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

An initial agreement to lease dated February 01, 1994 for 1,012 square feet on the Third Floor for a term of five (5) years adopted by Council as per Executive Committee 21(02) December 17, 20, 1993. A Lease Renewal was negotiated for another five (5) years commencing on February 01, 1999 and ending on January 31, 2004 approved by Council as per Report 11(1) July 29, 30, and 31, 1998. A further Renewal was negotiated for another five (5) years commencing February 1, 2004 and ending January 31, 2009 approved by Council as per Report 11(1) July 29, 30 and 31, 1998.

COMMENTS

The Ministerial Associate lease renewal will permit the City to plan and implement proposed improvements to the existing Wedding Chamber.

The rent and other terms and conditions of the lease agreement reflect current market value according to market research and valuation conducted by the F&RE staff.

CONTACT

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SIGNATURE

Bruce Bowes, P. Eng.
 Chief Corporate Officer

ATTACHMENTS

Appendix "A" – Major Terms and Conditions
 Appendix "B" – Map Location