

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number RS2019-027**

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**Date:** October 22<sup>nd</sup> 2019

**Time:** 1:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** 6

**Title:** Proposed 2020 Lease Agreement between Dunsford Community Centre Inc. and the City of Kawartha Lakes (26 Community Centre Road, Dunsford)

**Author and Title:** Elise Karklins, Law Clerk – Realty Services

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### **Recommendations:**

**That** Report RS2019-027, Proposed 2020 Lease Agreement between Dunsford Community Centre Inc. and the City of Kawartha Lakes (26 Community Centre Road, Dunsford), be received; and

**That** the Mayor and Clerk be authorized to execute the Lease Agreement attached as Appendix B on behalf of the Corporation of the City of Kawartha Lakes, being a Lease Agreement with Dunsford Community Centre Inc. for the purpose of leasing space for the Dunsford Library for a three year term.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

The Corporation of the City of Kawartha Lakes has been leasing space from Dunsford Community Centre Inc. since 2016. The current Lease Agreement (attached as Appendix A) will expire on December 31, 2019.

The space rented by the City consists of 1,237 square feet of occupied space, including washrooms solely used by the library staff and patrons.

The Dunsford Library is open three days each week, operating a total of 12 hours per week.

With the current Lease Agreement due to expire on December 31, 2019, Staff have negotiated a new Lease Agreement with the same terms for this space, save and except the amount of yearly rent, which will increase by 2% over the 2019 rate and will be for a 3 year term with 2, 1 year extension options.

The proposed Lease Agreement was discussed by the Library Board at their meeting on April 4, 2019 and it was the recommendation of the Board that the Lease be renewed for a 3 year term at no more than a 2% rental increase or inflationary annual increase.

The purpose of this report is to provide Council with an opportunity to consider the terms of the proposed Lease Agreement and for Council to provide direction required to execute this Agreement. The proposed Lease Agreement is attached as Appendix B.

Appendix C is a general location map and Appendix D is a photo of the Dunsford Community Centre.

## **Rationale:**

For the 3 year term, the annual rent will be as follows, year 1 the annual cost of the proposed lease will be \$20,947.01, year 2 \$21,365.95, and year 3 \$21,793.27. This is a 2% increase from the 2019 lease rate of \$20,536.28. The 2% increase was approved by the Library Director/CEO.

## **Other Alternatives Considered:**

Council could direct that the Lease Agreement not be renewed. This is not recommended in this circumstance as the Library is currently continuing to utilize the space and there is no alternative space available at this time.

## **Financial/Operation Impacts:**

The cost of the lease for the Dunsford Library space has increased by 2% from the 2019 annual lease rate. The 2% increase was approved by the Library Director/CEO.

## **Relationship of Recommendations to the 2016-2019 Strategic Plan:**

The recommendation in this report aligns with the strategic goal of an exceptional quality of life and with the strategic enabler of municipal service excellence.

## **Consultations:**

Manager, Building and Properties

Library Director/CEO

## **Attachments:**

Appendix A – Current Lease Agreement for Dunsford Library (expiry 2019-12-31)



Appendix A - Current  
Lease Agreement.pdf

Appendix B – Proposed Lease Agreement for Dunsford Library (Expiry 2020-12-31)



Appendix B -  
Proposed lease Agree

Appendix C – General Location Map



Appendix C -Location  
Map.pdf

Appendix D – Photo of Dunsford Community Centre



Appendix D  
-Community Centre.p

**Department Head E-Mail:** [rcarlson@kawarthalakes.ca](mailto:rcarlson@kawarthalakes.ca)

**Department Head: Robyn Carlson**

**Department File: L17-19-RS007**