

DATE: July 2, 2010

TO: Bill Preisenz, CAO
Rick Perchuk, Operations Manager

From: John Nabb Facilities Coordinator

SUBJECT: Unit A 1008 Ottawa St Lease

Recommendation:

To approve and execute a leasing agreement of unit A located at 1008 Ottawa St to The Canadian Red Cross Society for a term of one year (July 1 2010 to June 30 2010) for the sum of \$655.63 per month as described in the formal lease agreement dated July 1 2010.

Background: Currently Unit A has been vacant due to the termination of Deana Fairfield (Driver & Vehicle Licensing Office) agreement October 31 2009. The Facilities Dept has been working to acquire a new tenant which will ensure full utilization of the property and to reduce the building liabilities (Utilities & Maintenance costs). The City of Kenora has been approached by The Canadian Red Cross Society to lease Unit A 1008 Ottawa St. for a term of one year. As the former tenants lease was negotiated for the year of 2010 an offer by the Facilities Dept was made to The Canadian Red Cross Society utilizing the former negotiated 2010 negotiated lease rate of \$655.63/month which provided a 3% increase for 2010 consistent with current leasing agreements.

Action : To execute a leasing agreement between The City of Kenora and The Canadian Red Cross Society for a term of one year (July 1 2010 to June 30 2010) for the sum of \$655.63 per month as described in the formal lease agreement dated July 1 2010.

John Nabb
Facilities Coordinator
City Of Kenora