
HALDIMAND COUNTY

Memorandum LSS-M07-2022 Lease of Hagersville Satellite Office For Consideration by Council on November 7, 2022



To: Mayor Hewitt and Members of Council
From: Lori Friesen, Manager Legal and Support Services

In July 2022, the County received notification from the Hagersville & District Chamber of Commerce (Chamber) that their tenancy at the Hagersville Community Centre, 62 Main Street South, Hagersville would end on January 28, 2023. As a temporary solution, the Chamber inquired if the County would lease space at the Hagersville Satellite Office (HSO) to the Chamber, pending the new Hagersville Active Living Centre being ready for occupancy.

Staff met with representatives of the Chamber to ensure that the space would be adequate for their needs and to discuss terms of the agreement. The Chamber:

- Requested the leased space be provided at no cost to the Chamber, although they will pay for utilities based upon the square footage used (approx. 2200 sq ft). The Chamber noted that they have already contributed \$700,000 towards the Hagersville Active Living Centre.
- Requested the leased space excludes the portion of HSO that is occupied by the OPP, the mechanical and IT rooms.
- Requested they be responsible for snow clearing / salt application on the King Street East (side) stair access.
- Will be responsible for cleaning of leased space and garbage removal from the premises.
- Requested the lease to initiate on January 1, 2023 for a two year period with the option to renew, if necessary, to align with the new Hagersville Active Living Centre being ready for occupancy in 2025.
- Advised no modifications are required – move in ready.
- Advised they will provide all of their own furniture, computers, etc.
- Advised the use of the leased space is for small meetings and storage. The Chamber will also be providing space to the Hagersville & District Lions Club for small meetings. Large membership or other meetings where accessibility requirements are necessary will be held at another location.

The above requests were discussed with applicable staff with the following additional comments.

- The County will be responsible for all other snow clearing and salt application on the area surrounding the building; as well as other standard lease inclusions. This is already part of Facilities staff regular inspection and activities.
- Lease agreement for 2 years with option to renew as required subject to agreement by both parties.
- The County will have fabricated and installed a lockable gate across the Main Street ramp and stairs to refrain the public from accessing. The approximate cost for the fabrication and installation of the gates is \$3,000 - which can be accommodated within existing budgets. The ramp is not compliant with AODA and both the ramp and stairs require remedial work. As the building is identified to be surplus once the Active Living Centre is constructed, it is not recommend to incur these addition capital costs at this time (approx. \$60,000).

- As the building is in a prime location in downtown Hagersville, staff will work with the Chamber to beautify the front windows, such as utilizing the Economic Development Vacant Window Covering program.

The [Delegated Authority By-law 2322-21](#), Schedule B, item 3, provides delegated authority to the Chief Administrative Officer and General Manager to “authorize the use of municipal property by an organization or agency on a temporary basis as required”. As a lease agreement still includes an interest in County/municipal lands, a Council approved by-law is required and is presented at the November 7, 2022 Council meeting.

REFERENCES:

1. [By-law 2322-21 Delegated Authority](#)

ATTACHMENTS:

None