



MANAGEMENT REPORT

Date: March 24, 2025
To: Mayor and Council
From: Tim Wolfe, Director of Community Services
Report Number: COU25-034
Attachments: None

Title: Lease Agreement Extension for Stratford Economic Enterprise Development Corporation – 82 Erie Street

Objective: To consider entering a five-year lease extension with the Stratford Economic Enterprise Development Corporation (SEEDco) for rental of space at 82 Erie Street, City Hall Annex.

Background: Included in the previous interior renovations at the City Hall Annex, 82 Erie Street, was space for SEEDco. The City of Stratford and SEEDco entered into a five-year lease agreement in January 2021 for approximately 810 square feet of office space that was dedicated for their exclusive use. As well as the 810 square feet of dedicated space, SEEDco also has access to common meeting rooms, kitchen space, washrooms, etc.

The lease was for five years with options to extend the lease by two additional five-year terms.

Analysis: The lease expires on December 31, 2025, and SEEDco has requested to execute the first five-year term extension. The rate per square foot of leased space is \$13.00 plus maintenance costs for the shared space of \$10.80 per square foot (plus HST) for the first year with annual increases to the maintenance costs of approximately 2% per year.

Financial Implications:

Financial impact to current year operating budget:

The 2025 revenue amount for leased space is \$10,530 plus HST and the 2025 revenue amount for the shared space maintenance costs is \$8,748 plus HST.

Financial impact on future year operating budget:

Starting in 2026, the amount per square foot will be \$13.50 for a total of \$10,935 plus HST. The amount per square foot for the shared space maintenance costs will be \$11.00 for a total of \$8,910 plus HST. 2% will be added for each additional year for the space maintenance cost of this five-year extension to the shared space cost.

Insurance considerations:

SEEDco is identified in the City’s insurance policy as a named insured with the same coverages as the City.

Alignment with Strategic Priorities:

Work Together For Greater Impact

This report aligns with this priority as the City of Stratford and SEEDco continue to work together to deliver full business support services and business-skills focused events aimed at supporting business growth and investment in Stratford and area.

Alignment with One Planet Principles:

Equity and Local Economy

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

Staff Recommendation: THAT The Corporation of the City of Stratford extend the Lease Agreement with Stratford Economic Enterprise Development Corporation for the lease of a portion of space at 82 Erie Street (City Hall Annex) for a further five years commencing on January 1, 2026, and expiring on December 31, 2030;

AND THAT the Mayor and City Clerk, or their respective delegates, be authorized to sign the Lease Agreement.

Prepared by: Tim Wolfe, Director of Community Services

Recommended by: Joan Thomson, Chief Administrative Officer