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July 12, 2024

Mr. Michel Bellemare, Secretary Treasurer  
City of Ottawa - Committee of Adjustment  
110 Laurier Ave West, Ottawa, ON, K1P 1J1

**For the attention of Mr. Michel Bellemare, Secretary Treasurer**

Dear Michel,

**Notice of Intention to Lease**

We are writing to you on behalf of our client, Ellwood House (Ottawa) Inc. requesting approval from the Committee of Adjustment in accordance with section 51(24) of the Planning Act with regards to the duration of the lease for 2262 Braeside Avenue,

This letter summarizes the basic terms, which will form the basis of a lease agreement. It is understood that the final form of the lease is subject to review and approval by **Ellwood House (Ottawa) Inc.**, Tenant and **THE INCUMBENT RECTOR AND WARDENS OF THE CHURCH OF ST. THOMAS THE APOSTLE and THE INCORPORATED SYNOD OF THE DIOCESE OF OTTAWA**, joint Owners of the property at **2262 Braeside Drive**.

- Lessee: Ellwood House (Ottawa) Inc.
- Use: Affordable Seniors Housing
- Term of Lease: 55 years
- Occupancy Date: July 01, 2026 (Estimated)

The site is located on the west side of Braeside Avenue between Randall and Clontarf Avenues. To the north and east of the site are low-rise residences, with an existing senior's residence immediately to the south (Ellwood House). The St. Thomas campus is mainly to the west of the site, which includes St. Thomas Apostle Church, nursery school, and Braeside House.

The subject property at 2262 Braeside is the site of the former rectory for the St. Thomas Apostle Anglican Church, which is scheduled for demolition in the near future from the property.

An associated Site Plan Control application has been submitted and approved under City File # D07-12-21-0174.

**Disclaimer:** The terms as outlined herein are not all-inclusive but comprise a summary of the general business terms for which a Lease Agreement could be drafted. Other terms, which are not included, are to be negotiated. The parties mutually agree that neither shall have any binding contractual obligations to the other with respect to the matters referenced herein, unless and until a formal written Lease Agreement has been prepared with adequate opportunity to be reviewed by legal counsel or either party's authorized representative and has been fully executed and delivered by the parties.

Yours faithfully,

Greg Stallard  
Director  
Turner & Townsend  
e: greg.stallard@turntown.com

**Turner & Townsend**

Copy:

Janice Horton, Ellwood House Board of Directors, Chair

Stephen Parks, Ellwood House Board of Directors, Treasurer

Michele Bedard, Ellwood House Board of Directors, Secretary

Rev. Tim Kehoe, St Thomas the Apostle Anglican Church, Incumbent

Cathy Munroe, St Thomas the Apostle Anglican Church, Rector's Warden

Gwen Levesque, St Thomas the Apostle Anglican Church, Parish Treasurer

Joel Prentice, The Incorporated Synod of the Diocese of Ottawa, Director of Property & Asset Management