

REGION OF OTTAWA-CARLETON
RÉGION D'OTTAWA-CARLETON

REPORT
RAPPORT

Our File/N/Réf. (12) 09-98-50035-000
 Your File/V/Réf.

DATE 29 May 2000

TO/DEST. Co-ordinator
 Corporate Services and Economic Development Committee

FROM/EXP. Planning and Development Approvals Commissioner

SUBJECT/OBJET **LEASE PROPOSAL, 170 LAURIER AVE., OTTAWA**

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee and Council approve the lease for 2,134 square feet of office space at 170 Laurier Avenue with Glenview Corporation for 3 1/2 years from July 1, 2000 to December 31, 2003, at an annual cost of \$41,143.52 plus GST, and initial fit-up costs of \$114,165 plus GST.

BACKGROUND

Regional Council at its meeting of October 28, 1998 approved of leasing floor space at 170 Laurier Avenue for the Social Services Department to accommodate the transfer of sole support parents from the Province to the Department.

The Department proposes to maintain this lease into the future and, in fact, is proposing a modest amendment to the lease to acquire 2,134 square feet of additional space to support improved Intake for Child Care and other non-Ontario Works programs.

LEASE PROPOSAL

The term of the lease is three and one-half years which will coincide with the current lease of 9985 sq.ft. The additional space required is 2,134 square feet of office space located on the 7th floor of 170 Laurier Avenue.

The base rent is calculated at a rate of \$7.25 per square foot with the operating costs being \$12.03 per square foot. The annual rent will be \$41,143.52 or \$3,428.63 per month. The lease will include an option to renew for a further five years. The rent and terms are identical to the current lease.

The lease proposal does not include leasehold improvements. These will be the responsibility of the Region and are estimated to be \$58,165. The landlord has agreed to demolish existing improvements, if required. Additionally, there is a requirement for \$23,000 for Computer system hardware and \$33,000 for furniture and office equipment. Total one-time cost is \$ 114,165.

The Department proposes to absorb the additional costs for this project, both one-time and operating, within the existing 2000 Budget.

PUBLIC CONSULTATION

As this is an internal administrative matter only, public consultation on this lease was not considered necessary.

NEW CITY IMPACT - TRANSITION BOARD

The services delivered from 170 Laurier will remain a responsibility of the Social Services Department with the new City of Ottawa.

In accordance with Ottawa Transition Board Regulation 100/200 - Section 4, Guidelines - Financial Guideline No. 1, Section 5.1 b) this transaction requires the approval of the Transition Board.

EXPENDITURE JUSTIFICATION

The additional space is required to support improved Intake for Child Care and other non-Ontario Works programs. The space is also required to house staff to be transferred from other service delivery sites.

FINANCIAL STATEMENT AND APPROVAL

The Social Services Department has confirmed that funds are available to pay the increased lease costs from within the Department's 2000 Operating Budget. Funds are available for the one-time costs in Capital Account No. 900133.

CONCLUSION

The square foot rate and the operating costs are the same as the previous negotiated lease and are considered fair and reasonable. Approval is therefore recommended.

Approved by
Nick Tunnacliffe, MCIP, RPP