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ANNUAL LEASING REPORT

The Finance and Administration Committee recommends the adoption of the recommendation contained in the following report dated February 8, 2012, from the Commissioner of Corporate Services.

1. RECOMMENDATION

It is recommended that this report be received for information.

2. PURPOSE

This report is to advise Council of all the annual leases signed, renewed and extended by the Commissioner of Corporate Services from January 1, 2011 to December 31, 2011.

3. BACKGROUND

The Commissioner of Corporate Services has delegated authority to execute leases under \$100,000 annually

On September 24, 2009, Council approved Clause 8 of Report 6 of the Finance and Administration Committee entitled, Leasing of Real Property Policy, which delegates the Commissioner of Corporate Services to authorize lease, lease renewal and extension agreements, under \$100,000 annually, on behalf of the Region. Additionally, the Commissioner's exercise of this authority must be reported annually to Council. All property must meet all program requirements, standards and criteria where the cost is within the authorized limits.

4. ANALYSIS AND OPTIONS

The total value of the nine leases, renewals and extensions, signed in 2011, is \$185,771.15 and is summarized as follows:

Environmental Services (2)	\$ 20,305.00
Corporate Services (1)	\$ 18,000.00
Community and Health Services (6)	<u>\$147,466.15</u>
TOTAL	\$185,771.15

Table 1 (*attached*) provides a list of all leases, renewals and extensions that were executed by the Commissioner of Corporate Services from January 1, 2011 to December 31, 2011.

Link to Key Council - approved Plans

From Vision to Results: 2011 to 2015 Strategic Plan

Priority Area – Manage the Region’s Finances Prudently

Practise sound Fiscal Management

This report advises Council of leasing activities for continued responsible fiscal management and to ensure efficient spending of taxpayer dollars.

5. FINANCIAL IMPLICATIONS

All leases, renewals and extensions were included within the budgets provided. This data is provided for information purposes. There are no other financial implications.

6. LOCAL MUNICIPAL IMPACT

There is no local municipal impact associated with this report.

7. CONCLUSION

The Commissioner of Corporate Services is the delegated authority to sign, renew and extend leases that are under \$100,000 per year, as set out in Clause 8 of Report 6 of Finance and Administration Committee, adopted without amendment, by Council at its meeting on September 24, 2009. This report is for information purposes, as required under the aforementioned report.

For more information on this report, please contact Barry Crowe, Director, Property Services Branch at Ext. 1684.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause was included in the agenda for the March 1, 2012 Committee meeting.)

ATTACHMENT 1

TABLE 1
PROPERTY SERVICES BRANCH
LEASES AND RENEWALS LESS THAN \$100,000
January 1, 2011 to December 31, 2011

LEASE CODE	LEASE NAME & ADDRESS	DEPARTMENT	RENTABLE AREA (S.F)	TERM OF LEASE	TOTAL ANNUAL RENT 2011/2012* (Renewal Term)
D002-L	Barnwood Square 1256 Barnwood Square Pickering	Environmental Services	2,350	August 1, 2011- June 30, 2015	\$2.00 per year (No renewal term)
K018-L	EMS Schomberg 15 Dillane Drive Schomberg	Community and Health Services	2,200	April 15, 2011- April 14, 2061	\$1.00 per year (No renewal term)
M004-L	ORC Commercial Building Lease (SE Collector Sewer- Markham) 8331 14 th Avenue Markham	Corporate Services	1,620	May 1, 2011- April 30, 2013	\$18,000.00 (No renewal term)
M027-L	Health Services 4261 Highway 7, Unit C-1 Markham	Community and Health Services	2,975	June 1, 2011- November 30, 2014	\$59,410.08 (five (5) year renewal)
A022-L1	Environmental Services 225 Industrial Pkwy S. Unit 30 Aurora	Environmental Services	1,981	September 1, 2011- August 31, 2014	\$20,305.00 (two renewal options for three (3) years)

LEASE CODE	LEASE NAME & ADDRESS	DEPARTMENT	RENTABLE AREA (S.F)	COMMENCEMENT DATE	TOTAL ANNUAL RENT 2011/2012*
A022-L2	Community & Health Services 225 Industrial Pkwy S. Unit 6-8 Aurora	Community and Health Services	3,801	December 1, 2011- February 28, 2015	\$38,960.00 (two renewal options of three (3) years)
G023-L	EMS Keswick 165 Queensway South Georgina	Community and Health Services	1,400	July 1, 2011- June 30, 2012	\$19,976.85 (Termination March 31, 2012)
V023-L	EMS Maple 9290 Keele Street Maple	Community and Health Services	728 (dedicated) 1,498 (shared)	January 1, 2011- December 30, 2012	\$14,101.22 (five (5) year renewal)
V024-L	EMS Vaughan 835 Clarke Avenue West Vaughan	Community and Health Services	852 (dedicated) 388 (shared)	January 1, 2011- December 31, 2015	\$15,018.00 (five (5) year renewal)
TOTAL	9		17,907 (dedicated) 1,886 (shared)		\$185,771.15

* Base Rent and Additional rent (HST, heat and hydro not included)