

THE REGIONAL MUNICIPALITY OF YORK
POLICE SERVICES BOARD

REPORT OF THE CHIEF OF POLICE

24 SEPTEMBER 2008

Lease of Additional Office Space

RECOMMENDATIONS

1. That the Board authorize entering into a contract with Newmarket Property Corporation to lease an additional 2,036 square feet of space at 16775 Yonge Street, Newmarket, Unit Number 2 and Unit Number 3; and
2. That the term of the lease be for a period of 3 years commencing on October 1, 2008, and terminating on September 30, 2011; and
3. That the Chief of Police be authorized to execute the lease, subject to the approval of the Region's Legal Services as to form and content; and
4. That the lease extension provide for an option to renew for a further period of 3 years, and the Chief of Police be authorized to exercise the renewal option on behalf of the Board, subject to fulfillment of the conditions set out in this report; and
5. That pending approval of the above recommendations, the Board provide notice of the lease to the Region's Treasurer for reporting purposes under the Region's Financing and Debt Policy.

SYNOPSIS

At its August 29, 2007 meeting, the Board received a report entitled "Lease of Additional Office Space". As part of the report, it was identified that York Regional Police required an additional 14,000 square feet of space to accommodate staff growth over the next two years. As per Minute 239 - Lease of Additional Office Space, the Board adopted recommendation #3, that subject to availability of additional space at 16775 Yonge Street, Newmarket, the Board

approves York Regional Police to enter into negotiations to lease up to 14,000 square feet of additional space.

Newmarket Property Corporation has advised that 2,036 square feet of space is available for lease for a 3 year term effective October 1, 2008. The lease herein referred to has an annual payment obligation of less than \$48,000 and, accordingly, is considered a "non-material lease" under the Region's Capital Financing and Debt Policy. Therefore, the Board does not require Regional Council's prior approval to enter into the lease, but the Board must give notice of it to the Region's Treasurer for reporting purposes under that Policy.

FINANCIAL IMPLICATIONS

The lease cost for Unit 2 and Unit 3 for the term of 3 years effective October 1, 2008, is made up of a Base Rent, maintenance and insurance (TMI). Lease costs are also subject to GST.

Unit 2 comprising of	902	square feet
Unit 3 comprising of	<u>1,134</u>	square feet
Totalling	2,036	square feet

Year 1	Rent	\$14.50/sq. ft. + GST
	TMI	<u>\$ 7.65</u> /sq. ft. + GST (Estimated)
	Total	\$22.15/sq. ft. + GST = \$3,758.12/mth. + GST = \$45,097.40/yr. + GST
Year 2	Rent	\$15.00/sq. ft. + GST
	TMI	<u>\$ 7.65</u> /sq. ft. + GST (Estimated)
	Total	\$22.65/sq. ft. + GST = \$3,842.95/mth. + GST = \$46,115.40/yr. + GST
Year 3	Rent	\$15.50/sq. ft. + GST
	TMI	<u>\$ 7.65</u> /sq. ft. + GST (Estimated)
	Total	\$23.15/sq. ft. + GST = \$3,927.78/mth. + GST = \$47,133.40/yr. + GST

Sufficient funds exist in the 2008 Operating Budget to cover the October 1 to December 31, 2008, lease payments of \$11,274.36 plus GST.

BACKGROUND

The new Investigative Services and Support Services facility is not expected to be ready for occupancy until the middle of 2010. As a result, staff currently assigned to the Yonge Mulock, and Headquarters locations require additional short term accommodation to support the growth of these units from 2007 to mid-2010.

At its August 29, 2007, meeting as per Minute 239 - Lease of Additional Office Space, the Board adopted recommendation #3, that subject to availability of additional space at 16775 Yonge Street, Newmarket, the Board approves York Regional Police to enter into negotiations to lease up to 14,000 square feet of additional space. In addition, the Board authorized the lease of an

additional 1,225 square feet and subsequently at its February 27, 2008 meeting, an additional 5,828 square feet of space. A total of 7,053 square feet of the 14,000 square feet required has been leased to date.

Newmarket Property Corporation has advised that 2,036 square feet of space is available at 16775 Yonge Street, Newmarket, as of October 1, 2008. An analysis of the space was conducted and it has been determined to be appropriate for use by the 14 staff members needing accommodation from Community Services, as well as adequate space for the 2 staff members from Victims Services that are currently located at 5 District. Since Community Services moved to Mulock, the staff reporting to this site has increased from 4 to 17 members. An additional 4 members are in the process of being recruited and it is anticipated that 2 additional members will be hired as part of the 2009 budget. The current space of 2,500 square feet does not provide the necessary space for the existing and future staff needs.

The Yonge Mulock Centre is utilized for numerous units including Alarms, Community Services, Court Services, Crime Stoppers, Investigative Services, Legal Services, Paid Duty, Professional Development, Professional Standards, Property, Quality Assurance, Recruiting and Staff Development. Currently, 133 staff members work out of this location.

The Yonge Mulock Centre is ideal for expansion as York Regional Police already occupies 25,475 gross square feet of space and, more importantly, the technical infrastructure for voice, data and security is already in place at this location.

The lease of the additional 2,036 square feet of space at the Mulock location will provide the relief required for Community Services and will provide for staff growth in 2009. It will allow officers from the Community Services Vulnerable Persons Unit to provide a store-front access point to meet with vulnerable members of the community. Moreover, it will allow York Regional Police to expand its partnership with Victims Services of York Region by increasing the shared space thereby enhancing the collaborative working relationship that currently exists between the our two services. This will mark a significant step toward a multi-agency Family Centre for York Region which is currently in the planning stages.

APL/bs

Armand P. La Barge, O.O.M
Chief of Police