

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

REPORT  
RAPPORT

Our File/N/Réf. (12) 09-98-50032-000  
 Your File/V/Réf.

DATE 12 August 1999

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

FROM/EXP. Planning and Development Approvals Commissioner

SUBJECT/OBJET **LEASE - 880 WELLINGTON STREET, OTTAWA**

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**DEPARTMENTAL RECOMMENDATION**

**That the Corporate Services and Economic Development Committee recommend Council approve the extension of the lease for 10,600 ft<sup>2</sup> plus an additional 575 ft<sup>2</sup> of office space at 880 Wellington Street, with Equity Management International Ltd. for one year from October 1, 1999 to September 30, 2000, at a cost of \$ 183,046.50 plus GST.**

**BACKGROUND**

The Social Services Department currently occupies 10,600 ft<sup>2</sup> of office space at 880 Wellington Street. The lease will expire on September 30, 1999 and this report deals with the authorization to enter into a one year extension for that space. Social Services has occupied space at this location since 1988. In addition, a further 575 ft<sup>2</sup> of new space is required resulting in a total rentable area of 11,175 ft<sup>2</sup>. Parking for staff and visitors will be provided at no cost to the Region.

The additional requirement of 575 ft<sup>2</sup> will be utilized as a training centre for staff. It will involve training for new staff as well as refreshment training for existing staff. The volume of training has necessitated the rental of space on many occasions. The acquisition of this space will reduce rental costs elsewhere and has the benefit of providing free parking.

The proposed lease extension will result in Social Services continuing to occupy the 3<sup>rd</sup> and 4<sup>th</sup> floor space. The additional space is located on the 6<sup>th</sup> floor and consists of 575 ft<sup>2</sup>. The landlord will be responsible for completing the fit-up on the 6<sup>th</sup> floor and the estimated cost of \$ 5,500 will be absorbed by the landlord. The proposed rent is \$ 5.50/ft<sup>2</sup> plus \$10.88/ ft<sup>2</sup> for operating expenses including taxes with the same terms and conditions as the original lease. The total cost on an annual basis will be \$183,046.50

The rental proposal is considered to be fair and reasonable.

### PUBLIC CONSULTATION

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

### EXPENDITURE JUSTIFICATION

The lease will expire on September 30, 1999. The one year extension will provide flexibility for exploring different options for long term planning.

### FINANCIAL STATEMENT

	\$
Approved Budget to Date	3,410,906
Total Paid & Committed	<u>(3,361,822)</u>
Balance Available	49,084
This Request (including GST)	<u>(2,519)</u>
Balance remaining	<u>46,565</u>

Funds have been provided in the 1999 Operating Budget, Account No. 001-112143-502610. This represents a pre-commitment for future budgets. The \$ 2,519.45 represents the additional cost for this years operating budget.

*Approved by Nick Tunnacliffe, RPP, MCIP July 14, 1999*

### FINANCE DEPARTMENT COMMENT

Funds are available in the 1999 Operating Budget. This also represents a pre-commitment against the 2000 Operating Budget for the remaining term of the lease.

*Approved by T. Fedec  
on behalf of the Finance Commissioner*