

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 14, 2019

Item 7, Report No. 7, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on May 14, 2019.

7. SUMMARY OF LEASE AND LICENCE AGREEMENTS OPERATING IN CITY OWNED FACILITIES

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager, Community Services, dated May 6, 2019, be approved; and**
- 2) That the report with respect to the leasing framework to standardize the licensing process and establish consistent guiding principles and terms be provided prior to the end of 2019.**

Recommendations

- 1. THAT this list of Leases and Licenses be received by Council for informational purposes only.**

Finance, Administration and Audit Committee Report

DATE: Monday, May 06, 2019

WARD(S): ALL

**TITLE: SUMMARY OF LEASE AND LICENCE AGREEMENTS
OPERATING IN CITY OWNED FACILITIES**

FROM:

Mary Reali, Deputy City Manager, Community Services

ACTION: FOR INFORMATION

Purpose

To provide a report on long-term contracts and leases that the City of Vaughan has with profit and non-profit organizations.

Report Highlights

- The City has 89 properties including community centres, heritage homes, fire stations, libraries and parks buildings.
- There are several processes utilized to arrange for the uses including license agreements, leases and rental contracts.
- Many organizations use City facilities to coordinate their programs and meet their administrative needs.
- Agreements for use of City space listing of all current long-term contracts and leases with profit and non-profit organizations including operational and financial obligations is attached.
- A review of the processes for leasing is being undertaken in 2019 to standardize and have consistent guiding principles and terms.

Recommendations

1. THAT this list of Leases and Licenses be received by Council for informational purposes only.

Background

At the Finance, Administration and Audit Committee meeting of April 1, 2019 Council directed staff to report back with a list of all contracts and leases that the City of Vaughan has with profit and non-profit organizations, excluding short-term rentals.

The list is comprised of groups who lease or license space in City owned facilities and excludes:

- Shared space lease agreements (EMS/School Board);
- Lease agreements for cell towers and storage; and,
- Short-term rental contracts.

The City has 89 properties including community centres, heritage homes, fire stations, libraries and parks buildings. The current practice is to present all lease or license space arrangements in City owned facilities for Council approval and enact the necessary by-laws required by the City. In consultation with Legal Services, Real Estate and Finance, the attached list of leases and licenses have all come forth for Council approval and all terms and conditions approved prior to entering into an agreement with the various groups.

Facility Services is currently in the process of developing a leasing framework to standardize the licensing process and establish consistent guiding principles and terms.

Previous Reports/Authority

None

Analysis and Options

The City currently offers a variety of options for use of City space which includes hourly permitting, short term permitting and seasonal use. For the purpose of this report we included agreements with a long-term Lease or License Agreements in place.

A review of is being conducted to develop a leasing framework to standardize the licensing process and establish consistent guiding principles and terms.

Financial Impact

There is no financial impact as a result of this report

Broader Regional Impacts/Considerations

There are no implications to the Region or to other levels of government as a result of this report.

Conclusion

Provide Council for review a consolidated list of all Lease and License agreements currently operating in City owned facilities.

For more information, please contact: Dave Merriman, Director, Facility Services, ext. 8296.

Attachments

1. Summary of Leased and Licensed Facilities owned by the City, April 24, 2019

Prepared by

Leena Kapadia, Supervisor Contract and Leases, ext. 8894

Summary of Leased & Licensed Facilities owned by the City

April 24, 2019

Group	Location	Agreement Type	Initial Start Date	Renewal Term	Terms of Agreement *
Canadian Confederation of Clubs & Associations Laziali Not-for-profit organization Used for meetings & social events	10401 Dufferin Street, Maple, ON L6A 1S9 (MNR Lands)	License	15-Jan-03	Month to Month	Tenant: - \$1.00 per annum - payment for all utility costs - \$562 plus HST per month for maintenance City: - repairs & defects in the structure - annual reconciliation for utility costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Cultural & Educational Centre of the Minime Sisters of The Passion Not-for-profit organization Used as a residence*	7543 Kipling Avenue, Vaughan, ON L4L 1Y5	License	6-Oct-88	30-Mar-35	Tenant: - \$2.00 per annum - payment for all operating costs - financial reports to be filed with the Province & the City City: - leasing from Province & sub-leasing to Cultural & Educational Centre of the Minime Sisters of the Passion * currently vacant, discussions for next steps to take place
DANI - Developing & Nurturing Independence Not-for-profit organization Deliver programs & activities for participants with special needs	Garnet A. Williams CC 501 Clark Avenue West, Thornhill, ON L4J 4E5 Occupies approx. 8,200 sq. ft of space adjacent to GAWCC	RFP12-234 Lease of Space	1-Sep-12	Option Term 1: 2017-2022 Option Term 2: 2022-2027	Tenant: - \$81,146/year (+ inflation) - payment for all utility costs - maintains, repairs & pays for interior & playground - pays for turf maintenance & snow removal City: - annual reconciliation for all utility costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Filipino-Canadian Association of Vaughan Not-for-profit organization Used for offices, meetings & community events	Patricia Kemp CC 7894 Dufferin Street, Concord, ON L4K 1R6	Lease	1-Nov-12	31-Oct-32	Tenant: - \$1.00 per annum - payment for all operating costs - ensures the demised space is being maintained - monthly HVAC & mechanical system inspections - sub-leases to Glen Sheild Soccer Club & Philippine Heritage Band City: - maintains & repairs exterior of the facility - interior & exterior capital improvements
Gallanough Resource Library Public Library Used as a library for maintaining a collection of materials which includes books, periodicals, newspapers, videotapes & audio recordings	1 Brooke Street, Thornhill, ON L4J 2K7 60% occupancy by library	License & Mgmt Agmt.	8-Jul-99	Library Agmt - Auto renews every 5 years.	City: - maintenance, repairs, cleaning & operating costs - \$45,000 paid per annum to Library for support staff - interior & exterior monthly maintenance inspections - interior & exterior capital improvements Gallanough Library has a Month to Month Lease Agreement with Northwood Academy that operates as a daycare.
Golf North Properties Inc. Operates and manages the Uplands Golf & Ski Centre	Uplands Golf & Ski Centre 46 Uplands Avenue, Thornhill, ON L4J 1K2	RFP 17-079	1-Nov-17	Option Term 1: 2037-2042	Tenant: - minimum rent = \$75K/yr which goes towards capital improvement reserve - variable rent = 10% of gross revenues less minimum rent - capital repair & replacement - payment for utility & maintenance costs City: - water supply, major tree pruning/tree preservation & woodlot management - oversight of electrical volt - full capital facility audits every five years (colead by City & Tenant)

Group	Location	Agreement Type	Initial Start Date	Renewal Term	Terms of Agreement *
Hospice Vaughan Not-for-profit organization Used as centre that provides compassionate support to those in our community	Piazza House 31 Woodbridge Ave, Woodbridge, ON L4L 2S6	License	1-Nov-01	Month to Month	Tenant: - \$1.00 per annum - payment for all utility & cleaning costs - \$1,075 plus HST per month for utility & cleaning costs City: - interior & exterior maintenance & repairs - repairs & defects in the structure - annual reconciliation for utility & cleaning costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Human Endeavour Not-for-profit organization Used for offices, meeting rooms & program space	Michael Cranney House 439 Glenkindie Ave. Maple, ON L6A 2A2 Human Endeavour occupies 80% of facility.	Lease	1-May-15	Month to Month	Tenant: - \$2.00 per annum - payment for all utility & maintenance costs - \$1,200 plus HST per month City: - annual reconciliation for utility & maintenance costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Kleinburg Nobleton Soccer club Not-for-profit organization Used as administrative offices	Kleinburg Railway Scout House 10415 Islington Ave, Kleinburg, ON L0J 1C0	License	1-Jul-03	Month to Month	Tenant: - \$2.00 per annum - payment for utility, maintenance & cleaning costs - \$858.40 plus HST per month City: - repairs & defects in the structure - annual reconciliation for utility, maintenance & cleaning costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Mentana Group Operates & manages the Sports Village Complex	The Sports Village Complex 2600 Rutherford Road, Maple, ON L4K 5R1	Land Lease	1-Jul-99	30-Jun-40	Tenant: - payment for full operating costs (including staff, repairs & maintenance, capital repairs, etc) - pay the City a variable rent based on 80% of the available cash (approximately the cumulative income from the previous period audited financial statement) City: - Guarantor for the project financial arrangement, stemming from the construction of the Complex - construction loan of \$9.76M forgivable at end of 40 year term provided that various agreements related to the complex are adhered to - funds 90% of any approved requirements resulted from operating deficits recouped from future income - purchases 5,440 hours of ice annually & sells ice time to minor sports organizations - Working Committee between City & Tenant
Ontario Soccer Not-for-profit organization Operates & manages the Soccer Centre	The Soccer Centre 7601 Martin Grove Rd, Woodbridge, ON L4L 9E4	Lease	20-Jun-96	20-Jun-39	Tenant: - \$1.00 per annum - construct, operate, manage & maintains the indoor facility - maintain the whole of the subject lands in good order - pay 5% of the gross revenues from food & beverage sales per annum after capital debt is retired City: - City representation on their Board
Phillippine Heritage Band Not-for-profit organization Used for offices, meeting rooms & band practice	Baker Homestead House 91 Thornhill Woods Dr., Thornhill, ON L4J 8R5 40% occupancy of facility	License	1-Nov-01	31-Oct-21	Tenant: - \$1.00 per annum - payment for utility & cleaning costs - \$2,100 per annum City: - repairs & defects in the structure - annual reconciliation of utility & cleaning costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements

Group	Location	Agreement Type	Initial Start Date	Renewal Term	Terms of Agreement *
Shining Through Centre for Children with Autism Not-for-profit organization Operates a centre for children with Autism	Tushingham House 7365 Martingrove Rd. Woodbridge, ON L4L 9K1	License	1-Jun-02	20-Jun-39	Tenant: - \$1.00 per annum - keep, operate & maintain the subject lands, buildings & structures - relocated the heritage house at it's expense - payment for all operating costs - building becomes asset of City at the end of the lease
The Society for the Preservation of Historic Thornhill Not-for-profit organization Used for offices, storage & archiving	Armstrong House 42 Old Yonge St. Thornhill, ON L4J8C5 Occupies ~30% of facility.	Lease	1-Jun-11	Month to Month	Tenant: - \$350.00 per month City: - interior & exterior maintenance & repairs - repairs & defects in the structure - monthly maintenance inspections - interior & exterior capital improvements
Thornhill Park Tennis Club Not-for-profit organization Used as administration office & changerooms for members	26A Old Yonge St. Thornhill, ON L4J 1W3	License & Rental Contracts	15-Apr-10	14-Apr-20	Tenant: - \$2,998.40 annually - \$6,000 for the "annual contribution cost" to maintain asphalt on tennis courts - payment for all utility & cleaning costs City: - water, garbage removal - monitoring fire alarm - annual reconciliation of utility & cleaning costs - monthly maintenance inspections - interior & exterior capital improvements
Upper Canada Childcare Centre Not-for-profit organization Operates the child care centre at NTCC	North Thornhill CC 300 Pleasant Ridge Ave Thornhill, ON L4J 9B3 Occupies 4,046 sq. ft of space located inside NTCC.	RFP09-140 Lease of Space for Operations of a Child Care Centre	6-Sep-10	Option Term 1: 2015-2020 Option Term 2: 2020-2025	Tenant: - \$75,869/year (+inflation) - maintains, repairs & pays for interior & playground - payment for utility costs City: - maintains & repairs the exterior & structural components of the facility - annual reconciliation of utility costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Vaughan Soccer Club Inc Not-for-profit organization Used as administrative offices	Devlin House 11151 Keele St Maple, Ontario L6A 1S8	License	1-Nov-06	Month to Month	Tenant: - \$2.00 per annum - payment for all utility, maintenance & cleaning costs - \$1,393.80 plus HST per month City: - interior & exterior maintenance & repairs - repairs & defects in the structure - annual reconciliation for utility, maintenance & cleaning costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
Veneto Clubs of Ontario Not-for-profit organization Operates the premises for public, social & recreational uses.	7465 Kipling Ave, Woodbridge, ON L4L 1Y5	License	1-Apr-85	31-Mar-35	Tenant: - \$2.00 per annum - payment for all operating costs - maintain the land & all structures on the property - Veneto subleases to Meta Centre City: - leasing from Province & sub-leasing to Veneto Clubs of Ontario
Villa Giardino Homes Ltd. Uses parking lot	7371 Martin Grove Rd, Woodbridge, ON L4L 9N2	Land Lease	1-Jan-99	30-Jun-39	Tenant: - \$1.00 per annum - has overflow parking privileges on the property - payment for maintenance of the parking lot

Group	Location	Agreement Type	Initial Start Date	Renewal Term	Terms of Agreement *
Woodbridge Soccer Club Not-for-profit organization Used as administrative offices & changerooms	Vaughan Grove Building 7401 Martingrove Rd., Woodbridge ON L4L 9E4	License	1-May-01	Month to Month currently in discussions	Tenant: - \$1.00 per annum - payment for utility & cleaning costs - \$1,676.59 plus HST per month (subject to change pending imminent discussion on cleaning requirements) City: - interior & exterior maintenance & repairs - annual reconciliation for utility & cleaning costs - repairs & defects in the structure - monthly maintenance inspections - interior & exterior capital improvements
YMCA Not-for-profit organization Operates the child care facility at Vaughan City Hall	Vaughan City Hall 2141 Major Mackenzie Dr. Vaughan, ON L6A 1T1 Occupies 5,605 sq. ft. of space located in the basement of City Hall	RFP13-017 Lease of Space for Operations of a Child Care Centre	1-Sep-13	Option Term 1: 2018-2023 Option Term 2: 2023-2028	Tenant: - \$88,184.31/yr (+inflation) - maintains, repairs & pays for the interior including the playground - payment for all utilities City: - maintains & repairs the exterior and structural components of the facility - annual reconciliation for all utility costs - interior & exterior monthly maintenance inspections - interior & exterior capital improvements
* These are high level terms of agreement and are not intended to reflect all details					
List includes:					
- Groups who Lease or License space in City owned facilities					
List excludes:					
- Shared space lease agreements (EMS/School Board)					
- Agreements for cell towers, storage					
- Short term rental contracts					