

# **The Regional Municipality of York Police Services Board**

Public Board Meeting  
June 22, 2022

Report of the Chief of Police

## **Lease Renewal**

### **1. Recommendations**

1. That the Board authorize the renewal of the lease between the Board and Yonge Elgin Plaza Ltd. for Units 107 and 108 comprised of 7,603 square feet of space at 10720 Yonge Street in Richmond Hill, Ontario for a period of two years commencing April 1, 2023 and terminating on March 31, 2025 at an annual cost of \$305,945 per year (including lease rent rate, maintenance and operating costs);
2. That the Chief of Police be authorized to execute the lease renewal agreement with the Yonge Elgin Plaza Ltd., subject to the approval of the Region's Legal Services as to form and content;
3. That the lease renewal provides for an option of an extension of the lease for a further one year 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
4. That pending the approval of the above recommendations, the Board provide notice of the agreement to the Region's Commissioner of Finance and Treasurer for execution of the treasurers certificate and for reporting purposes under the Region's Capital Financing and Debt policy.

## **2. Summary**

The Board had previously authorized York Regional Police to enter into a lease between the Board and Yonge Elgin Plaza Ltd. at 10720 Yonge Street for the purpose of a Customer Service Center and Collision Reporting Center. The lease expires March 31, 2023. York Regional Police is required to provide nine months notice for a renewal. As the location is centrally located for the needs of the community, a renewal of the existing lease for two years with a further option for one year is requested.

## **3. Background**

Since 2004, the Board has entered into lease agreements in the Richmond Hill area to provide services to citizens who require access to community resources such as a Collision Reporting Center and Customer Services Center. The Board entered into a lease with Yonge Elgin Mills Ltd. in 2014 and the lease has an expiry date of March 31, 2023. The lease has a five-year option for renewal. As these services are still required and the location is centrally located continuing the lease for an additional two years with a one-year option to renew is recommended while the organization evaluates potential alternative solutions for service delivery.

### **SERVICES PROVIDED**

The Collision Reporting Unit and Call Diversion Unit conducts the investigation of motor vehicle collisions. Members of the public are able to attend the facility to report accidents to motor vehicles. Incidents are investigated while temporarily parked in a designated area of the parking lot. These may be self driven vehicles or towed vehicles. The location is staffed by 16 sworn members and is open to the public seven days a week from 8am to 7:30pm.

In 2021, 4,124 accidents were self reported, 1,613 accidents were referred by our Communications Bureau, 51 accidents were officer referrals and 994 motor vehicle collisions were investigated by the Call Diversion Unit.

The Customer Service Unit provides Criminal Record Checks, Real Time Identification Fingerprint Services, Accident Reports and certain Incident Reports. During 2021 approximately 20,000 members of the public attended the location. This service is open to the public Monday, Tuesday and Thursday from 8am to 4pm, Wednesday and Friday from 10am to 6pm and is staffed by 16 civilian members.

## **4. Analysis**

An environmental scan of available properties was completed by external resources and the availability of suitable spaces to lease or purchase in the Richmond Hill and surrounding areas was undertaken. Suitable locations with the appropriate requirements for office space, parking for staff vehicles, parking for visitors and towed vehicles, access to public transportation were

very limited. In addition, York Regional Police has invested in the infrastructure of the leased space over the last eight years.

## **REPORTING REQUIREMENTS**

The lease has an annual payment obligation of more than \$250,000 and, accordingly, is considered a material lease under the Region's Capital Financing and Debt Policy. Therefore, the Board does require Regional Council's prior approval to enter into the renewal term, and must give notice to the Region's Treasurer for reporting purposes under that Policy.

## **5. Financial**

Funds in the amount of \$1,147,692 are included in the 2022 Operating Budget for rents including \$298,900 for the lease with Yonge Elgin Mills Ltd. The renewal lease for unit 107 and 108 of 7,603 square feet includes rent of \$24.50 and a proportionate share of realty taxes, common area maintenance and operating costs of an estimated \$15.74 per square foot for an annual cost of \$305,945 excluding HST.

The lease funding for 2023 and to renew each outlook year will be included in the annual operating budget proposal, subject to the approval of the Board and Regional Council.

## **6. Conclusion**

As the south end of the Region continues to grow and develop, it is necessary to continue to provide these services that are in a location that is easily accessible by the public and offers multiple functions. This will ensure that York Regional Police is capable of providing the highest quality of efficient and effective policing services.

Partially due to the COVID-19 pandemic and lessons learned with the technological advancements for some of the services delivered at this location, alternative methods are being evaluated and gradually implemented by the organization. By extending the lease for an additional two years it will provide the organization the necessary time to complete the review as well as continue the services provided to the community.

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Accessible formats or communication supports are available upon request.

Jim MacSween, B.A.A.  
Chief of Police

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