



25a.

To: Toronto Public Library Board – September 20, 2004

From: City Librarian

Subject: **Tenant Lease at 40 Orchard View Boulevard – North Toronto Green Community Inc.**

Purpose:

To obtain Toronto Public Library Board approval for the lease of surplus space at 40 Orchard View Boulevard to North Toronto Green Community Inc.

Funding Implications and Impact Statement:

Under the terms of the proposed lease, the Library will receive approximately \$7,806.72 (including Goods and Services Tax of \$510.72) of rental income in the first full year, comprised of annual net rent of \$2,000.47 and estimated operating costs and property taxes of \$5,806.25.

North Toronto Green Community Inc. has declined parking.

Recommendation:

It is recommended that:

- (1) the Toronto Public Library Board enter into a tenant lease agreement with North Toronto Green Community Inc. for:
 - (i) a twenty four (24) month period to begin October 1, 2004 and terminate on September 30, 2006;
 - (ii) basic rent of \$4.10 per square foot plus applicable taxes; and
 - (iii) operating costs and property taxes estimated at \$11.90 per square foot plus applicable taxes, subject to adjustments at the end of each fiscal year to reflect actual costs, with a five percent limit on any annual increase;
- (2) should North Toronto Green Community Inc. require parking, and spaces are available, a monthly fee of \$85 plus applicable taxes be charged for each parking space during the lease; and
- (3) appropriate staff be authorized and directed to take the necessary actions to give effect hereto.

Background:

North Toronto Green Community Inc. is a charitable organization established in 1994, partially funded by United Way, to improve the environment of North Toronto for the community and to promote conservation through grassroots action and the development of sustainable, self-supporting, long-term initiatives that are community-based. It wishes to lease 456 square feet of "rentable space" as identified by a measurement study completed in 2003 at Northern District Branch; this space is surplus to library needs.

Comments:

The proposed lease with North Toronto Green Community Inc. for Suite 252 at 40 Orchard View Boulevard is for a twenty-four (24) month term, October 1, 2004 to September 31, 2006, at a net annual basic rent of \$4.10 per square foot, and estimated operating costs and property taxes of \$11.90 per square foot, plus applicable taxes. The share of annual operating costs and property taxes are subject to adjustments at the end of each fiscal year to reflect actual costs, but any increase is limited to five percent each year. The limitation to the annual increase should not cause the Library any hardships.

The proposed lease rate is below market to reflect the non-profit nature of the tenant, but will allow the Library to recover its costs.

There are a limited number of parking spaces available. If the tenant requires parking and it is available, the proposal is to charge \$85 plus applicable taxes each month per parking space during the term of this lease.

The City's Facilities and Real Estate Division has assisted with the lease negotiations.

Conclusion:

It is recommended that the Toronto Public Library Board approve a twenty-four (24) month lease with North Toronto Green Community Inc.

Contact:

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Josephine Bryant
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List of Attachments:

Not applicable.