

Report to / Rapport au:

**OTTAWA POLICE SERVICES BOARD
LA COMMISSION DE SERVICES POLICIERS D'OTTAWA**

28 September 2020 / 28 septembre 2020

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

Contact Person / Personne ressource:

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SUBJECT: 350 COMET PRIVATE – SUBLEASE

OBJET: SOUS-BAIL AU 350, RUE PRIVÉE COMET

REPORT RECOMMENDATIONS

That the Ottawa Police Services Board approve the execution of a Sublease with Sky Service F.B.O. Inc. for approximately 267 sq. ft. of space located at 350 Comet Private for a period of 3 years commencing October 1, 2020.

RECOMMANDATIONS DU RAPPORT

Que la Commission de services policiers d'Ottawa approuve l'exécution d'un sous-bail avec Sky Service F.B.O. Inc. pour un espace d'environ 267 pi² situé au 350, rue privée Comet, pour une période de trois ans débutant le 1^{er} octobre 2020.

BACKGROUND

The Ottawa Police Service (OPS) Air Support Unit (ASU) operates a fixed wing aircraft that is stationed at the Ottawa International Airport. The ASU has an operational requirement to have office space and equipment storage in close proximity to the aircraft in order to ensure operational readiness. Prior to 2019, OPS had been provided office and storage space by Transport Canada in their building at the Ottawa International Airport; however Transport Canada chose to terminate that arrangement due to their own operational requirements leaving OPS to find an alternate space.

DISCUSSION

The ASU was temporarily relocated to the OPS station on Leitrim Road in 2019. This location is not suitable for the ASU and does not support their operational requirements as it is too far away from the aircraft. The OPS also needs the space that the ASU is currently occupying to support other operational needs.

The City of Ottawa Corporate Real Estate Office conducted a search for available office space on the Ottawa International Airport lands and found two available spaces. 350 Comet Private was deemed to be the most suitable based on proximity to the aircraft, size of space and price.

CONSULTATION

Public consultation is not a requirement for this report.

FINANCIAL IMPLICATIONS

Funding of \$14,300 for the lease, utilities, repairs and maintenance was included in the 2020 operating budget and was allocated to the cost centre 121427.

The lease, utilities, repairs and maintenance costs will be included in a new cost centre in the 2021 Budget and adjusted to \$7,000 reflect the lower lease cost.

| Lease Term | Rent PSF (including Operating Costs) | Annual Rent (Est.) |
|--|--|--------------------|
| October 1/2020 to September 30/2023 | \$20.00 | \$5,340.00 |

SUPPORTING DOCUMENTATION

N/A

CONCLUSION

To support the ASU, a requirement exists to lease space at 350 Comet Private. This unit is available at a very reasonable cost to OPS and relocating the ASU to this location will support the other OPS operational needs for space at our Leitrim station.