

**Meeting of the Board of Regents: May 15, 2024
Meeting of the Physical and Digital
Infrastructure Committee: May 8, 2024**

For Action

For Information

Title: Annual Lease Report: 2023-2024

Purpose:

To provide information on the university lease agreements

Recommendation:

For information only.

Background and Analyses:

The attached report summarizes information on all property lease agreements of Memorial University for the Fiscal Year 2023-2024. These leases are for external space occupied by the university (lessee) and the space it has leased to other organizations (lessor).

The *Public Procurement Act* (PPA) requires a public tender call or Request for Proposals (RFP) for leases where the term of the lease is over \$100,000 and a limited call (three invited bids) for leases where the term of the lease is between \$10,000 and \$100,000.

s. 29(1) (a)



The following points provide a high-level summary of the report about the procurement of space.

- Where Memorial is the Lessor, 12 leases were sole-sourced due to either the amount being within the allowable threshold, the lease being with a Government agency where the PPA does not apply, the location was specific to a need which permitted an exception to the PPA and in a single case the risk of moving the contents at the current location was too high and an exception to the PPA was made.
- Where Memorial is the Lessee, 24 leases were sole sourced due to either the amount being within the allowable threshold, the lease being with a Government agency where the PPA does not apply, the location and requirements (i.e. specific research requirements) were specific to a need which permitted an exception to the PPA, or a request was made from a vendor or Memorial entity which was approved.

- Where MUN is the Lessee specific to Faculty of Medicine accommodations, 2 leases were a result of sole sourcing after an RFP was issued and no proposals were received.

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Anticipated Financial and Human Resource Impacts:

Financial impacts are detailed in attachment.

Considerations:

Framework and Strategic Considerations: For information only.

Indigenous Considerations: For information only.

Legal Considerations: The *Public Procurement Act*, as outlined above, is the relevant legislation.

Governmental Considerations: The government imposed a temporary freeze on the university's footprint in 2021



s. 29(1) (a)

Pan-University Considerations: For information only.

Jurisdictional Information: For information only.

Consultation: Not applicable.

Communication: None. For information only.



s. 40(1)

Lisa Browne
Vice-President (Finance,
Administration and Advancement)



s. 40(1)

Dr. Neil Bose
President and Vice-Chancellor
pro tempore

April 30, 2024

**Memorial University of Newfoundland Rental Listing
(Memorial University as Lessee)**

Lessor	Location	Purpose	Annual Cost	Lease Period	Public Tender Issued?	# of Bids Received	Awarded to Lowest Compliant Bid?
Argentia Management Authority	Argentia – Southwest Runway (License to Occupy)	Storage/research HF-ROSA	\$6,000 plus HST	January 2024 – December 2024	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A	N/A
CA Pippy Park Commission	327 Mount Scio Road	Storage and Workshop for Botanical Garden	\$1.00	March 2013 – March 2023 s. 29(1) (a)	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K. Current lease expired and negotiations ongoing.	N/A	N/A
City of St. John's	495 Water Street	Office Space for Genesis Group	\$1.00	April 2020 – March 2024 s. 29(1) (a)	Not required – PPA is not required when leasing from another Government agency. The current lease has an option to renew for two terms (one year each).	N/A	N/A
Corner Brook Pulp and Paper	2 Mill Road, Corner Brook (land and building)	Centre for Research and Innovation	\$1.00	April 2021 – April 2036	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A	N/A
DieTrac Institute	Lewisporte	Marine Institute office space	\$1.00	Oct 2019 – Sept 2024	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A	N/A
Future First Inc.	3 Hardy Ave., GFW	Space for School of Nursing	\$198,050.04 (plus HST)	September 1, 2023 – August 31, 2033	Yes, TNU-039-22	4	Yes, Future First Inc.
Goose Real Estate Ltd	171 Hamilton River Road, HVGB	Space for Labrador Institute	\$245,000 (plus HST)	Sept 1, 2022 – Aug 31, 2027	Yes, TFM-078-21	1	Goose Real Estate

Lessor	Location	Purpose	Annual Cost	Lease Period	Public Tender Issued?	# of Bids Received	Awarded to Lowest Compliant Bid?
Goose Real Estate Ltd	217 Hamilton River Road, HVGB	Space for School of Nursing	\$50,490	June 1, 2023 – May 31, 2028	Yes, TFM-078-21	1	Goose Real Estate
Johnson Geo Centre Foundation	Signal Hill Road (Crown Lease 110777)	Geological Museum and Walking Park	\$1.00	March 2019 – March 2118	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A	N/A
McCurdy Enterprise Limited	1 Markham Place, Gander	Faculty of Nursing Space	\$327,600 (plus HST)	September 1, 2023 – August 31, 2033	Yes, TNU-038-22	3	Yes, McCurdy Enterprises Limited
Moore Holdings Ltd.	1 Duffy Place	Maritime History storage	\$43,451 (plus HST)	April 2023 – March 2029 (New Lease in progress)	Yes, TFM-120-11 for original lease. New lease in progress. Exception to open call was made because of the risk associated with moving the documents.	N/A	N/A
Provincial Government	Arts and Culture Centre	Music, Media and Place (MMaP) Centre, School of Music	\$33,176 (plus HST)	Sept 2016 – Aug 2020 (Renewal in progress)	Not required - PPA is not required when leasing from another Government agency.	N/A	N/A
Provincial Government	Marine Institute	Radionuclide Station	\$1.00	April 2005 – March 2030	Not required – PPA is not required when leasing from another Government agency.	N/A	N/A
Provincial Government	St. Brides (Crown Land)	Oceanographic weather research	\$100.00	New application sent to government	Not required – PPA is not required when leasing from another Government agency.	N/A	N/A
Snelgrove's Realty	80 Mud Lake Road, HVGB	Land	\$22,500	Feb 2023 – Jan 2024	Not required – ajk under lease threshold of \$100K. Exception to limited call because it was a sole source due to specific location. Original lease is renewable on an annual basis with no end date.	N/A	N/A

Lessor	Location	Purpose	Annual Cost	Lease Period	Public Tender Issued?	# of Bids Received	Awarded to Lowest Compliant Bid?
St. James United Church	330 Elizabeth Avenue	Parking lot	\$0	May 2012 – Indefinitely	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A	N/A
15132738 Canada Inc. (Stephenville Dymond International Airport)	13 Tennessee Drive, Stephenville	Emergency response training	\$180,000 (plus HST)	September 1, 2023 – August 31, 2033	No. Exception to open call completed as building was built specifically for this type of training and this is renewing a lease that has been in place since 2003 with the new owners of the airport.	N/A	N/A
Viking Corp Ltd	75 Tiffany Court	Pharmacy	\$104,625 (plus HST)	November 2021 – October 2022 (Lease in Month to Month)	Yes, TFM-027-17 for original lease. Month to month extension as agreed to in the original lease 2017-2020.	Unknown	Unknown
Total Annual Rental Cost:			\$1,210,998				

**Memorial University of Newfoundland Rental Listing
(Memorial University as Lessor)**

Lessee	Location	Purpose	Annual Income	Lease Period	Public Tender?	# of Bids Received
14410211 Canada Inc (DBA Cytochrome)	CDRF, CD-1023	Research Space	\$26,796 (plus HST)	June 2023 – May 2024	Not required – under lease threshold of \$100K. Limited call not required because it was a sole source due to specific research requirements. A new lease will be created for June 2024-May 2025 and rates will be assessed.	N/A
14410211 Canada Inc (DBA Cytochrome)	OSC, OS-3011	Research Space	\$33,000 (plus HST)	April 2024 – March 2025 (Lease in progress)	Not required – under lease threshold of \$100K. Limited call not required because it was a sole source due to specific research requirements.	N/A
Autism Society	St. John's Campus	Land Lease	\$1.00	Dec 2003 – Nov 2102	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Bank of Nova Scotia	Level 2, Science Bldg.	Automated Banking Machine	\$13,650 (plus HST)	Sept 2014 – Sept 2024 (Auto Renew)	Not required because financial services were exempt and based on previous public tender act when this lease was finalized.	N/A
Bell Mobility Inc.	Earth Sciences Bldg.	Telecommunications Facility	\$19,500 (plus HST)	Dec 2021 – Nov 2026	Not required – under lease threshold of \$100K. Request from vendor approved.	N/A
Booster Juice Inc.	Smallwood Centre, UC3012K and UC1017H	Retail and storage space	\$188,760 (plus HST)	May 2023 – April 2028	Original lease 2007 – 2012. Extension as agreed to in original lease for 2012-2017. New lease completed for 2017-2023. Extension as agreed to in prior lease 2023-2028.	Unknown
C-CORE	St. John's	C-CORE Bldg. and Centrifuge Bldg.	\$1.00	(SIE space is "in-kind") July 2022 – June 2027	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A

East Link (Bragg Communications)	Earth Sciences Building	Telecommunications site	\$16,000 (plus HST)	May 2019 – April 2029	Not required – under lease threshold of \$100K. Request from vendor approved.	N/A
ExxonMobil Canada Properties	Ocean Sciences Centre	Fibre optic telecommunications cable	\$10,000 (plus HST)	Nov 2016 – Oct 2031	Not required – under lease threshold of \$100K. Request from vendor approved.	N/A
Federal Government	Marine Institute	Radionuclide Station	\$1.00	April 2005 - March 2030	Not required – PPA is not required when leasing from another Government agency.	N/A
Genesis Group Inc.	Signal Hill Campus	Office space	\$1.00	(SIE space is “in-kind”). New lease in progress	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Graduate Students' Union	Field Hall	Office space	\$1.00	July 2021 – June 2026	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Grenfell Campus Students' Union (GCSU)	Student Centre Annex, Grenfell Campus	Offices and student support services	\$12,000	Jan 2013 – Dec 2018 (New lease in progress)	Not required – under lease threshold of \$100K. Exception to limited call because of a sole source for a Memorial entity.	N/A
Gros Morne Healthy Oceans	Boone Bay Aquarium and Research Station	BB-207	\$12,000 (plus HST)	April 1, 2023 – March 31, 2024	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Institute for Marine Dynamics	St. John's Campus	Land lease	\$1.00	June 1981 – May 2081	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Irving Oil Limited	Pier 25, Southside Road, St. John's NL	Lands and/or water lot (Marine Institute lease)	\$850,000 (plus HST, years 1-20)	Aug 2015 – July 2055	Not required - sole source due to specific location of land/water access.	N/A
National Research Council of Canada (NRC)	EN-3024, S.J. Carew Building	Office space	\$3,609 (plus HST)	Jan 2021 – Dec 2022 (Lease under review)	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Newfoundland Power	Area of 310 Elizabeth Avenue	Easement agreement	\$1.00	Indefinitely	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A

Newfoundland Power	Lands Near Artic Ave (North Campus Substation)	Lease and easement agreement	\$1.00	January 2020 – December 2044	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Mary Browns Inc	Smallwood Centre, UC3012C and UC1017E	Restaurant and storage space	\$325,200 (plus HST)	Sept 2022 - August 2027	Yes, RFP-116-21	1
MUN Students' Union (MUNSU)	Smallwood Centre	Breezeway Bar and associated rooms	\$1.00	January 2021 – December 2025	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
PMH Holdings	Botanical Garden	Café	\$7,093 (plus HST)	Nov 2021– Dec 2026	Yes, RFP-067-21	1
Panda Foods Inc	Smallwood Centre, UC3011	Retail and storage space	\$260,400 (plus HST)	June 2020 – July 2025	Original lease signed 2007. Current lease assigned from the previous owner. Consent to Assignment of Lease September 2022.	N/A
Public Works Canada	Canadian Forestry Services Centre, Corner Brook	Office, laboratory and storage space	\$462,890	Mar 2021 – Feb 2031	Not required – PPA is not required when leasing from another Government agency.	N/A
Queen's College	Third Level	Use of Queen's College Corp.	\$1.00	June 2019 – June 2044	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Redmond, Dr. P. and A. Keefe Dental Corp.	Smallwood Centre, UC3020	Dental Office space and storage space	\$489,996 (plus HST)	Sept 01, 2020 – Aug 31, 2026	Yes, RFP-093-19	2
Rogers Communications Inc.	Earth Sciences Building	Telecommunications Site	\$19,992 (plus HST)	May 2022 – April 2027	Not required – under lease threshold of \$100K. Request from vendor approved.	N/A
Ronald McDonald House	Clinch Crescent	Land Lease	\$1.00	June 2010 – May 2109	Not required – under lease threshold of \$100K. Limited call not required because less than \$10K.	N/A
Royal Bank of Canada	Smallwood Centre – UC3018	Banking Services	\$600,000 (plus HST)	August 2021 – July 2026	Yes, RFP-095-19	1
Shri Sachi Inc.	Smallwood Centre, UC3012F	Café Depot	\$287,646 (plus HST)	April 30, 2024 – April 29, 2029	Yes, RFP-067-23	1

Lessee	Location	Purpose	Annual Income	Lease Period	Public Tender?	# of Bids Received
Shri Sachi Inc.	Smallwood Centre, UC3012E	Manchu Wok	\$240,000 (plus HST)	May 2023 – April 2028	Expression of interest issued and original lease completed in 2017. Lease assigned from the previous owner.	1
Shri Sachi Inc.	Smallwood Centre, UC3012H	Pizza Delight, Just Fries	\$259,200 (plus HST)	May 2023 – Dec 2025	Yes, TFM-030-19 Lease assigned from the previous owner.	6
Transportation and Works	Coughlan College	Student Aid Office	\$89,824 (plus HST)	April 1, 2018 – March 31, 2021 (Currently held over)	Not required – PPA is not required when leasing from another Government agency.	N/A
Total Annual Income:			\$4,227,567			

**Memorial University of Newfoundland
Rural Leases for the Faculty of Medicine
(Memorial University as Lessee)**

s. 37(1) (a)

Lessee	Location	Purpose	Sq.Ft/Cost Per Sq. Ft.	Annual Cost	Lease Period	Public Tender?	# of Bids Received
11140 Newfoundland Inc.		Housing for medical residents	NA	\$30,000	April 2024 – March 2025	Extension – as outlined in original lease awarded under RFP-117-22.	1
11140 Newfoundland Inc.		Housing for medical residents	NA	\$30,000	April 2024 – March 2025	Extension – as outlined in original lease awarded under RFP-117-22.	1
11140 Newfoundland Inc.		Housing for medical residents	NA	\$30,000	April 2024 – March 2025	Extension – as outlined in original lease awarded under RFP-117-22.	1
Balsom, Ed		Housing for medical residents	NA	\$22,200	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-081-22.	4
Balsom, Ed		Housing for medical residents	NA	\$13,800	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-081-22.	4
Coleman, Eleanor		Housing for medical residents	NA	\$37,200	Sept 2023 – Aug. 2025	Yes, RFP-052-23 Sole sourced because there were no bids received.	0
Furlong, Cathy		Housing for medical residents	NA	\$30,000	Dec 18, 2023 – April 7, 2024	Yes, RFP-035-23 Sole sourced because there were no bids received.	0
Gill Investments Ltd.		Housing for medical residents	NA	\$45,540	Apr 2024 – Mar 2025	Extension – as outlined in original lease awarded under RFP-114-22.	3
Greenham, Eli and Inez J.		Housing for medical residents	NA	\$13,200	June 2023 – May 2024	Extension – as outlined in original lease awarded under TMD-011-22.	2
Hulan, Tristan		Housing for medical residents	NA	\$28,800	Aug 2023 – July 2025	Yes, RFP-038-23	3

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Lessee	Location	Purpose	Sq.Ft/Cost Per Sq. Ft.	Annual Cost	Lease Period	Public Tender?	# of Bids Received
Ian White Rentals		Housing for medical residents	NA	\$33,540	Nov 2023 – Oct 2024	Extension – as outlined in original lease awarded under RFP-082-22.	1
Ian White Rentals		Housing for medical residents	NA	\$33,540	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-082-22.	1
Kane, Ryan		Housing for medical residents	NA	\$36,000	Dec 2023 – Nov 2025	Yes, RFP-071-23	6
Langer, Nicholas		Housing for medical residents	NA	\$25,040	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-078-22.	1
Langer, Nicholas		Housing for medical residents	NA	\$16,100	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-078-22.	1
Langer, Nicholas		Housing for medical residents	NA	\$34,128	July 2021 – June 2024	Yes, TMD-039-21	1
MacDonald, Martina		Housing for medical residents	NA	\$10,800	June 2023 – May 2024	Extension – as outlined in original lease awarded under TMD-009-22.	3
Maher, Francis		Housing for medical residents	NA	\$15,000	Dec 2023 – Nov 2025	Yes, TMD-010-22	3
O'Keefe, Brian and Maxine		Housing for medical residents	NA	\$30,000	Apr 2024 – Mar 2025	Extension – as outlined in original lease awarded under RFP-115-22.	2
Pelley, Ann Michele		Housing for medical residents	NA	\$39,820	Dec 2023 – Nov 2025	Yes, RFP-071-23	6
Pomeroy, William and Karen		Housing for medical residents	NA	\$36,000	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-083-22.	7
Power, Bernard		Housing for medical residents	NA	\$28,800	Apr 2024 – Mar 2025	Extension – as outlined in original lease awarded under RFP-118-22.	1

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Lessee	Location	Purpose	Sq.Ft/Cost Per Sq. Ft.	Annual Cost	Lease Period	Public Tender?	# of Bids Received
Rideout, Jason		Housing for medical residents	NA	\$14,400	June 2023 – May 2024	Extension – as outlined in original lease awarded under TMD-011-22.	2
Smith Realty Ltd.		Housing for medical residents	NA	\$30,000	Dec 2023 – Nov 2025	Yes, RFP-063-23	3
Tizard, Danita		Housing for medical residents	NA	\$22,400	Sept 2023 – Aug 2024	Yes, RFP-051-23	2
Tucker, Michael		Housing for medical residents	NA	\$42,021	Oct 2023 – Sept 2024	Extension – as outlined in original lease awarded under RFP-083-22.	7
Watton, Laura		Housing for medical residents	NA	\$28,800	June 2021 – June 2024	Yes, TMD-040-21	1
Total Annual Rental Cost:				\$757,129			