

Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Edward Hilton, Economic Development Officer
Date: October 28, 2026
Subject: Real Estate Brokerage Services for 135 Burleigh Street

Recommendation:

That Council receive this report for information.

Background:

The Township issued Request for Quotation (RFQ) 06-26 seeking qualified real estate brokerage services to provide real estate marketing, leasing, sales, and advisory services on an as-required basis for a two-year term.

As part of the Township's efforts to maximize the utilization of municipal assets, staff identified the available space at 135 Burleigh Street, Apsley as requiring marketing and leasing services as the Request for Expression of Interest (REOI) process was unsuccessful for this available space.

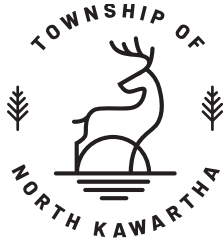
The RFQ-06-26 closed on October 22, 2026, at 2:00 p.m. and was publicly advertised in accordance with the Township's procurement practices.

Analysis:

A total of two (2) compliant submissions were received and evaluated in accordance with the criteria established within the RFQ documents.

The evaluation criteria were:

- Experience and Qualifications (25%)
- Marketing Approach (25%)
- Commercial Leasing Experience (20%)
- Local and Regional Market Knowledge (20%)
- Fee Structure (10%)



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Following the evaluation process, RE/MAX County Classics Brokerage Ltd. submitted by Clark Breuls achieved the highest overall score and was identified as the preferred proponent.

The evaluation considered the proponents' experience with commercial leasing, rural and vacant land transactions, knowledge of the local and regional real estate market, proposed marketing approach, and fee structure.

In accordance with delegated authority by the CAO, staff will proceed with engaging County Classics Brokerage Ltd. (Apsley) to market and lease the available office space at 135 Burleigh Street.

Staff will work with the selected brokerage to finalize listing arrangements, develop marketing materials, and commence tenant recruitment efforts.

Financial Implications:

Any brokerage commissions will only be incurred upon successful leasing activities and will be funded from the applicable operating budget associated with the property.

Leasing the available space is anticipated to generate revenue and contribute toward the efficient utilization of municipal facilities.

Strategic and/or Other Plans:

2026 Capital Budget

Township of North Kawartha 2023-2026 Strategic Plan

Township of North Kawartha 2023–2026 Strategic Economic Development Plan

In Consultation With:

Shannon Hunter, CAO

Attachment:

None