

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: August 24, 2026
Subject: Staff Report - RFQ for Realtor at 135 Burleigh Street

Recommendation:

That Council receive the report regarding the vacant commercial space located at 135 Burleigh Street for information purposes.

Background:

In a previous report to Council regarding the vacant commercial space located at 135 Burleigh Street, staff identified three potential approaches to marketing and leasing the unit:

- Request for Expressions of Interest (REOI);
- Township-led marketing with an established asking rent; and
- Engagement of a commercial real estate brokerage.

Council subsequently directed staff to proceed with a Request for Expressions of Interest (REOI) to gauge market interest and identify potential tenants for the space.

The REOI was publicly advertised and remained open for submissions during the prescribed period. No completed Expressions of Interest were received prior to the closing date.

Following the conclusion of the REOI process, the CAO has exercised delegated authority under the Township's Procurement Policy to authorize a Request for Quotation (RFQ) for commercial real estate brokerage services.

This report is being provided to Council in open session for information purposes and to provide transparency regarding the process selected to market and lease the property.



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Analysis:

The Request for Expressions of Interest process concluded without any completed submissions being received. As a result, additional efforts are required to secure a tenant for the vacant commercial space at 135 Burleigh Street.

The RFQ process was selected as it provides a transparent and competitive method of identifying a qualified brokerage capable of marketing the property and assisting the Township in securing a tenant. Interested brokerages will be invited to provide information regarding their commercial leasing experience, proposed commission structure, marketing strategy, experience with similar properties, and the qualifications of the proposed listing agent or support team.

Staff remain of the opinion that engaging a real estate brokerage is the most effective way to maximize market exposure, as it provides access to MLS and a broader pool of prospective tenants than Township advertising alone.

Staff further note that there is competition for commercial tenants within the community and surrounding area. Ensuring the property receives broad market exposure is considered important in supporting the Township's efforts to secure a tenant for this municipal asset.

As the RFQ process has been authorized under delegated authority, no Council decision is required at this time.

Financial Implications:

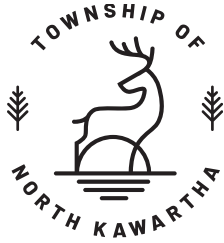
Should a lease be successfully negotiated, the Township would be responsible for payment of the commission established through the brokerage agreement resulting from the RFQ process.

The commission would only be payable upon the successful execution of a lease. Professional brokerage services are expected to assist the Township in marketing and leasing a currently vacant municipal asset.

Strategic and/or Other Plans:

- Township of North Kawartha 2023 – 2026 Strategic Plan
- Infrastructure
- Economy

Township of North Kawartha 2023 – 2026 Strategic Economic Development Plan



- Development
- Infrastructure
- Economic Diversification

In Consultation With:

Shannon Hunter, CAO

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