

BRIEFING NOTE

TO: Board of Directors

FROM: Fazal Khan, Registrar/CEO

DATE: December 1, 2025

SUBJECT: Lease Renewal

☐ For Decision

☒ For
Information/Discussion

☐ Monitoring Report

Purpose:

To seek input from the Executive and Board regarding future space planning for the College premises.

Background:

The College's existing premise lease expires in June of 2027. As part of our due diligence, the administrative team have been monitoring the rental real estate market over the past year. As part of that due diligence, we have engaged our agent to discuss options with our existing landlord. Remaining at our current location would appear to be a practical course of action, saving construction and relocation costs.

With the occurrence of the pandemic in 2020, the College has operated from fully in-office to fully remote and currently operates as a hybrid workplace with two fixed in-office days and three remote days. One of our unoccupied office days are rented to the College of Respiratory Therapists with an occasional extra rental day requested as needed.

For Consideration:

To move further with the landlord in establishing an additional rental term, the agent has indicated that the college would have to provide a formal offer to lease the premises. As this is a substantial reoccurring expense, the administrative team is seeking input from the Executive and Board prior to taking any binding steps.

With the ability to work remotely, some organizations have chosen to give up their physical premises and have moved to a fully remote model of operation. Having experienced both styles of work models, the administration has settled into a fixed hybrid model of attendance. Having two fixed days of in-office attendance provides the staff to collaborate withing their department as well as across other teams. It offers an ability for the executive team to connect with all staff members as well as providing the best onboarding experience for new team members.

Having returned to a model of two in-person board meetings per year, the ability to host those meetings as well as conduct hearings on site is both cost effective and efficient with access to staff resources on site. Furthermore, there are certain administrative functions that require equipment housed onsite such as badge printing.

Finally, the College has mitigated some of its rental costs with the conversion of our office spaces to a shared hoteling space, allowing us to rent out unused capacity and recover some costs towards rental expenses. Currently we rent one of our 3 unused days to the CRO.

Public Interest Considerations:

To fulfil its public interest mandate, it is imperative that the College have the appropriate resources to support its administrative functions.

Action Required:

To provide direction on whether it remains prudent to maintain a physical premise for the College so that the administrative team can then plan next steps.

Recommendations:

The administrative team recommends maintaining a physical location for the College and to negotiate to remain in the existing location. With the lighter usage of the premise during the pandemic and the regular maintenance of our space, the current office remains in excellent condition and fit for purpose. Moving brings with it the potential for costly leasehold improvements, moving costs and disruption of operations. Finally, with the space sharing agreement that we have with the CRO, our net rental costs remain below our initial occupancy of our premises.

The Executive Committee discussed the issue at its last meeting and agrees that maintaining a physical premise is an appropriate course of action.