
TO: CITY MANAGER **DATE:** 2014 January 16

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

SUBJECT: WESTERN COMMUNITY-CENTRED COLLEGE FOR THE RETIRED
- LEASE RENEWAL

PURPOSE: To request authorization for the preparation and execution of a five year licence agreement for the Western Community-Centred College for the Retired.

RECOMMENDATION:

1. **THAT** authorization be given for the preparation and execution of a five year licence agreement for the Western Community-Centred College for the Retired on the terms set out in the attached report.

REPORT

At its 'Open' Meeting of 2014 January 15, the Parks, Recreation and Culture Commission received the attached report and adopted the two recommendations contained therein.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DE:tc

Attachment

P:\Admin\c\Data\Council\140115\PK - Western Community-Centred College for The Retired - Lease Renewal

Copied to: City Solicitor
Director Planning & Building
Director Finance

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

**SUBJECT: WESTERN COMMUNITY-CENTRED COLLEGE FOR THE RETIRED -
LEASE RENEWAL**

RECOMMENDATIONS:

1. **THAT** authorization be given for the preparation and execution of a five year licence agreement for the Western Community-Centred College for the Retired on the terms set out in this report.
2. **THAT** Council be requested to concur.

REPORT

The lower floor and three classrooms of the Kingsway East 1914 School at 6650 Southoaks Crescent has been leased to the Western Community-Centred College for the Retired since 2002. The existing five year agreement has expired. The recommended term would continue from 2014 February 01 to 2019 January 31. The leasable portion of the lower floor of the 1914 building totals approximately 3,000 square feet. The space also includes a central lobby and small reception area. The tenant has not requested additional tenancy improvements in this renewal.

The upper floor of the 1914 building consists of a 3,000 square foot community hall that is currently utilized for The City of Burnaby Parks and Recreation programming and allotments. It is recommended that Parks, Recreation & Cultural Services staff continue the responsibility for managing both upper floor allotments, as well as the lower floor licence agreement.

The tenant is currently paying \$ 688.00 a month plus applicable taxes. The proposed monthly rent is \$702.00 per month plus taxes. Under the existing agreement, the landlord is responsible for all utilities, repairs, maintenance and janitorial services. The organization currently receives a Permissive Tax Exemption and does not pay property taxes. All provisions from the current license agreement regarding the Landlord and Tenants Covenants are recommended to be continued. The tenant is agreeable to the terms as outlined in this report.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: WESTERN COMMUNITY-CENTRED COLLEGE
FOR THE RETIRED - LEASE RENEWAL

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Western Community-Centred College for the Retired is a stable and good tenant and provides a well utilized community service. Board members have co-operated and collaborated with the City's Parks, Recreation and Cultural Services staff and service departments.

CONCLUSION

It is recommended that Council authorize the lease of a portion of 6650 Southoaks Crescent to Western Community-Centred College for the Retired under the terms and conditions outlined in this report. With Council's approval, staff will undertake the necessary contractual arrangements.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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Director Planning & Building
Director Finance