

## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE  
COMMISSION

**DATE:** 2018 Nov 08

**FROM:** DIRECTOR PARKS, RECREATION &  
CULTURAL SERVICES

**FILE:** 09500-20

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

**PURPOSE:** To obtain approval for the license agreement renewal with the Western  
Community-Centred College for the Retired.

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**RECOMMENDATIONS:**

1. **THAT** approval be granted to renew the license agreement with the Western Community-Centred College, for an additional five-year term beginning 2019 January 01, and ending on 2023 December 31 under the terms and conditions as outlined in this report.
2. **THAT** the Parks, Recreation and Culture Commission recommend Council approve the renewal of the licence agreement with the Western Community-Centred College for the Retired as outlined in this report.
3. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to execute a licence agreement with the Western Community-Centred College for the Retired as outlined in this report.

**REPORT****INTRODUCTION**

The lower floor and three classrooms of the Kingsway East 1914 School at 6650 Southoaks Crescent have been leased to the Western Community-Centred College for the Retired since 2002. The existing five-year agreement will expire 2018 December 31. The recommended term would continue from 2019 January 01 to 2023 December 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.

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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 \$ 739.50 a month plus applicable taxes. The proposed monthly rent is \$760.95 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. 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.

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.

## **POLICY SECTION**

### **Goal**

- A Connected Community
  - Social connection –  
Enhance social connections throughout Burnaby
- An Inclusive Community
  - Create a sense of community –  
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
  - Community involvement –  
Encourage residents and businesses to give back to and invest in the community

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## RECOMMENDATION

It is recommended that Parks, Recreation and Culture Commission approve the renewal of the licence agreement with the Western Community-Centred College for the Retired.



Dave Ellenwood  
DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

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cc: City Solicitor  
Director Planning & Building  
Director Finance