

Staff Report

Original signed by: City Manager Johnson

Report Date: July 19, 2022

Meeting Date: July 26, 2022

To: City Manager

From: Director of Community Services

Subject: Quesnel Downtown Business Association Lease – Spirit Centre

Purpose

The purpose of this report is to obtain Council approval to enter into a Lease Agreement with the Quesnel Downtown Business Association (DBA) for the use of office space in Spirit Centre.

Summary

- The DBA has had a lease for an office in the Spirit Centre since August 1, 2017.
- The current lease expired in the spring but has been extended on a month to month basis under the same terms and conditions.
- The proposed new lease will commence August 1, 2022 with a term of fifty-six months to coincide with the March 31, 2027 end date for the lease that the City has with the property owner.
- The proposed lease rate has been increased by 5% over the current lease rate and has been fixed for the term of the agreement which is consistent with the increase to the City's base lease rate.
- No other significant changes have been made to the proposed lease.
- Under the terms of the lease, the Downtown Business Association will continue to provide limited supervision and administrative support to Spirit Centre, including administering community bookings of the community space.

Recommendation

THAT COUNCIL enter into the attached fifty-six month agreement with the Quesnel Downtown Business Association for the use of approximately 306 square feet of office space and shared access to approximately 1,075 square feet of common area, including a conference room and washroom, in the Spirit Centre a building leased by the City and located at 101 - 246 St. Laurent Avenue;

AND THAT the Mayor and the Corporate Administrator be authorized to execute such documentation as required to complete the Agreement.

Financial Implications

The DBA lease will generate approximately \$7,800 per year.