

# Staff Report to Council

Financial Services

FILE: 01-0640-01/23

**REPORT DATE:** February 17, 2023

**MEETING DATE:**

February 28, 2023

**TO:** Mayor and Council

**FROM:** Christi Manson, Procurement & Contract Administrator

**SUBJECT:** Summary of Annual Renewal, Leases and Licenses to Occupy Municipally Owned Property and Park Caretaker Agreements

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Direct staff to pursue or renew agreements as outlined in Attachment A of the Summary of Annual Renewal Leases, Licences to Occupy Municipally Owned Property and Park Caretaker Agreements report dated February 17, 2023 ; AND
  - B. Approve a 6.8% CPI increase to agreements that have an annual CPI increase stated within the existing agreement terms.; AND
  - C. Approve the reclamation of space in the Annex Building currently occupied by BC Emergency Health Services to create additional office space for City staff; OR
  - D. Other.
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**PURPOSE**

The purpose of this report is to provide an annual update of the City's leases, licenses and park caretaker agreements. Staff are seeking direction to pursue or renew existing agreements as well as approve applicable CPI increases where appropriate agreement terms exist.

☐ Information Report

☐ Decision Report

☒ Direction Report

## **DISCUSSION**

### **Background:**

Council Policy C040 outlines a process for the renewal of leases and licenses to occupy. An annual report and update to Council forms a key part of the process.

### **Relevant Policy, Bylaw or Legislation:**

C040 – Leases and Licenses to Occupy Municipally Owned Property are created to provide revenue to the City which may offset some servicing costs, or alternately a service to the community that Council finds appropriate.

### **Analysis:**

The average annual Consumer Price Index (CPI) for Vancouver in 2022 was 6.8%. A 6.8% increase will be added to any new or renewed agreement that has an annual CPI stated within the existing agreement terms.

The current 2023 leases and licenses to occupy shown in Attachment A project annual fees of \$472,084.59.

The BC Emergency Health Services (BCEHS) lease expires in September 2023. In light of increased demands for staff work and meeting spaces, staff recommend reclaiming the space. Staff has reached out to BCEHS to enquire about their plans and are awaiting response at the time of writing this report. In the intervening time, until the lease expires, if staff becomes aware of substantive information from BCEHS indicating ambulance service would be adversely and notably impacted by not renewing the lease, staff will return to Council seeking permission to proceed with reclaiming the space.

Staff will pursue renewal as provided within the terms for the remaining existing agreements expiring over the coming year which are included in Attachment A.

### **COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☐ Principled Governance      ☐ Balanced Economic Prosperity      ☒ Corporate Excellence  
☐ Community Spirit & Wellbeing      ☐ Transportation & Infrastructure Initiatives  
☐ Not Applicable

Provision of this annual update demonstrates accountability and responsible financial management regarding municipally owned property.

**WORKPLAN IMPLICATIONS**

- ☒ Already accounted for in department workplan / no adjustments required  
☐ Emergent issue / will require deferral of other priority(ies)  
☐ Other

**FINANCIAL IMPLICATIONS**

- ☐ None      ☐ Budget Previously Approved      ☐ Referral to Business Planning  
☒ Other

As outlined within this report.

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**PUBLIC PARTICIPATION**

- ☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate ☐ Empower
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**KATZIE FIRST NATION CONSIDERATIONS**

Referral      ☐ Yes      ☒ No

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**SIGN-OFFS****Written by:**

Christi Manson,  
Procurement & Contract Administrator

**Reviewed by:**

Cheryl Harding,  
Director of Financial Services

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**ATTACHMENT(S):**

- A. Summary of Leases, Licenses to Occupy and Park Caretaker Services