CITY OF KELOWNA

MEMORANDUM

Date: July 17, 2007
File No.: 2380-20

To: City Manager

From: Property Manager

Subject: **Central Okanagan Regional District Sub-Lease of Kick Start Kelowna Space**

RECOMMENDATION:

THAT City Council approves the sub-licence of an office space in the Kick Start Kelowna Office based on the attached criteria, in the City standard format with "Central Okanagan Regional District" for the Sub-Lease of an office space and use of the boardroom at the Kick Start Kelowna Office;

AND THAT the Mayor and City Clerk be authorized to execute the sub-license;

AND THAT the 2007 Financial Plan be amended accordingly.

BACKGROUND:

July 5, 2006 the Civic Properties Manager was granted approval from Council to enter into a lease with Prospero for office space for the Kick Start Kelowna staff. At the same time Council was advised that Civic Properties would enter into a sub-lease with the Central Okanagan Regional District which would provide office and meeting room space for the Drug Policy Coordinator.

The staffing position has been filled and the new coordinator will be starting August 20, 2007. While it has taken a significant time for CORD to find the best person for the job, they have been paying their monthly rent once the final occupancy permit was obtained.

Base Terms of Sub-License is

Term:	same as the Kick Start head lease of three (3) years
Renewal:	one – two year renewal option
Rate:	15% of the gross rent $4,500 per year plus GST
Tenant Improvements:	15% of the fit up costs or $17,204

FINANCIAL/BUDGETARY CONSIDERATIONS:

Financial Plan

INTERNAL CIRCULATION TO:

City Clerks Office
Risk Manager

Considerations that were not applicable to this report:

LEGAL/STATUTORY AUTHORITY:
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:
EXISTING POLICY:
PERSONNEL IMPLICATIONS:
TECHNICAL REQUIREMENTS:
EXTERNAL AGENCY/PUBLIC COMMENTS:
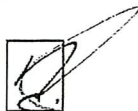**ALTERNATE RECOMMENDATION:**

Submitted by:

R. Forbes – Property Manager

Approved for Inclusion:
cc: Director of Financial Services
       Parks Manager
       Civic Properties Manager