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**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, 03 FEBRUARY 2010**

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**SUBJECT**      **CAPITAL REGIONAL DISTRICT BYLAW AND ANIMAL CARE SERVICES -  
OFFICE LEASE RENEWAL**

**PURPOSE**

To seek Board approval to renew the Capital Regional District (CRD) Bylaw Services office tenancy at 212 - 2780 Veterans Memorial Parkway, Victoria, BC, V9B 3S6, by way of lease.

**BACKGROUND**

The CRD Bylaw Enforcement division presently occupies 1,795.48 usable square feet of office space on the second floor of Millstream Centre, Unit 212 - 2780 Veterans Memorial Parkway, in the City of Langford. The current five-year lease expires September 30, 2011.

The existing office space presently accommodates 10 to 15 staff depending on seasonal fluctuations. In 2002, the CRD Board approved an investment up to \$25,000 in tenant improvements necessary to improve the function and performance of the office in meeting its contractual obligations and addressing its overcrowding concerns.

Included in the rent and integral to operational requirements, the lease provides the CRD with five designated CRD vehicle parking stalls. At current parking rates, the value of the included parking is estimated at \$2 per square foot of the premises per annum. As a tenant, the CRD is also able to rent additional storage space in the basement of the building for its Headquarters function at a reasonable rate.

**ALTERNATIVES**

1. Holdover at the present location until alternate accommodation is secured and refitted to tenant's requirements.
2. Renew the tenancy at the current location.

**FINANCIAL IMPLICATIONS**

1. Alternative #1 is unlikely to realize any reduction in the basic rent payable and will see an increase in costs due to moving expenses, tenant refits, telephone and data set-up and miscellaneous relocation expenses.
2. Alternative #2 is less expensive than Alternative #1 as there are no associated moving costs, tenant refits, or relocation expenses.

**CONCLUSIONS**

It is recommended that the Bylaw Enforcement office renew its tenancy at Millstream Centre and that the Committee recommend the Board approve the new lease.

**RECOMMENDATION**

That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That a lease agreement be negotiated between Island View Properties Ltd. and the Capital Regional District for lease premises known as Unit 212, Millstream Centre, 2780 Veterans Memorial Parkway in the City of Langford for a term of five years commencing October 1, 2012.



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Don Brown  
Chief Bylaw Officer

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Robert Lapham, MCIP  
General Manager Planning & Protective Services  
Concurrence

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Kelly Daniels, Chief Administrative Officer  
Concurrence