

## REQUEST FOR DECISION

**DATE:** April 29, 2025

**TOPIC:** Lease Agreement for Old Ambulance Building

**PROPOSAL:** Lease Agreement for Creston Lions Club

**PROPOSED BY:** Kirsten Dunbar, Director of Corporate Services

**DIVISION:** Finance & Administration

### SECTION 1: SUMMARY

The Creston Lions Club is using the former ambulance bays at 138-10<sup>th</sup> Avenue North to support their “Returnables” program since January 1, 2024. The Creston Lions Club have requested the continued use of the ambulance bays and the use of the former ambulance office to continue their program, included as an attachment to this report. Staff have prepared a proposed Lease for Council’s consideration.

**Staff Recommendation:**

*THAT the report titled “Lease Agreement for Creston Lions Club” dated April 26, 2025 from the Director of Corporate Services be received for information;*

*THAT Council authorizes the Corporate Officer and the Mayor to execute the Lease Agreement between the Town of Creston and Creston Lions Club on a month-to-month basis, (as presented) subject to the completion of the Notice of Disposition in accordance with Section 26 of the Community Charter.*

### SECTION 2: BACKGROUND

The Creston Lions Club has been using the ambulance bays at the former firehall for their “Returnables” project since January 2024. In March 2025 the Creston Lions Club brought forward a request to continue their use of the former ambulance building (bays and office space) located at 138-10<sup>th</sup> Avenue North, for a five-year term (request attached).

### SECTION 3: ISSUE ANALYSIS / DISCUSSION

The attached Lease Agreement between the Town and the Creston Lions Club proposes the following:

- Month to month term with the provision that either party may terminate at their sole discretion with 90 days notice.
- Rental rate of \$1.00 per month.
- Utilities and Janitorial covered by the Tenant.

In return for the reduced lease rate, the Creston Lions Club has been asked to deliver the Town’s Lost and Found Service which will be completed through a separate service agreement.

### **Overview of Lost & Found Service**

The Town was required to take over this service from the RCMP approximately 2 years ago. In essence, the service is when an item of value is found, such as a bicycle, and is turned over to the Town to locate the owner.

The item is examined for identifying information, such as a serial number. If a serial number is located, the RCMP are advised to determine if the item has been reported stolen. If the item has not been reported stolen, it is photographed and posted on social media as being found and how the owner can claim the item back.

The item requires to be securely stored for a period of 90 days while the waiting for an owner to make a claim. After the 90-day period is up, the item becomes the property of the Town and may be sold.

This service requires secure storage space and consumes time in advertising to determine ownership. Further, it is a process for the Town to sell the bicycles due to disposal of asset requirements under the Community Charter. Presently there are upwards of 30 bicycles located at the Public Works Shop that can be sold.

In lieu of rent, the Lions Club can operate this service for the Town, which bypasses the need for disposal of assets through the Community Charter. The Town will benefit from reduced labour in managing the service, and the Lions Club can earn some funds through the sales of lost items that remain unclaimed after 90 days.

### **Environmental Considerations**

None identified.

### **Social Considerations**

The Lions Club provides a number of community services including donations into the community. The Returnables project alone donated \$15,814.47 back into the community. Providing the Lions Club the opportunity to earn additional funds through the Lost and Found Service will further benefit the community.

### **Economic Considerations**

None identified.

## **SECTION 4: ORGANIZATION IMPLICATIONS**

### **Legislative Considerations (Policies and/or Bylaws)**

Property disposition is subject to Section 26 of *the Community Charter*, which requires a notice of disposition to be published in two consecutive issues of a regular publication (Creston Valley Advance). Due to the assistance being contemplated, it may also be subject to Section 24 (1)(a) of the *Community Charter* which requires publication to provide notice of intention to provide assistance to an organization when disposing of land or improvements for less than market value.

### **Strategic Focus**

Service Excellence, Economic Health, Livability

### Reconciliation Considerations

None identified.

### Communication Considerations

Section 26 and 24 Notice to be issued in two consecutive issues of the Creston Valley Advance.

## SECTION 5: FINANCIAL IMPLICATIONS

Included in Financial Plan:

☐ Yes ☐ No ☒ N/A

Financial Plan Amendment Required:

☐ Yes ☐ No ☐ Next Budget Cycle

N/A

## SECTION 6: OPTIONS AND ALTERNATIVES

### Option 1:

THAT Council AUTHORIZES the Corporate Officer and the Mayor to execute the Lease between the Town of Creston and Creston Lions Club on a month-to-month basis, (as presented) subject to the completion of the Notice of Disposition in accordance with Section 26 of the *Community Charter*.

### Option 2:

THAT Council AUTHORIZES the Corporate Officer and the Mayor to execute the Lease between the Town of Creston and Creston Lions Club, **as amended and specified by Council**, subject to the completion of the Notice of Disposition in accordance with Section 26 of the *Community Charter*.

### Option 3:

THAT Council REFERS the proposed Lease between the Town of Creston and Creston Lions Club for more information, as specified.

## SECTION 7: RECOMMENDATIONS

That Council passes the following resolution(s):

THAT the report titled "Lease Agreement for Creston Lions Club" dated April 26, 2025 from the Director of Corporate Services be received for information;

THAT Council authorizes the Corporate Officer and the Mayor to execute the Lease Agreement between the Town of Creston and Creston Lions Club on a month-to-month basis, (as presented) subject to the completion of the Notice of Disposition in accordance with Section 26 of the Community Charter.

## SECTION 8: SUBMITTED AND REVIEW

This report is respectfully submitted by:

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Kirsten Dunbar, Director of Corporate  
Services

In mid-2024 after the Request for Proposals received for the 10<sup>th</sup> Avenue Property, Council directed staff to pursue a commercial lease for the former fire hall building, and to find community use of the former ambulance building.

The Town provided minimal space to the Lions Club to pursue improving their fund raising done through returnable drink containers, as they had expressed interest in the space when the RFP was issued in early 2024 rather than leaving the space empty. Through discussions the Lions Club is willing to take on the Lost and Found Service which will improve efficiencies for the Town in managing and administering.

While the Lions Club has requested a longer-term lease, Staff recommend in establishing a lease that is considered month to month with a minimum 90 day notice period. This provides the organization some stability as they continue to fundraise for the benefit of the local community.

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Michael Moore, Chief Administrative Officer

PowerPoint: ☐ Yes ☒ No

#### Attachments

- *Draft Lease Agreement Between the Town of Creston and Creston Lions Club*

#### References

*No references for this report.*