



# Staff Report to Council

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**DATE: Monday, March 4, 2024**

**DEPARTMENT: Administration**

**SUBJECT: Nolan Riding Lease Agreement**

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## **EXECUTIVE SUMMARY:**

The City has the opportunity to lease the remaining available office space on the upper floor of the Jordie Lunn Bike Park Clubhouse (the “Clubhouse”) to Nolan Riding. Nolan Riding is a collective of mountain bike coaches and guides who operate on Vancouver Island who often work in collaboration with Cycling BC and Cycling Canada. Staff are seeking Council approval to enter into a lease agreement with Nolan Riding for the use of office space on the upper floor of the Clubhouse. Public notices have been published in accordance with the *Community Charter*.

## **BACKGROUND:**

Over the past few months, Council has reviewed and approved multiple lease agreements within the Clubhouse at Jordie Lunn Bike Park. The leases span across food and beverage, retail, and office space, with a focus on enhancing amenities and services available to the community at the park.

On the first floor of the Clubhouse, Broad Street Cycles will operate a bike rental and retail business in the designated retail space, while Rhino Coffee House will lease the food and beverage area. On the second floor, Cycling BC and Cycling Canada will occupy office space, offering cycling programming and activities to clubs, national teams, and the general public.

Additionally, there remains approximately 90.67 square feet of office space available for rent on the second floor. Nolan Riding, a collective of mountain bike coaches and guides, has expressed interest in leasing this space from the City. Nolan Riding is known for creating mountain biking experiences for people of all ages, and hosting workshops, camps, and tours through a network of community partnerships.

Similar to Cycling BC and Cycling Canada, Nolan Riding plans to operate out of the Clubhouse and bike park, utilizing the park as a central hub for their coaching and programming services. Staff believe that providing office space for Nolan Riding at the park will foster collaboration between them and Cycling Canada/ Cycling BC, helping to create a vibrant mountain biking community at Jordie Lunn Bike Park.

**COMMENTARY:**

Staff recommend that the term of the lease be for three years, in accordance with the terms of the agreement as attached.

Key terms of the agreement include:

- The term will commence on April 1<sup>st</sup>, 2024;
- Nolan Riding has the option to renew for an additional two years, with such approval being subject to the City's discretion;
- Nolan Riding will pay as base rent \$2,266.75 annually during the term, to be paid in monthly installments of \$188.89;
- In addition to rent, Nolan Riding will pay for any utility costs that directly relate to their use of the office space; and
- Nolan Riding will indemnify the City and obtain property insurance and general liability insurance in an amount not less than \$5,000,000 per occurrence with the City named as an additional insured.

**FINANCIAL IMPLICATIONS:**

The base rental amount for the term of the lease is \$2,266.75 per year, to be paid in monthly installments of \$188.89, plus GST. The rent is based on a price per square foot of \$25.00, which is within the range of fair market rental prices for similar office space in the area.

**LEGAL IMPLICATIONS:**

Dispositions of land must be approved by the City and proper notice must be given in accordance with the *Community Charter*; this notice has been given. A lease is considered a disposition of an interest in land in accordance with the *Community Charter*.

**STRATEGIC PLAN INITIATIVES:**

- Strategic Priority Three: Economic Development
- Strategic Priority Six: Quality of Life
  - 6I: Increased Access to Recreation Infrastructure and Services

**OPTIONS:**

**Option 1**

THAT Council approve the lease agreement with Nolan Riding on the terms as attached with such minor amendments as may be required and that Council authorize the Mayor and Chief Administrative Officer or Corporate Officer to execute the agreement.

**OR Option 2**

THAT Council decline to enter into the lease agreement with Nolan Riding at this time.

**SUBMITTED BY: Sam Prette, Manager of Contracts and Agreements**

**Concurrence:** Donna Petrie, Senior Manager of Communications & Economic Development

**Concurrence:** Yari Nielsen, Director of Parks, Recreation and Facilities

**Concurrence:** Matthew Baldwin, MCIP, RPP, Director of Planning and Subdivision

**Concurrence:** Katelyn Balzer, P.Eng., Director of Engineering and Public Works

**Concurrence:** Michael Dillabaugh, CPA, CA, Director of Finance

**Concurrence:** Marie Watmough, Deputy Director of Corporate Services

**Concurrence:** Braden Hutchins, Director of Corporate Services

**Concurrence:** Darren Kiedyk, Chief Administrative Officer

Attachment: DRAFT CON23-0173 Nolan Riding Lease Agreement