

REPORT  
Regular Council Meeting  
1992 July 13

THE CORPORATION OF THE DISTRICT OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL  
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR  
AND ALDERMEN

RE: LEASE GRANT APPLICATION - ROYAL CANADIAN AIR CADETS

The Executive Committee of Council recommends the following for approval of Council:

RECOMMENDATION:

1. THAT the Royal Canadian Air Cadets receive a lease grant of \$2,078 to offset 50% of the 1992 lease rate at Burnaby Heights.

R E P O R T

At the Executive Committee of Council meeting held on 1992 July 07, the Committee received and adopted the attached report providing information on the lease grant application received from the Royal Canadian Air Cadets for classroom space at Burnaby Heights.

The Committee therefore submits the recommendation to Council for approval.

Respectfully submitted,

Alderman D.P. Drummond,  
Chair

Mayor W.J. Copeland,  
Member

Alderman D. Corrigan,  
Member

Alderman L.A. Rankin,  
Member

Alderman J. Young,  
Member

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TO: EXECUTIVE COMMITTEE - GRANTS 1992 June 26  
FROM: DIRECTOR PLANNING & BUILDING | File: 17.312  
SUBJECT: LEASE GRANT APPLICATION -  
ROYAL CANADIAN AIR CADETS  
PURPOSE: To provide information on the lease grant application received from the Royal Canadian Air Cadets for classroom space at Burnaby Heights.

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RECOMMENDATION:

1. THAT the Royal Canadian Air Cadets receive a lease grant of \$2,078 to offset 50% of the 1992 lease rate at Burnaby Heights.

R E P O R T

1.0 INTRODUCTION

On 1992 April 21, Council approved the recommendations of the Executive Committee - Grants regarding lease grants to organizations occupying space at Municipal community resource facilities.

This report provides information on a lease grant application received from the Royal Canadian Air Cadets, a group recently authorized to occupy space at the Burnaby Heights facility.

2.0 ALLOCATION OF SPACE AT BURNABY HEIGHTS

In 1990 July, Council authorized the Community Issues & Social Planning Committee to provide recommendations regarding the allocation of space at the Burnaby Heights community resource facility.

On 1992 June 25 the Community Issue & Social Planning Committee forwarded a report to Council recommending the allocation of one available classroom to the Royal Canadian Air Cadets. The classroom is 1,247 square feet in area. Consistent with Municipal policy for Burnaby Heights, the lease cost for the room was set at the established 1992 rate of \$8.00 per square foot per year.

The report noted that the application of the Royal Canadian Air Cadets for a lease grant would be considered by the Executive Committee - Grants.

3.0 LEASE GRANT APPLICATION

Consistent with the Lease Grant Guidelines adopted by Council (attached), the Royal Canadian Air Cadets have applied for full lease support equal to 50% of the established lease rate.

For 1992, the annual lease rate for the classroom allocated to the Air Cadets totals \$9,976 per annum (\$8.00 per square foot x 1,247 square feet).

For the five month period from 1992 August to 1992 December, the Air Cadets have applied for the a total pro-rated lease grant of \$2,078. This is equal to a 50% reduction in the established lease rate.

4.0 LEASE GRANT GUIDELINES

The following considerations apply to the Royal Canadian Air Cadets in relation to the guidelines for lease support:

i) **Non-profit**

The Royal Canadian Air Cadets is a non-profit association.

ii) **Community Service**

The Air Cadets operate community based programs in Burnaby of benefit to Burnaby youth 12 to 19 years of age. The main objectives of the Cadet training program is to develop leadership, citizenship, self-confidence and involvement of youth in community activities.

iii) **Burnaby Based**

More than 90% of youth participating in the programs of the Air Cadets are residents of Burnaby. The program is operated at no cost to the participants, and direction to the program is provided by a sponsoring committee composed of parents and interested community members and organizations.

iv) **Financial Status**

The Air Cadets have a financial need for lease support.

The Air Cadets receive support from the Federal Government in the form of equipment, uniforms and staff; however, no direct funding is provided for other expenses.

The Royal Canadian Air Cadets meet the requirements for full lease support which is equivalent to a 50% reduction in the 1992 lease rate.

5.0 NEXT STEPS

It is proposed that the Committee recommend to Council that the Royal Canadian Air Cadets receive a lease grant of \$2,078 to offset 50% of their 1992 lease rate at Burnaby Heights.

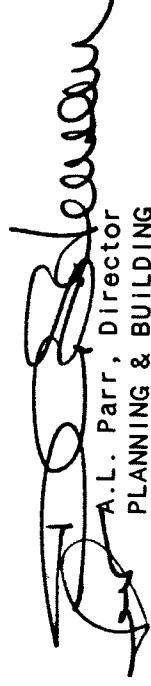
Once approved by Council, Finance Department staff would finalize the lease agreement with the Air Cadets and adjust the monthly lease payments to reflect the lease grant amount.

It is noted that there are no remaining funds in the lease grant account and that this expenditure would need to be authorized through contingency.

The lease grant funds would be transferred internally for budgeting and accounting purposes, and would not impact the overall tax draw. The revenue received from the lease payments made by the Royal Canadian Air Cadets would be accounted for in the Finance Department - Property Rentals budget.

LP\db  
Attachment

cc: Director Administrative & Community Services  
Director Finance  
Municipal Clerk



A.L. Parr, Director  
PLANNING & BUILDING

The following proposed guidelines are designed to assist with the evaluation of lease grant requests from groups occupying Municipal Community Resource Facilities and seeking assistance on a demonstrated financial need basis.

The guidelines have been developed to ensure that Municipal lease support is maximized for those non-profit organizations which provide direct services to Burnaby residents.

In general, the guidelines provide for:

- . full lease support for those non-profit community service agencies whose programs or services are directed to recipients, at least 75% of which are Burnaby residents.
- . one-half of full lease support for those non-profit community service agencies whose programs or services are directed to recipients, of which 25 to 75% are Burnaby residents.
- . no lease support for those organizations that are located in a Burnaby Community Resource Facility, but:
  - . provide services or programs of which less than 25% of benefiting recipients are Burnaby residents.
  - . are direct extensions of programs or services provided or funded by other levels of government,
  - . operate only for the direct benefit of the membership of the organization,
  - . have a clear financial ability to meet full lease rate costs, or
  - . operate on a for profit basis.

For the three year period of the phased increases to market level lease rates at Burnaby Heights, full lease support will mean that qualifying applicants receive lease rate increases equal to the general rate of inflation. Applicants qualifying for one-half of the full lease support will receive lease rate increases equal to 50% of the phased increase to market rates. Applicants who do not qualify for lease support will receive the full phased lease rate increase, as outlined and approved in the 1991 October 31 report to Council on this matter.

**Category 1: Non-profit Agencies Serving Burnaby  
Full Lease Support**

An agency that meets all of the following criteria would qualify for full lease support:

i) Non-Profit

The agency is a registered non-profit society.

ii) Community Service

The agency provides programs or services to the community.

iii) Burnaby Based

Over 75% of recipients receiving the programs or services of the agency are Burnaby residents.

iv) Financial Status

The agency provides an accounting of a financial need for lease support.

Category 2: **Non-profit Agencies Serving Burnaby and Other Areas**  
**One-half of Full Lease Support**

An agency that meets all of the following criteria would qualify for one-half full lease support:

- i) **Non-Profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency provides programs or services to the community.
- iii) **Partially Burnaby Based**  
Between 25% and 75% of the recipients receiving programs or services of the agency are Burnaby residents.
- iv) **Financial Status**  
The agency provides an accounting of a financial need for lease support.

Category 3: **Non-profit Agency Serving Other Areas or Purposes**  
**No Lease Support**

An agency that meets any of the following criteria would not qualify for lease support:

- i) **Non-Burnaby Based**  
Less than 25% of the recipients of programs or services of the agency are Burnaby residents.
- ii) **Extensions of Other Levels of Government**  
The agency is a direct extension of programs or services provided or funded by other levels of government.
- iii) **Non-Community Based**  
The agency operates for the direct benefit of its membership and not for the benefit of the Burnaby community at large.
- iv) **For Profit**  
The agency operates on a for profit basis.
- v) **Financial Status**  
The agency has a clear financial ability to meet full lease rate costs.

**OTHER RELEVANT FACTORS**

The staff review of agencies applying for lease support would also consider any other relevant factors that may have an impact on the evaluation of the application in relation to the proposed guidelines.

