

THE CORPORATION OF THE DISTRICT OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL  
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR  
AND ALDERMEN

Re: Lease Grants - Burnaby Heights

The Executive Committee recommends the following for approval of Council:

1. THAT the proposed guidelines for lease grants at Municipal Community Resource Facilities presented in Appendix 1 of the attached report be approved.
2. THAT the proposed lease grants listed in Appendix 2 of the attached report be approved.
3. THAT the tenants who submitted lease grant applications be advised of the proposed lease grants.
4. THAT staff be authorized to consult with Burnaby Heights tenants to develop a standardized application form and procedure for tenants to separate lease and non-lease portions of future community and lease grants.
5. THAT for the year 1992, Scouts Canada receive an additional \$2,612 in lease grant.

R E P O R T

On 1992 March 09, the Committee received a report proposing levels of lease support for 9 tenants at Burnaby Heights. After consideration of the report, the Executive Committee adopted the following motion:

THAT staff should advise the tenants that the recommendations as outlined in the report "Grant Applications to Offset 1992 Lease Rates at Burnaby Heights" have been submitted to the Executive Committee of Council (Grants) and that they will be dealing with them at a subsequent meeting; and

THAT staff should meet with the tenants individually to discuss the process.

Following the direction of the Executive Committee, staff contacted each applicant to advise of the recommendations in the report, and to seek any comments that the applicant may have. The comments were incorporated within the attached revised report.

INTERNAL DISTRIBUTION:

AGENDA - 1992 APRIL 21  
COPY - ACTING MUNICIPAL MANAGER  
- DIRECTOR ADMINISTRATIVE & COMMUNITY SERVICES  
- DIRECTOR FINANCE  
- DIRECTOR PLANNING AND BUILDING  
- MUNICIPAL SOLICITOR

REPORT  
Regular Council Meeting  
1992 April 21

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Arising from the input from the agencies contacted, and extensive staff discussion and review, the approach taken to determine the level of lease support in the previous report was revised using the proposed lease support guidelines presented in Appendix 1 of the attached report. Subsequently, the Committee received delegations from the Burnaby Association for the Mentally Handicapped, C.A.S.I. and Scouts Canada.

At the Committee meeting held on 1992 April 08 the Committee received the revised report and made the following amendment:

THAT, based on the financial needs of the organization, Scouts Canada be allocated an additional \$2,612 in lease grant to limit their overall 1992 lease rate increase to 20%.

The Committee therefore submits its recommendations to Council for approval.

Respectfully submitted,

Alderman D.P. Drummond  
Chair

Mayor W.J. Copeland  
Ex Officio

Alderman D.R. Corrigan  
Member

Alderman L.A. Rankin  
Member

Alderman J. Young  
Member

TO: EXECUTIVE COMMITTEE - GRANTS

1992 MARCH 31

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: GRANT APPLICATIONS TO OFFSET 1992  
LEASE RATES AT BURNABY HEIGHTS

PURPOSE: To provide information on the grant applications received from tenants of Burnaby Heights to offset 1992 lease rates.

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RECOMMENDATIONS:

1. THAT the proposed guidelines for lease grants at Municipal Community Resource Facilities presented in Appendix 1 be approved.
2. THAT the proposed lease grants listed in Appendix 2 be approved.
3. THAT the tenants who submitted lease grant applications be advised of the proposed lease grants.
4. THAT staff be authorized to consult with Burnaby Heights tenants to develop a standardized application form and procedure for tenants to separate lease and non-lease portions of future community and lease grants.
5. THAT the above recommendations be forwarded to Council for approval.

S U M M A R Y

On 1991 October 31, Council approved a three year phased approach to establish market value lease rates at the Burnaby Heights Community Resource Facility. Council also established a process whereby tenants could apply for a Municipal grant to offset lease rate increases.

On 1992 March 9, the Committee considered a report that outlined proposed lease grants for 9 Burnaby Heights tenants. At the direction of the Executive Committee - Grants, staff contacted each applicant to advise of the lease grant proposed in the 1992 March 9 report to the Committee, and of the process for the consideration of the lease grants. Comments received from each agency have been included in this report.

Arising from agency input, and extensive staff discussion and review, the approach taken to determine the level of lease support in the previous report has been revised using the proposed lease support guidelines presented in Appendix 1 attached. The proposed guidelines provide for varying levels of lease support dependent upon the degree of service provided to Burnaby residents.

In summary, the proposed lease support guidelines resulted in proposals for:

- . Full lease support for 7 applicants whose services and programs are directed to recipients, at least 75% of which are Burnaby residents.
- . One-half of full lease support for 1 applicant whose services and programs are directed to recipients, of which 25 - 75% are Burnaby residents.

No lease support for 2 applicants providing limited services to Burnaby residents, or services of benefit only to its membership.

An increase in lease support for 3 agencies at Burnaby Heights over the proposal presented in the 1992 March 09 report.

This report presents information on the lease grant applications of ten (10) Burnaby Heights tenants, and proposes an appropriate level of support for each tenant based on the guidelines shown in Appendix 1. The following table shows the requested and proposed lease grant for each applicant. Additional information on the proposed lease grants is provided in Appendix 2 attached.

Burnaby Heights Tenant

	Requested Lease Grant	Proposed Lease Grant
Burnaby Association for the Mentally Handicapped	\$7,318	\$7,318
Burnaby Family Life Institute	\$10,242	\$3,187
Burnaby Information & Community Services Society	\$4,000	\$2,280
Burnaby Multicultural Society	\$792	\$792
B.C. Parents in Crisis	\$2,053	\$0
Burnaby Seniors Peer Counselling	\$497	\$441
Burnaby Volunteer Centre	\$2,670	\$2,497
Carpentry Apprenticeship & Training Committee	\$6,290	\$0
Comitato Attivita Scolastiche Italiane	\$8,000	\$2,155
Scouts Canada	\$8,850	\$5,034
<b>Total</b>	<b>\$50,712</b>	<b>\$23,704</b>

A total of \$26,082 was provided for in the Provisional 1992 Operating Budget for lease grants. The issuance of the proposed lease grants would leave \$2,378 remaining in the lease grant account.

The report also makes a proposal for the future transfer of the lease support traditionally provided through community grants to the lease grant budget for 1993. Staff propose to consult with tenants applying for Municipal grants to ensure that the proposed process meets the needs of the tenant and the Municipality.

Once the recommendations of the Executive Committee - Grants for lease grants to Burnaby Heights tenants are approved by Council, the appropriate adjustments would be made to the lease rates of benefiting agencies.

R E P O R T

1.0 BACKGROUND

On 1991 October 31, Council adopted the recommendations of the Housing & Civic Development Committee to implement a three year phased approach to establish market value lease rates at the Burnaby Heights Community Resource Facility. Council also established a process whereby tenants who require financial assistance could apply for a Municipal grant to offset lease rate increases. A total of \$26,082 was included in the 1992 Provisional Council - Donations and Grants Budget for this purpose.

On 1992 March 9, the Committee considered a report that outlined proposed lease grants for 9 Burnaby Heights tenants. At the direction of the Executive Committee - Grants, staff contacted each applicant to advise of the lease grant proposed in the 1992 March 9 report to the Committee, and of the process for the consideration of the lease grants. Comments received from each agency have been included in this report.

Arising from agency input, and extensive staff discussion and review, the approach taken to determine the level of lease support has been revised using the proposed lease support guidelines presented Appendix 1 attached.

This report provides information on the adopted 1992 lease rates, the applicants applying for lease grants, and the proposed lease grant amount for each applicant based on the proposed lease support guidelines.

## 2.0 LEASE RATES

For 1991, Council recommended that lease rates at Burnaby Heights be increased by 5.0% over the rates established by the School District in 1990. Individual rates for Burnaby Heights tenants in 1991 varied from approximately \$2.00 to \$4.00/sq.ft. per annum.

For the next three years, 1992 to 1994, Council has approved a phased approach to increase lease rates to a market value level. At the end of the three year term, lease rates for all Burnaby Heights tenants are projected to be \$8.80/sq.ft. per annum for office space and \$5.50/sq.ft. per annum for workshop - utility space, with lease support for appropriate agencies provided through lease grants.

The 1st phase of the increase towards the market rate level became effective in 1992 January 01. All tenants received notice of their new lease rate, which was based on their 1991 rate plus one-third of the necessary increase to reach the projected 1994 market rate.

In total, 1992 lease rate increases at Burnaby Heights will contribute an additional \$56,000 (estimated) to Municipal revenues prior to the issuance of offsetting grants.

This approach to offsetting lease rates at Burnaby Heights was established to ensure that Municipal support is provided to appropriate organizations in relation to financial need and the contributions made by the organizations to the community.

## 3.0 LEASE GRANT APPLICATIONS

Burnaby Heights tenants were requested to submit applications for Municipal grants to offset lease rate increases. Tenants were advised that lease grant applications should be submitted separately from community grant applications, and should be for offsetting lease rate increases only.

To date, the Clerk's Office has received the following ten (10) lease grant applications:

Organization	Lease Grant Request
Burnaby Association for the Mentally Handicapped	\$7,318
Burnaby Family Life Institute	\$10,242
Burnaby Information & Community Services Society	\$4,000
Burnaby Multicultural Society	\$792
B.C. Parents in Crisis	\$2,053
Burnaby Seniors Peer Counselling	\$497
Burnaby Volunteer Centre	\$2,670
Carpentry Apprenticeship & Training Committee	\$6,290
Comintato Attivita Scolastiche Italiane	\$8,000
Scouts Canada	\$8,850
<b>Total</b>	<b>\$50,712</b>

Appendix 2 attached presents the 1992 lease rate increase, the lease grant request of each applicant, as well as the proposed lease grant and the resulting effective lease rate increase.

#### 4.0 REVIEW OF LEASE GRANT APPLICATIONS

To develop a proposal for appropriate lease grants, staff have conducted a review of each application under consideration. The review process consisted of the following components:

i) **General Description**

A general description of the services and programs offered by the applicant was compiled.

ii) **Proposed Lease Support Guidelines**

The proposed lease support guidelines as contained in Appendix 1 have been developed following the 1992 March 09 meeting of the Executive Committee.

It is recognized that each of the social agencies provides a commendable level of service. However, in the view of staff, the key question in assessing the appropriate level of grant is the degree to which Burnaby residents benefit from the service provided. In order to provide consistency to the evaluation process, staff have prepared criteria based on varying levels of service provided to Burnaby residents.

In general, the proposed guidelines provide for lease support as follows:

• Full lease support to non-profit agencies occupying community resource facilities whose programs or services benefit primarily Burnaby residents.

• One-half full lease support to non-profit organizations that are located in a community resource facility and provide programs or services to Burnaby residents to a defined level, but also provide services or programs on a regional, provincial, national or international level.

• No lease support for those agencies that provide limited services or programs to Burnaby residents, are direct extensions of other levels of government, are not community based, have a clear financial ability to meet full lease costs, or operate on a for profit basis.

iii) **Effective Lease Rate Increases**

For 1992, applicants receiving full lease support would experience a maximum lease rate increase of 4.0%, unless the organization requested a reduced level of support in relation to their financial need.

Applicants who qualify for one-half of full lease support would experience a lease rate increase equal to 50% of the increase approved by Council in the 1991 October 31 report on this matter.

Applicants who do not qualify for the full lease grant or did not apply for a lease grant will experience lease rate increases approved by Council in the 1991 October 31 report on this matter.

iv) Previous Lease Grants

A review of the previous community grants issued to the subject Burnaby Heights tenants was conducted. In some cases, it was found that the community grant issued in previous years contributed to offsetting some of the lease rate at Burnaby Heights, as well as supporting services and programs.

For the following five applicants, it is estimated that 30% of their community grant in previous years contributed to offsetting their lease rates at Burnaby Heights:

COMMUNITY GRANTS ISSUED

Non-profit Agency	1992 Community Grant
Burnaby Family Life Institute	\$12,500
Burnaby Information & C.S.S.	\$8,250 (1991)
Burnaby Seniors Peer Counselling	\$2,000
Burnaby Volunteer Centre	\$10,500
Scouts Canada	\$3,600
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Total	\$36,850

For 1992, the grants budget now consists of two parts: i) the existing community grants budget for services and programs, and ii) the new lease grant budget for Burnaby Heights tenants.

Staff propose to include the lease support previously provided through community grants as part of future (1993) lease grants. Thus, in 1993, the lease support that was provided to the non-profit agencies listed above through community grants in 1992, estimated at a total of \$10,875, would be transferred to the lease grant process.

Staff propose to provide the Committee with the information necessary to make the appropriate adjustments to 1993 community grant requests for affected Burnaby Heights tenants.

In addition, staff propose to consult with Burnaby Heights tenants to develop a standardized application form and procedure for Burnaby Heights tenants that would utilize the proposed lease support guidelines, and separate the lease and non-lease portions of future community and lease grants.

5.0 PROPOSED LEASE GRANTS

This section summarizes the results of the review, and presents the proposed lease grant for each applicant. In addition, this section includes the comments provided by each applicant on the previous staff proposal for lease support presented in the 1992 March 9 report to the Executive Committee.

i) Burnaby Association for the Mentally Handicapped

Increase in Lease Amount	-\$1,956 (See Note Below)
Lease Grant Request	\$7,318
Proposed Lease Grant	\$7,318
Effective Lease Rate Increase	4.0%

Note: The total 1992 lease rate increase is below the 1991 rate due to a reduction in the amount of space leased by the Association. The proposed lease grant would reduce the per square foot lease rate.

Discussion

Based on a review of the activities of the organization, BAMH meets the guidelines for full lease support.

Staff note that in the past, the Association has not applied for a community grant from the Municipality. However, the Municipality recently contributed to the establishment of new office space for the Association by leasing municipal land for the development at the nominal rate of \$1.00 per year.

Agency Comments

Staff contacted the representative of the BAMH that made application for the lease grant to advise of proposed lease grant contained in the 1992 March 09 report, and of the Municipal process for considering the lease grants.

The agency representative advised that the matter would be discussed within their organization to determine whether they wished to comment further.

Recommendation

Based on the proposed lease support guidelines, staff propose that the Burnaby Association of the Mentally Handicapped receive the requested Municipal grant of \$7,318 to offset lease rates at Burnaby Heights. This grant would result in an effective lease rate increase of about 4.0%.

This proposed lease grant represents an increase of \$7,318 over the proposal presented in the 1992 March 09 report.

ii) Burnaby Family Life Institute

Increase in Lease Amount	\$3,468
Lease Grant Request	\$10,242
Proposed Lease Grant	\$3,187
Effective Lease Rate Increase	4.0%

Discussion

Based on a review of the activities of the organization, Burnaby Family Life meets the guidelines for full lease support.

Agency Comments

Staff contacted the Executive Director of the Burnaby Family Life institute to advise of the proposed lease grant.

The Executive Director advised that they have no concerns with the proposed lease grant.

Recommendation

Staff propose that the Institute receive a 1992 lease grant of \$3,187. This grant would result in an effective lease rate increase of 4.0%.

iii) Burnaby Information & Community Services Society

Increase in Lease Amount	\$2,414
Lease Grant Request	\$4,000
Proposed Lease Grant	\$2,280
Effective Lease Rate Increase	4.0%



Discussion

Based on a review of the activities of the organization, Burnaby Information & Community Services Society meets the guidelines for full lease support.

Agency Comments

Staff contacted the Executive Director of the Burnaby Information & Community Services Society to advise of the proposed lease grant.

The Executive Director advised that they have no concerns with the proposed lease grant.

Recommendation

Staff propose that the Society receive a 1992 lease grant of \$2,280. This would result in an effective lease rate increase of 4.0%.

iv) Burnaby Multicultural Society

Increase in Lease Amount	\$909
Lease Grant Request	\$792
Proposed Lease Grant	\$792
Effective Lease Rate Increase	4.7%

Discussion

In relation to their financial need, the Society has requested a lease grant in the amount of \$792, which would result in a 4.7% increase in their lease rate.

Based on a review of the activities of the organization, Burnaby Multicultural Society meets the guidelines for full lease support.

Agency Comments

Staff contacted the Executive Director of the Burnaby Multicultural Society to advise of the proposed lease grant.

The Executive Director advised that they have no concerns with the proposed lease grant.

Recommendation

Staff propose that the Society receive the requested 1992 lease grant of \$792. This would result in an effective lease rate increase of 4.7%.

v) B.C. Parents in Crisis

Increase in Lease Amount	\$2,053
Lease Grant Request	\$2,053
Proposed Lease Grant	\$0
Effective Lease Rate Increase	83.5%

Discussion

The Society provides an important service in 34 communities across B.C. for parents and families. Burnaby residents may join groups operating in Vancouver and New Westminster. At this time, the society does not provide support services for any self-help groups based in Burnaby. The agency advised that less than 10% of the clients they serve are Burnaby residents.

In the past, the Society has not received Municipal grants toward operating or lease costs at Burnaby Heights.

Based on a review of the activities of the organization, the B.C. Parents in Crisis Society does not meet the guidelines for lease support. Specifically, it is estimated that less 25% of the recipients of their programs and services are Burnaby residents.

#### Agency Comments

Staff contacted the Executive Director of the B.C. Parents in Crisis Society to advise of the proposed lease grant.

The Executive Director provided staff with additional information on the function of the Society in Burnaby. The Executive Director advised that:

: a Burnaby based support group is not functioning at this time due to a lack of Burnaby based volunteers. When the previous support group disbanded, Burnaby residents were placed in groups in neighbouring communities. A Burnaby based group would be provided once suitable volunteers have been secured and trained.

. the Society provides other services that are available to Burnaby residents, such as a drop-in service, phone in crisis line, referral to other agencies, and volunteer training.

. the Society recognizes the Provincial nature of their organization, and the view that the Municipality may wish to direct Municipal support to local agencies. However, the Society would appreciate some Municipal lease support in recognition and acknowledgment of their contribution to services in Burnaby.

#### Recommendation

Based on a review of the activities of the organization, staff proposed that the B.C. Parents in Crisis Society not receive a Municipal grant to offset lease rates at Burnaby Heights.

In reviewing the proposed lease grant, staff have considered the information provided by the agency. Notwithstanding the important services the agency provides to groups across B.C., and some of the local benefits of having the office located in Burnaby, the information provided by the agency indicated that less than 10% of the recipients of the services of the organization were Burnaby residents.

Staff note that the current below market lease rate levels at Burnaby Heights offer some direct benefit to the organization.

#### vi) Burnaby Seniors Peer Counselling

Increase in Lease Amount	\$497
Lease Grant Request	\$497
Proposed Lease Grant	\$441
Effective Lease Rate Increase	4.0%

#### Discussion

Based on a review of the activities of the organization, Burnaby Seniors Peer Counselling Society meets the guidelines for full lease support.

Agency Comments

Staff contacted the Executive Director of the Burnaby Seniors Peer Counselling Society to advise of the proposed lease grant.

The Executive Director advised that they have no concerns with the proposed lease grant.

Recommendation

Staff propose that the Society receive a 1992 lease grant of \$441. This would result in an effective lease rate increase of 4.0%.

vii) Burnaby Volunteer Centre

Increase in Lease Amount	\$2,668
Lease Grant Request	\$2,670
Proposed Lease Grant	\$2,497
Effective Lease Rate increase	4.0%

Discussion

Based on a review of the activities of the organization, Burnaby Seniors Peer Counselling Society meets the guidelines for full lease support.

Agency Comments

Staff contacted the Executive Director of the Burnaby Volunteer Centre to advise of the proposed lease grant.

The Executive Director advised that they have no concerns with the proposed lease grant.

Recommendation

Staff propose that the Centre receive a 1992 lease grant of \$2,497. This would result in an effective lease rate increase of 4.0%.

viii) Carpentry Apprenticeship & Training Committee

Increase in Lease Amount	\$6,290
Lease Grant Request	\$6,290
Proposed Lease Grant	\$0
Effective Lease Rate increase	80.5%

Discussion

The Carpentry Apprenticeship & Training Committee provides trades training for both journeymen and apprentices for the Carpenters' Union membership. This organization does not provide community based services to Burnaby, but serves the interests of its province wide union membership.

Funding for the training is provided by Carpenter Union members, employer contributions and Employment and Immigration Canada.

A review of financial statements provided by the Carpentry Apprenticeship & Training Committee showed cash assets in excess of \$600,000, with annual expenditures of over \$300,000 paid for from other general revenue.

Based on a review of the activities of the organization, the Carpentry Apprenticeship & Training Committee does not meet the guidelines for lease support. Specifically, the agency operates on a non-community basis providing service of benefit to its provincial membership only, and has a demonstrated financial ability to pay its full lease costs.

#### Agency Comments

Staff contacted the acting coordinator for the Carpentry Apprenticeship & Training Committee to advise of the proposed lease grant and of the Municipal process for considering the lease grant.

The acting coordinator advised that the matter would be discussed within their organization to determine whether they wished to provide further comment.

#### Recommendation

Staff propose that the Carpentry Apprenticeship & Training Committee not receive a Municipal grant to offset its lease rate at Burnaby Heights.

#### ix) Comitato Attivita Scolastiche Italiane (C.A.S.I.)

Increase in Lease Amount	\$2,431
Lease Grant Request	\$8,000
Proposed Lease Grant	\$2,155
Effective Lease Rate Increase	4.0%

#### Discussion

Based on a review of the activities of the organization, C.A.S.I. meets the guidelines for full lease support.

#### Agency Comments

Staff contacted the Executive Director of C.A.S.I. to discuss the proposed lease grant contained in the 1992 March 9 report, and to advise of the process for the consideration of lease grants.

The Executive Director advised that:

- the Society has recently lost financial assistance previously provided by the Federal Government (\$25,000) and the Italian Government (\$40,000).

- the Society is in a difficult financial situation due to cuts in government funding and increases in costs, and has gone into debt to pay for current programs for 600 students.

- the Society has applied for a lease grant from the Municipality of \$8,000 to offset their 1992 lease costs of \$9,139 per year for two classrooms.

- the Society is struggling to continue operations, and may be forced to close the school due to their current financial situation.

#### Recommendation

Staff propose that C.A.S.I. receive a 1992 lease grant of \$2,155. This would result in an effective lease rate increase of 4.0%.

This proposed lease grant represents an increase of \$939 over the proposal presented in the 1992 March 09 report.

Staff have considered the information provided by the agency. Notwithstanding the difficult financial situation of C.A.S.I., staff can only recommend full lease support as outlined and defined in the proposed lease support guidelines in Appendix 1.

x) Scouts Canada

Increase in Lease Amount	\$10,068
Lease Grant Request	\$8,850
Proposed Lease Grant	\$5,034
Effective Lease Rate Increase	41.5%

Discussion

Based on a review of the activities of the organization, Scouts Canada meets the guidelines for one-half of full lease support.

Staff note that the facilities at Burnaby Heights serve as the Scout Offices for the Burnaby detachments, and estimate that approximately 30% of the leased area can be attributed to the Burnaby portion of Scouts Canada.

At the same time, staff note that the B.C. - Yukon Division of Scouts Canada serves as the administrative offices for over 25,000 youth and 10,000 Scout volunteers across the B.C. - Yukon area.

Agency Comments

Staff met with the Provincial Executive Director of Scouts Canada to discuss the lease grant proposed in the 1992 March 9 report, and to advise of the process for the consideration of lease grants.

The Executive Director advised that:

- the Provincial office of Scouts Canada relocated to Burnaby, from Vancouver, to help support the continuing operation of an independent Burnaby region division of Scouts Canada.

- without the Provincial office in Burnaby, it is likely that the Burnaby division of Scouts would not be able to continue operating from Burnaby given its relatively small size.

- the operations of the Provincial and Burnaby divisions are integrated to such an extent that it is not readily feasible to make a distinction between the Provincial and Burnaby region use of space at Burnaby Heights.

- the organization is able to accommodate an 8 - 10% increase in lease rates this year, and has applied for a lease grant that reflects this ability.

- the goal of Scouts Canada is to be self-supporting, and that the organization would endeavour over a period of years to reduce the amount of lease support required from the Municipality.

- the budget for Scouts Canada for 1992 was set prior to receiving notice of 1992 lease rate increases. As a result, the organization was not able to properly budget for the increase. This situation has created a budget shortfall, resulting in a financial need for the requested lease grant.

### Recommendation

Staff propose that Scouts Canada receive a 1992 lease grant of \$5,034, which is equal to one-half of full lease support for Burnaby Heights tenants. This would result in an effective lease rate increase of 41.5% for Scouts Canada.

This proposed lease grant represents an increase of \$2,014 over the proposal presented in the 1992 March 09 report.

In reviewing the proposed lease grant, staff have considered the information provided by the agency. Notwithstanding the financial situation of Scouts Canada, and the integration of the Burnaby and B.C. - Yukon Division operations, staff did not find a sufficient basis on which to provide full lease support.

### 6.0 SUMMARY

Of the ten (10) agencies contacted regarding the lease grants proposed in the 1992 March 9 report, five (5) agencies had no concerns with their proposed lease grant, two (2) agencies advised that the matter would be discussed within their organizations, and three (3) agencies expressed concern over the their proposed lease grant.

The three (3) agencies expressing concern over their proposed lease grant are: B.C. Parents In Crisis, Comintato Attivita Scolastiche Italiane, and Scouts Canada.

Staff have considered the information provided by the agencies expressing concern regarding their proposed lease grant, and have adjusted the lease grant proposals in relationship to the proposed guidelines for lease grants. Specifically, proposed lease grants for the Burnaby Association for the Mentally Handicapped, C.A.S.I. and Scouts Canada have increased over those presented in the 1992 March 09 report.

However, the proposed guidelines for lease support did not result in a change in the proposed lease grant for B.C. Parents in Crisis. As noted above, this is based on the observation that this organization operates on a Provincial basis and currently provides the majority of its programs and services to non-Burnaby residents.

A total of \$50,712 in lease grants was requested by ten (10) tenants. Staff are proposing the issuance of \$23,704 in lease grants for eight (8) Burnaby Heights tenants. A total of \$26,082 has been provided for Burnaby Heights lease grants in the 1992 Provisional Operating Budget under Council - Grants & Donations. This would leave \$2,378 remaining in the lease grant budget.


### 7.0 NEXT STEPS

It is proposed that the recommendations of the Committee be sent to Council for approval. Once approved by Council, the Finance Department will adjust the monthly lease payments of the benefiting organizations to reflect the lease grant amount.

This report has attempted to bridge the difficult transition period between the previous approach to supporting Burnaby Heights tenants through "hidden subsidies", to the phased market rate / lease grant approach approved by Council.

To ensure that future lease grant applications are processed efficiently, staff propose to work with Burnaby Heights tenants to develop an application form and procedure that meets both the Municipality's requirements and the needs of Burnaby Heights tenants. It is expected that for 1993 and beyond, this will result in Burnaby Heights tenants applying for lease grants earlier in the year.

Staff propose to monitor future (1993) community grant applications, and to provide the Committee with the necessary information to make the appropriate adjustments in community grant requests in order to transfer lease support previously provided by community grants to the lease grant budget. Staff anticipate that this will ensure that the allocation of grant funds through community grants and lease grants remains consistent, and organizations receive the appropriate level of funding.

  
A.L. Parr, Director  
PLANNING & BUILDING

LP/jp

cc: Director Finance  
Municipal Clerk

PROPOSED  
GUIDELINES FOR LEASE GRANTS AT  
MUNICIPAL COMMUNITY RESOURCE FACILITIES

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.



PROPOSED  
GUIDELINES FOR LEASE GRANTS AT  
MUNICIPAL COMMUNITY RESOURCE FACILITIES

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.

PROPOSED  
GUIDELINES FOR LEASE GRANTS AT  
MUNICIPAL COMMUNITY RESOURCE FACILITIES

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.

APPENDIX 2

SUMMARY TABLE OF LEASE GRANT APPLICATIONS

APPLICANT	1992 LEASE RATE INCREASE	REQUESTED LEASE GRANT	PROPOSED LEASE GRANT	EFFECTIVE LEASE RATE INCREASE 1991-92
Burnaby Association of the Mentally Handicapped	-\$1,956 37.6%	\$7,318	\$7,318	-\$1,956 4.0%
(Note: 1992 Annual dollar lease costs are reduced due to a reduction in the amount of space leased)				
Burnaby Family Life Institute	\$3,468 50.5%	\$10,242	\$3,187	\$281 4.0%
Burnaby Information & Community Services Society	\$2,414 72.4%	\$4,000	\$2,280	\$133 4.0%
Burnaby Multicultural Society	\$909 36.8%	\$792	\$792	\$117 4.7%
B.C. Parents in Crisis	\$2,053 83.5%	\$2,053	\$0	\$2,053 83.5%
Burnaby Seniors Peer Counselling	\$497 35.7%	\$497	\$441	\$56 4.0%
Burnaby Volunteer Centre	\$2,668 62.3%	\$2,670	\$2,497	\$171 4.0%
Carpentry Apprenticeship & Training Committee	\$6,290 80.5%	\$6,290	\$0	\$6,290 80.5%
Comitato Attivita Scolastiche Italiane	\$2,431 36.3%	\$8,000	\$2,155	\$276 4.0%
Scouts Canada	\$10,068 83.2%	\$8,850	\$5,034	\$5,034 41.5%
<b>TOTAL</b>		\$50,712	\$23,704	

