

REPORT
Regular Council Meeting
1992 September 08

THE CORPORATION OF THE DISTRICT OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: 1993 Phase 2 - Burnaby Heights
Lease Rates and Grants

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

RECOMMENDATIONS:

1. THAT the proposed 1993 lease rates shown in Appendix 2 Table 3 be approved.
2. THAT the anticipated 1993 lease grant amounts shown in Appendix 2 Table 4 be received for information.
3. THAT the proposed guidelines for the shared use of Municipal space at Burnaby Heights be approved as outlined in Section 5.0.
4. THAT Finance Department staff be authorized to make the appropriate 1993 lease arrangements with Burnaby Heights tenants.
5. THAT Burnaby Heights tenants be advised of the process to apply for 1993 lease grants as outlined in Section 5.0.
6. THAT this report be sent to Burnaby Heights tenants for information.

R E P O R T

At the Executive Committee of Council meeting held on 1992 September 01, the Committee received and adopted the attached report which outlines information to implement Phase 2 of lease rate increases and offsetting lease grants for tenants at the Burnaby Heights facility.

The Committee therefore submits the recommendations to Council for approval.

Respectfully submitted,

Councillor D.P. Drummond,
Chair

Mayor W.J. Copeland,
Member

Councillor D. Corrigan,
Member

Councillor L.A. Rankin,
Member

Councillor J. Young,
Member

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TO: EXECUTIVE COMMITTEE - GRANTS 1992 AUGUST 13

FROM: ACTING DIRECTOR PLANNING & BUILDING

SUBJECT: 1993 PHASE 2 - BURNABY HEIGHTS LEASE RATES & GRANTS

PURPOSE: To seek Council endorsement to implement Phase 2 of lease rate increases and offsetting lease grants for tenants at the Burnaby Heights facility.

RECOMMENDATIONS:

1. THAT the proposed 1993 lease rates shown in Appendix 2 Table 3 be approved.
2. THAT the anticipated 1993 lease grant amounts shown in Appendix 2 Table 4 be received for information.
3. THAT the proposed guidelines for the shared use of Municipal space at Burnaby Heights be approved as outlined in Section 5.0.
4. THAT Finance Department staff be authorized to make the appropriate 1993 lease arrangements with Burnaby Heights tenants.
5. THAT Burnaby Heights tenants be advised of the process to apply for 1993 lease grants as outlined in Section 5.0.
6. THAT this report be sent to Burnaby Heights tenants for information.

R E P O R T

1.0 INTRODUCTION

On 1991 October 21, Council approved a three year phased approach to establish market value lease rates at the Burnaby Heights facility. The first phase of lease rate increases was applied to existing lease rates for tenants at Burnaby Heights on 1992 January 01.

Council also established a process whereby tenants could qualify for a Municipal grant to offset each phase of lease rate increases. On 1992 April 21, Council approved guidelines for the issuance of lease grants. The lease grant guidelines presented in Appendix 1, (attached) assist in determining which tenants qualify for Municipal grants to offset phased lease rate increases.

Based on the lease grant guidelines, Council on 1992 April 21 approved the recommendations of the Executive Committee - Grants to issue grants to offset the first phase of lease rate increases for eight (8) tenants at Burnaby Heights. Lease grants for 1992 were awarded to Burnaby Heights tenants that operate on a non-profit basis and provide services of benefit to Burnaby residents.

This report presents a proposal for the second phase (1993) of lease rate increases and presents anticipated offsetting lease grants for tenants at the Burnaby Heights facility. In addition, information is provided on the projected lease rate increases and anticipated lease grants for Phase 3 (1994).

2.0 PROPOSED 1993 LEASE RATES - PHASE 2

In 1991, Council approved a three year phased approach to increase lease rates at Burnaby Heights to a market level of \$8.00/ sq.ft. per annum for office space and \$5.00/sq.ft. per annum for workshop/utility space, adjusted annually for inflation.

The first phase of the program was implemented in 1992. It is proposed that the second phase of the lease rate increases be applied to lease rates at Burnaby Heights on 1993 January 01. All lease agreements at Burnaby Heights expire on 1992 December 31.

Lease rate increases are calculated using the 1991 lease rate for each existing tenant and at each phase adding one-third of the necessary increase to reach the approved market level lease rate. Also included for 1992 was a 4.0% adjustment for inflation.

Appendix 2 Tables 1 - 6 attached contain detailed information on approved and proposed lease rates and grants for each phase of the three year program. Appendix 2 Table 3 attached specifically shows the proposed 1993 lease rate increase for Phase 2 and shows the resulting lease rate for each tenant at Burnaby Heights. These lease rates do not yet reflect the anticipated offsetting 1993 lease grants.

The proposed 1993 lease rates do not include an adjustment for inflation. The adjustment factor included in the 1992 lease rate (4.0%) increase seems to be sufficient to account for the actual rate of inflation to date and most of the anticipated rate of inflation for the remainder of 1992 and for 1993. An appropriate adjustment for inflation will be included in Phase 3 (1994). Once the target lease rate is achieved in 1994, lease rates would be adjusted annually to account for inflation.

In 1992 January, Council approved a lease rate increase for the School District of 8.0%. This was based on an increase of 4.0% over the projected rate of inflation. For 1993, an annual increase of 4.0% is proposed for the School District, given that no general increase for inflation is proposed in the 1993 lease rate increases.

3.0 LEASE GRANTS

Lease Grant Guidelines

The lease grant guidelines approved by Council provide for the issuance of lease grants to non-profit organizations providing services of benefit to Burnaby residents. In general, the guidelines provide for offsetting lease grants as follows:

Category 1: Full Grant

- non-profit organizations whose services benefit primarily Burnaby residents qualify for lease grants to hold lease costs at 1991 levels.

Category 2: Partial Grant

- non-profit organizations whose services mostly benefit Burnaby residents but whose services are also provided on a regional, Provincial, national or international basis qualify for lease grants to offset 50% of phased lease rate increases.

Category 3: No Grant

organizations which provide limited services to Burnaby residents, are direct extension of other levels of government, are not community based, have a clear financial ability to meet costs or operate on a for profit basis generally do not qualify for lease grants. These organizations would experience the full phased lease increase..

Approved Lease Grants - 1992 Phase 1

For the first phase of lease rate increases in 1992, offsetting lease grants were approved by Council for eight (8) Burnaby Heights tenants. Each application for a lease grant was reviewed in comparison with the lease grant guidelines. Seven (7) Burnaby Heights tenants qualified for a lease grant to offset all of their phased 1992 lease rate increase, not including a 4.0% increase for inflation. One (1) tenant, Scouts Canada, received a lease grant to offset 50% of their phased 1992 lease rate increase, plus an additional grant amount of \$2,612 to limit their overall annual increase for 1992 to 20%.

Appendix 2 Tables 1 and 2 attached show the approved Phase 1 (1992) lease rates and grants for Burnaby Heights.

Anticipated Lease Grants - 1993 Phase 2

Based on the lease grant guidelines adopted by Council and the information received with applications in 1992, nine (9) Burnaby Heights tenants appear to qualify for lease grants to offset their Phase 2 (1993) lease rate increase.

Of the nine (9) tenants, eight (8) tenants appear to qualify for lease grants to offset 100% of their proposed 1993 lease rate increase. This would result in an anticipated actual lease rate increase for these tenants of 0% from 1992, with the exception of the Royal Canadian Air Cadets (3.1%) as noted below.

One (1) of the nine (9) tenants, Scouts Canada, appears to qualify for a lease grant to offset half of their 1993 lease rate increase. This would result in an anticipated actual lease rate increase of 50% from 1992 to 1993. For 1992, the Committee recommended an additional lease grant amount of \$2,612 for Scouts Canada to limit their overall 1992 lease rate increase to 20%. This additional lease grant amount has not been carried forward for 1993 in this proposal.

Based on the lease grant guidelines adopted by Council, the remaining tenants at Burnaby Heights do not appear to qualify for a lease grant to offset their proposed Phase 2 (1993) lease rate increase. These tenants would receive the full 1993 phased lease rate increase as shown in Appendix 2 Tables 3 and 4 attached.

Summary of Anticipated Lease Grants - 1993 Phase 2

For the nine (9) Burnaby Heights tenants that appear to qualify for a lease grant, the following table shows the:

- . 1992 lease grant,
- . proposed 1993 lease rate increase,
- . anticipated 1993 lease grant, and
- . anticipated actual 1993 lease rate increase.

It should be noted that the anticipated 1993 lease grant amount is based on carrying forward the lease grant amount provided for 1992, and adding to it the maximum additional lease grant amount that individual tenants appear to be qualified to receive to offset Phase 2 (1993) lease increases. The lease grant guidelines were utilized to determine whether a tenant appears to qualify for a lease grant to offset 100%, 50% or 0% of lease rate increases.

<u>Name of Organization</u>	<u>Actual 1992 Lease Grant</u>	<u>Proposed</u>		<u>Anticipated</u>	
		<u>1993 Lease Rate Increase</u>	<u>1993 Lease Rate Grant</u>	<u>1993 Actual Lease Rate Increase</u>	<u>1993 Actual Lease Rate Increase</u>
Burnaby Association for the Mentally Handicapped	\$ 7,318	\$ 6,335	\$ 13,653	0	0
Burnaby Family Life	\$ 3,187	\$ 4,923	\$ 8,110	0	0
Burnaby Information & Community Services	\$ 2,280	\$ 2,238	\$ 4,518	0	0
Burnaby Multi- cultural Society	\$ 792	\$ 817	\$ 1,609	0	0
Burnaby Seniors Peer Counseling	\$ 441	\$ 449	\$ 890	0	0
Burnaby Volunteer Centre	\$ 2,497	\$ 2,457	\$ 4,954	0	0
Comitato Attivita Scholastiche Italian	\$ 2,155	\$ 2,209	\$ 4,364	0	0
Royal Canadian Air Cadets	\$ 4,988(1)	\$ 312	\$ 5,144	\$ 156	3.1% (2)
Scouts Canada	\$ 5,034(3)	\$ 9,312	\$ 9,690	\$ 7,268	50% (4)
Total	\$31,304	---	\$52,932	----	----

Notes:

- (1) The lease grant amount is based on full year lease agreement for 1992. The actual lease grant amount was \$2,078 for a half year period.
- (2) The small increase in annual lease rate for the Air Cadets reflects the 1992 adjustment of inflation not accounted for in the 1992 lease rate.
- (3) Scouts Canada's 1992 lease grant amount includes an additional grant amount of \$2,612 which was provided to limit the organization's 1992 lease rate increase to 20%. This amount has not been carried forward in the calculation of the 1993 lease rate increase.
- (4) The anticipated lease grant reflects the apparent qualification of Scouts Canada for a lease grant to offset 50% of phased lease rate increases.

In summary, this report proposes that lease rates at Burnaby Heights be increased by a total of \$44,390 for 1993. It also anticipates a total increase in lease grants of \$21,629 over that issued in 1992. The proposed lease rate increases and offsetting lease grants will result in an anticipated net increase in lease revenues from the Burnaby Heights facility for 1993 of \$22,761. Carrying forward the lease support provided in 1992, a total of \$52,932 is anticipated for offsetting 1993 lease grants for nine (9) tenants at Burnaby Heights.

4.0 OTHER ISSUES

There are two other issues related to the lease and management of the Burnaby Heights facility that need to be addressed. The first is the separation of lease and non-lease portions of community and lease grants. The second is the interim use of space allocated to Municipal departments by non-profit community based organizations.

4.1 Separation of Community and Lease Grants

In the 1992 April 21 report to Council on Phase 1 (1992) of Burnaby Heights lease rates and grants, staff identified a need to separate lease and non-lease portions of community and lease grant applications. In order to simplify the discussion of lease grants for Phase 2 (1993) and Phase 3 (1994), it is proposed that this work not be completed until the final phase (Phase 3 - 1994) of the increases to market level rates and offsetting lease grants has been implemented.

4.2 Interim use of Municipal Space by Community Groups

Permanent office space at Burnaby Heights is allocated by the Community Issues & Social Planning Committee in relation to guidelines established by Council. Space is leased on an annual basis to groups for community and Municipal purposes.

The established lease policy does not permit community groups to sub-lease rooms without the expressed permission of the Municipality. However, a clear policy on the interim use of space allocated to Municipal departments by community groups has not been established.

Currently, the following three (3) rooms at Burnaby Heights are used for Municipal purposes:

Room #15	recently allocated to the Burnaby Health Department for use as a drop-in clinic and other related Health Department programs.
Room #17	used by the Planning Department as the site office for the Residential Rehabilitation Assistance Program (RRAP).
Room #29	used by the Parks & Recreation Department as the temporary site office for the Eileen Daily Leisure Pool.

At this time, there appears to be an opportunity to use some of the space allocated for Municipal purposes to accommodate the needs of community groups on an interim basis.

The Health Department has indicated that they are able to accommodate some interim space needs of community groups providing services related to Health Department programs.

Currently, the Health Department shares its allocated space with the Burnaby / New Westminster Child Care Support Program. This service provides parents with information and referrals to licensed and family child care centres. The Child Care Support Program is seeking permanent office space in Burnaby, and would qualify for consideration when space at a community resource facility becomes available.

In addition, the Health Department has used the potential availability of some of its space to facilitate an application for Provincial funding of a pregnancy outreach program to be administered by the Burnaby Family Life Institute.

The sharing of available Health Department space at Burnaby Heights with community groups requiring space on an interim basis makes an important contribution to the development of community services, and ensures that the space is used to its potential. However, there are no guidelines in place to ensure that the sharing of Municipal space with related community groups remains consistent with the overall policies for the building.

The following are proposed guidelines for a Municipal department to share allocated space with a non-profit community group.

It is proposed that:

Type of Group

- . the community group meet the adopted guidelines for the allocation of space at community resource facilities.
- . the community group should provide services or programs related to the activities of the Municipal department allocated the space.

Selection of Group

- . the selection of group(s) to share space be left to the discretion of the Municipal department allocated the space.

Contribution to Costs

- . the community groups selected to share space be charged a user fee to assist in covering the costs of operating the facility.
- . the fee be calculated on a pro-rata basis for the time and space occupied based on the established lease rate. Staff would also take into consideration whether the group would qualify for lease grant support and make the appropriate adjustment in the lease rate to reflect the rate that would be provided if the group received a lease grant.

Insurance

- . a group(s) sharing space allocated to a Municipal department provide proof of adequate insurance, as is currently required of groups leasing permanent office space.

Administration

- . the coordination of day to day issues related to the shared use of space be administered by the Municipal department staff allocated and responsible for the space.

the Finance Department be responsible for the overall administration and management of shared space agreements, ensuring that community groups contribute to costs and meet insurance requirements.

It is anticipated that these guidelines will provide individual departments with sufficient flexibility to successfully share office space, while ensuring that groups using the space on an interim basis contribute to costs and have adequate insurance coverage.

5.0 APPLICATION PROCESS

Prior to implementing lease rate increases for Phase 1 (1992), staff met with Burnaby Heights tenants to advise of the proposed phased lease rate and grants process. In addition, during the development of the lease grants guidelines, on the direction of the Executive Committee - Grants, applicants were advised of the anticipated lease grant and provided the opportunity to appear as a delegation to the Executive Committee - Grants.

To assist tenants in making application for 1993 lease grants, it is proposed that this report and the approved 1993 lease rates be distributed to Burnaby Heights tenants for information. Accompanying the report, staff would include each tenant's 1993 lease agreement and a covering letter that would:

- outline the process and timelines for making application for a lease grant.
- request that applications include information on the following:
 - proof of non-profit status;
 - list of society directors;
 - description of programs and services;
 - most recent financial statement; and
 - percent of recipients receiving programs or services of the agency that are Burnaby residents.
- request that applications be made in relation to financial need and within the lease grant guidelines adopted by Council.
- advise that staff are available to answer questions on the report and grant application process.

Once lease grant applications are received, staff will prepare a summary report for the Executive Committee - Grants. At that time, the Committee may wish to hear delegations.

The following are broad timelines for the approval of lease rates and grants:

- consideration of this report by Executive Committee - Grants in early 1992 September
- approval of lease rates by Council by the end of 1992 September.
- distribution of report and lease agreements to tenants by mid 1992 October.
- submission of lease grant applications to Clerks Office by mid 1992 November.

consideration of staff report on lease grant applications by Executive Committee - Grants in early 1992 December.

hearing of delegations by Executive Committee - Grants by mid December.

consideration by Council of the lease grant recommendations of the Executive Committee - Grants in early 1993 January, after approval of the 1993 Provisional Budget.

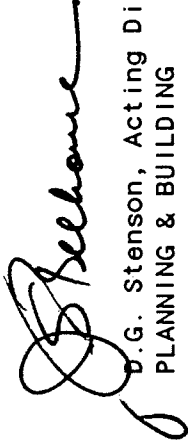
Staff anticipate that this timeline should provide tenants with sufficient notice to prepare for 1993 lease rates and to make application for lease grants as appropriate.

It is proposed that the Committee forward this report and recommendations to Council for approval. Once approved by Council, staff would contact Burnaby Heights tenants to make the appropriate lease agreement arrangements and advise of the lease grant application process.

Appendix 2 Tables 5 and 6 attached provide projections on lease rate increases and offsetting lease grants for the final phase of the program. Staff will report back to the Executive Committee - Grants on Phase 3 (1994) in the summer of 1993.


RP/db

Attachment



D.G. Stenson, Acting Director
PLANNING & BUILDING

cc: Director Finance
Director Recreation & Cultural Services
Director Administrative & Community Services
Municipal Clerk
Medical Health Officer

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.

1992 LEASE RATES AND APPROVED LEASE GRANTS
(Prior to issuance of Lease Grants)

A	B	C	D	E
NAME OF ORGANIZATION	LEASED AREA (SQ.FT.)	LEASE RATE 1992 \$/SQ. FT.	LEASE RATE 1992 (B x C)	ANNUAL 1992 LEASE GRANT (APPROVED)
BARRY JONES, MLA CONSTITUENCY OFFICE	768	\$5.25	\$ 4,032	\$ 0
B.C. AMATEUR BOXING ASSOCIATION	359	\$3.46	\$ 1,242	\$ 0
B.C. CONSERVATORY OF MUSIC	981	\$5.72	\$ 5,611	\$ 0
B.C. PARENTS IN CRISIS	979	\$4.61	\$ 4,513	\$ 0
B.C. AND YUKON BUILDING TRADE COUNCIL	768	\$4.70	\$ 3,610	\$ 0
BURNABY ASSOC. MENTALLY HANDICAPPED	6,444	\$3.46	\$22,296	--
BURNABY ASSOC. MENTALLY HANDICAPPED	410	\$5.73	\$ 2,349	--
TOTAL BURNABY ASSOC. MENTALLY HANDICAPPED	6,854	\$3.60	\$24,646	\$7,318
BURNABY FAMILY LIFE	2,175	\$4.91	\$10,679	---
BURNABY FAMILY LIFE	736	\$5.73	\$ 4,217	---
TOTAL BURNABY FAMILY LIFE	2,911(1)	\$5.12	\$14,897	\$3,187
BURNABY INFORMATION & COMMUNITY SERVICES	1,203	\$4.78	\$ 5,750	\$2,280
BURNABY MULTICULTURAL SOCIETY	590	\$5.73	\$ 3,381	\$ 792
BURNABY SCHOOL DISTRICT	3,168	\$4.54	\$14,383	\$ 0 (2)
BURNABY SENIORS PEER COUNSELLING	328	\$5.76	\$ 1,889	\$ 441
BURNABY VOLUNTEER CENTRE	931	\$4.60	\$ 4,283	---
BURNABY VOLUNTEER CENTRE	465	\$5.74	\$ 2,669	---
TOTAL BURNABY VOLUNTEER CENTRE	1,396	\$4.98	\$ 6,952	\$2,497
CARPENTRY JOINT ADVISORY COMMITTEE	3,032	\$4.65	\$14,099	\$ 0
COMITATO ATTIVITA SCHOLASTICHE ITALIAN	1,595	\$5.73	\$ 9,139	\$2,155
DOUGLAS COLLEGE	1,040	\$4.55	\$ 4,732	\$ 0
ROYAL CANADIAN AIR CADETS	1,247	\$8.00	\$ 9,976	\$4,988 (3)
SCOUTS CANADA	4,800	\$4.62	\$22,176	\$7,646 (4)
TOTAL	32,109	----	\$151,027	\$31,304

NOTES:

- (1) Includes new space allocated in 1992 April.
- (2) In 1992 January, Council approved annual lease rate increases for the School District of 4.0% above inflation.
- (3) Based on full year lease. Actual lease costs and grant were based on one-half year.
- (4) Includes additional lease grant amount for 1992 of \$2,612.

APPROVED 1992 PHASE 1
LEASE RATES & GRANTS
BURNABY HEIGHTS

A		F		G		H		I	
NAME OF ORGANIZATION	ACTUAL 1992	ACTUAL 1992	LEASE RATE (D - E)	ACTUAL 1992	LEASE RATE (F/B)	ACTUAL LEASE RATE INCREASE	ACTUAL LEASE RATE INCREASE	LEASE RATE 1991 - 1992	%
BARRY JONES, MLA CONSTITUENCY OFFICE	\$ 4,032	\$ 5,25	5.25	\$ 1,368	5.1%	\$ 1,242	78%	\$ 1,510	37%
B.C. AMATEUR BOXING ASSOCIATION	\$ 1,242	3.46	3.46	\$ 1,242	78%	\$ 1,510	37%	\$ 2,053	83%
B.C. CONSERVATORY OF MUSIC	\$ 5,611	5.72	5.72	\$ 1,510	37%	\$ 2,053	83%	\$ 1,569	77%
B.C. PARENTS IN CRISIS	\$ 4,513	4.61	4.61	\$ 2,053	83%	\$ 2,053	83%	\$ 1,569	77%
B.C. AND YUKON BUILDING TRADE COUNCIL	\$ 3,610	4.70	4.70	\$ 1,569	77%	\$ 1,569	77%	\$ 1,569	77%
BURNABY ASSOC. MENTALLY HANDICAPPED	---	---	---	---	---	---	---	---	---
BURNABY ASSOC. MENTALLY HANDICAPPED	---	---	---	---	---	---	---	---	---
TOTAL BURNABY ASSOC. MENTALLY HANDICAPPED	\$ 17,328	2.53	2.53	\$ 693	4%	\$ 693	4%	\$ 693	4%
BURNABY FAMILY LIFE	---	---	---	---	---	---	---	---	---
BURNABY FAMILY LIFE	---	---	---	---	---	---	---	---	---
TOTAL BURNABY FAMILY LIFE	\$ 11,710	4.02	4.02	\$ 281	4%	\$ 281	4%	\$ 281	4%
BURNABY INFORMATION & COMMUNITY SERVICES	\$ 3,470	2.88	2.88	\$ 133	4%	\$ 133	4%	\$ 117	5%
BURNABY MULTICULTURAL SOCIETY	\$ 2,589	4.39	4.39	\$ 117	5%	\$ 117	5%	\$ 117	5%
BURNABY SCHOOL DISTRICT	\$ 14,383	4.54	4.54	\$ 1,064	8%	\$ 1,064	8%	\$ 1,064	8%
BURNABY SENIORS PEER COUNSELLING	\$ 1,448	4.42	4.42	\$ 56	4%	\$ 56	4%	\$ 56	4%
BURNABY VOLUNTEER CENTRE	---	---	---	---	---	---	---	---	---
BURNABY VOLUNTEER CENTRE	---	---	---	---	---	---	---	---	---
TOTAL BURNABY VOLUNTEER CENTRE	\$ 4,455	3.19	3.19	\$ 171	4%	\$ 171	4%	\$ 171	4%
CARPENTRY JOINT ADVISORY COMMITTEE	\$ 14,099	4.65	4.65	\$ 6,290	80%	\$ 276	4%	\$ 276	4%
COMITATO ATTIVITA SCHOLASTICHE ITALIAN	\$ 6,984	4.38	4.38	\$ 276	4%	\$ 276	4%	\$ 276	4%
DOUGLAS COLLEGE	\$ 4,732	4.55	4.55	\$ 2,213	88%	\$ 2,213	88%	\$ 2,213	88%
ROYAL CANADIAN AIR CADETS	\$ 4,988	4.00	4.00	---	---	---	---	---	---
SCOUTS CANADA	\$ 14,530	3.03	3.03	\$ 2,442	20%	\$ 2,442	20%	\$ 2,442	20%
TOTAL	\$ 119,723	---	---	\$ 21,478	---	\$ 21,478	---	\$ 21,478	---

1992 ACTUAL LEASE RATES AND INCREASES
(After issuance of Lease Grants)

PROPOSED 1993 PHASE II

LEASE RATE INCREASES

BURNABY HEIGHTS

A

NAME OF ORGANIZATION

PROPOSED 1993 LEASE RATES AND INCREASES
(Prior to Issuance of Proposed Lease Grants)

1993	1993	1992 - 1993	1993	1993	1993
ANNUAL INCREASE	ANNUAL LEASE RATE	ANNUAL LEASE RATE	ANNUAL LEASE RATE	ANNUAL LEASE RATE	LEASE RATE INCREASE
\$/SQ. FT. (V - C)/2	\$/SQ. FT. (C + J)	\$/SQ. FT. (B x K)	\$/SQ. FT. (L - D)	\$/SQ. FT. (L - D)	% (M/D)
\$1.63	\$6.88	\$5,280	\$1,248	\$1,248	31.0%
\$0.90	\$4.36	\$1,563	\$321	\$321	25.9%
\$1.39	\$7.11	\$6,975	\$1,364	\$1,364	24.3%
\$1.95	\$6.56	\$6,417	\$1,904	\$1,904	42.2%
\$1.90	\$6.60	\$5,069	\$1,459	\$1,459	40.4%
\$0.90	\$4.36	\$28,064	\$5,767	\$5,767	25.9%
\$1.39	\$7.12	\$2,917	\$568	\$568	24.2%
\$0.92	\$4.52	\$30,981	\$6,335	\$6,335	25.7%
\$1.80	\$6.71	\$14,583	\$3,904	\$3,904	36.6%
\$1.39	\$7.12	\$5,237	\$1,019	\$1,019	24.2%
\$1.69	\$6.81	\$19,820	\$4,923	\$4,923	33.1%
\$1.86	\$6.64	\$7,988	\$2,238	\$2,238	38.9%
\$1.39	\$7.12	\$4,198	\$817	\$817	24.2%
\$0.18	\$4.72	\$14,958	\$575	\$575	4.0%
\$1.37	\$7.13	\$2,339	\$449	\$449	23.8%
\$1.95	\$6.55	\$6,098	\$1,815	\$1,815	42.4%
\$1.38	\$7.12	\$3,311	\$642	\$642	24.0%
\$1.76	\$6.74	\$9,409	\$2,457	\$2,457	35.3%
\$1.93	\$6.58	\$19,935	\$5,837	\$5,837	41.4%
\$1.39	\$7.12	\$11,348	\$2,209	\$2,209	24.2%
\$1.98	\$6.53	\$6,786	\$2,054	\$2,054	43.4%
\$0.25	\$8.25	\$10,288	\$312	\$312	3.1%
\$1.94	\$6.56	\$31,488	\$9,312	\$9,312	42.0%
---	---	\$195,417	\$44,390	\$44,390	---

BURNABY JONES, MLA CONSTITUENCY OFFICE
 B.C. AMATEUR BOXING ASSOCIATION
 B.C. CONSERVATORY OF MUSIC
 B.C. PARENTS IN CRISIS
 B.C. AND YUKON BUILDING TRADE COUNCIL
 BURNABY ASSOC. MENTALLY HANDICAPPED
 BURNABY ASSOC. MENTALLY HANDICAPPED
 BURNABY ASSOC. MENTALLY HANDICAPPED
 BURNABY FAMILY LIFE
 BURNABY FAMILY LIFE
 BURNABY FAMILY LIFE
 TOTAL BURNABY FAMILY LIFE
 BURNABY INFORMATION & COMMUNITY SERVICES
 BURNABY MULTICULTURAL SOCIETY
 BURNABY SCHOOL DISTRICT
 BURNABY SENIORS PEER COUNSELING
 BURNABY VOLUNTEER CENTRE
 BURNABY VOLUNTEER CENTRE
 BURNABY VOLUNTEER CENTRE
 BURNABY VOLUNTEER CENTRE
 TOTAL BURNABY VOLUNTEER CENTRE
 CARPENTRY JOINT ADVISORY COMMITTEE
 COMITATO ATTIVITA SCHOLASTICHE ITALIAN
 DOUGLAS COLLEGE
 ROYAL CANADIAN AIR CADETS
 SCOUTS CANADA

ANTICIPATED 1993 LEASE GRANTS AND RESULTING LEASE RATES AND INCREASES
EFFECTIVE LEASE RATE INCREASES
BURNABY HEIGHTS

NAME OF ORGANIZATION	QUALIFY	FOR OFFSETTING LEASE GRANT	1993 ANTICIPATED LEASE GRANT (E) + (M x O)	1993 RESULTING LEASE RATE (R/B)	1993 RESULTING LEASE RATE (L - P)	1992 - 1993 RATE INCREASE (R - F)	1993 RESULTING LEASE RATE INCREASE (S/F)
BARRY JONES, MLA CONSTITUENCY OFFICE	0%	\$ 0	\$6.88	\$ 5,280	\$1,248	31.0%	
B.C. AMATEUR BOXING ASSOCIATION	0%	\$ 0	\$4.36	\$ 1,563	\$ 321	25.9%	
B.C. CONSERVATORY OF MUSIC	0%	\$ 0 (5)	\$7.11	\$ 6,975	\$1,364	24.3%	
B.C. PARENTS IN CRISIS	0%	\$ 0	\$6.56	\$ 6,417	\$1,904	42.2%	
B.C. AND YUKON BUILDING TRADE COUNCIL	0%	\$ 0	\$6.60	\$ 5,069	\$1,459	40.4%	
BURNABY ASSOC. MENTALLY HANDICAPPED	---	---	---	---	---	---	---
BURNABY ASSOC. MENTALLY HANDICAPPED	100%	\$13,653	\$2.53	\$17,328	\$ 0	0.0%	
BURNABY FAMILY LIFE	---	---	---	---	---	---	---
BURNABY FAMILY LIFE	---	---	---	---	---	---	---
TOTAL BURNABY FAMILY LIFE	100%	\$ 8,110	\$4.02	\$11,710	\$ 0	0.0%	
BURNABY INFORMATION & COMMUNITY SERVICES	100%	\$ 4,518	\$2.88	\$ 3,470	\$ 0	0.0%	
BURNABY MULTICULTURAL SOCIETY	100%	\$ 1,609	\$4.39	\$ 2,589	\$ 0	0.0%	
BURNABY SCHOOL DISTRICT	0%	\$ 0	\$4.72	\$14,958	\$ 575	4.0%	
BURNABY SENIORS PEER COUNSELING	100%	\$ 890	\$4.42	\$ 1,448	\$ 0	0.0%	
BURNABY VOLUNTEER CENTRE	---	---	---	---	---	---	---
BURNABY VOLUNTEER CENTRE	---	---	---	---	---	---	---
TOTAL BURNABY VOLUNTEER CENTRE	100%	\$ 4,954	\$3.19	\$ 4,455	\$ 0	0.0%	
CARPENTRY JOINT ADVISORY COMMITTEE	0%	\$ 0	\$6.58	\$19,935	\$5,837	41.4%	
COMITATO ATTIVITA SCHOLASTICHE ITALIAN	100%	\$ 4,364	\$4.38	\$ 6,984	\$ 0	0.0%	
DOUGLAS COLLEGE	0%	\$ 0	\$6.53	\$ 6,786	\$2,054	43.4%	
ROYAL CANADIAN AIR CADETS	100%	\$ 5,144 (6)	\$4.13	\$ 5,144	\$ 156	3.1%	
SCOUTS CANADA	50%	\$ 9,690 (7)	\$4.54	\$21,798	\$7,268	50.0%	
TOTAL	---	\$52,933	---	\$142,485	\$22,761	---	---

NOTES:

- (5) B.C. Conservatory of Music was registered as a society in 1992 April.
- (6) Royal Canadian Air Cadets are responsible for 50% of lease rate increase to account for inflation for 1992.
- (7) Does not include additional lease grant funding of \$2,612 provided in 1992.

PROJECTED 1994 PHASE III

LEASE RATE INCREASES

BURNABY HEIGHTS

NAME OF ORGANIZATION	A		U	V	W	X	Y
	1994 ANNUAL INCREASE	1994 ANNUAL LEASE RATE					
	\$/SQ. FT.	\$/SQ. FT.	\$/SQ. FT.	\$/SQ. FT.	LEASE RATE	ANNUAL LEASE RATE	ANNUAL LEASE RATE
	(V - C)/2	(K + U)	(B x V)	(W - M)	(X/M)		
BARRY JONES, MLA CONSTITUENCY OFFICE	\$1.63	\$8.50	\$6,528	\$1,248	\$321	\$1,364	23.6%
B.C. AMATEUR BOXING ASSOCIATION	\$0.90	\$5.25	\$1,885	\$321	\$1,904	\$1,904	20.6%
B.C. CONSERVATORY OF MUSIC	\$1.39	\$8.50	\$8,339	\$1,364	\$1,904	\$1,904	19.5%
B.C. PARENTS IN CRISIS	\$1.95	\$8.50	\$8,322	\$1,904	\$1,904	\$1,904	29.7%
B.C. AND YUKON BUILDING TRADE COUNCIL	\$1.90	\$8.50	\$6,528	\$1,459	\$5,767	\$1,459	28.8%
BURNABY ASSOC. MENTALLY HANDICAPPED	\$0.90	\$5.25	\$33,831	\$5,767	\$5,767	\$5,767	20.6%
BURNABY ASSOC. MENTALLY HANDICAPPED	\$1.39	\$8.50	\$3,485	\$568	\$568	\$568	19.5%
TOTAL BURNABY ASSOC. MENTALLY HANDICAPPED	\$0.92	\$5.44	\$37,316	\$6,335	\$6,335	\$6,335	20.4%
BURNABY FAMILY LIFE	\$1.80	\$8.50	\$18,488	\$3,904	\$1,019	\$3,904	26.8%
BURNABY FAMILY LIFE	\$1.39	\$8.50	\$6,256	\$1,019	\$1,019	\$1,019	19.5%
TOTAL BURNABY FAMILY LIFE	\$1.69	\$8.50	\$24,744	\$4,923	\$4,923	\$4,923	24.8%
BURNABY INFORMATION & COMMUNITY SERVICES	\$1.86	\$8.50	\$10,226	\$2,238	\$817	\$2,238	28.0%
BURNABY MULTICULTURAL SOCIETY	\$1.39	\$8.50	\$5,015	\$817	\$817	\$817	19.5%
BURNABY SCHOOL DISTRICT	\$0.19	\$4.91	\$15,551	\$593	\$593	\$593	4.0%
BURNABY SENIORS PEER COUNSELING	\$1.37	\$8.50	\$2,788	\$449	\$449	\$449	19.2%
BURNABY VOLUNTEER CENTRE	\$1.95	\$8.50	\$7,914	\$1,815	\$1,815	\$1,815	29.8%
BURNABY VOLUNTEER CENTRE	\$1.38	\$8.50	\$3,953	\$642	\$642	\$642	19.4%
TOTAL BURNABY VOLUNTEER CENTRE	\$1.76	\$8.50	\$11,866	\$2,457	\$2,457	\$2,457	26.1%
CARPENTRY JOINT ADVISORY COMMITTEE	\$1.93	\$8.50	\$25,772	\$5,837	\$2,209	\$5,837	29.3%
COMITATO ATTIVITA SCHOLASTICHE ITALIAN	\$1.39	\$8.50	\$13,558	\$2,209	\$2,209	\$2,209	19.5%
DOUGLAS COLLEGE	\$1.98	\$8.50	\$8,840	\$2,054	\$2,054	\$2,054	30.3%
ROYAL CANADIAN AIR CADETS	\$0.25	\$8.50	\$10,600	\$312	\$312	\$312	3.0%
SCOUTS CANADA	\$1.94	\$8.50	\$40,800	\$9,312	\$9,312	\$9,312	29.6%
TOTAL	---	---	\$239,889	\$44,471	---	---	---

PROJECTED 1994 LEASE RATES AND INCREASES
(Prior to Issuance of Anticipated Lease Grants)

ANTICIPATED 1994 LEASE GRANTS AND RESULTING LEASE RATES AND INCREASES
(After Issuance of Anticipated Lease Grants)

NAME OF ORGANIZATION	A		B		C		D	
	1994 ANTICIPATED	ANNUAL LEASE GRANT	1994 RESULTING	LEASE RATE (BB/B)	1994 RESULTING	LEASE RATE (B x AA)	1993 - 1994 RATE INCREASE	(BB - R) / (CC/R) %
BURNABY HEIGHTS								
LEASE RATE INCREASES								
PROJECTED 1994 PHASE III								
BARRY JONES, MLA CONSTITUENCY OFFICE	\$ 0(8)	\$8.50	\$ 6,528	\$1,248	23.6%			
B.C. AMATEUR BOXING ASSOCIATION	\$ 0	\$5.25	\$ 1,885	\$ 321	20.6%			
B.C. CONSERVATORY OF MUSIC	\$ 0	\$8.50	\$ 8,339	\$1,364	19.5%			
B.C. PARENTS IN CRISIS	\$ 0	\$8.50	\$ 8,322	\$1,904	29.7%			
B.C. AND YUKON BUILDING TRADE COUNCIL	\$ 0	\$8.50	\$ 6,528	\$1,459	28.8%			
BURNABY ASSOC. MENTALLY HANDICAPPED								
BURNABY ASSOC. MENTALLY HANDICAPPED								
BURNABY ASSOC. MENTALLY HANDICAPPED								
TOTAL BURNABY ASSOC. MENTALLY HANDICAPPED	\$19,988	\$2.53	\$17,328	\$ 0	0.0%			
BURNABY FAMILY LIFE								
BURNABY FAMILY LIFE								
TOTAL BURNABY FAMILY LIFE	\$13,034	\$4.02	\$11,710	\$ 0	0.0%			
BURNABY INFORMATION & COMMUNITY SERVICES	\$ 6,755	\$2.88	\$ 3,470	\$ 0	0.0%			
BURNABY MULTICULTURAL SOCIETY	\$ 2,426	\$4.39	\$ 2,589	\$ 0	0.0%			
BURNABY SCHOOL DISTRICT	\$ 0	\$4.91	\$15,551	\$ 593	4.0%			
BURNABY SENIORS PEER COUNSELLING	\$ 1,340	\$4.42	\$ 1,448	\$ 0	0.0%			
BURNABY VOLUNTEER CENTRE								
BURNABY VOLUNTEER CENTRE								
BURNABY VOLUNTEER CENTRE								
TOTAL BURNABY VOLUNTEER CENTRE	\$ 7,411	\$3.19	\$ 4,455	\$ 0	0.0%			
CARPENTRY JOINT ADVISORY COMMITTEE	\$ 0	\$8.50	\$25,772	\$5,837	29.3%			
COMITATO ATTIVITA SCHOLASTICHE ITALIAN	\$ 6,573	\$4.38	\$ 6,984	\$ 0	0.0%			
DOUGLAS COLLEGE	\$ 0	\$8.50	\$ 8,840	\$2,054	30.3%			
ROYAL CANADIAN AIR CADETS	\$ 5,300	\$4.25	\$ 5,300	\$ 156	3.0%			
SCOUTS CANADA	\$14,346	\$5.51	\$26,454	\$4,656	21.4%			
TOTAL	\$77,174	----	\$162,715	\$20,230	----			

NOTES:

(8) Does not include additional lease grant amount of \$2,612 provided in 1992 to Scouts Canada.

