

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL  
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

RE: 1994 LEASE GRANT APPLICATIONS - BURNABY HEIGHTS

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

RECOMMENDATION:

1. THAT Council be requested to approve the proposed lease grants listed in Section 4.0 of this report.

R E P O R T

At the Executive Committee of Council meeting held on 1993 November 29, the Committee received and adopted the attached report which provides information on lease grant applications received from tenants at the Burnaby Heights facility.

The Committee therefore submits the recommendations to Council for approval.

Respectfully submitted,

Councillor D. Drummond  
Chair

Mayor W.J. Copeland,  
Member

Councillor D. Corrigan,  
Member

Councillor L.A. Rankin,  
Member

Councillor J. Young,  
Member

COPY - CITY MANAGER  
- DIRECTOR ADMIN. &  
COMM. SERV.  
- DIRECTOR FINANCE  
- DIRECTOR PLANNING &  
BUILDING  
- CITY SOLICITOR

TO: EXECUTIVE COMMITTEE - GRANTS 1993 NOVEMBER 18  
FROM: DIRECTOR PLANNING & BUILDING OUR FILE: 10.121  
SUBJECT: 1994 LEASE GRANT APPLICATIONS - BURNABY HEIGHTS  
PURPOSE: To provide information on lease grant applications received from tenants at the Burnaby Heights facility.

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**RECOMMENDATION:**

- 1) THAT Council be requested to approve the proposed lease grants listed in Section 4.0 of this report.

**REPORT**

**1.0 INTRODUCTION**

On 1993 October 4, Council approved the recommendations of the Executive Committee - Grants for the third and final phase (1994) of lease rate increases and anticipated offsetting lease grants for existing tenants at the Burnaby Heights facility.

To assist tenants in making application for lease grants, an information package on the lease grant process was distributed to each tenant at the facility. The package included the 1993 October 4 report on anticipated lease grants, the 1994 lease agreement for the tenant and information on the lease grant application process.

This report provides information on the lease grant applications of nine (9) tenants at the facility. Based on the anticipated lease grants amounts and the lease grant guidelines adopted by Council in 1992 April, this report proposes a lease grant amount for each applicant.

**2.0 LEASE GRANT GUIDELINES**

In 1991 October, Council approved the recommendations of the Executive Committee - Grants to establish a three year phased approach to set market value lease rates at the Burnaby Heights facility. A process was also established for tenants to qualify for consideration of a City grant to offset each phase of lease rate increases.

To assist in the issuance of lease grants, Council approved lease grant guidelines. In general, the guidelines provide for the issuance of lease grants to non-profit organizations providing services of benefit to Burnaby residents.

### 3.0 LEASE GRANT APPLICATIONS

The 1993 October 4 report to Council presented the anticipated lease grants for the existing tenants at Burnaby Heights. Based on the lease grant guidelines and information received as part of the Phase 2 (1993) lease grants, nine (9) Burnaby Heights tenants were identified as qualifying for lease grants to offset their Phase 3 (1994) lease rate increase.

Following the distribution of this information, nine (9) lease grant applications were received from the following Burnaby Heights tenants:

Organization	Anticipated Lease Grant	Requested Lease Grant	Increase From Anticipated Amount
Boy Scouts of Canada	\$15,385	\$15,385	\$0
Burnaby Assoc. Mentally Handicapped	\$22,928	\$23,718	\$790 <sup>1</sup>
Burnaby Family Life Institute	\$18,608	\$22,474	\$3,866 <sup>2</sup>
Burnaby Information & C.S. Society	\$6,760	\$12,604	\$5,844 <sup>3</sup>
Burnaby Multicultural Society	\$5,597	\$5,597	\$0
Burnaby Seniors Outreach Ser. Society	\$4,876	\$4,876	\$0
Burnaby Volunteer Centre	\$7,423	\$7,423	\$0
Burnaby/New West. Child Care Support	\$4,567	\$4,567	\$0
Comitato Attivita Scholastiche Italian	\$6,606	\$6,606	\$0
<b>Total</b>	<b>\$92,751</b>	<b>\$103,250</b>	<b>\$10,500</b>

**Notes:**

- 1 The Burnaby Association for the Mentally Handicapped has applied for an additional \$790 in lease grant to maintain their overall increase in their lease costs to 3.0%, in line with their anticipated increases in funding from the Ministry of Social Services.
- 2 The increase of \$3,866 in the anticipated lease grant amount is due to the re-allocation of additional space to the Burnaby Family Life Institute in 1993 September. Based on the lease grant guidelines the organization qualifies for consideration of the requested additional lease grant support.
- 3 The increase of \$5,844 in the anticipated lease grant amount is due to the re-allocation of additional space to the Burnaby Information and Community Services Society in 1993 September. Based on the lease grant guidelines the organization qualifies for consideration of the requested additional lease grant support.

Three applications for lease grants are different from that anticipated in the 1993 October 4 report to Council.

The Burnaby Family Life Institute and the Burnaby Information & Community Services Society requested additional lease grant funding based on the reallocation of additional space in 1993 September. Their application for a lease grant for the remainder of 1993 is the subject of a separate report on the Committee's agenda. Based on the lease grant guidelines, Section 4.0 of this report proposes that these two groups receive the requested lease grants for 1994.

The Burnaby Association for the Mentally Handicapped (BAMH) is requesting an additional \$790 lease grant to keep their overall increase in lease costs to 3.0%, in line with their anticipated increase in funding from the Ministry of Social Services. The application of the lease grant guidelines, as presented in the 1993 October 4 report to the Committee and Council, do not support the request of the Burnaby Association for the Mentally Handicapped. As such, the proposed lease grant in the Section 4.0 of this report does not include the request of the BAMH for an additional \$790 in lease grant. However, the Committee may wish to reconsider this request based on a consideration of the financial need of the BAMH.

In summary, \$103,250 in lease grant requests have been received from nine (9) existing non-profit tenants at Burnaby Heights. This represents an additional \$10,500 in lease grant requests from that anticipated in the 1993 October 4 report to Council.

#### **4.0 PROPOSED 1994 LEASE GRANTS**

Based on a review of the applications, all of the applicants meet the lease grant guidelines for lease support.

Of the nine (9) applications, eight (8) qualify for lease grants to offset 100% of their proposed 1994 lease rate increase. One (1) tenant, Scouts Canada, qualifies for a lease grant to offset 83% of its proposed lease rate increase, based on the amount of space allocated to serve Burnaby residents.

As such, it is proposed that Council approve the requested 1994 lease grants as follows:

<b>Organization</b>	<b>Proposed Lease Grant</b>
Boy Scouts of Canada	\$15,385
Burnaby Assoc. Mentally Handicapped	\$22,928
Burnaby Family Life Institute	\$22,474
Burnaby Information & C.S. Society	\$12,604
Burnaby Multicultural Society	\$5,597
Burnaby Seniors Outreach Ser. Society	\$4,876
Burnaby Volunteer Centre	\$7,423
Burnaby/New West. Child Care Support	\$4,567
Comitato Attivita Scholastiche Italian	\$6,606
<b>Total</b>	<b>\$102,460</b>

The proposed lease grant amounts support the requests of the Burnaby Family Life Institute and the Burnaby Information & Community Services Society for an increase in the anticipated lease grant amount. This is based on the re-allocation of additional space to these organizations in the facility.

The proposed lease grant amounts do not support the request of the Burnaby Association for the Mentally Handicapped for an additional \$790 in lease grant. This request is in addition to the amount anticipated based on the application of the lease grant guidelines, as presented in the 1993 October 4 report to the Committee and Council.

## **5.0 IMPACT ON LEASE GRANTS BUDGET**

The 1994 Provisional lease grants budget was based on a projection into 1994 of anticipated lease grants for the Burnaby Heights facility based on the allocation of space in mid 1993. The provision of lease grants to two tenants receiving reallocated space, as noted in Section 3.0 of this report, will increase the anticipated draw on the provisional lease grants budget.

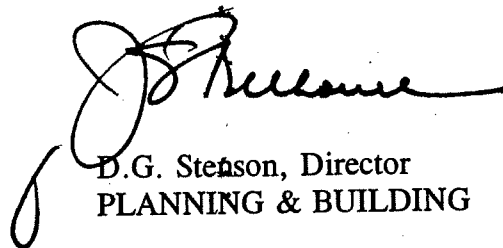
The 1994 Provisional budget provided for the issuance of \$93,716 in lease grants for Burnaby Heights tenants. The reallocation of additional space to Burnaby Family Life and the Burnaby Information & Community Services Society has increased the proposed draw on the lease grants budget by \$8,744 to \$102,460.

If the proposed lease grants are approved, an additional \$8,744 will be added to the 1994 Annual lease grant budget.

**6.0 NEXT STEPS**

It is proposed that the Committee forward this report and recommendations to Council for approval. Once approved by Council, the Finance Department would adjust the monthly lease payments of the benefiting organizations to reflect the approved lease grant amount. The lease grant funds would be transferred internally for budgeting and accounting purposes.

Any further lease grant applications received by staff will be brought forward for the consideration of the Committee at a subsequent meeting.



D.G. Stenson, Director  
PLANNING & BUILDING

LP\db

cc: Director Administrative & Community Services  
Director Finance  
City Clerk