

CITY OF BURNABY
EXECUTIVE COMMITTEE OF COUNCIL
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: LEASE GRANT APPLICATIONS - BURNABY FAMILY LIFE INSTITUTE
BURNABY INFORMATION AND COMMUNITY SERVICES SOCIETY

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

RECOMMENDATIONS:

1. THAT the Burnaby Family Life Institute receive a lease grant of \$602 to offset the 1993 lease rate for recently re-allocated space at the Burnaby Heights facility.
2. THAT the Burnaby Information & Community Services Society receive a lease grant of \$978 to offset the 1993 lease rate for recently re-allocated space at the Burnaby Heights facility.

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 the lease grant applications received from the Burnaby Family Life Institute and the Burnaby Information & Community Services Society for re-allocated space 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 05

FROM: DIRECTOR PLANNING & BUILDING

OUR FILE 17.912

SUBJECT: LEASE GRANT APPLICATIONS -
BURNABY FAMILY LIFE INSTITUTE
BURNABY INFORMATION & COMMUNITY SERVICES SOCIETY

PURPOSE: To provide information on the lease grant applications received from the Burnaby Family Life Institute and the Burnaby Information & Community Services Society for re-allocated space at the Burnaby Heights facility.

RECOMMENDATIONS:

1. THAT the Burnaby Family Life Institute receive a lease grant of \$602 to offset the 1993 lease rate for recently re-allocated space at the Burnaby Heights facility.
2. THAT the Burnaby Information & Community Services Society receive a lease grant of \$978 to offset the 1993 lease rate for recently re-allocated space at the Burnaby Heights facility.

REPORT

1.0 INTRODUCTION

On 1993 September 7, Council allocated additional space to the Burnaby Family Life Institute and the Burnaby Information & Community Services Society at the Burnaby Heights facility for office use.

This report provides information on the lease grant applications received from these two organizations to offset the 1993 lease rate for the recently allocated space.

2.0 LEASE GRANT APPLICATION

The Burnaby Family Life Institute has entered into a lease agreement with the City for an additional 864 square feet of office space at the facility. In accordance with City policy, the lease rate (before grant) for the space was set at \$6.81 per square foot per year.

The Burnaby Information & Community Services Society has entered into a lease agreement for an additional 1,040 of office space. In accordance with City policy, the lease rate (before grant) for the space was set at \$6.64 per square foot per year.

In 1992 April 21, Council approved the lease grant guidelines presented in Appendix 1 attached. The guidelines provide for the issuance of a lease grant to non-profit organizations providing services of benefit to Burnaby residents. For existing non-profit tenants receiving additional space at Burnaby Heights, the guidelines provide for a lease grant to hold lease costs at 1991 levels with appropriate adjustments for inflation.

Consistent with guidelines, both organizations have applied for a lease grant to reduce the established lease rate to the same level (after grant) as their other space at the Burnaby Heights facility. The Burnaby Family Life Institute and the Burnaby Information & Community Services Society meet the requirements of the lease grant guidelines.

Both organizations were advised that the issuance of lease grants is at the discretion of the Executive Committee - Grants, and that the availability of the lease grant may also be subject to budget restrictions.

For the Burnaby Family Life Institute, the 1993 annual lease rate for the re-allocated space totals \$5,884 (\$6.81 per square foot by 864 square feet). For the remaining three month period from 1993 October 1 to 1993 December 31, the Burnaby Family Life Institute has applied for a pro-rated lease grant of \$603. This would reduce the actual lease rate for this space to \$4.02 per square foot - equal to their other space at the facility.

For the Burnaby Information & Community Services Society, the 1993 annual lease rate for the re-allocated space totals \$6,906 (\$6.64 per square foot by 1,040 square feet). For the remaining three month period of 1993 October 1 to 1993 December 31, the Society has applied for a pro-rated lease grant of \$978. This would reduce the actual lease rate for this space to \$2.88 per square foot - equal to their other space at the facility.

3.0 NEXT STEPS

It is proposed that the Committee recommend to Council that the Burnaby Family Life Institute receive a lease grant of \$603 to offset their 1993 lease rate for re-allocated space at Burnaby Heights, and that the Burnaby Information & Community Services Society receive a lease grant of \$978 to offset their 1993 lease rate for re-allocated space at the facility.

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

Once approved by Council, Finance Department staff would finalize the lease agreement with the Society and adjust the monthly lease payments to reflect the lease grant amount. The lease grant funds would be transferred internally for budgeting and accounting purposes.


for D.G. Stenson, Director
PLANNING & BUILDING

LP/db

Attachment

cc: Director Finance
Director Administration & Community Services
City Clerk ..

GUIDELINES FOR LEASE GRANTS AT CITY COMMUNITY RESOURCE FACILITIES

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

The guidelines have been developed to ensure that City 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.

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 - 50% of the full lease rate:

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 - 25% of the full lease rate:

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.

City of Burnaby
Adopted by Council
1992 April 21

Revised 1993 August 14

