

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL
(LEASE GRANTS)

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

Re: 1993 Lease Grant Applications - Burnaby Heights

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

RECOMMENDATIONS:

1. THAT Council be requested to approve the proposed lease grants listed in Section 5.0 of this report.
2. THAT the applicants be advised of the outcome of the lease grant deliberation.

R E P O R T

At the Executive Committee of Council meeting held on 1992 December 15, the Committee received and adopted the attached report which provides information on the lease grant applications of existing tenants and tenants who received re-allocated space at Burnaby Heights. Based on the lease grant guidelines adopted by Council in 1992 April, this report proposes a lease grant amount for each applicant.

The Committee therefore submits the recommendations to Council for approval.

Respectfully submitted,

Councillor D.P. Drummond,
Chair

: COPY - CITY MANAGER
- DIRECTOR FINANCE
- DIRECTOR PLANNING & BUILDING

Mayor W.J. Copeland,
Member

Councillor D. Corrigan,
Member

Councillor L.A. Rankin,
Member

Councillor J. Young,
Member

TO: EXECUTIVE COMMITTEE - GRANTS 1992 DECEMBER 07
FROM: ACTING DIRECTOR PLANNING & BUILDING OUR FILE: 10.121
SUBJECT: **1993 LEASE GRANT APPLICATIONS - BURNABY HEIGHTS**
PURPOSE: To provide information on lease grant applications received from existing and new tenants at the Burnaby Heights facility.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed lease grants listed in Section 5.0 of this report.
2. **THAT** the applicants be advised of the outcome of the lease grant deliberation.

REPORT

1.0 INTRODUCTION

On 1992 September 8, Council approved the recommendations of the Executive Committee - Grants for the second phase (1993) of lease rate increases and anticipated offsetting lease grants for existing tenants at the Burnaby Heights facility.

To assist existing tenants in making application for lease grants, Council also approved the distribution of an information package on the lease grant process to each tenant at the facility. The package included the 1992 September report, the 1993 lease agreement for the tenant and information on the lease grant application process. Applications for lease grants have been received from eight (8) existing tenants at Burnaby Heights.

On 1992 November 25, the Community Issues & Social Planning Committee recommended to Council the re-allocation of four available rooms at the facility to four non-profit tenants. As a result, an additional four (4) lease grant applications have been received from the non-profit organizations who were recommended to receive the re-allocated space.

This report provides information on the lease grant applications of existing tenants and tenants who received re-allocated space at Burnaby Heights. Based on the lease grant guidelines adopted by Council in 1992 April, this report proposes a lease grant amount for each applicant.

2.0 LEASE GRANTS GUIDELINES

In 1991 October, Council approved the recommendations of the Executive Committee - Grants that established a three year phased approach to establish market value lease rates at the Burnaby Heights facility.

Council also established a process whereby existing tenants could qualify to receive a City grant to offset each phase of the lease rate increases. In addition, tenants who receive re-allocated space at the facility also qualify for consideration for a lease grant. To assist in the issuance of lease grants, Council approved the lease grant guidelines presented in Appendix 1, attached.

The guidelines 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 a full lease grant.
- for existing tenants to the facility, a full lease grant would hold lease costs at 1991 levels, with appropriate adjustments for inflation.
- for new tenants, a full lease grant would reduce the established market value lease rate by 50%.

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 a partial lease grants.
- for existing tenants, a partial lease grant would offset one-half of the phased lease rate increase.
- for new tenants to the facility, a partial lease grant would reduce the established market value lease rate by 25%.

Category 3: No Grant

- organizations allocated space at the facility 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.
- existing tenants in this category would experience the full phased lease rate increase.
- new tenants in this category would pay the established market value lease rate.

3.0 LEASE GRANT APPLICATIONS

This section outlines the lease grant applications received from existing tenants and from tenants who received re-allocated space at the facility.

Existing Tenants

The 1992 September report to Council presented the anticipated lease grants for the existing tenants at Burnaby Heights. Based on the lease grant guidelines and information received in the applications for the Phase 1 (1992) lease grants, nine existing Burnaby Heights tenants were identified as qualifying for lease grants to offset their Phase 2 (1993) lease rate increase.

Following the distribution of this information to Burnaby Heights tenants, eight (8) lease grant applications were received from the following existing tenants:

<u>Organization</u>	<u>Previously Anticipated Lease Grant</u>	<u>Requested Lease Grant</u>
Burnaby Association for the Mentally Handicapped	\$13,653	\$13,653
Burnaby Family Life Institute	\$ 8,110	\$ 8,110
Burnaby Information & Community Services	\$ 4,518	\$ 4,518
Burnaby Multicultural Society	\$ 1,609	\$ 1,609
Burnaby Seniors Outreach Services Society	\$ 890	\$ 980
Burnaby Volunteer Centre	\$ 4,954	\$ 4,954
Comitato Attivita Scholastiche Italian	\$ 4,364	\$ 4,364
Royal Canadian Air Cadets	\$ 5,144	---
Scouts Canada (Burnaby Regional Council)	\$ 9,690	\$11,725
Total	\$52,932	\$49,913

The Royal Canadian Air Cadets have not applied for a lease grant as the organization has decided not to lease space at the facility.

An inquiry related to the lease grant process was also received from the operator of the Unemployment Action Centre, which is a program sponsored by the B.C. and Yukon Building Trade Council. At this time, staff have not received an application from this organization.

Tenants Receiving Re-allocated Space

Consistent with the lease grant guidelines adopted by Council, each organization receiving re-allocated space has applied for a lease grant to offset their established lease rate.

The lease rate for the re-allocated space was established in accordance with Council policy. Existing tenants that are re-allocated additional space are assessed the same lease rate as is applied to their existing spaces. The lease rate for new tenants to the facility is set at the established market value rate, as approved by Council in 1992 September.

Each applicant receiving re-allocated space was advised by staff of the established lease rate and of the level of lease grant for which they could qualify. In addition, applicants 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 be subject any budget restrictions that may occur after consideration of the anticipated lease grant requests reported to Council in 1992 September.

The following lists the established lease rate and the requested lease grant for the existing non-profit organizations re-allocated additional space:

Burnaby Association for the Mentally Handicapped (Room 35)	
Established Lease Rate (\$4.36/sq.ft. by 1,568 sq. ft.)	\$6,836/year
Requested Lease Grant	\$2,713
Burnaby Family Life Institute (Room 30)	
Established Lease Rate (\$7.12/sq.ft. by 1,247 sq.ft.)	\$8,879/year
Requested Lease Grant	\$3,479
Burnaby Seniors Outreach Services Society (Room 38)	
Established Lease Rate (\$7.13/sq.ft. by 864 sq.ft.)	\$6,160/year
Requested Lease Grant	\$2,341

For the one new tenant to the facility, the established lease rate and the requested lease grant is as follows:

Burnaby/New Westminster Child Care Support Program (Room 33)	
Established Lease Rate (\$8.25/sq.ft. by 1,056 sq.ft.)	\$8,712/year
Requested Lease Grant	\$4,356

In summary, \$49,913 in lease grant requests has been received from eight (8) existing non-profit tenants at Burnaby Heights. An additional \$12,889 in lease grant requests has been received from four non-profit organizations receiving re-allocated space. In total, lease grant requests from tenants of Burnaby Heights equal \$62,802.

4.0 REVIEW OF LEASE GRANT REQUESTS

This section reviews the requests for lease grants in relation to the lease grant guidelines adopted by Council for existing tenants and non-profit organizations receiving re-allocated space.

Existing Tenants

Appendix 2 attached provides information on the applications received from existing tenants. Based on the review of the applications, all of the applicants meet the lease grant guidelines for full lease support.

In addition, with the exception of Scouts Canada, these applicants have applied for the amount of lease grant anticipated in the 1992 September 8 report approved by Council.

For Scouts Canada, the anticipated lease grant amount of \$9,690 was based on their assignment to 'Category 2: Partial Grant' of the lease grant guidelines. The request of Scouts Canada for a lease grant of \$11,725 is based on the re-designation of their space between the B.C./Yukon Provincial Council and the Burnaby Regional Council.

The Provincial Council uses 1,056 square feet of space at the Burnaby Heights facility from which it provides services to the B.C./Yukon region. Less than 25% of the recipients of programs or services of the B.C./Yukon Regional Council are Burnaby residents. As such, under the lease grant guidelines, this portion of the Scouts operation does not qualify for a lease grant.

The Burnaby Regional Council of Scouts Canada uses 2,976 square feet of space at Burnaby Heights. Over 90% of the recipients of programs and services of the Burnaby Regional Council are Burnaby residents. As such, under the lease grant guidelines, this portion of the Scouts operation qualifies for consideration of full lease grant support of \$11,725.

The request of Scouts Canada for a lease grant of \$11,725 is consistent with the lease grant guidelines adopted by Council. The requested lease grant would maintain the lease rate of the Burnaby Regional Council at their 1992 level, with appropriate adjustments for inflation. The B.C./Yukon Council would receive the full phased lease rate increase.

Tenants Receiving Re-allocated Space

Appendix 2 attached provides information on the applications of tenants receiving re-allocated space at Burnaby Heights. Based on the lease grant guidelines adopted by Council, all four (4) applicants meet the requirements for full lease support.

As such, the three existing tenants re-allocated additional space, (Burnaby Association for the Mentally Handicapped, Burnaby Family Life, and Burnaby Seniors Outreach Services Society) qualify for consideration of a lease grant to reduce their lease rate to their 1991 level, with appropriate adjustments for inflation.

The one new tenant, Burnaby / New Westminster Child Care Support Program, qualifies for consideration of a lease grant equivalent to a 50% reduction from the established market level rate.

The Burnaby Association for the Mentally Handicapped and the Burnaby Family Life Institute have applied for the full lease grant amount for their recently re-allocated rooms. However, both agencies have indicated that they are willing to take on the full lease costs for the rooms, if lease grant funds are not available for 1993.

5.0 PROPOSED 1993 LEASE GRANTS

Based on the review of the applications, all applicants meet the guidelines for full lease support. As such, it is proposed that Council approve the requested 1993 lease grants as follows:

<u>Existing Tenants</u>	<u>Proposed Lease Grant</u>
Burnaby Association for the Mentally Handicapped	\$13,653
Burnaby Family Life Institute	\$ 8,110
Burnaby Information & Community Services	\$ 4,518
Burnaby Multicultural Society	\$ 1,609
Burnaby Seniors Outreach Services Society	\$ 980
Burnaby Volunteer Centre	\$ 4,954
Comitato Attivita Scholastiche Italian	\$ 4,364
Scouts Canada (Burnaby Regional Council)	<u>\$11,725</u>
Sub-total	<u>\$49,913</u>
Tenants Receiving Re-allocated Space	
Burnaby Association for the Mentally Handicapped	\$ 2,713
Burnaby Family Life Institute	\$ 3,479
Burnaby Seniors Outreach Services Society	\$ 2,341
Burnaby / New West. Child Care Support Program	<u>\$ 4,356</u>
Sub-total	<u>\$12,889</u>
Total Proposed Lease Grants	\$62,802

For existing tenants and existing tenants re-allocated additional space, the proposed lease grants would maintain their lease rate at their actual 1992 level (ie. 1991 lease rate plus an adjustment for inflation).

For the one new tenant, Burnaby / New Westminster Child Care Support Program, the proposed lease grant would result in a 50% reduction of the established market value lease rate.

6.0 IMPACT ON LEASE GRANTS BUDGET

The 1993 lease grant budget and anticipated revenue from the facility were based on a projection into 1993 of the lease rates and grants for the existing tenants in the facility in 1992.

The provision of lease grants to the four (4) groups receiving re-allocated space will increase the draw on the lease grant budget. In addition, the re-allocation of the four classrooms has reduced the anticipated revenues from the facility.

The 1993 Provisional City Council Lease Grants Budget provided for the issuance of \$52,932 in anticipated lease grants. The 1992 September report to Council estimated a net increase in lease revenues from the facility of \$22,761.

Of the four classrooms being re-allocated, two were previously assigned to non-profit community groups with the appropriate lease rates and grants in place. The remaining two classrooms were leased by an organization that did not qualify for lease support, and would have been assessed the full phased market value lease rate.

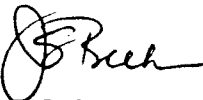
The re-allocation of these two classrooms to non-profit community groups has resulted in a reduction in anticipated 1993 lease revenues of \$11,127. The adjustment of the proposed lease grant for the Burnaby region of Scouts Canada, and the additional request for lease grants from groups receiving re-allocated space at the facility has increased the proposed draw on the lease grants budget by \$9,870.

In order to accommodate the proposed lease grants, an additional \$9,870 would need to be authorized from contingency. With the approval of Council of the Committee's recommendations on the proposed lease grants, these funds would temporarily be drawn from contingency, and provision would be made in the 1993 Annual Budget for the additional funds.

7.0 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, Acting Director
PLANNING & BUILDING

LP/db

Attachments (3)

cc: Director Finance
City Clerk

APPENDIX 1

**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.

**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.

ADOPTED BY COUNCIL
1992 APRIL 21

APPENDIX 2: APPLICATIONS FROM EXISTING TENANTS

REVIEW OF LEASE GRANT APPLICATIONS

The following provides information on each applicant for 1993 lease grants in relation to the lease grant guidelines presented in Appendix 1.

BURNABY ASSOCIATION FOR THE MENTALLY HANDICAPPED

- i) **Non-profit**
The agency is a registered non-profit society.
- ii) **Community Service**
The agency provides programs and services to Burnaby residents.
- iii) **Burnaby Based**
100% of the recipients receiving the programs or services of the Burnaby Association for the Mentally Handicapped are Burnaby residents.
- iv) **Financial Status**
The agency has a financial need for lease support.

BURNABY FAMILY LIFE INSTITUTE

- i) **Non-profit**
The agency is a registered non-profit society.
- ii) **Community Service**
The agency provides programs and services to Burnaby residents.
- iii) **Burnaby Based**
Over 90% of the recipients receiving the programs or services of Burnaby Family Life are Burnaby residents.
- iv) **Financial Status**
The agency has a financial need for lease support.

BURNABY INFORMATION & COMMUNITY SERVICES

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

BURNABY MULTICULTURAL SOCIETY

- i) Non-profit**
The agency is a registered non-profit society.
- ii) Community Service**
The agency provides programs and services to Burnaby residents.
- iii) Burnaby Based**
Over 93% of the recipients receiving the programs or services of the Burnaby Multicultural Society are Burnaby residents.
- iv) Financial Status**
The agency has a financial need for lease support.

BURNABY SENIORS OUTREACH SERVICES SOCIETY (Formerly Burnaby Seniors Peer Counselling)

- i) Non-profit**
The agency is a registered non-profit society.
- ii) Community Service**
The agency provides programs and services to Burnaby residents.
- iii) Burnaby Based**
Over 75% of the recipients receiving the programs or services of the Burnaby Seniors Outreach Services Society are Burnaby residents.
- iv) Financial Status**
The agency has a financial need for lease support.

BURNABY VOLUNTEER CENTRE

- i) Non-profit**
The agency is a registered non-profit society.
- ii) Community Service**
The agency provides programs and services to Burnaby residents.
- iii) Burnaby Based**
Over 75% of the recipients receiving the programs or services of the Burnaby Volunteer Centre are Burnaby residents.
- iv) Financial Status**
The agency has a financial need for lease support.

COMITATO ATTIVITA SCHOLASTICHE ITALIAN

i) Non-profit

The agency is a registered non-profit society.

ii) Community Service

The agency provides programs and services to Burnaby residents.

iii) Burnaby Based

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

iv) Financial Status

The agency has a financial need for lease support.

SCOUTS CANADA (BURNABY REGIONAL COUNCIL)

i) Non-profit

The agency is a registered non-profit society.

ii) Community Service

The agency provides programs and services to Burnaby residents.

iii) Burnaby Based

Over 90% of the recipients receiving the programs or services of the Scouts Burnaby Regional Council are Burnaby residents.

iv) Financial Status

The agency has a financial need for lease support.

APPENDIX 3:

APPLICATIONS FROM TENANTS RECEIVING RE-ALLOCATED SPACE

In relation to the lease grant guidelines, the following provides information on the applications for 1993 lease grants received from the organizations receiving space reallocated by the Community Issues & Social Planning Committee.

REVIEW OF LEASE GRANT APPLICATIONS

BURNABY ASSOCIATION FOR THE MENTALLY HANDICAPPED

i) Non-profit

The Association is a registered non-profit society.

ii) Community Service

The Burnaby Association for the Mentally Handicapped provides services and programs for children and adults who are mentally handicapped.

The Burnaby Association for the Mentally Handicapped will be using the classroom for a transition program for young adults who have recently graduated from high school. The program trains young adults in basic vocational skills and functional academics.

iii) Burnaby Based

100% of the recipients receiving the programs or services of the Association are Burnaby residents.

iv) Financial Status

The Association has a financial need for lease support. However, the Association has indicated that it would be able to accommodate the full lease rate through cuts in other areas and from rent expenditures of \$600 - \$700 being applied at another location.

BURNABY FAMILY LIFE INSTITUTE

i) Non-profit

The Institute is a registered non-profit society.

ii) Community Service

The Burnaby Family Life Institute provides on going workshops and counselling programs for parents and families.

The Institute will be using the room for office space to accommodate extensions of its current programs. Specifically, the Burnaby Family Life anticipates receiving funding to conduct work related to the VINA (Violence is Never Acceptable) Community Coordinating Committee. On behalf of VINA, Burnaby Family Life expects to receive funding for development of a community protocol, outreach and intervention program for women who are victims of violence.

iii) Burnaby Based

Over 90% of the recipients receiving the programs or services of the Institute are Burnaby residents.

iv) Financial Status

The agency has a financial need for lease support. However, the agency has indicated that it would attempt to accommodate the full lease cost for the room from other grants if a City lease grant is not awarded.

BURNABY SENIORS OUTREACH SERVICES SOCIETY

(Formerly: Burnaby Seniors Peer Counselling Society)

i) Non-profit

The Society is a registered non-profit society.

ii) Community Service

The Burnaby Seniors Outreach Services Society provides lay counselling to lonely and bereaved seniors in Burnaby. Services include peer counselling, peer advocates, practical helpers, group leaders and outreach workers.

The Society will be using the room for group meetings for the operation of the Society and the provision of services to seniors.

iii) Burnaby Based

100% of the recipients receiving the programs or services of the Society are Burnaby residents.

iv) Financial Status

The agency has a financial need for lease support, and may not be able to accommodate the full lease costs for the allocated space.

BURNABY / NEW WESTMINSTER CHILD CARE SUPPORT PROGRAM

i) Non-profit

This is a program of the Burnaby & New Westminister Family Daycare Association which is a registered non-profit society.

ii) Community Service

The Burnaby / New Westminister Child Care Support Program provides support and resources for family day care providers and provides information and referral services to parents seeking day care space for their children.

The organization will be using the room for the operation of its program. This organization currently shares space allocated to the Burnaby Health Department, however the space is limited and is not sufficient for the effective operation of their program.

iii) Burnaby Based

Currently, 71% of parent requests for referral to child care are from Burnaby residents, while 76% of the registered caregivers operate in Burnaby.

Starting in early 1993, the services of the program will be expanding to include group child care centres. With this expansion, the program anticipates that 80% of the recipients of the program will be Burnaby residents.

iv) Financial Status

The agency has a financial need for lease support, and may not be able to accommodate the full lease cost for the allocated space.