

CITY OF BURNABY
EXECUTIVE COMMITTEE OF COUNCIL
(LEASE GRANTS)

HIS WORSHIP, MAYOR COPELAND
AND COUNCILLORS

RE: LEASE GRANT APPLICATION -
BURNABY MULTICULTURAL SOCIETY

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

RECOMMENDATION:

1. THAT the Burnaby Multicultural Society receive a lease grant of \$1,035 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 September 27, the Committee received and adopted the attached report which provides information on the lease grant application received from the Burnaby Multicultural Society for re-allocated space at the Burnaby Heights facility.

The Committee therefore submits the recommendation to Council for approval.

Respectfully submitted,

Councillor D.P. Drummond,
Chair

COPY - CITY MANAGER
- DIRECTOR FINANCE
- DIR. PLNG. & BLDG.

Mayor W.J. Copeland,
Member

Councillor D. Corrigan,
Member

Councillor L.A. Rankin,
Member

Councillor J. Young,
Member

TO: EXECUTIVE COMMITTEE - GRANTS 1993 JULY 15
FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 17.912
SUBJECT: LEASE GRANT APPLICATION -
BURNABY MULTICULTURAL SOCIETY
PURPOSE: To provide information on the lease grant application received from the Burnaby Multicultural Society for re-allocated space at the Burnaby Heights facility.

RECOMMENDATION:

1. **THAT** the Burnaby Multicultural Society receive a lease grant of \$1,035 to offset the 1993 lease rate for recently re-allocated space at the Burnaby Heights facility.

REPORT

1.0 INTRODUCTION

On 1993 June 28, Council approved the recommendations of the Community Issues & Social Planning Committee to allocate additional space to the Burnaby Multicultural Society for office use.

This report provides information on the lease grant application received from the Burnaby Multicultural Society to offset the 1993 lease rate for the recently allocated space.

2.0 LEASE GRANT APPLICATION

The Burnaby Multicultural Society has entered into a lease agreement with the City for an additional 758 square feet of office space at the Burnaby Heights facility. In accordance with City policy, the lease rate (before grant) for the space was set at \$7.12 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, the Society has 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 Multicultural Society meets the requirements of the lease grant guidelines.

The Burnaby Multicultural Society was 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.

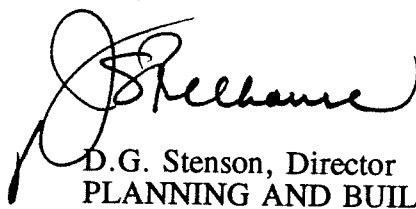
For 1993, the annual lease rate for the re-allocated space totals \$5,397 (\$7.12 per square foot by 758 square feet). For the six month period from 1993 July to 1993 December, the Multicultural Society has applied for a pro-rated lease grant of \$1,035. This would reduce the actual lease rate for this space to \$4.39 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 Multicultural Society receive a lease grant of \$1,035 to offset their 1993 lease rate for re-allocated space at Burnaby Heights.

It is noted that there are no remaining funds in the lease grant account and that this expenditure would need to be accounted for at recast.

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.


D.G. Stenson, Director
PLANNING AND 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.

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.

City of Burnaby
Adopted by Council
1992 April 21