

**CITY OF BURNABY**  
**EXECUTIVE COMMITTEE OF COUNCIL**  
**(LEASE GRANTS)**

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS:

RE: 1994 LEASE GRANTS - EDMONDS NORTH WING

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

**RECOMMENDATIONS:**

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

**REPORT**

The Executive Committee of Council at its meeting held on 1994 July 11 received and adopted the attached staff report to provide information on 1994 lease grant applications received from non-profit groups allocated space at the Edmonds North Wing Community Resource Centre.

The Committee therefore places the recommendations before Council for approval.

Respectfully submitted,

Councillor L. Rankin,  
CHAIR

Councillor D. Corrigan,  
Member

Councillor C. Redman  
Member

: COPY - CITY MANAGER  
- DIRECTOR FINANCE  
- DIR. PLNG. AND BLDG.

**TO: EXECUTIVE COMMITTEE - GRANTS** **June 1, 1994**  
**FROM: DIRECTOR PLANNING & BUILDING** **OUR FILE: 10.121**  
**SUBJECT: 1994 LEASE GRANTS - EDMONDS NORTH WING**  
**PURPOSE:** To provide information on 1994 lease grant applications received from non-profit groups allocated space at the Edmonds North Wing Community Resource Centre.

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**RECOMMENDATION:**

1. **THAT** Council be requested to approve lease grants as proposed 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 1994 May 09, Council approved the recommendations of the Community Issues & Social Planning Committee for the allocation of space at the Edmonds North Wing Community Resource Centre to selected non-profit community groups.

This report provides information on the lease grant applications of 9 non-profit groups allocated space at the Edmonds North Wing. Based on the lease grant guidelines established by Council, this report proposes a lease grant amount for each applicant.

**2.0 LEASE GRANT GUIDELINES**

In 1992 April, Council established guidelines for the issuance of lease grants to non-profit groups allocated space at Community Resource Centres. The lease grants are intended to offset the established market value lease rate, \$8.77 per square foot per year for 1994, for non-profit groups that provide services of benefit to Burnaby residents.

The lease grant guidelines are shown in Appendix 1 **attached**. In general, the guidelines provide for the issuance of lease grants as follows:

**Category 1: Full Grant - 50% Reduction**

Non-profit organizations whose services benefit primarily Burnaby residents qualify for consideration for a full lease grant.

At least 75% of the recipients of the organizations' programs or services should be Burnaby residents.

A full lease grant would reduce the established lease rate by 50%.

**Category 2: Partial Grant - 25% Reduction**

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 grant.

From 25% up to 75% of the recipients of the organizations' programs or services should be Burnaby residents.

A partial lease grant would reduce the established lease rate by 25%.

**Category 3: No Grant**

Organizations allocated space at Community Resource Centres which provide limited services to Burnaby residents, are direct extensions of other levels of government, are not community based, have a clear financial ability to meet lease costs or operate on a for profit basis generally do not qualify for a lease grant.

Organizations which provide programs or services of which less than 25% of the benefiting recipients are Burnaby residents would not qualify for a lease grant.

These organizations would be subject to the full lease grant costs of \$8.77 per square foot per year for 1994.

**3.0 LEASE GRANT REQUESTS**

The following groups, allocated space at the Edmonds North Wing, have applied for a lease grant to offset the established 1994 lease rate as shown below.

<u>ORGANIZATION</u>	<u>GRANT REQUEST</u> (1994 July - Dec)
<b>Burnaby Association for the Mentally Handicapped</b> 1994 Lease Rate (\$8.77 by 1,498 sq.ft. = \$13,137/year) Full Lease Grant Requested	\$3,284
<b>Burnaby Child Poverty Society</b> 1994 Lease Rate (\$8.77 by 371 sq.ft. = \$3,254/year) Full Lease Grant Requested	\$814
<b>Burnaby Family Life Institute</b> 1994 Lease Rate (\$8.77 by 752 sq.ft. = \$6,595/year) Full Lease Grant Requested	\$1,649
<b>Canadian Mental Health Association - Burnaby Branch</b> 1994 Lease Rate (\$8.77 by 1,506 sq.ft. = \$13,208/year) Full Lease Grant Requested	\$3,302
<b>Canadian Red Cross - Burnaby Branch</b> 1994 Lease Rate (\$8.77 by 1,500 sq.ft. = \$13,155/year) Full Lease Grant Requested	\$3,289
<b>Deaf Children's Society of B.C.</b> 1994 Lease Rate (\$8.77 by 2,290 sq.ft. = \$20,083/year) Partial Lease Grant Requested	\$2,510
<b>MADD - Mothers Against Drinking Drivers</b> 1994 Lease Rate (\$8.77 by 750 sq.ft. = \$ 6,578/year) Partial Lease Grant Requested	\$822
<b>St. John Ambulance - Burnaby Branch</b> 1994 Lease Rate (\$8.77 by 2,031 sq.ft. = \$17,812/year) Full Lease Grant Requested	\$4,453
<b>St. Matthews Day Care Society</b> 1994 Lease Rate (\$8.77 by 5,099 sq.ft. = \$44,718/year) Full Lease Grant Requested	\$11,180
<b>1994 Total Lease Rates = \$138,540/year</b>	
<b>1994 Total Lease Grant Requests (July-Dec. 1994)</b>	<b>\$31,303</b>

In summary, a total of \$31,303 in lease grant requests have been received from 9 non-profit groups allocated space at the Edmonds North Wing. Only one tenant, the Fibromyalgia Association of B.C., has not requested a lease grant.

#### 4.0 REVIEW OF LEASE GRANT REQUESTS

The requests for lease grants have been reviewed in relation to the lease grant guidelines adopted by Council. Appendix 2 **attached** provides information on each application in relation to key aspects of the lease grant guidelines.

The lease grant requests of the organizations allocated space at the Edmonds North Wing are consistent with the guidelines adopted by Council, with the exception of the following two applications:

##### **Mothers Against Drinking Drivers (MADD)**

Mothers Against Drinking Drivers is applying for a partial lease grant of 25% of lease costs.

The organization is proposing to use its allocated space for its Canadian head office, to provide service to its B.C. members and to serve as the local branch for the Lower Mainland region.

Given its broad educational and advocacy mandate, the agency is not able to estimate what percentage of the recipients of its services and programs are Burnaby residents.

As such, staff would not support the application of MADD for a partial lease grant. This is based on the observation that the activities of the organization serve a broader audience across B.C. and Canada, and are not primarily for the benefit of Burnaby residents.

##### **St. Matthews Day Care Society**

The St. Matthews Day Care Society is applying for a full lease grant of 50% of lease costs.

The Society estimates that approximately 70% of its clients will be Burnaby residents. The Society will not be able to accurately determine its percentage of Burnaby clients until its operation is established at the Edmonds North Wing. The Society anticipates that it will be able to attract Burnaby clients to increase its percentage of Burnaby clients to over 75% within the first year of its operation.

Based on the anticipated client base, staff would support the application of St. Matthews for a full lease grant for 1994.

Staff would review the list of registered clients of St. Matthews, and all other tenants at the centre, each year to determine whether each society continues to qualify for lease grants in subsequent years.

It should be noted that St. Matthews Day Care Society has applied for Provincial funding to renovate the Edmonds North Wing for operation of the child care centre. If this funding is not approved, and St. Matthews is unable to set up its program at the community resource centre, the lease grant would not be necessary and staff would seek applications from other societies interested in occupying the space. This lease grant request is being advanced on the assumption that St. Matthews will be successful in securing its necessary funding.

## **5.0 PROPOSED 1994 LEASE GRANTS**

At this time, it is expected that tenants will be moving into their space at the Edmonds North Wing in 1994 July. As such, the lease grant amounts have been adjusted to reflect this on a pro-rata basis.

Based on this review of the lease grant applications, staff would propose that the Committee request Council to approve 1994 lease grants for tenants of the Edmonds North Wing, for a six month period from 1994 July 01 to 1994 December 31, as requested and shown in Section 3.0 of this report, with the exception of the request of MADD. Based on the lease grant guidelines, staff would propose that MADD not receive a lease grant for its allocated space at the Edmonds North Wing.

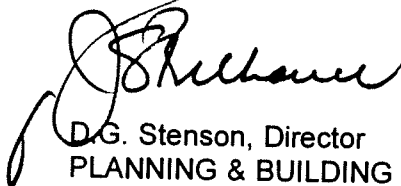
The 1994 lease grant budget for Community Resource Centres has a current balance of approximately \$39,000. With the approval of Council of the proposed total lease grant amount of \$30,481, the account will have a remaining balance of approximately \$8,500. This should provide sufficient funds to allow the consideration of any additional lease grant requests for 1994 should space be allocated to further non-profit community groups at Burnaby Heights or the Edmonds North Wing.

Staff would adjust the lease grant amounts to reflect the actual date of occupancy as groups enter into their lease agreement with the City.

## **6.0 NEXT STEPS**

It is proposed that the Committee forward this report and recommendations to Council for approval. Once approved by Council, staff would finalize the lease agreements with groups allocated space at the Edmonds North Wing. The monthly lease payments of the benefiting organizations would be adjusted to reflect the approved lease grant amounts. The lease grant funds would be transferred internally for budgeting and accounting purposes.

Any further lease grant applications received by staff would be brought forward for the consideration of the Committee as required.

  
D.G. Stenson, Director  
PLANNING & BUILDING DEPARTMENT

LP/jp

Attachments (2)

cc: City Manager  
Director Finance  
Director Administrative & Community Services  
City Clerk  
City Solicitor

**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

## REVIEW OF LEASE GRANT APPLICATIONS

The following provides information on each applicant for 1994 lease grants for the Edmonds North Wing Community Resource Centre in relation to key aspects of the lease grant guidelines presented in Appendix 1.

### **BURNABY ASSOCIATION FOR THE MENTALLY HANDICAPPED**

The Association provides services and program for persons who are mentally handicapped. The Association proposes to use its allocated space for a variety of training, assessment and teen access programs.

- i) **Non-Profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency provides services and programs of benefit to the community.
- iii) **Burnaby Based**  
Over 75% of the recipients of the programs and services of the agency are Burnaby residents.

### **BURNABY CHILD POVERTY SOCIETY**

The Society is a new organization seeking to advocate for children who are living in poverty. The Society is proposing to use its allocated space for its office function.

- i) **Non-profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency is seeking to provide services and programs of benefit to the community.
- iii) **Burnaby Based**  
Over 75% of the recipients of the programs and services of the agency are expected to be Burnaby residents.

### **BURNABY FAMILY LIFE INSTITUTE**

The Institute provides counselling and other programs for parents and families. The Institute is proposing to use its space for group counselling.

- i) **Non-profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency provides services and programs of benefit to the community.
- iii) **Burnaby Based**  
Over 75% of the recipients of the programs and services of the agency are Burnaby residents.

### **CANADIAN MENTAL HEALTH ASSOCIATION - BURNABY BRANCH**

The Association provides services to adults with mental illness. The Association is proposing to use its allocated space for its Burnaby based education, volunteer and recreation programs.

- i) **Non-profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency provides services and programs of benefit to the community.
- iii) **Burnaby Based**  
Over 75% of the recipients of the programs and services of the agency are Burnaby residents.

### **CANADIAN RED CROSS - BURNABY BRANCH**

The Red Cross provides a variety of life and health services, including blood services, emergency services, water safety, first aid, equipment loan, and child abuse prevention. The Red Cross is proposing to use its allocated space for the provision of its services in the Burnaby region.

- i) **Non-profit**  
The agency is a registered non-profit society.
- ii) **Community Service**  
The agency provides services and programs of benefit to the community.
- iii) **Burnaby Based**  
Over 75% of the recipients of the programs and services of the agency are Burnaby residents.

### **DEAF CHILDREN'S SOCIETY OF B.C.**

The Society provides support to families with deaf children in the area of language development and home environment. The Society is proposing to use its allocated space for its administrative offices.

- i) Non-profit**  
The agency is a registered non-profit society.
- ii) Community Service**  
The agency provides services and programs of benefit to the community.
- iii) Burnaby Based**  
Between 25% and 75% of the recipients of the programs and services of the agency are Burnaby residents.

### **MADD - MOTHERS AGAINST DRINKING DRIVERS**

MADD offers support and services to victims of drinking drivers across B.C. The agency is proposing to use its allocated space for the provision of its programs and as office space for the activities of the Society.

- i) Non-profit**  
The agency is a registered non-profit society.
- ii) Community Service**  
The agency provides services and programs of benefit to the community.
- iii) Burnaby Based**  
The organization is proposing to use its allocated space for its Canadian head office, to provide service to its B.C. members and to serve as the local branch for the Lower Mainland region.

Given its broad educational and advocacy mandate, the agency is not able to estimate what percentage of the recipients of its services and programs are Burnaby residents.

### **ST. JOHN AMBULANCE - BURNABY BRANCH**

St. John Ambulance provides first aid and safety training, and volunteer first aid coverage at events. The organization is proposing to use its allocated space for its office function and training programs.

**i) Non-profit**

The agency is a registered non-profit society.

**ii) Community Service**

The agency provides services and programs of benefit to the community.

**iii) Burnaby Based**

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

### **ST. MATTHEWS DAY CARE SOCIETY**

The Society currently operates a day care centre at the Glenwood Elementary School. The Society is seeking a new location for the operation of its day care services.

**i) Non-profit**

The agency is a registered non-profit society.

**ii) Community Service**

The agency provides services and programs of benefit to the community.

**iii) Burnaby Based**

At this time, the agency estimates that approximately 70% of its clients are expected to be Burnaby residents. Once the operation is established at the Edmonds North Wing, the agency is anticipating that it will be able to increase this to over 75%.