

TO: CITY MANAGER

1996 DECEMBER 11

FROM: DIRECTOR FINANCE

File: L18-3

SUBJECT: BURNABY ASSOCIATION FOR THE MENTALLY HANDICAPPED,
2702 NORLAND AVENUE

PURPOSE: To seek Council approval for subleasing at a City owned facility.

RECOMMENDATIONS:

1. **THAT** Council authorize the use of office space at 2702 Norland Avenue for a use other than as a vocational service centre and workshop for the use of mentally handicapped persons; and
2. **THAT** the Burnaby Association for the Mentally Handicapped be authorized to enter into subleasing arrangements at 2702 Norland Avenue with FAST: Families As Support Teams Society and the British Columbia Coalition For People With Disabilities.

REPORT

On 1996 November 13, Burnaby received a request from the Burnaby Association for the Mentally Handicapped (BAMH) to sublease office space at the City owned building leased by BAMH at 2702 Norland Avenue. This report provides information to Council about this request and recommends that Council authorize these subleasing arrangements.

Background

BAMH constructed this 21,000 sq.ft. building on Burnaby land in 1992 under the terms of a long term lease. Office space comprises 4,200 sq.ft. of this facility and the remainder is workshops and service centres for the use of mentally handicapped persons. BAMH's lease with Burnaby states that BAMH requires the written permission of Council to use the building for any purpose other than a vocational service centre and workshop for the mentally handicapped. Further to the lease agreement, building space at 2702 Norland Avenue can only be subleased to an "Approved Party" with the consent of Council. An "Approved Party" is defined as a non profit registered charitable organization under the *Societies Act*.

Request to Sublease

BAMH's request is comprised of two parts. Firstly, they ask Council's permission to use office space at 2702 Norland Avenue for a use other than a vocational service centre and workshop for the mentally handicapped. BAMH has advised that the subleasing of office space at the Norland site will not impact on workshop or vocational uses.

Secondly, BAMH proposes to enter into subleasing arrangements with FAST: Families As Support Teams Society and the British Columbia Coalition For People With Disabilities. These registered societies meet the criteria for an "Approved Party" as detailed in Burnaby's lease with BAMH. As well, both are federally registered charitable organizations.

Under the terms of the existing lease arrangement, BAMH is required to carry insurance naming Burnaby as an additional named insured. In their draft sublease document, BAMH proposes that these subtenants carry such insurance. These draft insurance requirements have been reviewed and approved by staff.

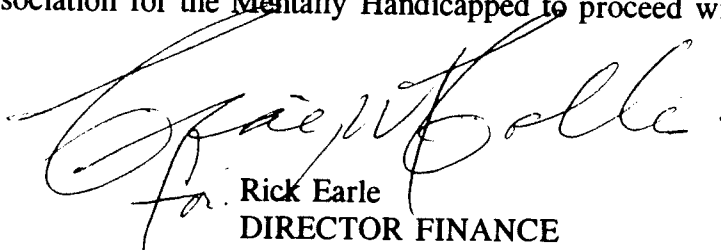
The Families As Support Teams Society is incorporated to provide multigenerational support to families of BAMH and multicultural education to employees, clients and members of BAMH. It is proposed that 580 sq.ft. of space at \$4,060.00 per annum or \$338.33 per month be subleased to the Families As Support Teams Society. BAMH advises that this group has had a small presence on the Norland Avenue site since 1994 October 19.

The British Columbia Coalition For People With Disabilities is working on a Community Living Advocacy project for individualized funding as started by the Community Brokerage Services Society pilot project and the Family Link Society. This pilot project involves the individualized funding model where the individual receives direct funding and then purchases the services they need from the provider of their choice. It is proposed that 846 sq.ft. of space be subleased to British Columbia Coalition for People With Disabilities at \$5,922.00 per annum or \$493.00 per month.

BAMH has proposed in their correspondence that both prospective subtenants pay a cost recovery fee of \$7.00/square foot to BAMH, and that subleasing agreements run for a term of one year.

Conclusion

The Legal and Planning Departments have indicated that they have no objection to the proposed subleasing proposals. Adoption of the recommendations presented for Council's consideration would approve the BAMH's request to sublease space at 2702 Norland Avenue. If approved, staff will advise the Burnaby Association for the Mentally Handicapped to proceed with their subleasing arrangements.



for Rick Earle
DIRECTOR FINANCE

