

REPORT
1996 October 28

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL
(LEASE GRANT)

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: LEASE GRANT APPLICATION

RECOMMENDATION:

1. **THAT** Council approve a lease grant for the St. Leonard's Youth and Family Services Society in the amount of \$882.00 and for the Burnaby Family Life Institute in the amount of \$992.00 to offset the lease rate for the remainder of 1996 for recently re-allocated space at the Burnaby Heights Community Resource Centre.

REPORT

The Executive Committee of Council, at its meeting held on 1996 October 21 received and adopted the attached report recommending the approval of lease grant applications received from the St. Leonard's Youth and Family Services Society and the Burnaby Family Life Institute for recently re-allocated space at the Burnaby Heights Community Resource Centre. Sufficient funds are available in the Council grant accounts for this purpose.

Respectfully submitted,

Councillor L. Rankin
Chair

Councillor D. Corrigan
Member

Councillor C. Redman
Member

Copy - CITY MANAGER
- DEPUTY CITY MANAGER - CORPORATE SERVICES
- DIRECTOR FINANCE
- DIRECTOR PLANNING AND BUILDING

TO: EXECUTIVE COMMITTEE - GRANTS

1996 OCTOBER 03

FROM: DIRECTOR PLANNING & BUILDING

SUBJECT: LEASE GRANT APPLICATIONS

PURPOSE: To present the lease grant applications received from the St. Leonard's Youth and Family Services Society and the Burnaby Family Life Institute for recently re-allocated space at the Burnaby Heights Community Resource Centre.

RECOMMENDATION:

1. **THAT** Council be requested to approve a lease grant for the St. Leonard's Youth and Family Services Society in the amount of \$882, and for the Burnaby Family Life Institute in the amount of \$992 to offset the lease rate for the remainder of 1996 for recently re-allocated space at the Burnaby Heights Community Resource Centre.

R E P O R T

1.0 INTRODUCTION

On 1996 October 7, Council approved the recommendations of the Community Issues & Social Planning Committee to allocate available space at the Burnaby Heights Community Resource Centre to the St. Leonard's Youth and Family Services Society and the Burnaby Family Life Institute.

This report provides information on the lease grant applications received from these two organizations to offset the established lease rate for the remainder of 1996.

2.0 LEASE GRANT APPLICATIONS

In 1992 April 21, Council approved guidelines for the issuance of lease grants to non-profit groups occupying space at community resource centres that provide services of benefit to Burnaby residents. Consistent with the lease grant guidelines, St. Leonard's and Burnaby Family Life have applied for a full lease grant equivalent to 50% of the 1996 annual lease rate of \$9.19 per square foot per year.

St. Leonard's Youth and Family Services Society

The St. Leonard's Youth and Family Services Society will be entering into a lease agreement with the City for Room 31 (768 sq.ft.) at the Resource Centre. St. Leonard's meets the guidelines for consideration of a full lease grant.

For 1996, the annual lease rate for the allocated space would total \$7,058 for the 768 square foot space. For the three month period from 1996 October to 1996 December, St. Leonard's has applied for a pro-rated lease grant of \$882. This request represents the maximum lease grant allocation calculated at 50% of the established lease rate. This would reduce the actual lease rate for the space to \$4.59 per square foot per year.

Burnaby Family Life Institute

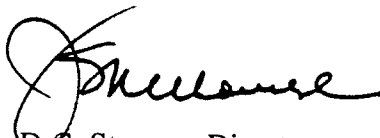
Burnaby Family Life Institute will be entering into a lease agreement for Room 38 (864 sq.ft.). Burnaby Family Life Institute also meets the guidelines for consideration of a full lease grant.

For 1996, the annual lease rate for the allocated space would total \$7,940 for the 864 square foot space. For the three month period from 1996 October to 1996 December, Burnaby Family Life has applied for a pro-rated lease grant of \$992. This request represents the maximum lease grant allocation calculated at 50% of the established lease rate. This would reduce the actual lease rate for the space to \$4.59 per square foot per year.

3.0 NEXT STEPS

It is proposed that the Committee recommend to Council that the St. Leonard's Youth and Family Services Society receive a lease grant of \$882 to offset the 1996 lease rate for Room 31, and that Burnaby Family Life Institute receive a lease grant of \$992 for Room 38 at the Burnaby Heights Resource Centre. Sufficient funds are available in the Council Grant accounts for this purpose.

With approval of a lease grant, Finance Department staff would adjust the monthly lease payments of the Society to reflect the lease grant amount. In addition, appropriate adjustments would be made to the lease grant amount to reflect the actual dates of possession for the allocated spaces. Lease grant funds would be transferred internally for budgeting and accounting purposes.


D.G. Stenson, Director
PLANNING & BUILDING

LP/db

cc: Deputy City Manager - Corporate Services
Director Finance
City Clerk

