

TO: CITY MANAGER

1997 JULY 02

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: 1998 LEASE RATES & GRANTS - RESOURCE CENTRES

PURPOSE: To present proposed 1998 lease rates and anticipated lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATIONS:

1. **THAT** the proposed 1998 lease rates for Resource Centre tenants be approved as presented in this report.
2. **THAT** approved 1998 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. **THAT** Resource Centre tenants be requested to make application for 1998 lease grants as outlined in this report.

REPORT

1.0 INTRODUCTION

In 1992 April, Council approved guidelines for the establishment of lease rates and the issuance of lease grants to non-profit community groups allocated space at the Burnaby Heights and Edmonds Resource Centres.

Based on the guidelines adopted by Council, this report presents proposed 1998 lease rates and anticipated lease grant amounts for tenants of the Resource Centres, as shown in the *attached* tables.

2.0 PROPOSED 1998 LEASE RATES

In 1991, Council established a market value lease rate for space at the Resource Centres that was to be adjusted annually for inflation. For 1997, the lease rate was set at \$9.28/sq.ft. per annum for office space and \$5.75/sq.ft. per annum for workshop/utility space.

In accordance with the established policy, it is proposed that the lease rates for 1998 be increased by 1.0%, in line with the projected general rate of inflation for 1997. This would result in 1998 lease rates of \$9.37/sq.ft. per annum for office space and \$5.81/sq.ft. per annum for workshop/utility space. In addition, the annual lease rate for the Burnaby School District space at the Burnaby Heights Resource Centre is proposed to continue to increase by 4% above the general rate of inflation until it reaches the level established for all tenants, in accordance with established Council policy.

3.0 ANTICIPATED 1998 LEASE GRANTS

Lease Grant Guidelines

The lease grant guidelines approved by Council provide for the issuance of lease grants to non-profit Resource Centre tenants which provide services, programs or facilities of benefit to Burnaby residents. In general, tenants can qualify for a grant to offset 25% or 50% of lease costs depending on the level of service provided to Burnaby residents.

Anticipated 1998 lease grant amounts are as outlined in Table 3 *attached*. The lease grant amounts are based on the adopted lease grant guidelines and are consistent with the 1997 lease grants approved by Council. This information on anticipated grants is provided to assist tenants in making application for 1998 grants and for planning and budgeting purposes.

Program of Minor Adjustments

The anticipated 1998 lease grant amounts also continue a program of minor adjustments to the level of lease support provided to the Boy Scouts of Canada, Burnaby Information & Community Services Society, and the Burnaby Volunteer Centre. The level of lease support for these tenants continues to be reduced by 2 percentage points each year until it reaches the level established by the lease grant guidelines.

Burnaby Health Department

It is expected that in 1998 the Simon Fraser Regional Health Board will assume responsibility for services and programs currently administered by the City Health Department from Room 15 at the Burnaby Heights centre. As a City Department, this space has been allocated to the Health Department at no cost. With the transfer of responsibilities, staff would seek authorization to make the appropriate lease arrangements with the Health Board for this space at the established lease rate of \$9.37/sq.ft. per annum. As a governmental agency it would not qualify for a lease grant under the provisions of the guidelines established by Council.

Summary Table

Funds for the anticipated 1998 lease grants will be included in the 1998 Provisional Budget. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 1997 lease rates and anticipated lease grants for tenants of the Burnaby Heights and Edmonds Resource Centres. These figures are based on current occupancies and expected 1998 lease grant eligibility.

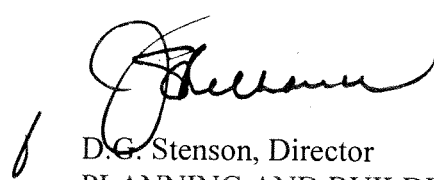
<i>Resource Centres</i>	<i>1997 \$</i>	<i>1998 \$</i>	<i>\$ Increase 1997 - 1998</i>	<i>% Increase</i>
<i>Lease Rates (before grants)</i>	\$416,356	\$421,578	\$5,222	1.3%
<i>Lease Grants</i>	\$177,610	\$178,106	\$496	0.3%
<i>Lease Revenues (after grants)</i>	\$238,746	\$243,472	\$4,726	2.0%

4.0 NEXT STEPS

In preparation for renewing 1998 lease agreements, it is proposed that each tenant be advised of their 1998 lease rate and anticipated lease grant amount. As appropriate, tenants would be requested to make application for 1998 lease grants in the fall of 1997. As part of the lease grant application process, tenants would be requested to provide information on the following:

- ▶ proof of non-profit status.
- ▶ detailed statement of program/service activities conducted in Burnaby in 1997.
- ▶ report on the percentage of recipients of the agency's programs and services that are Burnaby residents.

Once the lease grant applications have been received, staff will prepare a further report for the Committee on the requested lease grant amounts. At that time, staff will also request authorization to renew lease agreements with Resource Centre tenants for 1998.


 D.G. Stenson, Director
 PLANNING AND BUILDING

LPV
 e:\docs\resource\rates.98

cc: City Manager
 Deputy City Manager - Corporate Services
 Director Finance
 Director Recreation & Cultural Services

TABLE 1 PROPOSED 1998 LEASE RATES

RESOURCE CENTRES	1998 Leased Area (sq.ft.)	1997 Lease Rate \$/sq.ft.	1998 Proposed Lease Rate	1998 Lease Rate Increase
Burnaby Heights				
Boy Scouts of Canada	3,168	\$9.28	\$9.37	0.97%
B.C. Amateur Boxing Association	359	\$5.75	\$5.81	1.04%
Bby Assoc. for the Mentally Handicapped	8,422	\$5.75	\$5.81	1.04%
Burnaby Family Life Institute	5,022	\$9.28	\$9.37	0.97%
Burnaby Info & Community Services Society	2,243	\$9.28	\$9.37	0.97%
Burnaby Multicultural Society	2,116	\$9.28	\$9.37	0.97%
Burnaby School District	4,752	\$6.06	\$6.36	4.95%
Burnaby Seniors Outreach Services Society	328	\$9.28	\$9.37	0.97%
Burnaby Volunteer Centre	1,233	\$9.28	\$9.37	0.97%
Burnaby Volunteer Centre - Stock Room	163	\$5.75	\$5.81	1.04%
Burnaby New West. Child Support Program	1,056	\$9.28	\$9.37	0.97%
Canadian Cystic Fibrosis Foundation	864	\$9.28	\$9.37	0.97%
St. Leonard's Youth & Fam. Services Society	768	\$9.28	\$9.37	0.97%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	1,596	\$9.28	\$9.37	0.97%
Voices for Survivors Support Society	391	\$9.28	\$9.37	0.97%
Total Burnaby Heights	32,481			
Edmonds				
Bby Assoc. for the Mentally Handicapped	1,498	\$9.28	\$9.37	0.97%
Burnaby Family Life Institute	1,502	\$9.28	\$9.37	0.97%
Burnaby School District	1,499	\$9.28	\$9.37	0.97%
Canadian Mental Health Association	1,506	\$9.28	\$9.37	0.97%
Canadian Red Cross - Burnaby Branch	1,500	\$9.28	\$9.37	0.97%
Deaf Children's Society of B.C.	2,290	\$9.28	\$9.37	0.97%
St. John Ambulance - Burnaby Branch	2,031	\$9.28	\$9.37	0.97%
St. Leonard's Youth & Fam. Services Society	349	\$9.28	\$9.37	0.97%
St. Matthews Day Care Society	5,261	\$9.28	\$9.37	0.97%
Total Edmonds	17,436			
TOTAL RESOURCE CENTRES	49,917			

TABLE 2 ELIGIBILITY FOR LEASE SUPPORT

RESOURCE CENTRES	1998 Eligibility for Lease Support	1997 Actual Lease Support	1998 Proposed Lease Support	1997 - 1998 Change in Lease Support
Burnaby Heights				
Boy Scouts of Canada	41.3%	49.4%	47.4%	-4.05%
B.C. Amateur Boxing Association	0.0%	0.0%	0.0%	0.00%
Bby Assoc. for the Mentally Handicapped	50.0%	50.0%	50.0%	0.00%
Burnaby Family Life Institute	50.0%	50.0%	50.0%	0.00%
Burnaby Info & Community Services Society	50.0%	58.1%	56.1%	-3.44%
Burnaby Multicultural Society	50.0%	50.0%	50.0%	0.00%
Burnaby School District	0.0%	0.0%	0.0%	0.00%
Burnaby Seniors Outreach Services Society	50.0%	50.0%	50.0%	0.00%
Burnaby Volunteer Centre	50.0%	54.7%	52.7%	-3.66%
Burnaby Volunteer Centre - Stock Room	50.0%	50.0%	50.0%	0.00%
Burnaby New West. Child Support Program	50.0%	50.0%	50.0%	0.00%
Canadian Cystic Fibrosis Foundation	n/a	n/a	n/a	n/a
St. Leonard's Youth & Fam. Services Society	50.0%	50.0%	50.0%	0.00%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	50.0%	50.0%	50.0%	0.00%
Voices for Survivors Support Society	25.0%	25.0%	25.0%	0.00%
Edmonds				
Bby Assoc. for the Mentally Handicapped	50.0%	50.0%	50.0%	0.00%
Burnaby Family Life Institute	50.0%	50.0%	50.0%	0.00%
Burnaby School District	0.0%	0.0%	0.0%	0.00%
Canadian Mental Health Association	50.0%	50.0%	50.0%	0.00%
Canadian Red Cross - Burnaby Branch	50.0%	50.0%	50.0%	0.00%
Deaf Children's Society of B.C.	25.0%	25.0%	25.0%	0.00%
St. John Ambulance - Burnaby Branch	50.0%	50.0%	50.0%	0.00%
St. Leonard's Youth & Fam. Services Society	50.0%	50.0%	50.0%	0.00%
St. Matthews Day Care Society	50.0%	50.0%	50.0%	0.00%

Notes:

- i) The lease grant eligibility level for the Boy Scouts of Canada is based on a calculation of space used for non-Burnaby purposes.
- ii) At this point in time, information is not available on the eligibility of the Canadian Cystic Fibrosis Foundation for lease support.

TABLE 3 ANTICIPATED 1998 GRANTS

RESOURCE CENTRES	1998 Proposed Lease Rate \$/Year	1998 Anticipated Lease Grant \$/Year	1998 Anticipated Lease Costs \$/Year	1998 Anticipated Lease Costs offset (%)
Burnaby Heights				
Boy Scouts of Canada	\$29,684.16	\$14,070.29	\$15,613.87	47.40%
B.C. Amateur Boxing Association	\$2,085.79	\$0.00	\$2,085.79	0.00%
Bby Assoc. for the Mentally Handicapped	\$48,931.82	\$24,465.91	\$24,465.91	50.00%
Burnaby Family Life Institute	\$47,056.14	\$23,528.07	\$23,528.07	50.00%
Burnaby Info & Community Services Society	\$21,016.91	\$11,790.49	\$9,226.42	56.10%
Burnaby Multicultural Society	\$19,826.92	\$9,913.46	\$9,913.46	50.00%
Burnaby School District	\$30,222.72	\$0.00	\$30,222.72	0.00%
Burnaby Seniors Outreach Services Society	\$3,073.36	\$1,536.68	\$1,536.68	50.00%
Burnaby Volunteer Centre	\$11,553.21	\$6,088.54	\$5,464.67	52.70%
Burnaby Volunteer Centre - Stock Room	\$947.03	\$473.52	\$473.52	50.00%
Burnaby New West. Child Support Program	\$9,894.72	\$4,947.36	\$4,947.36	50.00%
Canadian Cystic Fibrosis Foundation	\$8,095.68	n/a	\$8,095.68	n/a
St. Leonard's Youth & Fam. Services Society	\$7,196.16	\$3,598.08	\$3,598.08	50.00%
Comitato Attivita Scolastiche Italiane / O.A.S.I.	\$14,954.52	\$7,477.26	\$7,477.26	50.00%
Voices for Survivors Support Society	\$3,663.67	\$915.92	\$2,747.75	25.00%
Total Burnaby Heights	\$258,202.81	\$108,805.57	\$149,397.24	42.14%
Edmonds				
Bby Assoc. for the Mentally Handicapped	\$14,036.26	\$7,018.13	\$7,018.13	50.00%
Burnaby Family Life Institute	\$14,073.74	\$7,036.87	\$7,036.87	50.00%
Burnaby School District	\$14,045.63	\$0.00	\$14,045.63	0.00%
Canadian Mental Health Association	\$14,111.22	\$7,055.61	\$7,055.61	50.00%
Canadian Red Cross - Burnaby Branch	\$14,055.00	\$7,027.50	\$7,027.50	50.00%
Deaf Children's Society of B.C.	\$21,457.30	\$5,364.33	\$16,092.98	25.00%
St. John Ambulance - Burnaby Branch	\$19,030.47	\$9,515.24	\$9,515.24	50.00%
St. Leonard's Youth & Fam. Services Society	\$3,270.13	\$1,635.07	\$1,635.07	50.00%
St. Matthews Day Care Society	\$49,295.57	\$24,647.79	\$24,647.79	50.00%
Total Edmonds	\$163,375.32	\$69,300.52	\$94,074.80	42.42%
TOTAL RESOURCE CENTRES	\$421,578.13	\$178,106.09	\$243,472.04	42.25%

TABLE 4 RESULTING 1998 LEASE COSTS (after grant)

RESOURCE CENTRES	1997 Lease Costs \$/Year	1998 Anticipated Lease Costs \$/Year	1997 - 1998 Anticipated Cost Increase \$/Year	1997 - 1998 Anticipated Cost Increase %
Burnaby Heights				
Boy Scouts of Canada	\$14,875.91	\$15,613.87	\$737.95	4.96%
B.C. Amateur Boxing Association	\$2,064.25	\$2,085.79	\$21.54	1.04%
Bby Assoc. for the Mentally Handicapped	\$24,213.25	\$24,465.91	\$252.66	1.04%
Burnaby Family Life Institute	\$23,302.08	\$23,528.07	\$225.99	0.97%
Burnaby Info & Community Services Society	\$8,721.50	\$9,226.42	\$504.92	5.79%
Burnaby Multicultural Society	\$9,818.24	\$9,913.46	\$95.22	0.97%
Burnaby School District	\$28,797.12	\$30,222.72	\$1,425.60	4.95%
Burnaby Seniors Outreach Services Society	\$1,521.92	\$1,536.68	\$14.76	0.97%
Burnaby Volunteer Centre	\$5,183.33	\$5,464.67	\$281.33	5.43%
Burnaby Volunteer Centre - Stock Room	\$468.63	\$473.52	\$4.89	1.04%
Burnaby New West. Child Support Program	\$4,899.84	\$4,947.36	\$47.52	0.97%
Canadian Cystic Fibrosis Foundation	\$8,017.92	\$8,095.68	\$77.76	0.97%
St. Leonard's Youth & Fam. Services Society	\$3,563.52	\$3,598.08	\$34.56	0.97%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$7,405.44	\$7,477.26	\$71.82	0.97%
Voices for Survivors Support Society	\$2,721.36	\$2,747.75	\$26.39	0.97%
Total Burnaby Heights	\$145,574	\$149,397	\$3,823	2.63%
Edmonds				
Bby Assoc. for the Mentally Handicapped	\$6,950.72	\$7,018.13	\$67.41	0.97%
Burnaby Family Life Institute	\$6,969.28	\$7,036.87	\$67.59	0.97%
Burnaby School District	\$13,910.72	\$14,045.63	\$134.91	0.97%
Canadian Mental Health Association	\$6,987.84	\$7,055.61	\$67.77	0.97%
Canadian Red Cross - Burnaby Branch	\$6,960.00	\$7,027.50	\$67.50	0.97%
Deaf Children's Society of B.C.	\$15,938.40	\$16,092.98	\$154.58	0.97%
St. John Ambulance - Burnaby Branch	\$9,423.84	\$9,515.24	\$91.40	0.97%
St. Leonard's Youth & Fam. Services Society	\$1,619.36	\$1,635.07	\$15.70	0.97%
St. Matthews Day Care Society	\$24,411.04	\$24,647.79	\$236.75	0.97%
Total Edmonds	\$93,171.20	\$94,074.80	\$903.60	0.97%
TOTAL RESOURCE CENTRES	\$238,745.52	\$243,472.04	\$4,726.52	1.98%

Note: Figures for lease rates, grants and increases have been rounded to the nearest dollar / decimal point.

