

CITY OF BURNABY  
EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**RE: 1999 LEASE RATES & GRANTS - RESOURCE CENTRES**

RECOMMENDATIONS:

1. THAT Council approve the proposed 1999 lease rates for Resource Centre tenants as presented in this report.
2. THAT the approved 1999 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 1999 lease grants as outlined in this report.

REPORT

The Executive Committee of Council, at its meeting held on 1998 June 15, endorsed the attached report outlining proposed 1999 lease rates and anticipated lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

Respectfully submitted,

Councillor D.R. Corrigan,  
CHAIR

Councillor D.G. Evans,  
Member

: COPY - CITY MANAGER - DIRECTOR FINANCE - CHIEF LICENCE INSP.
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Councillor D.N. Johnston,  
Member

TO: EXECUTIVE COMMITTEE - GRANTS 1998 May 21  
FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121  
SUBJECT: 1999 LEASE RATES & GRANTS - RESOURCE CENTRES  
PURPOSE: To present proposed 1999 lease rates and anticipated lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** the proposed 1999 lease rates for Resource Centre tenants be approved as presented in this report.
2. **THAT** the approved 1999 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 1999 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 1999 lease rates and anticipated lease grant amounts for tenants of the Resource Centres, as shown in the *attached* tables.

**2.0 PROPOSED 1999 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 1998, the lease rate was set at \$9.37/sq.ft. per annum for office space and \$5.81/sq.ft. per annum for workshop/utility space.

In accordance with the established policy, it is proposed that the lease rates for 1999 be increased by 1.0%, in line with the projected general rate of inflation for 1998, currently estimated at 0.7%. This would result in 1999 lease rates of \$9.46/sq.ft. per annum for office space and \$5.87/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.

### 3.0 ANTICIPATED 1999 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 1999 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 1998 lease grants approved by Council. The anticipated lease grant for Room 24A at Burnaby Heights, which is currently unallocated, has been provided for budgeting purposes. This information on anticipated grants is provided to assist tenants in making application for 1999 grants and for planning and budgeting purposes.

#### *Program of Minor Adjustments*

The anticipated 1999 lease grant amounts also continue a program of minor adjustments to the level of lease support provided to the 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.

#### *Summary Table*

Budget funds for the anticipated 1999 lease grants will be included in the 1999 Provisional Budget. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 1999 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 1999 lease grant eligibility.

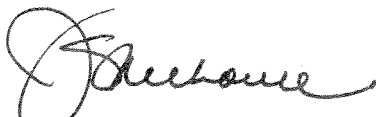
<i>Resource Centres</i>	<i>1998</i> \$	<i>1999</i> \$	<i>\$ Increase</i> <i>1998 - 1999</i>	<i>%</i> <i>Increase</i>
<i>Lease Rates (before grants)</i>	\$425,922	\$431,529	\$5,607	1.3%
<i>Lease Grants</i>	\$178,428	\$179,502	\$1,074	0.6%
<i>Lease Revenues (after grants)</i>	\$247,494	\$252,027	\$4,533	1.8%

**4.0 NEXT STEPS**

In preparation for the 1999 renewal of lease agreements with Resource Centre tenants, it is proposed that each tenant be advised of their 1999 lease rate and anticipated lease grant amount. As appropriate, tenants would be requested to make application for 1999 lease grants in the fall of 1998. 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 1998
- ▶ average number of hours per month in 1998 that allocated space was open, staffed or used for community service/agency purposes
- ▶ 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 1999.

  
 D.G. Stenson, Director  
 PLANNING AND BUILDING

LP\sa  
Attachments

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

**TABLE 1** PROPOSED 1999 LEASE RATES

RESOURCE CENTRES	1998 Leased Area (sq.ft.)	1998 Lease Rate \$/sq.ft.	1999 Proposed Lease Rate	1999 Lease Rate Increase
<b>Burnaby Heights</b>				
Boy Scouts of Canada	2,208	\$9.37	\$9.46	0.96%
B.C. Amateur Boxing Association	359	\$5.81	\$5.87	1.03%
Bby Assoc. for the Mentally Handicapped	8,422	\$5.81	\$5.87	1.03%
Burnaby Family Life Institute	5,022	\$9.37	\$9.46	0.96%
Burnaby Info & Community Services Society	2,243	\$9.37	\$9.46	0.96%
Burnaby Multicultural Society	768	\$9.37	\$9.46	0.96%
to be allocated Space - Room 24A (former Staffroom)	1,348	\$9.37	\$9.46	0.96%
Burnaby School District	5,712	\$6.36	\$6.68	5.03%
Burnaby Seniors Outreach Services Society	328	\$9.37	\$9.46	0.96%
Burnaby Volunteer Centre	1,233	\$9.37	\$9.46	0.96%
Burnaby Volunteer Centre - Stock Room	163	\$5.81	\$5.87	1.03%
Burnaby New West. Child Support Program	1,056	\$9.37	\$9.46	0.96%
Simon Fraser Health Region	772	\$9.37	\$9.46	0.96%
St. Leonard's Youth & Fam. Services Society	768	\$9.37	\$9.46	0.96%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	2,460	\$9.37	\$9.46	0.96%
Voices for Survivors Support Society	391	\$9.37	\$9.46	0.96%
<b>Total Burnaby Heights</b>	<b>33,253</b>			
<b>Edmonds</b>				
Burnaby Family Life Institute	3,000	\$9.37	\$9.46	0.96%
Burnaby School District	1,499	\$9.37	\$9.46	0.96%
Canadian Mental Health Association	1,506	\$9.37	\$9.46	0.96%
Canadian Red Cross - Burnaby Branch	1,500	\$9.37	\$9.46	0.96%
Deaf Children's Society of B.C.	2,290	\$9.37	\$9.46	0.96%
St. John Ambulance - Burnaby Branch	2,031	\$9.37	\$9.46	0.96%
St. Leonard's Youth & Fam. Services Society	349	\$9.37	\$9.46	0.96%
St. Matthews Day Care Society	5,261	\$9.37	\$9.46	0.96%
<b>Total Edmonds</b>	<b>17,436</b>			
<b>TOTAL RESOURCE CENTRES</b>	<b>50,689</b>			

**TABLE 2** ELIGIBILITY FOR LEASE SUPPORT

RESOURCE CENTRES	1998 - 1999			
	1999 Eligibility for Lease Support	1998 Actual Lease Support	1999 Proposed Lease Support	1998 - 1999 Change in Lease Support
<b>Burnaby Heights</b>				
Boy Scouts of Canada	50.0%	50.0%	50.0%	0.00%
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%	56.1%	54.1%	-3.57%
Burnaby Multicultural Society	50.0%	50.0%	50.0%	0.00%
Burnaby School District	50.0%	50.0%	50.0%	0.00%
Burnaby Seniors Outreach Services Society	0.0%	0.0%	0.0%	0.00%
Burnaby Volunteer Centre	50.0%	50.0%	50.0%	0.00%
Burnaby Volunteer Centre - Stock Room	50.0%	52.7%	50.7%	-3.80%
Burnaby New West. Child Support Program	50.0%	50.0%	50.0%	0.00%
Simon Fraser Health Region	50.0%	50.0%	50.0%	0.00%
St. Leonard's Youth & Fam. Services Society	0.0%	0.0%	0.0%	0.00%
Comitato Attivita Scolastiche 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%
<b>Edmonds</b>				
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%

**TABLE 3**

**ANTICIPATED 1999 GRANTS**

RESOURCE CENTRES	1999 Proposed Lease Rate \$/Year	1999 Anticipated Lease Grant \$/Year	1999 Anticipated Lease Costs \$/Year	1999 Anticipated Lease Costs offset (%)
<b>Burnaby Heights</b>				
Boy Scouts of Canada	\$20,887.68	\$10,443.84	\$10,443.84	50.0%
B.C. Amateur Boxing Association	\$2,107.33	\$0.00	\$2,107.33	0.0%
Bby Assoc. for the Mentally Handicapped	\$49,437.14	\$24,718.57	\$24,718.57	50.0%
Burnaby Family Life Institute	\$47,508.12	\$23,754.06	\$23,754.06	50.0%
Burnaby Info & Community Services Society	\$21,218.78	\$11,479.36	\$9,739.42	54.1%
Burnaby Multicultural Society	\$7,265.28	\$3,632.64	\$3,632.64	50.0%
to be allocated Space - Room 24A (former Staffroom)	\$12,752.08	\$6,376.04	\$6,376.04	50.0%
Burnaby School District	\$38,156.16	\$0.00	\$38,156.16	0.0%
Burnaby Seniors Outreach Services Society	\$3,102.88	\$1,551.44	\$1,551.44	50.0%
Burnaby Volunteer Centre	\$11,664.18	\$5,913.74	\$5,750.44	50.7%
Burnaby Volunteer Centre - Stock Room	\$956.81	\$478.41	\$478.41	50.0%
Burnaby New West. Child Support Program	\$9,989.76	\$4,994.88	\$4,994.88	50.0%
Simon Fraser Health Region	\$7,303.12	\$0.00	\$7,303.12	0.0%
St. Leonard's Youth & Fam. Services Society	\$7,265.28	\$3,632.64	\$3,632.64	50.0%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$23,271.60	\$11,635.80	\$11,635.80	50.0%
Voices for Survivors Support Society	\$3,698.86	\$924.72	\$2,774.15	25.0%
<b>Total Burnaby Heights</b>	<b>\$266,585.06</b>	<b>\$109,536.13</b>	<b>\$157,048.93</b>	<b>41.09%</b>
<b>Edmonds</b>				
Burnaby Family Life Institute	\$28,380.00	\$14,190.00	\$14,190.00	50.0%
Burnaby School District	\$14,180.54	\$0.00	\$14,180.54	0.0%
Canadian Mental Health Association	\$14,246.76	\$7,123.38	\$7,123.38	50.0%
Canadian Red Cross - Burnaby Branch	\$14,190.00	\$7,095.00	\$7,095.00	50.0%
Deaf Children's Society of B.C.	\$21,663.40	\$5,415.85	\$16,247.55	25.0%
St. John Ambulance - Burnaby Branch	\$19,213.26	\$9,606.63	\$9,606.63	50.0%
St. Leonard's Youth & Fam. Services Society	\$3,301.54	\$1,650.77	\$1,650.77	50.0%
St. Matthews Day Care Society	\$49,769.06	\$24,884.53	\$24,884.53	50.0%
<b>Total Edmonds</b>	<b>\$164,944.56</b>	<b>\$69,966.16</b>	<b>\$94,978.40</b>	<b>42.42%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$431,529.62</b>	<b>\$179,502.29</b>	<b>\$252,027.33</b>	<b>41.60%</b>

**TABLE 4**

**RESULTING 1999 LEASE COSTS (after grant)**

RESOURCE CENTRES	1998 Lease Costs \$/Year	1999 Anticipated Lease Costs \$/Year	1998 - 1999 Anticipated Cost Increase \$/Year	1998 - 1999 Anticipated Cost Increase %
<b>Burnaby Heights</b>				
Boy Scouts of Canada	\$10,344.48	\$10,443.84	\$99.36	0.96%
B.C. Amateur Boxing Association	\$2,085.79	\$2,107.33	\$21.54	1.03%
Bby Assoc. for the Mentally Handicapped	\$24,465.91	\$24,718.57	\$252.66	1.03%
Burnaby Family Life Institute	\$23,528.07	\$23,754.06	\$225.99	0.96%
Burnaby Info & Community Services Society	\$9,226.42	\$9,739.42	\$513.00	5.56%
Burnaby Multicultural Society	\$3,598.08	\$3,632.64	\$34.56	0.96%
to be allocated Space - Room 24A (former Staffroom)	\$6,315.38	\$6,376.04	\$60.66	0.96%
Burnaby School District	\$36,328.32	\$38,156.16	\$1,827.84	5.03%
Burnaby Seniors Outreach Services Society	\$1,536.68	\$1,551.44	\$14.76	0.96%
Burnaby Volunteer Centre	\$5,464.67	\$5,750.44	\$285.77	5.23%
Burnaby Volunteer Centre - Stock Room	\$473.52	\$478.41	\$4.89	1.03%
Burnaby New West. Child Support Program	\$4,947.36	\$4,994.88	\$47.52	0.96%
Simon Fraser Health Region	\$7,233.64	\$7,303.12	\$69.48	0.96%
St. Leonard's Youth & Fam. Services Society	\$3,598.08	\$3,632.64	\$34.56	0.96%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$11,525.10	\$11,635.80	\$110.70	0.96%
Voices for Survivors Support Society	\$2,747.75	\$2,774.15	\$26.39	0.96%
<b>Total Burnaby Heights</b>	<b>\$153,419</b>	<b>\$157,049</b>	<b>\$3,630</b>	<b>2.37%</b>
<b>Edmonds</b>				
Burnaby Family Life Institute	\$14,055.00	\$14,190.00	\$135.00	0.96%
Burnaby School District	\$14,045.63	\$14,180.54	\$134.91	0.96%
Canadian Mental Health Association	\$7,055.61	\$7,123.38	\$67.77	0.96%
Canadian Red Cross - Burnaby Branch	\$7,027.50	\$7,095.00	\$67.50	0.96%
Deaf Children's Society of B.C.	\$16,092.98	\$16,247.55	\$154.58	0.96%
St. John Ambulance - Burnaby Branch	\$9,515.24	\$9,606.63	\$91.39	0.96%
St. Leonard's Youth & Fam. Services Society	\$1,635.07	\$1,650.77	\$15.71	0.96%
St. Matthews Day Care Society	\$24,647.79	\$24,884.53	\$236.74	0.96%
<b>Total Edmonds</b>	<b>\$94,074.80</b>	<b>\$94,978.40</b>	<b>\$903.60</b>	<b>0.96%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$247,494.05</b>	<b>\$252,027.33</b>	<b>\$4,533.28</b>	<b>1.83%</b>