

**CITY OF BURNABY**  
**EXECUTIVE COMMITTEE OF COUNCIL**

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**RE: LEASE GRANT REQUESTS - BURNABY HEIGHTS RESOURCE CENTRE**

**RECOMMENDATIONS:**

1. **THAT** Council approve lease grants to Caireen Child and Family Services Society, Families as Support Teams Society (FAST), and the Life Line Society to offset 50% of the established 1999 lease rate for recently allocated space at the Burnaby Heights Resource Centre, as outlined in the attached report.
2. **THAT** a copy of this report be sent to the Caireen Child and Family Services Society, 250 Willingdon, Room 38, Burnaby, BC, V5C 5E9; the Families as Support Teams Society (FAST), 210 - 5000 Kingsway, Burnaby, BC, V5H 2E4; and the Life Line Society, Box 63012 Deer Lake PO #63012, 5059 Canada Way, Burnaby, BC V5E 4J4.

**REPORT**

The Executive Committee of Council, at its meeting held on 1999 May 03, endorsed the attached report outlining proposed lease grants for three non-profit agencies for recently allocated space at the Burnaby Heights Resource Centre. The Committee advised that all three groups qualify for lease grants in accordance with the lease grant guidelines approved by Council.

Respectfully submitted,

Councillor D. Corrigan,  
CHAIR

Councillor D. Evans,  
Member

Councillor C. Redman,  
Member

<p>: COPY - CITY MANAGER - DEP.MGR.-CORP. SERV. - DIRECTOR FINANCE</p>
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TO: EXECUTIVE COMMITTEE - GRANTS

1999 April 28

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

**SUBJECT: LEASE GRANT REQUESTS - Burnaby Heights Resource Centre**

**PURPOSE:** To present lease grant requests from three non-profit agencies for recently allocated space at the Burnaby Heights Community Resource Centre.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee - Grants recommend to Council that the Caireen Child and Family Services Society, Families as Support Teams Society (FAST), and the Life Line Society each receive lease grant amounts to offset 50% of the established 1999 lease rate for recently allocated space at the Burnaby Heights Resource Centre, as outlined in this report.
2. **THAT** a copy of this report be sent to the Caireen Child and Family Services Society, 250 Willingdon, Room 38, Burnaby, BC, V5C 5E9; the Families as Support Teams Society (FAST), 210 - 5000 Kingsway, Burnaby, BC, V5H 2E4; and the Life Line Society, Box 63012 Deer Lake PO #63012, 5059 Canada Way, Burnaby, BC, V5E 4J4.

**REPORT**

**1.0 INTRODUCTION**

On 1999 March 29, Council approved the recommendations of the Community Issues & Social Planning Committee for the allocation of space at the Burnaby Heights Resource Centre to the Caireen Child and Family Services Society, Families as Support Teams Society (FAST), and the Life Line Society.

This report presents proposed lease grants for each society in accordance with the lease grant guidelines approved by Council.

**2.0 LEASE GRANT REQUESTS**

The Caireen Child and Family Services Society, Families as Support Teams Society (FAST), and the Life Line Society will be entering into an annual lease agreement with the City for the Resource Centre space recently allocated to each group. Consistent with City policy, the established lease rate for space at the Resource Centres is set at \$9.46 per square foot per year for 1999.

In 1992, 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. In accordance with these guidelines, the three groups noted above have made application for the available lease grant as follows:

***Caireen Child and Family Services Society***

The Caireen Child and Family Services Society is a Burnaby based organization established in 1998 to provide residential and therapeutic support to Burnaby children and families through the Ministry for Children and Families. The Society recruits, trains and supports foster parents for severally behaviourly challenged children. The Society was allocated Room 38 (864 sq.ft.) at the Resource Centre.

Consistent with the lease grant guidelines, the Society has applied for a lease grant to offset 50% of the established lease rate for 1999. For 1999, the established annual lease cost for the Society's allocated space will total \$8,173.44. The requested full lease grant amount for this space, calculated at 50% of the established lease rate, is \$4,086.72. The requested lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$9.46 to \$4.73 per square foot per year for 1999. The Society's resulting lease costs would be \$4,086.72 per year or \$340.56 per month.

***Families As Support Teams Society (FAST)***

FAST is a Burnaby focused non-profit society established in 1989 to develop and provide early intervention programs to help build and support children and families experiencing problems of loneliness, stress, abuse and violence. The core program offered by FAST seeks to develop self-help counseling groups of up to 9 households to address issues of common interest. The program typically consists of 8 facilitated educational sessions, coordinated monthly meetings, and ongoing support for the self-help group. The Society was allocated Room 27A (391 sq.ft.).

Consistent with the lease grant guidelines, the Society has applied for the full lease grant to offset 50% of the established lease rate for 1999. For 1999, the established annual lease cost for the Society's allocated space will total \$3,698.86. The requested lease grant amount, calculated at 50% of the established lease rate, is \$1,849.43. The requested lease grant would reduce the actual lease rate for the allocated space from \$9.46 to \$4.73 per square foot per year for 1999. The Society's resulting lease costs would be \$1,849.43 per year or \$154.12 per month.

**Life Line Society**

Life Line is a long established non-profit society based in Burnaby. The Society operates the Marguerite Dixon Emergency Shelter and Second Stage Housing for women and children who have experienced violence. It also offers a related counseling program available to Burnaby residents on a no fee/donation basis. The Society was allocated Room 31 (768 sq.ft.).

Consistent with the lease grant guidelines, the Society has applied for the full lease grant to offset 50% of the established lease rate for 1999. For 1999, the established annual lease cost for the Society's allocated space will total \$7,265.28. The requested lease grant amount, calculated at 50% of the established lease rate, is \$3,632.64. The requested lease grant would reduce the actual lease rate from \$9.46 to \$4.73 per square foot per year for 1999. The Society's resulting lease costs would be \$3,632.64 per year or \$302.72 per month.

**3.0 LEASE GRANT PROPOSALS**

Based on the information submitted by the applicants, all three groups qualify for consideration for the full lease grant (50%) in accordance with the adopted lease grant guidelines. The three societies all operate on a non-profit basis, provide services of benefit to the community, and provide services primarily to Burnaby residents.

Based on the lease grant guidelines, it is proposed that the Caireen Child and Family Services Society, Families as Support Teams Society (FAST), and the Life Line Society each receive lease grant amounts to offset 50% of the established 1999 lease rate for their recently allocated space at the Burnaby Heights Resource Centre, as outlined above.

Sufficient funds to provide for the proposed lease grants have been provided for in the 1999 Annual Operating Budget. With approval of the proposed lease grants, Finance Department staff would adjust the monthly lease payments for the societies to reflect the approved lease grant amounts pro-rated from the date of occupancy for each tenant. Lease grant funds would be transferred internally for budgeting and accounting purposes.



D.G. Stenson, Director  
PLANNING AND BUILDING

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cc: City Manager  
Director Finance

Deputy City Manager - Corporate Services  
City Clerk