

**REPORT**  
**2001 DECEMBER 10**

CITY OF BURNABY  
EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**RE: YEAR 2002 LEASE GRANTS - RESOURCE CENTRES**

RECOMMENDATIONS:

1. THAT Council approve the proposed year 2002 lease grants for resource centre tenants, as contained in this report.
2. THAT Council authorize staff to make the appropriate 2002 lease renewal arrangements with the Burnaby Heights and Edmonds resource centre tenants.
3. THAT Council authorize the City Solicitor to prepare the necessary 2002 lease authorization bylaw for tenants of the Burnaby Heights and Edmonds resource centres.
4. THAT the Burnaby Theatre and Film Acting Society receive a lease grant to offset 50% of the approved 2001 and 2002 lease rates for recently allocated Resource Centre space, as outlined in this report.
5. THAT a copy of this report be sent to the Burnaby Theatre and Film Acting Society c/o Jim Purcell, 3726 Hastings Street, Burnaby, B.C. V5C 2H5.

REPORT

The Executive Committee of Council, at its 'Open' meeting held on 2002 December 03, received and adopted the attached report requesting approval for year 2002 lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres. The Committee advised that the proposed lease grant amounts are consistent with the lease grant guidelines.

Respectfully submitted,

Councillor N.M. Volkow,  
Chair

Councillor D.R. Corrigan,  
Member

Councillor C. Redman,  
Member

<b>CC: -CITY MANAGER</b> <b>-DIRECTOR FINANCE</b>
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**TO:** EXECUTIVE COMMITTEE - GRANTS 2001 November 29

**FROM:** DIRECTOR PLANNING AND BUILDING Our File: 10.121 L

**SUBJECT:** YEAR 2002 LEASE GRANTS - RESOURCE CENTRES

**PURPOSE:** To seek approval for year 2002 lease grants for non-profit tenants at the Burnaby Heights and Edmonds resource centres.

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### RECOMMENDATIONS:

1. **THAT** the Committee request Council to approve the proposed year 2002 lease grants for resource centre tenants, as contained in this report.
2. **THAT** the Committee request Council to authorize staff to make the appropriate 2002 lease renewal arrangements with the Burnaby Heights and Edmonds resource centre tenants.
3. **THAT** the Committee request Council to authorize the City Solicitor to prepare the necessary 2002 lease authorization bylaw for tenants of the Burnaby Heights and Edmonds resource centres.
4. **THAT** the Committee recommend to Council that the Burnaby Theatre and Film Acting Society receive a lease grant to offset 50% of the approved 2001 and 2002 lease rates for recently allocated Resource Centre space, as outlined in this report.
5. **THAT** a copy of this report be sent to the Burnaby Theatre and Film Acting Society, c/o Jim Purcell, 3726 Hastings Street, Burnaby, B.C., V5C 2H5

## REPORT

### 1.0 BACKGROUND

In 1992 April, Council approved guidelines for the issuance of grants to offset lease rates for non-profit groups allocated space at the Burnaby Heights and Edmonds resource centres. In general, tenants at the resource centres can qualify for a grant to offset their lease costs depending on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of programs or services of the non-profit group are Burnaby residents, a tenant can qualify for a full lease grant to offset lease costs by 50 percent. Where 25 to 75 percent of recipients are Burnaby residents, a group can qualify for a partial lease grant to offset to lease costs by 25%.

At its meeting of 2001 August 27, Council approved recommendations for year 2002 lease rates and anticipated lease grant amounts for tenants at the resource centres. Council also approved a recommendation to distribute the report to tenants with a request for tenants to make application for 2002 lease grants.

Based on the lease grant guidelines and the information received from tenant applications, this report proposes 2002 lease grant amounts for non-profit tenants at the resource centres.

## 2.0 PROPOSED 2002 LEASE GRANTS

Staff have received all expected 2002 lease grant applications. Table 1 *attached* indicates the proposed lease grants for 2002 based on the applications received. The requests received are consistent with the lease grant guidelines and are within the anticipated lease grant amounts outlined in the report received by Council on 2001 August 27. Existing tenants who will be renewing their leases have requested the same level of lease grant support as was received in 2001 and was outlined in the report to Council in 2001 August on anticipated lease grants for 2002. A new lease grant application was received from the Burnaby Theatre and Film Acting Society for recently allocated space at the Burnaby Heights Resource Centre. The Society has requested a lease grant of 50% to offset lease costs, as discussed below.

### *Burnaby Theatre and Film Acting Society*

In October 2001, the Burnaby Theatre and Film Acting Society was allocated the use of the former I.E. shop at the Burnaby Heights Resource Centre. It is a new non-profit society formed to create a local acting school to give Burnaby and other lower mainland residents an opportunity to train in theatre and film acting. The Society intends to offer a variety of full and part time acting classes and stage small productions in conjunction with the school in its allocated space. It has applied for a lease grant to offset the cost of leasing the space by 50%. Based on the information provided by the Society in relation to the lease grant guidelines, the Society qualifies for a full lease grant to offset 50% of the approved lease rates for 2001 and 2002.

For 2002, the established annual lease cost for the Society's allocated space will total \$9,502.08. The lease grant amount for this space, calculated at 50% of the established lease rate, is \$4,751.04. The proposed lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$6.06 to \$3.03 per square foot per year for 2002. The Society's resulting annual (after lease grant) lease costs for 2002 will be \$4,751.04 or \$395.92 per month.

### 3.0 TOTAL LEASE GRANT AMOUNTS

As indicated in Table 1, the approved lease rate (before grants) per year for the two resource centres is \$400,600, the proposed total lease grant amount for 2002 is \$157,553 and the proposed lease revenues (after grants) is \$243,047. These figures include the requested 50% lease grant for the Burnaby Theatre and Film Acting Society. The proposed lease grant amounts outlined in Table 1 are within the anticipated lease grant amounts outlined in the report to Council in August 2001 and are budgeted for in the 2002 Provisional Operating Budget.


For the year 2002, lease grants are proposed for 13 non-profit groups at the Burnaby Heights Resource Centre (including the Burnaby Theatre and Film Acting Society), and 7 non-profit groups at the Edmonds Neighbourhood Resource Centre, as shown in Table 1.

Currently, 5,010 square feet of basement space at Burnaby Heights remains to be re-allocated. In addition, the Arrows to Freedom Cultural Healing Society will not be renewing its lease of 465 square feet in Room 23. Staff will seek the approval of the Community Issues and Social Planning Committee to re-advertise the availability of this space for lease.

### 4.0 NEXT STEPS

It is proposed that the Committee forward this report and recommendations to Council for approval of the proposed 2002 lease grant amounts. Once approved by Council, the Finance Department would adjust the monthly lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds would be transferred internally for budgeting and accounting purposes.

It is also proposed that staff be authorized to make the necessary 2002 lease agreement renewal arrangements with tenants at both centres, and that the City Solicitor be authorized to prepare the necessary 2002 lease authorization bylaw.

  
for J.S. Belhouse, Director  
PLANNING AND BUILDING

MM/sa

Attachment (1)

cc: City Manager  
Director Finance  
Director Parks, Recreation & Cultural Services  
City Clerk  
City Solicitor  
Chief License Inspector

**TABLE 1**

**PROPOSED 2002 LEASE GRANTS**

RESOURCE CENTRES	2002 Approved Lease Rate \$/Year	2002 Proposed Lease Grant \$/Year	2002 Lease Costs Offset (%)	2002 Proposed Lease Revenues \$/Year
<b>Burnaby Heights</b>				
Boy Scouts of Canada	\$10,306.56	\$5,153.28	50%	\$5,153.28
Burnaby Family Life Institute	\$52,216.00	\$26,108.00	50%	\$26,108.00
Burnaby Info & Community Services Society	\$21,891.68	\$10,945.84	50%	\$10,945.84
Burnaby New West. Child Care Resource and Referral	\$10,306.56	\$5,153.28	50%	\$5,153.28
Burnaby School District	\$50,220.00	\$0.00	0%	\$50,220.00
Burnaby Seniors Outreach Services Society	\$11,243.52	\$5,621.76	50%	\$5,621.76
Burnaby Volunteer Centre	\$7,495.68	\$3,747.84	50%	\$3,747.84
Burnaby Volunteer Centre - Stock Room	\$666.60	\$333.30	50%	\$333.30
Boxing B.C.	\$987.78	\$0.00	0%	\$987.78
Caireen Child and Family Services Society	\$8,432.64	\$4,216.32	50%	\$4,216.32
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$15,576.96	\$7,788.48	50%	\$7,788.48
Families As Support Teams Society (FAST)	\$3,816.16	\$1,908.08	50%	\$1,908.08
Marguerite Dixon Transition Society	\$7,495.68	\$3,747.84	50%	\$3,747.84
Lower Mainland Square and Round Dance Society	\$1,890.72	\$472.68	25%	\$1,418.04
Simon Fraser Health Region	\$7,534.72	\$0.00	0%	\$7,534.72
Air Cadets - 759 Falcon Squadron	\$9,799.04	\$4,899.52	50%	\$4,899.52
Air Cadet - 759 Falcon Squadron -- Utility Space	\$1,042.32	\$521.16	50%	\$521.16
Burnaby Theatre and Film Acting Society	\$9,502.08	\$4,751.04	50%	\$4,751.04
<b>Total Burnaby Heights</b>	<b>\$230,424.70</b>	<b>\$85,368.42</b>	<b>37%</b>	<b>\$145,056.28</b>
<b>Edmonds</b>				
Burnaby Family Life Institute	\$29,280.00	\$14,640.00	50%	\$14,640.00
Burnaby School District	\$14,630.24	\$0.00	0%	\$14,630.24
Canadian Mental Health Association	\$14,698.56	\$7,349.28	50%	\$7,349.28
Canadian Red Cross - Burnaby Branch	\$14,640.00	\$7,320.00	50%	\$7,320.00
Deaf Children's Society of B.C.	\$22,350.40	\$5,587.60	25%	\$16,762.80
St. John Ambulance - Burnaby Branch	\$19,822.56	\$9,911.28	50%	\$9,911.28
St. Leonard's Youth & Fam. Services Society	\$3,406.24	\$1,703.12	50%	\$1,703.12
St. Matthews Day Care Society	\$51,347.36	\$25,673.68	50%	\$25,673.68
<b>Total Edmonds</b>	<b>\$170,175.36</b>	<b>\$72,184.96</b>	<b>42%</b>	<b>\$97,990.40</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$400,600.06</b>	<b>\$157,553.38</b>	<b>39%</b>	<b>\$243,046.68</b>

