

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

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

RECOMMENDATIONS:

1. THAT Council approve the proposed 2002 lease rates for Resource Centre tenants as presented in this report.
2. THAT Council distribute information on the approved 2002 lease rates and the anticipated lease grants to the Resource Centre tenants for information.
3. THAT the Resource Centre tenants make application for 2002 lease grants should they meet the grant eligibility criteria established by Council.

REPORT

The Executive Committee of Council, at its meeting held on 2001 August 13, received and adopted the *attached* report outlining the proposed lease rates and anticipated lease grants for the year 2002 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

Respectfully submitted,

Councillor N. Volkow  
Chair

Councillor D.R Corrigan  
Vice Chair

Councillor C. Redman  
Member

<p>: COPY - CITY MANAGER - DIRECTOR FINANCE - DIR. PLNG. &amp; BLDG.</p>
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**TO:** EXECUTIVE COMMITTEE OF COUNCIL (GRANTS) 2001 August 8  
**FROM:** DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121  
**SUBJECT:** YEAR 2002 LEASE RATES & GRANTS - RESOURCE CENTRES  
**PURPOSE:** To present proposed lease rates and anticipated lease grants for the year 2002 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee of Council recommend to Council that the proposed 2002 lease rates for Resource Centre tenants be approved as presented in this report.
2. **THAT** the Executive Committee of Council recommend to Council that information on the approved 2002 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. **THAT** the Executive Committee of Council recommend to Council that Resource Centre tenants be requested to make application for 2002 lease grants should they meet the grant eligibility criteria established by Council.

**R E P O R T**

**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 lease rates and anticipated lease grant amounts for the year 2002 for tenants of the Resource Centres, as shown in the *attached* tables.

**2.0 PROPOSED 2002 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 2001, the lease rate was set at \$9.60/sq. feet per annum for office space and \$5.96/sq. feet per annum for workshop/utility space.

The projected inflation rate is currently estimated at 1.7% and 1.8% for 2002. As such, it is proposed that the lease rates for the coming year be rounded downward for an increase of 1.7%. This would result in proposed lease rates of \$9.76/sq. ft per annum for office space and \$6.06/sq. ft per annum for workshop/utility space. In accordance with Council policy, the annual lease rate for the Burnaby School District space at the Burnaby Heights Resource Centre would continue to increase by 4% above the general rate increase until it reaches the level established for all tenants.

### 3.0 ANTICIPATED 2002 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 residents.

Anticipated 2002 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 2001 lease grants approved by Council. The estimate of anticipated lease grants is provided to assist tenants in making application for 2002 grants and for budget planning purposes. Lease grant amounts are based on current occupancies and expected 2002 lease grant eligibility.

#### *Food Bank Allocation*

As adopted by Council on 2001 June 18, the Greater Vancouver Food Bank has received an allocation of utility/workshop space in the former I.E. shop at the Burnaby Heights Resource Centre. Consistent with other groups using storage/utility space in the basement of the Resource Centre, the Food Bank will be assessed a flat storage/utility fee of \$200 a year for use of the space one morning a week and will not require the issuance of a lease grant. For the remainder of the time, the former I.E. shop will be available to community groups on an ad hoc basis for meetings or events.

#### *Summary Table*

Budget funds for the anticipated 2002 lease grants will be included for consideration in the upcoming 2002 Provisional Operating Budget Program. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2002 lease rates and anticipated lease grants for tenants of the Burnaby Heights and Edmonds Resource Centres.

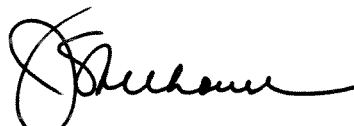
<i>Burnaby Heights &amp; Edmonds Neighbourhood Resource Centres</i>	<i>Approved 2001</i>	<i>Proposed 2002</i>	<i>Proposed \$ Increase 2001 - 2002</i>	<i>Proposed % Increase 2001 - 2002</i>
<i>Lease Rates (before grants)</i>	\$418,183	\$427,087	\$8,904	2.1%
<i>Lease Grants</i>	\$167,411	\$170,203	\$2,792	1.7%
<i>Lease Revenues (after grants)</i>	\$250,772	\$256,884	\$6,112	2.4%

**4.0 NEXT STEPS**

In preparation for the 2002 renewal of lease agreements with Resource Centre tenants, it is proposed that each tenant be advised of their 2002 lease rate and anticipated lease grant amount. As appropriate, tenants would be requested to make application for 2002 lease grants in the fall of 2001. As part of the lease grant application process, tenants would be requested to provide information on their 2001 service activities, including the following:

- ▶ proof of non-profit status.
- ▶ statement of program/service activities conducted in Burnaby.
- ▶ estimate of the hours per month that allocated space was used for community service/agency purposes.
- ▶ the percentage of recipients of the agency's programs and services that were 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 the year 2002.



J.S. Belhouse, Director  
 PLANNING AND BUILDING

MM/sla  
 Attachments (4)

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

**TABLE 1****PROPOSED 2002 LEASE RATES**

<b>RESOURCE CENTRES</b>	<b>2001 Leased Area (sq.ft.)</b>	<b>2001 Lease Rate \$/sq.ft.</b>	<b>2002 Proposed Lease Rate</b>	<b>2002 Proposed Rate Increase</b>
<b>Burnaby Heights</b>				
Boy Scouts of Canada	1,056	\$9.60	\$9.76	1.7%
Vacant Space - to be reallocated	5,010	\$5.96	\$6.06	1.7%
Burnaby Family Life Institute	5,350	\$9.60	\$9.76	1.7%
Burnaby Info & Community Services Society	2,243	\$9.60	\$9.76	1.7%
Arrows to Freedom Cultural Healing Society	465	\$9.60	\$9.76	1.7%
Burnaby New West. Child Support Program	1,056	\$9.60	\$9.76	1.7%
Burnaby School District	6,480	\$7.33	\$7.75	5.7%
Burnaby Seniors Outreach Services Society	1,152	\$9.60	\$9.76	1.7%
Burnaby Volunteer Centre	768	\$9.60	\$9.76	1.7%
Burnaby Volunteer Centre - Stock Room	110	\$5.96	\$6.06	1.7%
B.C. Amateur Boxing Association	359	\$5.96	\$6.06	1.7%
Caireen Child and Family Services Society	864	\$9.60	\$9.76	1.7%
Comitato Attivita Scolastiche Italiane / O.A.S.I.	1,596	\$9.60	\$9.76	1.7%
Families As Support Teams Society (FAST)	391	\$9.60	\$9.76	1.7%
Marguerite Dixon Transition Society	768	\$9.60	\$9.76	1.7%
Lower Mainland Square and Round Dance Society	312	\$5.96	\$6.06	1.7%
Simon Fraser Health Region	772	\$9.60	\$9.76	1.7%
Air Cadets - 759 Falcon Squadron	994	\$9.60	\$9.76	1.7%
Air Cadet - 759 Falcon Squadron -- Utility Space	172	\$5.96	\$6.06	1.7%
<b>Total Burnaby Heights</b>	<b>29,918</b>			
<b>Edmonds</b>				
Burnaby Family Life Institute	3,000	\$9.60	\$9.76	1.7%
Burnaby School District	1,499	\$9.60	\$9.76	1.7%
Canadian Mental Health Association	1,506	\$9.60	\$9.76	1.7%
Canadian Red Cross - Burnaby Branch	1,500	\$9.60	\$9.76	1.7%
Deaf Children's Society of B.C.	2,290	\$9.60	\$9.76	1.7%
St. John Ambulance - Burnaby Branch	2,031	\$9.60	\$9.76	1.7%
St. Leonard's Youth & Fam. Services Society	349	\$9.60	\$9.76	1.7%
St. Matthews Day Care Society	5,261	\$9.60	\$9.76	1.7%
<b>Total Edmonds</b>	<b>17,436</b>			
<b>TOTAL RESOURCE CENTRES</b>	<b>47,354</b>			

**TABLE 2** ELIGIBILITY FOR LEASE SUPPORT 2002\*

RESOURCE CENTRES	2002 Eligibility for Lease Support	2001 Actual Lease Support	2002 Proposed Lease Support	2001-2002 Change in Lease Support
<b>Burnaby Heights</b>				
Boy Scouts of Canada	50.0%	50.0%	50.0%	0%
Vacant Space - to be reallocated**	50.0%	50.0%	50.0%	0%
Burnaby Family Life Institute	50.0%	50.0%	50.0%	0%
Burnaby Info & Community Services Society	50.0%	50.0%	50.0%	0%
Arrows to Freedom Cultural Healing Society	50.0%	50.0%	50.0%	0%
Burnaby New West. Child Support Program	50.0%	50.0%	50.0%	0%
Burnaby School District	0.0%	0.0%	0.0%	0%
Burnaby Seniors Outreach Services Society	50.0%	50.0%	50.0%	0%
Burnaby Volunteer Centre	50.0%	50.0%	50.0%	0%
Burnaby Volunteer Centre - Stock Room	50.0%	50.0%	50.0%	0%
B.C. Amateur Boxing Association	0.0%	0.0%	0.0%	0%
Caireen Child and Family Services Society	50.0%	50.0%	50.0%	0%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	50.0%	50.0%	50.0%	0%
Families As Support Teams Society (FAST)	50.0%	50.0%	50.0%	0%
Marguerite Dixon Transition Society	50.0%	50.0%	50.0%	0%
Lower Mainland Square and Round Dance Society	25.0%	25.0%	25.0%	0%
Simon Fraser Health Region	0.0%	0.0%	0.0%	0%
Air Cadets - 759 Falcon Squadron	50.0%	50.0%	50.0%	0%
Air Cadet - 759 Falcon Squadron -- Utility Space	50.0%	50.0%	50.0%	0%
<b>Edmonds</b>				
Burnaby Family Life Institute	50.0%	50.0%	50.0%	0%
Burnaby School District	0.0%	0.0%	0.0%	0%
Canadian Mental Health Association	50.0%	50.0%	50.0%	0%
Canadian Red Cross - Burnaby Branch	50.0%	50.0%	50.0%	0%
Deaf Children's Society of B.C.	25.0%	25.0%	25.0%	0%
St. John Ambulance - Burnaby Branch	50.0%	50.0%	50.0%	0%
St. Leonard's Youth & Fam. Services Society	50.0%	50.0%	50.0%	0%
St. Matthews Day Care Society	50.0%	50.0%	50.0%	0%

\*Based on approved 2001 lease grants.

\*\*A lease grant of 50% has been assumed for currently vacant space for budgeting purposes. Actual lease grant amounts for this space will depend on future applicants' eligibility for lease support as approved by the Committee and Council

**TABLE 3**

**ANTICIPATED 2002 GRANTS**

<b>RESOURCE CENTRES</b>	<b>2002 Proposed Lease Rate \$/Year</b>	<b>2002 Anticipated Lease Grant \$/Year</b>	<b>2002 Anticipated Lease Costs \$/Year</b>	<b>2002 Anticipated Lease Costs offset (%)</b>
<b>Burnaby Heights</b>				
Boy Scouts of Canada	\$10,306.56	\$5,153.28	\$5,153.28	50%
Vacant Space - to be reallocated	\$30,360.60	\$15,180.30	\$15,180.30	50%
Burnaby Family Life Institute	\$52,216.00	\$26,108.00	\$26,108.00	50%
Burnaby Info & Community Services Society	\$21,891.68	\$10,945.84	\$10,945.84	50%
Arrows to Freedom Cultural Healing Society	\$4,538.40	\$2,269.20	\$2,269.20	50%
Burnaby New West. Child Support Program	\$10,306.56	\$5,153.28	\$5,153.28	50%
Burnaby School District	\$50,220.00	\$0.00	\$50,220.00	0%
Burnaby Seniors Outreach Services Society	\$11,243.52	\$5,621.76	\$5,621.76	50%
Burnaby Volunteer Centre	\$7,495.68	\$3,747.84	\$3,747.84	50%
Burnaby Volunteer Centre - Stock Room	\$666.60	\$333.30	\$333.30	50%
B.C. Amateur Boxing Association	\$2,175.54	\$0.00	\$2,175.54	0%
Caireen Child and Family Services Society	\$8,432.64	\$4,216.32	\$4,216.32	50%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$15,576.96	\$7,788.48	\$7,788.48	50%
Families As Support Teams Society (FAST)	\$3,816.16	\$1,908.08	\$1,908.08	50%
Marguerite Dixon Transition Society	\$7,495.68	\$3,747.84	\$3,747.84	50%
Lower Mainland Square and Round Dance Society	\$1,890.72	\$472.68	\$1,418.04	25%
Simon Fraser Health Region	\$7,534.72	\$0.00	\$7,534.72	0%
Air Cadets - 759 Falcon Squadron	\$9,701.44	\$4,850.72	\$4,850.72	50%
Air Cadet - 759 Falcon Squadron -- Utility Space	\$1,042.32	\$521.16	\$521.16	50%
<b>Total Burnaby Heights</b>	<b>\$256,911.78</b>	<b>\$98,018.08</b>	<b>\$158,893.70</b>	<b>38.15%</b>
<b>Edmonds</b>				
Burnaby Family Life Institute	\$29,280.00	\$14,640.00	\$14,640.00	50%
Burnaby School District	\$14,630.24	\$0.00	\$14,630.24	0%
Canadian Mental Health Association	\$14,698.56	\$7,349.28	\$7,349.28	50%
Canadian Red Cross - Burnaby Branch	\$14,640.00	\$7,320.00	\$7,320.00	50%
Deaf Children's Society of B.C.	\$22,350.40	\$5,587.60	\$16,762.80	25%
St. John Ambulance - Burnaby Branch	\$19,822.56	\$9,911.28	\$9,911.28	50%
St. Leonard's Youth & Fam. Services Society	\$3,406.24	\$1,703.12	\$1,703.12	50%
St. Matthews Day Care Society	\$51,347.36	\$25,673.68	\$25,673.68	50%
<b>Total Edmonds</b>	<b>\$170,175.36</b>	<b>\$72,184.96</b>	<b>\$97,990.40</b>	<b>42.42%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$427,087.14</b>	<b>\$170,203.04</b>	<b>\$256,884.10</b>	<b>39.85%</b>

**TABLE 4 RESULTING 2002 LEASE COSTS (after grant)**

RESOURCE CENTRES	2001 Lease Costs \$/Year	2002 Anticipated Lease Costs \$/Year	2001-2002 Anticipated Cost Increase \$/Year	2001-2002 Anticipated Cost Increase %
<b>Burnaby Heights</b>				
Boy Scouts of Canada	\$5,068.80	\$5,153.28	\$84.48	1.7%
Vacant Space - to be reallocated	\$14,929.80	\$15,180.30	\$250.50	1.7%
Burnaby Family Life Institute	\$25,680.00	\$26,108.00	\$428.00	1.7%
Burnaby Info & Community Services Society	\$10,766.40	\$10,945.84	\$179.44	1.7%
Arrows to Freedom Cultural Healing Society	\$2,232.00	\$2,269.20	\$37.20	1.7%
Burnaby New West. Child Support Program	\$5,068.80	\$5,153.28	\$84.48	1.7%
Burnaby School District	\$47,498.40	\$50,220.00	\$2,721.60	5.7%
Burnaby Seniors Outreach Services Society	\$5,529.60	\$5,621.76	\$92.16	1.7%
Burnaby Volunteer Centre	\$3,686.40	\$3,747.84	\$61.44	1.7%
Burnaby Volunteer Centre - Stock Room	\$327.80	\$333.30	\$5.50	1.7%
B.C. Amateur Boxing Association	\$2,139.64	\$2,175.54	\$35.90	1.7%
Caireen Child and Family Services Society	\$4,147.20	\$4,216.32	\$69.12	1.7%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$7,660.80	\$7,788.48	\$127.68	1.7%
Families As Support Teams Society (FAST)	\$1,876.80	\$1,908.08	\$31.28	1.7%
Marguerite Dixon Transition Society	\$3,686.40	\$3,747.84	\$61.44	1.7%
Lower Mainland Square and Round Dance Society	\$1,394.64	\$1,418.04	\$23.40	1.7%
Simon Fraser Health Region	\$7,411.20	\$7,534.72	\$123.52	1.7%
Air Cadets - 759 Falcon Squadron	\$4,771.20	\$4,850.72	\$79.52	1.7%
Air Cadet - 759 Falcon Squadron -- Utility Space	\$512.56	\$521.16	\$8.60	1.7%
<b>Total Burnaby Heights</b>	<b>\$154,388.44</b>	<b>\$158,893.70</b>	<b>\$4,505.26</b>	<b>2.92%</b>
<b>Edmonds</b>				
Burnaby Family Life Institute	\$14,400.00	\$14,640.00	\$240.00	1.7%
Burnaby School District	\$14,390.40	\$14,630.24	\$239.84	1.7%
Canadian Mental Health Association	\$7,228.80	\$7,349.28	\$120.48	1.7%
Canadian Red Cross - Burnaby Branch	\$7,200.00	\$7,320.00	\$120.00	1.7%
Deaf Children's Society of B.C.	\$16,488.00	\$16,762.80	\$274.80	1.7%
St. John Ambulance - Burnaby Branch	\$9,748.80	\$9,911.28	\$162.48	1.7%
St. Leonard's Youth & Fam. Services Society	\$1,675.20	\$1,703.12	\$27.92	1.7%
St. Matthews Day Care Society	\$25,252.80	\$25,673.68	\$420.88	1.7%
<b>Total Edmonds</b>	<b>\$96,384.00</b>	<b>\$97,990.40</b>	<b>\$1,606.40</b>	<b>1.67%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$250,772.44</b>	<b>\$256,884.10</b>	<b>\$6,111.66</b>	<b>2.44%</b>