

TO: CITY MANAGER 2002 September 25

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121 L

SUBJECT: YEAR 2003 LEASE RATES & GRANTS - RESOURCE CENTRES

PURPOSE: To present proposed lease rates and anticipated lease grants for the year 2003 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATIONS:

1. **THAT** the proposed 2003 lease rates for Resource Centre tenants be approved, as presented in this report.
2. **THAT** information on the approved 2003 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 2003 lease grants should they meet the City's adopted grant eligibility criteria.

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 2003 for tenants of the Resource Centres, as shown in the *attached* Tables 1 to 4.

Resource Centre lease rate and grant reports are usually vetted through the Executive Committee of Council. Due to the cancellation of the Committee's meeting on 2002 September 16 because of the closure of City Hall, the Chair of the Committee has concurred to send this report directly to Council to allow the 2003 lease rate and grant process to proceed.

2.0 PROPOSED 2003 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 2002, the lease rate was set at \$9.76/sq. ft per annum for office space, and \$6.06/sq. ft per annum for workshop/utility space.

It is proposed that the lease rates for the coming year be increased by 2.3 percent, consistent with the projected inflation rate for 2003. This change would result in proposed lease rates of \$9.98/sq. ft per annum for office space and \$6.20/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 (i.e., for a total increase of 6.3%) until it reaches the level established for all tenants. This phased program of lease rate increases was implemented when ownership of the building was transferred to the City and has allowed the School District to budget for its lease costs over a longer period of time.

3.0 ANTICIPATED 2003 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. Qualifying tenants may be eligible for a grant to offset 25 percent or 50 percent of lease costs, depending on the level of service provided to residents.

Anticipated 2003 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 2002 lease grants approved by Council. The anticipated lease grants are provided to assist tenants in making application for 2003 grants, and for budget planning purposes. Lease grant amounts are based on current occupancies and expected 2003 lease grant eligibility.

Summary Table

Budget funds for the anticipated 2003 lease grants will be included for consideration in the 2003 Provisional Operating Budget Program. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2003 lease rates and anticipated lease grants for tenants of the Burnaby Heights and Edmonds Resource Centres.

<i>Burnaby Heights & Edmonds Neighbourhood Resource Centres</i>	<i>Approved 2002</i>	<i>Proposed 2003</i>	<i>Proposed \$ Increase 2002 - 2003</i>	<i>Proposed % Increase 2002 - 2003*</i>
<i>Lease Rates (before grants)</i>	\$433,832	\$445,674	\$11,842	2.7%
<i>Lease Grants</i>	\$174,169	\$178,105	\$3,936	2.3%
<i>Lease Revenues (after grants)</i>	\$259,663	\$267,569	\$7,906	3.0%

* proposed lease rates (before grants) and lease revenues (after grants) percentage increases reflect increases for all the leased space and include space leased to tenants who do not qualify for lease grants (e.g. Burnaby School District)

4.0 NEXT STEPS

In preparation for the 2003 renewal of lease agreements with Resource Centre tenants, it is proposed that all tenants be advised of their 2003 lease rate and anticipated lease grant amount. As appropriate, tenants would be requested to make application for 2003 lease grants in the fall of 2002. As part of the lease grant application process, tenants would be requested to provide information on their 2002 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 report for the Executive Committee on the requested lease grant amounts. At that time, staff will also request authorization to renew lease agreements with Resource Centre tenants for 2003.



J. S. Belhouse, Director
PLANNING AND BUILDING

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Attachments (4)

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

TABLE 1

PROPOSED 2003 LEASE RATES				
RESOURCE CENTRES	2002 Leased Area (sq.ft.)	2002 Lease Rate \$/sq.ft.	2003 Proposed Lease Rate	2003 Proposed Rate Increase
Burnaby Heights				
Boy Scouts of Canada	1,056	\$9.76	\$9.98	2.3%
Basement Space - to be reallocated**	1,622	\$6.06	\$6.20	2.3%
Burnaby Family Life Institute	5,350	\$9.76	\$9.98	2.3%
Burnaby Info & Community Services Society	2,243	\$9.76	\$9.98	2.3%
Room 17 - vacant - to be reallocated**	768	\$9.76	\$9.98	2.3%
Burnaby New West. Child Care Resource and Referral	1,056	\$9.76	\$9.98	2.3%
Burnaby School District	6,480	\$7.75	\$8.24	6.3%
Burnaby Seniors Outreach Services Society	1,152	\$9.76	\$9.98	2.3%
Burnaby Volunteer Centre	768	\$9.76	\$9.98	2.3%
Burnaby Volunteer Centre - Stock Room	110	\$6.06	\$6.20	2.3%
Boxing B.C.	163	\$6.06	\$6.20	2.3%
Caireen Child and Family Services Society	864	\$9.76	\$9.98	2.3%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	1,596	\$9.76	\$9.98	2.3%
Families As Support Teams Society (FAST)	391	\$9.76	\$9.98	2.3%
Marguerite Dixon Transition Society	1,233	\$9.76	\$9.98	2.3%
Lower Mainland Square and Round Dance Society	312	\$6.06	\$6.20	2.3%
Fraser Health Authority	772	\$9.76	\$9.98	2.3%
Air Cadets - 759 Falcon Squadron	1,004	\$9.76	\$9.98	2.3%
Air Cadets - Storage	172	\$6.06	\$6.20	2.3%
Burnaby Association for Community Inclusion	1,876	\$6.06	\$6.20	2.3%
Burnaby Theatre and Film Acting Society	1,568	\$6.06	\$6.20	2.3%
Total Burnaby Heights	30,556			
Edmonds				
Burnaby Family Life Institute	3,000	\$9.76	\$9.98	2.3%
Burnaby School District	1,499	\$9.76	\$9.98	2.3%
Canadian Mental Health Association	1,506	\$9.76	\$9.98	2.3%
Canadian Red Cross - Burnaby Branch	1,500	\$9.76	\$9.98	2.3%
Deaf Children's Society of B.C.	2,290	\$9.76	\$9.98	2.3%
Rooms 206 and 207 - vacant - to be reallocated	2,031	\$9.76	\$9.98	2.3%
St. Matthews Day Care Society	5,610	\$9.76	\$9.98	2.3%
Total Edmonds	17,436			
TOTAL RESOURCE CENTRES	47,992			

**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 2

ELIGIBILITY FOR LEASE SUPPORT 2002*

RESOURCE CENTRES	2002		2003		2002-2003	
	Eligibility for Lease Support	Actual Lease Support	Proposed Lease Support	Lease Support	Change in Lease Support	Lease Support
Burnaby Heights						
Boy Scouts of Canada	50.0%	50.0%	50.0%	50.0%	0%	0%
Basement Space - to be reallocated**	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Family Life Institute	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Info & Community Services Society	50.0%	50.0%	50.0%	50.0%	0%	0%
Room 17 - vacant - to be reallocated**	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby New West, Child Care Resource and Referral	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby School District	0.0%	0.0%	0.0%	0.0%	0%	0%
Burnaby Seniors Outreach Services Society	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Volunteer Centre	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Volunteer Centre - Stock Room	50.0%	50.0%	50.0%	50.0%	0%	0%
Boxing B.C.	0.0%	0.0%	0.0%	0.0%	0%	0%
Caireen Child and Family Services Society	50.0%	50.0%	50.0%	50.0%	0%	0%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	50.0%	50.0%	50.0%	50.0%	0%	0%
Families As Support Teams Society (FAST)	50.0%	50.0%	50.0%	50.0%	0%	0%
Marguerite Dixon Transition Society	50.0%	50.0%	50.0%	50.0%	0%	0%
Lower Mainland Square and Round Dance Society	25.0%	25.0%	25.0%	25.0%	0%	0%
Fraser Health Authority	0.0%	0.0%	0.0%	0.0%	0%	0%
Air Cadets - 759 Falcon Squadron	50.0%	50.0%	50.0%	50.0%	0%	0%
Air Cadets - Storage	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Association for Community Inclusion	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby Theatre and Film Acting Society	50.0%	50.0%	50.0%	50.0%	0%	0%
Edmonds						
Burnaby Family Life Institute	50.0%	50.0%	50.0%	50.0%	0%	0%
Burnaby School District	0.0%	0.0%	0.0%	0.0%	0%	0%
Canadian Mental Health Association	50.0%	50.0%	50.0%	50.0%	0%	0%
Canadian Red Cross - Burnaby Branch	50.0%	50.0%	50.0%	50.0%	0%	0%
Deaf Children's Society of B.C.	25.0%	25.0%	25.0%	25.0%	0%	0%
St. John Ambulance - Burnaby Branch	50.0%	50.0%	50.0%	50.0%	0%	0%
St. Matthews Day Care Society	50.0%	50.0%	50.0%	50.0%	0%	0%

*Based on approved 2002 lease grants.

TABLE 3
ANTICIPATED 2003 GRANTS

RESOURCE CENTRES	2003 Proposed Lease Rate \$/Year	2003 Anticipated Lease Grant \$/Year	2003 Anticipated Lease Costs \$/Year	2003 Anticipated Lease Costs offset (%)
Burnaby Heights				
Boy Scouts of Canada	\$10,538.88	\$5,269.44	\$5,269.44	50%
Basement Space - to be reallocated**	\$10,056.40	\$5,028.20	\$5,028.20	50%
Burnaby Family Life Institute	\$53,393.00	\$26,696.50	\$26,696.50	50%
Burnaby Info & Community Services Society	\$22,385.14	\$11,192.57	\$11,192.57	50%
Room 17 - vacant - to be reallocated**	\$7,664.64	\$3,832.32	\$3,832.32	50%
Burnaby New West. Child Care Resource and Referral	\$10,538.88	\$5,269.44	\$5,269.44	50%
Burnaby School District	\$53,395.20	\$0.00	\$53,395.20	0%
Burnaby Seniors Outreach Services Society	\$11,496.96	\$5,748.48	\$5,748.48	50%
Burnaby Volunteer Centre	\$7,664.64	\$3,832.32	\$3,832.32	50%
Burnaby Volunteer Centre - Stock Room	\$682.00	\$341.00	\$341.00	50%
Boxing B.C.	\$1,010.60	\$0.00	\$1,010.60	0%
Caireen Child and Family Services Society	\$8,622.72	\$4,311.36	\$4,311.36	50%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$15,928.08	\$7,964.04	\$7,964.04	50%
Families As Support Teams Society (FAST)	\$3,902.18	\$1,951.09	\$1,951.09	50%
Marguerite Dixon Transition Society	\$12,305.34	\$6,152.67	\$6,152.67	50%
Lower Mainland Square and Round Dance Society	\$1,934.40	\$483.60	\$1,450.80	25%
Fraser Health Authority	\$7,704.56	\$0.00	\$7,704.56	0%
Air Cadets - 759 Falcon Squadron	\$10,019.92	\$5,009.96	\$5,009.96	50%
Air Cadets - Storage	\$1,066.40	\$533.20	\$533.20	50%
Burnaby Association for Community Inclusion	\$11,631.20	\$5,815.60	\$5,815.60	50%
Burnaby Theatre and Film Acting Society	\$9,721.60	\$4,860.80	\$4,860.80	50%
Total Burnaby Heights	\$271,662.74	\$104,292.59	\$167,370.15	38.39%
Edmonds				
Burnaby Family Life Institute	\$29,940.00	\$14,970.00	\$14,970.00	50%
Burnaby School District	\$14,960.02	\$0.00	\$14,960.02	0%
Canadian Mental Health Association	\$15,029.88	\$7,514.94	\$7,514.94	50%
Canadian Red Cross - Burnaby Branch	\$14,970.00	\$7,485.00	\$7,485.00	50%
Deaf Children's Society of B.C.	\$22,854.20	\$5,713.55	\$17,140.65	25%
St. John Ambulance - Burnaby Branch	\$20,269.38	\$10,134.69	\$10,134.69	50%
St. Matthews Day Care Society	\$55,987.80	\$27,993.90	\$27,993.90	50%
Total Edmonds	\$174,011.28	\$73,812.08	\$100,199.20	42.42%
TOTAL RESOURCE CENTRES	\$445,674.02	\$178,104.67	\$267,569.35	39.96%

TABLE 4

RESULTING 2003 LEASE COSTS (after grant)

RESOURCE CENTRES	2002 Lease Costs \$/Year	2003 Anticipated Lease Costs \$/Year	2002-2003 Anticipated Cost Increase \$/Year	2002-2003 Anticipated Cost Increase %
Burnaby Heights				
Boy Scouts of Canada	\$5,153.28	\$5,269.44	\$116.16	2.3%
Basement Space - to be reallocated**	\$4,914.66	\$5,028.20	\$113.54	2.3%
Burnaby Family Life Institute	\$26,108.00	\$26,696.50	\$588.50	2.3%
Burnaby Info & Community Services Society	\$10,945.84	\$11,192.57	\$246.73	2.3%
Room 17 - vacant - to be reallocated**	\$3,747.84	\$3,832.32	\$84.48	2.3%
Burnaby New West. Child Care Resource and Referral	\$5,153.28	\$5,269.44	\$116.16	2.3%
Burnaby School District	\$50,220.00	\$53,395.20	\$3,175.20	6.3%
Burnaby Seniors Outreach Services Society	\$5,621.76	\$5,748.48	\$126.72	2.3%
Burnaby Volunteer Centre	\$3,747.84	\$3,832.32	\$84.48	2.3%
Burnaby Volunteer Centre - Stock Room	\$333.30	\$341.00	\$7.70	2.3%
Boxing B.C.	\$987.78	\$1,010.60	\$22.82	2.3%
Caireen Child and Family Services Society	\$4,216.32	\$4,311.36	\$95.04	2.3%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$7,788.48	\$7,964.04	\$175.56	2.3%
Families As Support Teams Society (FAST)	\$1,908.08	\$1,951.09	\$43.01	2.3%
Marguerite Dixon Transition Society	\$6,017.04	\$6,152.67	\$135.63	2.3%
Lower Mainland Square and Round Dance Society	\$1,418.04	\$1,450.80	\$32.76	2.3%
Fraser Health Authority	\$7,534.72	\$7,704.56	\$169.84	2.3%
Air Cadets - 759 Falcon Squadron	\$4,899.52	\$5,009.96	\$110.44	2.3%
Air Cadets - Storage	\$521.16	\$533.20	\$12.04	2.3%
Burnaby Association for Community Inclusion	\$5,684.28	\$5,815.60	\$131.32	2.3%
Burnaby Theatre and Film Acting Society	\$4,751.04	\$4,860.80	\$109.76	2.3%
Total Burnaby Heights	\$161,672.26	\$167,370.15	\$5,697.89	3.52%
Edmonds				
Burnaby Family Life Institute	\$14,640.00	\$14,970.00	\$330.00	2.3%
Burnaby School District	\$14,630.24	\$14,960.02	\$329.78	2.3%
Canadian Mental Health Association	\$7,349.28	\$7,514.94	\$165.66	2.3%
Canadian Red Cross - Burnaby Branch	\$7,320.00	\$7,485.00	\$165.00	2.3%
Deaf Children's Society of B.C.	\$16,762.80	\$17,140.65	\$377.85	2.3%
St. John Ambulance - Burnaby Branch	\$9,911.28	\$10,134.69	\$223.41	2.3%
St. Matthews Day Care Society	\$27,376.80	\$27,993.90	\$617.10	2.3%
Total Edmonds	\$97,990.40	\$100,199.20	\$2,208.80	2.3%
TOTAL RESOURCE CENTRES	\$259,662.66	\$267,569.35	\$7,906.69	3.04%

