

CITY OF BURNABY
EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: YEAR 2003 LEASE GRANTS - RESOURCE CENTRES

RECOMMENDATIONS:

1. THAT Council approve the proposed year 2003 lease grants for resource centre tenants, as contained in this report.
2. THAT Council authorize staff to make the appropriate 2003 lease renewal arrangements with the Burnaby Heights and Edmonds Resource Centre tenants.
3. THAT Council authorize the City Solicitor to prepare the necessary 2003 lease authorization bylaw for tenants of the Burnaby Heights and Edmonds Resource Centres.
4. THAT Council approve lease grants for the Boys and Girls Clubs of Greater Vancouver and the Vancouver Native Health Society to offset 50 percent of the approved 2002 and 2003 lease rates for recently allocated resource centre space, as outlined in this report.
5. THAT following Council adoption of this report, the Boys and Girls Clubs of Greater Vancouver (North Burnaby Club) and the Vancouver Native Health Society be advised accordingly.

REPORT

The Community Planning and Housing Committee, at its 'Open' meeting held on 2002 November 26, received and adopted the attached report requesting approval for 2003 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

COPY: - CITY MANAGER
- DIR. FINANCE
- DIR. PLNG. & BLDG.
- DIR. PARKS, REC. & CULT SERV.
- CHIEF LICENCE INSP.
- CITY SOLICITOR
- CITY CLERK

TO: EXECUTIVE COMMITTEE - GRANTS 2002 November 21
FROM: DIRECTOR PLANNING AND BUILDING Our File: 10.121 L
SUBJECT: YEAR 2003 LEASE GRANTS - RESOURCE CENTRES
PURPOSE: To seek approval for year 2003 lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATIONS:

1. THAT the Committee request Council to approve the proposed year 2003 lease grants for resource centre tenants, as contained in this report.
2. THAT the Committee request Council to authorize staff to make the appropriate 2003 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 2003 lease authorization bylaw for tenants of the Burnaby Heights and Edmonds Resource Centres.
4. THAT the Committee recommend to Council that the Boys and Girls Clubs of Greater Vancouver and the Vancouver Native Health Society receive lease grants to offset 50 percent of the approved 2002 and 2003 lease rates for recently allocated resource centre space, as outlined in this report.
5. THAT following Council adoption of this report, the Boys and Girls Clubs of Greater Vancouver (North Burnaby Club), and the Vancouver Native Health Society be advised accordingly.

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 lease costs by 25 percent.

At its meeting of 2002 September 30, Council approved recommendations for year 2003 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 2003 lease grants.

Based on the lease grant guidelines and the information received from tenant applications, this report proposes 2003 lease grant amounts for non-profit tenants at the resource centres.

2.0 PROPOSED 2003 LEASE GRANTS

Staff have received all expected 2003 lease grant applications. Table 1 *attached* indicates the proposed lease grants for 2003 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 2002 September 30. Existing tenants who will be renewing their leases have requested the same level of lease grant support as was received in 2002 and outlined in the report to Council in 2002 September. New lease grant applications were received from the Boys' and Girls' Club of Greater Vancouver and the Vancouver Native Health Society for recently allocated space at the Burnaby Heights and Edmonds Resource Centres. Both organizations have requested a lease grant of 50 percent to offset lease costs, as discussed below.

Boys and Girls Club of Greater Vancouver - North Burnaby Club

The North Burnaby Boys' and Girls' Club is a registered non-profit society. It operates Odyssey 1, a substance abuse program for youth and their families. It has been allocated Room B4 in the basement of the Burnaby Heights Resource Centre to run its MN8 Sound project, a record company/recording studio operated by youth. The project provides youth with an opportunity to learn skills such as multimedia production (computers, sound, graphics and video), marketing (advertising and sales) and management. The project works with Burnaby North, Central and South secondary schools and is run by a social worker. One hundred percent of its participants are Burnaby residents. 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 percent of the approved lease rates for 2002 and 2003.

For 2003, the established annual lease cost for the Society's allocated space will total \$3,868.80. The lease grant amount, calculated at 50 percent of the established lease rate, is \$1,934.40. The proposed lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$6.20 to \$3.10 per square foot per year or 2003. The Society's resulting annual (after lease grant) lease costs for 2003 will be \$1,934.40 or \$161.20 per month.

Vancouver Native Health Society - Burnaby Aboriginal Head Start

The Vancouver Native Health Society is a registered non-profit society. It has been allocated Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre to operate a preschool under its Vancouver/Burnaby Aboriginal Head Start initiative. The program is geared to First Nations, Metis and Inuit children aged three to five. Its current program operates out of shared space with the South Burnaby Neighbourhood House located in a portable at Marlborough Elementary School. All of the families served by the program are Burnaby residents. The Society is currently applying for a Community Care Facility License to operate the preschool at the Edmonds Neighbourhood Resource Centre. 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 percent of the approved lease rates for 2002 and 2003.

For 2003, the established annual lease cost for the Society's allocated space will total \$20,269.38. The lease grant amount for this space, calculated at 50 percent of the established lease rate, is \$10,134.69. The proposed lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$9.98 to \$4.99 per square foot per year for 2003/ The Society's resulting annual (after lease grant) lease costs for 2003 will be \$10,134.69 or \$844.56 per month.

3.0 TOTAL LEASE GRANT AMOUNTS

For the year 2003, lease grants are proposed for 15 non-profit groups at the Burnaby Heights Resource Centre (including the Boys' and Girls' Club of Greater Vancouver), and 6 non-profit groups at the Edmonds Neighbourhood Resource Centre (including the Vancouver Native Health Society), as shown in attached Table 1 . The table below summarizes the total change from 2002 to 2003 for projected lease revenues and grants for both resource centres.

<i>Resource Centres</i>	<i>2002 \$</i>	<i>2003 \$</i>	<i>\$ Increase 2002 - 2003</i>	<i>% 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%

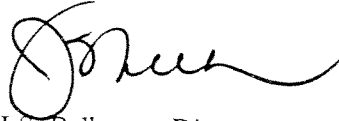
Note: These figures are provided for comparison purposes. Figures are based on the established lease rates for 2002 and 2003, the proposed level of lease support for 2003, and assume full occupancy at both resource centres.

Currently, 998 square feet of basement space at Burnaby Heights remains vacant. In addition, staff have received notice that the Burnaby Family Life Institute will be vacating Room 28 at the end of 2002 November and Room 30 at the end of 2002 December at the Burnaby Heights Resource Centre. (Burnaby Family Life will continue to lease seven rooms at Burnaby Heights.) Staff will seek the approval of the Community Issues and Social Planning Committee to re-advertise the availability of space at Burnaby Heights. For budgeting purposes, this report and referenced tables assume that vacant rooms at Burnaby Heights will be re-allocated to non-profit tenants that would qualify for the full lease grant amount.

4.0 NEXT STEPS

It is proposed that the Committee forward this report and recommendations to Council for approval of the proposed 2003 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 2003 lease agreement renewal arrangements with tenants at both centres, and that the City Solicitor be authorized to prepare the necessary 2003 lease authorization bylaw.



J.S. Belhouse, Director
PLANNING AND BUILDING

BIS/
MMsa

Attachment

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

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TABLE 1

PROPOSED 2003 LEASE GRANTS

RESOURCE CENTRES	2003	2003	2003	2003	2003
	Approved Lease Rate \$/Year	Proposed Lease Grant \$/Year	Lease Costs Offset (%)	Lease Cost Increase \$/Year	Lease Cost Increase (%)
Burnaby Heights					
Boy Scouts of Canada	\$10,538.88	\$5,269.44	50%	\$116.16	2.3%
Basement Space - to be reallocated*	\$6,187.60	\$3,093.80	50%	\$69.86	2.3%
Burnaby Family Life Institute	\$40,628.58	\$20,314.29	50%	\$447.81	2.3%
Burnaby Info & Community Services Society	\$22,385.14	\$11,192.57	50%	\$246.73	2.3%
Rooms 28 & 30 - vacant - to be reallocated*	\$20,429.06	\$10,214.53	50%	\$225.17	2.3%
Burnaby New West Child Care Resource and Referral	\$10,538.88	\$5,269.44	50%	\$116.16	2.3%
Burnaby School District	\$53,395.20	\$0.00	0%	\$3,175.20	6.3%
Burnaby Seniors Outreach Services Society	\$11,496.96	\$5,748.48	50%	\$126.72	2.3%
Burnaby Volunteer Centre	\$7,664.64	\$3,832.32	50%	\$84.48	2.3%
Burnaby Volunteer Centre - Stock Room	\$682.00	\$341.00	50%	\$7.70	2.3%
Boxing B.C.	\$1,010.60	\$0.00	0%	\$22.82	2.3%
Caireen Child and Family Services Society	\$8,622.72	\$4,311.36	50%	\$95.04	2.3%
Comitato Ativita Scholastiche Italiane / O.A.S.I.	\$15,928.08	\$7,964.04	50%	\$175.56	2.3%
Families As Support Teams Society (FAST)	\$3,902.18	\$1,951.09	50%	\$43.01	2.3%
Marguerite Dixon Transition Society	\$12,305.34	\$6,152.67	50%	\$135.63	2.3%
Lower Mainland Square and Round Dance Society	\$1,934.40	\$483.60	25%	\$32.76	2.3%
Fraser Health Authority	\$7,704.56	\$0.00	0%	\$169.84	2.3%
Air Cadets - 759 Falcon Squadron	\$10,019.92	\$5,009.96	50%	\$110.44	2.3%
Air Cadets - Storage	\$1,066.40	\$533.20	50%	\$12.04	2.3%
Burnaby Association for Community Inclusion	\$11,631.20	\$5,815.60	50%	\$131.32	2.3%
Boys and Girls Club of Greater Vancouver	\$3,868.80	\$1,934.40	50%	\$43.68	2.3%
Burnaby Theatre and Film Acting Society	\$9,721.60	\$4,860.80	50%	\$109.76	2.3%
Total Burnaby Heights	\$271,662.74	\$104,292.59	38%	\$5,697.89	3.52%
Edmonds					
Burnaby Family Life Institute	\$29,940.00	\$14,970.00	50%	\$330.00	2.3%
Burnaby School District	\$14,960.02	\$0.00	0%	\$329.78	2.3%
Canadian Mental Health Association	\$15,029.88	\$7,514.94	50%	\$165.66	2.3%
Canadian Red Cross - Burnaby Branch	\$14,970.00	\$7,485.00	50%	\$165.00	2.3%
Deaf Children's Society of B.C.	\$22,854.20	\$5,713.55	25%	\$377.85	2.3%
Vancouver Native Health Society	\$20,269.38	\$10,134.69	50%	\$223.41	2.3%
St. Matthews Day Care Society	\$55,987.80	\$27,993.90	50%	\$617.10	2.3%
Total Edmonds	\$174,011.28	\$73,812.08	42%	\$2,208.80	2.3%
TOTAL RESOURCE CENTRES	\$445,674.02	\$178,104.67	40%	\$7,906.69	3.04%

* 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