

**REPORT**  
**2003 DECEMBER 15**

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

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**RE: LEASE GRANT REQUEST - BURNABY FIREFIGHTERS  
CHARITABLE SOCIETY AND VOLUNTEER BURNABY**

**RECOMMENDATIONS:**

1. THAT Council approve lease grants to Burnby Firefighters Charitable Society and Volunteer Burnaby to offset 50% of the established 2003 and 2004 lease rates for recently allocated space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres.
2. THAT a copy of this report be sent to the Burnaby Firefighters Charitable Society, #205 - 6515 Bonsor Avenue, Burnaby, B.C., V5H 3E8 and Volunteer Burnaby, #14-250 Willingdon Avenue, Burnaby, B.C. V5C 5E9.

**REPORT**

The Executive Committee of Council, at its 'Open' meeting held on 2003 December 08, received and adopted the attached report seeking approval of lease grant requests from Burnaby Firefighters Charitable Society and Volunteer Burnaby for recently allocated space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres. The Committee advised that the proposed lease grant amounts for each Society are in accordance with lease grant guidelines previously approved by Council.

Respectfully submitted,

Councillor N.M. Volkow,  
Chair

Councillor D.G. Evans,  
Member

Councillor C. Redman,  
Member

<b>CC: -CITY MANAGER</b> <b>-DIRECTOR FINANCE</b>
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**TO:** EXECUTIVE COMMITTEE OF COUNCIL (GRANTS) 2003 December 3

**FROM:** DIRECTOR PLANNING AND BUILDING OUR FILE: 12000-10

**SUBJECT:** LEASE GRANT REQUEST - BURNABY FIREFIGHTERS CHARITABLE SOCIETY AND VOLUNTEER BURNABY

**PURPOSE:** To present lease grant requests from the Burnaby Firefighters Charitable Society and Volunteer Burnaby for recently allocated space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee-Grants recommend to Council that the Burnaby Firefighters Charitable Society and Volunteer Burnaby receive lease grants to offset 50% of the established 2003 and 2004 lease rates for recently allocated space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres.
2. **THAT** a copy of this report be sent to the Burnaby Firefighters Charitable Society, #205 - 6515 Bonsor Avenue, Burnaby, B.C., V5H 3E8 and Volunteer Burnaby, #14 - 250 Willingdon Avenue, Burnaby, B.C., V5C 5E9.

**REPORT**

**1.0 BACKGROUND**

At its meeting on 2003 September 29, Council approved the recommendation of the Social Issues Committee for the allocation of Room 206 at the Edmonds Neighbourhood Resource Centre to the Burnaby Firefighters Charitable Society and Room 28 at the Burnaby Heights Resource Centre to Volunteer Burnaby. This report presents the proposed 2003 and 2004 lease grant amounts for each society in accordance with the lease grant guidelines approved by Council.

**2.0 LEASE GRANT REQUEST**

The Burnaby Firefighters Charitable Society and Volunteer Burnaby will be entering into annual lease agreements for resource centre space recently allocated to each group. Consistent with City policy, the established 2003 lease rate for office/program space at the Resource Centres is set at \$9.98 per square foot per year. The 2004 established lease rate is \$10.26 per square foot per year.

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 Burnaby Firefighters Charitable Society and Volunteer Burnaby have made lease grant applications as follows:

***Burnaby Firefighters Charitable Society***

The Burnaby Firefighters Charitable Society is a Burnaby based registered non-profit society. It raises money and donates it to charitable and community organizations throughout the Lower Mainland and B.C., with a primary focus on Burnaby-based groups. It states that it provides donations to more than sixty diverse groups in a given year. The Society will use Room 206 at the Edmonds Neighbourhood Resource Centre as an office.

Consistent with lease grant guidelines, the Society has applied for the full lease grant to offset 50% of the established lease rate. For 2004, the established lease cost for Room 206 is \$738.72 per month. The requested lease grant amount, calculated at 50% of the established 2004 lease rate, would reduce the actual lease rate for the allocated space from \$10.26 to \$5.13 per square foot per year. The Society's resulting lease costs would be \$369.36 per month.

***Volunteer Burnaby***

Volunteer Burnaby is a Burnaby based non-profit society. It recruits, interviews and refers volunteers to community organizations and offers resource materials and consultation in the development and management of volunteer programs. It directly or indirectly manages more than 1,000 different volunteer postings in Burnaby.

Volunteer Burnaby currently occupies Room 14 at the Burnaby Heights Resource Centre. It was allocated Room 28 at the Burnaby Heights Resource Centre in September 2003 to facilitate a new partnership between itself and Community Volunteer Connections (CVC), a similar type of organization that provides services to residents in Maple Ridge, the Tri-Cities and New Westminster. The partnership will allow the two organizations to share their resources and expertise while reducing their combined operating costs. Through a partnership with CVC, Volunteer Burnaby states that it will have access to a larger pool of volunteers, increased eligibility for funding from provincial and federal sources and increased volunteer sector expertise on staff. It also states that a partnership with CVC will increase its capacity to respond to challenges and assist service providers who have been affected by cuts to funding. Upon receiving the allocation, Volunteer Burnaby arranged with the Burnaby School District to switch Room 28 with Room 12, currently occupied by the District, so that its new space allocation could be next to its current location.

In making an application for a lease grant, Volunteer Burnaby was requested to submit information on the organizational structure of the new partnership to allow staff to assess its eligibility for lease grant support. Volunteer Burnaby has informed staff that due to the uncertainty as to whether it would receive a space allocation at Burnaby Heights, CVC signed a new two year lease at its current location in Coquitlam. As a result, no CVC staff are working from the Burnaby Heights location. Instead, the new space is being used to house a volunteer resource library, Volunteer Burnaby's Special Needs Access Program and additional offices for Volunteer Burnaby staff. Although the room is not being used specifically for the new partnership, as outlined in Volunteer Burnaby's application for the space, Volunteer Burnaby is benefitting from the additional resource material received from CVC and is forging stronger operational links with it.


Given the foregoing, and the fact that the room's current functions are primarily Burnaby-based, it is recommended that Volunteer Burnaby receive a lease grant to offset 50 percent of the lease cost of Room 12 for 2003 and 2004. As with other non-profit organizations at the Resource Centres, Volunteer Burnaby will be required to re-apply for lease grant support for 2005. At that time, staff will re-assess Volunteer Burnaby's organizational structure and make recommendations on any changes to its eligibility for lease grant support.

The 2004 established lease cost for Room 12 is \$656.64 per month. The requested lease grant amount, calculated at 50% of the established lease rate, would reduce the actual lease rate for the allocated space from \$10.26 to \$5.13 per square foot per year. Volunteer Burnaby's resulting lease costs would be \$328.32 per month.

### 3.0 NEXT STEPS

Based on the lease grant guidelines, it is recommended that the Burnaby Firefighters Charitable Society and Volunteer Burnaby received full lease grants to offset 50 percent of the established lease cost for recently allocated space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres.

Sufficient funds to provide for the proposed lease grants have been provided for in the 2003 and 2004 Operating Budgets. With approval of the lease grant, Finance Department staff would adjust the Burnaby Firefighters Charitable Society and Volunteer Burnaby's monthly lease payments to reflect the approved lease grant amounts. Lease grant funds would be transferred internally for budgeting and accounting purposes.



J.S. Belhouse, Director  
PLANNING AND BUILDING

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cc: City Manager  
Director Finance  
City Clerk