

**CITY OF BURNABY**

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**EXECUTIVE COMMITTEE OF COUNCIL**

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

**SUBJECT: LEASE GRANT REQUEST - BRITISH COLUMBIA SETTLEMENT  
AND INTEGRATION WORKERS ASSOCIATION**

**RECOMMENDATIONS:**

1. THAT Council approve a lease grant to the British Columbia Settlement and Integration Workers Association to offset 25% of the established 2003 lease rate for recently allocated space at the Burnaby Heights Resource Centre.
2. THAT a copy of this report be sent to the British Columbia Settlement and Integration Workers Association, #32 - 250 Willingdon Avenue, Burnaby, B.C., V5C 5E9.

**REPORT**

The Executive Committee of Council, at its meeting held on 2003 May 12, received and adopted the *attached* report regarding a lease grant request from the British Columbia Settlement and Integration Workers Association for recently allocated space at the Burnaby Heights Resource Centre. Based on lease grant guidelines approved by Council, the Executive Committee proposed that the BCSIWA receive a partial lease grant to offset 25% of the established 2003 lease rate.

Respectfully submitted,

Councillor N. Volkow  
Chair

Councillor D. Evans  
Vice Chair

Councillor C. Redman  
Member

COPY: CITY MANAGER DIRECTOR FINANCE DIRECTOR PLANNING AND BUILDING
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**TO:** EXECUTIVE COMMITTEE OF COUNCIL (GRANTS) 2003 MAY 7

**FROM:** DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121L

**SUBJECT:** LEASE GRANT REQUEST - BRITISH COLUMBIA SETTLEMENT AND INTEGRATION WORKERS ASSOCIATION

**PURPOSE:** To present a lease grant request from the British Columbia Settlement and Integration Workers Association for recently allocated space at the Burnaby Heights Resource Centre.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee-Grants recommend to Council that the British Columbia Settlement and Integration Workers Association receive a lease grant to offset 25% of the established 2003 lease rate for recently allocated space at the Burnaby Heights Resource Centre.
2. **THAT** a copy of this report be sent to the British Columbia Settlement and Integration Workers Association, #32 - 250 Willingdon Avenue, Burnaby, B.C., V5C 5E9.

**REPORT**

**1.0 BACKGROUND**

At its meeting on 2003 April 7, Council approved the recommendation of the Social Issues Committee for the allocation of space to the British Columbia Settlement and Integration Workers Association (BCSIWA) at the Burnaby Heights Resource Centre. This report presents the proposed 2003 lease grant amount for the Association in accordance with the lease grant guidelines approved by Council.

**2.0 LEASE GRANT REQUEST**

BCSIWA will be entering into an annual lease agreement with the City for occupancy of Room 32 (736 square feet) at the Burnaby Heights Resource Centre. Consistent with City policy, the established 2003 lease rate for office/program space at the Burnaby Heights Resource Centre is set at \$9.98 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, BCSIWA has made an application for a partial lease grant. Background on BCSIWA, and its lease grant application, is provided below.

**3.0 BCSIWA**

BCSIWA is a professional association for settlement and integration practitioners throughout B.C. It has been a registered non-profit society since 1994. It offers professional development workshops and training for people working in the field of settlement and integration support for immigrants and multicultural education services. It states that it is not a trade union and does not handle individual employee/employer disputes. Its operations are funded through membership dues and grant funding from the Settlement and Multiculturalism Branch of the Provincial Ministry of Community, Aboriginal and Women's Services. Although it serves all of B.C., the Association states that thirty-three percent of its members currently reside in Burnaby. It also notes that a number of agencies directly benefitting from the training offered to members by the Association provide services to Burnaby residents (e.g., Burnaby Multicultural Society, SUCCESS, and the English Language Services for Adults (ELSA) program).

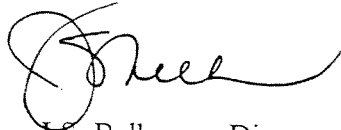
BCSIWA will use Room 32 as a reception and office space for two staff members and volunteers. BCSIWA also anticipates using the community meeting room at the Resource Centre for its monthly board meetings and mid-size workshops.

The lease grants guidelines for the Resource Centres state that where 25 to 75 percent of the recipients receiving the services of an agency are Burnaby residents, the agency may qualify for one-half of full lease support (i.e, 25 percent of the full lease rate). In accordance with these guidelines, BCSIWA has applied for a partial lease grant to offset 25% of the established lease rate for 2003. The established lease cost for the Association's allocated space is \$612.11 per month. The requested lease grant amount, calculated at 25% of the established lease rate, would reduce the actual lease rate for the allocated space from \$9.98 to \$7.49 per square foot per year. The Association's resulting lease costs would be \$459.08 per month.

**4.0 NEXT STEPS**

Based on the lease grant guidelines, it is recommended that BCSIWA receive a partial lease grant to offset 25% of the established lease cost for recently allocated space at the Burnaby Heights Resource Centre.

Sufficient funds to provide for the proposed lease grant have been provided for in the 2003 Operating Budget. With approval of the lease grant, Finance Department staff would adjust BCSIWA's monthly lease payments to reflect the approved lease grant amount. 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

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