

REPORT  
2003 OCTOBER 27

CITY OF BURNABY  
EXECUTIVE COMMITTEE OF COUNCIL

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HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

RE: 2004 LEASE GRANTS - RESOURCE CENTRES

RECOMMENDATIONS:

1. THAT Council approve the proposed year 2004 lease grants for resource centre tenants, as outlined in this report.
2. THAT Council authorize staff to make the appropriate 2004 lease renewal arrangements with the Burnaby Heights and Edmonds Resource Centre tenants.
3. THAT Council approve a lease grant to Arrows to Freedom Cultural Healing Society to offset 50 percent of the approved 2003 and 2004 lease rates for recently allocated resource centre space, as outlined in this report.
4. THAT a copy of this report be sent to the Arrows to Freedom Cultural Healing Society, 207 - 7355 Canada Way, Burnaby, B.C. V3N 4Z6.

REPORT

The Executive Committee of Council, at its 'Open' meeting held on 2003 October 20, received and adopted the attached report requesting approval for 2004 lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

Respectfully submitted,

Councillor N.M. Volkow,  
Chair

Councillor C. Redman,  
Vice Chair

Councillor D.G. Evans,  
Member

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| CC: -CITY MANAGER<br>-DIRECTOR FINANCE |
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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL (GRANTS) 2003 October 14

**FROM:** DIRECTOR PLANNING AND BUILDING Our File: 10.121 L

**SUBJECT:** 2004 LEASE GRANTS - RESOURCE CENTRES

**PURPOSE:** To seek approval for year 2004 lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** the Committee request Council to approve the proposed year 2004 lease grants for resource centre tenants, as outlined in this report.
2. **THAT** the Committee request Council to authorize staff to make the appropriate 2004 lease renewal arrangements with the Burnaby Heights and Edmonds Resource Centre tenants.
3. **THAT** the Committee recommend to Council that Arrows to Freedom Cultural Healing Society receive a lease grant to offset 50 percent of the approved 2003 and 2004 lease rates for recently allocated resource centre space, as outlined in this report.
4. **THAT** a copy of this report be sent to the Arrows to Freedom Cultural Healing Society, 207-7355 Canada Way, Burnaby, B.C. V3N 4Z6.

**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 2003 June 23, Council approved recommendations for year 2004 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 2004 lease grants.

Based on the lease grant guidelines and the information received from tenant applications, this report proposes 2004 lease grant amounts for non-profit tenants at the resource centres.

## 2.0 PROPOSED 2004 LEASE GRANTS

Staff have received all expected 2004 lease grant applications. **Table 1 attached** indicates the proposed lease grants for 2004 based on the applications received. Existing tenants who will be renewing their leases have requested the same level of lease grant support as was received in 2003 and outlined in the report to Council in 2003 June 23. A new lease grant application was received from the Arrows to Freedom Cultural Healing Society for space allocated to the Society by Council at its meeting on 2003 June 9 (see Section 2.1, below). It is also anticipated that Volunteer Burnaby and the Burnaby Firefighters Charitable Society will be applying for lease grant support for space allocated to them on 2003 September 29. The lease grant requests from existing tenants, as well as requests likely to be received from the new tenants, are within the lease grant amounts outlined in the report to Council in 2003 June.

### 2.1 Arrows to Freedom Cultural Healing Society

The Arrows to Freedom Cultural Healing Society is a Burnaby-based, registered non-profit society. It assists urban aboriginal youth, families and people of all ages and cultural backgrounds to reclaim their traditional history, culture and visions through the provision of culturally appropriate programming and services. The Society currently offers a range of programs geared to children, youth and young adults. It has been running family and pre-teen programs at Edmonds Community School on a weekly basis for the last three years. 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 2003 and 2004.

For 2004, the established annual lease cost for the Society's allocated space will total \$11,973.42. The lease grant amount, calculated at 50 percent of the established lease rate, is \$5,986.71. The proposed lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$10.26 to \$5.13 per square foot per year for 2003. The Society's resulting annual (after lease grant) lease costs for 2004 will be \$5,986.71, or \$498.89 per month.

## 3.0 TOTAL LEASE GRANT AMOUNTS

For the year 2004, lease grants are proposed for 16 non-profit groups at the Burnaby Heights Resource Centre and 6 non-profit groups at the Edmonds Neighbourhood Resource Centre (including the Arrows to Freedom Cultural Healing Society), as shown in **Table 1 attached**. For budgeting purposes, a lease grant of 50% has been assumed for space that was allocated to two non-profit groups on 2003 September 29 (i.e., Volunteer Burnaby and the Burnaby Firefighters Charitable Society). Actual lease grant amounts for this space will depend on the applicants' eligibility for lease support as approved by the Committee and Council. The table below summarizes the total change from 2003 to 2004 for projected lease revenues and grants for both resource centres.

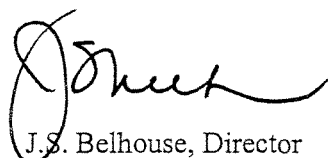
| <i>Resource Centres</i>              | <i>2003<br/>\$</i> | <i>2004<br/>\$</i> | <i>\$ Increase<br/>2003 - 2004</i> | <i>%<br/>Increase<br/>2003 - 2004</i> |
|--------------------------------------|--------------------|--------------------|------------------------------------|---------------------------------------|
| <i>Lease Rates (before grants)</i>   | \$439,953          | \$453,015          | \$13,062                           | 3.0%                                  |
| <i>Lease Grants</i>                  | \$170,046          | \$174,816          | \$4,770                            | 2.8%                                  |
| <i>Lease Revenues (after grants)</i> | \$269,907          | \$278,199          | \$8,292                            | 3.1%                                  |

**Note:** These figures are provided for comparison purposes. Figures are based on the established lease rates for 2003 and 2004 and the proposed level of lease support for 2004. They assume full occupancy at both resource centres.

#### 4.0 NEXT STEPS

It is proposed that the Committee forward this report and recommendations to Council for approval of the proposed 2004 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 2004 lease agreement renewal arrangements with tenants at both centres.



J.S. Belhouse, Director  
 PLANNING AND BUILDING

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 Attachment (1)

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

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**TABLE 1**

| PROPOSED 2004 LEASE GRANTS  |   |  |                                      |   |                                       |                                       |
|---|---|--|--------------------------------------|---|---------------------------------------|---------------------------------------|
| RESOURCE CENTRES  | 2004<br>Approved<br>Lease Rate<br>\$/Year | 2004<br>Proposed<br>Lease Grant<br>\$/Year | 2004<br>Lease Costs<br>Offset<br>(%) | 2004<br>Lease Cost<br>Increase<br>\$/Year | 2004<br>Lease Cost<br>Increase<br>(%) | 2004<br>Lease Cost<br>Increase<br>(%) |
| <b>Burnaby Heights</b>  |   |  |                                      |   |                                       |                                       |
| Boxing B.C.   | \$1,038.90                                | \$0.00                                     | 0%                                   | \$28.30                                   | 2.8%                                  | 2.8%                                  |
| Burnaby Theatre and Film Acting Society                           | \$9,993.80                                | \$4,996.90                                 | 50%                                  | \$136.10                                  | 2.8%                                  | 2.8%                                  |
| Burnaby Family Life Institute                                     | \$34,217.10                               | \$17,108.55                                | 50%                                  | \$466.90                                  | 2.8%                                  | 2.8%                                  |
| Burnaby Info & Community Services Society                         | \$23,013.18                               | \$11,506.59                                | 50%                                  | \$314.02                                  | 2.8%                                  | 2.8%                                  |
| Burnaby New West. Child Care Resource and Referral                | \$10,834.56                               | \$5,417.28                                 | 50%                                  | \$147.84                                  | 2.8%                                  | 2.8%                                  |
| Caileen Child and Family Services Society                         | \$8,864.64                                | \$4,432.32                                 | 50%                                  | \$120.96                                  | 2.8%                                  | 2.8%                                  |
| Families As Support Teams Society (FAST)                          | \$4,011.66                                | \$2,005.83                                 | 50%                                  | \$54.74                                   | 2.8%                                  | 2.8%                                  |
| Fraser Health Authority   | \$7,920.72                                | \$0.00                                     | 0%                                   | \$216.16                                  | 2.8%                                  | 2.8%                                  |
| Burnaby School District   | \$62,526.72                               | \$0.00                                     | 0%                                   | \$2,407.68                                | 4.0%                                  | 4.0%                                  |
| Burnaby Volunteer Centre  | \$7,879.68                                | \$3,939.84                                 | 50%                                  | \$107.52                                  | 2.8%                                  | 2.8%                                  |
| Burnaby Volunteer Centre - Stock Room                             | \$701.10                                  | \$350.55                                   | 50%                                  | \$9.55                                    | 2.8%                                  | 2.8%                                  |
| Comitato Attila Scholastica Italiana / O.A.S.I.                   | \$16,374.96                               | \$8,187.48                                 | 50%                                  | \$223.44                                  | 2.8%                                  | 2.8%                                  |
| Marguerite Dixon Transition Society                               | \$12,650.58                               | \$6,325.29                                 | 50%                                  | \$172.62                                  | 2.8%                                  | 2.8%                                  |
| Air Cadets - 759 Falcon Squadron                                  | \$10,301.04                               | \$5,150.52                                 | 50%                                  | \$140.56                                  | 2.8%                                  | 2.8%                                  |
| Air Cadets - Storage  | \$1,096.26                                | \$548.13                                   | 50%                                  | \$14.93                                   | 2.8%                                  | 2.8%                                  |
| Boy Scouts of Canada  | \$10,834.56                               | \$5,417.28                                 | 50%                                  | \$147.84                                  | 2.8%                                  | 2.8%                                  |
| Burnaby Seniors Outreach Services Society                         | \$11,819.52                               | \$5,909.76                                 | 50%                                  | \$161.28                                  | 2.8%                                  | 2.8%                                  |
| Lower Mainland Square and Round Dance Society                     | \$1,988.56                                | \$497.14                                   | 25%                                  | \$40.62                                   | 2.8%                                  | 2.8%                                  |
| Burnaby Association for Community Inclusion                       | \$18,317.73                               | \$9,158.86                                 | 50%                                  | \$249.46                                  | 2.8%                                  | 2.8%                                  |
| Boys and Girls Club of Greater Vancouver                          | \$3,977.13                                | \$1,988.56                                 | 50%                                  | \$54.16                                   | 2.8%                                  | 2.8%                                  |
| BC Settlement and Integration Workers Association                 | \$7,551.36                                | \$1,887.84                                 | 25%                                  | \$154.56                                  | 2.8%                                  | 2.8%                                  |
| Room 28 (allocated to Volunteer Bby on 2003 Sept. 29)*            | \$8,208.00                                | \$4,104.00                                 | 50%                                  | \$112.00                                  | 2.8%                                  | 2.8%                                  |
| <b>Total Burnaby Heights</b>                                      | <b>\$274,121.75</b>                       | <b>\$98,932.73</b>                         | <b>36%</b>                           | <b>\$5,481.25</b>                         | <b>3.23%</b>                          | <b>3.23%</b>                          |
| <b>Edmonds</b>  |   |  |                                      |   |                                       |                                       |
| Burnaby School District   | \$15,379.74                               | \$0.00                                     | 0%                                   | \$419.72                                  | 2.8%                                  | 2.8%                                  |
| Burnaby Family Life Institute                                     | \$30,780.00                               | \$15,390.00                                | 50%                                  | \$420.00                                  | 2.8%                                  | 2.8%                                  |
| Canadian Mental Health Association                                | \$15,451.56                               | \$7,725.78                                 | 50%                                  | \$210.84                                  | 2.8%                                  | 2.8%                                  |
| Canadian Red Cross - Burnaby Branch                               | \$15,390.00                               | \$7,695.00                                 | 50%                                  | \$210.00                                  | 2.8%                                  | 2.8%                                  |
| Deaf Children's Society of B.C.                                   | \$23,495.40                               | \$5,873.85                                 | 25%                                  | \$480.90                                  | 2.8%                                  | 2.8%                                  |
| Arrows to Freedom Cultural Healing Society                        | \$11,973.42                               | \$5,986.71                                 | 50%                                  | \$163.38                                  | 2.8%                                  | 2.8%                                  |
| Rim 206 (allocated to Bby Firefighters Society on 2003 Sept. 29)* | \$8,864.64                                | \$4,432.32                                 | 50%                                  | \$120.96                                  | 2.8%                                  | 2.8%                                  |
| St. Matthews Day Care Society                                     | \$57,558.60                               | \$28,779.30                                | 50%                                  | \$785.40                                  | 2.8%                                  | 2.8%                                  |
| <b>Total Edmonds</b>  | <b>\$178,893.36</b>                       | <b>\$75,882.96</b>                         | <b>42%</b>                           | <b>\$2,811.20</b>                         | <b>2.8%</b>                           | <b>2.8%</b>                           |
| <b>TOTAL RESOURCE CENTRES</b>                                     | <b>\$453,015.11</b>                       | <b>\$174,815.69</b>                        | <b>39%</b>                           | <b>\$8,292.45</b>                         | <b>3.07%</b>                          | <b>3.07%</b>                          |

\*A lease grant of 50% has been assumed for Room 28 at Bby Heights and Room 207 at the Edmonds Resource Centre for budgeting purposes.  
Actual lease grant amounts for this space will depend on the applicants' eligibility for lease support as approved by the Committee and Council

