

CITY OF BURNABY
EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: YEAR 2005 LEASE RATES AND GRANTS - RESOURCE CENTRES

RECOMMENDATION:

1. THAT Council approve the proposed 2005 lease rates for Resource Centre tenants as presented in this report.
2. THAT Council authorize distribution of information on the approved 2005 lease rates and the anticipated lease grants to Resource Centre tenants.
3. THAT Resource Centre tenants be requested to make application for 2005 lease grants, should they meet the grant eligibility criteria established by Council.

REPORT

The Executive Committee of Council, at its 'Open' meeting held on 2004 June 14, received and adopted the attached report presenting proposed lease rates and anticipated lease grants for the year 2005 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

The Committee basically proposed that lease rates for the coming year be increased by 2% consistent with the projected inflation rate for 2005. The Committee also advised that anticipated lease grant amounts are based on the lease grant guidelines adopted by Council.

Respectfully submitted,

Councillor N. Volkow,
Chair

Councillor D.G. Evans,
Member

Councillor C. Redman,
Member

CC: -CITY MANAGER
-DIRECTOR FINANCE
-CITY SOLICITOR
-CHIEF LICENCE INSP.
-DIR. PRKS, REC. & CULT SVCS

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL (GRANTS) 2004 June 9

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121 L

SUBJECT: YEAR 2005 LEASE RATES AND GRANTS - RESOURCE CENTRES

PURPOSE: To present proposed lease rates and anticipated lease grants for the year 2005 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATION:

1. **THAT** the Executive Committee of Council recommend to Council that:
 - a) the proposed 2005 lease rates for Resource Centre tenants be approved as presented in this report;
 - b) information on the approved 2005 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information; and
 - c) Resource Centre tenants be requested to make application for 2005 lease grants, should they meet the grant eligibility criteria established by Council.

REPORT

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 2005 for tenants of the Resource Centres, as shown in the *attached* tables.

2.0 PROPOSED 2005 LEASE RATES

At the time the Resource Centres were established, Council determined a market value lease rate for the available space that was to be adjusted annually for inflation. For 2004, the lease rate was set at \$10.26/sq. ft. per annum for office space and \$6.37/sq. ft. per annum for workshop/utility space in the basement at the Burnaby Heights Resource Centre.

It is proposed that the lease rates for the coming year be increased by 2%, consistent with the projected inflation rate for 2005. This change would result in proposed lease rates of \$10.47/sq. ft. per annum for office space and \$6.50/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% until it reaches the pre-lease grant level established for other tenants. This phased program of lease rate increases was implemented when ownership of the building was transferred from the School District to the City. It was intended to allow the School District to budget for its lease costs over a longer period of time.

3.0 ANTICIPATED 2005 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. In general, tenants can qualify for a grant to offset 25 or 50 percent of lease costs depending on the level of service provided to residents.

Anticipated 2005 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 2004 lease grants approved by Council. The estimate of anticipated lease grants is provided to assist tenants in making application for 2005 grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2005. For budgeting purposes, 50 percent lease support has been assumed for four spaces that are currently vacant at the Burnaby Heights Resource Centre.

Summary Table

Funds for the anticipated 2005 lease grants will be included for consideration in the 2005 Provisional Operating Budget Program. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2005 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 2004</i> | <i>Proposed 2005</i> | <i>Proposed \$ Increase 2004 - 2005</i> | <i>Proposed % Increase 2004 - 2005*</i> |
|---|----------------------|----------------------|---|---|
| <i>Lease Rates (before grants)</i> | \$452,940 | \$463,415 | \$10,475 | 2.3% |
| <i>Lease Grants</i> | \$175,138 | \$178,722 | \$3,584 | 2.0% |
| <i>Lease Revenues (after grants)</i> | \$277,802 | \$284,692 | \$6,891 | 2.5% |

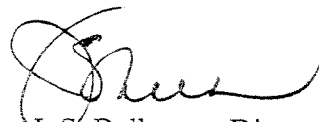
* The percentage increases in proposed lease rates (before grants) and lease revenues (after grants) reflect increases for all the leased space and include space leased to tenants who do not qualify for lease grants (e.g., Burnaby School District, Fraser Health Authority).

4.0 RECOMMENDATION AND NEXT STEPS

It is recommended that the proposed 2005 lease rates for Resource Centre tenants be approved, as presented in this report. Once Committee and Council approval is received, it is also recommended that tenants be advised of the 2005 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be requested to apply for 2005 lease grants. As part of the lease grant application process, tenants would be asked to provide information on their 2004 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; and
- ▶ 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 further report for the Committee on the requested lease grant amounts. At that time, staff will also request authorization to renew lease agreements with Resource Centre tenants for the year 2005.



J.S. Belhouse, Director
 PLANNING AND BUILDING

MM/sa/jc
 Attachments (4)

cc: City Manager
 Deputy City Manager
 Director Finance
 Director Parks, Recreation & Cultural Services

City Clerk
 City Solicitor
 Chief License Inspector

| TABLE 1 PROPOSED 2005 LEASE RATES | | | | | |
|--|---------------------------------|---------------------------------|--------------------------------|-----------------------------------|--|
| RESOURCE CENTRES | 2004 Leased Area (sq.ft.) | 2004 Lease Rate \$/sq.ft. | 2005 Proposed Lease Rate | 2005 Proposed Rate Increase | |
| Burnaby Heights | | | | | |
| Boxing B.C. | 163 | \$6.37 | \$6.50 | 2.0% | |
| Burnaby Theatre and Film Acting Society | 1,568 | \$6.37 | \$6.50 | 2.0% | |
| Burnaby Family Life Institute | 3,335 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby Info & Community Services Society | 2,243 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby New West. Child Care Resource and Referral | 1,056 | \$10.26 | \$10.47 | 2.0% | |
| Room 38 - vacant - to be reallocated | 864 | \$10.26 | \$10.47 | 2.0% | |
| Families As Support Teams Society (FAST) | 391 | \$10.26 | \$10.47 | 2.0% | |
| Fraser Health Authority | 772 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby School District | 7,328 | \$8.57 | \$8.91 | 4.0% | |
| Burnaby Volunteer Centre | 1,536 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby Volunteer Centre - Stock Room | 110 | \$6.37 | \$6.50 | 2.0% | |
| Comitato Altitiva Scholastiche Italiane / O.A.S.I. | 769 | \$10.26 | \$10.47 | 2.0% | |
| Marguerite Dixon Transition Society | 1,233 | \$10.26 | \$10.47 | 2.0% | |
| Air Cadets - 759 Falcon Squadron | 1,004 | \$10.26 | \$10.47 | 2.0% | |
| Air Cadets - Storage | 172 | \$6.37 | \$6.50 | 2.0% | |
| Boy Scouts of Canada | 1,056 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby Seniors Outreach Services Society | 1,152 | \$10.26 | \$10.47 | 2.0% | |
| Room B3 - vacant - to be reallocated | 312 | \$6.37 | \$6.50 | 2.0% | |
| Burnaby Association for Community Inclusion | 2,874 | \$6.37 | \$6.50 | 2.0% | |
| Boys and Girls Club of Greater Vancouver | 624 | \$6.37 | \$6.50 | 2.0% | |
| BC Settlement and Integration Workers Association | 736 | \$10.26 | \$10.47 | 2.0% | |
| Rooms 26A and 26B - vacant - to be reallocated | 827 | \$10.26 | \$10.47 | 2.0% | |
| Total Burnaby Heights | 30,125 | | | | |
| Edmonds | | | | | |
| Burnaby School District | 1,499 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby Family Life Institute | 3,000 | \$10.26 | \$10.47 | 2.0% | |
| Canadian Mental Health Association | 1,506 | \$10.26 | \$10.47 | 2.0% | |
| Canadian Red Cross - Burnaby Branch | 1,500 | \$10.26 | \$10.47 | 2.0% | |
| Deaf Children's Society of B.C. | 2,290 | \$10.26 | \$10.47 | 2.0% | |
| Arrows to Freedom Cultural Healing Society | 1,167 | \$10.26 | \$10.47 | 2.0% | |
| Burnaby Firefighters Charitable Society | 864 | \$10.26 | \$10.47 | 2.0% | |
| St. Matthews Day Care Society | 5,610 | \$10.26 | \$10.47 | 2.0% | |
| Total Edmonds | 17,436 | | | | |
| TOTAL RESOURCE CENTRES | 47,561 | | | | |

TABLE 2 ELIGIBILITY FOR LEASE SUPPORT 2005*

| RESOURCE CENTRES | 2004 Eligibility for Lease Support | 2004 Actual Lease Support | 2005 Proposed Lease Support | 2004-2005 Change in Lease Support |
|--|--|---------------------------------|-----------------------------------|---|
| Burnaby Heights | | | | |
| Boxing B.C. | 0.0% | 0.0% | 0.0% | 0% |
| Burnaby Theatre and Film Acting Society | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Family Life Institute | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Info & Community Services Society | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby New West Child Care Resource and Referral | 50.0% | 50.0% | 50.0% | 0% |
| Room 38 - vacant - to be reallocated | 50.0% | 50.0% | 50.0% | 0% |
| Families As Support Teams Society (FAST) | 50.0% | 50.0% | 50.0% | 0% |
| Fraser Health Authority | 0.0% | 0.0% | 0.0% | 0% |
| Burnaby School District | 0.0% | 0.0% | 0.0% | 0% |
| Burnaby Volunteer Centre | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Volunteer Centre - Stock Room | 50.0% | 50.0% | 50.0% | 0% |
| Comitato Attivita Scholastiche Italiane / O.A.S.I. | 50.0% | 50.0% | 50.0% | 0% |
| Marguerite Dixon Transition Society | 50.0% | 50.0% | 50.0% | 0% |
| Air Cadets - 759 Falcon Squadron | 50.0% | 50.0% | 50.0% | 0% |
| Air Cadets - Storage | 50.0% | 50.0% | 50.0% | 0% |
| Boy Scouts of Canada | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Seniors Outreach Services Society | 50.0% | 50.0% | 50.0% | 0% |
| Room B3 - vacant - to be reallocated | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Association for Community Inclusion | 50.0% | 50.0% | 50.0% | 0% |
| Boys and Girls Club of Greater Vancouver | 50.0% | 50.0% | 50.0% | 0% |
| BC Settlement and Integration Workers Association | 25.0% | 25.0% | 25.0% | 0% |
| Rooms 26A and 26B - vacant - to be reallocated | 50.0% | 50.0% | 50.0% | 0% |
| Edmonds | | | | |
| Burnaby School District | 0.0% | 0.0% | 0.0% | 0% |
| Burnaby Family Life Institute | 50.0% | 50.0% | 50.0% | 0% |
| Canadian Mental Health Association | 50.0% | 50.0% | 50.0% | 0% |
| Canadian Red Cross - Burnaby Branch | 50.0% | 50.0% | 50.0% | 0% |
| Deaf Children's Society of B.C. | 25.0% | 25.0% | 25.0% | 0% |
| Arrows to Freedom Cultural Healing Society | 50.0% | 50.0% | 50.0% | 0% |
| Burnaby Firefighters Charitable Society | 50.0% | 50.0% | 50.0% | 0% |
| St. Matthews Day Care Society | 50.0% | 50.0% | 50.0% | 0% |

*Eligibility for lease support for 2005 is based on approved 2005 lease grants. For budgeting purposes, 50% lease support has been assumed for three spaces that are currently vacant at Burnaby Heights. Actual lease support will depend on the new tenants' eligibility for lease grant support and the approval of the Committee and Council.

| TABLE 3 ANTICIPATED 2005 GRANTS | | | | | |
|--|----------------------------------|--------------------------------------|--------------------------------------|---|--|
| RESOURCE CENTRES | 2005 Proposed Lease Rate \$/Year | 2005 Anticipated Lease Grant \$/Year | 2005 Anticipated Lease Costs \$/Year | 2005 Anticipated Lease Costs offset (%) | |
| Burnaby Heights | | | | | |
| Boxing B.C. | \$1,059.50 | \$0.00 | \$1,059.50 | 0% | |
| Burnaby Theatre and Film Acting Society | \$10,192.00 | \$5,096.00 | \$5,096.00 | 50% | |
| Burnaby Family Life Institute | \$34,917.45 | \$17,458.73 | \$17,458.73 | 50% | |
| Burnaby Info & Community Services Society | \$23,484.21 | \$11,742.11 | \$11,742.11 | 50% | |
| Burnaby New West. Child Care Resource and Referral | \$11,056.32 | \$5,528.16 | \$5,528.16 | 50% | |
| Room 38 - vacant - to be reallocated | \$9,046.08 | \$4,523.04 | \$4,523.04 | 50% | |
| Families As Support Teams Society (FAST) | \$4,093.77 | \$2,046.89 | \$2,046.89 | 50% | |
| Fraser Health Authority | \$8,082.84 | \$0.00 | \$8,082.84 | 0% | |
| Burnaby School District | \$65,292.48 | \$0.00 | \$65,292.48 | 0% | |
| Burnaby Volunteer Centre | \$16,081.92 | \$8,040.96 | \$8,040.96 | 50% | |
| Burnaby Volunteer Centre - Stock Room | \$715.00 | \$357.50 | \$357.50 | 50% | |
| Comitato Altitiva Scholastice Italiane / O.A.S.I. | \$8,051.43 | \$4,025.72 | \$4,025.72 | 50% | |
| Marguerite Dixon Transition Society | \$12,909.51 | \$6,454.76 | \$6,454.76 | 50% | |
| Air Cadets - 759 Falcon Squadron | \$10,511.88 | \$5,255.94 | \$5,255.94 | 50% | |
| Air Cadets - Storage | \$1,118.00 | \$559.00 | \$559.00 | 50% | |
| Boy Scouts of Canada | \$11,056.32 | \$5,528.16 | \$5,528.16 | 50% | |
| Burnaby Seniors Outreach Services Society | \$12,061.44 | \$6,030.72 | \$6,030.72 | 50% | |
| Room B3 - vacant - to be reallocated | \$2,028.00 | \$1,014.00 | \$1,014.00 | 50% | |
| Burnaby Association for Community Inclusion | \$18,681.00 | \$9,340.50 | \$9,340.50 | 50% | |
| Boys and Girls Club of Greater Vancouver | \$4,056.00 | \$2,028.00 | \$2,028.00 | 50% | |
| BC Settlement and Integration Workers Association | \$7,705.92 | \$1,926.48 | \$5,779.44 | 25% | |
| Rooms 26A and 26B - vacant - to be reallocated | \$8,658.69 | \$4,329.35 | \$4,329.35 | 50% | |
| Total Burnaby Heights | \$280,859.76 | \$101,285.99 | \$179,573.77 | 36.06% | |
| Edmonds | | | | | |
| Burnaby School District | \$15,694.53 | \$0.00 | \$15,694.53 | 0% | |
| Burnaby Family Life Institute | \$31,410.00 | \$15,705.00 | \$15,705.00 | 50% | |
| Canadian Mental Health Association | \$15,767.82 | \$7,883.91 | \$7,883.91 | 50% | |
| Canadian Red Cross - Burnaby Branch | \$15,705.00 | \$7,852.50 | \$7,852.50 | 50% | |
| Deaf Children's Society of B.C. | \$23,976.30 | \$5,994.08 | \$17,982.23 | 25% | |
| Arrows to Freedom Cultural Healing Society | \$12,218.49 | \$6,109.25 | \$6,109.25 | 50% | |
| Burnaby Firefighters Charitable Society | \$9,046.08 | \$4,523.04 | \$4,523.04 | 50% | |
| St. Matthews Day Care Society | \$58,736.70 | \$29,368.35 | \$29,368.35 | 50% | |
| Total Edmonds | \$182,554.92 | \$77,436.12 | \$105,118.80 | 42.42% | |
| TOTAL RESOURCE CENTRES | \$463,414.68 | \$178,722.11 | \$284,692.57 | 38.57% | |

| RESULTING 2005 LEASE COSTS TO TENANTS (after grant) | | | | | |
|---|--------------------------------|---|--|--|--|
| RESOURCE CENTRES | 2004 Lease Costs \$/Year | 2005 Anticipated Lease Costs \$/Year | 2004-2005 Anticipated Cost Increase \$/Year | 2004-2005 Anticipated Cost Increase % | |
| Burnaby Heights | | | | | |
| Boxing B.C. | \$1,038.31 | \$1,059.50 | \$21.19 | 2.0% | |
| Burnaby Theatre and Film Acting Society | \$4,994.08 | \$5,096.00 | \$101.92 | 2.0% | |
| Burnaby Family Life Institute | \$17,108.55 | \$17,458.73 | \$350.18 | 2.0% | |
| Burnaby Info & Community Services Society | \$11,506.59 | \$11,742.11 | \$235.52 | 2.0% | |
| Burnaby New West. Child Care Resource and Referral | \$5,417.28 | \$5,528.16 | \$110.88 | 2.0% | |
| Room 38 - vacant - to be reallocated | \$4,432.32 | \$4,523.04 | \$90.72 | 2.0% | |
| Families As Support Teams Society (FAST) | \$2,005.83 | \$2,046.89 | \$41.06 | 2.0% | |
| Fraser Health Authority | \$7,920.72 | \$8,082.84 | \$162.12 | 2.0% | |
| Burnaby School District | \$62,800.96 | \$65,292.48 | \$2,491.52 | 4.0% | |
| Burnaby Volunteer Centre | \$7,879.68 | \$8,040.96 | \$161.28 | 2.0% | |
| Burnaby Volunteer Centre - Stock Room | \$350.35 | \$357.50 | \$7.15 | 2.0% | |
| Comitato Attivita Scholastiche Italiane / O.A.S.I. | \$3,944.97 | \$4,025.72 | \$80.75 | 2.0% | |
| Marguerite Dixon Transition Society | \$6,325.29 | \$6,454.76 | \$129.47 | 2.0% | |
| Air Cadets - 759 Falcon Squadron | \$5,150.52 | \$5,255.94 | \$105.42 | 2.0% | |
| Air Cadets - Storage | \$547.82 | \$559.00 | \$11.18 | 2.0% | |
| Boy Scouts of Canada | \$5,417.28 | \$5,528.16 | \$110.88 | 2.0% | |
| Burnaby Seniors Outreach Services Society | \$5,909.76 | \$6,030.72 | \$120.96 | 2.0% | |
| Room B3 - vacant - to be reallocated | \$993.72 | \$1,014.00 | \$20.28 | 2.0% | |
| Burnaby Association for Community Inclusion | \$9,153.69 | \$9,340.50 | \$186.81 | 2.0% | |
| Boys and Girls Club of Greater Vancouver | \$1,987.44 | \$2,028.00 | \$40.56 | 2.0% | |
| BC Settlement and Integration Workers Association | \$5,663.52 | \$5,779.44 | \$115.92 | 2.0% | |
| Rooms 26A and 26B - vacant - to be reallocated | \$4,242.51 | \$4,329.35 | \$86.84 | 2.0% | |
| Total Burnaby Heights | \$174,791.19 | \$179,573.77 | \$4,782.58 | 2.74% | |
| Edmonds | | | | | |
| Burnaby School District | \$15,379.74 | \$15,694.53 | \$314.79 | 2.0% | |
| Burnaby Family Life Institute | \$15,390.00 | \$15,705.00 | \$315.00 | 2.0% | |
| Canadian Mental Health Association | \$7,725.78 | \$7,883.91 | \$158.13 | 2.0% | |
| Canadian Red Cross - Burnaby Branch | \$7,695.00 | \$7,852.50 | \$157.50 | 2.0% | |
| Deaf Children's Society of B.C. | \$17,621.55 | \$17,982.23 | \$360.68 | 2.0% | |
| Arrows to Freedom Cultural Healing Society | \$5,986.71 | \$6,109.25 | \$122.54 | 2.0% | |
| Burnaby Firefighters Charitable Society | \$4,432.32 | \$4,523.04 | \$90.72 | 2.0% | |
| St. Matthews Day Care Society | \$28,779.30 | \$29,368.35 | \$589.05 | 2.0% | |
| Total Edmonds | \$103,010.40 | \$105,118.80 | \$2,108.40 | 2.0% | |
| TOTAL RESOURCE CENTRES | \$277,801.59 | \$284,692.57 | \$6,890.98 | 2.48% | |