

CITY OF BURNABY  
EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

RE: YEAR 2005 LEASE GRANTS - RESOURCE CENTRES

RECOMMENDATIONS:

1. THAT Council approve the proposed 2005 lease rates for resource centre tenants as outlined in this report.
2. THAT Council authorize staff to make the appropriate 2005 lease renewal arrangements with the Burnaby Heights and Edmonds Resource Centre tenants.
3. THAT Council approve a lease grant to the Fraser Valley Square and Round Dance Association to offset 25 percent of the approved 2004 and 2005 lease rates for recently allocated resource centre space, as outlined in this report.
4. THAT a copy of this report be sent to the Fraser Valley Square and Round Dance Association, c/o Peter Tamlin, 7925 Nelson Avenue, Burnaby, B.C. V5J 4E4.

REPORT

The Executive Committee of Council, at its 'Open' meeting held on 2004 November 01, received and adopted the attached report regarding 2005 lease grants for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

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 October 28

**FROM:** DIRECTOR PLANNING AND BUILDING Our File: 12000-10

**SUBJECT:** 2005 LEASE GRANTS - RESOURCE CENTRES

**PURPOSE:** To seek approval for year 2005 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 2005 lease grants for resource centre tenants, as outlined in this report.
2. **THAT** the Committee request Council to authorize staff to make the appropriate 2005 lease renewal arrangements with the Burnaby Heights and Edmonds Resource Centre tenants.
3. **THAT** the Committee recommend to Council that the Fraser Valley Square and Round Dance Association receive a lease grant to offset 25 percent of the approved 2004 and 2005 lease rates for recently allocated resource centre space, as outlined in this report.
4. **THAT** a copy of this report be sent to the Fraser Valley Square and Round Dance Association, c/o Peter Tamlin, 7925 Nelson Avenue, Burnaby, B.C. V5J 4E4.

**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 2004 June 21, Council approved recommendations for year 2005 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 2005 lease grants.

Based on the lease grant guidelines and the information received from tenant applications, this report proposes 2005 lease grant amounts for non-profit tenants at the resource centres.

**2.0 PROPOSED 2004 LEASE GRANTS**

Staff have received all expected 2005 lease grant applications. Table 1 *attached* indicates the proposed lease grants for 2005 based on the applications received. Existing tenants who will be renewing their leases have requested the same percentage of lease grant support as was received in 2004 and outlined in the report to Council in 2004 June 21. A new lease grant application was received from the Fraser Valley Square and Round Dance Association for space allocated to the Association by Council at its meeting on 2004 August 9 (see Section 2.1, below). 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 2004 June.

**2.1 Fraser Valley Square and Round Dance Association**

The Fraser Valley Square and Round Dance Association is a registered non-profit society. The society was formed to promote square, round, clog and contra dancing and assist members in their activities. The Association has 35 member clubs in the Lower Mainland with a total of 1700 dancers. Approximately one third of its members are Burnaby residents. The Association was allocated Room B3 (312 sq. ft) in the basement of Burnaby Heights to be used as its office. Based on the information provided in relation to the lease grant guidelines, the Association qualifies for a partial lease grant to offset 25 percent of the approved lease rates for 2004 and 2005.

For 2005, the established annual lease cost for the Association's allocated space will total \$2028. The lease grant amount, calculated at 25 percent of the established lease rate, is \$507. The proposed lease grant amount would reduce the actual lease rate for the allocated space for this tenant from \$6.50 to \$4.88 per square foot per year for 2005. The Society's resulting annual (after lease grant) lease costs for 2004 will be \$1521, or \$126.75 per month.

**3.0 TOTAL LEASE GRANT AMOUNTS**

For the year 2005, lease grants are proposed for 15 non-profit groups at the Burnaby Heights Resource Centre and 7 non-profit groups at the Edmonds Neighbourhood Resource Centre, as shown in Table 1 *attached*. The table below summarizes the total change from 2004 to 2005 for projected lease revenues and grants for both resource centres.

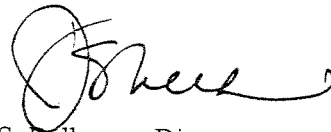
<i>Resource Centres</i>	<i>2004 \$</i>	<i>2005 \$</i>	<i>\$ Increase 2004 - 2005</i>	<i>% Increase 2004 - 2005</i>
<i>Lease Rates (before grants)</i>	\$451,542	\$462,125	\$10,582	2.3%
<i>Lease Grants</i>	\$169,902	\$173,886	\$3,984	2.3%
<i>Lease Revenues (after grants)</i>	\$281,640	\$288,238	\$6,599	2.3%

**Note:** These figures are provided for comparison purposes. Figures are based on the established lease rates for 2004 and the proposed level of lease support for 2005. 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 2005 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 2005 lease agreement renewal arrangements with tenants at both centres.



J.S. Belhouse, Director  
PLANNING AND BUILDING

MM:sa  
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**

RESOURCE CENTRES	PROPOSED 2005 LEASE GRANTS				
	2005 Approved Lease Rate \$/Year	2005 Proposed Lease Grant \$/Year	2005 Lease Costs Offset (%)	2005 Lease Cost Increase \$/Year	2005 Lease Cost Increase (%)
<b>Burnaby Heights</b>					
Boxing B.C.	\$1,059.50	\$0.00	0%	\$21.19	2.0%
Burnaby Theatre and Film Acting Society	\$10,192.00	\$5,096.00	50%	\$101.92	2.0%
Burnaby Family Life Institute	\$34,917.45	\$17,458.73	50%	\$350.18	2.0%
Burnaby Info & Community Services Society	\$23,484.21	\$11,742.11	50%	\$235.52	2.0%
Burnaby New West Child Care Resource and Referral	\$11,056.32	\$5,528.16	50%	\$110.88	2.0%
Room 38 - vacant - to be reallocated	\$9,046.08	\$4,523.04	50%	\$90.72	2.0%
Families As Support Teams Society (FAST)	\$4,093.77	\$2,046.89	50%	\$41.06	2.0%
Fraser Health Authority	\$8,082.84	\$0.00	0%	\$162.12	2.0%
Burnaby School District	\$72,661.05	\$0.00	0%	\$2,772.70	4.0%
Burnaby Volunteer Centre	\$16,081.92	\$8,040.96	50%	\$161.28	2.0%
Burnaby Volunteer Centre - Stock Room	\$715.00	\$357.50	50%	\$7.15	2.0%
Comitalo Altiavita Scholasitiche Italiana / O.A.S.I.	\$3,476.04	\$1,738.02	50%	\$34.86	2.0%
Marguerite Dixon Transition Society	\$12,909.51	\$6,454.76	50%	\$129.47	2.0%
Air Cadets - 759 Falcon Squadron	\$10,511.88	\$5,255.94	50%	\$105.42	2.0%
Air Cadets - Storage	\$1,118.00	\$559.00	50%	\$11.18	2.0%
Boy Scouts of Canada	\$11,056.32	\$5,528.16	50%	\$110.88	2.0%
Burnaby Seniors Outreach Services Society	\$12,061.44	\$6,030.72	50%	\$120.96	2.0%
Fraser Valley Square and Round Dance Association	\$2,028.00	\$507.00	25%	\$0.00	0.0%
Burnaby Association for Community Inclusion	\$18,681.00	\$9,340.50	50%	\$186.81	2.0%
Boys and Girls Club of Greater Vancouver	\$4,056.00	\$2,028.00	50%	\$40.56	2.0%
BC Settlement and Integration Workers Association	\$7,705.92	\$1,926.48	25%	\$115.92	2.0%
Rooms 25A to be reallocated	\$4,575.39	\$2,287.70	50%	\$45.89	2.0%
<b>Total Burnaby Heights</b>	<b>\$279,569.64</b>	<b>\$96,449.65</b>	<b>34%</b>	<b>\$4,490.21</b>	<b>2.51%</b>
<b>Edmonds</b>					
Burnaby School District	\$15,694.53	\$0.00	0%	\$314.79	2.0%
Burnaby Family Life Institute	\$31,410.00	\$15,705.00	50%	\$315.00	2.0%
Canadian Mental Health Association	\$15,767.82	\$7,883.91	50%	\$158.13	2.0%
Canadian Red Cross - Burnaby Branch	\$15,705.00	\$7,852.50	50%	\$157.50	2.0%
Deaf Children's Society of B.C.	\$23,976.30	\$5,994.08	25%	\$360.68	2.0%
Arrows to Freedom Cultural Healing Society	\$12,218.49	\$6,109.25	50%	\$122.54	2.0%
Burnaby Firefighters Charitable Society	\$9,046.08	\$4,523.04	50%	\$90.72	2.0%
St. Matthews Day Care Society	\$58,736.70	\$29,368.35	50%	\$589.05	2.0%
<b>Total Edmonds</b>	<b>\$182,554.92</b>	<b>\$77,436.12</b>	<b>42%</b>	<b>\$2,108.40</b>	<b>2.0%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$462,124.56</b>	<b>\$173,885.77</b>	<b>38%</b>	<b>\$6,598.61</b>	<b>2.34%</b>

\*A lease grant of 50% has been assumed for Room 38 and 25A at Burnaby Heights 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

