
TO: CITY MANAGER **DATE:** 2005 August 9
FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 12000 10
SUBJECT: YEAR 2006 LEASE RATES AND GRANTS - RESOURCE CENTRES
PURPOSE: To present proposed lease rates and anticipated lease grants for the year 2006 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATIONS:

1. **THAT** the proposed 2006 lease rates for Resource Centre tenants be approved as presented in this report.
2. **THAT** information on the approved 2006 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. **THAT** Resource Centre tenants be requested to make application for 2006 lease grants, should they meet the grant eligibility criteria established by Council.

R E P O R T**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, this report presents proposed lease rates and anticipated lease grant amounts for the year 2006 for tenants of the Resource Centres.

Lease rates and grants are normally reviewed by the Executive Committee of Council. As the Executive Committee does not meet during July and August, and to allow Resource Centre tenants and Licence staff sufficient time to complete the lease grant application process by early October, this report is being sent directly to Council. Staff have consulted the Chair of the Committee and he concurs with the recommendations put forward in this report.

2.0 PROPOSED 2006 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 2005, the lease rate was set at \$10.47/sq. ft. per annum for office space and \$6.50/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 2006 (see *attached* tables). This change would result in proposed lease rates of \$10.68/sq. ft. per annum for office space and \$6.63/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 2006 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 2006 lease grant amounts are as outlined Table 3 *attached*. The lease grant amounts are based on the adopted lease grant guidelines and are consistent with the 2005 lease grants approved by Council. The estimate of anticipated lease grants is provided to assist tenants in making application for 2006 grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2006. For budgeting purposes, 50 percent lease support has been assumed for one space that is currently vacant at the Burnaby Heights Resource Centre.

Summary Table

Funds for the anticipated 2006 lease grants will be included for consideration in the 2006 Provisional Operating Budget Program. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2006 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 2005</i>	<i>Proposed 2006</i>	<i>Proposed \$ Increase 2005 - 2006</i>	<i>Proposed % Increase 2005 - 2006*</i>
<i>Lease Rates (before grants)</i>	\$467,377	\$478,227	\$10,850	2.3%
<i>Lease Grants</i>	\$175,654	\$179,175	\$3,521	2.0%
<i>Lease Revenues (after grants)</i>	\$291,724	\$299,052	\$7,328	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).

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4.0 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2006 lease rates for Resource Centre tenants be approved, as presented in this report. Once Council approval is received, it is also recommended that tenants be advised of the 2006 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be requested to apply for 2006 lease grants. As part of the lease grant application process, tenants would be asked to provide information on their 2005 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 October meeting of the Executive 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 2006.



J.S. Belhouse, Director
PLANNING AND BUILDING

MM:sla
Attachments (4)

Copied to: Director Finance
Director Parks, Recreation & Cultural Services
City Clerk
City Solicitor
Chief Licence Inspector

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TABLE 1 PROPOSED 2006 LEASE RATES				
RESOURCE CENTRES	2005 Leased Area (sq.ft.)	2005 Lease Rate \$/sq.ft.	2006 Proposed Lease Rate	2006 Proposed Rate Increase
Burnaby Heights				
Boxing B.C.	163	\$6.50	\$6.63	2.0%
Burnaby Theatre and Film Acting Society	1,568	\$6.50	\$6.63	2.0%
Burnaby Family Life Institute	3,007	\$10.47	\$10.68	2.0%
Burnaby Info & Community Services Society	2,243	\$10.47	\$10.68	2.0%
YMCA Burnaby New West. Child Care Resource & Referral	1,056	\$10.47	\$10.68	2.0%
Room 38 - vacant - to be reallocated	864	\$10.47	\$10.68	2.0%
Families As Support Teams Society (FAST)	391	\$10.47	\$10.68	2.0%
Fraser Health Authority	772	\$10.47	\$10.68	2.0%
Burnaby School District	8,155	\$8.91	\$9.27	4.0%
Volunteer Burnaby	1,536	\$10.47	\$10.68	2.0%
Volunteer Burnaby - Stock Room	110	\$6.50	\$6.63	2.0%
Comitato Attivita Scolastiche Italiane / O.A.S.I.	332	\$10.47	\$10.68	2.0%
Marguerite Dixon Transition Society	1,233	\$10.47	\$10.68	2.0%
Air Cadets - 759 Falcon Squadron	1,004	\$10.47	\$10.68	2.0%
Air Cadets - Storage	172	\$6.50	\$6.63	2.0%
Boy Scouts of Canada	1,056	\$10.47	\$10.68	2.0%
Burnaby Seniors Outreach Services Society	1,152	\$10.47	\$10.68	2.0%
Fraser Valley Square & Round Dance Society	312	\$6.50	\$6.63	2.0%
Burnaby Association for Community Inclusion	4,386	\$6.50	\$6.63	2.0%
Boys and Girls Club of Greater Vancouver	624	\$6.50	\$6.63	2.0%
BC Settlement and Integration Workers Association	736	\$10.47	\$10.68	2.0%
Caireen Child & Family Services Society	437	\$10.47	\$10.68	2.0%
Alzheimer Society of BC	328	\$10.47	\$10.68	2.0%
Total Burnaby Heights	31,637			
Edmonds				
Burnaby School District	1,499	\$10.47	\$10.68	2.0%
Burnaby Family Life Institute	3,000	\$10.47	\$10.68	2.0%
Canadian Mental Health Association	1,506	\$10.47	\$10.68	2.0%
Canadian Red Cross - Burnaby Branch	1,500	\$10.47	\$10.68	2.0%
Deaf Children's Society of B.C.	2,290	\$10.47	\$10.68	2.0%
Arrows to Freedom Cultural Healing Society	1,167	\$10.47	\$10.68	2.0%
Burnaby Firefighters Charitable Society	864	\$10.47	\$10.68	2.0%
St. Matthews Day Care Society	5,610	\$10.47	\$10.68	2.0%
Total Edmonds	17,436			
TOTAL RESOURCE CENTRES	49,073			

TABLE 2 ELIGIBILITY FOR LEASE SUPPORT 2006*

RESOURCE CENTRES	2005 Eligibility for Lease Support	2005 Actual Lease Support	2006 Proposed Lease Support	2005-2006 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%
YMCA Burnaby New West. Child Care Resource & 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%
Volunteer Burnaby	50.0%	50.0%	50.0%	0%
Volunteer Burnaby - 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%
Fraser Valley Square & Round Dance Society	25.0%	25.0%	25.0%	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%
Alzheimer Society of BC	25.0%	25.0%	25.0%	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 2006 is based on approved 2005 lease grants. For budgeting purposes, 25% lease support has been assumed for space that was recently allocated to the Alzheimer Society of BC. 50% lease support has been assumed for space that is 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 2006 GRANTS

RESOURCE CENTRES	2006 Proposed Lease Rate \$/Year	2006 Anticipated Lease Grant \$/Year	2006 Anticipated Lease Costs \$/Year	2006 Anticipated Lease Costs offset (%)
Burnaby Heights				
Boxing B.C.	\$1,080.69	\$0.00	\$1,080.69	0%
Burnaby Theatre and Film Acting Society	\$10,395.84	\$5,197.92	\$5,197.92	50%
Burnaby Family Life Institute	\$32,114.76	\$16,057.38	\$16,057.38	50%
Burnaby Info & Community Services Society	\$23,955.24	\$11,977.62	\$11,977.62	50%
YMCA Burnaby New West. Child Care Resource & Referral	\$11,278.08	\$5,639.04	\$5,639.04	50%
Room 38 - vacant - to be reallocated	\$9,227.52	\$4,613.76	\$4,613.76	50%
Families As Support Teams Society (FAST)	\$4,175.88	\$2,087.94	\$2,087.94	50%
Fraser Health Authority	\$8,244.96	\$0.00	\$8,244.96	0%
Burnaby School District	\$75,596.85	\$0.00	\$75,596.85	0%
Volunteer Burnaby	\$16,404.48	\$8,202.24	\$8,202.24	50%
Volunteer Burnaby - Stock Room	\$729.30	\$364.65	\$364.65	50%
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$3,545.76	\$1,772.88	\$1,772.88	50%
Marguerite Dixon Transition Society	\$13,168.44	\$6,584.22	\$6,584.22	50%
Air Cadets - 759 Falcon Squadron	\$10,722.72	\$5,361.36	\$5,361.36	50%
Air Cadets - Storage	\$1,140.36	\$570.18	\$570.18	50%
Boy Scouts of Canada	\$11,278.08	\$5,639.04	\$5,639.04	50%
Burnaby Seniors Outreach Services Society	\$12,303.36	\$6,151.68	\$6,151.68	50%
Fraser Valley Square & Round Dance Society	\$2,068.56	\$517.14	\$1,551.42	25%
Burnaby Association for Community Inclusion	\$29,079.18	\$14,539.59	\$14,539.59	50%
Boys and Girls Club of Greater Vancouver	\$4,137.12	\$2,068.56	\$2,068.56	50%
BC Settlement and Integration Workers Association	\$7,860.48	\$1,965.12	\$5,895.36	25%
Alzheimer Society of BC	\$3,503.04	\$875.76	\$2,627.28	25%
Total Burnaby Heights	\$292,010.70	\$100,186.08	\$191,824.62	34.31%
Edmonds				
Burnaby School District	\$16,009.32	\$0.00	\$16,009.32	0%
Burnaby Family Life Institute	\$32,040.00	\$16,020.00	\$16,020.00	50%
Canadian Mental Health Association	\$16,084.08	\$8,042.04	\$8,042.04	50%
Canadian Red Cross - Burnaby Branch	\$16,020.00	\$8,010.00	\$8,010.00	50%
Deaf Children's Society of B.C.	\$24,457.20	\$6,114.30	\$18,342.90	25%
Arrows to Freedom Cultural Healing Society	\$12,463.56	\$6,231.78	\$6,231.78	50%
Burnaby Firefighters Charitable Society	\$9,227.52	\$4,613.76	\$4,613.76	50%
St. Matthews Day Care Society	\$59,914.80	\$29,957.40	\$29,957.40	50%
Total Edmonds	\$186,216.48	\$78,989.28	\$107,227.20	42.42%
TOTAL RESOURCE CENTRES	\$478,227.18	\$179,175.36	\$299,051.82	37.47%

TABLE 4					
RESULTING 2006 LEASE COSTS TO TENANTS (after grant)					
RESOURCE CENTRES	2005 Lease Costs \$/Year	2006 Anticipated Lease Costs \$/Year	2005-2006 Anticipated Cost Increase \$/Year	2005-2006 Anticipated Cost Increase %	
Burnaby Heights					
Boxing B.C.	\$1,059.50	\$1,080.69	\$21.19	2.0%	
Burnaby Theatre and Film Acting Society	\$5,096.00	\$5,197.92	\$101.92	2.0%	
Burnaby Family Life Institute	\$15,741.65	\$16,057.38	\$315.73	2.0%	
Burnaby Info & Community Services Society	\$11,742.11	\$11,977.62	\$235.51	2.0%	
YMCA Burnaby New West. Child Care Resource & Referral	\$5,528.16	\$5,639.04	\$110.88	2.0%	
Room 38 - vacant - to be reallocated	\$4,523.04	\$4,613.76	\$90.72	2.0%	
Families As Support Teams Society (FAST)	\$2,046.89	\$2,087.94	\$41.05	2.0%	
Fraser Health Authority	\$8,082.84	\$8,244.96	\$162.12	2.0%	
Burnaby School District	\$72,661.05	\$75,596.85	\$2,935.80	4.0%	
Volunteer Burnaby	\$8,040.96	\$8,202.24	\$161.28	2.0%	
Volunteer Burnaby - Stock Room	\$357.50	\$364.65	\$7.15	2.0%	
Comitato Attivita Scholastiche Italiane / O.A.S.I.	\$1,738.02	\$1,772.88	\$34.86	2.0%	
Marguerite Dixon Transition Society	\$6,454.76	\$6,584.22	\$129.47	2.0%	
Air Cadets - 759 Falcon Squadron	\$5,255.94	\$5,361.36	\$105.42	2.0%	
Air Cadets - Storage	\$559.00	\$570.18	\$11.18	2.0%	
Boy Scouts of Canada	\$5,528.16	\$5,639.04	\$110.88	2.0%	
Burnaby Seniors Outreach Services Society	\$6,030.72	\$6,151.68	\$120.96	2.0%	
Fraser Valley Square & Round Dance Society	\$1,521.00	\$1,551.42	\$30.42	2.0%	
Burnaby Association for Community Inclusion	\$14,254.50	\$14,539.59	\$285.09	2.0%	
Boys and Girls Club of Greater Vancouver	\$2,028.00	\$2,068.56	\$40.56	2.0%	
BC Settlement and Integration Workers Association	\$5,779.44	\$5,895.36	\$115.92	2.0%	
Alzheimer Society of BC	\$2,575.62	\$2,627.28	\$51.66	2.0%	
Total Burnaby Heights	\$186,604.84	\$191,824.62	\$5,219.78	2.80%	
Edmonds					
Burnaby School District	\$15,694.53	\$16,009.32	\$314.79	2.0%	
Burnaby Family Life Institute	\$15,705.00	\$16,020.00	\$315.00	2.0%	
Canadian Mental Health Association	\$7,883.91	\$8,042.04	\$158.13	2.0%	
Canadian Red Cross - Burnaby Branch	\$7,852.50	\$8,010.00	\$157.50	2.0%	
Deaf Children's Society of B.C.	\$17,982.23	\$18,342.90	\$360.67	2.0%	
Arrows to Freedom Cultural Healing Society	\$6,109.25	\$6,231.78	\$122.53	2.0%	
Burnaby Firefighters Charitable Society	\$4,523.04	\$4,613.76	\$90.72	2.0%	
St. Matthews Day Care Society	\$29,368.35	\$29,957.40	\$589.05	2.0%	
Total Edmonds	\$105,118.80	\$107,227.20	\$2,108.40	2.0%	
TOTAL RESOURCE CENTRES	\$291,723.64	\$299,051.82	\$7,328.18	2.51%	

