

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**RE: LEASE GRANT REQUEST – CAIREEN CHILD AND FAMILY SERVICES
SOCIETY**

RECOMMENDATIONS:

1. **THAT** Council approve a lease grant to Caireen Child and Family Services Society to offset 25% of the established 2005 lease rate for recently allocated space at the Burnaby Heights Resource Centre.
2. **THAT** a copy of this report be sent to the Caireen Child and Family Services Society, c/o Daryl-Lynn Hall, 25A 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9.

REPORT

The Executive Committee of Council, at its open meeting held on 2005 May 16, received and adopted the attached report seeking approval of a lease grant request from Caireen Child and Family Services Society for recently allocated space at Burnaby Heights Resource Centre. The Committee advised that the proposed lease grant amount for the Society is in accordance with lease grant guidelines previously approved by Council.

Respectfully submitted,

Councillor N. Volkow
Chair

Councillor D. Evans
Vice Chair

COPY - CITY MANGER - DIR. FINANCE - CHIEF LICENCE INSP.

Councillor C. Redman
Member

TO: EXECUTIVE COMMITTEE OF COUNCIL
(GRANTS)

2005 May 12

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 12000-10

SUBJECT: LEASE GRANT REQUEST - CAIREEN CHILD AND FAMILY SERVICES SOCIETY

PURPOSE: To present a lease grant request from the Caireen Child and Family Services Society for recently allocated space at the Burnaby Heights Community Resource Centre.

RECOMMENDATIONS:

1. **THAT** the Executive Committee-Grants recommend to Council that the Caireen Child and Family Services Society receive a lease grant to offset 25% of the established 2005 lease rate for recently allocated space at the Burnaby Heights Resource Centre.
2. **THAT** a copy of this report be sent to the Caireen Child and Family Services Society, c/o Daryl-Lynn Hall, 25A 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9.

REPORT

1.0 BACKGROUND

At its meeting on 2005 February 7, Council approved the recommendation of the Social Issues Committee for the allocation of space to the Caireen Child and Family Services Society at the Burnaby Heights Resource Centre. This report presents information on a proposed lease grant for the Society in accordance with the lease grant guidelines approved by Council.

2.0 LEASE GRANT REQUEST

Caireen has entered into an annual lease agreement with the City for Room 25A (437 sq. ft) at the Burnaby Heights Resource Centre. Consistent with City policy, the established 2005 lease rate for office/program space at Burnaby Heights is \$10.47 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, Caireen has submitted an application for a partial lease grant. Background on Caireen, and its lease grant application, is provided below.

3.0 CAIREEN CHILD AND FAMILY SERVICES SOCIETY

Caireen Child and Family Services Society is a registered non-profit society that has offered support services to families with adopted children. It previously occupied Room 38 at the Resource Centre. In the spring of 2004, the Society terminated its lease for the room when its funding from the Ministry of Children and Family Development was not renewed. Since that time, the Society has

shifted its focus to outcomes research. It has received a contract with the Canadian Outcomes Research Institute to provide workshops and training on outcomes research to other non-profit societies.

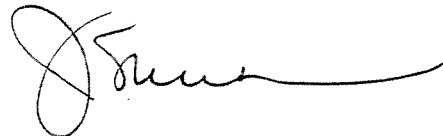
Outcomes research is a research system that is used to collect data on the programs and clients served by non-profit agencies. Data collection is becoming increasingly important as agencies are required to provide more detailed information about their programs to senior government funding sources. Caireen is currently doing outcomes research training with Burnaby Family Life Institute and the BC Settlement and Immigration Workers Association, two agencies located in the Resource Centre. Other agencies in the building have indicated their interest in Caireen's program. Caireen has indicated that 30 to 50 percent of its programs and services are geared to Burnaby-based organizations and their clients.

Caireen will use Room 25A for its office. The lease grant guidelines 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., a 25 percent reduction of the full lease rate). In accordance with these guidelines, Caireen has applied for a partial lease grant to offset 25 percent of the established lease rate for 2005. The established lease cost for the Society's allocated space is \$381.28 per month. The requested lease grant amount, calculated at 25 percent off of the established lease rate, would reduce the actual lease rate for the space to \$285.96 a month.

4.0 NEXT STEPS

Based on the lease grant guidelines, it is recommended that Caireen Child and Family Services receive a partial lease grant to offset 25 percent of the established lease cost for Room 25A at the Burnaby Heights Resource Centre.

Sufficient funds to provide for the proposed lease grant have been provided for in the 2005 Operating Budget. With approval of the lease grant, Finance Department staff would adjust Caireen'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

MM\sa

cc: City Manager
Director Finance
City Clerk
Chief License Inspector

