

EXECUTIVE COMMITTEE OF COUNCIL

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*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2007 LEASE RATES AND GRANTS - RESOURCE CENTRES**

RECOMMENDATION:

1. THAT Council approve the proposed 2007 lease rates for Resource Centre tenants as presented in this report.
2. THAT Council authorize distribution of information on the approved 2007 lease rates and the anticipated lease grants to Resource Centre tenants.
3. THAT Resource Centre tenants be requested to make application for 2007 lease grants, should they meet the grant eligibility criteria established by Council.

REPORT

The Executive Committee of Council, at its 'Open' meeting held on 2006 June 19, received and adopted the attached report outlining proposed lease rates and anticipated lease grants for 2007 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

Respectfully submitted,

Councillor P. Calendino  
Chair

Councillor N. Volkow  
Vice Chair

Councillor L. Rankin  
Member

CC: -CITY MANAGER  
-DIRECTOR FINANCE  
-DIR. PLNG & BLDG

**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL **DATE:** 2006 June 15

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 12000 10  
*Reference: Lease Grants*

**SUBJECT:** 2007 LEASE RATES AND GRANTS - RESOURCE CENTRES

**PURPOSE:** To present proposed lease rates and anticipated lease grants for 2007 for non-profit tenants at the Burnaby Heights and Edmonds Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** the proposed 2007 lease rates for Resource Centre tenants be approved as presented in this report.
2. **THAT** information on the approved 2007 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 2007 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, this report presents proposed lease rates and anticipated lease grant amounts for 2007 for tenants of the Resource Centres.

**2.0 PROPOSED 2007 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 2006, the lease rate was set at \$10.68/square foot per annum for office space and \$6.63/square foot per annum for workshop/utility space in the basement at the Burnaby Heights Resource Centre.

It is proposed that the lease rate for the coming year be increased by 2.0 percent, consistent with the projected inflation rate for 2007 (see *attached* tables). The change would result in a proposed lease rate of \$10.89/square foot per annum for office space and \$6.76/square foot 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 4.0 percent until it reaches the lease rate 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 2007 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<sup>1</sup> or 50<sup>2</sup> percent of lease costs depending on the level of service provided to residents.

Anticipated 2007 lease grant amounts are outlined in Table 3 *attached*. The lease grant amounts are based on the adopted lease grant guidelines and are consistent with the 2006 lease grants approved by Council. The estimate of anticipated lease grants is provided to assist tenants in making application for 2007 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2007. 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 2007 lease grants will be included for consideration in the 2007 Provisional Operating Budget Program. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2007 lease rates and anticipated lease grants for tenants of the Burnaby Heights and Edmonds Resource Centres.

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<sup>1</sup> 25 percent offset where Burnaby residents represent between 25 and 75 percent of the constituency base.

<sup>2</sup> 50 percent offset where Burnaby residents represent over 75 percent of the constituency base.

To: Executive Committee of Council  
 From: Director Planning and Building  
 Re: 2007 Lease Rates and Grants - Resource Centres  
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<i>Burnaby Heights &amp; Edmonds Neighbourhood Resource Centres</i>	<i>Approved 2006</i>	<i>Proposed 2007</i>	<i>Proposed \$ Increase 2006-2007</i>	<i>Proposed % Increase 2006-2007*</i>
Lease Rates (before grants)	\$481,324	\$492,552	\$11,228	2.3%
Lease Grants	\$173,740	\$177,155	\$3,415	2.0%
Lease Revenues (after grants)	\$307,584	\$315,397	\$7,813	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 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2007 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 2007 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be requested to apply for 2007 lease grants. As part of the lease grant application process, tenants would be asked to provide information on their 2006 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
- 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 2007.



J.S. Belhouse, Director  
 PLANNING AND BUILDING

MM:sa  
 Attachments (4)

Copied to: Director Finance  
 Director Parks, Recreation and Cultural Services  
 City Clerk  
 City Solicitor  
 Chief License Inspector

**TABLE 1 PROPOSED 2007 LEASE RATES**

RESOURCE CENTRES	2006 Leased Area (sq. ft.)	2006 Lease Rate \$/sq.ft.	2007 Proposed Lease Rate	2007 Proposed Rate Increase
<b>Burnaby Heights</b>				
Boxing B.C.	163	\$6.63	\$6.76	2.0%
BC Centre for Ability Society	1,568	\$6.63	\$6.76	2.0%
Burnaby Family Life Institute	3,007	\$10.68	\$10.89	2.0%
Burnaby Info & Community Services Society	2,243	\$10.68	\$10.89	2.0%
YMCA Burnaby New West: Child Care Resource & Referral	1,056	\$10.68	\$10.89	2.0%
Fraser Health Authority	772	\$10.68	\$10.89	2.0%
Burnaby School District	9,410	\$9.27	\$9.64	4.0%
Volunteer Burnaby	1,536	\$10.68	\$10.89	2.0%
Volunteer Burnaby - Stock Room	110	\$6.63	\$6.76	2.0%
Room 25B - Vacant	332	\$10.68	\$10.89	2.0%
Marguerite Dixon Transition Society	1,233	\$10.68	\$10.89	2.0%
Air Cadets - 759 Falcon Squadron	1,004	\$10.68	\$10.89	2.0%
Air Cadets - Storage	172	\$6.63	\$6.76	2.0%
Boy Scouts of Canada	1,056	\$10.68	\$10.89	2.0%
Burnaby Seniors Outreach Services Society	1,152	\$10.68	\$10.89	2.0%
Fraser Valley Square & Round Dance Society	312	\$6.63	\$6.76	2.0%
Burnaby Association for Community Inclusion	4,416	\$6.63	\$6.76	2.0%
North Burnaby Boxing Club	624	\$6.63	\$6.76	2.0%
BC Settlement and Integration Workers Association	736	\$10.68	\$10.89	2.0%
Caireen Child & Family Services/Cdn Outcomes Research	437	\$10.68	\$10.89	2.0%
Alzheimer Society of BC	328	\$10.68	\$10.89	2.0%
<b>Total Burnaby Heights</b>	<b>31,667</b>			
<b>Edmonds</b>				
Burnaby School District	1,499	\$10.68	\$10.89	2.0%
Burnaby Family Life Institute	3,000	\$10.68	\$10.89	2.0%
Canadian Mental Health Association	1,506	\$10.68	\$10.89	2.0%
Canadian Red Cross - Burnaby Branch	1,500	\$10.68	\$10.89	2.0%
Deaf Children's Society of B.C.	2,290	\$10.68	\$10.89	2.0%
Immigrant Services Society of BC	1,167	\$10.68	\$10.89	2.0%
Burnaby Firefighters Charitable Society	864	\$10.68	\$10.89	2.0%
St. Matthews Day Care Society	5,610	\$10.68	\$10.89	2.0%
<b>Total Edmonds</b>	<b>17,436</b>			
<b>TOTAL RESOURCE CENTRES</b>	<b>49,103</b>			

**TABLE 2 ELIGIBILITY FOR LEASE SUPPORT 2007\***

RESOURCE CENTRES	2006 Eligibility for Lease Support	2006 Actual Lease Support	2007 Proposed Lease Support	2006-2007 Change in Lease Support
<b>Burnaby Heights</b>				
Boxing B.C.	0.0%	0.0%	0.0%	0%
BC Centre for Ability 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%
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%
Room 25B - Vacant	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%
North Burnaby Boxing Club	50.0%	50.0%	50.0%	0%
BC Settlement and Integration Workers Association	25.0%	25.0%	25.0%	0%
Caireen Child & Family Services/Cdn Outcomes Research	25.0%	25.0%	25.0%	0%
Alzheimer Society of BC	25.0%	25.0%	25.0%	0%
<b>Edmonds</b>				
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%
Immigrant Services Society of BC	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 2007 is based on approved 2006 lease grants. For budgeting purposes, 50% lease support has been assumed for space that is currently vacant at Burnaby Heights. Actual lease support will depend on the new tenant's eligibility for lease grant support and the approval of the Committee and Council.

**TABLE 3**

**ANTICIPATED 2007 GRANTS**

RESOURCE CENTRES	2007 Proposed Lease Rate \$/Year	2007 Anticipated Lease Grant \$/Year	2007 Anticipated Lease Costs \$/Year	2007 Anticipated Lease Costs offset (%)
<b>Burnaby Heights</b>				
Boxing B.C.	\$1,101.88	\$0.00	\$1,101.88	0%
BC Centre for Ability Society	\$10,599.68	\$5,299.84	\$5,299.84	50%
Burnaby Family Life Institute	\$32,746.23	\$16,373.12	\$16,373.12	50%
Burnaby Info & Community Services Society	\$24,426.27	\$12,213.14	\$12,213.14	50%
YMCA Burnaby New West. Child Care Resource & Referral	\$11,499.84	\$5,749.92	\$5,749.92	50%
Fraser Health Authority	\$8,407.08	\$0.00	\$8,407.08	0%
Burnaby School District	\$90,712.40	\$0.00	\$90,712.40	0%
Volunteer Burnaby	\$16,727.04	\$8,363.52	\$8,363.52	50%
Volunteer Burnaby - Stock Room	\$743.60	\$371.80	\$371.80	50%
Room 25B - Vacant	\$3,615.48	\$1,807.74	\$1,807.74	50%
Marguerite Dixon Transition Society	\$13,427.37	\$6,713.69	\$6,713.69	50%
Air Cadets - 759 Falcon Squadron	\$10,933.56	\$5,466.78	\$5,466.78	50%
Air Cadets - Storage	\$1,162.72	\$581.36	\$581.36	50%
Boy Scouts of Canada	\$11,499.84	\$5,749.92	\$5,749.92	50%
Burnaby Seniors Outreach Services Society	\$12,545.28	\$6,272.64	\$6,272.64	50%
Fraser Valley Square & Round Dance Society	\$2,109.12	\$527.28	\$1,581.84	25%
Burnaby Association for Community Inclusion	\$29,852.16	\$14,926.08	\$14,926.08	50%
North Burnaby Boxing Club	\$4,218.24	\$2,109.12	\$2,109.12	50%
BC Settlement and Integration Workers Association	\$8,015.04	\$2,003.76	\$6,011.28	25%
Carleen Child & Family Services/Cdn Outcomes Research	\$4,758.93	\$1,189.73	\$3,569.20	25%
Alzheimer Society of BC	\$3,571.92	\$892.98	\$2,678.94	25%
<b>Total Burnaby Heights</b>	<b>\$302,673.68</b>	<b>\$96,612.41</b>	<b>\$206,061.27</b>	<b>31.92%</b>
<b>Edmonds</b>				
Burnaby School District	\$16,324.11	\$0.00	\$16,324.11	0%
Burnaby Family Life Institute	\$32,670.00	\$16,335.00	\$16,335.00	50%
Canadian Mental Health Association	\$16,400.34	\$8,200.17	\$8,200.17	50%
Canadian Red Cross - Burnaby Branch	\$16,335.00	\$8,167.50	\$8,167.50	50%
Deaf Children's Society of B.C.	\$24,938.10	\$6,234.53	\$18,703.58	25%
Immigrant Services Society of BC	\$12,708.63	\$6,354.32	\$6,354.32	50%
Burnaby Firefighters Charitable Society	\$9,408.96	\$4,704.48	\$4,704.48	50%
St. Matthews Day Care Society	\$61,092.90	\$30,546.45	\$30,546.45	50%
<b>Total Edmonds</b>	<b>\$189,878.04</b>	<b>\$80,542.44</b>	<b>\$109,335.60</b>	<b>42.42%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$492,551.72</b>	<b>\$177,154.85</b>	<b>\$315,396.87</b>	<b>35.97%</b>

**TABLE 4 RESULTING 2007 LEASE COSTS TO TENANTS (after grant)**

RESOURCE CENTRES	2006 Lease Costs \$/Year	2007 Anticipated Lease Costs \$/Year	2005-2006 Anticipated Cost Increase \$/Year	2005-2006 Anticipated Cost Increase %
<b>Burnaby Heights</b>				
Boxing B.C.	\$1,080.69	\$1,101.88	\$21.19	2.0%
BC Centre for Ability Society	\$5,197.92	\$5,299.84	\$101.92	2.0%
Burnaby Family Life Institute	\$16,057.38	\$16,373.12	\$315.74	2.0%
Burnaby Info & Community Services Society	\$11,977.62	\$12,213.14	\$235.52	2.0%
YMCA Burnaby New West: Child Care Resource & Referral	\$5,639.04	\$5,749.92	\$110.88	2.0%
Fraser Health Authority	\$8,244.96	\$8,407.08	\$162.12	2.0%
Burnaby School District	\$87,230.70	\$90,712.40	\$3,481.70	4.0%
Volunteer Burnaby	\$8,202.24	\$8,363.52	\$161.28	2.0%
Volunteer Burnaby - Stock Room	\$364.65	\$371.80	\$7.15	2.0%
Room 25B - Vacant	\$1,772.88	\$1,807.74	\$34.86	2.0%
Marguerite Dixon Transition Society	\$6,584.22	\$6,713.69	\$129.47	2.0%
Air Cadets - 759 Falcon Squadron	\$5,361.36	\$5,466.78	\$105.42	2.0%
Air Cadets - Storage	\$570.18	\$581.36	\$11.18	2.0%
Boy Scouts of Canada	\$5,639.04	\$5,749.92	\$110.88	2.0%
Burnaby Seniors Outreach Services Society	\$6,151.68	\$6,272.64	\$120.96	2.0%
Fraser Valley Square & Round Dance Society	\$1,551.42	\$1,581.84	\$30.42	2.0%
Burnaby Association for Community Inclusion	\$14,639.04	\$14,926.08	\$287.04	2.0%
North Burnaby Boxing Club	\$2,068.56	\$2,109.12	\$40.56	2.0%
BC Settlement and Integration Workers Association	\$5,895.36	\$6,011.28	\$115.92	2.0%
Caiteen Child & Family Services/Cdn Outcomes Research	\$3,500.37	\$3,569.20	\$68.83	2.0%
Alzheimer Society of BC	\$2,627.28	\$2,678.94	\$51.66	2.0%
<b>Total Burnaby Heights</b>	<b>\$200,356.59</b>	<b>\$206,061.27</b>	<b>\$5,704.68</b>	<b>2.85%</b>
<b>Edmonds</b>				
Burnaby School District	\$16,009.32	\$16,324.11	\$314.79	2.0%
Burnaby Family Life Institute	\$16,020.00	\$16,335.00	\$315.00	2.0%
Canadian Mental Health Association	\$8,042.04	\$8,200.17	\$158.13	2.0%
Canadian Red Cross - Burnaby Branch	\$8,010.00	\$8,167.50	\$157.50	2.0%
Deaf Children's Society of B.C.	\$18,342.90	\$18,703.58	\$360.67	2.0%
Immigrant Services Society of BC	\$6,231.78	\$6,354.32	\$122.54	2.0%
Burnaby Firefighters Charitable Society	\$4,613.76	\$4,704.48	\$90.72	2.0%
St. Matthews Day Care Society	\$29,957.40	\$30,546.45	\$589.05	2.0%
<b>Total Edmonds</b>	<b>\$107,227.20</b>	<b>\$109,335.60</b>	<b>\$2,108.40</b>	<b>2.0%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>\$307,583.79</b>	<b>\$315,396.87</b>	<b>\$7,813.08</b>	<b>2.54%</b>