

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: 2010 LEASE RATES AND GRANTS - COMMUNITY RESOURCE
CENTRES**

RECOMMENDATIONS:

1. THAT Council approve the proposed 2010 lease rates for Resource Centre tenants as presented in section 2.0 of this report.
2. THAT information on the approved 2010 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. THAT Resource Centre tenants that meet the grant eligibility criteria established by Council be invited to make an application for 2010 lease grants.

REPORT

The Executive Committee of Council, at its meeting held on 2009 September 21, received and adopted the *attached* report presenting proposed lease rates and anticipated lease grants for 2010 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

Respectfully submitted,

Councillor Nick Volkow
Chair

Councillor Pietro Calendino
Vice Chair

Councillor Paul McDonell
Member

Copied to:	City Manager
	Director Planning & Building
	Director Finance
	Director Parks, Recreation and Cultural Services
	Director Engineering
	City Solicitor
	Chief Licence Inspector

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE

DATE: 2009 September 16

FROM: DIRECTOR PLANNING & BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2010 LEASE RATES AND GRANTS – COMMUNITY RESOURCE CENTRES

PURPOSE: To present proposed lease rates and anticipated lease grants for 2010 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2010 lease rates for Resource Centre tenants as presented in section 2.0 of this report.
2. **THAT** information on the approved 2010 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. **THAT** Resource Centre tenants that meet the grant eligibility criteria established by Council be invited to make an application for 2010 lease grants.

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 occupying space at the Burnaby Heights¹ and Edmonds Resource Centres. At its 2007 May 7 closed meeting, Council approved a proposal for the application of the established lease rates and grants process for non-profit community groups being allocated space at the Holdom Resource Centre. The guidelines consist of two key components: a) annual adjustments for inflation to establish lease rates, and b) establishment of a mechanism for the provision of offsetting grants, representing 25% to 50% of lease costs, for qualifying tenant organizations.

With the foregoing as context, this report presents proposed lease rates and anticipated lease grant amounts for 2010 for tenants of the Edmonds and Holdom Resource Centres.

2.0 PROPOSED 2010 LEASE RATES

For 2009, the lease rate was set at \$11.41/square foot per annum for office space and \$7.09/square foot per annum for workshop/utility space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 1.4 percent, consistent with the projected

¹ Burnaby Heights is scheduled to be closed as of December 31st 2009.

inflation rate for 2010 (see *attached* Table 1). The change would result in a proposed lease rate of \$11.57/square foot per annum for office space. It should be noted that the City will not be reallocating space vacated at Burnaby Heights given the planned closure of the facility in 2009 December. As such, there is no longer any workshop/utility space available for lease and a rate for this type of space is no longer required.

3.0 ANTICIPATED 2010 LEASE GRANTS

Lease Grant Guidelines

The 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. Tenants can qualify for a grant to offset 25 or 50 percent of the lease costs depending on the level of service provided to Burnaby residents.²

Anticipated 2010 lease grant amounts are outlined in Table 2 *attached*. The lease grant amounts are based on the adopted lease grant guidelines. The estimate of anticipated lease grants is provided to assist tenants in making an application for 2010 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2010.

Summary Table

Funds for the anticipated 2010 lease grants will be included for consideration in the upcoming 2010 Provisional Operating Budget. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2010 lease rates and anticipated lease grants for tenants of the Edmonds and Holdom Resource Centres, based on current 2009 space allocations, for these facilities only.

SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2009-2010)

Edmonds Neighbourhood Resource Centre	2009	2010	Resulting \$ Change 2009-2010	Resulting % Change 2009-2010
Lease Rates (before grants)	\$198,944.76	\$201,734.52	\$2,789.76	1.4%
Lease Grants	\$ 84,388.36	\$ 85,571.72	\$1,183.36	1.4%
Lease Revenues (after grants)	\$114,556.40	\$116,162.80	\$1,606.40	1.4%
Holdom Community Resource Centre				
Lease Rates (before grants)	\$ 57,563.45	\$ 58,370.65	\$ 807.20	1.4%
Lease Grants	\$ 28,781.73	\$ 29,185.33	\$ 403.60	1.4%
Lease Revenues (after grants)	\$ 28,781.73	\$ 29,185.33	\$ 403.60	1.4%
Total Revenue:	\$143,338.13	\$145,348.13	\$2,010.00	1.4%

² The 25 percent offset is available to agencies for which between 25 and 75 percent of their constituency consists of Burnaby residents. The 50 percent offset is available to agencies for which over 75 percent of their constituency consists of Burnaby residents.

To: Executive Committee
From: Director Planning & Building
Re: 2010 Lease Rates and Grants - Resource Centres
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4.0 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2010 lease rates for Resource Centre tenants be approved, as presented in this report. With Council approval, it is also recommended that staff be authorized to advise tenants of the 2010 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be invited to apply for 2010 lease grants. As part of the lease grant application process, tenants would be asked to provide information on their 2009 service activities, including the following:

- Proof of non-profit status;
- Statement of program/service activities conducted in Burnaby;
- Estimate of hours per month that allocated space was used for community service/agency purposes;
- Percentage of recipients of the agency's programs and services that were Burnaby residents; and
- Any changes in programs/services/client usage that they might anticipate between 2009 and 2010.

Once the lease grants applications have been received, staff will prepare a further report for the Committee on the requested and recommended lease grant amounts.

A detailed breakdown can be found in Table 3 *attached*.


B. Luksun, Director
PLANNING AND BUILDING

DP/jc
Attachments (3)

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

TABLE 1. PROPOSED 2010 LEASE RATES

RESOURCE CENTRES	2009 Leased Area* (sq. ft.)	2010 Leased Area* (sq.ft.)	2009 Lease Rate (\$/sq. ft.)	2010 Proposed Rate Increase	2010 Proposed Lease Rate (before grant)
Edmonds Neighbourhood Resource Centre					
Burnaby Family Life Institute	3,000	3,000	\$11.41	1.4%	\$11.57
Burnaby FireFighters Charitable Society	864	864	\$11.41	1.4%	\$11.57
Burnaby School District	1,499	1,499	\$11.41	1.4%	\$11.57
Canadian Mental Health Association	1,506	1,506	\$11.41	1.4%	\$11.57
Canadian Red Cross Society - Burnaby Branch	1,500	1,500	\$11.41	1.4%	\$11.57
Deaf Children's Society of BC	2,290	2,290	\$11.41	1.4%	\$11.57
Immigrant Services Society of BC	1,167	1,167	\$11.41	1.4%	\$11.57
St. Matthew's Day Care Society	5,610	5,610	\$11.41	1.4%	\$11.57
TOTAL (Edmonds)	17,436	17,436			
Holdom Community Resource Centre					
Burnaby Family Life Institute	1,300	1,300	\$11.41	1.4%	\$11.57
Marguerite Dixon Transition Society	464	464	\$11.41	1.4%	\$11.57
Burnaby Seniors Outreach Services Society	570	570	\$11.41	1.4%	\$11.57
Volunteer Burnaby	1,000	1,000	\$11.41	1.4%	\$11.57
Burnaby Community Connections	1,711	1,711	\$11.41	1.4%	\$11.57
TOTAL (Holdom)	5,045	5,045			
TOTAL RESOURCE CENTRES	22,481	22,481			

*Figures for leased area are based on current 2009 allocations.

TABLE 2. ANTICIPATED 2010 LEASE GRANTS

RESOURCE CENTRES	2010 Proposed Lease Rate (before grant) \$/Year	2010 Anticipated Lease Grant \$/Year	2010 Anticipated Lease Costs (after grant) \$/Year	2010 Anticipated Lease Eligibility Costs Offset (%)
Edmonds Neighbourhood Resource Centre				
Burnaby Family Life Institute	\$34,710.00	\$17,355.00	\$17,355.00	50%
Burnaby FireFighters Charitable Society	\$9,996.48	\$4,998.24	\$4,998.24	50%
Burnaby School District	\$17,343.43	\$0.00	\$17,343.43	0%
Canadian Mental Health Association	\$17,424.42	\$8,712.21	\$8,712.21	50%
Canadian Red Cross Society - Burnaby Branch	\$17,355.00	\$8,677.50	\$8,677.50	50%
Deaf Children's Society of BC	\$26,495.30	\$6,623.83	\$19,871.48	25%
Immigrant Services Society of BC	\$13,502.19	\$6,751.10	\$6,751.10	50%
St. Matthew's Day Care Society	\$64,907.70	\$32,453.85	\$32,453.85	50%
TOTAL (Edmonds)	\$201,734.52	\$85,571.72	\$116,162.80	42.42%
Holdom Community Resource Centre				
Burnaby Family Life Institute	\$15,041.00	\$7,520.50	\$7,520.50	50%
Marguerite Dixon Transition Society	\$5,368.48	\$2,684.24	\$2,684.24	50%
Burnaby Seniors Outreach Services Society	\$6,594.90	\$3,297.45	\$3,297.45	50%
Volunteer Burnaby	\$11,570.00	\$5,785.00	\$5,785.00	50%
Burnaby Community Connections	\$19,796.27	\$9,898.14	\$9,898.14	50%
TOTAL (Holdom)	\$58,370.65	\$29,185.33	\$29,185.33	50.00%
TOTAL RESOURCE CENTRES	\$260,105.17	\$114,757.05	\$145,348.13	44.12%

TABLE 3. RESULTING 2010 LEASE COSTS TO TENANTS (after grant)

RESOURCE CENTRES	2009	2010	2009-2010	2009-2010
	Lease Revenue (after grants) \$/Year	Anticipated Lease Revenue (after grants) \$/Year	Anticipated Revenue Increase \$/Year	Anticipated Revenue Increase % / Year
Edmonds Neighbourhood Resource Centre				
Burnaby Family Life Institute	\$17,115.00	\$17,355.00	\$240.00	1.4%
Burnaby FireFighters Charitable Society	\$4,929.12	\$4,998.24	\$69.12	1.4%
Burnaby School District	\$17,103.59	\$17,343.43	\$239.84	1.4%
Canadian Mental Health Association	\$8,591.73	\$8,712.21	\$120.48	1.4%
Canadian Red Cross Society - Burnaby Branch	\$8,557.50	\$8,677.50	\$120.00	1.4%
Deaf Children's Society of BC	\$19,596.68	\$19,871.48	\$274.80	1.4%
Immigrant Services Society of BC	\$6,657.74	\$6,751.10	\$93.36	1.4%
St. Matthew's Day Care Society	\$32,005.05	\$32,453.85	\$448.80	1.4%
TOTAL (Edmonds)	\$114,556.40	\$116,162.80	\$1,606.40	1.4%
Holdom Community Resource Centre*				
Burnaby Family Life Institute	\$7,416.50	\$7,520.50	\$104.00	1.4%
Marguerite Dixon Transition Society	\$2,647.12	\$2,684.24	\$37.12	1.4%
Burnaby Seniors Outreach Services Society	\$3,251.85	\$3,297.45	\$45.60	1.4%
Volunteer Burnaby	\$5,705.00	\$5,785.00	\$80.00	1.4%
Burnaby Community Connections	\$9,761.26	\$9,898.14	\$136.88	1.4%
TOTAL (Holdom)	\$28,781.73	\$29,185.33	\$403.60	1.4%
TOTAL RESOURCE CENTRES	\$143,338.13	\$145,348.13	\$2,010.00	n/a