

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: 2011 LEASE RATES AND GRANTS - COMMUNITY RESOURCE
CENTRES**

RECOMMENDATIONS:

1. THAT Council approve the proposed 2011 lease rates for Resource Centre tenants as presented in section 2.0 of this report.
2. THAT Information on the approved 2011 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. THAT Resource Centre tenants that met the grant eligibility criteria established by Council be invited to make an application for 2011 lease grants.

REPORT

The Executive Committee of Council, at its meeting held on 2010 September 20, received and adopted the *attached* report presenting proposed lease rates and anticipated lease grants for 2011 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

Respectfully submitted,

Councillor N. Volkow
Chair

Councillor P. Calendino
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Deputy City Managers Director Finance Director Parks, Recreation and Cultural Services Director Engineering Director Planning and Building Chief Licence Inspector
------------	---

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE

DATE: 2010 September 16

FROM: DIRECTOR PLANNING & BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2011 LEASE RATES AND GRANTS – COMMUNITY RESOURCE CENTRES

PURPOSE: To present proposed lease rates and anticipated lease grants for 2011 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2011 lease rates for Resource Centre tenants as presented in section 2.0 of this report.
2. **THAT** information on the approved 2011 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 2011 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 designated Resource Centres. The City has two established Resource Centres for non-profit community groups – one at Holdom and one at Edmonds. 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.¹

With the foregoing as context, this report presents proposed lease rates and anticipated lease grant amounts for 2011 for tenants of the Edmonds and Holdom Community Resource Centres.

2.0 PROPOSED 2011 LEASE RATES

For 2010, the lease rate was set at \$11.57/square foot per annum for office space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 1.8 percent,

¹ 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: 2011 Lease Rates and Grants – Community Resource Centres
 2010 September 16..... Page 2

consistent with the projected inflation rate for 2011 (see *attached* Table 1). The change would result in a proposed lease rate of \$11.78/square foot per annum for office space.

3.0 ANTICIPATED 2011 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% of the lease costs depending on the level of service provided to Burnaby residents.

Anticipated 2011 lease grant amounts and resulting 2011 lease costs are outlined in Table 2 and 3 *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 application for 2011 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2011.

Summary Table

Funds for the anticipated 2011 lease grants will be included for consideration in the upcoming 2011 Provisional Operating Budget. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2011 lease rates and anticipated lease grants for tenants of the Edmonds and Holdom Resource Centres, based on current 2010 space allocations and the proposed 1.8 percent lease rate increase.

SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2010-2011)

Edmonds Neighbourhood Resource Centre	2010	2011	Resulting \$ Change 2010-2011
Lease Rates (before grants)	\$201,734.52	\$205,396.08	\$3,661.56
Lease Grants	\$ 85,571.72	\$ 87,124.88	\$1,553.16
Lease Revenues (after grants)	\$116,162.80	\$118,271.20	\$2,108.40
Holdom Community Resource Centre			
Lease Rates (before grants)	\$ 58,370.65	\$ 59,430.10	\$1,059.45
Lease Grants	\$ 29,185.33	\$ 29,715.05	\$ 529.72
Lease Revenues (after grants)	\$ 29,185.33	\$ 29,715.05	\$ 529.72
Total Revenue:	\$145,348.13	\$147,986.25	\$2,638.12

4.0 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2011 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 2011 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be invited to apply for 2011 lease grants. As part of the lease grant application process, tenants would be asked to provide information on their 2010 service activities, including the following:

To: Executive Committee
From: Director Planning & Building
Re: 2011 Lease Rates and Grants – Community Resource Centres
2010 September 16..... Page 3

- 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 2010 and 2011.

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.



B. Luksun, Director
PLANNING AND BUILDING

DP/sla/sa
Attachments

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

TABLE 1. PROPOSED 2011 LEASE RATES

RESOURCE CENTRES	2010 Leased Area* (sq. ft.)	2011 Leased Area* (sq.ft.)	2010 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	\$11.57	1.8%	\$11.78
Afghan Women's Sewing and Craft Cooperative/ Afghan Women's Support Society	864	864	\$11.57	1.8%	\$11.78
Burnaby School District	1,499	1,499	\$11.57	1.8%	\$11.78
Canadian Mental Health Association	1,506	1,506	\$11.57	1.8%	\$11.78
Canadian Red Cross Society - Burnaby Branch	1,500	1,500	\$11.57	1.8%	\$11.78
Deaf Children's Society of BC	2,290	2,290	\$11.57	1.8%	\$11.78
Immigrant Services Society of BC	1,167	1,167	\$11.57	1.8%	\$11.78
St. Matthew's Day Care Society	5,610	5,610	\$11.57	1.8%	\$11.78
TOTAL (Edmonds)	17,436	17,436			
Holdom Community Resource Centre					
Burnaby Family Life Institute	1,300	1,300	\$11.57	1.8%	\$11.78
Dixon Transition Society	464	464	\$11.57	1.8%	\$11.78
Burnaby Seniors Outreach Services Society	570	570	\$11.57	1.8%	\$11.78
Volunteer Burnaby	1,000	1,000	\$11.57	1.8%	\$11.78
Burnaby Community Connections	1,711	1,711	\$11.57	1.8%	\$11.78
TOTAL (Holdom)	5,045	5,045			
TOTAL RESOURCE CENTRES	22,481	22,481			

*Figures for leased area are based on current 2010 allocations.

TABLE 2. ANTICIPATED 2011 LEASE GRANTS

RESOURCE CENTRES	2011 Proposed Lease Rate (before grant) \$/Year	2011 Anticipated Lease Grant \$/Year	2011 Anticipated Lease Costs (after grant) \$/Year	2011 Anticipated Lease Eligibility Costs Offset (%)
Edmonds Neighbourhood Resource Centre				
Burnaby Family Life Institute	\$35,340.00	\$17,670.00	\$17,670.00	50%
Afghan Women's Sewing and Craft Cooperative/ Afghan Women's Support Society	\$10,177.92	\$5,088.96	\$5,088.96	50%
Burnaby School District	\$17,658.22	\$0.00	\$17,658.22	0%
Canadian Mental Health Association	\$17,740.88	\$8,870.34	\$8,870.34	50%
Canadian Red Cross Society - Burnaby Branch	\$17,670.00	\$8,835.00	\$8,835.00	50%
Deaf Children's Society of BC	\$26,976.20	\$6,744.05	\$20,232.15	25%
Immigrant Services Society of BC	\$13,747.26	\$6,873.63	\$6,873.63	50%
St. Matthew's Day Care Society	\$66,085.80	\$33,042.90	\$33,042.90	50%
TOTAL (Edmonds)	\$205,396.08	\$87,124.88	\$118,271.20	42.42%
Holdom Community Resource Centre				
Burnaby Family Life Institute	\$15,314.00	\$7,657.00	\$7,657.00	50%
Dixon Transition Society	\$5,465.92	\$2,732.96	\$2,732.96	50%
Burnaby Seniors Outreach Services Society	\$6,714.60	\$3,357.30	\$3,357.30	50%
Volunteer Burnaby	\$11,780.00	\$5,890.00	\$5,890.00	50%
Burnaby Community Connections	\$20,155.58	\$10,077.79	\$10,077.79	50%
TOTAL (Holdom)	\$59,430.10	\$29,715.05	\$29,715.05	50.00%
TOTAL RESOURCE CENTRES	\$264,826.18	\$116,839.93	\$147,986.25	44.12%

TABLE 3. RESULTING 2011 LEASE COSTS TO TENANTS (after grant)

RESOURCE CENTRES	2010 Lease Revenue (after grants) \$/Year	2011 Anticipated Lease Revenue (after grants) \$/Year	2010-2011 Anticipated Revenue Increase \$/Year	2010-2011 Anticipated Revenue Increase % / Year
Edmonds Neighbourhood Resource Centre				
Burnaby Family Life Institute	\$17,355.00	\$17,670.00	\$315.00	1.8%
Afghan Women's Sewing and Craft Cooperative/ Afghan Women's Support Society	\$4,998.24	\$5,088.96	\$90.72	1.8%
Burnaby School District	\$17,343.43	\$17,658.22	\$314.79	1.8%
Canadian Mental Health Association	\$8,712.21	\$8,870.34	\$158.13	1.8%
Canadian Red Cross Society - Burnaby Branch	\$8,677.50	\$8,835.00	\$157.50	1.8%
Deaf Children's Society of BC	\$19,871.48	\$20,232.15	\$360.67	1.8%
Immigrant Services Society of BC	\$6,751.10	\$6,873.63	\$122.53	1.8%
St. Matthew's Day Care Society	\$32,453.85	\$33,042.90	\$589.05	1.8%
TOTAL (Edmonds)	\$116,162.80	\$118,271.20	\$2,108.40	1.8%
Holdom Community Resource Centre*				
Burnaby Family Life Institute	\$7,520.50	\$7,657.00	\$136.50	1.8%
Dixon Transition Society	\$2,684.24	\$2,732.96	\$48.72	1.8%
Burnaby Seniors Outreach Services Society	\$3,297.45	\$3,357.30	\$59.85	1.8%
Volunteer Burnaby	\$5,785.00	\$5,890.00	\$105.00	1.8%
Burnaby Community Connections	\$9,898.14	\$10,077.79	\$179.65	1.8%
TOTAL (Holdom)	\$29,185.33	\$29,715.05	\$529.72	1.8%
TOTAL RESOURCE CENTRES	\$145,348.13	\$147,986.25	\$2,638.13	n/a