

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: REMAINDER 2013 LEASE GRANT FOR DIXON TRANSITION
SOCIETY**

RECOMMENDATION:

1. THAT Council approve the proposed remainder 2013 lease grant for the Dixon Transition Society, as *outlined* in Section 3.0 of this report.

REPORT

The Executive Committee of Council, at its meeting held on 2013 October 17, received and adopted the *attached* report proposing a lease grant for the remainder of 2013 (November and December) for space allocated to the Dixon Transition Society at Holdom Community Resource Center.

Respectfully submitted,

Councillor P. Calendino
Chair

Councillor P. McDonell
Vice Chair

Councillor D. Johnston
Member

Copied to:	City Manager Deputy City Managers Director Planning and Building Director Finance Chief Licence Inspector
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TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2013 September 30

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: REMAINDER 2013 LEASE GRANT FOR DIXON TRANSITION SOCIETY

PURPOSE: To propose a lease grant for the remainder of 2013 (November and December) for space allocated to the Dixon Transition Society at Holdom Community Resource Centre.

RECOMMENDATION:

1. **THAT** the Committee request Council to approve the proposed, remainder 2013 lease grant for the Dixon Transition Society, as outlined in *Section 3.0* of this report.

REPORT**1.0 INTRODUCTION**

In 1992 April, Council approved guidelines for the issuance of grants to offset lease rates for non-profit groups allocated space at the City's Community Resource Centres. In general, tenants at the resource centres can qualify for a grant to offset their lease costs depending on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of programs or services of the non-profit group are Burnaby residents, a tenant can qualify for a full lease grant to offset lease costs by 50 percent. Where 25 to 75 percent of service recipients are Burnaby residents, a group can qualify for a partial lease grant to offset costs by 25 percent.

At its meeting of 2012 July 16, Council approved recommendations from the Executive Committee of Council for 2013 lease rates. For 2013, the lease rate is \$12.19/sq. ft. per annum for program/office space at the Resource Centres. This report seeks approval of a lease grant for the remainder of 2013 (November and December) for the Dixon Transition Society for new space recently approved by Council for allocation to the organization at the Holdom Community Resource Centre.

2.0 BACKGROUND

The Holdom Community Resource Centre, located at 2120 Holdom Avenue, is a City-owned non-profit office space of 5,045 square feet (net floor area) in a mixed-use development. As approved by Council at its meeting on 2013 September 09, offices 204, 205, and 206 (1,469 sq. ft.) were allocated to the Dixon Transition Society (DTS), commencing 2013 November 01. The DTS is a Burnaby-based registered non-profit society that offers services focussed on women and children leaving abusive relationships, and helps them to build safe, healthy and productive lives.

The DTS currently occupies office 108 (464 sq. ft.) at the Holdom Community Resource Centre, for which it was awarded a 50% lease grant of \$2,828.08 for 2013. It has been a tenant in good standing since the Resource Centre was established in 2008, and will be vacating office 108 to take up its new space.

Based on its recently allocated space, the DTS applied (in 2013 September) and successfully demonstrated eligibility for a 50% lease grant, as upwards of 90% of their clientele are Burnaby residents.

3.0 PROPOSED REMAINDER LEASE GRANT

Table 1 below, indicates the proposed lease grant for space to be occupied for the remainder of 2013 (November and December) for the Dixon Transition Society, based on the approved guidelines.

Table 1.
Proposed Remainder Lease Grant (November and December 2013)
Dixon Transition Society - Holdom Community Resource Centre

RESOURCE CENTRES	2013	2013	2013	2013
	Remainder Lease Cost (before grant)	Proposed Remainder Lease Grant	Resulting Remainder Lease Costs (after grant)	Proposed Lease Support Offset (%)
<i>Holdom Community Resource Centre</i> Dixon Transition Society 1,469 sq. ft.	\$2,984.52	\$1,492.26	\$1,492.26	50%

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4.0 SUMMARY

Table 1 above, indicates the proposed lease grant for the remainder of 2013 for the Dixon Transition Society, based on the approved guidelines. The tenant has demonstrated eligibility for a 50% lease grant.

As such, it is recommended that the Committee request Council to approve the proposed, remainder 2013 lease grant for the non-profit Dixon Transition Society for their newly allocated space of 1,469 sq. ft. (offices 204, 205, and 206) at the Holdom Community Resource Centre.

With Council approval of the remainder 2013 lease grant, the Finance Department will adjust the monthly lease charges for the benefiting organization to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.



Lou Pelletier, Director
PLANNING AND BUILDING

RM:sla:sa

cc: City Manager
Deputy City Managers
Director Finance
Chief Licence Inspector
Acting City Clerk