
FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2015 BURNABY CHRISTMAS BUREAU PROGRAM

RECOMMENDATIONS:

1. THAT Council authorize staff to enter into a three month Facility Use Agreement with Burnaby Community Services at 7252 Kingsway for the 2015 Burnaby Christmas Bureau program.
2. THAT Council approve a grant, with a value of \$36,976 to support Burnaby Community Services, as outlined in this report.

REPORT

Burnaby City Council, at its Closed meeting held on 2015 October 26, received a report from the Financial Management Committee seeking Council's authorization to enter into a Facility Use Agreement with Burnaby Community Services for 7252 Kingsway.

Council reviewed the request for temporary use of 7252 Kingsway, including the terms of the Facility Use Agreement, and approved recommendations contained in the attached report.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Finance Director Engineering Director Planning & Building City Solicitor Chief Licence Inspector Risk Management Manager
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TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 October 14

FROM: DIRECTOR FINANCE

FILE: 9100-30

SUBJECT: 2015 BURNABY CHRISTMAS BUREAU PROGRAM

PURPOSE: To seek Council authorization to enter into a Facility Use Agreement with Burnaby Community Services for 7252 Kingsway.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize staff to enter into a three month Facility Use Agreement with Burnaby Community Services at 7252 Kingsway for the 2015 Burnaby Christmas Bureau program and;
2. **THAT** Council approve a grant, with a value of \$36,976 to support Burnaby Community Services as outlined in this report.

REPORT**1.0 BACKGROUND**

Staff have received a letter from Burnaby Community Services requesting the use of 7252 Kingsway for the Christmas Bureau Toy Room for the 2015 Christmas Bureau Program. For the last two years, the City approved the use of this building for this purpose. In 2014, the Bureau helped 3,150 people including 1,487 children and 137 seniors by distributing more than \$188,470 in donated gifts and hampers. The Toy Room was staffed by volunteers who assisted parents in finding gifts for their families. The Program makes Christmas a brighter experience for children and youth.

2.0 REQUEST FOR TEMPORARY USE

Since 7252 Kingsway remains vacant, staff support the City entering into a three month Facility Use Agreement with Burnaby Community Services for the period from 2015 November 01 through 2016 January 31 to accommodate the 2015 Burnaby Christmas Bureau. Similar to last year, the Bureau will use approximately 9,000 sq. ft. of the main floor with half of this area used to sort inventory and stock donated gifts, while the other half will be used as the “Toy Room”, where families can select gifts from display shelves. The surface parking spaces and a loading

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From: Director Finance
Re: 2015 BURNABY CHRISTMAS BUREAU PROGRAM
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Committee Meeting

area at the rear of the building will also be used by the Bureau. The current zoning of the site permits the use of the space by a non-profit organization.

3.0 TERMS OF FACILITY USE AGREEMENT

The terms of the Facility Use Agreement are proposed to include the following:

- The fixed term shall commence 2015 November 01 and terminate on 2016 January 31.
- Basic rent, which is valued at \$36,976 for the term shall be waived and considered an in-kind donation (a grant) by the City to Burnaby Community Services.
- The organization will give public recognition to the City of Burnaby for its generous support of the 2015 Bureau.
- The tenant shall be responsible for paying a proportionate share of gas and hydro charges based on the percentage of floor area (64.3%) occupied.
- The tenant shall be responsible for all charges with respect to the operation of the space, including telephone, cable, internet, security, janitorial/cleaning and garbage collection/removal.
- The tenant shall comply with the city's bylaws and insurance requirements.

4.0 CONCLUSION

It is recommended that the Financial Management Committee recommend Council authorize staff to enter into a three month Facility Use Agreement with Burnaby Community Services for the use of the main floor of the building and land at 7252 Kingsway. It is further recommended that Council approve a grant with a value of \$36,976 to support the Burnaby Community Services.



Denise Jorgenson
DIRECTOR FINANCE

DJ:DL /ml

Copied to: City Manager
Director Engineering
Director Planning and Building
City Solicitor
City Clerk
Chief Licence Inspector
Risk Management Manager