

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2016 October 13

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2017 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

PURPOSE: To propose 2017 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2017 lease grants for community resource centre tenants, as outlined in Table 1, *attached*, of this report.
2. **THAT** Council be requested to authorize staff to make the appropriate 2017 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.

REPORT**1.0 BACKGROUND**

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 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 2016 May 09, Council approved recommendations from the Executive Committee for 2017 lease rates and anticipated lease grant amounts for tenants at the Community Resource Centres. Council also approved a recommendation to distribute information on the approved 2017 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2017 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the anticipated lease grant amounts for 2017.

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2.0 PROPOSED 2017 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2017 based on the approved guidelines. All existing tenants, except for MOSAIC, have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2016 May 9 report approved by Council. MOSAIC'S lease grant is reduced from 50% to 25% for 2017 based on fewer than 75% of those serviced being Buranby residents.


Accordingly, it is recommended that Council be requested to approve the proposed 2017 lease grants for community resource centre tenants, as outlined in Table 1, *attached*. It is also recommended that Council be requested to authorize staff to make the appropriate 2017 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, and Pioneer Community Resource Centre tenants.

3.0 RECOGNITION OF CITY SUPPORT

As outlined in the City's Recognition Guidelines, updated in 2015 November, all tenants were requested to submit a minimum of three examples of recognition of the City's support through its lease grant program with their lease grant application. Tenants provided copies of their annual general reports or financial statements, links to recognition on their websites, and/or other recognition on various social media accounts, brochures, newsletters, office signage or other print materials. Several tenants had yet to publish their annual general reports at the time of submitting their lease grant application, but stated their commitment to include recognition of the City when publication occurs later this year. This year has been a transitional year in responding to the updated recognition guidelines and tenants submitted a wide variety of records related to City recognition that has been accomplished to date. This information was sufficient to support the proposed lease grant renewals.

4.0 NEXT STEPS

With Council approval of the 2017 lease grants, the Finance Department will adjust the monthly lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.


Lou Pelletier, Director
PLANNING AND BUILDING

CS:sa

Attachment

Copied to: City Manager
Deputy City Managers
Director Finance
Chief Licence Inspector
City Clerk

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TABLE 1 PROPOSED 2017 LEASE GRANTS

RESOURCE CENTRES	Leased Area* (sq. ft.)	2017 Approved Lease Rate Increase	2017 Lease Rate	2017 Proposed Lease Rates (before grant) \$/Year	2017 Anticipated Lease Grant \$/Year	2017 Anticipated Lease Revenues (after grant) \$/Year	2017 Anticipated Lease Support Offset (%)
Edmonds Neighbourhood Resource Centre							
Burnaby Family Life Institute	3,000	2.0%	\$13.07	\$39,210.00	\$19,605.00	\$19,605.00	50%
Afghan Women's Sewing and Craft Cooperative/	864	2.0%	\$13.07	\$11,292.48	\$5,646.24	\$5,646.24	50%
Afghan Women's Support Society	1,499	2.0%	\$13.07	\$19,591.93	\$0.00	\$19,591.93	0%
Burnaby School District	1,506	2.0%	\$13.07	\$19,683.42	\$9,841.71	\$9,841.71	50%
Canadian Mental Health Association	1,500	2.0%	\$13.07	\$19,605.00	\$4,901.25	\$14,703.75	25%
Canadian Red Cross Society - Burnaby Branch	2,290	2.0%	\$13.07	\$29,930.30	\$7,482.58	\$22,447.73	25%
Deaf Children's Society of BC	1,167	2.0%	\$13.07	\$15,252.69	\$7,626.35	\$7,626.35	50%
Immigrant Services Society of BC	5,610	2.0%	\$13.07	\$73,322.70	\$36,661.35	\$36,661.35	50%
St. Matthew's Day Care Society							
TOTAL (Edmonds)	17,436	2.0%	\$13.07	\$227,888.52	\$91,764.47	\$136,124.05	40.3%
Holdom Community Resource Centre							
Burnaby Family Life Institute	1,300	2.0%	\$13.07	\$16,991.00	\$8,495.50	\$8,495.50	50%
Dixon Transition Society	1,469	2.0%	\$13.07	\$19,199.83	\$9,599.92	\$9,599.92	50%
Community Living Society	1,276	2.0%	\$13.07	\$16,677.32	\$8,338.66	\$8,338.66	50%
Volunteer Burnaby	1,000	2.0%	\$13.07	\$13,070.00	\$6,535.00	\$6,535.00	50%
TOTAL (Holdom)	5,045	2.0%	\$13.07	\$65,938.15	\$32,969.08	\$32,969.08	50.0%
Brentwood Community Resource Centre							
Burnaby Community Services	1,808	2.0%	\$13.07	\$23,630.56	\$11,815.28	\$11,815.28	50%
Burnaby Meals on Wheels	797	2.0%	\$13.07	\$10,416.79	\$5,208.40	\$5,208.40	50%
Burnaby Seniors Outreach Services Society	189	2.0%	\$13.07	\$2,470.23	\$1,235.12	\$1,235.12	50%
YMCA of Greater Vancouver	2,018	2.0%	\$13.07	\$26,375.26	\$13,187.63	\$13,187.63	50%
MOSAIC	1,294	2.0%	\$13.07	\$16,912.58	\$4,228.15	\$12,684.44	25%
TOTAL (Brentwood)	6,106	2.0%	\$13.07	\$79,805.42	\$35,674.57	\$44,130.86	44.7%
Metrotown Community Resource Centre							
Burnaby Neighbourhood House	7,838	2.0%	\$13.07	\$102,442.66	\$51,221.33	\$51,221.33	50%
National Congress of Black Women Foundation	620	2.0%	\$13.07	\$8,103.40	\$2,025.85	\$6,077.55	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.0%	\$13.07	\$20,532.97	\$10,266.49	\$10,266.49	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.0%	\$13.07	\$12,913.16	\$6,456.58	\$6,456.58	50%
TOTAL (Metrotown)	11,017	2.0%	\$13.07	\$143,992.19	\$69,970.25	\$74,021.95	48.6%
Pioneer Community Resource Centre							
Burnaby Family Life Institute	3,057	2.0%	\$13.07	\$39,954.99	\$19,977.50	\$19,977.50	50%
Bunaby Hospice Society	1,647	2.0%	\$13.07	\$21,526.29	\$10,763.15	\$10,763.15	50%
TOTAL (Pioneer)	4,704	2.0%	\$13.07	\$61,481.28	\$30,740.64	\$30,740.64	50%
McKercher Community Resource Centre							
Burnaby Family Life Institute	2,500	2.0%	\$13.07		\$16,337.50	\$16,337.50	50%
TOTAL (McKercher)	2,500	2.0%	\$13.07	\$32,675.00	\$16,337.50	\$16,337.50	50%
TOTAL RESOURCE CENTRES	46,808	2.0%	\$13.07		\$277,456.50	\$334,324.07	45.4%