
TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 4

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2018 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

PURPOSE: To propose 2018 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 2018 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 2018 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 2017 May 09, Council approved recommendations from the Financial Management Committee for 2018 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 2018 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2018 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the anticipated lease grant amounts for 2018.

To: Financial Management Committee
From: Director Planning and Building
Re: 2018 Lease Grants - Community Resource Centres
2017 October 4..... Page 2

2.0 PROPOSED 2018 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2018 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 2017 May 09 report approved by Council. MOSAIC requested and qualified for a full (50%) lease grant this year based on an increase in the percentage of clients served (75%) being Burnaby residents.

Accordingly, it is recommended that Council be requested to approve the proposed 2018 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 2018 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 other recognition on various brochures, newsletters, program flyers, office signage or other print materials. Web recognition presented a challenge for some organizations, including those with national websites and smaller organizations who do not maintain active websites.

4.0 NEXT STEPS

With Council approval of the 2018 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 Manager
Director Public Safety and Community Services
Director Finance
Chief Licence Inspector
City Clerk

TABLE 1 PROPOSED 2018 LEASE GRANTS

RESOURCE CENTRES	Leased Area* (sq. ft.)	2018 Approved Lease Rate Increase	2018 Lease Rate	2018 Proposed Lease Rates (before grant) \$/Year	2018 Anticipated Lease Grant \$/Year	2018 Anticipated Lease Revenues (after grant) \$/Year	2018 Anticipated Lease Support Offset (%)
Edmonds Neighbourhood Resource Centre							
Burnaby Family Life Institute	3,000	2.0%	\$13.34	\$40,020.00	\$20,010.00	\$20,010.00	50%
Afghan Women's Support Society	864	2.0%	\$13.34	\$11,525.76	\$5,762.88	\$5,762.88	50%
Burnaby School District	1,499	2.0%	\$13.34	\$19,996.66	\$0.00	\$19,996.66	0%
Canadian Mental Health Association	1,506	2.0%	\$13.34	\$20,090.04	\$10,045.02	\$10,045.02	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.0%	\$13.34	\$20,010.00	\$5,002.50	\$15,007.50	25%
Deaf Children's Society of BC	2,290	2.0%	\$13.34	\$30,548.60	\$7,637.15	\$22,911.45	25%
Immigrant Services Society of BC	1,167	2.0%	\$13.34	\$15,567.78	\$7,783.89	\$7,783.89	50%
St. Matthew's Day Care Society	5,610	2.0%	\$13.34	\$74,837.40	\$37,418.70	\$37,418.70	50%
TOTAL (Edmonds)	17,436	2.0%	\$13.34	\$232,596.24	\$93,660.14	\$138,936.10	40.3%
Holdom Community Resource Centre							
Burnaby Family Life Institute	1,300	2.0%	\$13.34	\$17,342.00	\$8,671.00	\$8,671.00	50%
Dixon Transition Society	1,469	2.0%	\$13.34	\$19,596.46	\$9,798.23	\$9,798.23	50%
Community Living Society	1,276	2.0%	\$13.34	\$17,021.84	\$8,510.92	\$8,510.92	50%
Volunteer Burnaby	1,000	2.0%	\$13.34	\$13,340.00	\$6,670.00	\$6,670.00	50%
TOTAL (Holdom)	5,045	2.0%	\$13.34	\$67,300.30	\$33,650.15	\$33,650.15	50.0%
Brentwood Community Resource Centre							
Burnaby Community Services	1,808	2.0%	\$13.34	\$24,118.72	\$12,059.36	\$12,059.36	50%
Burnaby Meals on Wheels	797	2.0%	\$13.34	\$10,631.98	\$5,315.99	\$5,315.99	50%
Burnaby Seniors Outreach Services Society	189	2.0%	\$13.34	\$2,521.26	\$1,260.63	\$1,260.63	50%
YMCA of Greater Vancouver	2,018	2.0%	\$13.34	\$26,920.12	\$13,460.06	\$13,460.06	50%
MOSAIC	1,294	2.0%	\$13.34	\$17,261.96	\$8,630.98	\$8,630.98	50%
TOTAL (Brentwood)	6,106	2.0%	\$13.34	\$81,454.04	\$40,727.02	\$40,727.02	50.0%
Metrotown Community Resource Centre							
Burnaby Neighbourhood House	7,838	2.0%	\$13.34	\$104,558.92	\$52,279.46	\$52,279.46	50%
National Congress of Black Women Foundation	620	2.0%	\$13.34	\$8,270.80	\$2,067.70	\$6,203.10	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.0%	\$13.34	\$20,957.14	\$10,478.57	\$10,478.57	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.0%	\$13.34	\$13,179.92	\$6,589.96	\$6,589.96	50%
TOTAL (Metrotown)	11,017	2.0%	\$13.34	\$146,966.78	\$71,415.69	\$75,551.09	48.6%
Pioneer Community Resource Centre							
Burnaby Family Life Institute	3,057	2.0%	\$13.34	\$40,780.38	\$20,390.19	\$20,390.19	50%
Bunaby Hospice Society	1,647	2.0%	\$13.34	\$21,970.98	\$10,985.49	\$10,985.49	50%
TOTAL (Pioneer)	4,704	2.0%	\$13.34	\$62,751.36	\$31,375.68	\$31,375.68	50%
McKercher Community Resource Centre							
Burnaby Family Life Institute	2,500	2.0%	\$13.34	\$33,350.00	\$16,675.00	\$16,675.00	50%
TOTAL (McKercher)	2,500	2.0%	\$13.34	\$33,350.00	\$16,675.00	\$16,675.00	50%
TOTAL RESOURCE CENTRES	46,808	2.0%	\$13.34	\$624,418.72	\$287,503.68	\$336,915.04	46.0%