

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2018 LEASE GRANTS – COMMUNITY RESOURCE CENTRES**

**RECOMMENDATIONS:**

1. THAT Council approve the proposed 2018 lease grants for community resource centre tenants, as outlined in Table 1 (*attached*) of this report.
2. THAT Council authorize staff to make the appropriate 2018 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres tenants.

**REPORT**

The Financial Management Committee, at its meeting held on 2017 October 25, received and adopted the attached report proposing 2018 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Copied to:	City Manager Deputy City Manager Director Planning & Building Director Public Safety & Community Services Director Finance Chief Licence Inspector
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**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

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#### 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  
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## 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 (%)
<b>Edmonds Neighbourhood Resource Centre</b>							
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%
<b>TOTAL (Edmonds)</b>	<b>17,436</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$232,596.24</b>	<b>\$93,660.14</b>	<b>\$138,936.10</b>	<b>40.3%</b>
<b>Holdom Community Resource Centre</b>							
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%
<b>TOTAL (Holdom)</b>	<b>5,045</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$67,300.30</b>	<b>\$33,650.15</b>	<b>\$33,650.15</b>	<b>50.0%</b>
<b>Brentwood Community Resource Centre</b>							
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%
<b>TOTAL (Brentwood)</b>	<b>6,106</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$81,454.04</b>	<b>\$40,727.02</b>	<b>\$40,727.02</b>	<b>50.0%</b>
<b>Metrotown Community Resource Centre</b>							
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%
<b>TOTAL (Metrotown)</b>	<b>11,017</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$146,966.78</b>	<b>\$71,415.69</b>	<b>\$75,551.09</b>	<b>48.6%</b>
<b>Pioneer Community Resource Centre</b>							
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%
<b>TOTAL (Pioneer)</b>	<b>4,704</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$62,751.36</b>	<b>\$31,375.68</b>	<b>\$31,375.68</b>	<b>50%</b>
<b>McKercher Community Resource Centre</b>							
Burnaby Family Life Institute	2,500	2.0%	\$13.34	\$33,350.00	\$16,675.00	\$16,675.00	50%
<b>TOTAL (McKercher)</b>	<b>2,500</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$33,350.00</b>	<b>\$16,675.00</b>	<b>\$16,675.00</b>	<b>50%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>46,808</b>	<b>2.0%</b>	<b>\$13.34</b>	<b>\$624,418.72</b>	<b>\$287,503.68</b>	<b>\$336,915.04</b>	<b>46.0%</b>