

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 September 17

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2019 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

PURPOSE: To propose 2019 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 2019 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 2019 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 2018 March 26, Council approved recommendations from the Financial Management Committee for 2019 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 2019 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2019 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the lease grant amounts for 2019.

2.0 POLICY SECTION

The Community Resource Centre lease grants are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

A Connected Community

- Partnership – work collaboratively with businesses, educational institutions, associations, other communities and governments

An Inclusive Community

- Create a sense of community – provide opportunities that encourage and welcome all community members and create a sense of belonging

3.0 PROPOSED 2019 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2019 based on the approved guidelines. All existing tenants, with the exception of the YMCA, who will be vacating its space at Brentwood Community Resource Centre in 2018 December, have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2018 March 26 report approved by Council.¹

Accordingly, it is recommended that Council be requested to approve the proposed 2019 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 2019 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, and Pioneer Community Resource Centre tenants.

4.0 RECOGNITION OF CITY SUPPORT

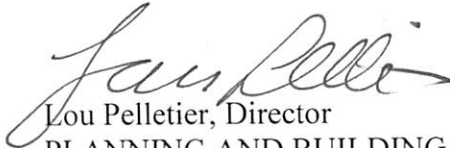
As outlined in the City's Recognition Guidelines, updated in 2015 November, all tenants were requested to submit a minimum of three examples of recognition of the City's support through its lease grant program with their lease grant application. Tenants provided copies of their annual general reports or financial statements, links to recognition on their websites, and other recognition on various brochures, promotional videos, newsletters, program flyers, office signage or other print materials.

¹ At the time of this report, the tenancy of the resulting vacant space at Brentwood Community Resource Centre remains to be established. The current tenants of the facility have indicated that they may apply for the vacant space and are exploring their financial means to do so. Staff will prepare a report for Committee and Council on any proposals for replacement tenancy. As the tenancy of this space is unknown at this time, a lease grant for the soon to be vacant space has not been accounted for in Table 1. Once Council has approved a new space allocation, the appropriate partial or full lease grant recommendation would also be presented for approval.

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5.0 NEXT STEPS

With Council approval of the 2019 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:sla

Attachment

cc: City Manager
Director Corporate Services
Director Finance
Chief Licence Inspector
City Clerk

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TABLE 1 PROPOSED 2019 LEASE GRANTS

RESOURCE CENTRES	Leased Area* (sq. ft.)	2019 Approved Lease Rate Increase	2019 Lease Rate	2019 Proposed Lease Rates (before grant) \$/Year	2019 Anticipated Lease Grant \$/Year	2019 Anticipated Lease Revenues (after grant) \$/Year	2019 Anticipated Lease Support Offset (%)
Edmonds Neighbourhood Resource Centre							
Burnaby Family Life Institute	3,000	2.2%	\$13.63	\$40,890.00	\$20,445.00	\$20,445.00	50%
Afghan Women's Support Society	864	2.2%	\$13.63	\$11,776.32	\$5,888.16	\$5,888.16	50%
Burnaby School District	1,499	2.2%	\$13.63	\$20,431.37	\$0.00	\$20,431.37	0%
Canadian Mental Health Association	1,506	2.2%	\$13.63	\$20,526.78	\$10,263.39	\$10,263.39	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.2%	\$13.63	\$20,445.00	\$5,111.25	\$15,333.75	25%
Deaf Children's Society of BC	2,290	2.2%	\$13.63	\$31,212.70	\$7,803.18	\$23,409.53	25%
Immigrant Services Society of BC	1,167	2.2%	\$13.63	\$15,906.21	\$7,953.11	\$7,953.11	50%
St. Matthew's Day Care Society	5,610	2.2%	\$13.63	\$76,464.30	\$38,232.15	\$38,232.15	50%
TOTAL (Edmonds)	17,436	2.2%	\$13.63	\$237,652.68	\$95,696.23	\$141,956.45	40.3%
Holdom Community Resource Centre							
Burnaby Family Life Institute	1,300	2.2%	\$13.63	\$17,719.00	\$8,859.50	\$8,859.50	50%
Dixon Transition Society	1,469	2.2%	\$13.63	\$20,022.47	\$10,011.24	\$10,011.24	50%
Community Living Society	1,276	2.2%	\$13.63	\$17,391.88	\$8,695.94	\$8,695.94	50%
Volunteer Burnaby	1,000	2.2%	\$13.63	\$13,630.00	\$6,815.00	\$6,815.00	50%
TOTAL (Holdom)	5,045	2.2%	\$13.63	\$68,763.35	\$34,381.68	\$34,381.68	50.0%
Brentwood Community Resource Centre							
Burnaby Community Services	1,808	2.2%	\$13.63	\$24,643.04	\$12,321.52	\$12,321.52	50%
Burnaby Meals on Wheels	797	2.2%	\$13.63	\$10,863.11	\$5,431.56	\$5,431.56	50%
Burnaby Seniors Outreach Services Society	189	2.2%	\$13.63	\$2,576.07	\$1,288.04	\$1,288.04	50%
Vacant as of 2018 December 31	2,018	2.2%	\$13.63	\$27,505.34	\$0.00	\$27,505.34	
MOSAIC	1,294	2.2%	\$13.63	\$17,637.22	\$8,818.61	\$8,818.61	50%
TOTAL (Brentwood)	6,106	2.2%	\$13.63	\$83,224.78	\$27,859.72	\$55,365.06	33.5%
Metrotown Community Resource Centre							
Burnaby Neighbourhood House	7,838	2.2%	\$13.63	\$106,831.94	\$53,415.97	\$53,415.97	50%
National Congress of Black Women Foundation	620	2.2%	\$13.63	\$8,450.60	\$2,112.65	\$6,337.95	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.2%	\$13.63	\$21,412.73	\$10,706.37	\$10,706.37	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.2%	\$13.63	\$13,466.44	\$6,733.22	\$6,733.22	50%
TOTAL (Metrotown)	11,017	2.2%	\$13.63	\$150,161.71	\$72,968.21	\$77,193.51	48.6%
Pioneer Community Resource Centre							
Burnaby Family Life Institute	3,057	2.2%	\$13.63	\$41,666.91	\$20,833.46	\$20,833.46	50%
Burnaby Hospice Society	1,647	2.2%	\$13.63	\$22,448.61	\$11,224.31	\$11,224.31	50%
TOTAL (Pioneer)	4,704	2.2%	\$13.63	\$64,115.52	\$32,057.76	\$32,057.76	50%
McKercher Community Resource Centre							
Burnaby Family Life Institute	2,500	2.2%	\$13.63	\$34,075.00	\$17,037.50	\$17,037.50	50%
TOTAL (McKercher)	2,500	2.2%	\$13.63	\$34,075.00	\$17,037.50	\$17,037.50	50%
TOTAL RESOURCE CENTRES	46,808	2.2%	\$13.63	\$637,993.04	\$280,001.09	\$357,991.95	43.9%