

**EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2021 LEASE GRANTS - COMMUNITY RESOURCE CENTRES**

**RECOMMENDATIONS:**

1. THAT Council approve the proposed 2021 lease grants for community resource centre tenants, as outlined in Schedule 1 of the report.
2. THAT Council authorize staff to make the appropriate 2021 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.
3. THAT Council authorize staff to transfer the tenant leases at Edmonds and Holdom Community Resource Centres from annual leases to five year leases to align with the leases at the other Centres.

**REPORT**

The Executive Committee of Council, at its meeting held on 2020 November 04, received and adopted the *attached* report proposing 2021 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres.

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Mayor M. Hurley  
Vice Chair

Copied to:	City Manager Director Planning & Building Director Corporate Services Director Finance Director Parks, Recreation & Cultural Services Director Public Safety & Community Services Chief Licence Inspector City Solicitor
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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2020 October 28

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 12000 10  
*Reference: Lease Grants*

**SUBJECT:** 2021 LEASE GRANTS – COMMUNITY RESOURCE CENTRES

**PURPOSE:** To propose 2021 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 2021 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 2021 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.
3. **THAT** Council be requested to authorize staff to transfer the tenant leases at Edmonds and Holdom Community Resource Centres from annual leases to five year leases to align with the leases at the other Centres.

### 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 2020 May 11, Council approved recommendations from the Executive Committee of Council for 2021 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 2021 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2021 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the anticipated lease grant amounts for 2021.

## 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
- **A Dynamic Community**
  - City facilities and infrastructure – Build and maintain infrastructure that meets the needs of our growing community

## 3.0 PROPOSED 2021 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2021 based on the approved guidelines. All existing tenants, with the exception of MOSAIC, have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2020 May 11 report approved by Council. MOSAIC has moved to a partial lease grant this year based on a decrease in the percentage of clients served over the past year being Burnaby residents.

Accordingly, it is recommended that Council be requested to approve the proposed 2021 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 2021 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, all tenants are requested to submit 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, or other print materials.

## 5.0 CHANGE TO LEASE TERM AT EDMONDS AND HOLDOM COMMUNITY RESOURCE CENTRES

Tenants at the Edmonds and Holdom Community Resource Centres continue to be subject to annual lease terms. The leases at all other Community Resource Centres have five year terms and the leases provide for an annual lease rate adjustment. Staff propose extending the tenants' leases at the Edmonds and Holdom Community Resource Centres to five year terms as at the other Community Resource Centers. If approved, the leases at these centres would be renewed for 2021 as five year leases.

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From: Director Planning and Building  
Re: 2021 Lease Grants - Community Resource Centres  
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## 6.0 NEXT STEPS

With Council approval of the 2021 lease grants, the Finance Department will adjust the monthly 2021 lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.



E. W. Kozak, Director  
PLANNING AND BUILDING

CS:sa

**Attachment**

cc: City Manager  
Director Corporate Services  
Director Finance  
Director Public Safety and Community Services

Chief Licence Inspector  
Acting City Clerk

Table 1: PROPOSED 2021 LEASE RATES

RESOURCE CENTRES	Leased Area (sq.ft.)	2021 Proposed Rate Increase	2021 Proposed Lease Rate	2021 Proposed Lease Rates (before grant) \$/Year	2021 Anticipated Lease Grant \$/Year	2021 Anticipated Lease Revenues (after grant) \$/Year	2021 Anticipated Lease Support Offset (%)
<b>Edmonds Neighbourhood Resource Centre</b>							
Burnaby Family Life	3,000	2.00%	\$14.18	\$42,540.00	\$21,270.00	\$21,270.00	50%
Afghan Women's Sewing and Craft Cooperative/Afghan Women's Support Society	349	2.00%	\$14.18	\$4,948.82	\$2,474.41	\$2,474.41	50%
Burnaby School District	1,499	2.00%	\$14.18	\$21,255.82	\$0.00	\$21,255.82	0%
Canadian Mental Health Association	1,506	2.00%	\$14.18	\$21,355.08	\$10,677.54	\$10,677.54	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.00%	\$14.18	\$21,270.00	\$5,317.50	\$15,952.50	25%
Deaf Children's Society of BC	2,290	2.00%	\$14.18	\$32,472.20	\$8,118.05	\$24,354.15	25%
Immigrant Services Society of BC	1,167	2.00%	\$14.18	\$16,548.06	\$8,274.03	\$8,274.03	50%
St. Matthew's Day Care Society	6,125	2.00%	\$14.18	\$86,852.50	\$43,426.25	\$43,426.25	50%
<b>TOTAL (Edmonds)</b>	<b>17,436</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$247,242.48</b>	<b>\$99,557.78</b>	<b>\$147,684.70</b>	<b>40.3%</b>
<b>Holdom Community Resource Centre</b>							
Burnaby Family Life	1,300	2.00%	\$14.18	\$18,434.00	\$9,217.00	\$9,217.00	50%
Dixon Transition Society	1,469	2.00%	\$14.18	\$20,830.42	\$10,415.21	\$10,415.21	50%
Community Living Society	1,276	2.00%	\$14.18	\$18,093.68	\$9,046.84	\$9,046.84	50%
Volunteer Burnaby	1,000	2.00%	\$14.18	\$14,180.00	\$7,090.00	\$7,090.00	50%
<b>TOTAL (Holdom)</b>	<b>5,045</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$71,538.10</b>	<b>\$35,769.05</b>	<b>\$35,769.05</b>	<b>50.0%</b>
<b>Brentwood Community Resource Centre</b>							
Burnaby Community Services	2,213	2.00%	\$14.18	\$31,380.34	\$15,690.17	\$15,690.17	50%
Burnaby Meals on Wheels	834	2.00%	\$14.18	\$11,826.12	\$5,913.06	\$5,913.06	50%
Burnaby Seniors Outreach Services Society	799	2.00%	\$14.18	\$11,329.82	\$5,664.91	\$5,664.91	50%
MOSAIC	2,260	2.00%	\$14.18	\$32,046.80	\$8,011.70	\$24,035.10	25%
<b>TOTAL (Brentwood)</b>	<b>6,106</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$86,583.08</b>	<b>\$35,279.84</b>	<b>\$51,303.24</b>	<b>40.7%</b>
<b>Metrotown Community Resource Centre</b>							
Burnaby Neighbourhood House	7,838	2.00%	\$14.18	\$111,142.84	\$55,571.42	\$55,571.42	50%
National Congress of Black Women Foundation	620	2.00%	\$14.18	\$8,791.60	\$2,197.90	\$6,593.70	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.00%	\$14.18	\$22,276.78	\$11,138.39	\$11,138.39	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.00%	\$14.18	\$14,009.84	\$7,004.92	\$7,004.92	50%
<b>TOTAL (Metrotown)</b>	<b>11,017</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$156,221.06</b>	<b>\$75,912.63</b>	<b>\$80,308.43</b>	<b>48.6%</b>
<b>Pioneer Community Resource Centre</b>							
Burnaby Family Life	3,057	2.00%	\$14.18	\$43,348.26	\$21,674.13	\$21,674.13	50%
Burnaby Hospice Society	1,647	2.00%	\$14.18	\$23,354.46	\$11,677.23	\$11,677.23	50%
<b>TOTAL (Pioneer)</b>	<b>4,704</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$66,702.72</b>	<b>\$33,351.36</b>	<b>\$33,351.36</b>	<b>50.0%</b>
<b>McKercher Community Resource Centre</b>							
Burnaby Family Life	2,500	2.00%	\$14.18	\$35,450.00	\$17,725.00	\$17,725.00	50%
<b>TOTAL (McKercher)</b>	<b>2,500</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$35,450.00</b>	<b>\$17,725.00</b>	<b>\$17,725.00</b>	<b>50.0%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>46,808</b>	<b>2.00%</b>	<b>\$14.18</b>	<b>\$663,737.44</b>	<b>\$297,595.66</b>	<b>\$366,141.78</b>	<b>44.8%</b>