

**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2021 September 28

**FROM:** DIRECTOR PLANNING AND BUILDING

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

**SUBJECT:** 2022 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

**PURPOSE:** To propose 2022 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 2022 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 2022 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 2021 June 14, Council approved recommendations from the Executive Committee of Council for 2022 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 2022 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2022 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the anticipated lease grant amounts for 2022.

## **2.0 POLICY SECTION.**

The Community Resource Centre lease rate and grant program is aligned with the following Council-adopted City policies and plans/strategies: *Corporate Strategic Plan* (2017); *Equity Policy* originally adopted (1994), updated policy adopted in (2020); and *Social Sustainability Strategy* (2011).

## **3.0 PROPOSED 2022 LEASE GRANTS**

Table 1, *attached*, indicates the proposed lease grants for 2022 based on the approved guidelines. At the 2021 June 9 meeting, Council approved the recommendation to use the 2021 lease rate of \$14.18/square foot per annum for 2022 (i.e., no increase in rent) to recognize the financial impact that the ongoing pandemic has had upon non-profit tenants of the Community Resource Centres<sup>1</sup>. All existing tenants have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2021 May 25 report approved by Council.

Accordingly, it is recommended that Council be requested to approve the proposed 2022 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 2022 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 NEW COMMUNITY RESOURCE CENTRE SPACE**

As reported to Council at its 2021 May 10 meeting, the City will receive a new community amenity space at 2038 Rosser Avenue (in the Solo District development). As approved by Council, the space will be included in the City's Community Resource Centre portfolio and lease grant program. A Request for Proposal process is currently underway to select a tenant for the space. It is anticipated that staff will report to the Social Planning Committee and Council on a proposed tenant for the space in 2021 November. Staff will also report to the Executive Committee and

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<sup>1</sup> Across B.C., non-profit organizations have felt severe financial impacts due to the pandemic. Based on a February 2021 report by Vantage Point (with the Victoria and Vancouver Foundations, 15-19% of B.C. non-profits face closure and 23% feel they may not last more than 6 months. Almost 40% also anticipate the need to lay off staff (or have done so already). The volunteer support upon which non-profit organizations rely has also been reduced, as individuals self-isolate and organizations work to reduce risk. Approximately 74% of non-profits are experiencing a decrease in revenue from fundraising (individual or corporate donations), while a number of governmental funding streams have had decisions to award delayed or cancelled. This financial uncertainty is also impacting Burnaby non-profits, with some pursuing organizational shifts or mergers as a result. For a full copy of the report results, please visit: <https://thevantagepoint.ca/unraveling/>

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Council on a proposed lease grant for the selected tenant, based on the lease grant eligibility criteria.

## 6.0 NEXT STEPS

With Council approval of the 2022 lease grants as outlined in Table 1 *attached*, the Finance Department will adjust the monthly 2022 lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.



for: E. W. Kozak, Director  
PLANNING AND BUILDING

KO:sa

*Attachment*

Copied to:	Chief Administrative Officer	Chief Licence Inspector
	Deputy Chief Administrative Officer and Chief Financial Officer	City Clerk
	Director Corporate Services	
	Director Public Safety and Community Services	

Table 1: PROPOSED 2022 LEASE RATES

RESOURCE CENTRES	2022 Leased Area (sq.ft.)	2022 Proposed Rate Increase (No increase)	2022 Approved Lease Rate (Same as 2021)	2022 Anticipated Lease Revenues (before grant) \$/Year	2022 Anticipated Lease Support Offset (%)	2022 Anticipated Lease Grant \$/Year	2022 Anticipated Lease Revenues (after grant) \$/Year
<b>Edmonds Neighbourhood Resource Centre</b>							
Burnaby Family Life	3,000	0.00%	\$14.18	\$42,540.00	50%	\$21,270.00	\$21,270.00
Afghan Women's Sewing and Craft Cooperative/Afghan Women's Support Society	349	0.00%	\$14.18	\$4,948.82	50%	\$2,474.41	\$2,474.41
Burnaby School District	1,499	0.00%	\$14.18	\$21,255.82	0%	\$0.00	\$21,255.82
Canadian Mental Health Association	1,506	0.00%	\$14.18	\$21,355.08	50%	\$10,677.54	\$10,677.54
Canadian Red Cross Society - Burnaby Branch	1,500	0.00%	\$14.18	\$21,270.00	25%	\$5,317.50	\$15,952.50
Deaf Children's Society of BC	2,290	0.00%	\$14.18	\$32,472.20	25%	\$8,118.05	\$24,354.15
Immigrant Services Society of BC	1,167	0.00%	\$14.18	\$16,548.06	50%	\$8,274.03	\$8,274.03
St. Matthew's Day Care Society	6,125	0.00%	\$14.18	\$86,852.50	50%	\$43,426.25	\$43,426.25
<b>TOTAL (Edmonds)</b>	<b>17,436</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$247,242.48</b>	<b>40.3%</b>	<b>\$99,557.78</b>	<b>\$147,684.70</b>
<b>Holdom Community Resource Centre</b>							
Burnaby Family Life	1,300	0.00%	\$14.18	\$18,434.00	50%	\$9,217.00	\$9,217.00
Dixon Transition Society	1,469	0.00%	\$14.18	\$20,830.42	50%	\$10,415.21	\$10,415.21
Community Living Society	1,276	0.00%	\$14.18	\$18,093.68	50%	\$9,046.84	\$9,046.84
Volunteer Burnaby	1,000	0.00%	\$14.18	\$14,180.00	50%	\$7,090.00	\$7,090.00
<b>TOTAL (Holdom)</b>	<b>5,045</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$71,538.10</b>	<b>50.0%</b>	<b>\$35,769.05</b>	<b>\$35,769.05</b>
<b>Brentwood Community Resource Centre</b>							
Burnaby Community Services	2,213	0.00%	\$14.18	\$31,380.34	50%	\$15,690.17	\$15,690.17
Burnaby Meals on Wheels	834	0.00%	\$14.18	\$11,826.12	50%	\$5,913.06	\$5,913.06
Burnaby Seniors Outreach Services Society	799	0.00%	\$14.18	\$11,329.82	50%	\$5,664.91	\$5,664.91
MOSAIC	2,260	0.00%	\$14.18	\$32,046.80	25%	\$8,011.70	\$24,035.10
<b>TOTAL (Brentwood)</b>	<b>6,106</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$86,583.08</b>	<b>40.7%</b>	<b>\$35,279.84</b>	<b>\$51,303.24</b>
<b>Metrotown Community Resource Centre</b>							
Burnaby Neighbourhood House	7,838	0.00%	\$14.18	\$111,142.84	50%	\$55,571.42	\$55,571.42
National Congress of Black Women Foundation	620	0.00%	\$14.18	\$8,791.60	25%	\$2,197.90	\$6,593.70
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	0.00%	\$14.18	\$22,276.78	50%	\$11,138.39	\$11,138.39
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	0.00%	\$14.18	\$14,009.84	50%	\$7,004.92	\$7,004.92
<b>TOTAL (Metrotown)</b>	<b>11,017</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$156,221.06</b>	<b>48.6%</b>	<b>\$75,912.63</b>	<b>\$80,308.43</b>
<b>Pioneer Community Resource Centre</b>							
Burnaby Family Life	3,057	0.00%	\$14.18	\$43,348.26	50%	\$21,674.13	\$21,674.13
Burnaby Hospice Society	1,647	0.00%	\$14.18	\$23,354.46	50%	\$11,677.23	\$11,677.23
<b>TOTAL (Pioneer)</b>	<b>4,704</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$66,702.72</b>	<b>50.0%</b>	<b>\$33,351.36</b>	<b>\$33,351.36</b>
<b>McKercher Community Resource Centre</b>							
Burnaby Family Life	2,500	0.00%	\$14.18	\$35,450.00	50%	\$17,725.00	\$17,725.00
<b>TOTAL (McKercher)</b>	<b>2,500</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$35,450.00</b>	<b>50.0%</b>	<b>\$17,725.00</b>	<b>\$17,725.00</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>46,808</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$663,737.44</b>	<b>44.8%</b>	<b>\$297,595.66</b>	<b>\$366,141.78</b>