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**EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2023 LEASE GRANTS – COMMUNITY RESOURCE CENTRE**

**RECOMMENDATIONS:**

1. THAT Council approve the proposed 2023 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 2023 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centre tenants.

**REPORT**

Executive Committee of Council, at the Open meeting held on 2022 September 06, received and adopted the *attached* report proposing 2023 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centres.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor M. Hillman  
Vice Chair

Copied to: Chief Administrative Officer Acting CFO GM Corporate Services GM Community Safety GM Planning and Building GM Lands and Facilities Chief License Inspector City Solicitor
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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2022 August 24

**FROM:** GENERAL MANAGER  
PLANNING AND DEVELOPMENT

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

**SUBJECT:** 2023 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

**PURPOSE:** To propose 2023 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** Council be requested to approve the proposed 2023 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 2023 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman 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 2022 April 25, Council approved recommendations from the Executive Committee of Council for 2023 lease rates and anticipated lease grant amounts for tenants at the Community Resource Centres. Council also directed staff to distribute information on the approved 2023 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2023 lease grants. This report confirms the anticipated lease grant amounts for 2023 based on the applications received.

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From: General Manager Planning and Development  
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## 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* (2022), *Equity Policy* (2020) and *Social Sustainability Strategy* (2011).

## 3.0 PROPOSED 2023 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2023 based on the approved guidelines. At the 2022 April 25, Council approved the recommendation to continue the 2021 lease rate of \$14.18/square foot per annum for 2023 (i.e., no increase in rent) to recognize the financial impacts of the COVID-19 pandemic<sup>1</sup> and inflationary pressures<sup>2</sup> experienced by the non-profit sector over the past two years. All existing tenants have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2022 April 25 report approved by Council.

Accordingly, it is recommended that Council be requested to approve the proposed 2023 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 2023 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman 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 NEXT STEPS

With Council approval of the 2023 lease grants as outlined in Table 1 *attached*, the Finance Department will adjust the monthly 2023 lease charges for the benefiting organizations to reflect

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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 faced closure and 23% felt they may not last more than 6 months. Almost 40% also anticipated 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 have experienced 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, visit: <https://thevantagepoint.ca/blog/unraveling>

<sup>2</sup> The annual lease rate increase is typically set consistent with the core Consumer Price Index (CPI) inflation rate. It is noted that in non-pandemic circumstances, the lease rate averaged an annual increase of approximately 2.0%. A higher inflation rate is forecast for 2023. The annual core CPI was 2.3% in 2021 and forecasted at 3.0% for 2022 (As provided by the Finance Department, based on information released by the Royal Bank of Canada).

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the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.



E.W. Kozak, General Manager  
PLANNING AND DEVELOPMENT

KO:sa  
*Attachment*

Copied to: Chief Administrative Officer  
Acting Chief Financial Officer  
General Manager Corporate Services  
General Manager Community Safety  
General Manager Lands and Facilities  
Chief Licence Inspector  
City Clerk

Table 1: PROPOSED 2023 LEASE RATES

RESOURCE CENTRES	Leased Area (sq.ft.)	2023 Proposed Rate Increase (No increase)	2023 Proposed Lease Rate (Same as 2022)	2023 Anticipated Lease Revenues (before grant) \$/Year	2023 Anticipated Lease Support Offset (%)	2023 Anticipated Lease Grant \$/Year	2023 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>Celeste Redman Community Resource Centre [NEW]</b>							
Cameray Child & Family Services	4,231	0.00%	\$14.18	\$59,995.58	50%	\$29,997.79	\$29,997.79
<b>TOTAL (Celeste Redman)</b>	<b>4,231</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$59,995.58</b>	<b>50.0%</b>	<b>\$29,997.79</b>	<b>\$29,997.79</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>51,039</b>	<b>0.00%</b>	<b>\$14.18</b>	<b>\$723,733.02</b>	<b>45.3%</b>	<b>\$327,593.45</b>	<b>\$396,139.57</b>