
EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: COMMUNITY RESOURCE CENTRES – 2024 LEASE RATES AND GRANTS

RECOMMENDATION:

THAT a proposed 2024 lease rate of \$15.09 per square foot per annum for space in the City's community resource centres, as presented in Section 3.0 of the report titled "Community Resource Centres: 2024 Lease Rates and Grants" dated November 1, 2023, be approved;

THAT the proposed 2024 lease grants for community resource centre tenants as outlined in Section 4.0 of the report titled "Community Resource Centres: 2024 Lease Rates and Grants" dated November 1, 2023, be approved;

THAT staff be authorized to make the appropriate 2024 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centre tenants; and

THAT the information on the approved 2024 lease rate and grants be distributed to Resource Centre tenants.

REPORT

The Executive Committee of Council, at its Open meeting held on November 1, 2023, received and adopted the *attached* report presenting proposed 2024 lease rates and lease grants for non-profit tenants at all City-owned community resource centres.

On behalf of Executive
Committee of Council,

Councillor S. Dhaliwal
Chair

Councillor R. Lee
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)

FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT

SUBJECT: COMMUNITY RESOURCE CENTRES: 2024 LEASE RATES AND GRANTS

PURPOSE: To present proposed 2024 lease rates and lease grants for non-profit tenants at all City-owned community resource centres.

RECOMMENDATIONS

THAT Council approve a proposed 2024 lease rate of \$15.09 per square foot per annum for space in the City's community resource centres, as presented in Section 3.0 of the report titled "Community Resource Centres: 2024 Lease Rates and Grants" dated November 1, 2023;

THAT Council approve the proposed 2024 lease grants for community resource centre tenants as outlined in Section 4.0 of the report titled "Community Resource Centres: 2024 Lease Rates and Grants" dated November 1, 2023;

THAT Council authorize staff to make the appropriate 2024 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centre tenants; and

THAT the information on the approved 2024 lease rate and grants be distributed to Resource Centre tenants.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

I concur with the recommendations of the General Manager Planning and Development.

INTRODUCTION

The purpose of this report is to present the proposed 2024 lease rates and lease grants for tenants of the City's community resource centres:

- Brentwood Community Resource Centre, 2055 Rosser Avenue;
- Celeste Redman Community Resource Centre, 2038 Rosser Avenue;
- Edmonds Community Resource Centre, 7355 Canada Way;
- Holdom Community Resource Centre, 2120 Holdom Avenue;
- McKercher Community Resource, 6140 McKercher Avenue;
- Metrotown Community Resource Centre, 4460 Beresford Street; and
- Pioneer Community Resource Centre, 4535 Kingsway.

1.0 POLICY SECTION

The community resource centre lease rate and grant program is aligned with the following Council-adopted policies and plans/strategies:

- *Corporate Strategic Plan (2022)*;
- *Equity Policy (2020)*; and
- *Social Sustainability Strategy (2011)*.

2.0 BACKGROUND

In April 1992, Council approved guidelines for the establishment of lease rates and the issuance of lease grants to non-profit community groups occupying space at designated City-owned community resource centres. The guidelines consist of two key components:

- a) annual adjustments for inflation to established lease rates, and
- b) establishment of a mechanism for the provision of offsetting grants, representing 25% to 50% of lease costs, for qualifying tenant organizations¹.

At its meeting on May 11, 2020, Council approved the 2021 lease rate of \$14.18/square foot per annum. Thereafter, Council, at its meetings on June 14, 2021 and April 25, 2022, approved maintaining the 2021 lease rate (\$14.18/square foot per annum) for the 2022 and 2023 calendar years. This decision reflected and acknowledged a number of challenges experienced by the non-profit sector, including the financial and other impacts of the COVID-19 pandemic.

This report proposes an increase to the lease rate for the upcoming 2024 calendar year, as well as lease grants for non-profit groups at designated City-owned community resource centres.

3.0 PROPOSED 2024 LEASE RATES

3.1 Lease Rate Calculations

Historically, the annual lease rate increase for City-owned community resource centres has been set to match the core Consumer Price Index² (CPI) inflation rate. The standard lease rate, with the exception of the past three years, averaged an annual increase of approximately 2.0% (as provided by the City’s Finance Department, based on the information released by the Royal Bank of Canada).

In 2022, the Finance department developed and updated a CPI Policy and guideline to establish a singular point of reference for Consumer Price Indexes for all City

¹ A lease grant offset of 25% is available to agencies for which between 25% and 75% of their constituency consists of Burnaby residents. A lease grant offset of 50% is available to agencies for which over 75% of their constituency consists of Burnaby residents.

² ‘Consumer Price Index (CPI)’ is the measure of the annual average change in the level of prices of goods and services in an economy; this index is often used to account for inflation.

departments. In alignment to the new City standard, the CPI inflation rate moving forward will be based on the Vancouver Headline five-year Average³ for this program.

3.2 Proposed Lease Rate for 2024

Using the City's standard as mentioned above, it is proposed that the lease rate for the coming 2024 calendar year increase by 6.41% to align with the CPI inflation rates for the 2022 and 2023 years. This is based on the Vancouver Headline 5-year Average CPI inflation rate of 3.20% for 2022, and the estimated increase of 3.21% for 2023⁴. As a result, the lease rate for 2024 would increase from \$14.18 to \$15.09 per square foot per annum. A summary table of the proposed lease rate changes is attached (see Attachment 1).

4.0 PROPOSED 2024 LEASE GRANTS

4.1 Lease Grant Applications and Permissive Tax Exemption

In the past, staff had heard from resource centre tenants that having to complete both a permissive tax exemption application and a lease grant application is confusing, particularly since both applications ask similar questions. In response, and to streamline the process, staff have consolidated the two applications into one combined application form. The combined application form only applies to community resource centre tenants and the deadline to submit information for the lease grant is now aligned with the permissive tax exemption application deadline of June 30 of each year.

4.2 Proposed Lease Grants

The deadline for the combined lease grant and permissive tax exemption application for 2024 was on June 30, 2023, and staff have since reviewed the applications submitted by resource centre tenants. All existing tenants have requested and demonstrated eligibility for the same percentage and total amount of lease grant support as anticipated. A summary table of the proposed lease grants is also included in Attachment 1. Should the proposed lease rate and lease grants be approved, the City would be distributing \$350,721.89 in lease grants, and receiving net lease revenue (after lease grant) of \$418,521.04 for 2024.

Based on the above, it is recommended that Council approve the proposed 2024 lease grants for community resource centres and authorize staff to make appropriate 2024 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, Pioneer and Celeste Redman Community Resource Centre tenants.

4.3 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

³ The 'Vancouver Headline five-year average' is a calculation rate using the CPI average of the last four fiscal years and the current year projection in Vancouver. 'Headline' is a type of CPI index reference that accounts for the average of prices for all baskets of goods and services.

⁴ Estimate taken at the second quarter of 2023.

financial statements, links to recognition on their websites, and other recognition on various brochures, newsletters, program flyers, or other print materials.

5.0 COMMUNITY RESOURCE CENTRE LEASE MODEL REVIEW UPDATE

At its meeting on April 25, 2022, Council authorized staff to initiate a review of the City lease rate and grant program to determine the most cost-effective model for the operations of the community resource centres for both the City and tenants. A staff working group is underway to review the lease model and is planning to report back by the end of 2023, including implementation of any upcoming proposed changes. While the review continues, the continued setting of an annual lease rate and associated grant approval process is necessary to ensure that the tenants can receive adequate notice and budget accordingly for their rents in the upcoming 2024 calendar year.

6.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

In October 2023, a letter was delivered to the tenants to provide notice of the proposed 2024 lease rates and grants. Should the proposed 2024 lease rate and grants be approved, the City would communicate this information and make lease renewal arrangements to the community resource centre tenants as has been done in prior years.

7.0 FINANCIAL CONSIDERATIONS

The City’s 2024-2028 Financial Plan will reflect the recommendations as outlined in this report.

Respectfully submitted,

E.W. Kozak, General Manager Planning and Development

ATTACHMENTS

Attachment 1 – Proposed 2024 Community Resource Centre Lease Rates and Grants

REPORT CONTRIBUTORS

This report was prepared by Kai Okazaki, Planner 2, and reviewed by Margaret Manifold, Planner 3, Richard Rowley, Director Finance Revenue Services, Sarah Alexander, Director Real Estate and Business Operations and Lee-Ann Garnett, Deputy General Manager Planning and Development. Attachment of this report was prepared by Manuela Ciric, Real Property Administrator.

PROPOSED 2024 RESOURCE CENTRES LEASE RATES AND LEASE GRANTS

RESOURCE CENTRES	2024 Proposed Rate Increase	2024 Proposed Lease Rate	Leased Area Sq.Ft	2024 Anticipated Lease Rev. (before grant) \$/Year	2024 Anticipated Lease Support Offset %	2024 Anticipated Lease Grant \$/Year	2024 Anticipated Lease Rev. (after grant) \$/Year	2024 Anticipated Lease Rev. (after grant) \$/Month
EDMONDS NEIGHBOURHOOD RESOURCE CENTRE - 7355 CANADA WAY								
ST MATTHEWS DAY CARE SOCIETY Units:100,101,102,103,107,108 & 206	6.41%	\$ 15.09	6,125	\$ 92,426.25	50%	-\$ 46,213.14	\$ 46,213.11	\$ 3,851.10
BURNABY FAMILY LIFE INSTITUTE Units:104,203,204 & 205	6.41%	\$ 15.09	3,000	\$ 45,270.00	50%	-\$ 22,635.00	\$ 22,635.00	\$ 1,886.26
CANADIAN RED CROSS SOCIETY Units:105 & 106	6.41%	\$ 15.09	1,438	\$ 21,699.42	25%	-\$ 5,424.86	\$ 16,274.56	\$ 1,356.22
CANADIAN MENTAL HEALTH ASSOCIATION Unit 109	6.41%	\$ 15.09	1,506	\$ 22,725.54	50%	-\$ 11,362.77	\$ 11,362.77	\$ 946.90
DEAF CHILDREN'S SOCIETY OF BC Units: 200 & 201	6.41%	\$ 15.09	2,290	\$ 34,556.10	25%	-\$ 8,639.03	\$ 25,917.07	\$ 2,159.75
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO 41 Units: 202 & 209	6.41%	\$ 15.09	1,499	\$ 22,619.91	0%	\$ -	\$ 22,619.91	\$ 1,884.99
IMMIGRANT SERVICES SOCIETY OF BC Unit: 207	6.41%	\$ 15.09	1,167	\$ 17,610.03	50%	-\$ 8,805.02	\$ 8,805.01	\$ 733.75
AFGHAN WOMEN'S SUPPORT SOCIETY Unit: 210	6.41%	\$ 15.09	349	\$ 5,266.41	50%	-\$ 2,633.21	\$ 2,633.20	\$ 219.44
TOTAL EDMONDS	6.41%	\$ 15.09	17,374	\$ 262,173.66	37.50%	-\$ 105,713.03	\$ 156,460.63	\$ 13,038.41
HOLDOM COMMUNITY RESOURCE CENTRE - 2101 HOLDOM AVENUE								
BURNABY FAMILY LIFE INSTITUTE Units:101,102,103 & 104	6.41%	\$ 15.09	1,300	\$ 19,617.00	50%	-\$ 9,808.51	\$ 9,808.49	\$ 817.37
COMMUNITY LIVING SOCIETY Units:105, 106,107,108 & 201	6.41%	\$ 15.09	1,276	\$ 19,254.84	50%	-\$ 9,627.43	\$ 9,627.41	\$ 802.27
VOLUNTEER BURNABY Units: 202 & 203	6.41%	\$ 15.09	1,000	\$ 15,090.00	50%	-\$ 7,545.01	\$ 7,544.99	\$ 628.75
DIXON TRANSITION SOCIETY Unit: 204, 205 & 206	6.41%	\$ 15.09	1,469	\$ 22,167.21	50%	-\$ 11,083.62	\$ 11,083.59	\$ 923.63
TOTAL HOLDOM	6.41%	\$ 15.09	5,045	\$ 76,129.05	50%	-\$ 38,064.57	\$ 38,064.48	\$ 3,172.02
MCKERCHER COMMUNITY RESOURCE CENTRE - 6140 MCKERCHER AVE								
BURNABY FAMILY LIFE INSTITUTE Unit: n/a	6.41%	\$ 15.09	2,500	\$ 37,725.00	50%	-\$ 18,862.50	\$ 18,862.50	\$ 1,571.87
TOTAL MCKERCHER	6.41%	\$ 15.09	2,500	\$ 37,725.00	50%	-\$ 18,862.50	\$ 18,862.50	\$ 1,571.87
BRENTWOOD COMMUNITY RESOURCE CENTRE - 2055 ROSSER AVENUE								
BURNABY COMMUNITY SERVICES SOCIETY Unit:1	6.41%	\$ 15.09	2,213	\$ 33,394.17	50.0%	-\$ 16,697.09	\$ 16,697.08	\$ 1,391.43
BURNABY MEALS ON WHEELS SOCIETY Unit 2	6.41%	\$ 15.09	834	\$ 12,585.06	50.0%	-\$ 6,292.53	\$ 6,292.53	\$ 524.38
MOSAIC - MULTILINGUAL ORIENTATION SERVICE ASSOCIATION Unit:4	6.41%	\$ 15.09	2,260	\$ 34,103.40	25.0%	-\$ 8,525.85	\$ 25,577.55	\$ 2,131.46
BURNABY SENIORS OUTREACH SERVICES SOCIETY Unit:5	6.41%	\$ 15.09	799	\$ 12,056.91	50.0%	-\$ 6,028.46	\$ 6,028.45	\$ 502.37
TOTAL BRENTWOOD	6.41%	\$ 15.09	6,106	\$ 92,139.54	43.75%	-\$ 37,543.93	\$ 54,595.61	\$ 4,549.64
METROTOWN COMMUNITY RESOURCE CENTRE - 4460 BERESFORD ST.								
BURNABY NEIGHBOURHOOD HOUSE SOCIETY Unit:1 & 4	6.41%	\$ 15.09	8,458	\$ 127,631.22	50%	-\$ 63,815.61	\$ 63,815.61	\$ 5,317.97
BC CENTRE FOR ABILITY ASSOCIATION Unit: 2	6.41%	\$ 15.09	1,571	\$ 23,706.39	50%	-\$ 11,853.20	\$ 11,853.19	\$ 987.76
YMCA OF GREATER VANCOUVER Unit: 3	6.41%	\$ 15.09	988	\$ 14,908.92	50%	-\$ 7,454.46	\$ 7,454.46	\$ 621.20
TOTAL METROTOWN	6.41%	\$ 15.09	11,017	\$ 166,246.53	50%	-\$ 83,123.27	\$ 83,123.26	\$ 6,926.93
PIONEER COMMUNITY RESOURCE CENTRE - 4535 KINGSWAY								
BURNABY HOSPICE SOCIETY Unit 101	6.41%	\$ 15.09	1,647	\$ 24,853.23	50%	-\$ 12,426.62	\$ 12,426.61	\$ 1,035.55
BURNABY FAMILY LIFE INSTITUTE Unit 201	6.41%	\$ 15.09	3,057	\$ 46,130.13	50%	-\$ 23,065.07	\$ 23,065.06	\$ 1,922.09
TOTAL PIONEER	6.41%	\$ 15.09	4,704	\$ 70,983.36	50%	-\$ 35,491.69	\$ 35,491.67	\$ 2,957.64
CELESTE REDMAN COMMUNITY RESOURCE CENTRE - 2038 ROSSER AVE.								
CAMERAY CHILD & FAMILY SERVICES Unit n/a	6.41%	\$ 15.09	4,231	\$ 63,845.79	50%	-\$ 31,922.90	\$ 31,922.89	\$ 2,660.24
TOTAL CELESTE	6.41%	\$ 15.09	4,231	\$ 63,845.79	50%	-\$ 31,922.90	\$ 31,922.89	\$ 2,660.24
TOTAL RESOURCE CENTRES	6.41%	\$15.09	50,977	\$ 769,242.93	44.57%	-\$ 350,721.89	\$ 418,521.04	\$ 34,876.75