

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: 2012 LEASE RATES AND GRANTS - COMMUNITY RESOURCE
CENTRES**

RECOMMENDATIONS:

1. THAT Council approve the proposed 2012 lease rates for Resource Centre tenants, as presented in Section 2.0 of this report.
2. THAT information on the approved 2012 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. THAT Resource Centre tenants, which meet the grant eligibility criteria established by Council, be invited to make an application for 2012 lease grants.

REPORT

The Executive Committee of Council, at its meeting held on 2011 September 15, received and adopted the attached report proposing lease rates and anticipated lease grants for 2012 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

Respectfully submitted,

Councillor N. Volkow
Chair

Councillor P. Calendino
Vice Chair

Councillor P. McDonell
Member

| | |
|------------|---|
| Copied to: | City Manager Deputy City Managers Director Planning & Building Director Finance Director Parks, Recr. & Cult. Services Director Engineering Chief Licence Inspector |
|------------|---|

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE

DATE: 2011 September 08

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2012 LEASE RATES AND GRANTS – COMMUNITY RESOURCE CENTRES

PURPOSE: To present proposed lease rates and anticipated lease grants for 2012 for non-profit tenants at the Edmonds and Holdom Community Resource Centres.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2012 lease rates for Resource Centre tenants as presented in section 2.0 of this report.
2. **THAT** information on the approved 2012 lease rates and the anticipated lease grants be distributed to Resource Centre tenants for information.
3. **THAT** Resource Centre tenants which meet the grant eligibility criteria established by Council be invited to make an application for 2012 lease grants.

REPORT**1.0 INTRODUCTION**

In 1992 April, 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 Resource Centres. The guidelines consist of two key components: a) annual adjustments for inflation to establish lease rates, and b) establishment of a mechanism for the provision of offsetting grants, representing 25% to 50% of lease costs, for qualifying tenant organizations.¹

With the foregoing as context, this report presents proposed lease rates and anticipated lease grants for 2012 for tenants of the Edmonds and Holdom Community Resource Centres – located respectively at 7355 Canada Way and 2120 Holdom Avenue in Burnaby.

2.0 PROPOSED 2012 LEASE RATES

For 2011, the lease rate was set at \$11.78/square foot per annum for program/office space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 1.6 percent,

¹ The 25 percent offset is available to agencies for which between 25 and 75 percent of their constituency consists of Burnaby residents. The 50 percent offset is available to agencies for which over 75 percent of their constituency consists of Burnaby residents.

consistent with the current core consumer price index inflation rate². This change would result in a proposed lease rate of \$11.97/square foot per annum for program/office space in 2012 (see *attached Table 1*).

3.0 ANTICIPATED 2012 LEASE GRANTS

Lease Grant Guidelines

The guidelines approved by Council provide for the issuance of lease grants to non-profit Resource Centre tenants which provide services, programs, or facilities of benefit to Burnaby residents. Tenants can qualify for a grant to offset 25% or 50% of the lease costs, depending on the level of service provided to Burnaby residents.

Anticipated 2012 lease grant amounts and resulting 2012 lease costs to tenants are outlined in *Tables 2 and 3, attached*. The lease grant amounts are based on the adopted lease grant guidelines. The estimate of anticipated lease grants is provided to assist tenants in making application for 2012 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2012.

Summary Table

Funds for the anticipated 2012 lease grants are included in the 2012 Provisional Operating Budget. For budgeting and comparison purposes, the following table summarizes the total change arising from the proposed 2012 lease rates and anticipated lease grants for tenants of the Edmonds and Holdom Resource Centres, based on current 2011 space allocations and the proposed 1.6 percent lease rate increase.

SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2011-2012)

| Edmonds Neighbourhood Resource Centre | 2011 | 2012 | Resulting \$ Change 2011-2012 |
|--|----------------------|----------------------|--------------------------------------|
| Lease Rates (before grants) | \$ 205,396.08 | \$ 208,708.92 | \$ 3,312.84 |
| Lease Grants | \$ 87,124.88 | \$ 88,530.12 | \$ 1,405.24 |
| Lease Revenues (after grants) | \$ 118,271.20 | \$ 120,178.80 | \$ 1,907.60 |
| Holdom Community Resource Centre | | | |
| Lease Rates (before grants) | \$ 59,430.10 | \$ 60,388.65 | \$ 958.55 |
| Lease Grants | \$ 29,715.05 | \$30,194.33 | \$ 479.28 |
| Lease Revenues (after grants) | \$ 29,715.05 | \$30,194.33 | \$ 479.28 |
| | | | |
| Total Revenue (after grants): | \$ 147,986.25 | \$ 150,373.13 | \$ 2,386.88 |

4.0 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2012 lease rates for Resource Centre tenants be approved, as presented in this report. With Council approval, it is also recommended that staff be authorized to advise tenants of the 2012 lease rates and anticipated lease grant amounts. Depending on their eligibility for lease grant support, tenants would be invited to apply for 2012 lease grants. As part of the lease grant

² As released by the Royal Bank of Canada.

To: Executive Committee
From: Director Planning & Building
Re: 2012 Lease Rates and Grants – Community Resource Centres
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application process, tenants would be asked to provide information on their 2011 service activities, including the following:

- proof of non-profit status;
- statement of program/service activities conducted in Burnaby;
- estimate of hours per month allocated space was used for community service/agency purposes;
- percentage of recipients of the agency's programs and services that were Burnaby residents; and
- any changes in programs/services/client usage that they might anticipate between 2011 and 2012.

Once the lease grants applications have been received, staff will prepare a further report for the Committee on the requested and recommended lease grant amounts.

B. Luksun, Director
PLANNING AND BUILDING

RM/sa
Attachments (3)

Copied to: City Manager
Deputy City Managers
Director Finance
Director Parks, Recreation and Cultural Services
Director Engineering
Chief Licence Inspector
City Clerk

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TABLE 1. PROPOSED 2011 LEASE RATES

| RESOURCE CENTRES | 2011 Leased Area* (sq. ft.) | 2012 Leased Area* (sq.ft.) | 2011 Lease Rate (\$/sq. ft.) | 2012 Proposed Rate Increase | 2012 Proposed Lease Rate (before grant) |
|--|-----------------------------------|----------------------------------|------------------------------------|-----------------------------------|---|
| Edmonds Neighbourhood Resource Centre | | | | | |
| Burnaby Family Life Institute | 3,000 | 3,000 | \$11.78 | 1.6% | \$11.97 |
| Afghan Women's Sewing and Craft Cooperative/ Afghan Women's Support Society | 864 | 864 | \$11.78 | 1.6% | \$11.97 |
| Burnaby School District | 1,499 | 1,499 | \$11.78 | 1.6% | \$11.97 |
| Canadian Mental Health Association | 1,506 | 1,506 | \$11.78 | 1.6% | \$11.97 |
| Canadian Red Cross Society - Burnaby Branch | 1,500 | 1,500 | \$11.78 | 1.6% | \$11.97 |
| Deaf Children's Society of BC | 2,290 | 2,290 | \$11.78 | 1.6% | \$11.97 |
| Immigrant Services Society of BC | 1,167 | 1,167 | \$11.78 | 1.6% | \$11.97 |
| St. Matthew's Day Care Society | 5,610 | 5,610 | \$11.78 | 1.6% | \$11.97 |
| TOTAL (Edmonds) | 17,436 | 17,436 | | | |
| Holdom Community Resource Centre | | | | | |
| Burnaby Family Life Institute | 1,300 | 1,300 | \$11.78 | 1.6% | \$11.97 |
| Dixon Transition Society | 464 | 464 | \$11.78 | 1.6% | \$11.97 |
| Burnaby Seniors Outreach Services Society | 570 | 570 | \$11.78 | 1.6% | \$11.97 |
| Volunteer Burnaby | 1,000 | 1,000 | \$11.78 | 1.6% | \$11.97 |
| Burnaby Community Connections | 1,711 | 1,711 | \$11.78 | 1.6% | \$11.97 |
| TOTAL (Holdom) | 5,045 | 5,045 | | | |
| TOTAL RESOURCE CENTRES | 22,481 | 22,481 | | | |

TABLE 2. ANTICIPATED 2012 LEASE GRANTS

| RESOURCE CENTRES | 2012 Proposed Lease Rate (before grant) \$/Year | 2012 Anticipated Lease Grant \$/Year | 2012 Anticipated Lease Costs (after grant) \$/Year | 2012 Anticipated Lease Support Offset (%) |
|--|--|--|---|---|
| Edmonds Neighbourhood Resource Centre | | | | |
| Burnaby Family Life Institute | \$35,910.00 | \$17,955.00 | \$17,955.00 | 50% |
| Afghan Women's Sewing and Craft Cooperative/ Afghan Women's Support Society | \$10,342.08 | \$5,171.04 | \$5,171.04 | 50% |
| Burnaby School District | \$17,943.03 | \$0.00 | \$17,943.03 | 0% |
| Canadian Mental Health Association | \$18,026.82 | \$9,013.41 | \$9,013.41 | 50% |
| Canadian Red Cross Society - Burnaby Branch | \$17,955.00 | \$8,977.50 | \$8,977.50 | 50% |
| Deaf Children's Society of BC | \$27,411.30 | \$6,852.83 | \$20,558.48 | 25% |
| Immigrant Services Society of BC | \$13,968.99 | \$6,984.50 | \$6,984.50 | 50% |
| St. Matthew's Day Care Society | \$67,151.70 | \$33,575.85 | \$33,575.85 | 50% |
| TOTAL (Edmonds) | \$208,708.92 | \$88,530.12 | \$120,178.80 | 42.42% |
| Holdom Community Resource Centre | | | | |
| Burnaby Family Life Institute | \$15,561.00 | \$7,780.50 | \$7,780.50 | 50% |
| Dixon Transition Society | \$5,554.08 | \$2,777.04 | \$2,777.04 | 50% |
| Burnaby Seniors Outreach Services Society | \$6,822.90 | \$3,411.45 | \$3,411.45 | 50% |
| Volunteer Burnaby | \$11,970.00 | \$5,985.00 | \$5,985.00 | 50% |
| Burnaby Community Connections | \$20,480.67 | \$10,240.34 | \$10,240.34 | 50% |
| TOTAL (Holdom) | \$60,388.65 | \$30,194.33 | \$30,194.33 | 50.00% |
| TOTAL RESOURCE CENTRES | \$269,097.57 | \$118,724.45 | \$150,373.13 | 44.12% |