

**EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2014 LEASE GRANTS - COMMUNITY RESOURCE CENTRES**

**RECOMMENDATIONS:**

1. THAT Council approve the proposed 2014 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 2014 lease renewal arrangements with the tenants of the Holdom, Edmonds and Brentwood Community Resource Centres.

**REPORT**

The Executive Committee of Council, at its meeting held on 2013 October 17, received and adopted the *attached* report proposing 2014 lease grants for non-profit tenants at the Holdom, Edmonds, and Brentwood Community Resource Centres.

Respectfully submitted,

Councillor P. Calendino  
Chair

Councillor P. McDonell  
Vice Chair

Councillor D. Johnston  
Member

Copied to: City Manager Deputy City Managers Director Planning and Building Director Finance Chief Licence Inspector
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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2013 October 9

**FROM:** DIRECTOR PLANNING AND BUILDING

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

**SUBJECT:** 2014 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

**PURPOSE:** To propose 2014 lease grants for non-profit tenants at the Holdom, Edmonds and Brentwood Community Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** Council be requested to approve the proposed 2014 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 2014 lease renewal arrangements with the tenants of the Holdom, Edmonds and Brentwood Community Resource 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 full 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 2013 July 8, Council approved recommendations from the Executive Committee for 2014 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 2014 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2014 lease grants matching their existing or newly allocated space. Staff accordingly communicated such to existing tenants and received applications. With the exception of two grant applications, discussed below in *Section 2.0*, this report confirms the anticipated lease grant amounts for 2014.

**2.0 PROPOSED 2014 LEASE GRANTS**

Table 1, *attached*, indicates the proposed lease grants for 2014 based on the approved guidelines. All approved tenants, except for the Canadian Red Cross Society, have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2013 July 8 report approved by Council.

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From: Director Planning and Building  
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The Canadian Red Cross Society's anticipated grant has been reduced as the organization applied for a partial (25%) lease grant instead of the anticipated 50% lease grant. This was as a result of a change in programming by the organization which has reduced the percentage of Burnaby residents served from the leased space to approximately 60% from the previous level of 80%. Specially, Red Cross programming offered from the Edmonds Resource Centre is now designated to serve a wider geographic area than previously delineated, changing the percentage make-up of clients served. This new eligible grant amount is reflected in Table 1, **attached**.

The grant for the Dixon Transition Society's (DTS) has also been revised to reflect the organization expanded space allocation of 1,469 square feet (offices 204, 205, and 206) at Holdom Community Resource Centre. DTS continues to demonstrate eligibility for a 50% lease grant for 2014 for their expanded square footage. This eligible grant amount is reflected in Table 1, **attached**.

It is also noted that the lease grants for tenants of the Brentwood Community Resource Centre, which have previously been identified collectively, are now, as occupancy arrangements for the Centre are being finalized, identified individually in Table 1, **attached**. Additionally, with the construction of Brentwood Community Resource Centre complete, rental rates and lease grants are being calculated on the final total square footage of 6,106 square feet, rather than the estimated 6,000 total square footage previously indicated.

With these updates, it is recommended that Council be requested to approve the proposed 2014 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 2014 lease renewal arrangements with Holdom, Edmonds and Brentwood Community Resource Centre tenants.

### 3.0 NEXT STEPS

With Council approval of the 2014 lease grants, the Finance Department will adjust the monthly lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.

  
Lou Pelletier, Director  
PLANNING AND BUILDING

RM:sa  
**Attachment**

cc: City Manager  
Deputy City Managers  
Director Finance  
Chief Licence Inspector  
Acting City Clerk

**TABLE 1: PROPOSED 2014 LEASE GRANTS**

RESOURCE CENTRES	Leased Area (sq. ft.)	Lease Rate (\$/sq. ft.)	2014 Lease Rate \$/Year	2014 Proposed Lease Grant \$/Year	2014 Resulting Lease Costs \$/Year	2014 Resulting Lease Costs Offset (%)
<b>Edmonds Neighbourhood Resource Centre</b>						
Burnaby Family Life Institute	3,000	\$12.37	\$37,110.00	\$18,555.00	\$18,555.00	50%
Afghan Women's Sewing and Craft Cooperative / Afghan Women's Supporting Society	864	\$12.37	\$10,687.68	\$5,343.84	\$5,343.84	50%
Burnaby School District	1,499	\$12.37	\$18,542.63	\$0.00	\$18,542.63	0%
Canadian Mental Health Association	1,506	\$12.37	\$18,629.22	\$9,314.61	\$9,314.61	50%
Canadian Red Cross Society - Burnaby Branch	1,500	\$12.37	\$18,555.00	\$4,638.75	\$13,916.25	25%
Deaf Children's Society of BC	2,290	\$12.37	\$28,327.30	\$7,081.83	\$21,245.48	25%
Immigrant Services Society of BC	1,167	\$12.37	\$14,435.79	\$7,217.90	\$7,217.90	50%
St. Matthew's Day Care Society	5,610	\$12.37	\$69,395.70	\$34,697.85	\$34,697.85	50%
<b>TOTAL (Edmonds)</b>	<b>17,436</b>	<b>\$12.37</b>	<b>\$215,683.32</b>	<b>\$86,849.77</b>	<b>\$128,833.55</b>	<b>40.27%</b>
<b>Holdom Community Resource Centre</b>						
Burnaby Family Life Institute	1,300	\$12.37	\$16,081.00	\$8,040.50	\$8,040.50	50%
Burnaby Seniors Outreach Services Society	570	\$12.37	\$7,050.90	\$3,525.45	\$3,525.45	50%
Volunteer Burnaby	1,000	\$12.37	\$12,370.00	\$6,185.00	\$6,185.00	50%
Dixon Transition Society	1,469	\$12.37	\$18,171.53	\$9,085.77	\$9,085.77	50%
<b>TOTAL (Holdom)</b>	<b>4,339</b>	<b>\$12.37</b>	<b>\$53,673.43</b>	<b>\$26,836.72</b>	<b>\$26,836.72</b>	<b>50%</b>
<b>Brentwood Community Resource Centre</b>						
Burnaby Community Services*	1,984	\$12.37	\$24,542.08	\$12,271.04	\$12,271.04	50%
Burnaby Meals on Wheels	799	\$12.37	\$9,883.63	\$4,941.82	\$4,941.82	50%
YMCA of Greater Vancouver	2,021	\$12.37	\$24,999.77	\$12,499.89	\$12,499.89	50%
MOSAIC	1,302	\$12.37	\$16,105.74	\$8,052.87	\$8,052.87	50%
<b>TOTAL (Brentwood)</b>	<b>6,106</b>	<b>\$12.37</b>	<b>\$75,531.22</b>	<b>\$37,765.61</b>	<b>\$37,765.61</b>	<b>50%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>27,881</b>	<b>\$12.37</b>	<b>\$344,887.97</b>	<b>\$151,452.10</b>	<b>\$193,435.88</b>	<b>43.91%</b>

\* Burnaby Community Connections has legally changed its organizational name to Burnaby Community Services, effective 2013 July.