

## Space for Community Survey

**On behalf of the Social Purpose Real Estate Collaborative (SPRE) and the Real Estate Institute of BC (REIBC), we appreciate your time in participating in the Space for Community Survey - Understanding the Real Estate Challenges Affecting the Not-for-Profit/Social Purpose Sectors, and helping to tell the real estate story of not-for-profits, social enterprises, and artists in BC.**

**The Space for Community Survey captures information on your real estate needs, aspirations and challenges pre-pandemic and today as a result of COVID-19. The survey results will be included in a final report to be released in early 2021 and may be used in other reports.**

**It should take you between 15 and 30 minutes to complete this survey, depending on the complexity of your organization and space. Once completed, your name will be entered into a draw to win 1 of 4 iPad Airs!**

**The survey will be available until October 22<sup>nd</sup> 2020. Complete the survey by the early bird deadline of October 15<sup>th</sup> for 2 chances to win!!!**

**A few things to share with you before you begin.....**

Please have your rental, lease or license agreement handy and a copy of your annual operating budget with facility costs. These documents will help you answer some of the questions.

### **Exiting and Returning**

You can exit the survey at any point by clicking the word EXIT at the top right hand corner of your screen. Your answers will be saved. When you return you will find yourself at the exact spot you exited, provided you are using the same device. At the end of the survey when you click DONE, you will not be able to come back to add or edit your responses.

### **Organizations with Multiple Spaces or Facilities**

We know that some of you operate or use multiple spaces or facilities. If there is someone who can respond to the survey from each space or facility, please forward the survey link to them and ask them to complete the survey for their site. If you manage all the spaces or facilities your organization uses, we invite you to complete one survey per location to a maximum of three locations. Don't worry, the subsequent surveys are shorter! We recognize that this is asking a lot of you, but this will allow us to tell the complete story of the real estate needs of not-for-profits, social enterprises, and artists. At the end of this survey, you will be able to click on a link to complete a 2nd survey for your 2nd site (and that survey will direct you to the 3rd survey for your 3rd site).

### **Privacy and Confidentiality**

CapacityBuild Consulting is administering this survey on behalf of SPRE and REIBC. The survey asks you to provide contact information so that CapacityBuild can follow up with you if required. This information will also be used to select the winners for the survey draw. Please know that your contact information and individual responses will never be shared; all reports produced from this survey will aggregate the information and any illustrative quotes will be anonymized. Participating organizations will be listed in an Appendix to the main report, but your contact information will not be shared.

Please contact Scott Hughes [scott@capacitybuild.ca](mailto:scott@capacitybuild.ca) if you have any questions or concerns about the survey or if you are not sure if you should participate.

## Part 1 - Organizational Profile

\* 1. Which of the following best describes you or your organization? Please select one.

- Registered not-for-profit with charitable status
- Registered not-for-profit without charitable status
- Co-operative
- Not-for-profit social enterprise
- For-profit social enterprise
- Independent artist
- I don't fit into any of these categories (Are you sure? If you pick this, you will be directed out of the survey.....)

\* 2. How many separate facilities or spaces do you or your organization own or occupy?

If you have multiple sites, please complete the survey with reference to **one site only**.

Once you complete this survey you will be directed to another shorter (!) survey where you can answer questions about your other site(s) to a maximum of three separate sites.

3. If your space/facility has a specific name, please enter it here.

\* 4. Where is the space/facility you own or occupy located?

If you don't see your location, click "none of the above" and other locations will appear after you click next.

- |  |  |
|--|--|
| <input type="checkbox"/> City of North Vancouver | <input type="checkbox"/> City of Vancouver |
| <input type="checkbox"/> City of Nanaimo         | <input type="checkbox"/> City of Victoria  |
| <input type="checkbox"/> City of Richmond        | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> City of Surrey          |  |

\* 5. Is your space/facility located in one of these areas?

If you don't see your location in this list, click "none of the above" and more locations will appear!

- |   |  |
|---|--|
| <input type="checkbox"/> Capital Regional District    | <input type="checkbox"/> Sea-to-Sky Corridor |
| <input type="checkbox"/> Metro Vancouver              | <input type="checkbox"/> Sunshine Coast      |
| <input type="checkbox"/> Okanagan                     | <input type="checkbox"/> Vancouver Island    |
| <input type="checkbox"/> Regional District of Nanaimo | <input type="checkbox"/> None of the above   |
| <input type="checkbox"/> North Shore                  |  |

\* 6. Is your space/facility located in any of any of these areas?

This is your last chance to identify your location. If you don't fit in any of these locations, click **PREV** to go back to the previous screens and pick one of those locations.

- Fraser Valley (e.g., Chilliwack, Hope, Abbotsford, etc.)
- Northern BC (e.g., Prince George, Dease Lake, Prince Rupert, Fort Nelson, Haida Gwaii, etc.)
- Interior excluding Okanagan (e.g., Quesnel, Williams Lake, Golden, Nelson, etc.)

\* 7. In case we need to clarify any of your responses, please provide your name and contact information. We will not share personal information with anyone.

Please note that we will be listing the names of all organizations completing the survey in an appendix to the main Making Space for Community Report. To protect the privacy of individuals, we will not be listing the names of independent artists.

We will also be using your contact information to enter you into the draw to win 1 of 4 iPadAirs. Postal codes will be used to conduct additional location-based analyses.

<b>Name</b>	<input type="text"/>
<b>Organization</b>	<input type="text"/>
<b>Postal Code</b>	<input type="text"/>
<b>Email Address</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>

\* 8. What is the **primary** sector that you or your organization identifies with? Please select **only one**.

- Arts and Culture
- Advocacy or Professional Association (organizations supporting civil or other rights; social or political interests; or supporting business, professional or labour interests)
- Childcare
- Community or Social Services
- Education
- Employment/Training
- Environment
- Faith-Based/Places of Worship
- Health
- Affordable/Non-Market Housing with spaces for not-for-profits, social enterprises, or artists to use (includes social, shelter, not-for-profit housing, co-op, etc.)
- Recreation/Sport
- Space Provider/Developer
- Other (please describe)

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\* 9. If you target specific populations, please select up to **three** population descriptors that **most reflect** your mission.

- |  |  |
|--|--|
| <input type="checkbox"/> Everyone is welcome, we do not target or serve specific populations | <input type="checkbox"/> People of colour (non-Black)                                    |
| <input type="checkbox"/> Children (0-12 years)   | <input type="checkbox"/> Newcomers and refugees  |
| <input type="checkbox"/> Youth (13 to 24)  | <input type="checkbox"/> LGBTQ2S Communities   |
| <input type="checkbox"/> Street involved youth   | <input type="checkbox"/> People experiencing poverty                                     |
| <input type="checkbox"/> Seniors (55+)   | <input type="checkbox"/> People living with disabilities                                 |
| <input type="checkbox"/> Families  | <input type="checkbox"/> People living with a specific health condition or disease       |
| <input type="checkbox"/> Women and/or girls  | <input type="checkbox"/> People living with employment barriers                          |
| <input type="checkbox"/> Women experiencing violence or abuse                                | <input type="checkbox"/> People living with mental health challenges or using substances |
| <input type="checkbox"/> Indigenous, Metis, or Inuit communities                             | <input type="checkbox"/> People experiencing homelessness                                |
| <input type="checkbox"/> Black Canadians   | <input type="checkbox"/> Low income households   |

\* 10. Which of the following funding sources do you rely on to support your operations? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Earned revenue/Fee-for-service            | <input type="checkbox"/> Foundation grants               |
| <input type="checkbox"/> Member contributions or fees              | <input type="checkbox"/> BC Gaming grants                |
| <input type="checkbox"/> Municipal or regional grants or contracts | <input type="checkbox"/> Corporate sector sponsorships   |
| <input type="checkbox"/> Provincial grants or contracts            | <input type="checkbox"/> Corporate sector philanthropy   |
| <input type="checkbox"/> Federal grants or contracts               | <input type="checkbox"/> Private/individual philanthropy |
| <input type="checkbox"/> Other (please specify)                    |  |

\* 11. What is the annual operating budget of your organization?

- Not applicable
- Under \$250,000
- Between \$250,000 and \$500,000
- Between \$500,000 and \$1 million
- Between \$1 million and \$10 million
- Over \$10 million

\* 12. How many people (approximately) work or volunteer for you or your organization?

We understand that staffing and volunteer numbers vary throughout the year for some organizations. Please indicate the **average number** of annual staff and volunteers.

Number of full time equivalent paid staff

Number of volunteers including board and committee members

\* 13. How many people (approximately) does your organization **serve** or **reach** each year?

Just fill in the categories relevant to your organization. If you are not sure, just write in "not sure".

Number of people who participate in your programs, receive your services or are members of your organization.

Number of people who attend your performances, events, shows or installations.

Number of unique visitors to your website.



\* 14. How many unique visitors come to your website each year? If you are not sure just write in "not sure".



\* 15. How important is your current location to you or your organization's mandate, function, or effectiveness?

- Very important
- Somewhat important
- Not so important
- Not at all important
- I/We do not currently have dedicated space



\* 16. Is there any particular reason why you do not currently have a space or facility? Check all that apply.

- I don't need it
- Too costly
- I can't find suitable space
- I do not have the capacity to manage space
- Other (please specify)



## Part 2 - Your Current Space

\* 17. What type of space or facility do you or your organization occupy?

Please select your **primary** type of space.

- |  |  |
|--|--|
| <input type="checkbox"/> Retail (i.e., ground-oriented commercial)   | <input type="checkbox"/> Heavy Industrial / Production (including studios)                                 |
| <input type="checkbox"/> Office (including meeting rooms or classrooms)                                      | <input type="checkbox"/> Affordable/Non-Market Housing (i.e., space within a housing complex)              |
| <input type="checkbox"/> Space within a school, hospital, university or college, or other public institution | <input type="checkbox"/> Multi-functional  |
| <input type="checkbox"/> Place of worship (i.e., space within a church, synagogue, mosque, etc.)             | <input type="checkbox"/> Co-Work/Co-location/Shared Space/Hub  |
| <input type="checkbox"/> Community Hall, Legion or other similar type of space                               | <input type="checkbox"/> Arts and culture presentation space (i.e., theatre, gallery, outdoor space, etc.) |
| <input type="checkbox"/> Light Industrial / Warehouse (including studios)                                    |  |
| <input type="checkbox"/> Other (please describe)   |  |

\* 18. How many other organizations (or individuals) share this space or facility?

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="radio"/> 1 to 5   | <input type="radio"/> 21 to 50 |
| <input type="radio"/> 6 to 10  | <input type="radio"/> Over 50  |
| <input type="radio"/> 11 to 20 | <input type="radio"/> Not sure |

\* 19. Do you share space with another organization or artist(s)?

- Yes  
 No

\* 20. How many organizations or artists do you share the space with?

\* 21. Would you be interested in sharing space?

- Yes
- No
- Not sure

\* 22. Which of the following amenities do you have access to? Check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Kitchen or kitchenette                   | <input type="checkbox"/> Outdoor space   | <input type="checkbox"/> Gym                                   |
| <input type="checkbox"/> Bathrooms (in your own space or on site) | <input type="checkbox"/> Parking         | <input type="checkbox"/> We don't have access to any amenities |
| <input type="checkbox"/> Meeting rooms                            | <input type="checkbox"/> Showers         |  |
| <input type="checkbox"/> Multipurpose rooms                       | <input type="checkbox"/> Bicycle parking |  |
| <input type="checkbox"/> Other (please describe)                  |  |  |

\* 23. What is the approximate size of your space or facility?

Please indicate the **GROSS AREA** or **NET USABLE AREA** but not both!

**GROSS AREA** is the most common way total square footage is recorded in a lease or license agreement or if you own the building. It includes all floor area, walls, doorways, corridors, closets, elevator shaft, etc.

**NET USABLE AREA** is the interior square footage allocated to a tenant for their use, not including walls, corridors, etc.

If you are in a shared space, please indicate the square footage for your designated area(s) only.

Remember we only need you to tell us the **GROSS AREA OR NET USABLE AREA**, not both. If you don't know which one you have, please estimate your square footage in the "net useable" box. Remember, use a whole number, no decimals. Thanks!

GROSS AREA in square feet

-- OR

NET USABLE AREA in square feet





\* 24. What is the size of your space or facility?

Please indicate the **GROSS AREA OR NET USABLE AREA** of the community space (but not both!) and the total number of non-market housing units.

**GROSS AREA** is the most common way total square footage is recorded in a lease or license agreement or if you own the building. It includes all floor area, walls, doorways, corridors, closets, elevator shaft, etc.

**NET USABLE AREA** is the interior square footage allocated to a tenant for their use, not including walls, corridors, etc.

Remember we only need you to tell us the **GROSS AREA OR** the **NET USABLE AREA**, not both. If you don't know which one you have, please estimate your square footage in the "net usable" box. Don't forget to tell us the total number of non-market housing units you have. Please use whole numbers, no decimals. Thanks!

GROSS AREA in square feet

-- OR **NET USABLE AREA** in square feet

Number of non-marketing housing units



\* 25. Please rate the extent to which each of the following aspects of your space or facility meets your needs:

	Fully meets needs	Somewhat meets needs	Does not meet needs	Not applicable
The amount of space you have	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The layout of your space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The location of your space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The proximity of your space to your target population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The proximity of your space to public transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The cost of your space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The security of your space (i.e., the certainty that you can continue to occupy your space until your needs change)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The accessibility of your space for people with different abilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The amenities (i.e., kitchen, bathrooms, meeting rooms, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 26. Where do most of your participants, clients, members or audiences come from?

- The neighbourhood
- The city in which we are located
- The region in which we are located
- The province
- Anywhere
- Not applicable
- Not sure

### Part 3 - Tenure and Security

\* 27. Do you own your own space or facility?

- Yes
- No

\* 28. How long have you owned this property?

- Less than 5 years
- Between 5 and 10 years
- Between 11 and 25 years
- More than 25 years

\* 29. Do you make this property available for use by not-for-profits, social enterprises or artists?

- Yes
- No

\* 30. How many other organizations (or individuals) occupy this space or facility?

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="radio"/> 1 to 5   | <input type="radio"/> 21 to 50 |
| <input type="radio"/> 6 to 10  | <input type="radio"/> Over 50  |
| <input type="radio"/> 11 to 20 | <input type="radio"/> Not sure |

\* 31. What proportion of your space is used by the other not-for-profits, social enterprises or artists?

\* 32. What rental rate do you charge? Choose all that apply.

- Market rate
- Up to a 30% subsidy
- Subsidized 31% or more
- Nominal (typically \$1 or \$10 a year)

\* 33. What type of spaces or amenities do you make available for use by not-for-profits, social enterprises or artists? Choose all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> None                   | <input type="checkbox"/> Retail space (i.e., ground-oriented commercial)                                   |
| <input type="checkbox"/> Kitchen or kitchenette | <input type="checkbox"/> Office space  |
| <input type="checkbox"/> Bathrooms              | <input type="checkbox"/> Light Industrial / Warehouse  |
| <input type="checkbox"/> Meeting rooms          | <input type="checkbox"/> Heavy Industrial / Production   |
| <input type="checkbox"/> Outdoor space          | <input type="checkbox"/> Affordable/Non-Market Housing   |
| <input type="checkbox"/> Parking                | <input type="checkbox"/> Multi-functional space  |
| <input type="checkbox"/> Showers                | <input type="checkbox"/> Co-Work/Co-location/Shared Space/Hub  |
| <input type="checkbox"/> Bicycle parking        | <input type="checkbox"/> Arts and culture presentation space (e.g., theatre, gallery, outdoor space, etc.) |
| <input type="checkbox"/> Other (please specify) |  |

\* 34. Over the next 10 years, what do you think will happen to the space that you provide for not-for-profits, social enterprises or artists? Check all that apply.

- It will increase
- It will decrease
- It will stay the same
- I plan to sell the space within 5 years
- I plan to sell the space within 10 years
- I am not sure what will happen

\* 35. Have you considered redeveloping the site?

- Yes
- No

\* 36. Why have you considered redeveloping the site? Check all that apply.

- Building needs significant repair or replacement
- Demand for more space by external tenants/community groups
- Seeking to enhance our mission/mandate by adding more space for our own use
- Seeking to enhance our mission/mandate by adding non-market housing to our site
- Seeking to enhance our mission/mandate by adding more space for other not-for-profits, social enterprises or artists to use
- Seeking to improve the financial sustainability of the space with revenue generating spaces
- Other (please explain)

\* 37. In thinking about your approach to redevelopment, which of the following are you considering? Check all that apply.

- Independent development
- Partnering with a non-profit organization
- Partnering with a non-profit developer
- Partnering with a for-profit developer
- Not sure
- Other (please specify)

\* 38. Who owns the space you occupy?

- Federal or provincial government
- Municipal or regional government
- School district
- Foundation
- Private sector
- Not-for-profit or charity
- Not sure
- Other (please specify)

\* 39. Is your space donated or subsidized (i.e., you pay a nominal charge of \$1 to \$10 per year or your rate is below market value)?

- Yes
- No

\* 40. Which of the following best describes the type of agreement you have? If you have more than one type of agreement, please pick your **primary** type of agreement.

- Lease agreement
- Sub-lease from another organization that holds the main agreement
- License agreement
- Sub-license from another organization that holds the main agreement
- Short term agreement (e.g., hourly, weekly, or monthly)
- No written agreement
- Other (please describe)

\* 41. What is the term of your current agreement (not including any renewal terms)?

- Month-to-month (this also applies if you have an expired lease)
- Less than 1 year
- From 1 to 2 years
- From 3 to 5 years
- From 6 to 10 years
- From 11 to 25 years
- More than 25 years

42. When does your current agreement expire (not including any renewal terms)? If there is no expiry date, write in "no date".

DD/MM/YYYY

\* 43. Does your current agreement include renewal terms?

- Yes
- No
- Not sure

\* 44. What is the combined length of all renewal terms?

Please enter the number of years.

\* 45. Does your current agreement include a redevelopment or renovation termination clause?

- Yes
- No

\* 46. How much notice are you entitled to?

- 3 months or less
- 3 to 6 months
- Up to 1 year
- 1 to 2 years
- More than 2 years
- Don't know

\* 47. Does your landlord place restrictions on how you can use your space or facility?

- Yes
- No

\* 48. What type of restrictions? Check all that apply.

- Limitations on hours of operation
- Limitations on the number of people in the space or facility at one time
- Sound restrictions
- Other (please describe)

\* 49. Do you lease, license or rent any of your space to another not-for-profit, social enterprise or artist?

- Yes
- No



\* 50. How many other organizations (or individuals) occupy this space or facility?

1 to 5

21 to 50

6 to 10

Over 50

11 to 20

Not sure



\* 51. What proportion of your space is used by the other not-for-profits, social enterprises or artists?



52. What rental rate do you charge?

Market rate

Up to 30% subsidy below market rate

Subsidized 31% or more below market rate

Nominal (typically \$1 to \$10 per year)



\* 53. What proportion of your costs are covered by the tenant?



\* 54. What type of spaces or amenities do you make available for use by not-for-profits, social enterprises or artists? Choose all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> None                   | <input type="checkbox"/> Retail space (i.e., ground oriented commercial)                                   |
| <input type="checkbox"/> Kitchen or kitchenette | <input type="checkbox"/> Office space  |
| <input type="checkbox"/> Bathrooms              | <input type="checkbox"/> Light Industrial / Warehouse  |
| <input type="checkbox"/> Meeting rooms          | <input type="checkbox"/> Heavy Industrial / Production   |
| <input type="checkbox"/> Outdoor space          | <input type="checkbox"/> Affordable/Non-Market Housing   |
| <input type="checkbox"/> Parking                | <input type="checkbox"/> Multi-functional space  |
| <input type="checkbox"/> Showers                | <input type="checkbox"/> Co-Work/Co-location/Shared Space/Hub  |
| <input type="checkbox"/> Bicycle parking        | <input type="checkbox"/> Arts and culture presentation space (i.e., theatre, gallery, outdoor space, etc.) |
| <input type="checkbox"/> Other (please specify) |  |

\* 55. Over the next 10 years, what do you think will happen to the space that you provide for not-for-profits, social enterprises or artists?

- It will increase
- It will decrease
- It will stay the same
- It will be eliminated
- I am not sure what will happen

#### Part 4 - Affordability

The next question asks about your **monthly costs**. This is a very important part of this survey and we greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses. If you have different types of agreements for your space or facility, please answer the next questions with reference to your **primary agreement**.

#### Part 4 - Affordability - Lease or Sub-Lease

This question asks about your monthly costs. This is a very important part of this survey and we

**greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses.**

\* 56. How much do you pay per month?

Please provide either:

A. The **MONTHLY** Gross Lease payment amount **OR**

B. A breakdown of your **MONTHLY** costs (items #1 to #6 from the list below).

**A. MONTHLY Gross Lease Payment amount.**

A lease payment made by the tenant to the landlord for all costs related to occupying the space bundled together in one monthly payment (includes rent, utilities, taxes, insurance, etc.).

**B. MONTHLY Breakdown**

1. Monthly Base Rent.

The rent paid by the tenant to the landlord, as specified in the lease, for use/ occupancy of a space. Excludes Additional Rent charged for such costs as taxes and maintenance fees.

2. Monthly Additional Rent.

Any other payment not included in Base Rent that the landlord collects to offset the tenant share of building expenses, usually including such costs as shared utilities, property taxes, insurance and the cost to maintain common areas of the building. If costs are metered individually, the tenant will pay them directly to the provider, such as BC Hydro. Please provide that amount in item #3 below.

3. Monthly Heat/Hydro.

4. Monthly Repair and Maintenance Costs.

5. Monthly Property Taxes.

6. Monthly Property Insurance.

Landlords generally maintain fire and extended coverage on the building's exterior and major systems. Tenants are required to have contents, fire and extended insurance coverage for the areas they occupy. Both landlord and tenant carry their own comprehensive general liability coverage.

Please indicate the total monthly insurance costs you are responsible for.

7. Other Monthly Costs (i.e., cleaning, security).

Please do not include phone, cable, or internet as we are not considering these space-related costs.

Part 4 - Affordability - Short - Term Agreement

**This question asks about your monthly costs. This is a very important part of this survey and we**

**greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses.**

\* 57. Over the course of a typical year, how often do you rent space?

- A few times a week
- A few times a month
- A few times a year

\* 58. What is the **typical** term of your rental agreement(s)?

- Hourly
- Daily
- Weekly
- Monthly
- Varies

\* 59. Over the course of a typical year, how many different venues or spaces do you rent?

- 1
- 2 to 5
- 6 to 10
- More than 10

\* 60. Please indicate your average rental costs in each of the following areas:

Base rent.

Is this per hour, day, week or month?

Total additional costs related to the direct use of the space including things like insurance

Please specify what these additional costs are.

#### **Part 4 - Affordability - License or sub-license**

**This question asks about your monthly costs. This is a very important part of this survey and we greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses.**

\* 61. How much do you pay per month?

Please provide either:

- A. The **MONTHLY** Gross License payment amount **OR**
- B. A breakdown of your **MONTHLY** costs (items #1 to #6 from the list below).

**A. MONTHLY Gross License payment amount.**

A license payment made by the tenant to the landlord for all costs related to occupying the space bundled together in one monthly payment (includes rent, utilities, taxes, insurance, etc.)

**B. Monthly Breakdown**

1. Monthly License Fee.

The rent paid by the tenant to the landlord, as specified in the lease, for use/ occupancy of a space. Excludes Additional Rent charged for such costs as taxes and maintenance fees.

2. Monthly Additional Fees.

Any other payment not included in Base Rent that the landlord collects to offset the tenant share of building expenses, usually including such costs as shared utilities, property taxes, insurance and the cost to maintain common areas of the building. If costs are metered individually, the tenant will pay them directly to the provider, such as BC Hydro. Please provide that amount in item #3 below.

3. Monthly Heat/Hydro.

4. Monthly Repair and Maintenance Costs.

5. Monthly Property Taxes.

6. Monthly Property Insurance.

Landlords generally maintain fire and extended coverage on the Building's exterior and major systems. Tenants are required to have contents, fire and extended insurance coverage for the areas they occupy. Both landlord and tenant carry their own comprehensive general liability coverage.

Please indicate the total monthly insurance costs you are responsible for.

7. Other Monthly Costs (i.e., cleaning, security).

Please do not include phone, cable, or internet as we are not considering these space-related costs.

## Part 4 - Affordability - No Written Agreement or Other Type of Agreement

**This question asks about your monthly costs. This is a very important part of this survey and we greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses.**

\* 62. How much do you pay per month?

Please provide either:

- A. The **MONTHLY** Gross payment amount **OR**
- B. A breakdown of your **MONTHLY** costs (items #1 to #6 from the list below).

**A. MONTHLY Gross payment amount.**

A payment made by the tenant to the landlord for all costs related to occupying the space bundled together in one monthly payment (includes rent, utilities, taxes, insurance, etc.)

**B. Cost Breakdown.**

1. Monthly Fee.

The rent paid by the tenant to the landlord, as specified in the lease, for use/ occupancy of a space. Excludes Additional Rent charged for such costs as taxes and maintenance fees.

2. Monthly Additional Fees.

Any other payment not included in Base Rent that the landlord collects to offset the tenant share of building expenses, usually including such costs as shared utilities, property taxes, insurance and the cost to maintain common areas of the building. If costs are metered individually, the tenant will pay them directly to the provider, such as BC Hydro. Please report this in item #3 below.

3. Monthly Heat/Hydro.

4. Monthly Repair and Maintenance Costs.

5. Monthly Property Taxes.

6. Monthly Property Insurance.

Landlords generally maintain fire and extended coverage on the Building's exterior and major systems. Tenants are required to have contents, fire and extended insurance coverage for the areas they occupy. Both landlord and tenant carry their own comprehensive general liability coverage.

Please indicate the total monthly insurance costs you are responsible for.

Other Monthly Costs (i.e., cleaning, security).

Please do not include phone, cable, or internet as we are not considering these space-related costs.

## Part 4 - Affordability - Owners

**This question asks about your monthly costs. This is a very important part of this survey and we greatly appreciate that you are sharing this information with us. We will use this information to determine the average cost per square foot and will never publish or share individual responses.**

\* 63. Please indicate your average **MONTHLY** costs in each of the following categories. If you have tenants that cover any of these costs, please indicate the total **MONTHLY** amount paid by the tenant.

**Monthly Mortgage Payment**

Amount paid by tenant, if applicable

**Monthly Heat/Hydro**

Amount paid by tenant, if applicable

**Monthly Repairs & Maintenance**

Amount paid by tenant, if applicable

**Monthly Property Taxes**

Amount paid by tenant, if applicable

**Monthly Property Management Costs**

Please indicate the total external monthly fee or if managed internally, provide an estimate of direct property management costs.

Amount paid by tenant, if applicable

**Monthly Insurance**

Amount paid by tenant, if applicable

**Monthly Facility Reserve Fund.**

Money put aside each year from the operating budget to pay for eventual repair and replacement of a building and/or major systems, components and interior finishing.

Amount paid by tenant, if applicable

**Other Monthly Costs (i.e., cleaning, security).**

Please do not include phone, cable, or internet, as we are not considering these space-related costs.

\* 64. Do you receive any reduction of or exemption from property taxes from your municipality for your space?

- Yes – full exemption
- Yes – partial reduction
- No
- Not sure

\* 65. Approximately what percentage of your annual operating budget is spent on real estate related costs for this site (including rent, lease, mortgage, utilities, maintenance, property taxes, insurance, etc.)?

- Less than 30%
- Between 30% and 50%
- More than 50%
- Not sure

## Part 5 - COVID Questions

These next few questions ask about the impact of the COVID-19 pandemic.

\* 66. How has the COVID-19 pandemic affected each of the following:

	Increased	Decreased	Stayed the same/no impact
Revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demand for services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Space-related expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to meet space-related expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



\* 67. Which of the following has resulted from the COVID-19 pandemic? Check all that apply.

- Moved to smaller space
- Moved to a larger space
- Moved to a less expensive space
- Moved to a space with different amenities
- Co-located with another organization
- Sold or are selling the space
- Temporarily closed the space
- Permanently closed the space
- Changed how we delivered services (i.e., moved to online or other alternate ways)
- Reduced services
- Increased services
- Temporarily stopped programs or services
- Permanently stopped programs or services
- Halted capital projects or renovations
- Moved forward with capital projects or renovation
- Redesigned space to accommodate social distancing
- Reduced staff or volunteers
- Increased staff or volunteers
- Enabled staff or volunteers to work from home
- Invested more in IT systems
- Invested in protective equipment, increased cleaning or sanitation
- Offered tenants rent relief
- Renegotiated rental, lease or license agreement
- None of the above
- Other (please specify)

\* 68. Which of the following supports were you able to access to help you meet your space-related costs impacted by COVID-19?

- Rent relief from federal, provincial, or municipal government
- Rent relief from landlord (reduction, deferral or abatement)
- Emergency funding
- Forgivable loans
- Operating grants
- Redirect funding to cover facility operating expenses
- We were not able to get any help with space-related costs caused by COVID
- We did not need help with our space-related costs
- We did not have any space-related costs due to COVID
- Other (please specify)

## Part 6 - Future Needs

\* 69. Do you think you or your organization will need to move in the coming years?

- No, I/we will not need to move
- Yes, within the next 2 years
- Yes, within the next 5 years
- Yes, in 5 years or more
- Not sure

\* 70. Why will you need to move? Pick up to 3.

- I/We need about 10% more space
- I/We need about 20% more space
- I/We need about 40% more space or more
- I/We need less expensive space
- I/We need a longer lease or license term
- I/We need agreed-to rent increases for a longer period
- I/We need more accessible space for people with different abilities
- I/We need space that is closer to public transit
- I/We need space that is closer to our clients, participants, audiences or members
- I/We need different or more amenities
- We will need a different type of space
- Zoning or building code restrictions prevent us from making changes to our current space
- The space is being redeveloped or demolished
- The space is being renovated
- Other (please explain)

\* 71. To what extent has the need to move been affected by the COVID-19 pandemic?

- 100% due to the COVID-19 pandemic
- Partly due to the COVID-19 pandemic
- Unrelated to the COVID-19 pandemic

\* 72. Which amenities will you be looking for? Check all that apply.

- |   |  |
|---|--|
| <input type="checkbox"/> Kitchen or kitchenette | <input type="checkbox"/> Outdoor space   |
| <input type="checkbox"/> Bathroom(s)            | <input type="checkbox"/> Parking         |
| <input type="checkbox"/> Meeting rooms          | <input type="checkbox"/> Showers         |
| <input type="checkbox"/> Multipurpose room(s)   | <input type="checkbox"/> Bicycle parking |
| <input type="checkbox"/> Other (please specify) |  |

\* 73. In the move, which of the following are you considering? Check all that apply.

- Moving within the same neighbourhood
- Moving within the same municipality
- Moving outside the municipality you are currently in
- Co-locating/sharing with another organization(s)
- Other (please explain)

## Part 7 - Challenges, Needs, and Solutions

\* 74. What challenges or barriers, if any, do you or your organization face in securing affordable, suitable, and secure space for your programs and services? Pick your **5 most pressing challenges**.

- |   |   |
|---|---|
| <input type="checkbox"/> Lack of affordable space   | <input type="checkbox"/> Lack of knowledge/confidence in how to proceed with (re) development                               |
| <input type="checkbox"/> Lack of suitable space – cost of repair or maintenance too high                          | <input type="checkbox"/> Lack of money or funding for renovations, (re) development, acquisition or operations              |
| <input type="checkbox"/> Lack of suitable space for my/our needs and the needs of our users, members or audiences | <input type="checkbox"/> Lack of capacity (time or people) to take on capital improvements, (re) development or acquisition |
| <input type="checkbox"/> Lack of long-term security of tenure   | <input type="checkbox"/> Rising costs due to property taxes   |
| <input type="checkbox"/> Zoning or building code restrictions   | <input type="checkbox"/> None   |
| <input type="checkbox"/> Lack of knowledge/confidence in how to negotiate lease or rental agreements              |   |
| <input type="checkbox"/> Other (please specify)   |   |

\* 75. Have you or your organization ever been evicted or forced out of a space for any of the following reasons?

Check all that apply.

- Annual property tax increases in excess of what we could afford
- Annual increase in rent, lease, license, rental fees and/or space operating costs in excess of what we could afford
- Space/property was going to be redeveloped, renovated or demolished
- Space/property was going to be condemned and forced to close due to building condition
- Owner/landlord was taking back the space/property for their own use
- We have never been evicted or forced out
- Change of owner/landlord with corresponding change in relationship or tenaning agreement
- Other (please explain)

**Almost done! One last question....**

\* 76. Meeting the real estate needs of not-for-profits, social enterprises, and artists will require a multi-jurisdictional response. Which of the following actions would help you meet your real estate needs? Pick your top 5.

- Raise awareness/advocate for the importance and value of the sector and the spaces we require
- Conduct research to better understand ways to mitigate real estate challenges for the sector
- Convene stakeholders to work together on issues and opportunities
- Build the capacity of the sector to own, manage, or develop real estate through training, resources, and tools
- Facilitate sharing spaces
- Provide or increase grants for pre-planning and feasibility studies
- Provide or increase capital grants for renovation, (re) development, or acquisition
- Provide or increase facility operating grants
- Provide emergency funding to deal with real estate-related costs (i.e., equipment failure, flooding, pandemics, etc.)
- Provide property tax relief or change property tax system
- Increase access to social financing tools such as community bonds, impact investing, or loan guarantees
- Improve the development permitting processes including reduced fees for not-for-profit applications
- Improve municipal land use policies to better support spaces/facilities for not-for-profits, social enterprises, and artists (including but not limited to: zoning; development-related community amenity contributions/bonus density spaces; infrastructure renewal; removal of regulatory barriers; and others)
- Encourage the retention and replacement of not-for profit, social enterprise and artist spaces in redevelopment
- Increase the supply of affordable spaces owned by not-for-profits, land trusts, coops, foundations, or governments for used by not-for-profits, social enterprises, and artists.
- Other (please explain)

\* 77. Are you going to complete a 2nd survey on an additional site?

- Yes
- No

[Click here to go to the survey for your 2nd site.](#)



You are done! Remember to click the **DONE** button to submit your survey so your responses can be recorded.  
Thank you for taking the time to complete this survey.