

**WACC Secretariat  
308 Main Street, Toronto.**

*With the potential renewal of the lease agreement coming up in 2022, a decision needs to be taken about the immediate future of the Secretariat.*

**Current lease**

1. On September 1, 2020 WACC signed a new lease with the Trustees of Hope United Church as landlord of 308 Main Street, Toronto.
2. The Lease is for the exclusive use of the second floor level for two years from September 1, 2020 to August 31, 2022.
3. The Lease may be terminated by either party at six months' notice.
4. The Lease may be renewed for one period of three years, with the intention to renew expressed within 180 calendar days prior to the end of the term (i.e. before March 4, 2022). If the parties are unable to agree on the rent payable within 90 calendar days of the end of the term (i.e. June 2, 2022), the option to renew shall be void.
5. Under the current lease, WACC pays a base rent of \$4,166.67 monthly in advance (\$50,000 annually).

**Considerations**

- \* During the Covid-19 pandemic, staff adapted to working remotely. Currently, 3 of 8 staff members are decentralised (England, Kenya, Jamaica).
- \* WACC provides office space to ACT Alliance and its two staff members are WACC employees. ACT renewed its contract with WACC on June 11, 2021, which runs until June 30, 2023. WACC receives a hosting fee of USD 3,256 (CAD4,050) monthly, which almost covers WACC's own rent.
- \* The real cost/gain ratio of closing the current office set against a hybrid smaller office plus remote-working needs to be evaluated.
- \* The physical and psychological impact on staff of a new operational model still needs to be assessed long-term.
- \* The impression/impact on donor partners with regard to WACC's visibility and long-term viability needs to be determined.
- \* WACC is legally bound to maintain a registered office in both jurisdictions (Canada and the UK) together with financial and legal records.
- \* As an international organisation, WACC is likely to benefit from a physical presence in a significant location, one that facilitates visits and meetings.
- \* As a communications organisation, WACC needs a robust digital communications infrastructure.
- \* We need to take into consideration the potential loss of income from ACT Alliance and Thyroid Canada.

**Recommendation**

WACC staff have discussed these matters in the light of the above. They are unanimously agreed that for practical and financial reasons, as well as the likely impact on work practices

and sustainability, now is not the time to close and move the office. Instead, staff propose that WACC should:

1. Renew the lease on 308 Main Street in the knowledge that we can give six months' notice if a workable and financially viable model emerges in the course of the next two years.
2. Continue to operate a hybrid model of in-person and remote working, while assessing its strengths and weaknesses.
3. Produce a detailed schedule of the likely costs of a new model involving a smaller office and decentralised working.
4. Reduce the burden of an eventual move by decluttering the current office and archives in preparation for whatever comes next.
5. Examine ways of capitalising on any remaining space under the current set up.