

REPORT  
Regular Council Meeting  
1991 October 07

THE CORPORATION OF THE DISTRICT OF BURNABY  
COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR  
AND ALDERMEN

RE: ALLOCATION OF STORAGE SPACE AT BURNABY HEIGHTS

RECOMMENDATION:

1. THAT Council approve the allocation of storage space at the Burnaby Heights facility as outlined in the attached report.

R E P O R T

The Community Issues and Social Planning Committee, at its meeting held 1991 September 25 received and adopted the attached staff report providing for the allocation of available storage space in the basement of the Burnaby Heights Community Resource Facility.

The Committee therefore submits its proposals for the allocation of storage space at Burnaby Heights for Council's endorsement.

Respectfully submitted,

Alderman E. Nikolai  
Chair

Alderman J. Young  
Vice Chair

Alderman D. Evans  
Member

Alderman D. Lawson  
Member

Alderman C. Redman  
Member

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- DIRECTOR REC. & CULT. SERVICES

TO: CHAIR & MEMBERS  
COMMUNITY ISSUES &  
SOCIAL PLANNING COMMITTEE

1991 August 30

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: ALLOCATION OF STORAGE SPACE AT BURNABY HEIGHTS

PURPOSE: To provide for the allocation of available storage space in the basement of the Burnaby Heights Community Resource Facility.

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RECOMMENDATION:

1. THAT the Community Issues & Social Planning Committee request Council to approve the allocation of storage space at the Burnaby Heights facility as outlined in this report.

R E P O R T

1.0 INTRODUCTION

On 1990 July 09, Council established that the Community Issues & Social Planning Committee would address issues regarding the allocation of space at the Burnaby Heights community resource facility. Council also established that space at Burnaby Heights should be used for non-profit community service/interest groups, and for Municipal purposes where overall Municipal costs would be minimized.

On 1991 June 26, the Community Issues & Social Planning Committee received a report which provided information on recently vacated storage space in the basement of Burnaby Heights. At that time, it was not possible to allocate space in the basement area pending the removal of material containing asbestos from service pipes in the area. Over the summer, the Engineering Department has coordinated an asbestos removal program for the building. It is anticipated that the asbestos removal work will be completed this fall.

This report presents a proposal for the allocation and use of storage space in the basement of the Burnaby Heights facility.

2.0 STORAGE SPACE

The storage space covers approximately one-half of the basement floor area, and consists of 8 rooms totaling approximately 6,000 square feet. The space is generally suited for the storage of tables, chairs, sporting equipment and other nonflammable and nonhazardous goods.

As the basement area is subject to water seepage, materials would need to be stored above the floor on shelves or blocks. Precautions should also be taken to protect materials from mildew. In addition, organizations using the storage space would be advised to acquire content insurance in case of water damage, theft or fire.

For safety and security reasons, it would be necessary to limit general access to the storage area to hours when Municipal custodial staff are on duty, generally from 3:00 p.m. to 11:00 p.m. Monday to Friday.

3.0 REQUESTS FOR STORAGE SPACE

To date, requests for storage space at Burnaby Heights have been received from the following Municipal departments and community groups:

- . Building Inspection - for the storage of departmental record files.
- . Purchasing Office - for general storage.
- . Royal Canadian Air Cadets - for the storage of equipment for Air Cadet programs.
- . Burnaby Minor Softball Association - for the storage of baseball equipment and uniforms.
- . Existing Burnaby Heights Tenants - although a specific request has not been received from existing Burnaby Heights tenants, it is likely that there is also a need amongst groups currently leasing space at the facility for the temporary storage of extra chairs, tables or materials that cannot be accommodated within their offices.

4.0 PROPOSAL FOR ALLOCATION OF STORAGE SPACE

It is proposed that the Finance Department coordinate the allocation of storage space at Burnaby Heights to those Municipal departments and community organizations listed above who have requested space. Individual storage rooms would be allocated to each of the Municipal departments and community organizations in accordance with their needs. A common storage area would be made available to all tenants of Burnaby Heights as part of their existing lease agreements with the Municipality.

In addition, it is proposed that the Finance Department undertake to accommodate future requests for storage space from Municipal departments and community groups, as space is available.

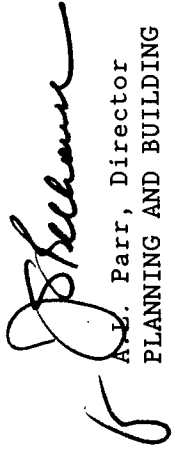
Given the poor quality and limited access to the storage space, it is proposed that community organizations using the storage space enter into a standard lease agreement with the Municipality at a nominal storage charge of \$180 per year to recover administrative costs. Storage charges would not be assessed for Municipal uses.

5.0 NOTIFICATION OF APPLICANTS

With Council concurrence, Finance Department staff would contact those Municipal departments and community groups requesting space to arrange for the allocation of the available storage space. Once the asbestos removal program has been completed, tenants would be able to begin using the storage space.

LP/jp

- cc: Municipal Solicitor  
Director Administrative & Community Services  
Director Recreation and Cultural Services  
Director Finance  
Director Engineering  
Purchasing Agent

  
A.L. Parr, Director  
PLANNING AND BUILDING

