

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

RE: **ALLOCATION OF SPACE BURNABY HEIGHTS  
COMMUNITY RESOURCE CENTRE**

RECOMMENDATIONS:

1. **THAT** Room 31 at the Burnaby Heights Community Resource Centre be allocated to the St. Leonard's Youth and Family Services Society.
2. **THAT** Room 38 be allocated to Burnaby Family Life Institute, with a sublease arrangement with the Burnaby Seniors Outreach Services Society.
3. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and St. Leonard's and Burnaby Family Life Institute, including a sub-lease agreement with the Burnaby Seniors Outreach Services Society.
4. **THAT** a copy of this report be sent to the following applicants for the space: Burnaby Family Life Institute, #32 - 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; the Burnaby Seniors Outreach Services Society, 27B - 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; St. Leonard's Youth and Family Services, P.O. Box 80156, Burnaby, B.C. V5H 3X5; and Canadian Cystic Fibrosis Foundation, #13 - 4829 Kingsway, Burnaby, B.C. V5H 2C8.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1996 September 25, received and adopted the *attached* report presenting a proposal for the allocation of available space at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

: COPY - CITY MANAGER
- DIRECTOR ENGINEERING
- DIRECTOR FINANCE
- DIR. PLNG. & BLDG.
- CITY SOLICITOR

Councillor C. Redman  
Chair

Councillor D. Johnston  
Vice Chair

TO: CHAIR AND MEMBERS 1996 SEPTEMBER 17  
COMMUNITY ISSUES &  
SOCIAL PLANNING COMMITTEE OUR FILE: 10.121

FROM: DIRECTOR PLANNING & BUILDING

**SUBJECT: ALLOCATION OF SPACE BURNABY  
HEIGHTS COMMUNITY RESOURCE CENTRE**

Purpose: To present a proposal for the allocation of available space at the Burnaby Heights Community Resource Centre.

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#### RECOMMENDATIONS:

1. **THAT** Room 31 at the Burnaby Heights Community Resource Centre be allocated to the St. Leonard's Youth and Family Services Society.
2. **THAT** Room 38 be allocated to Burnaby Family Life Institute, with a sublease arrangement with the Burnaby Seniors Outreach Services Society.
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### REPORT

#### 1.0 INTRODUCTION

As of 1996 July 31, two rooms at the Burnaby Heights Community Resource Centre became available for re-allocation. Room 31 on the main floor of the building was the former constituency office for Barry Jones, MLA. Room 38 on the second floor was vacated by the Burnaby Seniors Outreach Services Society.

Applications for this space were solicited from non-profit community groups through the distribution of a community notice and poster to approximately 100 Burnaby community organizations, groups and centres.

## **2.0 APPLICANTS**

As of 1996 September 16, the following four applications have been received for the lease of Room 31 on the main floor of the resource centre. One of the applications is for the lease of Room 31 or 38 on the second Floor of the building.

### ***Burnaby Family Life Institute***

Burnaby Family Life is a Burnaby based non-profit agency which provides a variety of counselling and other services to families and individuals. Burnaby Family Life is a current tenant of the resource centre leasing a total of 5,022 square feet at the centre and an additional 1,502 square feet at the Edmonds Community Resource Centre.

Burnaby Family Life proposes to use Room 31 to accommodate some of the administrative functions of the Institute, and for a variety of its family service programs. In addition, Burnaby Family Life proposes to enter into a subleasing arrangement with the Burnaby Seniors Outreach Services Society (BSOSS) to accommodate some of the activities of BSOSS.

### ***Burnaby Volunteer Centre***

The Burnaby Volunteer Centre coordinates a variety of services related to the provision of volunteers to Burnaby based community non-profit services. The Volunteer Centre currently lease 1,396 square feet of space at Burnaby Heights.

The Burnaby Volunteer Centre is proposing to relinquish its lease for Room 23 at the resource centre in exchange for Room 31, which is wheelchair accessible, to improve the delivery of its services to the community.

### ***St. Leonard's Youth and Family Services Society***

St. Leonard's is a Burnaby based non-profit society which provides a wide range of services to children, youth and families. St. Leonard's currently leases 349 square feet of space at the Edmonds resource centre.

St. Leonard's is proposing to use Room 31 for its Burnaby program for special needs children and their families. The program provides services to children 12 to 18 years of age who have a mental disability, autism and/or may be physically disabled.

***Canadian Cystic Fibrosis Foundation***

Canadian Cystic Fibrosis Foundation - Lower Mainland Branch is a non-profit charity established to assist those afflicted with cystic fibrosis.

The organization has applied for either Room 31 or 38, with a preference for Room 31 on the main floor. The space would be used for office administration. Approximately 25% of the members of the Society reside in Burnaby.

**3.0 PROPOSED ALLOCATION**

All of the applicants for Room 31 meet the guidelines for the allocation of space at the resource centre. The proposed allocations for Rooms 31 and 38 are as follows:

***Room 31 - St. Leonard's Youth and Family Services***

Based on the following observations, it is proposed that Room 31 be allocated to the St. Leonard's Society:

- ▶ an allocation to St. Leonard's would introduce a new service and agency to the Burnaby Heights resource centre.
- ▶ the primary recipients of the Society's services are special needs children and would make the highest use of this wheelchair accessible space.

***Room 38 - Burnaby Family Life***

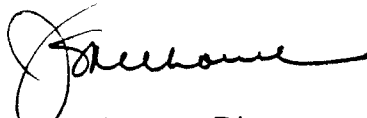
It is noted that Burnaby Family Life has applied for Room 31. In view of the above proposal, it is proposed that Room 38 on the second floor be offered to Burnaby Family Life, including a sub-lease agreement with the Burnaby Seniors Outreach Services Society. Should Burnaby Family Life not wish to lease Room 38, staff would continue to seek applicants for the room. In the interim, this room would be made available for use as a community meeting room on a similar basis to Room 11 at the resource centre. Community groups may book these rooms through the Burnaby Information & Community Services Society (299-5778).

An allocation to the Canadian Cystic Fibrosis Foundation is not being proposed in that the organization serves a broader regional role.

**4.0 CONCLUDING COMMENTS**

In the coming year, staff will seek to have additional improvements made to the resource centre to provide wheelchair access to the main floor of the building which would address the needs of the Burnaby Volunteer Centre.

With Council approval of the Committee's recommendation for the allocation of this space, staff will undertake the necessary lease arrangements for the approved applicants. Consistent with City policy, the lease cost for the space is set at \$9.19 per square foot per year for 1996. The approved applicants would also be eligible to apply to the Executive Committee - Grants for a lease grant to offset a portion of the established lease rate.



B.G. Stenson, Director  
PLANNING AND BUILDING

LP/db

cc: City Manager  
Director Engineering  
Director Finance  
City Solicitor

