

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

Re: Allocation of Room 36 at Burnaby Heights Resource Centre

RECOMMENDATION:

1. **THAT** Council grant a lease for Room 36 at the Burnaby Heights Resource Centre to the Burnaby School District.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1997 November 26, received the *attached* report seeking authority to grant a lease for room 36 at the Burnaby Heights Resource Centre to Burnaby School District. Please note that a quorum was not present at this meeting.

The Committee advised that Burnaby School District meets the guidelines for the allocation of this space. The Committee further advised that the School District is proposing to use room 36 for a job-training course that would accommodate about 100 students per year.

Respectfully submitted,

Councillor C. Redman  
Chair

Councillor N. Volkow  
Vice Chair

: COPY - CITY MANAGER  
- DIRECTOR FINANCE  
- DIR. PLNG. & BLDG.  
- DIR. REC. & CULT. SERV.  
- CITY SOLICITOR

TO: COMMUNITY ISSUES AND  
SOCIAL PLANNING COMMITTEE

1997 NOVEMBER 12

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: ALLOCATION OF ROOM 36  
BURNABY HEIGHTS RESOURCE CENTRE

PURPOSE: To seek authority to grant a lease of Room 36 at the Burnaby Heights Resource Centre to Burnaby School District.

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#### RECOMMENDATION:

1. **THAT** the City grant a lease of Room 36 at the Burnaby Heights Resource Centre to the Burnaby School District .

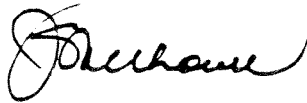
#### REPORT

In 1997 September, staff received notice from the Boy Scouts that the organization would be vacating Room 36 at the Burnaby Heights Resource Centre as of 1997 October 31. To advertise the availability of this space, staff distributed a notice to about 100 non-profit community organizations requesting applications for the available room at the Burnaby Heights Resource Centre. In response to the notice of available space, staff received a single expression of interest for the space from the Burnaby School District.

The Burnaby School District meets the guidelines for the allocation of this space. The District currently leases a total of 4,752 square feet of space at Burnaby Heights for classroom use. The District is proposing to use Room 36 for a job-training course that would accommodate about 100 students per year, as described in the *attached* letter. In addition, the School District has indicated that it would be able to accommodate requests from other groups wishing to sub-lease the space for evening programs and weekend use.

As such, staff would propose that Room 36 be leased to the Burnaby School District. Staff would also undertake to forward any requests received for the sub-lease of the space for evening and weekend use to the Burnaby School District for their consideration for a sub-leasing arrangement. This would include forwarding the expression of interest received from C.A.S.I. for additional classroom space for evening programs currently being considered by the Committee in relation to the allocation of Room 38 at the Resource Centre.

With Council approval of the Committee's recommendation for the allocation of Room 36, staff will undertake the necessary lease arrangements for the approved applicant. Consistent with City Policy, the lease cost for the Burnaby School District is set at \$6.36 per square foot per year for 1998, in line with other space allocated to the District at the Resource Centre.



D.G. Stenson, Director  
PLANNING AND BUILDING

LP  
Attachment

cc: Director Finance  
City Solicitor  
Director Recreation & Cultural Services



1997 11 10

City of Burnaby  
Planning and Building Department  
4949 Canada Way  
Burnaby, B.C. V5G 1M2

Attention: Lou Pelletier, Planner

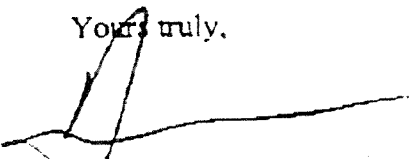
Dear Mr. Pelletier:

Please accept this letter as our formal request to lease Room 36 at Burnaby Heights Community Resource Centre.

The program we would offer would be 13-week job-training course open to all Burnaby residents. The class enrolment would be 25 students. This would provide 100 plus students access to our program in the course of one year. We would require this space Monday to Friday during the daytime. We would be happy to share this space with other groups in the evening and on weekends.

The Burnaby School Board project complements and incorporates services and clients of Burnaby Family Life, Burnaby Multi-cultural Society, the Boy Scouts of Canada and the Burnaby Volunteer Bureau. We look forward to housing these people here because we have built strong links and partnerships with these groups and we hope to strengthen and expand our relationships.

Yours truly,



Don Jacob  
Manager, Adult and Continuing Education

DJ:jb

5325 Kincaid Street  
Burnaby British Columbia  
Canada V5G 1W2  
(604) 664-8441  
FAX (604) 664-8382