

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

Re: BURNABY HEIGHTS COMMUNITY RESOURCE CENTRE
NOTICE OF AVAILABLE SPACE

RECOMMENDATIONS:

1. **THAT** Council authorize staff to invite applications from Burnaby based non-profit groups for the lease of Room 31 at the Burnaby Heights Community Resource Centre Room, as outlined in this report.
2. **THAT** Council be requested to authorize the month to month rental of Room 31 to the Caireen Child and Family Services Society pending a decision on the permanent allocation of this space, as outlined in section 3.0 of this report.
3. **THAT** a copy of this report be sent to the St. Leonard's Youth and Family Services, P.O. Box 80156, Burnaby, B.C. V5H 3X5, and to Caireen Child and Family Services Society, 4312 Dundas Street, Burnaby, B.C. V5C 1B3.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1998 November 25 received the attached report outlining an approach to advertise the availability of office/program space at the Burnaby Heights Community Resource Centre..

Respectfully submitted,

Councillor C. Redman
Chair

Councillor N. Volkow
Vice Chair

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| <p>: COPY - CITY MANAGER - DIRECTOR FINANCE - DIR. PLNG. & BLDG. - DIR. PARKS, REC. & CULT. SERV. - CITY SOLICITOR</p> |
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TO: CHAIR AND MEMBERS 1998 NOVEMBER 12
COMMUNITY ISSUES AND SOCIAL
PLANNING COMMITTEE

FROM: DIRECTOR PLANNING AND BUILDING Our File: 10.121

**SUBJECT: BURNABY HEIGHTS COMMUNITY RESOURCE CENTRE
NOTICE OF AVAILABLE SPACE**

PURPOSE: To outline an approach to advertise the availability of office/program space at the Burnaby Heights Community Resource Centre.

RECOMMENDATIONS:

1. **THAT** Council be requested to authorize staff to invite applications from Burnaby based non-profit groups for the lease of Room 31 at the Burnaby Heights Community Resource Centre Room, as outlined in this report.
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REPORT

1.0 BACKGROUND

On 1998 June 1, Council authorized a request submitted by the St. Leonard's Youth and Family Services for the sub-lease of its allocated space to the Cairen Child and Family Services Society for an interim period ending on 1998 December 31. The sub-leasing arrangement was established to provide for the use of Room 31 at the Burnaby Heights Community Resource Centre pending a determination by St. Leonard's as to its ongoing need

for the space. St. Leonard's has advised that, as a result of changes to its funding and services, it does not have an ongoing need for this space, and will not be renewing its lease agreement with the City for 1999.

2.0 COMMUNITY NOTICE

To advertise the availability of Room 31 (768 sq.ft.) for re-tenanting, staff propose to distribute a notice to Burnaby based groups inviting applications for the future use of the subject space. A notice would be sent to approximately 100 groups including:

- existing resource centre tenants
- members of Burnaby, Eastburn, and Norburn Inter-agency Councils
- Community School Coordinators
- community recreation centres and libraries
- other groups interested in resource centre space

In addition, an advertisement would be placed in one edition of the Burnaby Now. Applications for the space would be reviewed by the Community Issues and Social Planning Committee to develop a recommendation to Council for the allocation of the space to the successful applicant(s).

3.0 EXISTING SUB-LEASING AGREEMENT

At its 1998 June 1 meeting, Council authorized the sub-lease of Room 31 by St. Leonard's Youth and Family Services to the Caireen Child and Family Services Society. The sub-lease agreement was for an interim period ending on 1998 December 31. Pending the completion of the process to reallocate Room 31, staff propose to continue to accommodate the Caireen Child and Family Services Society in the subject space through a month to month rental agreement. Staff would also propose that the interim month to month rental rate for Room 31 be set at a rate of \$4.73 per square foot. This is equivalent to the established lease rate of \$9.46/sq.ft., less the expected 50% level of lease support for which this group would qualify. This would provide for the ongoing use of the room as the selection process for a permanent tenant is undertaken.

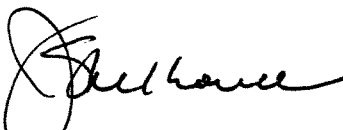
Staff anticipate that the Caireen Child and Family Services Society will be making application for a permanent allocation of Room 31. The organization understands that the present sub-lease agreement and the proposed month to month rental of the space would not give it preferential status for the permanent allocation of the space. All applications received for the space from interested tenants would be considered and reviewed by the Committee in relation to the space allocation guidelines established by Council. Based on a recommendation by the Committee to Council, a permanent tenant(s) would be chosen to lease the space.

4.0 SUMMARY COMMENTS

The St . Leonard's Youth and Family Services has advised that it will not be renewing its lease for 1999 for Room 31 at the Burnaby Heights Community Resource Centre. As well, the sub-lease arrangement with the Caireen Child and Family Services Society for this space ends on 1998 December 31.

To provide for the permanent reallocation of Room 31, this report proposes to invite non-profit groups to make application for the subject space. With the concurrence of the Committee and Council, staff would distribute a community notice and place an advertisement in a local newspaper advising for the availability of this space for lease by non-profit Burnaby based community groups.

It is also proposed that the continued use of the room by the Caireen Child and Family Services Society be accommodated through a month to month rental agreement pending Council approval of a Committee recommendation for the permanent reallocation of the subject space.


D.G. Stenson, Director
PLANNING AND BUILDING

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cc: City Manager
Director Finance
Director Parks, Recreation and Cultural Services
City Clerk
City Solicitor