

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

RE: ALLOCATION OF AVAILABLE SPACE - BURNABY HEIGHTS

RECOMMENDATIONS:

1. **THAT** the available rooms at the Burnaby Heights Resource Centre be allocated to the selected applicants, as outlined in Section 3.0 of the attached report.
2. **THAT** staff be authorized to undertake the necessary lease agreements between the City and the selected applicants, or the proposed alternate as necessary.
3. **THAT** a copy of this report be sent to the following applicants: Mr. Don Jacob, Burnaby School District, Continuing Education Services, 5325 Kincaid Street, Burnaby, B.C. V5G 1W2; Ms. Sylvia Temblay, Canadian Mental Health Association, 175 West Broadway, Vancouver, B.C. V5Y 1P4; Mr. Alec Sun, Chinese Christian Gospel Church, 7282 Kingsway, Burnaby, B.C. V5E 1G3; Mr. Terry Allen, CUPE Local 379, 7231 Frances Street, Burnaby, B.C. V5A 1H1; Mr. Miguel Arevalo, Hispanic Community Centre Society, 4824 Commercial Street, Vancouver, B.C. V5N 4H1; and Ms. Anita Louie, V.L. Cross Cultural Society, 44022 - 6508 Hastings Street, Burnaby, B.C. V5B 4Y2

REPORT

The Community Issues and Social Planning Committee at its meeting held on 1999 November 24, received and adopted the attached report presenting a proposal for the allocation of available space at the Burnaby Heights Community Resource Centre.

The Committee in reviewing the report recommended that under 3.0 Proposed Allocation §, Room 24B be referred to staff for further review.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Volkow  
Vice Chair

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

**TO:** CHAIR AND MEMBERS  
COMMUNITY ISSUES AND SOCIAL  
PLANNING COMMITTEE

November 17, 1999

**FROM:** DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

**SUBJECT:** ALLOCATION OF AVAILABLE SPACE - BURNABY HEIGHTS

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

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## **REPORT**

### **1.0 BACKGROUND**

At its 1999 October 4 meeting, Council approved the recommendations of the Community Issues and Social Planning Committee authorizing staff to advertise the availability of office/program space at the Burnaby Heights Community Resource Centre.

Staff have solicited applications for available space at Burnaby Heights through the placement of a community newspaper advertisement, and the distribution of information posters and notices to Burnaby community organizations and City facilities.

## **2.0 APPLICANTS**

As of the application deadline of 1999 November 15, the City had received the following requests for the available space at Burnaby Heights:

- ***Room 24B (604 sq.ft.)***

No applications were received for this space, which is partially shared with the Rosemary Brown Family Services Society.

- ***Room 23 (465 sq.ft.)***

***Chinese Christian Gospel Church***

The Chinese Christian Gospel Church has applied for Room #23 at Burnaby Heights to accommodate the office and meeting space needs of the Church, other than Sunday worship. The Chinese Christian Gospel Church currently books space at the Edmonds Community Centre for Seniors for its weekly worship services for a congregation of about 200 people. The Church is able to access the Centre for worship services as the Centre is normally closed to the general public on Sunday. The Church was incorporated as a non-profit society in 1996 June, and as of 1999 September had 41 registered members.

***CUPE Local 379***

The CUPE Union Local 379 represents the non-teaching staff of the Burnaby School Board. Prior to the City acquiring ownership of the Burnaby Heights Resource Centre from the Burnaby School Board in 1990, CUPE Local 379 occupied space at the Resource Centre that became the Constituency Office for Barry Jones, MLA. The Local currently rents office space from the Burnaby School Board at the Duthie - Union School building at 7231 Frances Street.

The Local has begun to question the appropriateness of renting its office space from the employer of its members, and as such, has applied for Room #23 to accommodate its office function.

***Hispanic Community Centre Society - Youth for the Youth Program***

The Hispanic Community Centre Society was incorporated in 1989 to provide programs and services to assist new Spanish speaking immigrants to adapt, settle and integrate into Canadian Society. The Society is based in Vancouver and offers a variety of programs including a Spanish language program for children, host family program, summer camp, adult ESL, legal clinic and the Youth for the Youth Project, as well as other associated support programs.

The Society has applied for both Rooms #23 and #29 to operate its Youth for the Youth Project. This project allows young Hispanic people to plan, deliver, monitor and evaluate their own activities and find solutions to their adaptation problems. The program offers leadership training and sponsored forums with law enforcement agencies, law administrators, and politicians. The Society would like to move this program from Vancouver to a Burnaby location as approximately 70% of the youth taking part in the Program come from Burnaby.

- ***Room 29 (768 sq.ft.)***

***Burnaby School District - Adult and Continuing Education***

The Burnaby School District has applied for Room #29 to accommodate an expansion of its existing English language programs at Burnaby Heights. The School Board currently leases 5,712 square feet of space (8 classrooms) at the Community Resource Centre. The requested classroom would enable the School District to accommodate an additional 100 students per day (15 -25 per class) at the Resource Centre.

***Canadian Mental Health Association - Recreation Program***

The Canadian Mental Health Association, Vancouver - Burnaby Branch is a non-profit organization which provides community based programs to adults with a mental illness. The Association offers direct services in the areas of skills training, employment, community re-integration, public education, and recreation and leisure activities. The Association currently leases 1,506 square feet at the Edmonds Neighbourhood Resource Centre for its recreation program for individuals with a mental illness. The Association's recreation program provides opportunities for adults with a mental illness to participate in recreational activities including drop-in social programs, special events, road trips and other activities.

The Association has applied for Room #29 at Burnaby Heights in order to expand its recreation program to meet the needs of resident clients in the North Burnaby area.

***Hispanic Community Centre Society - Youth for the Youth Program***

See the Hispanic Community Centre's request for Room #23 and #29, described above.

***Vancouver Lower-Mainland Cross-Cultural Society***

The Vancouver Lower-Mainland Cross-Cultural Society is a newly created non-profit organization incorporated in 1999 August. The Society has applied for Room

#29 to initiate delivery of its planned guest-speaker and computer literacy programs to new immigrants. The Society intends to eventually provide its services on a Lower Mainland wide basis, with an initial focus on Burnaby clients.

### 3.0 PROPOSED ALLOCATIONS

In 1990 July, Council adopted guidelines that provide for the allocation of space at the Resource Centres to non-profit groups that provide services of broad benefit to Burnaby residents. The guidelines also assist in selecting amongst competing applications for available space.

Based on the allocation guidelines, staff have prepared a proposal for the allocation of each room to a primary candidate. Given that there are three requests for Room #23, four requests for Room #29 and no requests for Room #24B from six different applicants, it is necessary to assign tenants to each of the available rooms in order to maximize the use of the available space. In some cases, the proposed room assignment does not match the applicants request. As such, alternate (back-up) tenants are also proposed for Rooms #23 and #29 should either of the primary candidates decide not to enter into a lease agreement with the City for the assigned space. Based on past experience, staff expect that some applicants may decline their allocation as the assigned room(s) fail to meet the space and programing needs of the organization. On occasion, past applicants have also declined an allocation as the financial situation or programing needs of the agency have changed between the date of the initial application and the approval of the allocation by Council.

Based on the allocation guidelines, it is proposed that the available rooms be allocated as follows:

#### *Room #29 (768 sq.ft.)*

*Proposed Allocation: Burnaby School District*

*Proposed Alternate: Canadian Mental Health Association*

The Burnaby School District provides educational programs primarily to Burnaby residents. The classroom would accommodate about 100 students per day in English language education programs. This allocation matches the room request submitted by the District.

Should the Burnaby School District decide not to pursue the annual lease of Room #29, the Canadian Mental Health Association is the proposed alternate tenant. The Association currently operates its recreation program for adults with mental illness from the Edmonds Neighbourhood Resource Centre. The Association's proposal would extend this service to the North Burnaby area.

**Room #23 (465 sq.ft.)**

*Primary Allocation: Canadian Mental Health Association*  
*Proposed Alternate: Hispanic Community Centre Society*

The Canadian Mental Health Association has requested Room #29 to accommodate an extension of its recreation program for adults with mental illness. The program would primarily serve Burnaby clients of the Association living in the North Burnaby area. The program would expand the range of community services available at the Burnaby Heights facility. Given the proposed allocation of the smaller Room #23, the Association may need to re-evaluate whether the program could be successfully accommodated in the assigned room.

Should the Association decline the allocation or secure the alternate allocation of Room #29, the Hispanic Community Centre Society is the proposed alternate for Room #23. The Society is proposing to locate its Youth for the Youth Program at Burnaby Heights. The program would serve Hispanic youth from the Lower Mainland area with a focus on Burnaby. This program would also expand the range of community services offered from the Resource Centre. Given that the Society has applied for both Room #23 and #29, the Society may need to re-evaluate the feasibility of accommodating its program in Room #23 should it become available.

**Room #24B (604 sq.ft.)**

*Primary Allocation: CUPE Local 379*  
*Proposed Alternate: n/a*

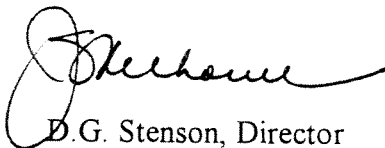
Room #24B is a partially shared space with the Rosemary Brown Family Services Society. The Society currently leases two smaller sub-offices within Room #24B and one-half of the common lobby. The available 604 square feet of space consists of a further two sub-offices and a share of the common lobby. Given the close quarters of this shared space and the small size of the available offices, the space can only be appropriately used for quieter office functions. As such, it could not successfully accommodate the programming and educational activities proposed by the Hispanic Community Centre Society nor the Vancouver Lower-Mainland Cross-Cultural Society.

As the allocation guidelines specifically provide for the accommodation of both direct and indirect City uses, including City offices, employees associations and other related public sector organizations, it is proposed that Room #24B be allocated to the CUPE Local #379 for office use. Prior to taking occupancy of the room, the CUPE Local and the Rosemary Brown Family Services Society would need to discuss and resolve mutual concerns regarding confidentiality, security and other issues related to sharing a common entrance and lobby area.

The remaining applicant, the Chinese Christian Gospel Church, is not a proposed alternate for this space. While the office use proposed by the Church would be compatible with the available space, the organization is not seeking to directly provide services or programs from the Resource Centre that would be of general benefit to the physical, social or mental well-being Burnaby residents.

#### **4.0 NEXT STEPS**

With Council approval of the Committee's recommendations for the allocation of the available space at Burnaby Heights, staff would undertake the necessary lease arrangements for the approved tenants. Consistent with City policy, the lease cost for space at Burnaby Heights is set at \$9.46 per square foot per year for 1999 and 2000. The lease rate for the School District at Burnaby Heights is set at \$6.95 per square foot per year for 1999 and 2000. Once space allocations have been finalized, as appropriate, the lease grant applications of the non-profit tenants allocated space would be forwarded to the Executive Committee - Grants for consideration.

  
D.G. Stenson, Director  
PLANNING AND BUILDING

LP/sla

cc: City Manager  
Director Engineering  
Director Finance

Director Parks, Recreation and Cultural Services  
City Solicitor  
City Clerk

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