

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

RE: BURNABY HEIGHTS RESOURCE CENTRE - AVAILABLE SPACE

RECOMMENDATION:

1. **THAT** Council authorize staff to advertise the availability of office/program space at the Burnaby Heights Resource Centre as outlined in the attached report.

REPORT

The Community Issues and Social Planning Committee at its meeting held on 1999 September 22, received and adopted the attached report outlining an approach to advertise the availability of office/program space at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Volkow  
Vice Chair

:COPY - CITY MANAGER  
- DIRECTOR FINANCE  
- DIRECTOR PARKS, RECREATION & CULTURAL SERVICES  
- DIRECTOR PLANNING & BUILDING

TO: CHAIR & MEMBERS  
COMMUNITY ISSUES AND SOCIAL  
PLANNING COMMITTEE

1999 September 14

FROM: DIRECTOR PLANNING AND BUILDING

Our File: 10.121

SUBJECT: BURNABY HEIGHTS RESOURCE CENTRE - AVAILABLE SPACE

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

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#### RECOMMENDATION:

1. THAT staff be authorized to advertise the availability of office / program space at the Burnaby Heights Resource Centre, as outlined in this report.

#### REPORT

Staff have received notice from two tenants vacating space at the Burnaby Heights Community Resource Centre as of 1999 September 30. The Burnaby Multicultural Society will be vacating Room 29. The Society had previously relocated its offices to community amenity space in the Metrotown area, while continuing to lease Room 29 for program purposes. In order to redirect some of its financial resources to other areas, the Society has decided to relinquish its remaining space at Burnaby Heights. The Burnaby Volunteer Centre will be vacating Room 23. The Volunteer Centre will continue to lease Room 14 at Burnaby Heights for delivery of its services.

To advertise the availability of Room 29 (768 sq.ft.) and Room 23 (465 sq.ft.) for re-tenanting, staff propose to distribute the letter (*attachment #1*) and notice (*attachment #2*) to a broad range of Burnaby based community groups and centres that would include:

- Resource Centre tenants and previous applicants for space
- Burnaby, Eastburn, and Norburn Inter-Agency Councils
- Burnaby School District and Community School Coordinators
- Community Recreation Centres & Libraries

In addition, staff will advertise the available space in a local community newspaper.

*Planning and Building*

*Re: Burnaby Heights Resource Centre - Available Space*

*1999 September 7 ..... Page 2*

With the concurrence of the Committee and Council, staff would undertake to distribute the notice in early 1999 October. Subsequently, a report outlining the requests received for the available space would be prepared for consideration by the Committee.



*D.G.* D.G. Stenson, Director  
PLANNING AND BUILDING

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***Attachments (2)***

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



4949 Canada Way, Burnaby, B.C. V5G 1M2  
Planning & Building Department

Telephone: (604) 294-7400  
Fax: (604) 294-7220

**Re: Available Program/Office Space for Non-Profit Groups**

Office/program space is available for lease to non-profit community groups at the Burnaby Heights Community Resource Centre located at 250 Willingdon in north Burnaby. Community groups interested in leasing space at the Resource Centre are requested to submit a letter of application by 1999 November 5 to:

*City of Burnaby  
Planning and Building Department  
4949 Canada Way  
Burnaby, B.C. V5G 1M2  
Attention: Lou Pelletier, Long Range Planner*

Applications for the available space should make reference to the *attached* guidelines for the use of City space at community resource centres. Where appropriate, City guidelines allow for the space to be shared by two or more groups. The Community Issues and Social Planning Committee of Burnaby Council will review applications based on the guidelines and then make a recommendation to Council for the allocation of the space to the successful applicant(s).

Tenants enter into an annual lease agreement with the City. The lease rate for Resource Centre space is set at \$9.46 per square foot per year for 2000. The annual lease rate for the available space is \$7,265.28 per year for Room #29 (768 square feet). The lease rate includes heat, light, general building maintenance, and custodial service. Once selected, the tenant may also be eligible for a City grant to offset up to 50% of the established lease rate.

It would be appreciated if you could post the *enclosed* notice on any staff and public notice boards available to you. For further information, please contact Lou Pelletier or John Foster of the Planning and Building Department at 294-7421.



**Burnaby Heights  
Community Resource  
Centre**

250 Willingdon Avenue  
Burnaby, BC  
V5C 5E9

## AVAILABLE PROGRAM/OFFICE SPACE FOR NON-PROFIT GROUPS

Office/program space is available for lease to non-profit community groups at the Burnaby Heights Community Resource Centre (768 square feet) located at 250 Willingdon Avenue in North Burnaby.

The 2000 annual lease rate for the space is set at \$9.46 per square foot per year. A city grant to offset up to 50% of the established lease rate may also be available. Community groups interested in leasing this space should submit a letter of application to:

**City of Burnaby  
Planning and Building Department  
4949 Canada Way  
Burnaby, B.C. V5G 1M2**  
*Attention: Lou Pelletier, Long Range Planner*

### **Submission Deadline - 1999 November 5**

For further information, please contact Lou Pelletier or John Foster of the Burnaby Planning and Building Department at 294-7421.

