

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

RE: ALLOCATION OF AVAILABLE SPACE - BURNABY HEIGHTS

RECOMMENDATIONS:

1. **THAT** Council allocate Room 24B at the Burnaby Heights Resource Centre to the Chinese Cultural Centre of Greater Vancouver, as outlined in the attached report.
2. **THAT** Council authorize staff to undertake the necessary lease arrangements between the City and the selected applicant.
3. **THAT** a copy of this report be sent to the following applicants: The Children's Education Trust, #250 - 11180 Voyager Way, Richmond, BC V6X 3N8; Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, Vancouver, BC V6A 3V6; Scouts Canada, Burnaby Regional Council, #35 - 250 Willingdon Avenue, Burnaby, BC V5C 5E9, and Royal Canadian Air Cadets, 759 Falcon Squadron, PO Box 82520, Burnaby, BC V5C 5Z1.

REPORT

The Community Issues and Social Planning Committee at its Open meeting held on 2000 March 22 received and adopted the attached report presenting a proposal for the allocation of Room 24B at the Burnaby Heights Community Resource Centre.

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

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Harris  
Vice Chair

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

2000 March 14

**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 Room 24B at the Burnaby Heights Community Resource Centre.

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**RECOMMENDATIONS:**

1. **THAT** Room 24B at the Burnaby Heights Resource Centre be allocated to the Chinese Cultural Centre of Greater Vancouver, as outlined in this report.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the selected applicant.
3. **THAT** a copy of this report be sent to the following applicants: The Children's Education Trust, #250 - 11180 Voyager Way, Richmond, BC V6X 3N8; Chinese Cultural Centre of Greater Vancouver, 50 East Pender Street, Vancouver, BC V6A 3V6; Scouts Canada, Burnaby Regional Council, #35 - 250 Willingdon Avenue, Burnaby, BC V5C 5E9, and Royal Canadian Air Cadets, 759 Falcon Squadron, PO Box 82520, Burnaby, BC V5C 5Z1.

**REPORT**

**1.0 BACKGROUND**

At its 2000 February 7 meeting, Council approved the recommendations of the Community Issues and Social Planning Committee authorizing staff to advertise the availability of office/program space for lease at the Burnaby Heights Community Resource Centre.

In response to the placement of a community newspaper advertisement, and the distribution of information posters and notices to Burnaby community organizations, the City has received four applications for Room 24B. Room 24B consists of 604 square feet of space allocated amongst two small interior office spaces, and a shared lobby. The lobby space and a common entrance to the room are shared with the Rosemary Brown Family Services Society which currently leases two of the four small interior office spaces contained within Room 24B.

## **2.0 APPLICANTS**

As of the application deadline of 2000 March 6, applications for Room 24B have been received from the following groups:

### ***The Children's Education Trust***

An application was received from The Children's Education Trust. The applicant provided proof of non-profit status in the form of Letters Patent under the Canada Corporations Act for "The Children's Educational Foundation of Canada", a non-profit corporation. The applicant advised that the Children's Education Trust is seeking space in Burnaby to better access potential clients in the City. The applicant also advised that the Trust works with families to help establish plans for their children's education, and to provide access to advice on legal issues.

In reviewing promotional material requested from the applicant, it appears that the applicant is a "Scholarship Plan Dealer" for "Education Fund Services Inc." which is the exclusive distributor for "The Children's Education Trust of Canada" (the "Plan"). The Plan is described as a Registered Education Savings Plan as defined by the Tax Act. The material states that the Plan is administered by The Children's Educational Foundation of Canada (the non-profit "foundation"). The Director of the Foundation owns 100% of the common shares of the Scholarship Plan Dealer. The Director, Secretary and Chief Financial Officer, and Director, President and Chief Executive Officer for the Foundation, as partners of the legal firm Meighen Demers, provide legal services to the Foundation and to the Scholarship Plan Dealer.

The material provided states that the Plan Dealer receives an enrolment fee of \$200 from the deposits made by subscribers to the Plan, and an annual administration fee of 1.5% of all savings, Canada Education Savings Grant amounts, and income earned plus GST.

Notwithstanding that the Foundation is non-profit corporation, given that the applicant appears to be operating a business as a Scholarship Plan Dealer for Education Fund Services Inc., the applicant does not meet the intent of the space allocation guidelines for the Resource Centre which seek to accommodate community based non-profit service providers.

### ***Chinese Cultural Centre of Greater Vancouver***

The Chinese Cultural Centre of Greater Vancouver (CCC) is a non-profit charitable society established in 1974. In addition to its facilities in Vancouver, the CCC has a branch office in Richmond. The Society also rents space from the Vancouver, Burnaby and Coquitlam School Districts for Chinese heritage language classes.

The CCC is proposing to use the office space at Burnaby Heights for the establishment of both in-house and outreach programs for North Burnaby. Some of the proposed programs include after-school ESL, Chinese language and arts programs for students, children's summer recreation and cultural activities, and other community events.

***Royal Canadian Air Cadets - 759 "Falcon Squadron"***

The 759 Falcon Squadron is a non-profit society established in North Burnaby in 1965. The Squadron provides programs and activities for youth between 12 and 19 years of age. The Squadron currently has 60 cadets, 97% of which are Burnaby residents.

The Squadron is seeking space at the Resource Centre for administrative use by its officers, civilian instructors and parent sponsoring committee members. The Squadron currently has a Parks Department allocation of space in the Civil Defense Building located in Confederation Park. The Squadron uses the Burnaby Heights gym for cadet training and activities, and rents storage space in the basement of the Resource Centre.

***Scouts Canada - Burnaby Regional Council***

The Burnaby Regional Council - Scouts Canada is a non-profit society which currently leases two rooms (2,208 square feet) at Burnaby Heights for the Burnaby Regional Council office and the Scout Shop. The organization provides programs for Burnaby youth age 5 to 26 years based on Scouting principles. The Regional Council is seeking additional space to accommodate administrative activities and provide a secure and accessible location for office files.

**3.0 PROPOSED ALLOCATION**

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.

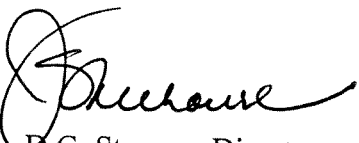
In general, three of the applicants meet the basic requirements for the allocation of space at the Resource Centre in that they operate on a non-profit basis and provide services and programs of general benefit to the community. The application received under the name of The Children's Education Trust is not consistent with the intent of the space allocation guidelines. The office and program uses proposed by the three remaining applicants are compatible with the available space. These organizations also appear to be compatible with the Rosemary Brown Family Services Society, with which the selected applicant would share the common entrance and reception / lobby area of Room 24B.

For the Boy Scouts and the Air Cadets, the requested allocation of Room 24B would provide space to meet their administrative needs for their established programs and activities. Alternatively, the requested allocation from the Chinese Cultural Centre would expand upon the range and variety of services available to the community from the Resource Centre. On balance, while recognizing that existing organizations making use of space at Burnaby Heights often require additional space to function more effectively, there is a general preference in the guidelines to expand the range of services available to the community from the Resource Centre. On this basis, the Chinese Cultural Centre would expand the range of programs and services available to the community from the Resource Centre.

As such, it is proposed that Room 24B be allocated to the Chinese Cultural Centre of Greater Vancouver for use in the delivery of its services in Burnaby. The Centre plans to use the space for the accommodation of a staff person, part-time teachers, and volunteers for the delivery of its programs for students and the coordination activities for outreach activities and community events.

#### 4.0 NEXT STEPS

With Council approval of the Committee's recommendation for the allocation of the available space at Burnaby Heights, staff would undertake the necessary lease arrangements with the approved tenant. Consistent with City policy, the lease cost for space at Burnaby Heights is set at \$9.46 per square foot per year for 2000. In turn, as appropriate, a lease grant application from the selected tenant would be forwarded to the Executive Committee - Grants for consideration.

  
D.G. Stenson, Director  
PLANNING AND BUILDING

LP/sa

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

