

**TO:** CITY MANAGER 2001 June 13

**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 the former Industrial Education (I.E.) workshop at the Burnaby Heights Resource Centre.

**RECOMMENDATIONS:**

1. **THAT** the former Industrial Education workshop at the Burnaby Heights Resource Centre be allocated to the Greater Vancouver Food Bank Society.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the applicant.
3. **THAT** a copy of this report be sent to the Greater Vancouver Food Bank Society, 311 East 6<sup>th</sup> Avenue, Vancouver, B.C. V5T 1J9

**REPORT**

**1.0 BACKGROUND**

On 2001 June 6, staff received a request from the Greater Vancouver Food Bank Society to lease the former I.E. shop at the Burnaby Heights Resource Centre to operate its food distribution program in Burnaby. The Food Bank is currently operating its Burnaby food distribution program from St. Helen's Church in north Burnaby but is no longer able to use the space. The Food Bank needs a new location from which to operate its program starting 2001 July 5. Since the Community Issues and Social Planning Committee will not be meeting until September, staff discussed this request with the Chair of the Committee who gave approval to forward this report directly to Council.

**2.0 REQUEST FOR SPACE**

The Food Bank requires a large room from which its volunteers can distribute food to its Burnaby clients one morning a week. Representatives from the Food Bank have viewed the I.E. shop at Burnaby Heights and stated that it would meet their needs. No food would be stored on the premises.

The I.E. shop has direct access to the outside. Clients of the program would not need to enter the Burnaby Heights Resource Centre itself to access the I.E. shop. Existing tenants,

therefore, would be minimally impacted by the program on the one morning of the week when the food is distributed.

The I.E. shop is an unfinished space with few amenities. For this reason, there has been minimal interest in the space from other non-profit groups. The Food Bank would not require further improvements to the space to operate its program.

### 3.0 PROPOSED ALLOCATION

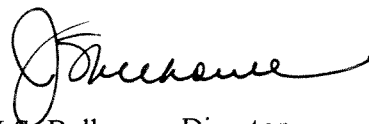
In 1990 July, Council adopted guidelines that provide for the allocation of space at the Resource Centre to non-profit groups that provides services of benefit to Burnaby residents. The Food Bank is seeking space to serve its Burnaby clients and therefore meets the basic requirements for space allocation at the Resource Centre.

The annual lease rate for the I.E. shop is \$5.96 per square foot, the same rate as is charged for basement space at the Resource Centre. If the Food Bank is allocated the space, it intends to apply for a lease grant to off-set the cost. The space it is currently using at St. Helen's to run its Burnaby program is donated to the Food Bank at no cost. It would prefer to find space at no or minimal cost in order to devote its funding to the purchase of food.

Meals on Wheels, a program with similar objectives to the Food Bank, currently leases basement space at the Resource Centre for a flat rate of \$200 a year. Similar to the Food Bank, it operates its Burnaby program one morning a week from the Resource Centre. The Food Bank will apply to the Executive Committee of Council for a lease grant similar to that received by Meals on Wheels (ie. a flat rate of \$200 a year). Staff will be reviewing the 2002 lease rates at the Resource Centre over the next 3 months.

### 4.0 CONCLUSION

It is recommended that the Greater Vancouver Food Bank Society be allocated the I.E. shop at the Burnaby Heights Resource Centre to operate its food distribution program to its Burnaby clients. With Council's approval, staff would undertake the necessary lease arrangements with the applicant. Consistent with Council direction, staff will also undertake to advise prospective tenants that the Centre has an expected limited life span of 5 to 10 years. If the space allocation is approved by Council, a lease grant application, as outlined in section 3.0, would be forwarded to the Executive Committee - Grants for its consideration.



J.S. Belhouse, Director  
PLANNING AND BUILDING

MM:sa

cc: Director Engineering  
Director Finance  
Chief License Inspector

City Clerk  
City Solicitor  
Director Parks, Recreation and Cultural Services