

CITY OF BURNABY
COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: ALLOCATION OF AVAILABLE SPACE - BURNABY HEIGHTS

RECOMMENDATIONS:

1. **THAT** Council allocate Rooms #B2, #23, and the former I.E. Shop at the Burnaby Heights Resource Centre be allocated to the selected applicants, as outlined in Section 3.0 of this report.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the selected applicants.
3. **THAT** a copy of this report be sent to the following applicants: Lower Mainland Square and Round Dance Building Society, Box #141-929, 6200 McKay Avenue, Burnaby, BC V5H 4M9, Arrows to Freedom, #201-5623 Imperial Street, Burnaby, BC V5J 1G1, and Burnaby Information & Community Services Society, #16-250 Willingdon Avenue, Burnaby, BC V5C 5E9.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 2001 January 24, received and adopted the *attached* report to present a proposal for the allocation of available space at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor N. Harris
Vice Chair

: COPY - CITY MANAGER
- DIRECTOR ENGINEERING
- DIRECTOR FINANCE
- DIR. PLNG. & BLDG.
- CHIEF LICENCE INSP
- CITY SOLICITOR

TO: CHAIR AND MEMBERS
COMMUNITY ISSUES AND SOCIAL
PLANNING COMMITTEE

2001 January 16

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.

RECOMMENDATIONS:

1. **THAT** Rooms #B2, #23, and the former I.E. Shop at the Burnaby Heights Resource Centre be allocated to the selected applicants, as outlined in Section 3.0 of this report.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the selected applicants.
3. **THAT** a copy of this report be sent to the following applicants: Lower Mainland Square and Round Dance Building Society, Box #141-929, 6200 McKay Avenue, Burnaby, BC V5H 4M9, Arrows to Freedom, #201-5623 Imperial Street, Burnaby, BC V5J 1G1, and Burnaby Information & Community Services Society, #16-250 Willingdon Avenue, Burnaby, BC V5C 5E9.

R E P O R T

1.0 INTRODUCTION

At its 2000 October 30 meeting, Council authorized staff to advertise the availability of office/program space at the Burnaby Heights Community Resource Centre. Currently, 9 spaces, totaling 9,148 square feet, are available for lease at the Resource Centre. Most of this space was previously occupied by the Burnaby Association for the Mentally Handicapped (BAMH) and is located on the basement level of the Centre below the gymnasium.

Pending completion of the established allocation process, Council also approved the interim allocation of space to the Community Reflections Project and the Burnaby Information and Community Services Society. The Community Reflections Project is currently using the former I.E. Shop for the creation of ceramic murals for installation as part of an improved Heights Fountain Square Park millennium project. The Project will be vacating this space at the end of 2001 March. The Burnaby Information and Community Services Society is using Room B2 for storage and utility purposes for the Christmas Bureau and Meals on Wheels programs.

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. This report presents proposals for the allocation of space to selected applicants.

2.0 AVAILABLE SPACES

In total, there are currently 9 rooms available for lease at the Resource Centre. Of these, 7 spaces are located in the basement level. One space, the former I.E. Shop, is located on the ground level of the south wing of the school. Room 23 is located on the second floor of the main building. The following table lists the available spaces:

Room Number / Name	Room Size	Suitable Use
Basement - Room B2	1,133	Storage
Basement - Room B3	312	Office / Program
Basement - Room B4	624	Office / Program
Basement - Room B5	720	Storage
Basement - Room B6	998	Office / Program
Basement - Room B7	1,876	Workshop / Program
Basement - Room B8	1,512	Workshop / Program
Second Level - Room 23	405	Office
South Wing - I.E. Shop	1,568	Workshop / Program
TOTAL	9,148 SQ.FT.	

Given the location, condition and general fit and finish of the spaces in the basement level, including the I.E. Shop in the south wing, the lease rate for the spaces labeled for office / program / workshop use has been assessed at \$5.96 per square foot per year, consistent with established policy. The established lease rate for Room 23 is \$9.60 per square foot per year for office space. Storage and utility spaces are assigned through the Licence Office to Resource Centre tenants as needed, and are assessed an annual administration fee of \$200 per space.

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 benefit to Burnaby residents.

As of 2001 January 8, the City has received the following three requests for the available space at Burnaby Heights:

- **Room B2 (1,133 sq.ft.)**

Burnaby Information and Community Services Society

The Burnaby Information and Community Services Society has requested the use of Room B2 for the accommodation of its Meals on Wheels program. The Society's Christmas Bureau currently shares storage/utility space with the Meals on Wheels program in the storage area adjacent to this space identified as Room B1. Rooms B1 and B2 share a common entrance. As such, for security and access reasons it would be appropriate to assign this storage area to the Burnaby Information and Community Services Society.

With Committee and Council concurrence, staff will arrange for the assignment of this space to the Burnaby Information and Community Services Society at the established rate of \$200 for each storage space per year. The Society currently leases 2,243 square feet of office space at the Resource Centre.

- **Room 23 (405 sq.ft.)**

Arrows to Freedom Cultural Healing Society

The Arrows to Freedom Cultural Healing Society has applied for Room 23 to accommodate the delivery of its programs for Aboriginal youth. The Society provides pre-teen and teen programs to between 15 and 30 Aboriginal youth in Burnaby. Current programs offered by the Society include homework clubs, after school drop-in, talking circles, social events and field trips. The Society was incorporated in 1999 December, and currently provides its services from commercial space in the Royal Oak area.

The activities of the Society are consistent with the guidelines established for the allocation of space, and are compatible with the requested space. As such, it is proposed that Room 23 be allocated to the Arrows to Freedom Cultural Healing Society.

- **Room B4 (624 sq.ft.)**

Lower Mainland Square and Round Dance Building Society

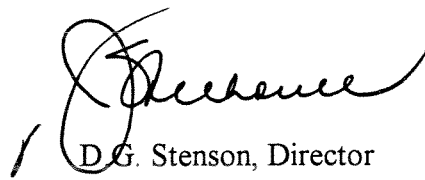
The Lower Mainland Square and Round Dance Building Society has applied for the lease of Room B4 for office use. The Society was first incorporated in 1989. The purpose of the Society is to establish and operate a community square and round dance centre accessible to Burnaby and Lower Mainland residents.

The Society has been actively pursuing funding and optional locations for the development of a dance centre for a period of about 10 years. More recently, the Society approached the Parks, Recreation and Cultural Services Department with a proposal for the renovation of the Burnaby Lake Pavilion. However, given the need to resolve issues related to the proposed dredging of Burnaby Lake and establishment of potential rowing facilities, it has not been possible to pursue the proposal of the Society for this location at this time.

The Society would propose to use Room B4 for its office functions. In relation to the space allocation guidelines, the Society meets the basic requirements. While the space at the Resource Centre has been focused on accommodating social and community service agencies, a community recreational use satisfies the guidelines for space allocation at the centre and is compatible with other uses in the Centre. As such, it is proposed that Room B4 be allocated to the Society.

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 Council direction, staff will also undertake to advise tenants that the Centre has an expected limited life span of 5 to 10 years. 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. Staff will also continue to seek applicants for the remaining unallocated space at the Resource Centre.


D.G. Stenson, Director
PLANNING AND BUILDING

LP/sa

cc: City Manager
Director Engineering
Director Finance

Director Parks, Recreation and Cultural Services
City Solicitor
City Clerk

