

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**RE: KINGSWAY EAST 1914 SCHOOL UPGRADING PROJECT
PROCESS FOR SELECTION OF POTENTIAL TENANTS**

RECOMMENDATIONS:

1. **THAT** Council authorize staff to invite proposals from non-profit organizations interested in leasing the Kingsway East 1914 School Building for a period of up to five years, as discussed in Section 3.0 of this report.
2. **THAT** Council request the Civic Development Committee to assist the Community Issues & Social Planning Committee in reviewing submissions from non-profit organizations interested in leasing the subject building, and in preparing a joint report for Council concerning a recommended lessee.
3. **THAT** copies of this report be sent to the Civic Development Committee, Parks, Recreation and Culture Commission and Community Heritage Commission.

REPORT

The Community Issues and Social Planning Committee, at its Open meeting held on 2002 February 27, received and adopted the abovenoted report outlining a process and submission requirements for the selection of a non profit community service organization to lease the Kingsway East 1914 School Building for a period of up to five years.

Arising from discussion, the Committee amended the original recommendation no. 3 to include that a copy of the report be forwarded to the Community Heritage Commission.

Respectfully submitted,

: COPY - CITY MANAGER	
- DIRECTOR ENGINEERING	Councillor D. Johnston,
- DIRECTOR FINANCE	Chair
- DIR. PLNG. & BLDG.	
- DIR. PARKS, REC. & CULT. SERV.	
- CHIEF BUILDING INSPECTOR	

Councillor N. Harris,
Vice Chair

TO: CHAIR AND MEMBERS
COMMUNITY ISSUES AND SOCIAL
PLANNING COMMITTEE

2002 February 27

FROM: DIRECTOR PLANNING AND BUILDING

Our File: 10.121

**SUBJECT: KINGSWAY EAST 1914 SCHOOL UPGRADING PROJECT
PROCESS FOR SELECTION OF POTENTIAL TENANTS**

PURPOSE: To propose a process and submission requirements for the selection of a non-profit community service organization to lease the Kingsway East 1914 School Building for a period of up to five years.

RECOMMENDATIONS:

1. **THAT** Council be requested to authorize staff to invite proposals from non-profit organizations interested in leasing the Kingsway East 1914 School Building for a period of up to five years, as discussed in Section 3.0 of this report.
2. **THAT** Council request the Civic Development Committee to assist the Community Issues & Social Planning Committee in reviewing submissions from non-profit organizations interested in leasing the subject building, and in preparing a joint report for Council concerning a recommended lessee.
3. **THAT** Council be asked to send copies of this report to the Civic Development Committee and the Parks, Recreation and Culture Commission.

R E P O R T

1.0 BACKGROUND

At its meeting of 2002 January 23, the Community Issues & Social Planning Committee (CISPC) received a copy of a Council report regarding the proposed upgrading of the Kingsway East 1914 School Building at 6626 Southoaks Crescent. The accompanying memo from the Deputy City Clerk indicated that Council, at its meeting of 2001 October 22, had adopted the report's recommendations. From the CISPC's perspective, the two key recommendations involved:

- a) authorizing staff to enter into an agreement with a developer to share the cost of the upgrading of the Kingsway East 1914 School Building, and
- b) seeking the concurrence of the CISPC and Executive Committee for a generalized approach for selecting tenants for the building.

Both the CISPC and Executive Committee gave concurrence regarding the generalized tenant selection approach outlined in the Council report. This report provides additional background information on the Kingsway East 1914 School Building and offers more detailed proposals regarding the tenant selection process and submission requirements.

2.0 KINGSWAY EAST 1914 SCHOOL BUILDING

The Kingsway East 1914 School, at 6626 Southoaks Crescent, is a designated heritage building which is situated in Burnaby South Memorial Park (see location Sketch 1, *attached*). The building, which has been vacant for several years, is to be upgraded with new mechanical systems, a new entry and internal circulation system. The costs of the upgrading project are being shared by the City and the developer of the "Gemini II" residential project, which lies across the street from Burnaby South Memorial Park. Under terms of a density bonusing agreement with the City, the developer of the "Gemini II" will be afforded additional development density on the residential project, in exchange for contributing nearly \$900,000 towards upgrading of the 1914 Building.

The subject site includes the open space around the building and parking for 15 cars. The 1914 School Building contains 4,000 square feet of space on each of two floors (i.e., 8000 square feet in total). The lower floor is to be divided into three meeting rooms with related office, storage, washroom, and mechanical service space. The upper floor is to be one large assembly space with a small food serving area (see site and floor plans in Sketches 2, 3 and 4, *attached*). Plans for the 1914 School Building were developed to reflect its future use as a community hall. Construction work is now underway, and is expected to be completed this summer.

The Parks, Recreation and Cultural Services Department has indicated that, for the short term, it will not be able to use or program the space. However, in five years, when the subject area becomes more fully developed, the Department expects to be in a position to take over the building, using it as a community hall, with some City programmed activities.

Given the Department's future interests in the 1914 School Building, non-profit groups are only being offered the opportunity to lease the space for a five year term. This fixed term lease period will be clearly identified and emphasized in the proposal call material.

3.0 PROPOSED TENANT SELECTION TERMS, PROCESS AND CRITERIA

3.1 Terms

As indicated, the proposed term of the lease is for five years. Assuming that the lease term commenced on 2002 September 1, it would conclude on 2007 August 31. At that time, the tenant would be required to turn the building over to the Parks, Recreation & Cultural Services Department in the general condition it was in when the lease term commenced.

The tenant will be expected to provide furnishings, and maintain the building and grounds on a regular basis at its expense. The City will, in turn, maintain the exterior envelope of the building at Burnaby's expense. The tenant will be required to enter into a lease that will be prepared by the City Solicitor. Also, the tenant will be expected to pay rent to the City for use of the building.

A market assessment will be required to determine a reasonable rental rate for the 1914 School Building. By way of comparison, space at the City's community resource centres is leased at \$9.76 per square foot per year, with qualifying groups being eligible for a 50% Lease Grant to assist with their costs. The market lease rate for the 1914 School Building will be determined prior to the call for proposals is issued. It is suggested that the City also consider the possibility of providing a lease grant to the lessee, as is done for qualifying community resource centre tenants, if deemed necessary or appropriate.

3.2 Process

The proposed process for selection of non-profit groups to lease the subject building is as follows:

- a) *Call for Proposals* - It is proposed that the opportunity to lease the building be advertised through local newspapers, the City's web site, and various inter-agency channels (e.g., Burnaby Inter-Agency Council, District Community School Advisory & Coordinating Committee). It is also proposed that groups who have already

inquired about the lease of the building be notified of the opportunity. The advertisement and notification process should commence in 2002 March, with the deadline for proposals being set for 2002 May 3.

- b) *Screening of Proposals* - It is suggested that staff from the Planning and Parks, Recreation & Cultural Services Departments screen the proposals, pursuant to requirements outlined in the following subsection. The staff selection committee would, in turn, interview the short listed candidates and forward its recommendations to the CISPC and Civic Development Committee. The reason for recommending involvement of the Civic Development is that the Committee is overseeing the Kingsway East 1914 Building upgrading project. The Committee thus has an inherent interest in, and responsibility for, ensuring that the group selected to occupy the building is compatible with the objectives and plans of the upgrading project.
- c) *Selection of Non-Profit Group* - Assuming that the CISPC and Civic Development Committee agree on a proposed non-profit group in May, it would be possible to forward the recommendations to Council in late May or early June.

3.3 Qualifications and Submission Requirements

It is proposed that the City consider proposals for the lease of this building from Burnaby-based, non-profit community organizations that offer services or activities deemed to be of benefit to local residents. While all potential groups deserve consideration, it will be necessary to ensure that the tenants are a compatible "fit" with this designated heritage building (i.e., the lessee and its activities must be in line with the building's layout and the upgrading currently underway). Also, as the building is situated in a park within a developing medium and high density neighbourhood, it is essential that the use of the building be compatible with the abutting residential and park uses.

Burnaby-based organizations interested in leasing the building will be requested to provide the following information:

- Name and description of the non-profit organization, including the date of incorporation; the names of the directors; the objectives or mission statement of the organization; the number of participants, clients, or members who reside in Burnaby; and the mandate, functions and services of the group.

- A full description of how the building and its various floor areas would be utilized, whether all or a portion of the building would be required, and hours of operation; activities; number of staff or volunteers who will be using the building; the maximum number of users, clients, or visitors who will be in the building at a given time; and the maximum anticipated parking that will be generated by the proposed use. The applicant will also be required to provide acknowledgement that no renovations of the spaces will be permitted.
- Experience and qualifications in providing the types of services or activities proposed to be offered at the building.
- Demonstration of the financial viability of the organization through the provision of an audited copy of the organization's last annual financial report.
- An indication of the amount of monthly rent the group is prepared to pay for the lease of the building and grounds (Note: The proposal call package will indicate the market rental rate for the building). The City may also wish to require provision of a damage deposit or letter of credit to ensure that the interior of the building is maintained appropriately.

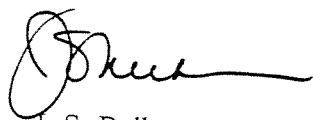
4.0 CONCLUSION

This report has proposed a process and criteria for the selection of a non-profit community service organization to lease the Kingsway East 1914 School Building for a period of up to five years. Based on the review, it is recommended that:

- a) Council be requested to authorize staff to invite proposals from non-profit organizations interested in leasing the subject building, as discussed in Section 3.0 of this report,
- b) Council request the Civic Development Committee to assist the CISPC in reviewing the proposals, and in preparing a joint report for Council concerning a recommended lessee, and
- c) Council send copies of this report to the Civic Development Committee and the Parks, Recreation and Culture Commission.

*Community Issues and Social Planning Committee
Kingsway East 1914 School Upgrading Project
Process for Selection of Potential Tenants
2002 February 27 Page 6*

Given the Committee's and Council's concurrence with these recommendations, staff will initiate the selection process for an occupant of the 1914 School Building in March. The evaluations should conclude in May, with recommendations regarding an occupant being presented to Council shortly thereafter. It is expected that a non-profit group would be able to occupy the building and begin offering programs by 2002 September.



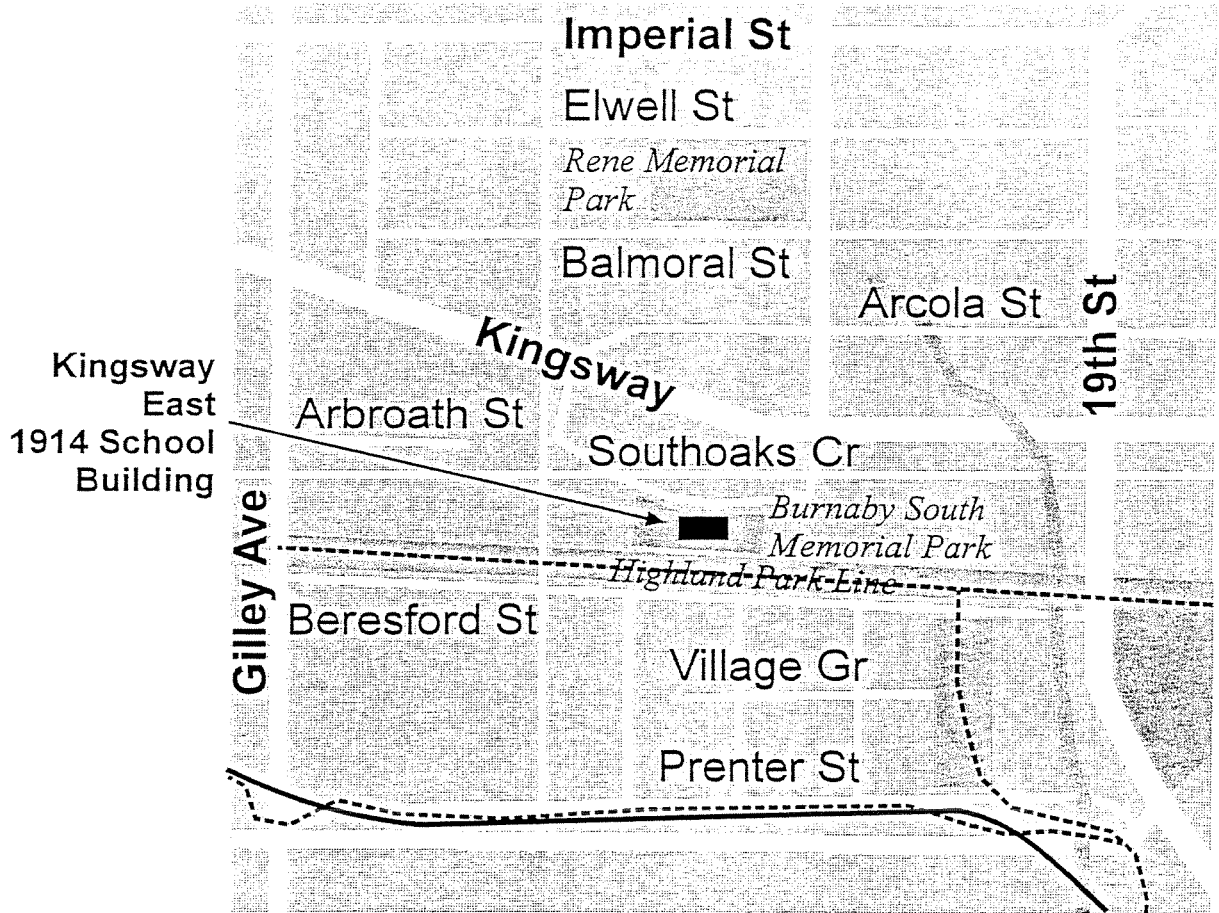
J. S. Belhouse
Director Planning and Building

JF/BR:gk/mw

Attachments(4)

cc: City Manager
Director Engineering
Director Parks, Recreation & Cultural Services
Director Finance
Chief Building Inspector, Project Management

Sketch 1
Kingsway East 1914 School Building
Location Map



KINGWAY EAST COMMUNITY CENTRE

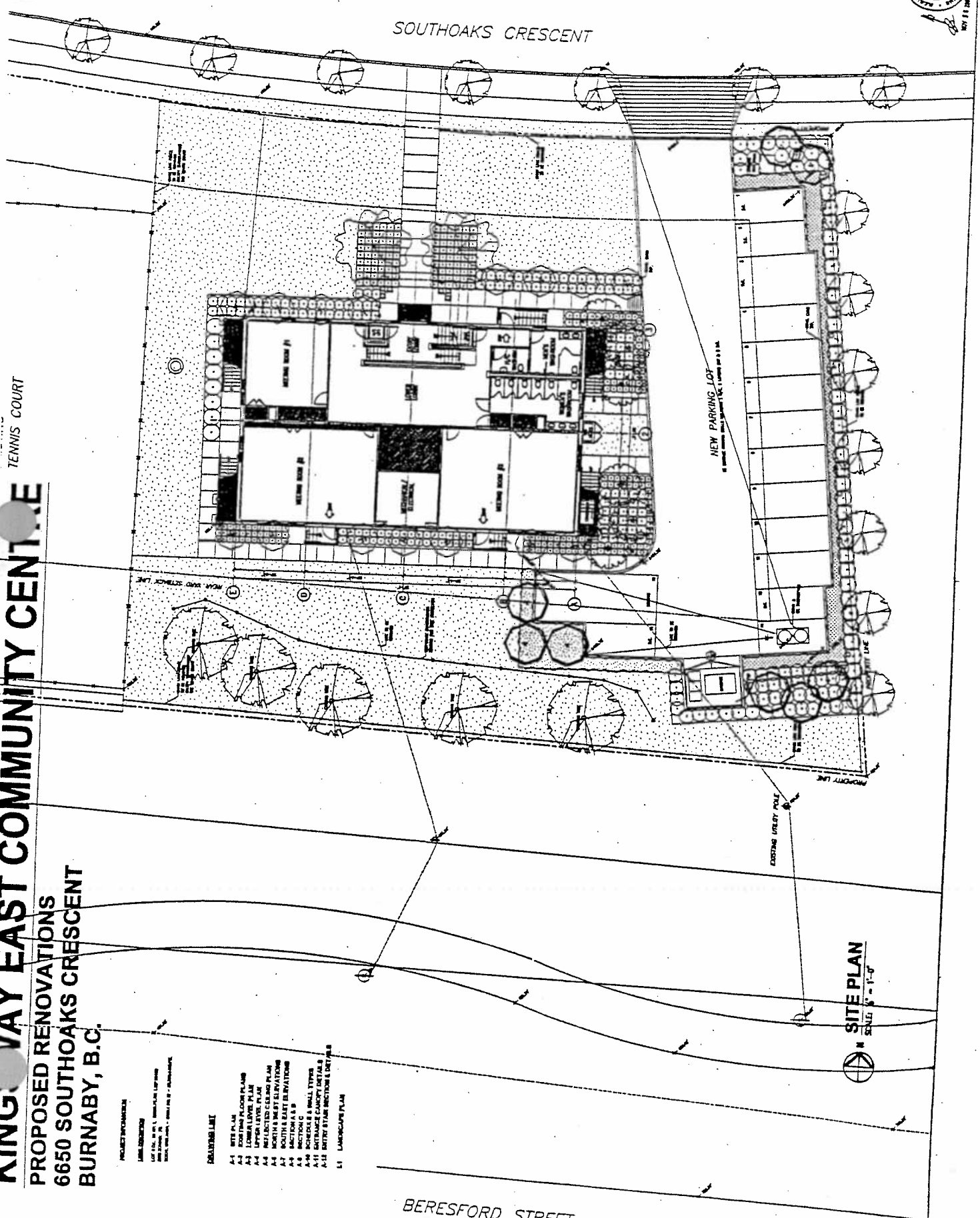
PROPOSED RENOVATIONS
6650 SOUTHOAKS CRESCENT
BURNABY, B.C.

Sketch 2
Kingsway East 1914 School Building
Site Plan

LDA
LABRETT/DUNN ARCHITECT INC. W
200 - 1188 CRENSHAW STREET
V6J 4R5
212-2100 FAX 212-2022

6650
KINGWAY EAST
COMMUNITY CENTRE
SITING PLAN

A-1
MAY 11 1994
MAY 11 1994
MAY 11 1994



- PROJECT INFORMATION**
- DATE: MAY 11, 1994
SCALE: 1/8" = 1'-0"
- CONTENTS LIST**
- A-1 SITE PLAN
 - A-2 EXISTING FLOOR PLAN
 - A-3 LOWER LEVEL PLAN
 - A-4 UPPER LEVEL PLAN
 - A-5 NORTH SIDE ELEVATION
 - A-6 SOUTH & EAST ELEVATIONS
 - A-7 SECTION A-A
 - A-8 SECTION B-B
 - A-9 SECTION C-C
 - A-10 SECTION D-D
 - A-11 ENTRANCE CANOPY PLAN
 - A-12 ENTRANCE CANOPY ELEVATION
 - L-1 LANDSCAPE PLAN

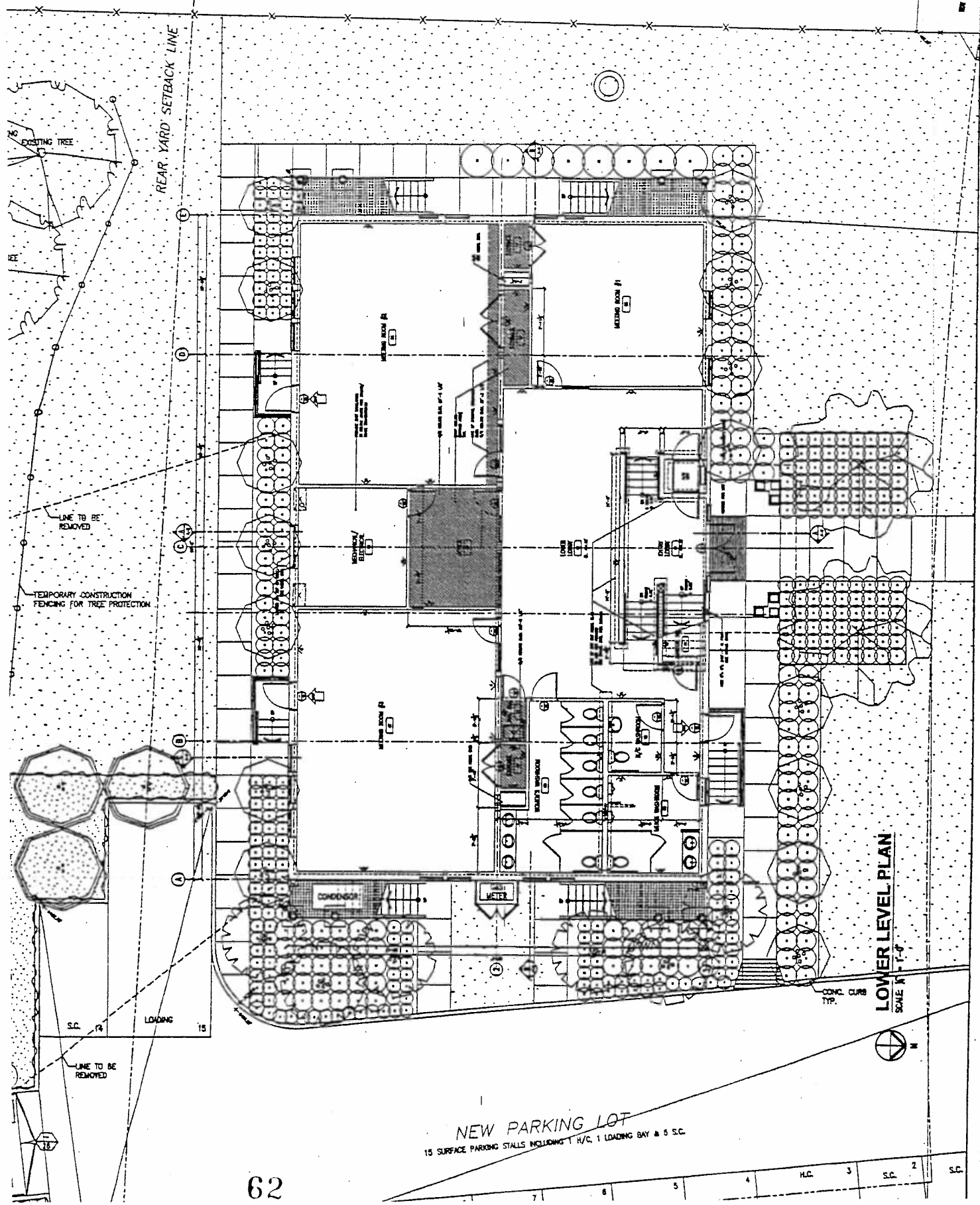
SITE PLAN
SCALE 1/8" = 1'-0"

Sketch 3
Kingsway East 1914 School Building
Lower Level Plan

LDA
LAWRENCE DAVIS ARCHITECTURE INC.
 200 - 1180 CENTENNIAL AVE.
 SUITE 1000
 CALGARY, ALBERTA T2C 1P5
 TEL: 403-243-1100 FAX: 403-243-1070

KINGSWAY EAST COMMUNITY CENTRE
 LOWER LEVEL PLAN

DATE	NO.	DESCRIPTION



LOWER LEVEL PLAN
 SCALE 1/4" = 1'-0"



NEW PARKING LOT
 15 SURFACE PARKING STALLS INCLUDING 1 L/C, 1 LOADING BAY & 5 S.C.

7	6	5	4	3	2	1
				H.C.	S.C.	S.C.

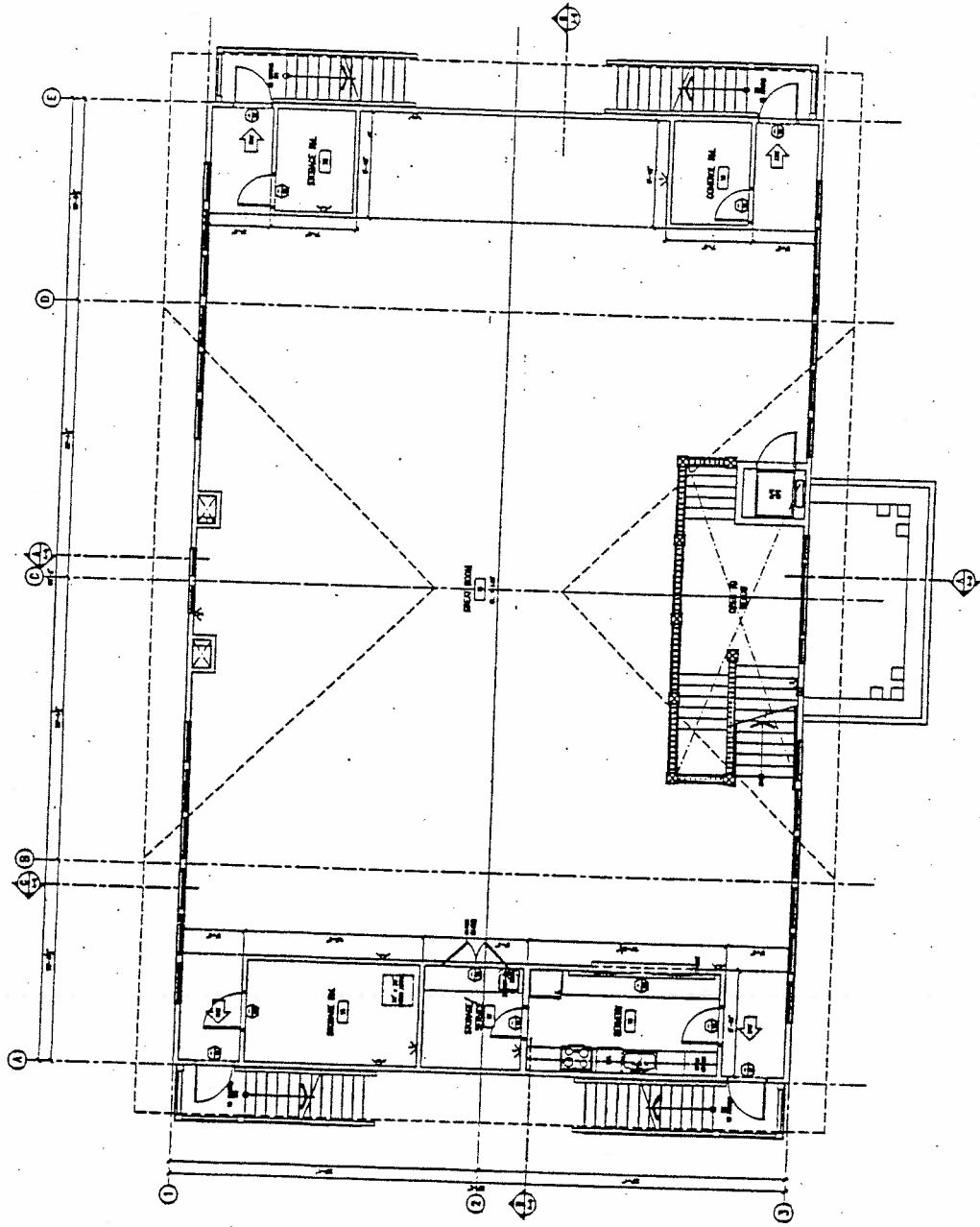
Sketch 4
 Kingsway East 1914 School Building
 Upper Level Plan

NO.	DATE	DESCRIPTION
1	10/1/01	PRELIMINARY
2	10/1/01	REVISED
3	10/1/01	REVISED
4	10/1/01	REVISED
5	10/1/01	REVISED
6	10/1/01	REVISED
7	10/1/01	REVISED
8	10/1/01	REVISED
9	10/1/01	REVISED
10	10/1/01	REVISED

LDA
 LAWRENCE DOYLE
 ARCHITECT INC.
 200 - 1400 CHESTNUT ST. WY.
 2ND FLOOR
 WILLOWDALE, ONT. M2H 3L9
 TEL: 416-491-1100 FAX: 416-491-1071

PROJECT NO. 01-001
 KINGSWAY EAST
 COMMUNITY CENTRE
 1000 SHEPPARD AVENUE EAST
 UNIT 202
 SCARBOROUGH, ONT. M1S 1T2
 UPPER FLOOR PLAN

DATE: 10/1/01
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 SCALE: AS SHOWN
 SHEET NO. A-4
 TOTAL SHEETS: 4
 PROJECT NO. 01-001



UPPER LEVEL PLAN
 SCALE: 1/8" = 1'-0"



