

CITY OF BURNABY
COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**RE: ALLOCATION OF SPACE - BURNABY HEIGHTS AND
EDMONDS NEIGHBOURHOOD RESOURCE CENTRES**

RECOMMENDATIONS:

1. **THAT** Council allocate Rooms 17, B4 and B6 at the Burnaby Heights Resource Centre and Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre to the selected applicants, as outlined in section 4.0 of this report.
2. **THAT** Council 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: Progressive Housing Society, 205-4299 Canada Way, Burnaby, B.C. V5G 1H3; Vancouver Native Health Society, 449 East Hastings Street, Vancouver, B.C. V6A 1P5; Burnaby Family Life Institute, 32-250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; North Burnaby Boys' and Girls' Club/Odyssey 1, 518 Howard Avenue, Burnaby, B.C. V5B 3R1; and the Burnaby Association for Community Inclusion, 2702 Norland Avenue, Burnaby, B.C. V5B 3A6.

Copy - City Manager
- Director Engineering
- Director Finance
- Chief License Inspector
- Director Parks, Recreation & Cultural Service
- Director Planning & Building
- City Solicitor
- City Clerk

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 2002 September 25, received and adopted the attached report presenting a proposal for the allocation of office and program space at the Burnaby Heights and Edmonds Neighbourhood Resource Centres.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor N. Harris
Vice Chair

2002 September 19

TO: CHAIR AND MEMBERS
COMMUNITY ISSUES & SOCIAL PLANNING COMMITTEE

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121

SUBJECT: ALLOCATION OF SPACE - BURNABY HEIGHTS AND
EDMONDS NEIGHBOURHOOD RESOURCE CENTRES

PURPOSE: To present a proposal for the allocation of office and program space at the Burnaby Heights and Edmonds Neighbourhood Resource Centres.

RECOMMENDATIONS:

1. **THAT** Rooms 17, B4 and B6 at the Burnaby Heights Resource Centre and Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre be allocated to the selected applicants, as outlined in section 4.0 of this report.
2. **THAT** staff be authorized to undertake the necessary lease arrangements between the City and the selected applicants.
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REPORT

1.0 BACKGROUND

At its meeting on 2002 June 26, the Committee was advised that Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre had become vacant, and that staff, with the endorsement of the Committee, would seek new tenants for the space. Subsequent to the meeting, Room 17 at Burnaby Heights Resource Centre was vacated by the Residential Rehabilitation Assistance Program (RRAP)¹. To solicit applications for new tenants, the available office space at Edmonds and Burnaby Heights, as well as vacant basement space

¹The City of Burnaby, through the Building Department at City Hall, continues to administer RRAP for local residents. The City scaled back its RRAP operation in early 2002, focusing its services in Burnaby and ceasing program delivery to other Lower Mainland municipalities. Given the reduced scale of the Burnaby RRAP operation, the City no longer requires the dedicated office space at the Burnaby Heights Resource Centre.

at Burnaby Heights (B4 and B6), was advertised in the Burnaby Now and in a mail distribution to a broad base of community organizations, community schools and City facilities. Interested applicants were asked to submit a letter of application to the Planning Department by 2002 September 6. This report presents proposals for the allocation of space to selected applicants.

2.0 AVAILABLE SPACE

Rooms 206 and 207 at the Edmonds Neighbourhood Resource Centre and Room 17 and program space in the basement at the Burnaby Heights Resource Centre were advertised for lease. The established 2002 lease rate for office space at the two centres is set at \$9.76 per square foot per year. The lease rate for basement space at Burnaby Heights is \$6.06 per square foot per year.

3.0 APPLICANTS

3.1 Rooms 206 (864 sq. ft) and 207 (1,167 sq. ft) - Edmonds Neighbourhood Resource Centre

Vancouver Native Health Society

The Vancouver Native Health Society is a non-profit society seeking both Rooms 206 and 207 at the Edmonds Resource Centre to operate a preschool under its Vancouver/Burnaby Aboriginal Head Start initiative. The program is geared to First Nations, Metis and Inuit children aged three to five. It is based on the principles of supporting the spiritual, emotional, intellectual and physical growth of Aboriginal children. It also endeavours to support parents and guardians as the primary teachers and caregivers of their children.

The program is currently located in a shared space with the South Burnaby Neighbourhood House located in a portable at Marlborough Elementary School. The Society wishes to have its own space and states that the Edmonds Resource Centre would be more conveniently located for Aboriginal families who would make use of the program. The program would initially operate for two days a week and would eventually expand to operate from Monday to Thursday. It would be open to all Aboriginal families in the Burnaby/New Westminster area.

It should be noted that if the Society were to be allocated the space, it would first need to obtain a Community Care Facility (CCF) License to operate a preschool. As such, allocation of the space would be conditional upon the Society receiving the required CCF License.

Progressive Housing Society

The Progressive Housing Society is a non-profit society which has operated in Burnaby since 1981. The Society provides housing and support services for persons with severe and persistent mental illness. The majority of its clients are Burnaby residents who live in apartments operated by private landlords. Clients are referred to the Society through Burnaby Mental Health Services.

The Society currently operates from 2,300 square feet of office space located on Canada Way near Willingdon Avenue. The Society is looking for lower cost office and program space with closer connections to other non profit organizations and their resources. It has expressed interest in leasing Rooms 206 and 207 at the Edmonds Resource Centre as well as space at Burnaby Heights Resource Centre (as discussed below). It would use office space at Edmonds for its administrative staff, as well as mental health workers assigned to its Supported Independent Living Program, a program which locates housing in the community for persons with mental illness capable of living independently.

3.2 Room 17 (768 sq. ft) - Burnaby Heights Resource Centre

Burnaby Family Life Institute (BFLI)

The Burnaby Family Life Institute is a current tenant at the Burnaby Heights Resource Centre, occupying eight rooms and 5,350 square feet of space at the facility. BFLI has expressed interest in Room 17 because the small, private offices contained in Room 17 would be more suitable for the individual and group counselling services it offers to survivors of childhood sexual abuse, sexual assault and physical abuse.

If granted the requested allocation, the Institute would be willing to exchange two of its current spaces, Room 28 (800 sq. ft) and Room 30 (1,247 sq. ft) for Room 17.

Progressive Housing Society

As noted above, Progressive Housing Society has expressed interest in leasing Room 17 at Burnaby Heights in addition to space at the Edmonds Resource Centre. The Society would use Room 17 for office space for mental health workers assigned to its Community Living Program, a program to support clients living in group homes.

3.3 Room B4 (624 sq. ft) - Burnaby Heights Resource Centre

North Burnaby Boys' and Girls' Club/Odyssey 1 - MN8 Sound

The North Burnaby Boys' and Girls' Club is a registered non-profit society. It operates Odyssey 1, a substance abuse program for youth and their families. It is interested in leasing B4 in the basement of the Burnaby Heights Resource Centre to run its MN8 Sound project, a record company/recording studio operated by youth. The project provides youth with an opportunity to learn skills such as multimedia production (computers, sound, graphics and video), marketing (advertising and sales) and management (organizational skills). The project is run by a social worker and currently operates from the Boys' and Girls' Club space in north Burnaby. The program works with Burnaby North, Central and South secondary schools.

The project would use Room B4 for its sound studio. Most of the music to be recorded would be created with computer software, generating very little noise. Staff at the Society, however, state that on occasion, guitars and vocals will be recorded at a higher volume. In these cases, recordings would take after normal business hours. Furthermore, Room B4 is located under the gymnasium and is relatively isolated from the offices located on the main floor. In the view of staff, these recordings would not adversely impact the other tenants.

3.4 Room B6 (998 sq. ft) - Burnaby Heights Resource Centre

Progressive Housing Society

Progressive Housing Society is also interested in leasing Room B6 in the basement of Burnaby Heights for its Community Partnership Committee, a volunteer program involving clients of the Society. Room B6 would be used by clients to repair furniture donated to the Society for use by its clients. Furniture would also be stored in the room.

Burnaby Association for Community Inclusion (BACI)

The Burnaby Association for Community Inclusion (formally known as the Burnaby Association for the Mentally Handicapped) is a Burnaby-based non-profit society that provides a range of programs and services including infant development, child care, residential facilities, vocational training, life skills and advocacy to children, adults and their families in Burnaby. The Association currently leases Rooms B7A and B7B in the basement of Burnaby Heights for its disabled artists program. It is interested in Room B6 for additional space for its program including the potential establishment of a pottery studio, providing any special requirements needed to operate a kiln can be met.

4.0 PROPOSED ALLOCATIONS

In 1990 July, Council adopted guidelines for the allocation of space at the Resource Centres. As indicated in the guidelines, the space is targeted to non-profit groups that provide services of broad benefit to Burnaby residents. Staff used the guidelines in assessing the applications for the current Resource Centre vacancies, as discussed below.

4.1 Room 206 and 207 - Edmonds Resource Centre

Both the Progressive Housing Society and the Vancouver/Burnaby Aboriginal Head Start Initiative of the Vancouver Native Health Society operate on a non-profit basis and provide services of general benefit to the community. They thus meet the basic requirements for the allocation of space. As noted above in Section 3.0, however, the Progressive Housing Society has expressed interest in leasing all of the available office space at both the Edmonds and Burnaby Heights Resource Centres. There is a general preference in the guidelines to expand the range of services available to the community from the Resource Centres. Allocating all of the available office space at both centres to one agency would limit the range of services offered.

It is therefore proposed that Rooms 206 and 207 be allocated to the Vancouver/Burnaby Aboriginal Head Start Initiative of the Vancouver Native Health Society, while the Progressive Housing Society be offered space for lease at Burnaby Heights, as discussed further below. Occupancy of the rooms by the Vancouver Native Health Society would be subject to the Society receiving a CCF License for its preschool program. If the group was unsuccessful in obtaining the license, staff would propose to re-advertise Rooms 206 and 207 for lease.

4.2 Room 17 - Burnaby Heights Resource Centre

Both the Progressive Housing Society and Burnaby Family Life Institute have expressed interest in leasing Room 17 at Burnaby Heights. The Progressive Housing Society is proposing to use the space for office purposes while Burnaby Family Life proposes to use the room for its individual and group counselling services. Since Room 17 would afford Burnaby Family Life the privacy it requires for its counselling services, and as the Institute has been a long term reliable tenant of the building, it is proposed that Burnaby Family Life be allocated Room 17. In turn, it is proposed that the Progressive Housing Society be offered Rooms 28 and 30, which Burnaby Family Life would be willing to give up in exchange for Room 17. The combined area of Rooms 28 and 30 is 2,047 square feet, an area comparable in size to the 2,300 square feet of office space that the Progressive Housing Society currently occupies.

4.3 Room B4 - Burnaby Heights Resource Centre

The services and programs offered to youth through the MN8 Sound project of the North Burnaby Boys' and Girls' Club/Odyssey 1 program 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 B4 be allocated to MN8 Sound of the North Burnaby Boys' and Girls' Club/Odyssey 1 program.

4.4 Room B6 - Burnaby Heights Resource Centre

The Burnaby Association for Community Inclusion and Progressive Housing Society have both expressed interest in Room B6. BACI currently occupies 1,876 square feet of program space in the basement at Burnaby Heights. To increase the diversity of user groups and uses in the basement, it is proposed that the Progressive Housing Society be allocated Room B6 for its volunteer-run furniture repair and training program. Should Progressive decline the allocation, it is proposed that BACI be selected as an alternate for the occupancy of Room B6.

5.0 NEXT STEPS

With Council approval of the Committee's recommendation for the allocation of available space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres, staff would undertake the necessary lease arrangements for the approved tenants. Consistent with Council direction, staff would also undertake to advise tenants of the expected five to ten year life span of the Burnaby Heights Resource Centre. 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.


for J.S. Belhouse, Director
PLANNING AND BUILDING

MM/sa

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

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