

COMMUNITY ISSUES & 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 Room 23 at the Burnaby Heights Resource Centre to the Marguerite Dixon Transition Society.
2. **THAT** Council allocate Rooms B6, B7A and B7B at the Burnaby Heights Resource Centre to the Burnaby Association for the Mentally Handicapped.
3. **THAT** Council allocate Room 210 at the Edmonds Neighbourhood Resource Centre to the St. Matthews Day Care Society.
4. **THAT** Council authorize staff to undertake the necessary lease arrangements between the City and selected applicants.
5. **THAT** a copy of this report be sent to the following applicants: Marguerite Dixon Transition Society, 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; Burnaby Theatre and Film Acting Society, 250 Willingdon Avenue, Burnaby, B.C. V5C 2E9; Burnaby Association for the Mentally Handicapped, 2702 Norland Avenue, Burnaby, B.C. V5B 3A6; and St. Matthews Day Care Society, 103-7355 Canada Way, Burnaby, B.C. V3N 4Z6.

The Community Issues and Social Planning Committee at its meeting held on 2002 March 27, 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

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

Councillor N. Harris  
Vice Chair

TO: CHAIR AND MEMBERS  
COMMUNITY ISSUES AND SOCIAL  
PLANNING COMMITTEE

2002 March 15

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.

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#### RECOMMENDATIONS:

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2. **THAT** Rooms B6, B7A and B7B at the Burnaby Heights Resource Centre be allocated to the Burnaby Association for the Mentally Handicapped.
3. **THAT** Room 210 at the Edmonds Neighbourhood Resource Centre be allocated to the St. Matthews Day Care Society.
4. **THAT** Staff be authorized to undertake the necessary lease arrangements between the City and selected applicants.
5. **THAT** a copy of this report be sent to the following applicants: Marguerite Dixon Transition Society, 250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; Burnaby Theatre and Film Acting Society, 250 Willingdon Avenue, Burnaby, B.C. V5C 2E9; Burnaby Association for the Mentally Handicapped, 2702 Norland Avenue, Burnaby, B.C. V5B 3A6; and St. Matthews Day Care Society, 103-7355 Canada Way, Burnaby, B.C. V3N 4Z6.

### REPORT

#### 1.0 BACKGROUND

At its meeting of 2002 January 23, the Committee was advised that Room 23 at the Burnaby Heights Resource Centre had become vacant and that staff, with the endorsement of the Committee, would seek new tenants for it as well as vacant space in the basement. At the end of January, staff were also informed that the St. Leonard's Youth and Family Services would be terminating its lease of Room 210 at the Edmonds Neighbourhood Resource

*Burnaby Theatre and Film Acting Society*

The Burnaby Theatre and Film Acting Society is a new non-profit society that was recently allocated the former I.E. shop (1568 square feet) at Burnaby Heights. The Society was formed to create a local acting school to give Burnaby and other Lower Mainland residents an opportunity to train in theatre and film acting. The Society offers a variety of full and part time acting classes and intends to stage small productions in its allocated space.

The Society is seeking additional space at Burnaby Heights to accommodate its administrative needs. The Society's office facilities are currently located off site. The Society feels that it would be better able to serve Burnaby residents and operate its programs if its office was located at the same location as its school.

- **Rooms B6, B7A and B7B - Burnaby Heights Resource Centre**

*Burnaby Association for the Mentally Handicapped*

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 has previously leased workshop space in the basement of Burnaby Heights to operate some of its programs.

The Association is seeking space in the basement of Burnaby Heights again. It is interested in leasing B6, B7A and B7B to provide studio space, media workshops, discussion groups and artist mentoring to disabled artists. It states that 95 percent of the recipients receiving programs or services of the Association are Burnaby residents.

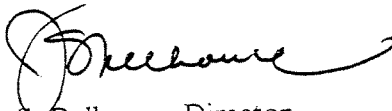
- **Room 210 - Edmonds Neighbourhood Resource Centre**

*St. Matthews Day Care Society*

The St. Matthews Day Care Society is a Burnaby based non-profit society. It currently leases 5,261 square feet of space at the Edmonds Neighbourhood Resource Centre for its day care programs. It offers child care for children ages 2 ½ to 12 years and has space for 159 children.

5.0 NEXT STEPS

With Council approval of the Committee's recommendation for the allocation of available space at the Burnaby Heights and Edmonds Neighbourhood 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 5 to 10 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.

  
J. S. Belhouse, Director  
PLANNING AND BUILDING

*BSJ.*  
MM/sa/mw

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