

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**RE: BURNABY HEIGHTS RESOURCE CENTRE - AVAILABLE SPACE**

**RECOMMENDATION:**

1. **THAT** Council receive this report for information purposes.

**REPORT**

The Community Issues and Social Planning Committee, at its Open meeting held on 2002 November 27, received and adopted the *attached* report advising on the availability of office/program space at the Burnaby Heights Resource Centre.

Respectfully submitted,

Councillor D. Johnston,  
Chair

Councillor N. Harris,  
Vice Chair

COPY: - CITY MANAGER  
- DIR. ENGINEERING  
- DIR. FINANCE  
- DIR. PLNG. & BLDG.  
- DIR. PARKS, REC. & CULT SERV.

TO: CHAIR AND MEMBERS  
COMMUNITY ISSUES AND SOCIAL  
PLANNING COMMITTEE

2002 November 20

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: BURNABY HEIGHTS RESOURCE CENTRE - AVAILABLE SPACE

PURPOSE: To advise of the availability of office/program space at the Burnaby Heights Resource Centre.

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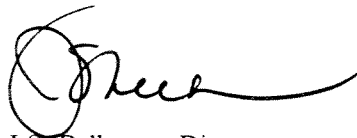
**RECOMMENDATION:**

1. **THAT** this report be received for information.

**REPORT**

Staff have received notice that the Burnaby Family Life Institute will be vacating Rooms 28 (800 sq. ft) on 2002 November 30 and Room 30 (1,247 sq. ft) on 2002 December 31 at the Burnaby Heights Resource Centre. Room 28 is on the second floor and Room 30 is on the ground floor. Room 30 is wheelchair accessible and equipped with a small kitchen. It has been suggested by some tenants that this room be considered for use as the community meeting room at the Resource Centre and that Room 11 (816 sq. ft), the current community meeting room, be made available for lease.

To determine the merits and support for such a change, staff propose to send out a short questionnaire to current tenants of the buildings on the proposal. Tenants would be asked to complete the questionnaire by mid December. Once staff have reviewed the responses, a decision would be made whether to proceed with the change in location of the community meeting room. Staff would then propose to solicit applications for new tenants for the available rooms at the Centre (i.e., Room 28 and either Room 30 or Room 11) in 2003 January. Consistent with past practice, staff would distribute a notice on the available space to a broad range of Burnaby based community groups and centres and advertise the available space in the Burnaby Now newspaper. Subsequently, a report with information and recommendations on the requests received for the available space would be prepared for consideration by the Committee.



J.S. Belhouse, Director  
PLANNING AND BUILDING

*BS/*  
MM:sa

cc: City Manager  
Director Finance  
Director Engineering  
52 Director Parks, Recreation and Cultural Services