

TO: CITY MANAGER 2003 July 15
FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 10.121
SUBJECT: BURNABY HEIGHTS AND EDMONDS RESOURCE CENTRES - AVAILABLE SPACE
PURPOSE: To advise of the availability of office/program space at the Burnaby Heights and Edmonds Resource Centres.

RECOMMENDATION:

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

REPORT

At its meeting on 2003 June 9, Council approved the allocation of a total of three rooms that were vacant at the Burnaby Heights and Edmonds Resource Centres. Subsequent to the meeting, two of the organizations that were allocated space, Big Brothers of Greater Vancouver and the Seniors Well Aware Program, informed staff that they will not be able to pursue the allocation. As such, the spaces they were allocated (Room 28 at Burnaby Heights and Room 206 at Edmonds Resource Centres) remain unoccupied. Staff discussed the foregoing with the Chair of the Social Issues Committee. It was agreed that, in the interest of the timely occupation of the available rooms, it would be desirable to re-advertise the spaces in the summer rather than wait until the Social Issues Committee reconvenes in the fall.

Unless otherwise directed, staff propose to begin the process of soliciting applications for new tenants for Room 28 (800 square feet) at the Burnaby Heights and Room 206 (864 square feet) at Edmonds Resource Centres in late July. 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 space in the local newspaper. Staff will report back directly to Council in early September with information and recommendations on the requests for the available space.



J.S. Belhouse, Director
PLANNING AND BUILDING

MM/sa

cc: Director Finance
Chief License Inspector
Director Engineering
Director Parks, Recreation and Cultural Services