

CITY OF BURNABY

SOCIAL ISSUES COMMITTEE

G

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: ALLOCATION OF SPACE - BURNABY HEIGHTS RESOURCE CENTRE

RECOMMENDATIONS:

1. **THAT** Council approve allocation of Rooms 11 and 32 at the Burnaby Heights Resource Centre to the selected applicants, as outlined in section 3.0 of this report.
2. **THAT** Council authorize staff 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: Burnaby School District 41, Attention: Franca Zumpano, 5325 Kincaid Street, Burnaby, B.C. V5G 1W2; Ms. Lina D'Aguanno, 4177 Parker Street, Burnaby, B.C. V5C 3C2; Svend Robinson, M.P. Burnaby-Douglas, 4453 Hastings Street, Burnaby, B.C. V5C 2K1; and the B.C. Settlement and Integration Workers Association, 302-3680 East Hastings Street, Vancouver, B.C. V5K 2A9.

REPORT

The Social Issues Committee, at its Open meeting held on 2003 March 26, received and adopted the attached report presenting a proposal for the allocation of office/program space at the Burnaby Heights Resource Centre.

COPY - CITY MANAGER
- DIRECTOR PLANNING & BUILDING
- DIRECTOR PARKS, REC. & CULTURAL SERVICES
- DIRECTOR FINANCE
- DIRECTOR ENGINEERING
- CITY SOLICITOR

R E P O R T

Consistent with the City's support for community-based services offered by the Burnaby School District, the Committee proposed that Room 11 be awarded to the School District. The Committee further proposed that Room 32 be awarded to the British Columbia Settlement and Integration Workers Association (BCSIWA) given the organizations' programs and services are generally consistent with the established space allocation guidelines. As far as Room 28 is concerned, the Committee proposed re-advertising the availability of that space for lease.

Respectfully submitted,

Councillor D. Johnston,
Chair

Councillor L. Rankin,
Vice Chair

Councillor S. Dhaliwal
Member

TO: CHAIR AND MEMBERS
SOCIAL ISSUES COMMITTEE

2003 MARCH 19

FROM: DIRECTOR PLANNING AND BUILDING

OUR FILE: 10.121

SUBJECT: ALLOCATION OF SPACE - BURNABY HEIGHTS RESOURCE CENTRE

PURPOSE: To present a proposal for the allocation of office/program space at the Burnaby Heights Resource Centre.

RECOMMENDATIONS:

1. **THAT** Rooms 11 and 32 at the Burnaby Heights Resource Centre be allocated to the selected applicants, as outlined in section 3.0 of this report.
2. **THAT** staff 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: Burnaby School District 41, Attention: Franca Zumpano, 5325 Kincaid Street, Burnaby, B.C. V5G 1W2; Ms. Lina D'Aguanno, 4177 Parker Street, Burnaby, B.C. V5C 3C2; Svend Robinson, M.P. Burnaby-Douglas, 4453 Hastings Street, Burnaby, B.C. V5C 2K1; and the B.C. Settlement and Integration Workers Association, 302-3680 East Hastings Street, Vancouver, B.C. V5K 2A9.

REPORT

1.0 BACKGROUND

At its meeting on 2002 November 27, the Committee was advised that Burnaby Family Life would be terminating its lease of Rooms 28 and 30 at the Burnaby Heights Resource Centre. At the time, it was proposed that Room 30 be considered for use as the community meeting room and that Room 11, the existing community meeting room, be made available for lease. After surveying current tenants on their preference for the location of the community meeting room, it was determined that Room 30 be used as the community meeting room and that Room 11 be made available for lease.

Subsequently, Burnaby Family Life informed the City that it would also be vacating Room 32 at the Resource Centre. To solicit applications for new tenants, the available office/program spaces (Rooms 11, 28 and 32) at Burnaby Heights were advertised in the two local newspapers and in a mail distribution to a broad range of community organizations, community schools and City facilities. Interested applicants were asked to submit a letter of application to the Planning Department by 2003 February 28. This report presents proposals for the allocation of space to selected applicants.

2.0 APPLICANTS

Rooms 11, 28 and 32 were advertised for lease. Rooms 11 and 32 are located on the main floor of the Resource Centre and Room 28 is located on the second floor. The established 2003 lease rate for office/program space on the main and second floors is set at \$9.98 per square foot per year.

The following applications were received:

2.1 Room 11 (816 sq. ft)

Burnaby School District #1

The Burnaby School District was the only applicant for Room 11. The School District current leases 9 rooms at the Burnaby Heights Resource Centre for its adult education classes. It would use Room 11 to offer a course in literacy and English language skills for residents in north Burnaby.

2.2 Room 28 (800 sq. ft)

Burnaby Heights Child Care Centre Society (proposed name)

Two north Burnaby residents have expressed interest in Room 28 for the operation of a child care centre. One of the residents currently operates a family day care from her home. She would like to operate a licensed child care centre outside of her home and has had difficulty in finding appropriately zoned space in north Burnaby.

The applicants have indicated that they are in the process of forming a registered non-profit society in order to be eligible to lease space at the Resource Centre. If successful in becoming a registered non-profit society and receiving a space allocation, the applicants intend to offer child care to children aged 30 months to 12 years old. Their primary client base would be Burnaby residents. In preliminary discussions with the Fraser Health Authority, the applicants have stated that a maximum of 20 children would be permitted in the space. They are the only applicants for Room 28.

2.3 Room 32 (736 sq. ft)

Svend Robinson, Member of Parliament, Burnaby-Douglas

Svend Robinson, Member of Parliament for Burnaby-Douglas has applied to lease Room 32 for use as his constituency office. Mr. Robinson has asked that his application be considered even though it may fall outside the regular guidelines for use of the space. He explains that the current location of his office has become less secure and that he would like to find a similar space in his constituency at a comparable rental rate. He notes that although MPs are provided lump sum amounts to finance their office and staffing

requirements, no special provisions are provided to MPs who need to find office space in more costly, urban areas. In contrast to MPs, he mentions that MLAs' constituency office rental costs are paid directly by the Provincial Legislature.

If allocated the space, he would use Room 32 to accommodate himself, his two constituency assistants and an occasional student intern. The office would provide assistance to Burnaby residents on federal government related matters (e.g., immigration, employment insurance, taxation, pensions, veteran programs, citizenship applications, etc.). Although most of his constituency work would be done over the telephone, he adds that appointments and meetings would also take place in the office. He further states that the House of Commons prohibits political activities (e.g., election campaigns, membership drives, fund-raising activities, etc.) in constituency offices.

British Columbia Settlement and Integration Workers Association

The British Columbia Settlement and Integration Workers Association (BCSIWA) has also applied for Room 32 at the Resource Centre. BCSIWA is a professional association for settlement and integration practitioners throughout B.C. It has been a registered non-profit society since 1994. It offers professional development workshops and training for people working in the field of settlement and integration support for immigrants and multicultural education services. It states that it is not a trade union and does not handle individual employee/employer disputes. It receives funding from the Settlement and Multiculturalism Branch of the Provincial Ministry of Community, Aboriginal and Women's Services and through membership dues. Although it serves all of B.C., the Association states that about thirty percent of its constituents currently reside or work in Burnaby. It also notes that a number of agencies directly benefitting from the training provided by the Association serve Burnaby residents (e.g., Burnaby Multicultural Society, SUCCESS, and the English Language Services for Adults (ELSA) program).

If allocated Room 32, the space would be occupied by two staff members who coordinate the activities of the Association. BCSIWA also anticipates using the community meeting room for their monthly board meetings and mid-size workshops.

3.0 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 primarily 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.

3.1 Room 11

In the interest of expanding the range of services at the Centre, it would be preferable to lease Room 11 to a community-based, non-profit organization. As noted above, however, the Burnaby School District was the only applicant for Room 11. Consistent with the City's

support for other community-based services offered by the School District, it is therefore proposed that Room 11 be allocated to the Burnaby School District.

3.2 Room 28

The only application received for Room 28 was from two north Burnaby residents interested in operating a group child care centre. The applicants are currently pursuing registration as a non-profit society. Although it is recognized that finding suitable and appropriately zoned space for a child care centre is difficult, it is proposed that Room 28 be re-advertised for lease. The applicants would be informed of the availability of the space and invited to re-apply if they have been registered as a non-profit society. It is also anticipated that through the process of becoming a society, the applicants would have a better indication of their client base, the services they would offer and the licensing requirements of the Fraser Health Authority.

3.3 Room 32

There were two applicants for Room 32: Svend Robinson, MP for Burnaby-Douglas and BCSIWA. Mr. Robinson has applied to use Room 32 as his constituency office. While it is clear that his office provides services of benefit to Burnaby residents, Mr. Robinson receives direct funding from the Federal Government to finance his office and staffing requirements. This situation is different from community-based, non-profit organizations which rely on fund-raising and government grants to finance their operations and thereby benefit from the reduced lease rates at the Resource Centre.

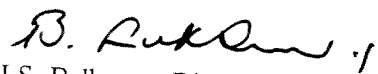
The guidelines for space allocations state that applications should be considered in relation to the availability of other options or venues to the applicant in the private market and other public sector opportunities. This guideline is intended to ensure that City facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues. The guidelines further state that City facilities should not be allocated to organizations which are direct extensions of programs and services provided or funded by other levels of government. In this regard, Mr. Robinson's application unfortunately does not meet the intent of the space allocation guidelines.

The other applicant for Room 32 is BCSIWA, a registered non-profit society. Although it serves all of B.C., a number of agencies directly benefitting from the training provided by the Association serve Burnaby residents. While the guidelines state that priority should be given to services and programs primarily intended for Burnaby residents, they also state that services and programs would not need to be designed for the exclusive use of Burnaby residents. In instances where space has been allocated to broader serving organizations (that is, organizations where Burnaby residents represent between 25 and 75 percent of the constituency base), these organizations have received only partial lease grant support (a 25 percent reduction in the lease rate). There are currently two agencies leasing space at the Resource Centre that provide services at a local and regional or provincial level.

In considering the two applicants for Room 32, it is proposed that the space be allocated to BCSWA. While not primarily geared to Burnaby residents, its programs and services are generally consistent with the established guidelines and are compatible with the requested space.

4.0 NEXT STEPS

With Council approval of the Committee's recommendation for the allocation of available space at the Burnaby Heights Resource Centre, staff would undertake the necessary lease arrangements for the approved tenants. Consistent with Council direction, staff would also 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. Staff would also re-advertise the availability of Room 28 for lease.


for J.S. Belhouse, Director
PLANNING AND BUILDING

MM\sa

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

