

TO: CITY MANAGER 2004 August 4

FROM: DIRECTOR PLANNING AND BUILDING OUR FILE: 12000-10

**SUBJECT: ALLOCATION OF SPACE -
BURNABY HEIGHTS COMMUNITY RESOURCE CENTRE**

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

RECOMMENDATIONS:

1. **THAT** Rooms 26A, 26B, 38 and B3 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 Burnaby School District 41, Attention: Franca Zumpano, 5325 Kincaid Street, Burnaby, B.C. V5G 1W2; Pathfinder Youth Centre Society, c/o 3740 Albert Street, Burnaby, B.C. V5C 5Y7; and Fraser Valley Square and Round Dance Association, 2687 Grant Street, Vancouver, B.C. V5K 3G8.

REPORT

1.0 BACKGROUND

At its meeting on 2004 May 26, the Social Issues Committee was advised that Rooms 26A, 26B, 38 and B3 at the Burnaby Heights Resource Centre had become vacant and that staff, with the endorsement of the Committee, would seek new tenants for the space. To expedite the reallocation process, it was recommended that staff, in consultation with the Chair of the Committee, report directly to Council with recommendations on the requests for available space, since the Committee does not meet during July and August.

To solicit applications for new tenants, the available space was advertised in the two local newspapers 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 2004 July 9. Three applications were received. Staff, in consultation with the Chair of the Committee, have reviewed the applications and put forward proposals for the allocation of the available space in this report.

2.0 AVAILABLE SPACE

The established 2004 lease rate for Room 26A, 26B and 38 on the second floor of the Centre is \$10.26 per square foot per year. The established lease rate for Room B3, located in the basement of the Centre, is \$6.37 per square foot per year.

3.0 PROPOSED ALLOCATIONS

In 1990 July, Council adopted guidelines that provide 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 benefit to Burnaby residents. Staff used the guidelines in assessing the applications for the current Resource Centre vacancies, as discussed below.

3.1 Room 26A (497 sq. ft) and 26B (330 sq. ft)

Burnaby School District 41

The Adult and Continuing Education division of Burnaby School District 41 is seeking additional space at Burnaby Heights for its English Language Services for Adults (ELSA) program. Staff at the District state that there is significant demand for the program. There are currently 600 students who take part in School District classes at the Resource Centre. The District would use the space to offer the program to new immigrants.

The guidelines for the allocation of space at the City's resource centres seek to encourage a broad range of community services within each resource centre. Although the School District is already well represented at Burnaby Heights (it currently occupies 9 rooms at the Centre), there were no other applicants for Rooms 26A and 26B. Therefore, in the interest of occupying the vacant space, it is proposed that Rooms 26A and 26B be allocated to the Burnaby School District.

3.2 Room 38 (864 sq. ft)

Pathfinder Youth Centre Society

The Pathfinder Youth Centre Society is a registered non-profit society. It currently receives funding from Human Resource Development Canada to run a youth employment program in Surrey. The program provides life skills, employment skills and mentorship for youth at risk. Its main goals are to assist youth in completing their schooling, finding employment and living independently. Its job readiness and placement program is 24 weeks in length. Approximately 15 students are enrolled

in the course at one time. Instructors in the program are trained in education and social work. The Society has applied for Room 38 at Burnaby Heights in order to offer the same program to Burnaby youth. It would use Room 38 as a classroom facility as well as an office for the Burnaby program.

The Pathfinder Youth Centre Society was the only applicant for Room 38. Its proposed use for the space is consistent with the guidelines established for the allocation of space and compatible with surrounding uses. It is therefore proposed that the Pathfinder Youth Centre Society be allocated Room 38 at the Burnaby Heights Resource Centre.

3.3 Room B3 (312 sq. ft)

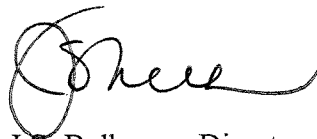
Fraser Valley Square and Round Dance Association

The Fraser Valley Square and Round Dance Association is a registered non-profit society. The society was formed to promote square, round, clog and contra dancing and assist members in their activities. The Association has 35 member clubs in the Lower Mainland with a total of 1700 dancers. Approximately one third of their members are Burnaby residents. The Association is closely involved with the Lower Mainland Square and Round Dance Building Society, the previous tenants in the space. The Association would use Room B3 for office and storage space.

The Fraser Valley Square and Round Dance Association was the only applicant for Room B3. In relation to the space allocation guidelines, the Society meets the basic requirements of providing a service that promotes the physical and social well-being of individuals and families. While the space at the Resource Centre has been focused on accommodating social and community service agencies, a recreational use satisfies the guidelines for space allocation at the Centre and is compatible with other uses in the Centre. The guidelines also state that while preference is given to services primarily intended for Burnaby residents, consideration can also be given to organizations providing services at a regional, provincial or national level. 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). It is therefore proposed that Room B3 be allocated to the Fraser Valley Square and Round Dance Association.

4.0 NEXT STEPS

With Council approval 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.



J.S. Belhouse, Director
PLANNING AND BUILDING

MM/sa

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

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