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**TO:** CITY MANAGER **DATE:** 2005 December 7  
**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 12000-10  
**SUBJECT:** ALLOCATION OF SPACE - BURNABY HEIGHTS RESOURCE CENTRE  
**PURPOSE:** To present a proposal for the allocation of office/program space at the Edmonds Neighbourhood and Burnaby Heights Resource Centres.

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**RECOMMENDATIONS:**

1. **THAT** Room 207 at the Edmonds Neighbourhood Resource Centre and Room 27A and B4 at the Burnaby Heights Community Resource Centre be allocated to the selected applicants, as outlined in sections 3.0 and 4.0 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: Ms Jeanne Fike, Burnaby Family Life Institute, 32-250 Willingdon Avenue, Burnaby, B.C. V5C 5E9; Mr. Chris Friesen, Immigrant Services Society of BC, 530 Drake Street, Vancouver, BC V6B 2H3; Ms Franca Zumpano, Burnaby School District, 5325 Kincaid Street, Burnaby, BC V5G 1W2; Mr. Bob Cormack, Metro Women's Soccer League, 1126 Douglas Road, Burnaby, BC V5C 4Z6; and Mr. Manny Sobral, North Burnaby Boxing Club, 250 Willingdon Avenue, Burnaby, BC V5C 5E9.

**REPORT****1.0 BACKGROUND**

In 2005 October, Room 207 at the Edmonds Neighbourhood Resource Centre and Rooms 27A, B4 and the former Industrial Education (IE) Shop at the Burnaby Heights Community Resource Centre were advertised for lease. 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.

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The advertisements indicated that the established 2005 lease rate for office/program space at the two centres is set at \$10.47 per square foot per year and that the lease rate for program/workshop space at Burnaby Heights is set at \$6.50 per square foot per year. Interested applicants were asked to submit a letter of application to the Planning Department by 2005 November 4.

Subsequent to the passing of the submission deadline, the 2005 November 30 meeting of the Social Issues Committee was cancelled. To facilitate the timely occupation of the space, staff, in consultation with the Chair of the Committee, have reviewed the applications received and put forward proposals for the allocation of the available space for the consideration of Council.

## **2.0 GUIDELINES FOR THE USE OF SPACE**

In 1990 July, Council adopted guidelines for the allocation of space at the resource centres. As indicated in the guidelines, the space is targeted to non-profit groups that provide services and programs primarily intended for Burnaby residents. The guidelines also seek to encourage a broad range of services within each resource centre. Staff used the guidelines in assessing the applications for space at the two resource centres.

## **3.0 EDMONDS NEIGHBOURHOOD RESOURCE CENTRE**

### **3.1 Applicants for Room 207 (1,167 square feet)**

There were three applicants for Room 207, as summarized below:

#### ***Burnaby Family Life Institute***

Burnaby Family Life Institute (BFLI) is a Burnaby-based registered non-profit society. It offers services focussed on the well-being of children and families. Its services are geared to early intervention and prevention to reduce the need for more costly crisis intervention by government authorities. BFLI currently provides services from both of the City's resource centres as well as from City-owned non-profit office space on McKercher Avenue in Metrotown. Its Edmonds space is used for a pregnancy outreach program, ESL and basic literacy classes, financial literacy classes, parenting programs and a Mother Goose early literacy program.

BFLI has applied for Room 207 to operate a family literacy centre, as well as to offer cross cultural programs. It would use funds it receives from the Public Health Agency of Canada to run the literacy centre; and it would use research developed by the Burnaby School District to develop the program for the centre. The purpose of the literacy centre would be to provide parents and caregivers with opportunities to learn alongside their children.

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BFLI's proposed cross cultural programs would be geared to needs of immigrant and refugee families living in the Edmonds area. One program, the Afghan Parenting Program, would be offered in partnership with the Immigrant Services Society and would assist recent Afghani immigrants settle in the community. Other cross cultural programs would be offered in partnership with other service providers and provide settlement services that are currently not available in the Edmonds area. BFLI indicates that it would use the space for program delivery only and would offer morning, afternoon and evening sessions as well as sessions on Saturdays.

### ***Immigrant Services Society of BC***

The Immigrant Services Society of BC (ISSBC) is a registered non-profit society that provides settlement services for immigrants and refugees throughout BC. It offers services in 40 languages and is the only federally-funded service provider in BC to offer orientation and temporary accommodations to all Government-Assisted Refugees destined to BC.

ISSBC currently delivers services from offices in Vancouver, Coquitlam, Surrey and Richmond as well as through partnerships with agencies in New Westminster and Burnaby. In the Edmonds area, ISSBC is working with the Burnaby School District and the Fraser Health Authority to provide services and outreach activities for the diverse immigrant and refugee population located there.

To more effectively deliver services and reduce the need for clients to travel to its offices in other cities, ISSBC would like to establish a settlement services office in the Edmonds Neighbourhood Resource Centre. The services it would offer from the centre include: settlement counselling (e.g., referrals to community services and programs and assistance with housing, banking and employment needs); youth outreach services at Edmonds Community and Cariboo Secondary Schools; and support services to the Afghan Women's Sewing Co-operative which has recently established itself in the Edmonds area. ISSBC notes that many of its Burnaby clients already participate in other programs (e.g. ESL and literacy classes) offered from the resource centre and would benefit from having ISSBC in the same building.

### ***Burnaby School District***

The Burnaby School District has expressed interest in Room 207 to use as a classroom for its English language instruction. As with the other applicants for the room, the School District notes that there is a high demand for English as a Second Language classes given the number of recent immigrants and refugees living in the Edmonds area.

### **3.2 Proposed Allocation**

All three applicants for the space – BFLI, ISSBC and the Burnaby School District – are proposing to offer services that are high demand in the Edmonds area and are consistent with the guidelines for the allocation of space. All three applicants would gear their services directly to Burnaby residents. That said, the guidelines also indicate an objective of expanding the range of services available to the community from the resource centres. In this regard, two of the applicants, BFLI and the Burnaby School District, already occupy space at the centre. While it is recognized that the two existing tenants would benefit from additional space for their services, it is proposed that Room 207 be allocated to ISSBC, which does not have any space at the centre. The services that ISSBC proposes to offer would complement those already provided by BFLI and the Burnaby School District. They would also provide a continuum of settlement services for recent immigrants and refugees in the area.

It should also be noted that in recognition of the need for more ESL classes in the area, the community room at the Edmonds Resource Centre will be made available to the Burnaby School District for ESL classes in the mornings. The community room, which has been aside for groups to book on an as needed basis, often remains vacant in the mornings. The Deaf Children’s Society (the booking agent for the room) has agreed to set mornings aside for the Burnaby School District, on a trial basis, starting in 2006 January. The School District would pay a booking fee for the use of the room. The Deaf Children’s Society will monitor demand for the space and report back on the arrangement. It is expected that this arrangement will help alleviate the demand for space for ESL classes.

## **4.0 BURNABY HEIGHTS COMMUNITY RESOURCE CENTRE**

### **4.1 Room 27A (391 square feet)**

Only one applicant – the Metro Women’s Soccer League (MWSL) – applied for Room 27A at the Burnaby Heights Resource Centre. It is a member of the BC Soccer Association which is a registered non-profit society. The MWSL administers women’s soccer in the Lower Mainland. It has 182 teams in its league, of which 10 are located in Burnaby. It indicates at least 25 percent of the players in the league are Burnaby residents. The MWSL would use Room 27A as an office for the administration of the league (e.g. scheduling, member registration and book keeping).

In relation to the space allocation guidelines, the Society meets the basis 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 focussed on accommodating social and community service agencies, office space used to support recreational uses satisfies the guidelines for space allocation and is compatible with other uses in the centre. The guidelines also state that while preference is given to service primarily

intended for Burnaby residents, consideration can also be given to organizations providing services at a regional, provincial or national level. It is therefore proposed that Room 27A be allocated to the MWSL.

It should be noted that 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).

#### 4.2 I.E. Shop (1,568 square feet)

There was only applicant for the I.E. Shop at Burnaby Heights – the North Burnaby Boxing Club. The Club is a registered non-profit society that offers boxing instruction to the public. It currently operates from the stage and gym at Burnaby Heights.<sup>1</sup> The Club has over 200 members. It is looking for additional space to run its programs. It is interested in leasing the IE Shop to use as practice space. It would use the space to hang 10 heavy punch bags and for shadow boxing and skipping.

It is recommended that the North Burnaby Boxing Club *not* be allocated the I.E. Shop. Apart from the gymnasium, the centre does not have the facilities to accommodate active recreational uses themselves. The centre does not have change rooms and showers and there would be concerns with noise associated with training and practice events and the potential impact on adjacent tenants. It is therefore proposed that the room be re-advertised for lease.

#### 4.3 Room B4 (624 square feet)

The North Burnaby Boxing Club also expressed interest in leasing Room B4 in the basement of Burnaby Heights. There were no other applicants for Room B4. The Boxing Club would use B4 for office and storage space, as well as a warm-up area for some of the participants taking part in boxing activities in the gym.

As noted above, office space used to support recreational uses satisfies the guidelines for space allocation. In this regard, it is proposed that the North Burnaby Boxing Club be allocated Room B4 to use as office and storage space, as well as for minor warm up activities (the room is small so the number of participants using the room for warm-up activities would be limited).

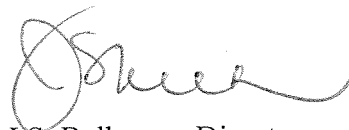
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<sup>1</sup> The Parks, Recreation and Cultural Services Department is responsible for allocating use of the stage and gym at the Burnaby Heights Resource Centre.

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## 5.0 NEXT STEPS

With Council approval of the allocation of available space at the Burnaby Heights Community and Edmonds Neighbourhood Resource Centres, staff would undertake the necessary lease arrangements for the approved tenants. Consistent with Council direction, staff would also advise the tenants of the expected five to ten year life span of the Burnaby Heights Resource Centre. Once lease arrangements have been finalized, any lease grant applications received from new tenants would be forwarded to the Executive Committee - Grants for consideration.



J.S. Belhouse, Director  
PLANNING AND BUILDING

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

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