

CITY OF BURNABY

FINANCE AND CIVIC DEVELOPMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**RE: PROPOSAL CALL PROCESS FOR COMMUNITY AMENITY SPACE
IN THE MIXED-USE DEVELOPMENT AT HOLDOM AVENUE AND
LOUGHEED HIGHWAY**

RECOMMENDATION:

1. **THAT** Council authorize staff to commence a process for selecting a community organization to occupy the negotiated amenity space at 5650 Lougheed Highway (Rezoning Reference #03-38), as outlined in Section 3.0 of this report.

REPORT

The Finance and Civic Development Committee, at its Open meeting held on 2005 April 28, received and adopted the attached report seeking endorsement to commence a process for selecting a community organization to occupy the negotiated 10,000 square foot community amenity space in the mixed-use development at 5650 Lougheed Highway.

Respectfully submitted,

Mayor Derek R. Corrigan
Chair

Councillor Dan Johnston
Vice Chair

Councillor Nick Volkow
Member

COPY: City Manager
Director Finance
Director Planning & Building
Director Engineering
Dir. Parks, Recreation & Cultural Services
Chief Building Inspector
City Solicitor

TO: CHAIR AND MEMBERS 2005 April 21
FINANCE AND CIVIC DEVELOPMENT COMMITTEE

FROM: DIRECTOR PLANNING AND BUILDING FILE: REZ #03-38
PL 71100-01

**SUBJECT: PROPOSAL CALL PROCESS FOR COMMUNITY AMENITY SPACE IN
THE MIXED-USE DEVELOPMENT AT HOLDOM AVENUE AND
LOUGHEED HIGHWAY**

PURPOSE: To seek endorsement to commence a process for selecting a community organization to occupy the negotiated community amenity space in the mixed-use development at 5650 Lougheed Highway.

RECOMMENDATION:

1. **THAT** Council be requested to authorize staff to commence a process for selecting a community organization to occupy the negotiated amenity space at 5650 Lougheed Highway (Rezoning Reference #03-38), as outlined in Section 3.0 of this report.

REPORT

1.0 BACKGROUND

At its meeting on 2003 October 6, Council adopted a report from the Housing Committee outlining a proposal for determining an appropriate community amenity provision in the mixed-use development proposed for 5650 Lougheed Highway (Rezoning Reference #03-38). The applicant is pursuing a density bonus to increase the residential development density from a Floor Area Ratio (FAR) of 2.2. to 2.6. The increase in density equates to approximately 70,800 sq. ft of additional floor space, which the Legal Department estimates to be valued at \$1,770,000. In exchange, the developer will provide an on-site, 10,000 sq. ft community amenity space located on the northern portion of the site adjacent to the Holdom SkyTrain Station.

The proposed concept is for a three storey pavilion building with the community space located on the ground and second floors and recreational facilities for the residential development on the third floor. The amenity space will form an air space parcel which will be owned by the City. The location is particularly suited to office/programming space for non-profit groups, given the proximity of rapid transit and the desire to generate pedestrian traffic which would contribute to the vibrancy of the adjacent public plaza and commercial development.

This report presents a process for selecting a community organization to occupy the space. It is being submitted to the Finance and Civic Development Committee (FCDC) in acknowledgement of the Committee's responsibility for overseeing development of civic facilities (including the subject amenity space). Comments on the proposed tenant selection process were also elicited from the Social Issues Committee (SIC), recognizing that Committee's mandate to advise Council on social issues. The SIC indicated its support for the proposed process at its meeting of 2005 March 23.

2.0 TERMS OF THE OFFERING

The developer has agreed to provide a finished space with walls, ceilings and floors, ventilation, heating and air conditioning; lighting and electrical wiring including computer-ready power; counters and other millwork such as cupboards, closets and central reception counter; finished washrooms; exterior signage; and a sink/counter kitchenette area. The developer will also supply and install a security alarm system, including phone line, ready for hook-up for future monitoring by the City's alarm monitoring company. The amenity space will be allocated 20 parking spaces, some of which will be located in the secure parking area. Occupants will be expected to pay their own utility and other operating costs. They will also be responsible for their own office furnishings and equipment.

While strong interest is anticipated, staff note that the non profit applicants may not have the ability to pay full market rents for the space. Applicants for the space will be requested to indicate the amount they would be able to pay for the space in their proposals. It is understood that, depending on their financial circumstances, applicants may be seeking a rent reduction for the space. Such requests would need to be reviewed and endorsed by the Executive Committee and Council, and could possibly be considered on a similar basis to the lease grant provisions for the occupants of the City's Community Resource Centres.

3.0 PROPOSED TENANT SELECTION PROCESS

A Public Hearing on the subject rezoning application originally occurred on 2003 December 16. Since then, the overall development plan was modified, necessitating a new Public Hearing on 2005 January 25. Under the new scheme, the amenity space will be on two levels, rather than on one level as was the case with the initial plan. The change was made to accommodate a larger footprint for the development's parking structure, and to provide adequate screening for the parking.

The rezoning application received Second Reading from Council on 2005 February 7. The developer has advised staff that once the necessary approvals have been received, excavation and construction will proceed promptly. In order to ensure that the floor plan and other

details of the amenity space reflect the particular needs of the selected occupant, the developer has requested that the user group, space layout, and finishing needs be identified as soon as possible. It is proposed that a proposal call process be initiated, as outlined below, to select a community organization to occupy the space.

a) Proposal Call Process

It is recommended that community organizations be invited to submit proposals for occupancy of the amenity space. As is done for the Burnaby Heights and Edmonds Neighbourhood Community Resource Centres, the space would be advertised in local newspapers and through other channels such as the Burnaby Inter-Agency Council, school newsletters, and recreation centres. Staff also maintain a mailing list of community groups which have inquired about availability of lease space in the Resource Centres. The advertisements would have general information about the amenity space and selection process. Interested agencies would be asked to contact the City to receive a complete Request for Proposals package. The Request for Proposals package would include a disclaimer which indicates that the City would assume no responsibility if the rezoning application did not proceed to final adoption.

Staff would also make themselves available to meet, upon invitation, with groups of service providers regarding the opportunity. The purpose of such a meeting would be to provide additional information about the amenity space and proposal call process, discuss emerging community needs in the subject area, and potentially elicit interest in a joint submission to the proposal call amongst Burnaby service providers.

b) Assessment Criteria

It is proposed that submissions be evaluated against the following criteria:

- the proposed service by the community organization supports the City's social goals and principles;
- the community organization, and any partners in the proposal, operate on a non-profit basis;
- the proposed service is accessible and relevant to Burnaby residents;
- the proposal meets specific social or cultural needs of the community; and
- the community organization's aims and activities are consistent with City goals and policies.

It is also proposed that applicants be able to demonstrate that they:

- are financially viable and would not require City subsidies for their operations; and

- would help to address the objectives of Burnaby's Official Community Plan.

In addition to proposals by individual organizations for the use of the space, collaborative approaches to service provision by more than one service provider will be considered. Where a collaborative approach is proposed, one non-profit society would be required to assume responsibility for coordinating and submitting the proposal.

Once the deadline for submissions has passed, staff will provide the FCDC with an assessment of the short listed applications.

4.0 CONCLUSION

The City has negotiated a 10,000 square foot community amenity space in a mixed use development at 5650 Lougheed Highway. The developer of the complex has requested that the ultimate occupant be identified as soon as possible, in order to ensure that the floor plan and other details of the amenity space reflect its needs.

It is recommended that Council be asked to authorize staff to commence a process, as outlined in Section 3.0 of this report, to identify a community use and service providing organization for the amenity space. At the conclusion of the process, staff will report back to the Committee with recommendations regarding the occupancy of the amenity space.

J.S. Belhouse
for J.S. Belhouse, Director
PLANNING AND BUILDING

MM/sa

cc: City Manager
Director Finance
Director Parks, Recreation and Cultural Services
Director Engineering
City Solicitor
Assistant Chief Building Inspector - Project Management

