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**TO:** CITY MANAGER **DATE:** 2005 May 25  
**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 Burnaby Heights Resource Centre.

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**RECOMMENDATIONS:**

1. **THAT** Room 27B be allocated to the Alzheimer Society of BC, 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 applicant.
3. **THAT** a copy of this report be sent to the following applicants: Alzheimer Society of BC, Attention: Marc Labrecque, 300-828 West 8<sup>th</sup> Avenue, Vancouver, B.C., V5Z 1E2; Burnaby/New Westminster Child Care Resource and Referral, Attention: Susan Jones, 33-250 Willingdon Avenue, Burnaby, B.C., V5C 5E9; and Marguerite Dixon Transition Society, Attention: Adele Wilson, 31-250 Willingdon Avenue, Burnaby, B.C., V5C 5E9.

**REPORT****1.0 BACKGROUND**

In 2005 April, Room 27B at the Burnaby Heights Community Resource Centre was advertised for lease. To solicit applications for a new tenant, 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 2005 May 13.

Subsequent to the passing of the submission deadline, the 2005 May 25 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, has reviewed the applications received and put forward a proposal for the allocation of the available space for the consideration of Council.

## 2.0 AVAILABLE SPACE

As indicated, Room 27B (328 sq. ft.) was advertised for lease. The established 2005 lease rate for office/program space at the Burnaby Heights Resource Centre is \$10.47 per square foot per year.

## 3.0 APPLICANTS

There were three applicants for the space:

### *Burnaby/New Westminister Child Care Resource and Referral*

The Burnaby/New Westminister Child Care Resource and Referral (BNWCCRR) is operated by the YMCA. It provides referrals to parents seeking child care for children ages 0 to 12 and support services to caregivers including referral service, promotional services, networking opportunities and professional development. It is currently located in Room 33 at the Burnaby Heights Resource Centre. It has recently expanded its resource lending library and is seeking additional space at Burnaby Heights to use as a small meeting room and long term storage facility for archived files. BNWCCRR states that if it were allocated the additional space, it would be able to use its existing space more effectively to offer educational opportunities, training and networking sessions for child care providers.

### *Alzheimer Society of BC*

The Alzheimer Society of BC is a province-wide, volunteer-based, non-profit organization. It has a number of resource centres throughout BC which provide support and referral services to people living with Alzheimer's disease and related dementia, and support services and educational workshops for family members and caregivers. Its North Fraser Resource Centre serves Burnaby, New Westminister, the Tri-Cities, Maple Ridge and Pitt Meadows and is currently located in New Westminister. The Society is interested in relocating its North Fraser Centre to the Burnaby Heights Resource Centre to be closer to other organizations serving seniors. Its application indicates that 40 percent of the Society's North Fraser clients are Burnaby residents and that the percentage should increase if the centre relocates to Burnaby Heights. The Society would use Room 27B as an office space and resource library as well as a base to implement three new services for Burnaby residents including: a support group for people in the early stages of Alzheimer's disease; a support group for Chinese-speaking family caregivers; and a support group for Punjabi-speaking family caregivers.

### *Marguerite Dixon Transition Society*

The Marguerite Dixon Transition Society is a Burnaby-based, registered non-profit charity. It operates a transition house for women and their children fleeing abuse, a

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second stage housing program for women and their children, a counselling program for low income Burnaby families and outreach program for women and children fleeing abuse. It currently occupies Room 31 and 23C at Burnaby Heights. The Society has recently applied for a contract with the Ministry of Community, Aboriginal and Women's Services (MCAWS) to offer a "Children Who Witness Abuse" program. If awarded the contract, it would use Room 27B to offer counselling services to children. The Society has indicated that if it is not awarded the contract, it would still be prepared to use the room for its existing services.

#### 4.0 PROPOSED ALLOCATION

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 Room 27B.

Beginning with the BNWCCRR, that organization has indicated that if it were allocated Room 27B, it would use the room for storage as well as a small meeting space. While it is recognized that the additional space would allow the organization to offer more services from its existing space, the BNWCCRR's intended use for Room 27B would involve less direct service provision than the other two applicants. It should also be noted that Room 30 at the Centre has been set aside as a meeting room which non-profit groups can book by the day or half-day. Room 30 will accommodate up to 50 people and is well suited for educational workshops. In light of the above, it is proposed that the BNWCCRR not be allocated additional space at this time. Staff will inform the organization of the availability of Room 30 as potential space from which to offer training and networking opportunities.

With respect to the two remaining applicants, allocation of space to the Alzheimer Society would increase the range of services offered at the Centre. The client base, however, would be broader than just Burnaby residents. If the space were allocated to the Marguerite Dixon Transition Society and the Society were allocated a contract through the "Children Who Witness Abuse" program, the counselling services that would be offered would be geared directly to Burnaby residents. If the Transition Society is not awarded the contract, (which will not known until late June or mid July) it would use the room for its existing services, but would not be expanding its programming

The Marguerite Dixon Transition Society clearly provides valuable services to the Burnaby community. However, given the uncertainty around the Society's application for new funding, and the objective to expand the range of services offered from the Resource Centre, it is proposed that Room 27B be allocated to the Alzheimer Society. The Alzheimer Society would introduce a new service at the Centre that would be available to Burnaby residents as well as other Lower Mainland residents. The Alzheimer Society's intended use of the room is compatible with the requested space and


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surrounding occupancies. In instances where space has been allocated to broader serving organizations (that is, organization 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).

In the interest of securing a tenant for the space, it is further proposed that if the Alzheimer Society is not able to pursue its allocation, the space then be allocated to the Marguerite Dixon Transition Society.

## 5.0 NEXT STEPS

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



J.S. Belhouse, Director  
PLANNING AND BUILDING

MM:jc/sla

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

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