

CITY OF BURNABY

H

SOCIAL ISSUES COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

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

RECOMMENDATIONS:

1. **THAT** Council authorize allocation of Room 25A to Caireen Child and Family Services Society.
2. **THAT** Council authorize renewal of The Burnaby Theatre and Film Acting Society's lease of the former Industrial Education (IE) shop and permit the Society to charge other performing arts groups a small fee for use of its space on a part-time basis over the next six months.
3. **THAT** Council authorize Room 38 be re-advertised for lease.
4. **THAT** a copy of this report be sent to Caireen Child and Family Services Society, Attention: Lisa Ireland, 4312 Dundas Street, Burnaby, BC, V5C 1B3 and Burnaby Theatre and Film Acting Society, Attention: Caroline Beatty, 3504 William Street, Vancouver, BC, V5K 2Z7.

REPORT

The Social Issues Committee, at its Open meeting held on 2005 January 26, received and adopted the *attached* report presenting proposals for the use of space at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor L. Rankin
Vice Chair

Councillor S. Dhaliwal
Member

COPY - CITY MANAGER
- DIRECTOR PLANNING & BUILDING
- DIRECTOR PARKS, RECREATION & CULTURAL SERVICES
- DIRECTOR FINANCE
- DIRECTOR ENGINEERING
- CHIEF LICENSE INSPECTOR
- CITY SOLICITOR

TO: CHAIR AND MEMBERS
SOCIAL ISSUES COMMITTEE
2005 January 24

FROM: DIRECTOR PLANNING AND BUILDING
FILE: 12000 10

SUBJECT: ALLOCATION OF SPACE - BURNABY HEIGHTS COMMUNITY RESOURCE
CENTRE

PURPOSE: To present proposals for the use of space at the Burnaby Heights Community Resource Centre.

RECOMMENDATIONS:

1. **THAT** Council be requested to concur with the following:
 - a. Room 25A be allocated to Caireen Child and Family Services Society.
 - b. The Burnaby Theatre and Film Acting Society's lease of the former Industrial Education (IE) shop be renewed and that the Society be permitted to charge other performing arts groups a small fee for use of its space on a part-time basis over the next six months.
 - c. Room 38 be re-advertised for lease.
 - d. A copy of this report be sent to Caireen Child and Family Services Society, Attention: Lisa Ireland, 4312 Dundas Street, Burnaby, BC, V5C 1B3 and Burnaby Theatre and Film Acting Society, Attention: Caroline Beatty, 3504 William Street, Vancouver, BC, V5K 2Z7.

REPORT

1.0 BACKGROUND

At its meeting of 2004 November 01, Council approved the recommendation of the Social Issues Committee to re-advertise Rooms 25A and 38 at the Burnaby Heights Resource Centre for lease. It also approved the recommendation to charge the Burnaby Theatre and Film Acting Society a storage rate of \$200 for its use of the former IE shop from 2004 November 01 to 2005 January 31 while the Society underwent efforts to re-organize the operation of its Heights Performance Centre.

Staff have now completed the application process for the available space, and have also received a proposal for the continued operation of the Heights Performance Centre. This report presents information on the proposals received.

2.0 AVAILABLE SPACE

Rooms 38 (864 sq. ft.) and 25A (437 sq. ft.) were 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.

Only one application, for Room 25A, was received. Staff used the Council-adopted guidelines that provide for the allocation of space at the City's Resource Centres to assess the application.

3.0 APPLICATION FOR ROOM 25A

Caireen Child and Family Services Society

Caireen Child and Family Services Society is a registered non-profit society that has offered support services to families with adopted children. It has applied for Room 25A at the Resource Centre.

The Society previously occupied Room 38 at the Burnaby Heights Resource Centre. In the spring of 2004, the Society terminated its lease for the room when its funding from the Ministry of Child and Family Development was not renewed. Since that time, the Society has operated out of the home of the Executive Director. The Society has recently shifted its focus from support of families with adopted children to outcomes research. It has received a contract with the Canadian Outcomes Research Institute to provide workshops and training on outcomes research to other non-profit societies.

Outcomes research is a research system that is used to collect data on the programs and clients served by non-profit agencies. Data collection is becoming more important as agencies are required to provide more detailed information about their programs to provincial funding sources. Caireen has indicated it is currently doing outcomes research training with Burnaby Family Life Institute and the BC Settlement and Immigration Workers Association, two agencies located in the Resource Centre. Other agencies in the building have indicated their interest in Caireen's program. Caireen would like to move back to a small space in the Resource Centre to be closer to the agencies it works with.

The services offered by Caireen serve a broader base than Burnaby agencies and their clients. While the space allocation 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 or benefit of Burnaby residents. In instances where space has been allocated to broader serving organizations, these organizations have received partial lease grant support (i.e., a twenty-five percent reduction in lease costs). If allocated the space, Caireen would be required to submit information on its client base to determine its eligibility for lease grant support.

Caireen was the only applicant for Room 25A. 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 Caireen be allocated Room 25A at the Burnaby Heights Resource Centre.

4.0 PROPOSAL FOR THE CONTINUED OPERATION OF THE HEIGHTS PERFORMANCE CENTRE

The Burnaby Theatre and Film Acting Society has occupied the former IE shop at the Burnaby Heights Resource Centre since 2001. The Society has used the space to present small theatre productions and offer acting classes to the community. It is known to the community as the Heights Performance Centre. During this time, the Society has worked to involve the community in many aspects of its theatre productions. The Society has also partnered with other agencies in the building to do fund-raising events.

At the beginning of 2004 October, Jim Purcell, artistic director of the Society, contacted staff to state that he was no longer able to operate the Performance Centre. Once the possibility of closure became known, Mr. Purcell stated that there was considerable community interest in trying to keep the Performance Centre open. To explore options for its continued operation, Mr. Purcell requested that the Society be granted a three month reprieve in its rent. If, at the end of this period, the Society was not successful in its re-organization, the Society was prepared to terminate its lease of the room. In response to the Society's request, Council, at its meeting on 2004 November 01, approved the recommendation from the Social Issues Committee to charge the Society a storage rate of \$200 for its use of the former IE shop from 2004 November 01 to 2005 January 31.

A proposal has now been received for the continued operation of the Heights Performance Centre. The Society has found a new general manager. Jim Purcell intends to remain on the Society's board of directors. The Society will be holding an Annual General Meeting early in the new year to elect additional board members. In its proposal, the Society indicates that it will continue to encourage community involvement in its productions. It will invite members of the Heights Merchants Association and the Confederation Seniors' Centre to serve on the board. It also intends to stage productions that will appeal to the diverse cultural backgrounds of north Burnaby residents. The Society plans to offer a show in March and intends to stage two or three more productions in the 2005-06 theatrical season.

The Society currently receives no funding (Mr. Purcell previously invested his own resources to keep the theatre running). To generate funds to meet its initial operating costs, the Society is proposing to charge other performing arts groups a small fee for use of the space for rehearsals. The Society states that proposed rehearsals by other groups would be a temporary use of the space until its own productions are underway and it starts to generate revenue. The Society also states that once it has been able to stage two or three more productions, it will be able to apply for performing arts grants.

The guidelines for the lease of space at the Resource Centres do not permit organizations to sublet their space, however, it is proposed that flexibility be shown for the subject application for three reasons: 1) the Society intends to offer the space to other performing arts companies for a limited period on a part-time basis; 2) the Society would maintain overall control of the space, and would use it when not in use by other companies; and 3) the Society has made a notable contribution to community life in north Burnaby to date, and is believed to have the potential to continue to make valuable contributions in the future. Therefore, it is recommended that the City renew the

Society's lease at the Resource Centre and permit it to charge other performing arts groups a small fee for use of the space on a part-time basis over the next six months. The renewed lease would be based on the 2005 established lease rate of \$6.50 per year for workshop/utility space. Based on its new operation plan, it is also recommended that the Society be requested to re-apply for lease grant support in 2005. It should be noted that there is currently no other demand for the IE shop.

If the above recommendations are approved by the Committee and Council, staff would monitor the use of the space over the next six months. If it becomes apparent that the space is being used more for rental purposes than as a theatre, the Society would be asked to develop an alternate operation plan or, if this is not possible, terminate its lease of the space. Staff would also ensure that the new general manager is aware of the maximum occupancy load of 60 persons (including actors and support staff) for the space. (In past productions, audience size has ranged from 10 to 40 people.)

5.0 RECOMMENDATIONS

Based on the assessment of its application, it is recommended that Caireen Child and Family Services Society be allocated Room 25A at the Burnaby Heights Resource Centre. It is also recommended that Room 38, which did not receive any applications, be re-advertised for lease.

Further, it is recommended that the Burnaby Theatre and Film Acting Society's lease of the former IE shop be renewed at the 2005 established lease rate for workshop/utility space at the Resource Centre. In recognition of its need to raise funds for its initial operating costs, it is also proposed that the Burnaby Theatre and Film Acting Society be permitted to charge other performing arts groups a small fee for use of its space on a part-time basis over the next six months.

With Council approval of the Committee's recommendations for the use of space at the Resource Centre, staff would undertake the necessary lease arrangements with the approved tenants. We would also re-advertise the availability of Room 38. Once lease arrangements have been finalized, any lease grant application received would be forwarded to the Executive Committee - Grants for consideration.



I.S. Belhouse, Director
PLANNING AND BUILDING

MM/sla

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

