

TO: CITY MANAGER **DATE:** 2006 June 21

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 12000-10
Reference: Space Allocations

SUBJECT: ALLOCATION OF SPACE - BURNABY HEIGHTS AND EDMONDS NEIGHBOURHOOD RESOURCE CENTRES

PURPOSE: To present a proposal for the allocation of office/program space at the Burnaby Heights and Edmonds Neighbourhood Resource Centres.

RECOMMENDATIONS:

1. **THAT** Room 25B at the Burnaby Heights Resource Centre be allocated to the Oromiyaan Canadian Society of BC, as outlined in section 2.1 of this report.
2. **THAT** Council approve the sublease arrangement between the Burnaby Firefighters Charitable Society and the Burnaby Falls Prevention Society for Room 206 at the Edmonds Neighbourhood Resource Centre, as outlined in section 3.0 of this report.
3. **THAT** a copy of this report be sent to the Social Issues Committee; the Oromiyaan Canadian Society of BC, c/o Dawit Bulcha, 6255 Nelson Avenue, Burnaby, BC, V5H 4T5; the Burnaby Falls Prevention Society, c/o Gladys Brundrett, 7978 Lakefield Drive, Burnaby, BC, V5E 3W8; and the Burnaby Firefighters Charitable Society, Room 206, 7355 Canada Way, Burnaby, BC, V3N 4Z6.

REPORT**1.0 BACKGROUND**

In 2006 April, Room 25B 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 papers 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 2006 May 12.

In addition, staff have received an application to sublease space in Room 206 at the Edmonds Neighbourhood Resource Centre.

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Applications for occupying new space and subleasing existing allocated space at the Resource Centres are normally reviewed by the Social Issues Committee. As the Committee does not meet during July and August, this report is being sent directly to Council. Staff have consulted the Chair of the Committee and he concurs with the recommendations put forward in this report.

2.0 AVAILABLE SPACE - BURNABY HEIGHTS RESOURCE CENTRE

As indicated, Room 25B (332 sq. ft) at the Burnaby Heights Resource Centre was advertised for lease. The established 2006 lease rate for office/program space at the City's resource centres is \$10.68 per square foot per year.

In 1990 July, Council adopted guidelines for the allocation of space at the Resource Centres. The guidelines specify that 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 application for Room 25B.

2.1 Proposed Allocation

The Oromiyaan Canadian Society of BC was the only organization that expressed interest in the space. It is a registered non-profit society that provides socio-cultural services to residents in the Lower Mainland who come from the Oromo region of Eastern Africa. Although its services are culturally-based, membership in the Society is open to anyone residing in BC who has an interest in the Society's services. Its services include: assistance and orientation for newly arrived families, classes in Oromo language and culture for adults and children, family mediation and counselling, community meetings, and sports and other recreational activities. In cooperation with other agencies, the Society states that it has sponsored refugees from Africa and helped them integrate into the Canadian way of life. About 40 percent of its members and clients are Burnaby residents.

To date, the Society has operated its services in cooperation with neighbourhood houses and other non-profit societies in the Lower Mainland. The majority of its funding comes from membership fees. The Society indicates that the scope of its services is widening and its membership is increasing. It is looking for office space to administer its services.

The services the Society proposes to offer are consistent with the guidelines established for the allocation of space. The Society would also serve to expand the range of services offered from the Centre. It is therefore proposed that the Room 25B be allocated to the Oromiyaan Canadian Society of BC. In instances where space has been allocated to organizations serving a broader constituency base than Burnaby residents, these organizations have received only partial lease grant support (a 25 percent reduction in the lease rate).

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3.0 APPLICATION FOR SUBLEASE – EDMONDS NEIGHBOURHOOD RESOURCE CENTRE

In 1994, Council adopted a process for receiving and reviewing sublease requests at the City's Resource Centres. At the time, it was concluded that approved sublease arrangements could provide opportunities to maximize the use of space at the Centres and extend the range of services available to the community. To ensure that the services offered through a sublease arrangement are consistent with the guidelines for the use of space, requests to sublease are reviewed by the License and Planning Departments. Planning then forwards a recommendation regarding the proposed sublease for the consideration of the Social Issues Committee and Council.¹

Staff have received an application to sublease Room 206 at the Edmonds Neighbourhood Resource Centre from the Burnaby Falls Prevention Society. The primary tenant of Room 206 is the Burnaby Firefighters Charitable Society. The two societies are proposing to equally share the rent and insurance costs for the space (total area of 864 sq. ft.).

The Burnaby Falls Prevention Society is a registered non-profit society. The purpose of the Society is to educate seniors about the risks of falls and ways to prevent them through education, exercise, behaviour modification and environmental safety in the home and the community. The Society states that one hundred percent of the recipients of its services are Burnaby residents.

The services offered by the Falls Preventions are consistent with the City's space allocation guidelines. It is staff's view that the two societies involved in the proposed sublease arrangement are compatible and that the sublease arrangement would serve to expand the range of services offered from the Centre. It is therefore recommended that the proposed sublease arrangement be approved.

If approved, the Burnaby Firefighters Charitable Society would remain the primary tenant of Room 206. In accordance with Council policy, primary tenants are advised that subleasing arrangement may impact their eligibility for lease grants. In cases where a subtenant provides less than 75 percent of its services to Burnaby residents, the primary tenant's eligibility for lease support would be affected. However, in the current case, Burnaby residents represent the entire constituency base of the Burnaby Falls Prevention Society. It is therefore anticipated that the Burnaby Firefighters Charitable Society will remain eligible for 50 percent lease grant support.²

¹ As noted, since the Social Issues Committee does not meet during July and August, staff, in consultation with the Committee Chair, are forwarding the recommendation for the current sublease request directly to Council.

² Subtenants are not eligible for direct lease grants. The lease rate charged to the subtenants represents their proportionate share of the primary tenant's lease rate and eligibility for lease grant support.

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4.0 NEXT STEPS

With Council approval of the recommendations for the allocation of Room 25B at the Burnaby Heights Resource Centre and the sublease arrangement for Room 206 at the Edmonds Neighbourhood Resource Centre, staff would undertake the necessary lease arrangements with the approved tenants. Consistent with Council direction, staff would also advise the new tenant of the Burnaby Heights Resource Centre of the expected five to ten year life span of the building. Once space allocations have been finalized, as appropriate, any lease grant applications from the non-profit tenants would be forwarded to the Executive Committee for consideration.

for 
J.S. Belhouse, Director
PLANNING AND BUILDING

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Director Finance
Chief License Inspector
Director Parks, Recreation and Cultural Services
City Solicitor
City Clerk

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