

---

**FINANCE AND CIVIC DEVELOPMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: WIND UP OF OPERATIONS AT BURNABY HEIGHTS COMMUNITY  
RESOURCE CENTRE**

**RECOMMENDATIONS:**

1. THAT Council endorse the approach for the wind up of operations at the Burnaby Heights Community Resource Centre, as presented in this report.
2. THAT staff be authorized to inform tenants of Burnaby Heights Community Resource Centre of the City's planned approach for the wind up of operations at the centre.
3. THAT a copy of this report be sent to the Social Issues Committee and Parks, Recreation and Culture Commission for information.

**REPORT**

The Finance and Civic Development Committee, at its meeting held on 2007 November 21, received and adopted the *attached* report proposing an approach for the wind up of operations at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Volkow  
Vice Chair

Councillor G. Begin  
Member

|            |  |
|------------|--|
| Copied to: | City Manager<br>Deputy City Manager<br>Director Planning and Building<br>Director Engineering<br>Director Parks, Recreation & Cult. Services<br>Director Finance |
|------------|--|

---

**TO:** CHAIR AND MEMBERS  
FINANCE & CIVIC DEVELOPMENT  
COMMITTEE

**DATE:** 2007 November 21

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATING COMMITTEE

**FILE:** PL 12000 10  
*Reference:* *Space Allocation*

**SUBJECT:** **WIND UP OF OPERATIONS AT BURNABY HEIGHTS COMMUNITY  
RESOURCE CENTRE**

**PURPOSE:** To propose an approach for the wind up of operations at the Burnaby Heights  
Community Resource Centre.

---

**RECOMMENDATIONS:**

1. **THAT** the Committee recommend that Council endorse the approach for the wind up of operations at the Burnaby Heights Community Resource Centre, as presented in this report.
2. **THAT** staff be authorized to inform tenants of Burnaby Heights Community Resource Centre of the City's planned approach for the wind up of operations at the centre.
3. **THAT** a copy of this report be sent to the Social Issues Committee and Parks, Recreation and Culture Commission for information.

**REPORT****1.0 BACKGROUND**

The City acquired the property at 250 Willingdon Avenue, currently being used as the Burnaby Heights Community Resource Centre, from the Burnaby School District in 1990. The acquisition was part of a broader land exchange which facilitated the development of Burnaby South Secondary School.

The City's aim was to use the Burnaby Heights property for expansion of City parks and recreational facilities. On an interim basis, before proceeding with the planned redevelopment of the site for park purposes, the City decided to continue the School District's practice of leasing the building to existing tenants (which included the Burnaby School District, non-profit agencies, and others). Recognizing the interim nature of the operation, the City has been leasing the space to tenants on a term certain annual renewal basis, with no agreement in perpetuity. The City also established guidelines for allocation of vacant space at the facility and introduced a lease grant process, whereby Burnaby-based non-profit tenants were eligible to apply for a 50% reduction in their annual rents.

In 2007 February, Mayor Corrigan and Planning staff met with tenants of Burnaby Heights to inform them of the forthcoming 10,000 sq. ft. community amenity facility that would be constructed in conjunction with a mixed use development near the Holdom SkyTrain Station (Rezoning Reference #03-38). Tenants were advised that the new facility was being provided through a density bonusing arrangement, whereby the City would be leasing space to selected non-profit agencies (with priority given to agencies from Burnaby Heights), on a similar basis to Burnaby's existing community resource centres. It was noted that the Burnaby Heights building had come to the end of its viable life span and in order to support its continued operation, extensive and cost prohibitive upgrades would be required. It was further noted that the City intended to initiate a review of requirements for a recreation facility for the 250 Willingdon property, and that the resource centre was anticipated to be phased out over a period of roughly two years.

The purpose of this report is to propose an approach for the wind up of operations at the Burnaby Heights Community Resource Centre.

## 2.0 **CONDITION OF RESOURCE CENTRE BUILDING**

In 1998, recognizing that the Burnaby Heights Resource Centre building and its aging infrastructure were coming to an end of their life cycle, the City commissioned Levelton Engineering to undertake a building condition survey and audit. Key building deficiencies identified by the consultants included:

- significant damage of the exterior stucco cladding system
- deterioration of the building envelope (due to water penetration)
- leaks due to failing roofing membrane
- lack of mechanical ventilation
- need to upgrade life safety systems (fire protection and emergency lighting)
- inadequate electrical and plumbing systems
- poor drainage and water seepage through the foundation walls.

The Levelton report presented short and long term repair strategies to keep the building operational and preliminary cost estimates to undertake the repairs. It further recommended more comprehensive investigations to determine the remaining service life of certain building components (i.e., electrical, plumbing and heating systems).

Since receiving the Levelton report, the City has undertaken several of the recommended high priority deficiency repairs, at a cost of approximately \$600,000. Examples include ventilation work, major roofing repairs and the installation of life safety features (i.e. fire doors and emergency lighting). These repairs were considered essential to keep the building safe and prevent further deterioration of the building structure.

The plumbing and electrical systems are old and failing and would be costly and difficult to replace. Upgrading those systems would, in most cases, require the removal of wall and ceiling finishes to gain access. In addition to cost, this work would potentially be very disruptive to building occupants, who would be required to vacate space in areas where asbestos-containing materials are to be removed or where there is major renovation work required.

A key deficiency identified in the Consultant's review involved the repair and replacement of the exterior stucco cladding, which is the predominate finish on the building. Based on the age of the structure, the stucco cladding requires significant repairs. From recent inspections, there is considerable evidence of loose or de-laminated cladding which has allowed water to enter the wall structure. Many of the wood window sills and frames are badly cracked and decayed due to water penetration.

Removing and replacing the stucco cladding would address only part of the problem. If the work was undertaken without also repairing the sub-structure, windows, insulation and other deficiencies, the wall system would continue to deteriorate. Depending on the extent of the repairs and upgrades being considered, it would also be prudent to determine the opportunities available for replacing the old plumbing and electrical systems while the structure is open.

Replacing entire systems would be very costly and, if pursued, would need to be part of a comprehensive strategy. The operation would be further complicated by the presence of asbestos-containing materials in the building, which would require that the space be vacant as the upgrades proceeded. Major upgrade work may also trigger requirements for other building components to be brought up to full code compliance (including seismic upgrades).

Upon further review of the Levelton report, maintenance records, and input from contractors, it is generally agreed that the building systems are at or near the end of their life cycle.

Based on current construction pricing, an order of magnitude estimate to re-clad the building is in the range of \$4 million. This estimate could double if major repairs to the structure, window replacement, new insulation, and other assorted items were also pursued. With the addition of electrical and mechanical systems, asbestos removal, interior restoration of the finishes and ancillary costs, the total figure could be in the range of \$15 million. The figure could be considerably higher if seismic upgrades were also taken into account.

Given the high cost involved, it is believed that the upgrades cannot be justified from a financial perspective. This was one of the key considerations behind the proposed timing for the closure of the Burnaby Heights facility, as presented in Section 3.0 below.

### **3.0 PROPOSED APPROACH**

Since the 2007 February meeting involving Mayor Corrigan, staff, and resource centre tenants, the following have occurred:

- Planning staff met with Burnaby-based non-profit social service agencies from Burnaby Heights regarding the opportunity to lease space at the Holdom community amenity facility. At the meeting, we also sought information from those present on their agencies' space and program requirements.
- Using information obtained at the above-referenced meeting, staff developed a floor plan for the Holdom facility. The aim was to accommodate five or six agencies in the space.
- In 2007 October, an invitation was issued for agencies to apply for occupancy of space at the Holdom amenity facility. Ten organizations, including seven non-profit agencies currently leasing space at the Burnaby Heights Resource Centre, responded to the invitation. A report from the Social Issues Committee regarding the proposed allocation of space will be advanced for Council under a separate report.

- The Parks, Recreation & Cultural Services Department has retained consultants to undertake a review of requirements for recreation uses for the 250 Willingdon Avenue property. The results of the review will be provided to the Parks, Recreation & Cultural Services Commission in 2008 February and will, in turn, be advanced to the Finance and Civic Development Committee and Council.

In light of the foregoing, and recognizing the building systems at the 250 Willingdon Avenue property are at or near their life cycle, representatives of the Planning, Engineering, Finance, and Parks, Recreation & Cultural Services Departments met to determine an approach for the wind up of the Burnaby Heights Community Resource Centre. Our key objectives were to:

- facilitate a smooth, timely, and coordinated phase out of operations at the Burnaby Heights Community Resource Centre
- ensure that existing tenants have sufficient time to pursue alternate facilities for their operations
- establish a clear and transparent process, whereby existing tenants are aware of the plans and time lines for the decommissioning of the Burnaby Heights Community Resource facility
- recognize the opportunity provided by the Holdom amenity facility, which would facilitate the planned redevelopment of the 250 Willingdon Avenue property by offering high quality alternate space for accommodating all or a portion of operations of selected Burnaby based non-profit agencies from the Burnaby Heights Resource Centre.

With these objectives in mind, the proposed approach for the wind up of operations at the Burnaby Heights Resource Centre is as follows:

- 1) Any agency being allocated space at the Holdom facility will be expected to forego roughly an equal or greater amount of space at Burnaby Heights.
- 2) Agencies that are allocated space at the Holdom amenity facility will be expected to vacate their space at Burnaby Heights within three months of receiving their new allocation.
- 3) All tenants at Burnaby Heights Community Resource Centre will be notified that the premises will close and must be vacated by 2009 December 31.
- 4) Prior to closure of the Resource Centre, any space vacated at the facility will be left unoccupied and secured or, as required, used for temporary City storage purposes.
- 5) As vacancies arise, if deemed necessary for security or operational efficiency purposes, remaining tenants may be asked to move to spaces closer to other tenants within the building.

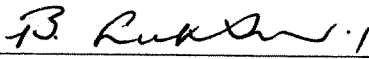
#### **4.0 CONCLUSION**

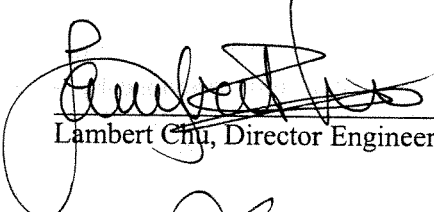
The City has been operating the aging former school facility at 250 Willingdon Avenue as a community resource centre for roughly 17 years. By so doing, we have provided affordable space to an array of agencies delivering community services in Burnaby.

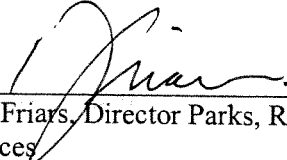
As the facility is at the end of its feasible lifespan, and the City is initiating the planning process for redeveloping the site for its designated recreational purpose, staff have identified a proposed approach for winding up the operations at the facility.


To: Finance & Civic Development Committee  
From: Major Civic Building Project Coordinating Committee  
Re: Wind Up of Operations at Burnaby Heights Community Resource Centre  
2007 November 21 ..... Page 5

While acknowledging that agencies could face challenges or inconvenience in relocating, the proposed approach provides tenant organizations with advanced notice for pursuing alternate premises, while also facilitating the timely and efficient wind up of operations at Burnaby Heights Community Resource Centre. It is thus recommended that the Committee request Council to endorse the approach and authorize staff to apprise Burnaby Heights tenants accordingly. It is also recommended that a copy of this report be sent to the Social Issues Committee and Parks, Recreation and Culture Commission for information.

  
Basil Luksun, Chair, Major Civic Building Project  
Coordination Committee

  
Lambert Chu, Director Engineering

  
Kate Friars, Director Parks, Recreation and Cultural  
Services

  
Rick Earle, Director Finance

JF/JC/jc/sa

Copied to: City Manager  
Deputy City Manager