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**FINANCE AND CIVIC DEVELOPMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: PROPOSAL CALL PROCESS FOR COMMUNITY AMENITY SPACE AT  
TELFORD AVENUE AND BERESFORD STREET (RZ #08-05)**

**RECOMMENDATION:**

1. THAT Council endorse the proposed process to select a non-profit tenant(s) for a community amenity space associated with Rez. #08-05, as outlined in Sections 2.0 and 3.0 of this report.

**REPORT**

The Finance and Civic Development Committee, at its meeting held on 2011 March 24, received and adopted the *attached* report seeking Council approval to initiate a Request for Proposals (RFP) process to identify a community organization(s) to occupy City-owned non-profit office/program space in a mixed-use development at 6451 – 6479 Telford Avenue (at Beresford Street).

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor N. Volkow  
Vice Chair

Councillor C. Jordan  
Member

Copied to:	City Manager Deputy City Managers (2) Director Planning & Building Director Engineering Director Finance Director Parks, Recr. & Cult. Services City Solicitor Assistant Chief Bldg. Inspector – Project Mgmt. Chief Librarian OIC, RCMP
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**TO:** CHAIR AND MEMBERS  
FINANCE AND CIVIC DEVELOPMENT  
COMMITTEE

**DATE:** 2011 March 17

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 71000 01

**SUBJECT:** PROPOSAL CALL PROCESS FOR COMMUNITY AMENITY SPACE AT  
TELFORD AVENUE AND BERESFORD STREET (RZ#08-05)

**PURPOSE:** To seek the Committee's and Council's approval to initiate a Request for Proposals (RFP) process to identify a community organization(s) to occupy City-owned non-profit office/program space in a mixed-use development at 6451 – 6479 Telford Avenue (at Beresford Street).

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**RECOMMENDATION:**

1. **THAT** the Committee request Council to endorse the proposed process to select a non-profit tenant(s) for a community amenity space associated with RZ#08-05, as outlined in Sections 2.0 and 3.0 of this report.

**REPORT****1.0 BACKGROUND**

As a result of agreements under Burnaby's Community Benefit Bonus Density Policy, the City will receive non-profit office/program space in three separate developments. The first of these developments, at 6451, 6475, and 6479 Telford Avenue, is at a stage where a Request for Proposals (RFP) to prospective non-profit tenants is timely. The other two developments are expected to be at the same stage in the next few months.

At its meeting of 2008 June 9, Council approved non-profit office/program space as the use for a community benefit associated with a mixed-use development at 6451, 6475, and 6479 Telford Avenue (REZ#08-05) (see *Sketch #1, attached*). The community benefit was originally estimated to comprise 4,400 square feet of space and ten dedicated parking stalls. However, up to approximately 16,000 square feet and twenty-two dedicated parking stalls would be achieved under the Supplemental Community Benefit Bonus Density Policy adopted by Council on 2010 November 1. Depending on the results of the proposal call, the City could take less space in this development to meet the specific needs of a selected user group. In this case, should the Committee and Council wish, the balance of the community bonus funds from this development could be applied elsewhere. The amenity space would be located on three floors of the development, with approximately 2,500 square feet available at ground street level. The entire 16,000 square foot space could possibly accommodate from one to five non-profit organizations.

The community amenity space is particularly suited to community programming and/or associated office space for non-profit organizations given its proximity to the Metrotown SkyTrain station, transit routes and a broad range of other community services and amenities, and its capacity to house community and social services in a high-density urban neighbourhood.

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From: Director Planning and Building  
Re: Proposal Call Process for Community Amenity Space  
at Telford Avenue and Beresford Street (RZ#08-05)  
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REZ# 08-05 received Third Reading on 2011 February 21, and can be expected to proceed to construction in the near- to mid-future. In order to ensure that the floor plans and other details of the community amenity space reflects the particular needs of the ultimate non-profit occupant(s), the user group(s), space layout and finishing requirements for the space need to be identified.

This report, therefore, requests approval for staff to initiate a Request for Proposals (RFP) process to identify a non-profit organization(s) to occupy the community amenity space.

## **2.0 TERMS OF THE OFFERING**

The community amenity space will form an air space parcel owned by the City. The basic standard of finishing for the amenity space includes finished, wheelchair accessible spaces with walls, ceilings, and floor coverings; ventilation and heating systems; lighting and electrical wiring, including computer-ready power; counters and other millwork such as cupboards; and finished, wheelchair accessible washrooms. The amenity space will also feature security alarm systems, including phone lines, ready for hook-up for monitoring by the City's alarm monitoring company. The amenity space will be allocated dedicated parking, as noted previously. Non-profit tenants will be expected to pay their own utility and other operating costs, and will be responsible for their own office furnishings and equipment.

In keeping with the City's practice with City-owned community resource space at the Edmonds and Holdom community resource centres, it is proposed that the tenant(s) pay rent based on the square footage it occupies. The lease rate for the community resource centres is revised annually<sup>1</sup>, and non-profit tenants are eligible for lease grants to offset the lease costs based on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of the organization's programs or services are Burnaby residents, a non-profit tenant can qualify for a full lease grant to offset lease costs by 50 percent. Where 25 to 75 percent of service recipients are Burnaby residents, an organization can qualify for a partial lease grant to offset costs by 25 percent.

## **3.0 PROPOSED TENANT SELECTION PROCESS**

As noted above, construction on the subject development is imminent and it is advisable that an occupant(s) be selected early in the construction process so that space layout and finishing requirements can better reflect the needs of the occupant(s) to the extent possible under the available amenity bonus. It is suggested, therefore, that a proposal call process be initiated for the community resource space, as outlined below.

### **3.1 Proposal Call Process**

It is recommended that non-profit community organizations be invited to submit proposals for occupancy of the space. As is done for the Edmonds and Holdom community resource centres, the opportunity to apply for space would be advertised through local newspapers, and through community networks (e.g., Burnaby Inter-agency Council.<sup>2</sup>) Staff would also bring the new opportunity to the attention of community organizations already occupying space in the City's two resource centres and those organizations which have inquired about the availability of lease space. The advertisements would provide general information about the space and the selection process.

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<sup>1</sup> The 2011 community resource centre lease rate is \$11.78 per square foot.

<sup>2</sup> Burnaby Interagency Council is an informal affiliation of approximately 100 representatives from organizations and agencies offering community and social services in Burnaby.

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Community organizations would be invited to apply either individually or jointly with other service provider partners for part of the space or for the space in its entirety. Where a collaborative approach is proposed, one non-profit society would be required to assume responsibility for co-ordinating and submitting the proposal and, if successful, for entering into the necessary agreements with the City.

Staff would make themselves available to meet with service providers regarding the opportunity. The purpose of such a meeting would be to provide additional information about the amenity space and the proposal call process, to discuss emerging community needs in the surrounding neighbourhoods, and to potentially elicit interest in joint submissions to the proposal call among Burnaby service providers.

### 3.2 Assessment of Submissions

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

- The proposal emphasizes service delivery and programming over administrative activities;
- The services and programs proposed by the community organization(s) support the City's social goals, principles and objectives;
- The community organization, and any partners in the proposal, operate on a non-profit basis;
- The proposed services and programs to be delivered from the space are accessible and relevant to Burnaby residents;
- The proposal meets the specific social, cultural or activity needs of the community; and
- The community organization(s)' aims and activities are consistent with City goals and policies.

In addition, it is proposed that applicants be able to demonstrate that they are financially viable and would not require any additional City funding<sup>3</sup> for their operations.

### 3.3 Proposed Timeline for the Process

With Council approval of the Request for Proposals process on 2011 April 4, the following timeline for the process is proposed:

2011 April (mid)	Launch of Request for Proposals Process
2011 May (mid)	Deadline for Non-Profit Submissions
2011 June (mid)	Notification to Short-listed Applicants
2011 June (late)	Interviews of Short-listed Applicants
2011 July (early)	Formulation of Recommendations for Tenant(s)
2011 July (mid)	Recommendations for Tenant(s) to Council

### 4.0 SUMMARY AND CONCLUSION

Council has designated a community amenity space associated with RZ#08-05, and negotiated through the City's Density Bonus Policy, as non-profit office/program space. The development in which the program/office space will be located – at Telford Avenue and Beresford Street – is expected to proceed to construction in the near future. In order to ensure that the floor plans and other details of the amenity

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<sup>3</sup> "Additional City funding" refers to funding beyond lease grants for which the organization may be eligible and community grants which are approved by Council from time to time.

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space reflects the particular needs of the selected occupant(s), the user group(s), space layout and finishing requirements for the space need to be identified.

It is proposed, therefore, that a proposal call process to select a community organization(s) to occupy the space be initiated for the community amenity space. The space will offer approximately 16,000 square feet of space, and could potentially accommodate up to five non-profit organizations, applying either individually or on a joint basis. It is proposed that the Request for Proposals process be launched in 2011 mid-April, with a deadline of 2011 mid-May for submissions. Following short-listing of the submissions and interviewing of applicants, it is anticipated that recommendations for a non-profit tenant(s) for the space could be forwarded to Council in July 2011.

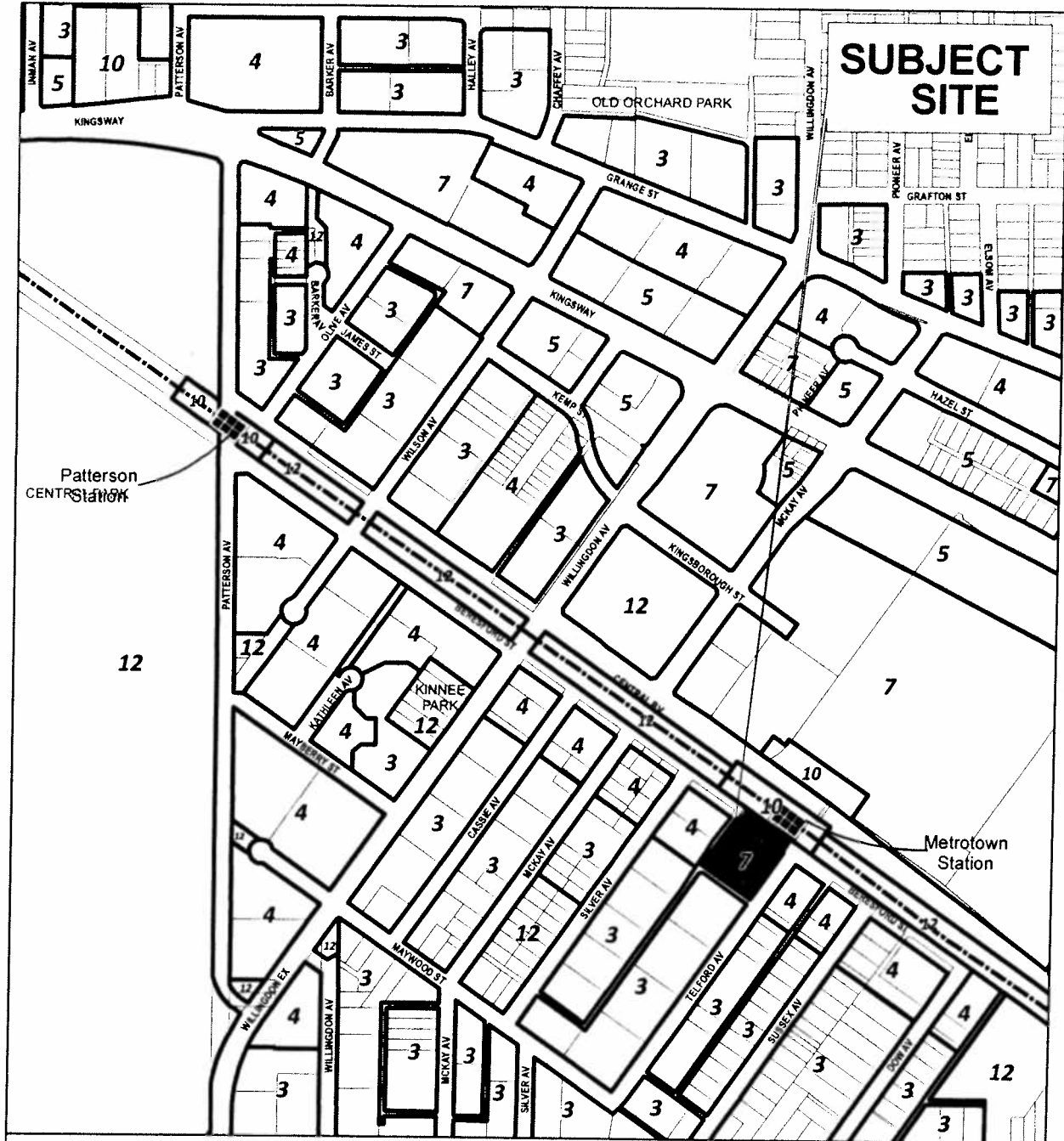
It is recommended that the Committee request Council to endorse the proposed process to select a non-profit tenant(s) for a community amenity space associated with RZ#08-05, as outlined in Sections 2.0 and 3.0 of this report.



B. Luksun, Director  
PLANNING AND BUILDING

JS/sa/jc  
Attachment

Copied to: City Manager  
Deputy City Managers  
Director Engineering  
Director Finance  
Director Parks, Recreation & Cultural Services  
City Solicitor  
Assistant Chief Building Inspector – Project Management  
Chief Librarian  
O.I.C. - RCMP

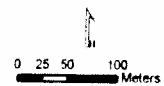


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|--|---|
| 1 Single and Two Family Residential                    | 7 High Density Mixed Use (RM5/C3 or RM5/C2) |
| 2 Low Density Multiple Family Residential (RM1)        | 10 Institutional                            |
| 3 Medium Density Multiple Family Residential (RM2/RM3) | 12 Park and Public Use/Public School (P3)   |
| 4 High Density Multiple Family Residential (RM5)       |   |
| 5 Commercial (C1)                                      |   |
| 6 Medium Density Mixed Use (C9 or RM3/C2)              |   |



City of Burnaby  
Planning and Building Dept

## Metrotown Plan



1:7,500

Updated to Feb 2010

Sketch #1