

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE **DATE:** 2015 November 09

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 12000 10

SUBJECT: ADJUSTMENT TO THE ALLOCATION OF SPACE AT BRENTWOOD
COMMUNITY RESOURCE CENTRE

PURPOSE: To propose an adjustment to the allocation of non-profit office/program space at the Brentwood Community Resource Centre.

RECOMMENDATIONS:

1. **THAT** Council authorize an adjustment to Burnaby Community Services Society's lease space allocation to permit Burnaby Seniors Outreach Services Society to occupy 117 square feet (room L2 – meeting room 2) at the Brentwood Community Resource Centre, as outlined in *Section 3.0* of this report.
2. **THAT** Council authorize the execution of adjusted 2016 lease grants for Burnaby Community Services Society and Burnaby Seniors Outreach Services Society, as outlined in *Section 4.0* of this report.
3. **THAT** Council authorize staff to undertake the necessary lease arrangements between the City and the tenants.
4. **THAT** Council authorize staff to issue a Request for Proposals to occupy space vacated by Burnaby Seniors Outreach Services Society at the Holdom Community Resource Centre.

REPORT**1.0 INTRODUCTION**

In 2015 September, Burnaby Seniors Outreach Services Society (BSOSS), through the Licence Department, submitted a letter of request to move from their allocated space at Holdom Community Resource Centre to a space in the Brentwood Community Resource Centre.

BSOSS has indicated to City staff that it is seeking a smaller space than it currently occupies at Holdom Community Resource Centre due to staffing decreases and a reduction in its funding. The proposed move to a space at the Brentwood Community Resource Centre is preferred due to the initiation of a long term partnership between Burnaby Seniors Outreach Services Society, Burnaby Community Services Society (BCSS) and Burnaby Meals on Wheels to deliver a

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continuum of seniors' service. Through this partnership, BCSS is also seeking Council permission to provide BSOSS with the subject portion of its space, Room L2 – Meeting Room 2 and a portion of its common area, at Brentwood Community Resource Centre.

BSOSS currently occupies 570 square feet at Holdom Community Resource Centre, which, if its proposed move is approved, would then become available for lease to another organization.

2.0 GUIDELINES FOR THE USE OF SPACE

In 1990 July, Council established policy guidelines for the use of space at the City's resource centres. As indicated in the guidelines, the space is intended to accommodate community groups whose primary purpose is to provide facilities, services or programs intended to promote the physical, social and mental well-being of individuals and families in Burnaby. The guidelines also seek to encourage a broad range of services within each Resource Centre.

3.0 PROPOSED CHANGE IN OCCUPANCY AT BRENTWOOD COMMUNITY RESOURCE CENTRE

Room L2 – Meeting Room 2 is 117 square feet in size and located on the second floor of the Brentwood Community Resource Centre. It comprises a portion of the total floor area of 1,984 square feet leased to BCSS. The space was allocated to BCSS in 2013. As part of the new partnership between BCSS, BSOSS, and Burnaby Meals on Wheels, BCSS is requesting to release a small portion of its leased area to enable BSOSS to work with them from a common location. The combined floor area, including its share of common space of 71 square feet, proposed to be released to BSOSS is 188 square feet. The move to a smaller space would also better meet the needs of BSOSS's reduction in staff and funding.

If the proposed changes were adopted, new lease agreements would be required for BCSS and BSOSS. The joint operating agreement between all tenants at Brentwood Community Resource Centre would also need to be amended to include BSOSS as a tenant.

4.0 LEASE GRANT CHANGES

In 1992 April, Council approved guidelines for the issuance of grants to offset lease rates for non-profit groups allocated space at the City's Community Resource Centres. In general, tenants at the resource centres can qualify for a grant to offset their lease costs depending on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of programs or services of the non-profit group are Burnaby residents, a 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, a group can qualify for a partial lease grant to offset costs by 25 percent.

At its meeting of 2015 March 30, Council approved a 2016 lease rate for City-owned non-profit office/program space of \$12.81/square foot per annum. In addition, at its meeting of 2015 September 28, Council approved lease grants for eligible tenants, based upon the above guidelines.

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Based on the proposed space reallocation described above, BSOSS and BCSS have both, through their lease grant applications, successfully demonstrated eligibility for a 50% lease grant.

As such, Table 1 *below* indicates the proposed adjusted lease grants for BSOSS's 188 square feet of space in Room L2 – Meeting Room 2 and BCSS's adjusted lease area of 1,796 square feet at Brentwood Community Resource Centre, based on the approved guidelines.

Table 1
Proposed Lease Grant (2016)
Burnaby Community Services and Burnaby Seniors Outreach Services Society -
Brentwood Community Resource Centre

RESOURCE CENTRES	2016	2016	2016
	Lease Cost (before grant)	Proposed Lease Grant – 50%	Resulting Lease Costs (after grant)
<i>Brentwood Community Resource Centre</i>			
Burnaby Community Services Society 1,796 sq. ft.	\$23,006.76	\$11,503.38	\$11,503.38
Burnaby Seniors Outreach Services Society 188 sq. ft.	\$ 2,408.28	\$ 1,204.14	\$ 1,204.14

5.0 NEXT STEPS

With Council approval of the proposed adjusted allocation and 2016 lease grants, staff will begin preparations of the lease documents and arrangements for the tenants to be able to occupy the spaces. The anticipated occupation date would be 2016 January.

If given approval, the Finance Department will adjust the monthly lease charges for the benefiting organizations to reflect the approved grant amount.

In addition, should Council approve the proposed changes, staff request Council's authorization to issue a Request for Proposals to find a new non-profit tenant to occupy space vacated at the Holdom Community Resource Centre by BSOSS.

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6.0 CONCLUSION

Burnaby Seniors Outreach Services Society (BSOSS), in consultation with Burnaby Community Services Society (BCSS), has requested to move from its allocated space at the Holdom Community Resource Centre to the Brentwood Community Resource Centre to facilitate a new partnership between BSOSS, BCSS and Burnaby Meals on Wheels, as outlined in Section 1.0 of this report. Both BCSS and BSOSS are current tenants in the City's Community Resource Centres and meet all of the City's guidelines for allocating space within these facilities.

It is recommended that Council be requested to approve the adjusted allocation of space at Brentwood Community Resource Centre, reducing BCSS's allocated space and authorizing BSOSS to occupy Room L2 – Meeting Room 2. The requested space adjustment would require new lease agreements and approval of adjusted 2016 lease grants as outlined in Section 4.0 of this report. It is therefore recommended that Council authorize staff to undertake the necessary lease and lease grant arrangements between the City and the tenants. Finally, it is also recommended that Council authorize staff to issue a Request for Proposals to find a new tenant for the resulting vacancy at the Holdom Community Resource Centre.



Lou Pelletier, Director
PLANNING AND BUILDING

CS:sa/sla

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