



Executive Committee of Council
c/o Office of the City Clerk

D. Back, City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
SOCIAL PLANNING COMMITTEE

DATE: 2016 June 14

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

**SUBJECT: ALLOCATION OF SPACE AT HOLDOM COMMUNITY RESOURCE
CENTRE**

Burnaby City Council, at its Open Council meeting held on 2016 June 13, received and adopted the above noted report proposing an allocation of non-profit office/program space (570 square feet – rooms 105, 106 and 107) at the Holdom Community Resource Centre to Community Living Society.

The copy of the report is attached for your information.

A handwritten signature in black ink, appearing to read "Blanka Zeinabova".

Blanka Zeinabova
Administrative Officer

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: ALLOCATION OF SPACE AT HOLDOM COMMUNITY RESOURCE
CENTRE**

RECOMMENDATION:

1. THAT this report be received for information purposes.

REPORT

The Executive Committee of Council submitted a report to the Closed Council meeting held on 2016 May 30, proposing an allocation of non-profit office/program space (570 square feet – rooms 105, 106 and 107) at the Holdom Community Resource Centre to Community Living Society. At its Closed meeting, Council received and adopted the above noted report.

With Council's approval of this Open report, the following will be informed in writing:

- Elke Tilgner, Community Living Society;
- Social Planning Committee.

This report is provided for public information.

Respectfully submitted,

Councillor S. Dhaliwal
Chair

Councillor P. McDonell
Vice Chair

Councillor D. Johnston
Member

Copied to:	City Manager Deputy City Manager Director Planning & Building Director Engineering Director Finance Director Parks, Recr. & Cult. Services City Solicitor Chief License Inspector
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TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE **DATE:** 2016 April 11

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

SUBJECT: ALLOCATION OF SPACE AT HOLDOM COMMUNITY
RESOURCE CENTRE

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

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the allocation of 570 square feet (rooms 105, 106 and 107) at the Holdom Community Resource Centre to the Community Living Society, as outlined in *Section 4.0* of this report.
2. **THAT** Council be requested to approve the proposed 2016 lease grant for the Community Living Society, as outlined in *Section 5.0* of this report.
3. **THAT** Council be requested to authorize staff to undertake the necessary lease arrangements between the City and the proposed tenant.
4. **THAT** a copy of this report be sent to Elke Tilgner, Community Living Society at 7th Floor, 713 Columbia Street, New Westminster, BC, V3M 1B2.
5. **THAT** a copy of this report be sent to the Social Planning Committee for information.

REPORT**1.0 BACKGROUND**

In 2016 January, a Request for Proposals (RFP) for an allocation of rooms #105 (171 sq.ft.), #106 (292 sq.ft.) and #107 (107 sq.ft.) at the City-owned Holdom Community Resource Centre was issued by staff on BC Bid¹. The opportunity was also advertised through community email networks of current Community Resource Centre tenants and the City's waitlist of organizations interested in leasing space at the centres. The RFP stated the City's willingness to entertain proposals for sole use of the space by an individual non-profit society, for use of the entire space by a partnership of societies, or for use of components of the space by individual non-profit societies. After a second call for submission, which closed on 2016 March 31, one submission was received.

¹ The RFP was prompted by the relocation of the Burnaby Seniors Outreach Services Society from this space within the Resource Centre, to space at the Brentwood Community Resource Centre. This allocation was approved by Council on 2015 December 7.

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From: *Director Planning and Building*
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2.0 GUIDELINES FOR THE USE OF SPACE

In 1990 July, Council adopted guidelines for the allocation of space at City-owned Community Resource Centres. As indicated in the guidelines, 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 to assess the received submissions for the available space.

3.0 RECEIVED APPLICATIONS

One response, as listed below, was received in response to the call for applications. It is summarized below.

3.1 Community Living Society

Community Living Society (CLS) works with “individuals [with disabilities] and their family members, to design the type and amount of support needed to help increase independence and realize dreams”. Within this framework, CLS offers a wide range of residential and community-based supports, including shared homes, supported independent living, and individual or shared support to access the community, learn independence skills and/or find paid or volunteer work.

CLS was founded in the late 1970's by a group of family members of children with disabilities, and has been active in Burnaby since that time. CLS currently operates 12 residential homes and 2 community-based day services and 2 employment programs in Burnaby. One of the organization's community-based programs is currently operating at the Holdom Community Resource Centre in rooms #108 and #201.

CLS has applied to lease the three available rooms (#105, #106 and #107) in the resource centre to operate its employment program for persons with developmental disabilities and acute brain injuries, as well as an office space to meet and build relationships with local Burnaby businesses as potential employers. The proposed uses for the space include the establishment of an employment training hub for meeting, screening, and training job seekers. The two smaller offices would be used for private 1:1 meetings and job readiness training, and the larger office would serve as the employment program's administrative office space.

CLS employment program has been operating without office space and staff are required to meet with clients out in the community. This has compromised clients' privacy. Accordingly, the organization is seeking a lease opportunity in which to settle its program and provide private meeting space to its clients.

4.0 PROPOSED ALLOCATION

The Community Living Society (CLS) offers needed services in the Burnaby community that align with the City's goals for an inclusive and resilient community as articulated in the Burnaby Social Sustainability Strategy (July 2011). As well, its submission is consistent with the guidelines for the allocation of space. The Society is Burnaby-based and has a long standing history of serving Burnaby citizens.

The guidelines also include an objective to support a full range of services provided to the community from each resource centre. With regard to this goal, staff recommend that the available rooms (#105, #106 and #107) be allocated to CLS as their proposal contributes to this goal by adding to the breadth of services to be offered at Holdom Community Resource Centre.

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CLS is a long-standing and stable Burnaby-based organization, with a secure funding base and well-developed quality and innovation procedures, as well as significant personnel and staff training and development policies. CLS programs are open and available to individuals eligible for funding from Community Living British Columbia².

The employment training program for Burnaby residents with developmental disabilities and acute brain injuries proposed by CLS would support the range of services available in the community, be offered on a full-time basis, and would complement existing programs and resources already offered from the resource centre.

5.0 PROPOSED LEASE GRANT

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.

Based on the proposed space allocation described above, CLS has, through its lease application, successfully demonstrated eligibility for a 50% lease grant, as upwards of 90% of the clientele that would be served from this space are Burnaby residents.

As such, Table 1 *below* indicates the proposed lease grant for the 570 square feet of space associated with room #105, #106 and #107 at Holdom Community Resource Centre, based on the approved guidelines.

Table 1
Proposed Lease Grant (2016)
Community Living Society - Holdom Community Resource Centre

RESOURCE CENTRES	2016	2016	2016
	Lease Cost (before grant)	Proposed Lease Grant – 50%	Resulting Lease Costs (after grant)
Holdom Community Resource Centre Community Living Society 570 sq. ft. (pro-rated for June 1 occupancy) Full Year – 2016	\$4,259.32 \$7,301.70	\$2,129.66 \$3,650.85	\$2,129.66 \$3,650.85

²Community Living British Columbia is a provincial crown agency, under the Ministry of Social Development, and mandated under the *Community Living Authority Act*, to deliver supports and services to adults with development disabilities and their families in B.C.

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6.0 NEXT STEPS

With Council approval of the proposed allocation and 2016 lease grant, staff will begin preparations of the lease documents and arrangements for the tenant to be able to occupy the space. The anticipated occupation date would be 2016 June 1.

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

7.0 CONCLUSION

It is recommended that Council be requested to approve the allocation of 570 square feet (rooms #105, #106, and #107) at the Holdom Community Resource Centre to the Community Living Society as outlined in Section 4.0 of this report. The Community Living Society's proposal meets all of the City's guidelines for allocating space within City Community Resource Centres, and the proposal demonstrated an ability to support the range of services being offered to Burnaby residents, and to use the space available effectively.

It is also recommended that Council be requested to approve the proposed 2016 lease grant for the Society, as outlined in Section 5.0. In addition, it is recommended that Council be requested to authorize staff to undertake the necessary lease and lease grant arrangements between the City and the proposed tenant. Finally, it is recommended that a copy of this report be sent to the applicant indicated above and to the Social Planning Committee for information.



Lou Pelletier, Director
PLANNING AND BUILDING

CS/sa

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