

**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2021 April 20

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 71000 01

*Reference: Non-profit office space*

**SUBJECT: COMMUNITY AMENITY SPACE AT 2038 ROSSER AVENUE**

**PURPOSE:** To seek Committee and Council approval to initiate a Request for Proposals process to identify a tenant or tenants for a new City-owned community amenity space in a mixed use development at 2038 Rosser Avenue.

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#### RECOMMENDATION:

1. **THAT** the new City-owned community amenity space at 2038 Rosser Avenue be included in the City community resource centre portfolio.
2. **THAT** the Committee request Council to approve the proposed Request for Proposals process to identify a non-profit tenant(s) to occupy new community amenity space, as outlined in *Section 4.0* of this report.

#### REPORT

##### 1.0 BACKGROUND

As a result of agreement under Burnaby's Community Benefit Bonus Policy for Rezoning #15-15, the City will receive a community amenity space in the new mixed use, high rise development at 2085 Skyline Court (Solo District) in the Brentwood Town Centre. The community amenity space, situated at 2038 Rosser Avenue (see *Sketch #1, attached*), is at a stage where a Request for Proposals (RFP) process to find a prospective non-profit tenant(s) is timely. The purpose of this report is to seek the approval of the Committee and Council to initiate the RFP process as described in this report.

The subject development is located within the core of the Brentwood Town Centre and is the third phase of the Solo District development. The development consists of a 42-storey high-rise residential apartment building atop an office and commercial podium, with a portion of the office component being provided as City-owned flex space. When the community amenity contribution was first negotiated, it was considered for potential use by the RCMP. Subsequently, in consultation with the RCMP and the Public Safety and Community Services department, it was determined that the space was not appropriate for this use. It is therefore proposed that the space

To: Social Planning Committee  
From: Director Planning and Building  
Re: Community Amenity Space at 2038 Rosser Avenue  
2021 April 20 ..... Page 2

be included in the City's community resource centre portfolio and as such, that an RFP process be initiated to find a non-profit tenant(s) for the space.

The amenity space has an area of 4,231 square feet plus an outdoor deck of 500 square feet, is located on the second floor, and is accessed by staircase and elevator from Rosser Avenue. The space is well situated to provide for the delivery of community programming and associated services by local non-profit organizations given its proximity to the Brentwood SkyTrain station, transit routes, the Brentwood Community Resource Centre, other community services and amenities, and the growing Brentwood community.

## **2.0 POLICY SECTION**

The proposed process to find a non-profit tenant for the new community amenity space at 2038 Rosser Avenue aligns with the goals and strategic priorities of the Burnaby Social Sustainability Strategy (2011) as well as the policy objectives of the Corporate Strategic Plan (2017), the Environmental Sustainability Strategy (2016), the Economic Development Strategy (2007) and the Official Community Plan (1998).

## **3.0 TERMS OF OFFERING**

The community amenity space will form an air space parcel owned by the City. The amenity space will be finished to include a reception area and adjoining access to the private outdoor deck, one large meeting room and three smaller office/meeting spaces, gender neutral and accessible washrooms, and a warming kitchen/staff room with movable partition wall. The amenity space will be allocated 12 dedicated parking spaces. The tenant(s) will be responsible for their own office furnishings and equipment.

As noted above, it is proposed that the new community amenity space at 2038 Rosser Avenue be included in the City's portfolio of community resource centres<sup>1</sup>. Consistent with other community resource centre space, 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. The rent paid includes utilities and the tenant(s) would be eligible to apply for a permissive property tax exemption. As with other community resource centre tenants, the non-profit tenant(s) would also be eligible to apply 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 and 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. The issuance of lease grants is subject to Council approval on an annual basis.

## **4.0 PROPOSED TENANT SELECTION PROCESS**

Construction of the subject development is anticipated to complete in summer 2021. The process to select a tenant(s) for the space will assist in providing for the minor refinement of the internal

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<sup>1</sup> The City's existing community resource centres include Edmonds, McKercher, Holdom, Brentwood, Metrotown and Pioneer Community Resource Centres.

To: Social Planning Committee  
From: Director Planning and Building  
Re: Community Amenity Space at 2038 Rosser Avenue  
2021 April 20 ..... Page 3

finishings of the space to better accommodate the needs of the selected occupant(s), while maintaining its suitability for potential future user groups. The proposed proposal call process is outlined below.

#### **4.1 Proposal Call**

It is recommended that non-profit community organizations be invited to submit proposals for occupancy of the space through a Request for Proposals process. The opportunity would be posted on the BC Bid website and advertised through the local newspaper and community networks (e.g. Burnaby Inter-agency Council). Staff would also bring the opportunity to the attention of community organizations already occupying space in the City's six community resource centres and to those organizations which have requested to be included on a notification list maintained by the Planning Department.

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 coordinating and submitting the proposal and, if successful, for entering into the necessary agreement with the City.

#### **4.2 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.

#### **4.3 Proposed Timeline for the Process**

With Council approval of the Request for Proposals process on 2021 May 10, the following timeline for the process is proposed:

2021 May (late)	Launch of Request for Proposals Process
2021 June (late)	Deadline for Non-Profit Submissions
2021 July (mid)	Notification to Short-listed Applicants
2021 August	Interviews with Short-listed Applicants

To: Social Planning Committee  
From: Director Planning and Building  
Re: Community Amenity Space at 2038 Rosser Avenue  
2021 April 20 ..... Page 4

2021 September	Report on Recommended Tenant(s) to Social Planning Committee
2021 October (early)	Report on Recommended Tenant(s) to Council

## 5.0 RECOMMENDATIONS

A new community amenity space achieved through the City's Community Benefit Bonus Policy (Rezoning Reference #15-15) at 2038 Rosser Avenue is nearing completion. The space, approximately 4,231 square feet in size with an attached outdoor deck, is situated on the second floor of a mixed-use high rise development at 2085 Skyline Drive in the Brentwood Town Centre.

The space is well situated to provide for the delivery of community programming and associated services by local non-profit organizations. It is therefore recommended that the new community amenity space be included in the City's community resource centre portfolio.

It is further recommended that the Committee request Council to approve the proposed Request for Proposal process to select a non-profit tenant(s) for the new space, as outlined in *Section 4.0* of this report.



E.W. Kozak, Director  
PLANNING AND BUILDING

CS/MM:sa

Attachment

Copied to:	Acting City Manager	Assistant Chief Building Inspector – Project
	Director Corporate Services	Management
	Director Public Safety and Community Services	Chief Librarian
	Director Engineering	OIC-RCMP
	Director Finance	City Solicitor
	Director Parks, Recreation & Cultural Services	City Clerk

