

**TO:** CHIEF ADMINISTRATIVE OFFICER                      **DATE:** 2021 November 30

**FROM:** DIRECTOR PLANNING AND BUILDING              **FILE:** 71000 01  
*Reference: Non-profit Office Space*

**SUBJECT: PROPOSED NON-PROFIT OCCUPANT FOR CITY-OWNED  
COMMUNITY RESOURCE CENTRE LOCATED AT 2038 ROSSER  
AVENUE**

**PURPOSE:** To make public Council's decision on awarding the community resource centre at 2038 Rosser Avenue.

---

**RECOMMENDATIONS:**

1. **THAT** Council receive this report for information.
2. **THAT** a copy of the report be forwarded to the Social Planning Committee for information.

**REPORT****1.0 BACKGROUND**

As a result of an agreement under Burnaby's Community Benefit Bonus Policy, the City received a new community resource centre in the new mixed use commercial/residential development at 2038 Rosser Avenue in the Brentwood Town Centre.

At its meeting on 2021 May 10, Council authorized staff to launch a proposal call process to identify a non-profit service provider(s) to offer programs and services from the City-owned space. A request for proposal (RFP) was initiated in 2021 August 06 and closed on 2021 October 04.

Furthermore, Council approved the centre's name, the Celeste Redman Community Resource Centre at its meeting on 2021 November 08.

This report provides an overview of the proposals received for the community resource centre, the subsequent occupant selection process, and Council's decision at its Closed meeting held on 2021 November 22.

To: Chief Administrative Officer  
From: Director Planning and Building  
Re: Proposed Non-Profit Occupant for the City-Owned  
Community Resource Centre Located at 2038 Rosser Avenue  
2021 November 30 .....Page 2

## **2.0 POLICY SECTION**

The City's community resource centres support programs and services that align with the following Council-adopted policies and plans/strategies: *Equity Policy (2020)*, *Corporate Strategic Plan (2017)*, *Social Sustainability Strategy (2011)*, and *Healthy Community Policy (1991)*.

## **3.0 ASSESSMENT PROCESS**

Proposals were received from the following five organizations:

- Burnaby Neighbourhood House;
- Cameray Child & Family Services;
- Progressive Housing Society;
- Vancouver & Lower Mainland Multicultural Family Support Services Society; and
- Volunteer Burnaby.

### **3.1 Selection Criteria**

The following selection criteria, against which any submissions to occupy the community resource centre would be evaluated, were identified in the RFP and the aforementioned 2021 May report to Council:

- 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, applicants were required to demonstrate financial viability.

### **3.2 Assessment of the Submissions**

The City was extremely fortunate to receive a number of submissions that met Council's criteria for the community resource centre space, demonstrating the strength and vibrancy of the non-profit sector in Burnaby. Following a comprehensive review of the submissions, at its 2021 November 22 Closed Council meeting.

- approved Cameray Child and Family Services as the occupant for the City-owned community resource centre space located at 2038 Rosser Avenue;
- approved a five-year lease agreement with Cameray for the subject community resource centre space; and
- approved that a copy of this report be forwarded to the Social Planning Committee for information.

To: Chief Administrative Officer  
From: Director Planning and Building  
Re: Proposed Non-Profit Occupant for the City-Owned  
Community Resource Centre Located at 2038 Rosser Avenue  
2021 November 30 .....Page 3

#### 4.0 CONCLUSION

This report has provided an overview of the process to identify a non-profit occupant for the new community resource centre space at 2038 Rosser Avenue.

Further information and date on an official opening event will be presented to Council once the non-profit occupant has accepted and moved into the community resource centre space.



E.W. Kozak, Director  
PLANNING AND BUILDING

KO:sa

Copied to: Deputy Chief Administrative Officer and Chief Financial Officer  
Director Parks, Recreation and Cultural Services  
Director Engineering  
City Solicitor  
Chief Librarian  
City Clerk  
Chief License Inspector  
Manager Risk Insurance and Claims  
Assistant Director, Civic Building Projects