

THE CORPORATION OF THE DISTRICT OF BURNABY

COMMUNITY ISSUES & SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN

1991 February 13

RE: BURNABY HEIGHTS COMMUNITY RESOURCE FACILITY

The Community Issues & Social Planning Committee recommends the following for approval by Council:

1. THAT of the two available spaces available for lease at Burnaby Heights, that one be allocated to the Parks & Recreation Department, and the other allocated to the Comitato Attivita Scolastiche Italiane (C.A.S.I.)
2. THAT Council authorize Municipal staff to enter into an agreement with the B.C. Amateur Boxing Association for the allocation and use of gym space at Burnaby Heights as outlined in Section 6.0 of this report.
3. THAT the applicants for space at Burnaby Heights and the B.C. Amateur Boxing Association be notified of Council's decision, and provided with a copy of this report.

R E P O R T

1.0 INTRODUCTION

On 1990 July 09 Council adopted the recommendations of the Housing & Civic Development Committee regarding the management of space at the Burnaby Heights facility. Council also established that the Community Issues & Social Planning Committee would address issues regarding the allocation of space at Burnaby Heights.

The recommendations adopted by Council established guidelines for the continued use of the Burnaby Heights by the educational, public use and community service organizations currently occupying the facility.

This report discusses the allocation of two classrooms at Burnaby Heights. In addition, it presents a proposal for the allocation and use of space in the gym at Burnaby Heights.

2.0 AVAILABLE SPACE

As approved by Council, all existing tenants at Burnaby Heights were given the opportunity to enter into a lease agreement with the Municipality. In early 1990 December, new leases were distributed to the existing tenants.

Most tenants at Burnaby Heights have entered into lease agreements with the Municipality to maintain the spaces they are currently occupying. It is hoped that all lease agreements will be in place by the end of March 1991. Appendix 1 lists the current Burnaby Heights tenants.

INTERNAL DISTRIBUTION:

- AGENDA 1991 March 11
- COPY - MUNICIPAL MANAGER
- DIRECTOR ADMIN. & COMM. SERV. - MUNICIPAL SOLICITOR
- DIRECTOR RECREATION & CULT. SERV. - DIRECTOR FINANCE

Currently, Rooms 26 and 29 are available for lease. Room 26 is 829 square feet. Room 29 is a 768 square feet. Both rooms are former school classrooms that are not presently equipped for office use.

3.0 REQUESTS FOR SPACE

To date, the Municipality has received the following requests for space at Burnaby Heights:

1) Burnaby Parks & Recreation Department

- The Burnaby Parks & Recreation Department is seeking to establish a site office to oversee the development and construction of the Confederation Pool adjacent to the Burnaby Heights facility.

The Parks & Recreation Department will require the space beginning in 1991 July for the coordinator of Aquatic Services. By 1992 March the Office space will also be used by a clerk and two other support staff. These staff members will be joined by two other program staff in May 1992

2) Comitato Attivita Scolastiche Italiane (C.A.S.I.)

- C.A.S.I. is seeking additional classroom space at Burnaby Heights for the operation of its Italian heritage language instruction, and its settlement programs for the Italian-Canadian community in Burnaby.

- C.A.S.I. currently leases Room 25 at Burnaby Heights. In addition, C.A.S.I. has been given a temporary use of Room 26, pending this review of the allocation of available space by the Committee.

3) Royal Canadian Air Cadets

- The Royal Canadian Air Cadets, 759 Falcon Squadron is seeking some general utility space for storage of equipment and to conduct a training program for youth 12 to 18 years of age.

In addition, the Municipality has received a number of requests from community and sporting groups for space within the gymnasium. The gym is currently occupied by the B.C. Amateur Boxing Association. Section 6.0 of this report presents a proposal for the allocation and use of space in the gym at Burnaby Heights.

4.0 GUIDELINES FOR THE ALLOCATION OF AVAILABLE SPACE

On 1990 July 09, Council adopted the recommendations of the Housing & Civic Development Committee that established guidelines for the allocation of space at Burnaby Heights. As approved by Council, when space becomes available at Burnaby Heights, the issue will be referred to the Community Issues & Social Planning Committee to prepare recommendations on the assignment of space.

In general terms, the guidelines (see attached Appendix 2) adopted by Council for the allocation of available space at Burnaby Heights established that space should be leased to non-profit community service/interest groups which reflect and further municipal objectives in the areas of livability, individual and/or family health and welfare.

In addition, the guidelines established that the allocation of available space at Burnaby Heights should consider the accommodation of required Municipal uses.

5.0 REVIEW OF APPLICATIONS FOR SPACE

The Community Issues & Social Planning Committee has reviewed each of the requests for space in relation to the guidelines adopted by Council for the allocation of available space.

The Committee recommends that the two available spaces be allocated to the Municipal Parks & Recreation Department and Comitato Attivita Scolastiche Italiane (C.A.S.I.). Drawing from the guidelines for allocation space presented in Appendix 2, this recommendation is based on the following considerations:

1) Accommodation of Require Municipal Uses

The use of one of the classrooms by the Parks & Recreation Department would help minimize Municipal costs by providing a site office to oversee the development and construction of the Confederation Pool.

2) Support of Municipal Social Goals and Principles

The services and programs provided by C.A.S.I. support Municipal goals for the provision of services to Burnaby's Multicultural community. The heritage language instruction and settlement programs for the Italian-Canadian community contribute to the well-being of individuals and families from the Italian community in Burnaby.

3) Appropriate Uses

The classroom space currently available is not appropriate for the use proposed by the Royal Canadian Air Cadets. Staff are investigating whether more suitable spaces can be made available in the basement of Burnaby Heights to meet the request of the Royal Canadian Air Cadets. The suitability of alternative spaces will be reviewed by the Health, Fire and Building Departments to determine whether they meet Municipal regulations for occupancy.

The Parks & Recreation Department advises that it would be possible to share the classroom with other users in the initial stages of the Confederation Pool project, but that they would require the entire classroom from 1992 March until the pool is completed in approximately 1992 June.

Staff will attempt to accommodate requests for short term uses in the classroom until approximately 1992 March. After the completion of Confederation Pool, staff would bring forward a recommendation for the re-allocation of the classroom.

6.0 USE OF GYM SPACE AT BURNABY HEIGHTS

The Boxing Association currently occupies the gym at Burnaby Heights for its training programs. In the past, the Boxing Association has sub-leased space in the gym to various community groups when it was not being used by the Boxing Association. This has provided the organization with some funds to off-set their lease cost, and also met the needs of some community groups in Burnaby for gym space.

In early 1990 December, the Municipal Solicitor prepared a new lease agreement between the existing tenants at Burnaby Heights and the Municipality. The lease agreement was reviewed by the Housing & Civic Development Committee and sent to Council for information. A condition of the standard lease agreement with the Burnaby Heights tenants is that the space at Burnaby Heights can not be sub-leased to other organizations.

Planning & Building Inspection Department and Finance Department staff met with the President of the Boxing Association to discuss their needs for space and time in the Burnaby Heights gym. The purpose of the meeting was to identify an approach whereby the Boxing Association could have access to the gym for the operation of their program, but would not need to sub-lease the space to help off-set their lease costs.

The Parks & Recreation Department advised that they have a need for gym space at Burnaby Heights for community programs. As such, we are proposing that the allocation of space in the Burnaby Heights gym be managed by the Parks & Recreation Department. In discussion with the Boxing Association, staff developed a proposal for an alternative lease arrangement for the gym space. In order to meet the needs of the Boxing Association, and to provide greater community access to the gym space through the Parks & Recreation Department, we are proposing to give the Boxing Association:

- a lease for the exclusive use of the stage, office area and storage room at a lease rate of \$4.20 per square foot per year.

- first priority for the allocation of the gym space. An annual schedule of the associations requirements for the gym space would need to be submitted to the Park & Recreation Department by late July of each year for the period of September through August. Parks & Recreation Department charges for the gym space for use by mixed age groups is \$3.50 per hour. Charges are reviewed on an annual basis.

- the opportunity to negotiate for the allocation of additional gym time for special events of similar use that arise during the year at the same rate. Events having a different use would be charged the appropriate rate.

- at the beginning of each programming year, first priority for the re-allocation of the gym space. Should the Association's needs change from one year to the next, this would ensure that the gym space would be available to the association in subsequent years.

Staff anticipate that this agreement would meet the Boxing Association's ongoing needs for space at Burnaby Heights, and likely reduce their overall lease costs. In addition, it would provide the community with greater access to the gym space through the Parks & Recreation Department programs.

The Committee understands that available space at the Burnaby Heights gym will be allocated in accordance with the guidelines established by the Parks & Recreation Department. The Committee would request that the groups and uses (meetings and other purposes) that the Boxing Association has traditionally sub-leased the gym space to be allowed to continue when the gym is available at established Parks & Recreation Department rates. The Parks & Recreation Department advised that they would seek to accommodate the traditional uses and groups at the Burnaby Heights gym or in other appropriate venues as space is available.

The President of the B.C. Amateur Boxing Association will take the proposed agreement for the allocation of gym space to their annual general meeting scheduled for 1991 March 24. The Boxing Association expects to be able to advise the Municipality of the decision of their Board before the end of 1991 March.

We would recommend that Council authorize Municipal staff to enter into an agreement with the B.C. Amateur Boxing association for the allocation and use of gym space at Burnaby Heights as outlined above.

7.0 NOTIFICATION OF APPLICANTS

The Committee recommends that Finance Department Staff notify the applicants of Council's decision for the allocation of available space at Burnaby Heights. In addition, we would recommend that a copy of this report be sent to the applicants, and the B.C. Amateur Boxing Association.

Finance Department staff will contact the Parks & Recreation Department and C.A.S.I. to arrange for the leasing of the two classrooms. The Finance Department advises that as the owners of Burnaby Heights we will not require the Parks and Recreation Department to pay rent to the Municipality for the use of Room 29 or the gym.

The lease cost for Room 26 to C.A.S.I. will be set at the same level as other classroom space currently leased to the organization (\$4.20 per square foot per annum, or \$290 per month). Consistent with Municipal policy for all spaces leased at Burnaby Heights, the lease will expire on 1991 December 31.

The question of the allocation of space at Burnaby Heights will be reconsidered in the future as space becomes available. This Committee will consider all existing and new applications at that time, and report back to Council as necessary.

Alderman E. Nikolai
Chair

Alderman J. Young
Member

Alderman D. Evans
Member

Alderman D. Lawson
Member

Alderman C. Redman
Member

Attachments:

1991 LEASE RATES FOR EXISTING BURNABY HEIGHTS TENANTS

NAME OF ORGANIZATION	LEASED AREA (SQ. FT.)	1991 LEASE RATE		MONTHLY RENT	ANNUAL LEASE RATE 1991 (\$)
		WITH 5.0% INCREASE \$/SQUARE FOOT			
Barry Jones, M.L.A. Constituency Office	768	3.47	\$	222	\$ 2,664
Boy Scouts of Canada	4800	2.52		1,009	12,108
B.C. Amateur Boxing Association	9372	1.94		1,517	18,204
B.C. Conservatory of Music	981	4.18		342	4,104
B.C. Parents in Crisis	979	2.51		205	2,460
B.C. and Yukon Building Trade Council	768	2.16		170	2,040
Burnaby Assoc. for the Mentally Handicapped	10,000	2.44		2,037	24,444
Burnaby Assoc. for the Mentally Handicapped	1,176	4.19		411	4,932
Burnaby Family Life Institute	1,123	2.97		278	3,336
Burnaby Family Life Institute	841	4.19		294	3,528
Burnaby Information/Referral Society	1203	2.77		278	3,336
Burnaby Multicultural Society	590	4.19		206	2,472
Burnaby Planning Department	768	n/a		n/a	n/a
Burnaby School District	3168	4.20		1,109	13,308
Burnaby Seniors Peer Counseling	328	4.24		116	1,392
Burnaby Volunteer Centre	931	2.50		194	2,328
Burnaby Volunteer Centre	465	4.20		163	1,956
Carpentry Joint Advisory Committee	3032	2.57		651	7,812
Comitato Attivita Scholastiche Italiane	769	4.20		269	3,228
Comitato Attivita Scholastiche italiane	826	4.21		290	3,480
Douglas College	1040	2.42		210	2,520
United Way, Burnaby Division	979	2.51		205	2,460
TOTAL					\$122,112

APPENDIX 2

GUIDELINES FOR THE USE OF FACILITIES AND SPACE

The Municipality has in the past not been required to allocate community resource space as a primary use. However, with the acquisition of Burnaby Heights, Edmonds North Wing and the 1914 building at Burnaby South, this opportunity has arisen. In addition, it is conceivable that future recreational facilities in the community may well make specific provision for the allocation of such community resource space within those facilities, making it advisable to have a space allocation policy.

It can be expected that the Municipality will receive requests for a variety of purposes for the use of these spaces including community service groups, recreational users, other government service providers, neighbourhood resource space, other non-profit users as well as special interest groups and commercial ventures attempting to secure space at rates lower than normal market value. This section outlines policy guidelines for the use and allocation of available community resource space.

As a general guideline, it is recommended that available Municipal community resource property/space should be leased to non-profit community service/interest groups which reflect and further Municipal objectives in the areas of livability, individual and/or family health and welfare.

The following detailed guidelines are provided to help assist with the allocation of space in Municipal community resource facilities. Organizations occupying or applying for space in Municipal community resource facilities should be considered in relation to the following criteria.

A) Support of Municipal Social Goals and Principles

Services and programs provided by an organization should support Municipal social goals and principles as contained within the Official Community Plan.

The Official Community Plan stresses the development and maintenance of a social environment which promotes the physical, social and mental well-being of individuals and families in Burnaby.

Only organizations whose primary purpose is to provide facilities, services or programs intended to promote the physical, social and mental well-being of Burnaby residents should be considered for space in Municipal facilities.

This would include Municipal offices and organizations providing or coordinating information on recreation, rehabilitation, health, counseling, day care, and special education services and programs.

B) Non-Profit Status

Organizations must operate on a non-profit basis, and be registered as a charitable institution or society under the Society Act. The intent of this guideline is to ensure that Municipal facilities are not used for commercial or private gain.

The Society Act defines charitable societies as those concerned with, the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community.

Proof of non-profit status would be required.

C) Relevant and Accessible to Burnaby Residents

The facilities, services and programs operated by service organizations should be applicable and accessible to a broad range of Burnaby residents, and should reflect local neighbourhood and community needs and aspirations.

The intent of this guideline is to ensure that organizations occupying Municipal facilities provide services and programs that are relevant and generally accessible to Burnaby residents. All residents who need or wish to use the facility, service or program should be able to do so, while recognizing constraints due to service availability, costs and location.

D) Availability of Other Options or Venues

Allocation of space in Municipal facilities should be considered in relation to the availability of other options or venues to the applicant in the private market and other public sector opportunities.

This guideline is intended to insure that Municipal facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues. Municipal facilities should not be allocated to organizations which are direct extensions of programs and services provided or funded by other levels of government.

E) Supporting and Balancing Component

The facilities, services and programs operated by an organization should contribute to a mutually supporting component of a well balanced community resource centre for the local neighbourhood and community.

This guideline is intended to ensure that a broad range of services are provided for within any particular resource centre, and that the organizations represented are able to contribute to the overall successful operation of the centre in the community.

F) Appropriate Uses

Uses should be selected that can provide supporting benefits with, or at the least, harmoniously co-exist with immediately adjacent facilities/uses.

Uses would be selected that fit into the existing environment surrounding the site. Preference would be given to uses with strong linkages to the adjacent facilities/uses.

G) Consistent with Municipal Policies, By-laws, and Regulations

Organizations occupying Municipal facilities must be able to comply with Municipal plans, by-laws, codes, regulations and standards.

The intent of this guideline is to ensure that uses occupying Municipal facilities are consistent with the provisions of the zoning and other bylaws of the Municipality.

The existing zoning of the Burnaby Heights facility, the north wing of Edmonds School and the 1914 building on the Burnaby South site would permit the use of the facilities for recreation programs, community organizations, education programs, day care, Municipal offices, and other similar types of uses.

To ensure compliance with Municipal regulations, it is recommended that Municipal Licence, Health, Fire and Building Departments be consulted when allocating space in Municipal facilities.

H) Primarily Intended for Burnaby Residents

Organizations occupying Municipal facilities should provide services and programs that are primarily intended for Burnaby residents.

Services and programs would not need to be designed for use by Burnaby residents only; however, the service or program should address an identified need within Burnaby. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

I) Accommodation of Required Municipal Uses

Allocation of space in Municipal community resource facilities should consider the degree to which overall Municipal costs would be minimized by the accommodation of possible required Municipal uses.

Both direct and indirect Municipal uses would be eligible for space within community resource facilities including: Municipal offices, employee associations, and other related public sector organizations.

It is suggested that the appropriate body to oversee the assignment of space within Municipal facilities specifically designated as community resource venues would be the Community Issues & Social Planning Committee of Council. The views of the local community, the Social Planner, and the Parks and Recreation Commission should be sought in assisting the Committee to prepare its recommended list of organizations to occupy the available space.

It is recommended that Council request the Community Issues & Social Planning Committee to oversee the assignment of space within Municipal facilities designated as community resource venues using the guidelines as outlined above.

