

THE CORPORATION OF THE DISTRICT OF BURNABY
COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR
AND ALDERMEN:

RE: ALLOCATION OF OFFICE SPACE AT THE
BURNABY HEIGHTS
COMMUNITY RESOURCE FACILITY

RECOMMENDATIONS:

1. THAT Council authorize that room #30 at Burnaby Heights be allocated to the Royal Canadian Air Cadets for use as classroom space.
2. THAT Council authorize that room #15 at Burnaby Heights be allocated to the Burnaby Health Department as office space for a drop-in clinic.
3. THAT Council authorize the Finance Department to make the appropriate lease arrangements with the Royal Canadian Air Cadets and the Burnaby Health Department.

R E P O R T

1.0 INTRODUCTION

In 1990 July, Council authorized the Community Issues & Social Planning Committee to provide recommendations regarding the allocation of space at the Burnaby Heights Community Resource Facility.

In addition, Council approved the guidelines shown in Appendix 1 attached to assist in the allocation of space at Burnaby Heights. In general, the guidelines provide for the allocation of space to non-profit community service/interest groups which reflect or further Municipal objectives in the areas of livability, individual and/or family health and welfare.

This report presents a proposal for the allocation of two rooms at the Burnaby Heights facility.

2.0 AVAILABLE SPACE

In conjunction with the opening of their new facilities, the Burnaby Association for the Mentally Handicapped (BAMH) recently vacated two rooms at Burnaby Heights. In 1992 April, one room was allocated to the Burnaby Family Life Institute. The other room, room #30, is now available for lease as office or classroom space. Room #30 is 1,247 square feet in area.

With the relocation of their main office to Burnaby, the United Way of the Lower Mainland will be vacating their Burnaby community office at the Burnaby Heights facility at the end of June. This room, number 15, consists of 979 square feet divided between three offices and a waiting/reception area. Prior to the closing of the school, this space was the medical room and counseling offices for the high school.

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3.0 REQUESTS FOR SPACE

This report considers the following three requests for space at Burnaby Heights:

1) B.C. Conservatory of Music Society

The B.C. Conservatory of Music Society is seeking additional classroom space at Burnaby Heights from which to conduct its music programs.

The Society currently leases 981 square feet of space at Burnaby Heights, consisting of office space and two small classrooms.

Prior to 1992 April, the B.C. Conservatory of Music operated as a private business providing computer training, ESL courses, art and music lessons. In 1992 April 2, the organization was incorporated as a non-profit society under the B.C. Society Act for educational purposes.

2) Burnaby Health Department

The Burnaby Health Department is seeking space at Burnaby Heights from which to operate a free drop-in medical clinic. The clinic is intended to serve youth and other Burnaby residents who may not feel comfortable accessing other established medical centres.

The Health Department proposes to begin providing service one evening per week with a gradual expansion in the service provided as additional funds become available. In the initial stages of the development of the drop-in medical clinic, the Health Department also proposes to use the space for the provision of other Health Department programs/uses in the area.

3) Royal Canadian Air Cadets

The Royal Canadian Air Cadets (759 Falcon Squadron) is seeking classroom space at Burnaby Heights from which to provide its training program for Burnaby youth 12 to 19 years of age. The main objectives of the Cadet training program are to develop leadership, citizenship, self-confidence and involvement of youth in community activities.

The Royal Canadian Air Cadets have traditionally used the Burnaby Heights facility for many of their activities on an ad hoc basis. Burnaby Parks & Recreation Department provides access to gym time at Burnaby Heights and allow the Air Cadets to use small utility space located in Confederation Park.

Other requests for space on file were considered. These have not been included in this report as it was determined that the available space was not appropriate for the needs of those applicants.

4.0 REVIEW OF APPLICATIONS

The requests for space at Burnaby Heights were reviewed in relation to the guidelines adopted by Council for the allocation of available space.

Utilizing the guidelines for space allocation presented in Attachment 1, the Committee recommends that Room #30 be allocated to the Royal Canadian Air Cadets for classroom purposes, and that room #15 be allocated to the Burnaby Health Department for Health Department purposes. These two organizations best meet the criteria for the allocation of space at Burnaby Heights.

Royal Canadian Air Cadets

The following considerations pertain to the allocation of room #30 to the Royal Canadian Air Cadets:

- the Air Cadets provide programs to promote qualities of leadership, citizenship and self-confidence for Burnaby youth age 12 - 19.
- the Air Cadets are a registered non-profit organization.
- The Air Cadets have traditionally used the Burnaby Heights facilities for the provision of some of their programs on an ad hoc basis. The allocation of this space to the Air Cadets would provide the organization with a secure classroom space of good quality.
- the classroom space is suitable for the purposes of the Air Cadets.
- the educational and community involvement activities of the Air Cadets are appropriate for the Burnaby Heights facility.
- Approximately 90% of the youth involved with this squadron of the Air Cadets are Burnaby residents.

Burnaby Health Department

The following considerations pertain to the allocation of room #15 to the Burnaby Health Department:

- the proposed drop-in health clinic would support Municipal social goals in the provision of human services.
- the proposed drop-in medical clinic would address the needs of youth and other residents in Burnaby who do not wish to use established medical centres.
- the drop-in health clinic would broaden the range of services available at Burnaby Heights.
- the former office space of the United Way is suitable for a drop-in health clinic given that it is divided into small private offices, has a waiting/reception area, and washroom facilities.
- the services provided by the medical clinic would be primarily intended for Burnaby residents.
- the accommodation of this Municipal service would assist in minimizing Municipal costs in the delivery of health services in this area of Burnaby.

B.C. Conservatory of Music

At this time, the Committee is not recommending the allocation of additional classroom space to the B.C. Conservatory of Music Society.

The following considerations pertain to this recommendation:

- the Society currently occupies 981 square feet of permanent office and classroom space at Burnaby Heights.
- the Society has just recently been registered as a non-profit society. Prior to 1992 April, the Society operated as a private business concern. The new Society is not required to submit an audited financial statement until the completion of approximately 15 months of operation.

the membership of the Board of Directors for this Society is composed of employees, owners and relatives of the former business, and does not have general representation from the Burnaby community.

5.0 NOTIFICATION OF APPLICANTS

It is recommended that Finance Department staff be requested to advise the applicants of Council's decision regarding the allocation of Room #30 and #15 at Burnaby Heights, and to arrange for the lease of the rooms to the successful applicants.

Consistent with Municipal policy for Burnaby Heights, the lease cost for the Royal Canadian Air Cadets will be set at the established 1992 rate of \$8.00 per square foot per year, and the lease agreement will expire on 1992 December 31. The Health Department will not be assessed a lease charge for the use of the space at Burnaby Heights.

It is noted that the Air Cadets qualify for consideration of an off-setting lease grant of 50% based on the lease grant guidelines adopted by Council in 1992 April. The application of the Air Cadets for a lease grant will be the subject of a further report to be considered by the Executive Committee - Grants of Council.

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

Respectfully submitted,

Alderman E. Nikolai
Chair

Alderman D. Evans
Member

Alderman C. Redman
Member

Alderman J. Young
Member

GUIDELINES FOR THE USE OF FACILITIES AND SPACE

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.