

CITY OF BURNABY

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS:

Re: Allocation of Office Space at the Burnaby Heights  
Community Resource Facility

RECOMMENDATIONS:

1. THAT Council authorize the allocation of Rooms 30,33,35 and 38 at the Burnaby Heights facility as outlined in Section 4.0 of this report.
2. THAT Council authorize the Finance Department to make the appropriate arrangements for the lease of the rooms to the successful applicants.

R E P O R T

The Community Issues and Social Planning Committee at its meeting held on 1992 November 25, received and adopted the attached staff report outlining recommendations for the allocation of four classrooms at the Burnaby Heights facility.

The report recommends allocation of the rooms as follows:

- Room 35 - Burnaby Association for the Mentally Handicapped
- Room 30 - Burnaby Family Life Institute
- Room 33 - Burnaby/New Westminster Child Care Support Program
- Room 38 - Burnaby Seniors Outreach Services Society

The Committee therefore submits the report, outlining the allocation of Rooms 30,33,35 and 38 at the Burnaby Heights facility, for Council's endorsement.

Respectfully submitted,

Councillor E. Nikolai  
Chair

Councillor D. Evans  
Member

Councillor C. Redman  
Member

Councillor J. Young  
Member

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- DIRECTOR PLANNING & BUILDING

TO: COMMUNITY ISSUES & SOCIAL PLANNING COMMITTEE 1992 NOVEMBER 17

FROM: ACTING DIRECTOR PLANNING & BUILDING OUR FILE: 10.121

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

PURPOSE: To present recommendations for the allocation of four classrooms at the Burnaby Heights facility.

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RECOMMENDATION:

1. THAT Council authorize the allocation of Rooms 30, 33, 35 and 38 at the Burnaby Heights facility as outlined in Section 4.0 of this report.
2. THAT Council authorize the Finance Department to make the appropriate arrangements for the lease of the rooms to the successful applicants.

REPORT

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 City objectives in the areas of livability, individual and/or family health and welfare.

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

2.0 AVAILABLE SPACE

Four classrooms at the Burnaby Heights facility are available for re-allocation: rooms number 30, 33, 35 and 38.

Room 30 is a classroom of 1,247 square feet in area. It is located on the main floor of the building. The room had previously been allocated to the Burnaby Association for the Mentally Handicapped, and subsequently to the Royal Canadian Air Cadets.

Room 33 is a classroom of 1,056 square feet in area. It is also located on the main floor of the building and is currently used by Scouts Canada. This room has become available as Scouts Canada has moved to Room 34 as reflected in their new lease agreement commencing 1993 January.

Room 35 is a former industrial education shop of 1,152 square feet in area. It is located on the main floor of the building. The room is used as an industrial education shop by the Carpentry Apprenticeship and Training Committee. The Carpentry Apprenticeship and Training Committee has given notice that it will be vacating this room and Room 34 on 1992 December 31.

Room 38 is a classroom of 864 square feet in area. It is located on the second floor of the building and is currently used by Scouts Canada. Scouts Canada no longer has a need for this room, and are vacating it to reduce their operating costs.

### 3.0 REQUESTS FOR SPACE

#### **Burnaby Association for the Mentally Handicapped**

The Burnaby Association for the Mentally Handicapped has applied for Room 35, the former industrial education shop of 1,152 square feet in area.

The Burnaby Association for the Mentally Handicapped proposes to use the room for a transition program for young adults who have recently graduated from high school. The program trains young adults in basic vocational skills and functional academics.

The Burnaby Association for the Mentally Handicapped currently leases 6,854 square feet at Burnaby Heights.

#### **Burnaby Family Life Institute**

The Burnaby Family Life Institute has applied for one additional classroom, Room 30.

The Burnaby Family Life Institute proposes to use the room for office space to accommodate extensions of its current programs. Specifically, Burnaby Family Life anticipates receiving funding to conduct work related to the VINA (Violence is Never Acceptable) Community Coordinating Committee. On behalf of VINA, Burnaby Family Life expects to receive funding for development of a community protocol, outreach and intervention program for women who are victims of violence.

Burnaby Family Life currently leases 2,911 square feet at Burnaby Heights.

#### **Burnaby / New Westminster Child Care Support Program**

The Burnaby / New Westminster Child Care Support Program has applied for one classroom, Room 33.

The Burnaby / New Westminster Child Care Support Program provides support and resources for family day care providers and provides information and referral services to parents seeking day care space for their children.

The organization proposes to use the room for the operation of its program. It currently shares space allocated to the Burnaby Health Department, however the space is limited and is not sufficient for the effective operation of the Child Care Support Program.

#### **Burnaby Seniors Outreach Services Society (Formerly: Burnaby Seniors Peer Counselling Society)**

The Burnaby Seniors Outreach Services Society has applied an additional classroom, Room 38.

The Burnaby Seniors Outreach Services Society provides peer counselling services to Burnaby seniors. The Society assist seniors by acting as peer advocates, practical helpers, group leaders, outreach workers and peer counsellors. The Society proposes to use the room for group meetings.

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The Burnaby Seniors Outreach Services Society currently leases 328 square feet at Burnaby Heights.

Other requests for space at community resource facilities on file were considered. However, these requests were not 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. Appendix 1 list the allocation guidelines. Appendix 2 provides information on each applicant in relation to the guidelines.

In general, all of the applicants meet the allocation guidelines for space at Burnaby Heights. At this time, it is possible to accommodate all requests for space at Burnaby Heights. Based on the review of the applications for space, it is recommended that the four (4) available rooms be allocated as follows:

- . Room 35 - Burnaby Association for the Mentally Handicapped
- . Room 30 - Burnaby Family Life Institute
- . Room 33 - Burnaby / New Westminster Child Care Support Program
- . Room 38 - Burnaby Seniors Outreach Services Society

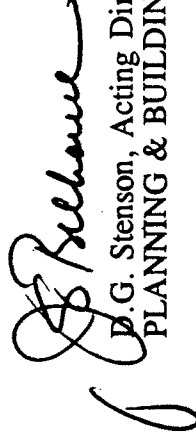
Consistent with City policy for Burnaby Heights, the lease cost for the Burnaby / New Westminster Child Care Support Program will be set at \$8.25 per square foot per year. The lease costs for the other applicants will be set at their current lease rate for the other space they currently occupy in the facility. All lease agreements will expire on 1993 December 31.

It is noted that all applicants qualify for consideration of an off-setting lease grant in relation to the lease grant guidelines adopted by Council in 1992 April. All applicants have been advised of the lease costs for the proposed space allocations, and of the process for making application for the off-setting lease grant. These applications have been received by staff, and will be the subject of a report to be considered by the Executive Committee - Grants of Council.

#### 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 Rooms 30, 33, 35 and 38 at Burnaby Heights, and to arrange for the lease of the rooms to the applicants.

The question of the allocation of space at Burnaby Heights will be reconsidered in the future as the space becomes available. Consideration will be given to existing and new applications on file at that time, and a report will be prepared for the Committee as necessary.

  
 D.G. Stenson, Acting Director  
 PLANNING & BUILDING

LP/db  
 Attachments (2)

cc: Director Finance  
 Director Recreation & Cultural Service  
 (Attn: Custodial Staff - Burnaby Heights)

## APPENDIX 1

### 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, counselling, 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 ensure 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.

## APPENDIX 2

### REVIEW OF APPLICATIONS FOR SPACE AT BURNABY HEIGHTS

Where feasible, the following section provides information on each applicant for space at Burnaby Heights in relation to the guidelines for the allocation of space presented in Appendix 1.

#### BURNABY ASSOCIATION FOR THE MENTALLY HANDICAPPED

##### **A) Support of Municipal Social Goals and Principles**

The intent of this guideline is to allocate space to groups that promote the physical, social and mental well-being of Burnaby residents.

The proposed use of this space by the Burnaby Association for the Mentally Handicapped meets this guideline.

##### **B) Non-profit Status**

The intent of this guideline is to ensure that City facilities are used for community purposes and not for commercial or private gain.

The Burnaby Association for the Mentally Handicapped is a registered non-profit society.

##### **C) Relevant and Accessible to Burnaby Residents**

The intent of this guideline is to ensure that organizations occupying City facilities provide services and programs that are relevant and generally accessible to Burnaby residents.

The proposed use of this space by the Burnaby Association for the Mentally Handicapped meets this guideline.

##### **D) Availability of Other Options or Venues**

The intent of this guideline is to ensure that City facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues.

There are few options for the Burnaby Association for the Mentally Handicapped for the type of shop space now available at Burnaby Heights.

##### **E) Supporting and Balancing Component**

The primary intent of this guideline is to ensure that a broad range of services are provided within the facility.

The Burnaby Association for the Mentally Handicapped presently occupies 6,854 square feet of space at Burnaby Heights. The allocation of the shop space to the Association would only contribute to a broader range of services in the building to the extent that the space would be used for a different service than is presently provided.

##### **F) Appropriate Uses**

The intent of this guideline is to ensure that activities accommodated in the facility can coexist in a harmonious manner with existing uses and surrounding neighbourhood activities.

The proposed use of this space by the Burnaby Association of the Mentally Handicapped meets this guideline.

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

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

The proposed use of this space by the Burnaby Association of the Mentally Handicapped meets this guideline.

**H) Primarily Intended for Burnaby Residents**

The intent of this guideline is to ensure that services provided from the facility are primarily intended for Burnaby residents. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

The proposed activities of the Association in the shop space are primarily intended for Burnaby residents.

**I) Accommodation of Required Municipal Uses**

The intent of this guideline is to accommodate City activities in the facility where costs would be minimized.

At this time, no City uses for the available spaces has been identified.

**BURNABY FAMILY LIFE INSTITUTE**

**A) Support of Municipal Social Goals and Principles**

The intent of this guideline is to allocate space to groups that promote the physical, social and mental well-being of Burnaby residents.

The proposed use of this space by the Burnaby Family Life Institute meets this guideline.

**B) Non-profit Status**

The intent of this guideline is to ensure that Municipal facilities are used for community purposes and not for commercial or private gain.

The Burnaby Family Life Institute is a registered non-profit society.

**C) Relevant and Accessible to Burnaby Residents**

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.

The proposed use of this space by the Burnaby Family Life Institute meets this guideline.

**D) Availability of Other Options or Venues**

The intent of this guideline is to ensure that Municipal facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues.

It is possible that this activity of the Burnaby Family Life Institute could be accommodated at other venues in Burnaby. However, locating this activity in the same facility of the other Burnaby Family Life offices is more convenient from an operational stand point for the Institute.



**E) Supporting and Balancing Component**

The primary intent of this guideline is to ensure that a broad range of services are provided within the facility.

The Burnaby Family Life Institute presently occupies 1,247 square feet of space at Burnaby Heights. The allocation of the shop space to the Institute would only contribute to a broader range of services in the building to the extent that the space would be used for a different service than is presently provided.

**F) Appropriate Uses**

The intent of this guideline is to ensure that activities accommodated in the facility can coexist in a harmonious manner with existing uses and surrounding neighbourhood activities.

The proposed use of the space by the Burnaby Family Life Institute meets this guideline.

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

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

The proposed use of the space by the Burnaby Family Life Institute meets this guideline.

**H) Primarily Intended for Burnaby Residents**

The intent of this guideline is to ensure that services provided from the facility are primarily intended for Burnaby residents. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

The proposed activities of the Institute in the classroom space are primarily intended for Burnaby residents.

**I) Accommodation of Required Municipal Uses**

The intent of this guideline is to accommodate City activities in the facility where costs would be minimized, and where the space is suitable for the activity.

At this time, no City uses for the available spaces has been identified.

**BURNABY/NEW WESTMINSTER CHILD CARE SUPPORT PROGRAM**

**A) Support of Municipal Social Goals and Principles**

The intent of this guideline is to allocate space to groups that promote the physical, social and mental well-being of Burnaby residents.

The proposed use of this space by the Burnaby / New Westminster Child Care Support Program meets this guideline.

**B) Non-profit Status**

The intent of this guideline is to ensure that Municipal facilities are used for community purposes and not for commercial or private gain.

The Burnaby / New Westminster Child Care Support Program is a registered non-profit society.

**C) Relevant and Accessible to Burnaby Residents**

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.

The proposed use of this space by the Burnaby / New Westminster Child Care Support Program meets this guideline.

**D) Availability of Other Options or Venues**

The intent of this guideline is to ensure that Municipal facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues.

It is possible that the Burnaby / New Westminster Child Care Support Program could be accommodated at other venues in Burnaby / New Westminster.

**E) Supporting and Balancing Component**

The primary intent of this guideline is to ensure that a broad range of services are provided within the facility.

The Burnaby / New Westminster Child Care Support Program is presently located at the Burnaby Heights facility. The Program is sharing space allocated to the Burnaby Health Department. In the long term, this arrangement is not appropriate for the Program and would not meet their needs for space from which to provide their service.

The allocation of space to the Burnaby / New Westminster Child Care Support Program would contribute to maintaining a broader representation of services by adequately accommodating the needs of the organization in the facility.

**F) Appropriate Uses**

The intent of this guideline is to ensure that activities accommodated in the facility can coexist in a harmonious manner with existing uses and surrounding neighbourhood activities.

The proposed use of the space by the Burnaby / New Westminster Child Care Support Program meets this guideline.

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

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

The proposed use of the space by the Burnaby / New Westminster Child Care Support Program meets this guideline.

**H) Primarily Intended for Burnaby Residents**

The intent of this guideline is to ensure that services provided from the facility are primarily intended for Burnaby residents. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

The proposed activities of the Burnaby / New Westminster Child Care Support Program in the classroom space are primarily intended for residents of Burnaby and New Westminster.

**D) Accommodation of Required Municipal Uses**

The intent of this guideline is to accommodate City activities in the facility where costs would be minimized.

At this time, no City uses for the available spaces has been identified.

**BURNABY SENIORS OUTREACH SERVICES SOCIETY**  
(Formerly: Burnaby Seniors Peer Counselling Society)

**A) Support of Municipal Social Goals and Principles**

The intent of this guideline is to allocate space to groups that promote the physical, social and mental well-being of Burnaby residents.

The proposed use of this space by the Burnaby Seniors Outreach Services Society meets this guideline.

**B) Non-profit Status**

The intent of this guideline is to ensure that Municipal facilities are used for community purposes and not for commercial or private gain.

The Burnaby Seniors Outreach Services Society is a registered non-profit society.

**C) Relevant and Accessible to Burnaby Residents**

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.

The proposed use of this space by the Burnaby Seniors Outreach Services Society meets this guideline.

**D) Availability of Other Options or Venues**

The intent of this guideline is to ensure that Municipal facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues.

It is possible that the proposed use of the additional space for the Burnaby Seniors Outreach Services Society could be accommodated at other venues in Burnaby. However, the Burnaby Heights location would be more convenient from an operational standpoint for the Society.

**E) Supporting and Balancing Component**

The primary intent of this guideline is to ensure that a broad range of services are provided within the facility.

The Burnaby Seniors Outreach Services Society presently occupies 328 square feet of space at Burnaby Heights. The allocation of additional space to the Society would provide space for group meetings and counselling sessions.

**F) Appropriate Uses**

The intent of this guideline is to ensure that activities accommodated in the facility can coexist in a harmonious manner with existing uses and surrounding neighbourhood activities.

The proposed use of the space by the Burnaby Seniors Outreach Services Society meets this guideline.

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

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

The proposed use of the space by the Burnaby Seniors Outreach Services Society meets this guideline.

**H) Primarily Intended for Burnaby Residents**

The intent of this guideline is to ensure that services provided from the facility are primarily intended for Burnaby residents. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

The proposed activities of the Society in the classroom space are primarily intended for residents of Burnaby.

**I) Accommodation of Required Municipal Uses**

The intent of this guideline is to accommodate City activities in the facility where costs would be minimized.

At this time, no City uses for the available spaces has been identified.