

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

HIS WORSHIP, THE MAYOR
AND ALDERMEN:

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

RECOMMENDATIONS:

1. THAT Council authorize staff to pursue the arrangements for the allocation of Room No. 32 at Burnaby Heights to the Burnaby Family Life Institute for use as office space.
2. THAT the applicants be advised of Council's decision regarding the allocation of space at Burnaby Heights.

R E P O R T

The Community Issues and Social Planning Committee at its meeting held 1992 March 25 received and adopted the attached staff report concerning the allocation of Room No. 32 at Burnaby Heights to the Burnaby Family Life Institute for use as office space.

The Committee therefore submits its recommendations to Council for endorsement.

Respectfully submitted,

Alderman E. Nikolai
Chair

Alderman J. Young
Vice Chair

Alderman D. Evans
Member

Alderman c. Redman
Member

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

HIS WORSHIP, THE MAYOR
AND ALDERMAN:

1992 MARCH 16

RE: ALLOCATION OF OFFICE SPACE AT THE

BURNABY HEIGHTS

COMMUNITY RESOURCE FACILITY

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

1. That Room number 32 at Burnaby Heights be allocated to the Burnaby Family Life Institute for use as office space.
2. That the applicants be advised of Council's decision regarding the allocation of space at Burnaby Heights.

R E P O R T

1.0 INTRODUCTION

In 1990 July, Council established that the Community Issues & Social Planning Committee would be responsible for 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 at Burnaby Heights 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 one room at the Burnaby Heights facility.

2.0 AVAILABLE SPACE

In conjunction with the opening of their new building on Still Creek Avenue, the Burnaby Association for the Mentally Handicapped (BAMH) recently gave notice that it would be vacating two rooms at Burnaby Heights.

Currently, Room # 32 is available for lease as office space. The room is 736 square feet in area.

At this time, the second room is not available for lease as staff are undertaking necessary renovations to make the room suitable for office or classroom use. The room was used as a workshop area by BAMH and is 1,247 square feet in area.

3.0 REQUESTS FOR SPACE

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

1) **The British Columbia Conservatory of Music**

The Conservatory of Music a private business providing for-profit private computer training, ESL courses, and music lessons.

The Conservatory is seeking to expand its business by acquiring additional classroom space at Burnaby Heights.

2) **Burnaby Family Life**

Burnaby Family Life Institute is a non-profit organization which provides family life education through seminars, parent groups, and education programs.

Burnaby Family Life is seeking additional office space at Burnaby Heights from which to manage its programs and services.

It should be noted that there are additional requests for community space in the Municipality on file. These requests were not included in this report as it was determined that the space available was not appropriate for the needs of those applicants at this time.

4.0 REVIEW OF APPLICATIONS FOR SPACE

The Community Issues & Social Planning Committee, with the assistance of staff, have reviewed the requests for space in relation to the guidelines adopted by Council for the allocation of available space.

Utilizing the guidelines for the allocation of space presented in Attachment 1, the Committee recommends that the available office spaces be allocated to the Burnaby Family Life Institute. The following considerations pertain:

- Burnaby Family Life provides services of benefit to Burnaby residents in the areas of family relations and education.
- the Burnaby Family Life Institute is a registered non-profit society.
- the services of Burnaby Family Life are primarily intended for Burnaby residents.
- room #32 is designed as office space and would meet the needs of Burnaby Family Life, while The Conservatory of Music is seeking classroom space.
- the Conservatory of Music operates as a private business interest, and as a result would not be recommended for additional space at Burnaby Heights in accordance with the guidelines adopted by Council.

5.0 NOTIFICATION OF APPLICANTS

It is recommended that Finance Department staff be requested to advise the applicants of Council's decision for the allocation of this space at Burnaby Heights, and to arrange for the lease of the room to the successful applicant.

Consistent with Municipal policy for Burnaby Heights, the lease cost for the rooms will be set at current 1992 rates for Burnaby Family Life, and the lease agreement will expire on 1992 December 31.

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 J. Young
Vice Chair

Alderman D. Evans
Member

Alderman C. Redman
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.