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- DIRECTOR FINANCE
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REPORT
1993 June 28

CITY OF BURNABY

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

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

RECOMMENDATIONS:

1. THAT Council authorize the allocation of Room 12 to the Burnaby School District.
2. THAT Council authorize the allocation of Room 37 to the Burnaby Multicultural Society.
3. THAT Council authorize the Finance Department to prepare and execute the lease agreements for the subject rooms, with the School Board and Burnaby Multicultural Society.

R E P O R T

The Community Issues and Social Planning Committee, at its meeting held on 1993 June 23, received and adopted the attached staff report recommending the allocation of two classrooms at the Burnaby Heights facility.

The Committee therefore submits the report for Council's endorsement.

Respectfully submitted,

Councillor E. Nikolai
Chair

Councillor J. Young
Vice Chair

Councillor C. Redman
Member

TO: COMMUNITY ISSUES &
SOCIAL PLANNING COMMITTEE

1993 MAY 14

FROM: ACTING DIRECTOR
PLANNING & BUILDING

OUR FILE: 10.121

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

PURPOSE: To recommend the allocation of two classrooms at the Burnaby Heights facility.

RECOMMENDATIONS:

1. **THAT** the Committee request Council to authorize the allocation of Room 12 to the Burnaby School District.
2. **THAT** the Committee request Council to authorize the allocation of Room 37 to the Burnaby Multicultural Society.
3. **THAT** the Committee request Council to authorize the Finance Department to prepare and execute the lease agreements for the subject rooms, with the School Board and Burnaby Multicultural Society.

REPORT

1.0 INTRODUCTION

In 1990 July, Council authorized the Community Issues & Social Planning 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 provided 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 two rooms at the Burnaby Heights facility.

2.0 AVAILABLE SPACE

Two classrooms at the Burnaby Heights facility are available for re-allocation: rooms number 12 and 37.

Room 12 is located on the main floor of the facility and is 768 square feet in area. The room had previously been occupied by the B.C. and Yukon Building Trade Council for the operation of their Unemployment Action Centre.

Room 37 is located on the second floor of the facility and is 864 square feet in area. The room was previously used by Scouts Canada. Scouts Canada has moved their office activities of this room to their other space in the facility.

3.0 REQUESTS FOR SPACE

At its 1993 March meeting, the Community Issues & Social Planning Committee recommended that staff advertise the availability of office space at the facility through local inter-agency groups.

Staff have received the following three requests for space at Burnaby Heights:

1) Burnaby Family Life Institute

The Burnaby Family Life Institute is a non-profit organization which provides family life education and individual and family counselling.

Burnaby Family Life has applied for Room 37 - 864 square feet. The Institute is seeking additional office space for the provision of individual and family counselling services.

During 1992, Burnaby Family Life was allocated two additional classroom spaces: Room 32 - 736 square feet in 1992 April and Room 30 - 1,247 square feet in 1992 November. The organization currently leases 4,158 square feet of space at the Burnaby Heights facility.

2) Burnaby Multicultural Society

The Burnaby Multicultural Society is non-profit organization which promotes the integration and participation of all ethno-cultural groups in community life in Burnaby.

The Burnaby Multicultural Society has also applied for Room 37. The Society is seeking additional office space for the operation and development of its programs.

The Society currently leases 590 square feet of space at the facility.

3) Burnaby School District - Continuing Education

The Burnaby School District continuing education division currently provides adult English as a second language (ESL) courses from the Burnaby Heights facility.

The School District has applied for Room 12 - 768 square feet. The School District is seeking additional classroom space for the provision of further ESL courses.

The District currently leases 3,168 square feet of space at the facility.

Appendix 2 *attached* shows the current allocation of space at Burnaby Heights.

4.0 REVIEW OF APPLICATIONS FOR SPACE

The requests for space were reviewed in relation to the guidelines adopted by Council for the allocation of space at community resource facilities.

In general, all three applicants meet the guidelines for the allocation of space. However, at this time, it is not possible to meet all three requests for space at Burnaby Heights.

It is noted that the allocation guidelines are intended to ensure that a broad range of services are provided within the facility in a supporting and balanced manner.

Given the allocation of two additional classrooms to Burnaby Family Life in 1992, and the limited office space currently occupied by the Burnaby Multicultural Society, it is proposed that the two available rooms be allocated as follows:

- Room 37 - Burnaby Multicultural Society
- Room 12 - Burnaby School District - Continuing Education

Consistent with City policy, the lease cost for existing tenants that are re-allocated additional space are assessed the same lease rate as is applied to their existing spaces. The lease costs for the Burnaby School District will be set at 4.72 per square foot per year. The lease cost for the Burnaby Multicultural Society will be set at \$7.12 per square foot per year.


The Burnaby Multicultural Society qualifies for consideration of an off-setting lease grant in relation to the lease grant guidelines adopted by Council in 1992 April. The application of the Society has been received by staff, and on approval by Council of the proposed allocation of space, will be the subject of a report to the Executive Committee - Grants.

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 12 and 37, and to arrange for the lease of the rooms to the selected applicants.

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Heights Community Resource Facility
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As space becomes available for re-allocation at Burnaby Heights, consideration will be given to requests on file with the City, and a report will be prepared for the Committee as necessary.


D.G. Stenson, Acting Director
PLANNING AND BUILDING

LP\db

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

GUIDELINES FOR THE USE OF FACILITIES AND SPACE

AT CITY COMMUNITY RESOURCE FACILITIES

A) Support of Municipal Social Goals and Principles

Services and programs provided by an organization should support City 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 City facilities.

This would include City 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 City 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 City 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 City 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 City facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues. City 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 City Policies, By-laws, and Regulations

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

The intent of this guideline is to ensure that uses occupying City 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, City offices, and other similar types of uses.

To ensure compliance with City 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 City 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.

D) Accommodation of Required City Uses

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

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

City of Burnaby
Adopted by Council
1990 July 09

APPENDIX 2

**CURRENT SPACE ALLOCATIONS AT BURNABY HEIGHTS
OFFICE & CLASSROOM SPACES**

<u>ORGANIZATION</u>	<u>SQUARE FOOTAGE</u>
B.C. Amateur Boxing Association	359
Burnaby Association for the Mentally Handicapped	8,422
B.C. Parents in Crisis	979
Burnaby Volunteer Centre/B.C. Association of Volunteer Centres	1,396
Burnaby Health Dept./Pregnancy Outreach Program	816
Burnaby Information and Community Services Society	1,203
R.R.A.P. Planning Office	768
Douglas College Community Programs and Services Healthy Baby Clinic/Prenatal Program	1,040
Burnaby Family Life	4,158
Barry Jones, M.L.A.	768
Burnaby/New Westminster Child Care Support Group	1,056
Burnaby School District 41	3,168
Burnaby Multicultural Society	590
Comitato Attivita Scholastiche Italiane	1,595
Burnaby Seniors Outreach Services Society	1,192
Eileen Dailly Pool Office (Parks & Recreation)	768
Boy Scouts of Canada	3,168
B.C. Conservatory of Music	1,149
<u>BASEMENT STORAGE AREAS</u>	
Carpentry Apprenticeship and Training Committee	1,196
Royal Canadian Air Cadets	240
Burnaby Softball Association	912
Burnaby Information and Community Services Society	1,368

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