

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: ALLOCATION OF SPACE AT THE EDMONDS NORTH WING
COMMUNITY RESOURCE CENTRE

RECOMMENDATIONS:

1. THAT Council be requested to authorize the allocation of space at the Edmonds North Wing community resource centre as outlined in Section 5.0 of this report.
2. THAT Council be requested to authorize staff to undertake the appropriate arrangements for the lease of the space at the Edmonds North Wing.
3. THAT Council be requested to send a copy of the attached report to the applicants.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1994 April 27 received and adopted the attached staff report recommending the allocation of space at the Edmonds North Wing community resource centre.

Respectfully submitted,

Councillor C. Redman
Chair

:COPY - CITY MANAGER
- DIR. ADMIN. & COMM. SERV.
- DIRECTOR ENGINEERING
- DIRECTOR FINANCE
- DIR. PLNG. AND BLDG.
- DIR. REC. & CULT. SERV.
- CITY SOLICITOR

Councillor D. Evans
Vice Chair

TO: COMMUNITY ISSUES &
SOCIAL PLANNING COMMITTEE

1994 APRIL 19

FROM: DIRECTOR PLANNING & BUILDING

OUR FILE: 10.121

SUBJECT: ALLOCATION OF SPACE AT THE EDMONDS NORTH WING
COMMUNITY RESOURCE CENTRE

PURPOSE: To recommend the allocation of space at the Edmonds North Wing community resource centre.

RECOMMENDATION:

1. **THAT** the Committee request Council to authorize the allocation of space at the Edmonds North Wing community resource centre as outlined in Section 5.0 of this report.
2. **THAT** the Committee request Council to authorize staff to undertake the appropriate arrangements for the lease of the space at the Edmonds North Wing.
3. **THAT** the Committee request Council to send a copy of this report to the applicants.

REPORT

1.0 INTRODUCTION

On 1993 December 13, Council approved a process for the selection of tenants for the Edmonds North Wing community resource centre.

During 1994 January, February and March, staff advertised the future availability of space for non-profit community groups at the Edmonds North Wing. The deadline for the receipt of applications was 1994 March 15.

At this time, the Edmonds North Wing is unoccupied and is being renovated to address Building Code requirements for fire and safety. The renovation program is expected to be completed in 1994 May. Once the renovation program is completed, the building will be available for lease. Space for lease in the building consists of twenty (20) classrooms distributed between the two floors totalling 18,020 square feet in area.

The purpose of this report is to review the requests for space and present a proposal for the allocation of space to non-profit community groups.

2.0 REQUESTS FOR SPACE

As of 1994 March 15, fourteen (14) groups have requested to be considered for space at the Edmonds North Wing. The following table lists the applicants for space and provides a brief description of each group. Appendix 1 **attached** lists the amount of space and associated room numbers for each request. Additional detailed information on each application is available in the Planning & Building Department.

Burnaby Association for the Mentally Handicapped

- The Association provides services and programs for persons who are mentally handicapped. The Association proposes to use the space for a variety of training, assessment and teen access programs.

Burnaby Child Poverty Society

- The Society is a new organization established to advocate for children who are living in poverty. The Society requires space for its office function.

Burnaby Family Life Institute

- The Institute provides counselling and other programs for parents and families. The Institute is seeking space for group counselling and a child minding space for children of parents taking part in programs offered at the facility.

Burquest Jewish Community Association

- The Association is dedicated to the social, cultural, religious and educational needs of the Jewish population living in Vancouver's eastern and southeastern suburbs. The Association is seeking space for its programs and services, including: Hebrew School, parent/tot play group, religious services, events, adult education, meetings and office purposes.

Canadian Asia Pacific School

- The School is being established to operate a private (non-profit) school for elementary school age children with an enrichment in Asian languages. The School is seeking space for classroom and office purposes.

Canadian Mental Health Association - Burnaby Branch

- The Association provides services to adults with mental illness. The Association is seeking space for its Burnaby based education, volunteer and recreation programs.

Canadian Red Cross - Burnaby Branch

- The Red Cross provides a variety of life and health services, including blood services, emergency services, water safety, first aid, equipment loan, and child abuse prevention. The Red Cross is seeking space for the provision of its services in the Burnaby region.

Creative Dance Association

- The Association offers dance classes to children between 3 and 15 years of age. The Association is seeking classroom space for dance instruction.

Deaf Children's Society of B.C.

- The Society provides support to families with deaf children in the area of language development and home environment. The Society is seeking space for its administrative offices.

Fibromyalgia Association of B.C.

- The Association is a member of the Arthritis Society of B.C. and provides education, support and advocacy services for people with Fibromyalgia. The Association is seeking office space for the provision of its services.

MADD - Mothers Against Drinking Drivers

- MADD offers support and services to victims of drinking drivers across B.C. MADD is seeking program and office space for the activities of the Society.

Sandbox Preschool

- Sandbox Preschool is a private for profit organization which provides preschool services. The organization is seeking to establish a preschool at the Edmonds North Wing to meet local needs.

St. John Ambulance - Burnaby Branch

- St. John Ambulance provides first aid and safety training, and volunteer first aid coverage at events. The organization is seeking space for its office function and training programs.

St. Matthews Daycare Society

- The Society currently operates a day care centre at the Glenwood Elementary School. The Society is seeking a new location for the operation of its day care services.

In total, approximately 29,350 square feet among 36 rooms have been requested by the listed groups. This exceeds the amount of available space at the Edmonds North Wing which has 20 rooms totalling approximately 18,000 square feet.

4.0 REVIEW OF APPLICATIONS

In 1990 July, Council authorized the Community Issues & Social Planning Committee to provide recommendations regarding the allocation of space at community resource centres. Council also approved guidelines that provide for the allocation of space to non-profit groups which promote the physical, social and mental well being of Burnaby residents.

To assist in developing proposals for the allocation of space at the Edmonds North Wing, staff met with a small working group of the Community Issues & Social Planning Committee to review the applications.

The review of applications included the following steps:

- **Allocation Guidelines:** Each application was reviewed in relation to the allocation guidelines established by Council.
- **Priority Listing:** Groups applying for space were listed in order of priority based on a numerical ranking of key allocation criteria.
- **Sorting/Matching of Requests:** With these considerations in place, requests were considered in order of their ranking, and groups were matched to the spaces that would best meet their request.

Other factors considered in organizing the allocations were:

- **Space Limitation:** In order to accommodate the greatest number of groups, a working limitation of a maximum allocation of two (2) rooms per group was established. An exception to this working limitation was made in the case of the St. Matthews Day Care application.
- **Reserved Space:** Consideration was given to reserving space for a common community meeting room and to designating a reserved space for local neighbourhood group(s) that may require space in the near future.

- **Balance of Child Care Use:** Consideration was also given to balancing child care uses in the facility as applications were received for child care, preschool and child minding. From a licencing perspective, the resource facility is able to accommodate a child care centre, or a combination of a child minding and preschool but not a child care centre with child minding or preschool.

This process and the noted considerations, were used to develop the proposed allocations presented in the following section.

5.0 PROPOSED ALLOCATIONS

This section outlines the proposed allocations for the Edmonds North Wing. For each application, a proposal for space allocations is provided along with comments related to each application. Appendix 2 attached also shows the proposed allocations according to room number.

It is proposed that space at the Edmonds North Wing community resource centre be allocated as follows:

Primary Allocations

Burnaby Association for the Mentally Handicapped

Room Number: Room 205, Room 206

Area: 1,498 sq.ft.

Comments: In order to accommodate additional groups at the centre it is proposed that the Burnaby Association for the Mentally Handicapped be allocated two rooms, rather than the four (4) rooms being requested.

Burnaby Child Poverty Society

Fibromyalgia Association of B.C.

Room Number: Room 203

Area: 743 sq.ft.

Comments: These two groups are seeking small office space of 300 - 400 square feet. In order to accommodate the requests, it is proposed that these two groups share Room 203. If approved, staff would meet with the groups to pursue a shared space arrangement.

Burnaby Family Life Institute - Counselling

Room Number: Room 104
Area: 752 sq.ft.

Comments: Burnaby Family Life is seeking a room for counselling and a room for child minding. This room is being allocated for counselling purposes.

The Institute has also been designated as an alternate tenant (child minding) for Room 100 should the St. Matthews Day Care Society not be able to establish its services at the Edmonds North Wing.

Canadian Mental Health Association - Burnaby Branch

Room Number: Room 110/111
Area: 1,506 sq.ft.

Comments: This allocation meets the request of the Canadian Mental Health Association.

Canadian Red Cross - Burnaby Branch

Room Number: Room 105, Room 106
Area: 1,500 sq.ft.

Comments: This allocation meets the minimum request of the Canadian Red Cross. The group has indicated that it could use an additional room if available.

Deaf Children's Society of B.C.

Room Number: Room 200/201, Room 202
Area: 2,290 sq.ft.

Comments: This allocation meets the basic request of the Society, although the group had requested 2,500 square feet distributed between three rooms.

MADD - Mothers Against Drinking Drivers

Room Number: Room 204
Area: 750 sq.ft.

Comments: This society had requested 1,100 square feet; however, in order to accommodate other requests of higher ranking, it was necessary to allocate a smaller room to this group.

St. John Ambulance - Burnaby Branch

Room Number: Room 207/208, Room 209
Area: 2,031 sq.ft.

Comments: This allocation meets the minimum request of the St. John Ambulance. The group has indicated that it could use an additional room if available.

St. Matthews Day Care Society

Room Number: Room 100, Room 101, Room 102, Room 103, Room 107/108, Room 109
Area: 5,099 sq.ft.

Comments: St. Matthews Day Care Society is seeking a new location for the operation of its child care services. The Society has received notice to vacate its existing space provided by the School District by 1994 June 30.

The Society is attempting to secure capital funding from a variety of sources to undertake the necessary renovations to allow for a licenced child care facility at the Edmonds North Wing. Staff note that it may take several months for St. Matthews Day Care Society to be able to establish its child care service at this location. Should the Society not be able to secure funding, it would not be able to utilize this space allocation. In this case, this report proposes a number of alternate uses, as noted below.

By 1994 September, Staff would review the progress made by the St. Matthews Day Care Society in establishing a day care centre at this site. The review would determine if significant progress had been made on this proposed use, and whether the alternate uses for this space could be accommodated.

City Community Meeting Room

Room Number: Room 210
Area: 746 sq.ft.

Comments: This room is being proposed as an interim space for a community meeting room in the facility. A space on the first floor would be preferred in order to provide a wheelchair accessible space. However, at this time, a first floor space could not be allocated.

Reserved Space for Neighbourhood Purposes

Room Number: Room 211/212
Area: 1,105 sq.ft.

Comments: It is noted that the Edmonds area review process may result in the identification of local neighbourhood needs that could be accommodated at this resource facility. In order to provide for that opportunity, it is proposed that this space be reserved for the remainder of 1994 for allocation to a future neighbourhood service, program or use.

Alternative Allocations

Should the St. Matthews Day Care Centre not be able to establish its services at the Edmonds North Wing, it is proposed that staff be authorized to pursue alternative allocations as follows:

Burnaby Family Life Institute - Child Minding

Room Number: Room 100
Area: 962 sq.ft.

Comments: In order to balance the demand for child care uses in the Edmonds North Wing, it is proposed that the child minding service of Burnaby Family Life be designated as the alternate use for room 100. This alternate use would take place in the event that St. Matthews Day Care Society was unable to effect the development of its day care services at the Edmonds North Wing.

Burquest Jewish Community Association

Room Number: Room 101, Room 102
Area: 1,328 sq.ft.

Comments: At this time, it is not possible to accommodate the request of the Burquest Jewish Community Association for space at the Edmonds North Wing. Should space come available on the first floor of the facility, it is proposed that this group be considered as the alternate tenant for rooms 101 and 102.

City Community Meeting Room

Room Number: Room 107/108
Area: 1,738 sq.ft.

Comments: it is proposed that Room 107/108 be designated as an alternative community meeting room should it come available. In this case, the interim community meeting room, (Room 210 noted above), would become available for reallocation.

Denied Requests

As stated below, the following three groups are not being recommended for space at the Edmonds North Wing.

Canadian Asia Pacific School

This non-profit independent school is seeking sufficient space to accommodate three primary elementary school classes, library, and office/staff space (4 - 6 rooms). In order to accommodate the maximum number of groups, it was not possible to provide the amount of space necessary to allow for the effective operation of the school.

In addition, there is some question of whether it is appropriate to accommodate an independent private school program in public space.

Creative Dance Association

This non-profit Association is seeking space for dance instruction. It is not being recommended for space at the Edmonds North Wing due to concerns with its compatibility (noise) with other uses in the building. In addition, recreation uses of community resource facilities are seen as having a lower priority after the provision of social services.

Sandbox Preschool

Sandbox Preschool is seeking space for a preschool program in the area. The need for preschool programs in Burnaby is widely recognized. However, Sandbox Preschool is a private 'for-profit' enterprise and does not meet the basic requirement for uses to be non-profit. As such, this group is not being recommended for an allocation of space at the Edmonds North Wing.

6.0 LEASE RATES AND GRANTS

Consistent with City policy, the lease cost for tenants at the Edmonds North Wing will be established at \$8.77 per square foot per year for 1994. Lease rates are adjusted annually to account for inflation.

Groups may qualify for consideration of an off-setting lease grant in relation to the lease grant guidelines adopted by Council in 1992 April. Once space allocations have been approved by Council, staff will prepare the necessary lease grant report for the Executive Committee of Council.

7.0 NOTIFICATION OF APPLICANTS

It is proposed that staff be authorized to advise the applicants of Council's decision regarding the allocation of space at the Edmonds North Wing and to undertake the necessary arrangements for the lease of the space to the selected applicants.

As space becomes available for re-allocation at the Edmonds North Wing or the Burnaby Heights facility, staff will prepare a report for the Committee on interested applicants.


D.G. Stenson, Director
PLANNING & BUILDING

LP/jp

cc: City Manager
Director Finance
Director Recreation & Cultural Services
Director Engineering
Director Administration & Community Services
City Solicitor

EDMONDS NORTH WING COMMUNITY RESOURCE CENTRE
REQUESTED ROOMS/AREA - MINIMUM REQUIREMENTS

ORGANIZATION	SQ. FT.	ROOM NUMBERS
Burnaby Association for the Mentally Handicapped (Could use additional room)	2,998	105, 106, 205, 206
Burnaby Child Poverty Society	349	
Burnaby Family Life Institute (Could use additional room)	1,493	103, 104
Burquest Jewish Community Association	1,329	101, 102
Canadian Mental Health Association - Burnaby Branch	1,506	110/111 or 101/102
Canadian Red Cross - Burnaby Branch (Could use additional room)	1,500	106, 105
City of Burnaby Community Meeting Room	1,738 1,506	107/108 or 110/111
Creative Dance Association	1,000	101/102
Deaf Children's Society of B.C.	2,500	202, 203, 210
Fibromyalgia Association of B.C.	330	109
Mothers Against Drinking Drivers	1,105	211/212
Sandbox Preschool	1,100	100,101
St. John Ambulance - Burnaby Branch (Could use additional room)	2,031	207/208, 209
St. Matthews Day Care Society	5,099	100, 101, 102, 103, 107, 108, 109
Canadian Asia Pacific School	3,000 - 4,500	4 to 6 rooms
TOTAL	29,344	36 Rooms

EDMONDS NORTH WING COMMUNITY RESOURCE CENTRE
PROPOSED ALLOCATION OF AVAILABLE SPACES

ROOM #	SQ. FT.
ROOM 100 St. Matthew's Daycare Society Alternate: Burnaby Family Life - Childminding	962
ROOM 101 St. Matthew's Daycare Society Alternate: Burquest Jewish Community Association	367
ROOM 102 St. Matthew's Daycare Society Alternate: Burquest Jewish Community Association	961
ROOM 103 St. Matthew's Daycare Society	741
ROOM 104 Burnaby Family Life Institute - Counselling	752
ROOM 105 Canadian Red Cross - Burnaby Branch	752
ROOM 106 Canadian Red Cross - Burnaby Branch	748
ROOMS 107/108 St. Matthew's Daycare Society Alternate: City Community Meeting Room	1,738
ROOM 109 St. Matthew's Daycare Society	330
ROOMS 110/111 Canadian Mental Health - Burnaby Branch	1,506
ROOM 112 Unisex WR/Janitor Room	330
ROOMS 200/201 Deaf Children's Society of B.C.	1,331
ROOM 202 Deaf Children's Society of B.C.	959
ROOM 203 Shared space/room: Fibromyalgia Associate of B.C. Burnaby Child Poverty Society	743

ROOM #	SQ. FT.
ROOM 204 Mothers Against Drinking Drivers	750
ROOM 205 Burnaby Association for the Mentally Handicapped	750
ROOM 206 Burnaby Association for the Mentally Handicapped	748
ROOMS 207/208 St. John Ambulance - Burnaby Branch	864
ROOM 209 St. John Ambulance - Burnaby Branch	1,167
ROOM 210 Interim City Community Meeting Room	746
ROOMS 211/212 Reserved space for community neighbourhood purposes	1,105
TOTAL	18,020
ROOMS	20

GROUPS DESIGNATED AS SECOND ALTERNATE FOR SPACE:

- Burquest Jewish Community Association (Room 101, Room 102)
- Burnaby Family Life - Childminding (Room 100)
- City of Burnaby - Community Meeting Room (Room 107/108)

GROUPS NOT RECOMMENDED FOR COMMUNITY RESOURCE SPACE:

- Canadian Asia Pacific School
- Creative Dance Association
- Sandbox Preschool