

CITY OF BURNABY
COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: DRAFT GUIDELINES FOR COMMUNITY ROOM USE

RECOMMENDATION:

1. **THAT** Council endorse the draft Guidelines for Community Room Use presented in Appendix 1, *attached*.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 2000 November 22, received the *attached* report seeking endorsement for draft guidelines for the use of community rooms included in new developments through the rezoning process.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor N. Harris
Vice Chair

<p>: COPY - CITY MANAGER - DIR. PLNG. & BLDG. - DIR. PARKS, REC. & CULT. SERV. - CITY SOLICITOR</p>

TO: CHAIR & MEMBERS
COMMUNITY ISSUES AND SOCIAL
PLANNING COMMITTEE

2000 November 08

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 17.055

SUBJECT: DRAFT GUIDELINES FOR COMMUNITY ROOM USE

PURPOSE: To seek endorsement for draft guidelines for the use of community rooms included in new developments through the rezoning process.

RECOMMENDATION:

1. **THAT** Council be asked to endorse the draft *Guidelines for Community Room Use* presented in Appendix 1, *attached*.

REPORT

1.0 BACKGROUND

In conjunction with certain large scale rezoning applications, the City has taken the opportunity to request developers to provide various community amenities as part of their developments. On three occasions, the City has requested developers to provide meeting rooms for community use. The first two such rooms were provided at the Metrotown Centre and Eaton Centre malls. The most recent example is a 1600 square foot community meeting room being provided at the Discovery Place Multi-Tenant Facility (Rezoning Reference #61/97).

The obligations of the developer and City with respect to such community meeting rooms are specified in a Section 219 Covenant. The City also prepares guidelines to assist developers in handling requests for room bookings.

The purpose of this report is to present, and recommend endorsement of, a generic set of guidelines for use of community rooms provided in conjunction with future rezoning applications.

2.0 PROPOSED GUIDELINES

At the outset, it should be acknowledged that each community meeting room will have unique characteristics and demands. That said, it was believed that a generic set of booking guidelines should be prepared because: 1) the City will likely continue to request developers to provide community meetings rooms in the future, as appropriate and as opportunities present themselves; 2) adoption of a consistent set of guidelines would remove the need to prepare separate guidelines for each new room that is established; and 3) the City's core expectations concerning community meeting room use should be consistent, regardless of the unique aspects of a particular room.

Given this context, the proposed guidelines are presented in Appendix 1, *attached*. In summary, they specify the following:

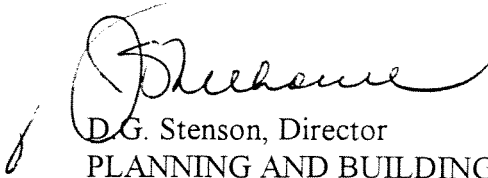
- rooms are intended for not-for-profit community groups; however, commercial tenants within a development containing the room may also make bookings, subject to certain conditions;
- the owner or manager of the subject development will be responsible for administration of the bookings; however, the City will provide guidance, as requested;
- the meeting room administrator will be required to a) maintain a log of all bookings, available for inspection by City staff at any time, and b) submit a summary of each year's bookings to the City in January of the following year;
- users of the room are required to leave the rooms in good order and, through the bookings, must agree not to contravene City bylaws, the Criminal Code of Canada, or the Human Rights Act of BC;
- community groups may make advance bookings for the room, however, no group can book the space for over 12 hours in a month.

3.0 CONCLUSION

As Burnaby continues to grow and develop, needs for community meeting space will increase. Also, it is anticipated that the City will continue to secure meeting room space through the rezoning process for selected large developments, as appropriate and as opportunities present themselves.

Given the foregoing, it is recommended that Council be asked to endorse the draft *Guidelines for Community Room Use* presented in Appendix 1.

After adoption, staff propose to monitor the effectiveness of the guidelines on an ongoing basis. If problems emerge, or circumstances change, we would recommend adjustments to the guidelines, accordingly.


D.G. Stenson, Director
PLANNING AND BUILDING

JF\ma
Attachment

cc: City Manager
Director Parks, Recreation & Cultural Services
City Solicitor

City of Burnaby Community Room Use Draft Guidelines

2000 November 8

Use of Community Amenity Facilities in the City of Burnaby are subject to the following terms and conditions:

1. All not-for-profit community groups, formal and informal, tenants or non tenants of the subject building, shall be eligible to book community rooms on a first come first served basis at no cost.
2. The owner/manager or other appropriate person of the subject building shall appoint an administrator for the community room.
3. The community room administrator is to keep a log book of all groups that use the room in accordance with the following:
 - i) For each booking, the following information is to be in the booking log: the name of the group, contact person and telephone number, the date the booking was made, and the name of the administrator who made the booking.
 - ii) The booking log is to be available for view by the City upon demand.
 - iii) The City of Burnaby is to be informed through notations in the log book of any groups refused use of the community room for any reason other than availability of booking times.
 - iv) The log book is to be made available to the City on demand at any time and a summary of bookings for each year is to be sent to the Director of Planning by January 31 of the following year.
4. In use of the facilities the user agrees not to contravene any City of Burnaby Bylaws, the Criminal Code of Canada, or the Human Rights Act of British Columbia which prohibits discriminatory conduct, including conduct which would expose persons or groups to hatred or contempt.
5. All community room users are required to leave the room and equipment in the condition in which they were found.
6. The City of Burnaby will provide guidance to community room administrators in approval of community groups for room use, especially in cases when groups could potentially disrupt or endanger staff in a building or cause damage to the building.

7. All groups wanting to book a community room must answer the following questions:
 - i) What is the intent/mandate of the group and its nature (e.g. formal or informal not-for-profit group, a religious organization, or private business interest)?
 - ii) What is the purpose of booking the community room?
 - iii) Is this booking open to the public or is it private? If it is public, are there any conditions to people attending?
8. A community group may book in advance within a three month period and may book one regular weekly meeting time up to six months in advance.
9. No group may book for more than 12 hours per month.
10. In the event of a conflict resulting from two or more groups simultaneously requesting a community room, priority will be assigned in the following order:
 - i) Local area community groups.
 - ii) Burnaby community groups.
 - iii) Regional community groups.
 - iv) Commercial groups from within the building that a community room is located (see #11 below).
11. Community groups are given priority for bookings, however, a commercial tenant within the building in which a community room is located may book the room on the basis that:
 - i) Such community room users cannot book more than three working days in advance of the desired booking date.
 - ii) The aggregate booking time of such commercial users for the community room cannot exceed 25 percent of the overall booking time per calendar year.

PSF: