



# City of Vancouver *Planning By-law Administration Bulletins*

## Planning, Urban Design and Sustainability Department

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# ASSESSMENT OF COMMUNITY SERVING SPACES

*Authority - Director of Planning*

*Effective – October 15, 2018*

*Amended – April 8 2019*

## 1 Purpose and Intent

The purpose of this bulletin is to outline a procedure for the intake of applications for rezoning advice (“enquiries”) and site-specific rezoning applications (“applications”) involving community-serving spaces. The process will enable the identification of non-city-owned sites that include spaces supporting community-serving programs, services, and users within the last three years prior to submission of the rezoning enquiry or application.

For the purposes of this administrative bulletin, “community-serving spaces” means the following uses, defined in the Zoning and Development By-law, Section 2:

- Cultural and Recreational Uses: Artist Studio, Club, Community Centre or Neighbourhood House, Hall, Library, Museum or Archives, Arts and Culture Indoor Event, and Theatre;
- Institutional Uses: Child Day Care Facility, Church and Social Service Centre; and
- Service Uses: Cabaret, School – Arts or Self Improvement, and Production or Rehearsal Studio, along with the associated multi-purpose rooms and meeting rooms.

Due to the importance of community-serving spaces and the programs and services they support, the intent is to collect consistent information for rezoning enquiries and applications involving community-serving spaces, to:

- (i) Assist City staff in evaluating rezoning enquiries and applications; and
- (ii) Provide data to inform ongoing and future policy work.

Community-serving spaces support the delivery of social, arts, cultural and recreational programs and services for community use, including, but not limited to: group day care, shelters, drop-in programs, community kitchens, gallery and museum exhibitions, arts and culture performances, educational programs and classes, arts production and rehearsal spaces, and related administration occurring in accessory office use.

These programs and services may be offered by not-for-profit, for-profit, or charitable organizations using the space, and may serve a broad range of community members, or priority groups (as identified in the attached Information Form), and based on demographics or need.

## 2 Background

The City of Vancouver's vision for healthy, complete communities requires that population and job growth occur in tandem with the delivery of spaces that support community services and programming. Community-serving spaces play an important role in promoting livable communities by providing residents, community groups and not-for-profits with access to affordable spaces.

Vancouver is currently facing a growing shortage of spaces for the delivery of community services and programs. The gap between community needs and available spaces is increasing, due to new service and program demands generated by population and job growth, while existing spaces are facing development pressure and may be at risk of displacement due to high land values and aging infrastructure.

The City is currently developing a Social Infrastructure Plan that will identify existing and future social infrastructure needs, and will provide an overall framework to guide future investments in social infrastructure.

In 2018, City Council approved the *Making Space for Arts and Culture - Cultural Infrastructure Plan*, which supports the development of policies for the retention and expansion of arts and cultural spaces, including developing supportive policy for the retention and enhancement of existing community arts and cultural spaces – for, example in places of worship, legions and community halls.

City staff will draw on the findings and recommendations of ongoing initiatives and will conduct further analysis to consider long-term policy options to promote the retention and renewal of community-serving spaces.

## 3 Application

The data collection process outlined in this bulletin and in the attached “Community-Serving Spaces Information Form” will apply to sites with existing community-serving spaces, or where a community-serving space has existed in the three years prior to submission of the rezoning enquiry or application.

## 4 Submission Requirements

The following information will be required as part of the rezoning enquiry or rezoning application material:

- Community-Serving Spaces Information Form (attached as Appendix A) listing all on-site community-serving spaces, uses and users, currently and during the past three years prior to submission. For sites without community-serving spaces, uses or users, applicants must complete Section 1 of the Information Form and submit it as part of the rezoning enquiry or application package.

The information provided may be subject to staff review for accuracy and completeness.

## 5 Contacts and Links

For questions about how this process applies to your rezoning enquiry or application site, or for assistance with completing the attached form, please contact your Rezoning Planner, call the Planning Information Line at 604.873.7038, or email [planninginfo@vancouver.ca](mailto:planninginfo@vancouver.ca).

For questions and comment about community-serving spaces and related policy work, please contact [communityspaces@vancouver.ca](mailto:communityspaces@vancouver.ca) and/or [culture@vancouver.ca](mailto:culture@vancouver.ca).

- [Section 2 – Definitions - Zoning and Development By-law](#)
- [Enquire about and apply for rezoning in Vancouver](#)
- [Making Space for Arts and Culture: 2018 Cultural Infrastructure Plan](#)
- [Social Infrastructure Plan](#)



# Community-Serving Spaces Information Form

## Instructions for Applicants:

**This form must be completed as part of all applications for rezoning advice (rezoning enquiry) and may be required at the rezoning application stage.**

Staff from Planning, Urban Design & Sustainability (PDS) and Arts, Culture and Community Services (ACCS), will review the completed Form and will consider it in the overall evaluation of the rezoning enquiry or application. This assessment will help staff determine priorities for retention, renewal, replacement or expansion of community-serving spaces in the context of other City objectives and priorities.

## Glossary:

**Community-serving spaces** mean the following uses, as defined in [Section 2](#) of the Zoning and Development By-law:

- **Cultural and Recreational Uses:** Artist Studio, Club, Community Centre or Neighbourhood House, Hall, Library, Museum or Archives, Arts and Culture Indoor Event, and Theatre;
- **Institutional Uses:** Child Day Care Facility, Church and Social Service Centre; and
- **Service Uses:** Cabaret, School – Arts or Self Improvement, and Production or Rehearsal Studio, along with the associated multi-purpose rooms and meeting rooms.

**Facilities** in community-serving uses may include, but are not limited to, the following:

- **Childcare**, which includes indoor and outdoor space used for group day care, preschool, special needs day care, out of school care, emergency care, child minding, and overnight care.
- **Multi-purpose rooms**, which provide flexible meeting space and typically allow for chairs, tables or other furniture to be arranged in the space.
- **Gymnasium spaces**, which are used for physical exercise, either in a one-on-one or group setting, and may include equipment to support a range of activities.
- **Kitchens** that support community programming, which typically include space and equipment for preparing, cooking and storing food.
- **Offices**, which provide space for administration associated with the services and programs offered.
- **Shelters**, which provide temporary accommodation for people experiencing homelessness.
- **Theatre or Performance Spaces**, which involve the use of all or part of premises for theatrical, music, dance, or dramatic performances, vaudeville or similar exhibitions, or for the projection or display of moving pictures.
- **Gallery or Exhibition spaces**, which involve the presentation of art and/or cultural artifacts.

**Services and programs** operating from community-serving spaces may include, but are not limited to: group daycare, shelters, drop-in programs, community kitchens, gallery and museum exhibitions, arts and cultural performances, educational programs and classes, arts production and rehearsal spaces, and related administration occurring in accessory office use.

**Users** of community-serving spaces are the non-profit, for-profit, or charitable organizations using the space to offer services and programs to their clients.

**Priority groups** may be part of the client groups accessing services and programs in a community-serving space, and may include children, youth, seniors, Indigenous people, newcomers to Canada, Lesbian, Gay, Bisexual, Queer (LGBQ) and trans, gender-variant and two-spirit (TGV2S) people, low-income people, artists, culturally-specific communities, and people with mental health challenges or experience of substance abuse.

## Section 1: Site Information

<b>Site Address(es):</b>	
<b>Pre-submittal or Application Number:</b>	<i>(for staff use only)</i>
<b>Current or previous community-serving spaces and facilities</b>	<p><b>Are there community-serving spaces and facilities currently on the site, or were these uses present on the site at any time during the previous three years?</b></p> <p><input type="checkbox"/> Yes – provide details below   <input type="checkbox"/> No   <input type="checkbox"/> Unsure – subject to staff review</p>

## Section 2: Community-serving Spaces and Facilities

<p><b>Community-Serving Spaces:</b> <i>Include any land uses that support or have supported community-serving spaces on the site. See glossary for more information.</i></p>	<p><b>Cultural and Recreational Uses:</b></p> <p><input type="checkbox"/> Artist Studio</p> <p><input type="checkbox"/> Club</p> <p><input type="checkbox"/> Community Centre or Neighbourhood House</p> <p><input type="checkbox"/> Hall</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Museum or Archives</p> <p><input type="checkbox"/> Arts and Culture Indoor Event</p> <p><input type="checkbox"/> Theatre</p>	<p><b>Institutional Uses:</b></p> <p><input type="checkbox"/> Child Day Care Facility</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Social Service Centre</p> <p><b>Service Uses:</b></p> <p><input type="checkbox"/> Cabaret</p> <p><input type="checkbox"/> School - Arts or Self Improvement</p> <p><input type="checkbox"/> Production or Rehearsal Studio</p>
<p><b>Facilities:</b> <i>Include any on-site facilities that support /have supported community-serving spaces on the site. See glossary for more information.</i></p>	<p><input type="checkbox"/> Childcare</p> <p><input type="checkbox"/> Multi-purpose Room</p> <p><input type="checkbox"/> Gymnasium</p> <p><input type="checkbox"/> Commercial Kitchen</p> <p><input type="checkbox"/> Office</p>	<p><input type="checkbox"/> Purpose-built Shelter</p> <p><input type="checkbox"/> Theatre/Performance Space</p> <p><input type="checkbox"/> Gallery/Exhibition Space</p> <p><input type="checkbox"/> Other (Specify):</p>
<p><b>Additional Comments:</b> <i>If needed, provide any additional notes or details on the site.</i></p>		

### Section 3: Facilities and on-site users (in the past 3 years):

Complete the box for each community-serving space (e.g., multipurpose room). Use additional pages if needed.

<b>1. Facility:</b>	<input type="checkbox"/> Childcare <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Office		<input type="checkbox"/> Purpose-built Shelter <input type="checkbox"/> Theatre/Performance Space <input type="checkbox"/> Gallery/Exhibition Space <input type="checkbox"/> Other (Specify): _____		<b>Size:</b> (sq. ft.)			
					<b>Will this space be replaced as part of the new proposal?</b> <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Other (Specify): _____			
<b>User name:</b>	<b>Is this user a:</b>	<b>Length of occupancy:</b>		<b>Service(s) and program(s) offered:</b>	<b>Frequency of use:</b>	<b>Priority groups served (if any):</b>	<b>Number of clients served:</b>	
		<b>From:</b>	<b>To:</b>					
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
<b>Additional Comments:</b>								

### Section 3 continued: Facilities and on-site users (in the past 3 years):

Complete box for each community-serving space (e.g., multipurpose room). Use additional pages if needed.

<b>2. Facility:</b>	<input type="checkbox"/> Childcare <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Office		<input type="checkbox"/> Purpose-built Shelter <input type="checkbox"/> Theatre/Performance Space <input type="checkbox"/> Gallery/Exhibition Space <input type="checkbox"/> Other (Specify): _____		Size: (sq. ft.)			
					Will this space be replaced as part of the new proposal?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Other (Specify): _____		
<b>User name:</b>	<b>Is this user a:</b>	<b>Length of occupancy:</b>		<b>Service(s) and program(s) offered:</b>	<b>Frequency of use:</b>	<b>Priority groups served (if any):</b>		<b>Number of clients served:</b>
		<b>From:</b>	<b>To:</b>					
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
<b>Additional Comments:</b>								

### Section 3 continued: Facilities and on-site users (in the past 3 years):

Complete box for each community-serving space (e.g., multipurpose room). Use additional pages if needed.

<b>3. Facility:</b>	<input type="checkbox"/> Childcare <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Office		<input type="checkbox"/> Purpose-built Shelter <input type="checkbox"/> Theatre/Performance Space <input type="checkbox"/> Gallery/Exhibition Space <input type="checkbox"/> Other (Specify): _____		Size: (sq. ft.)		
					Will this space be replaced as part of the new proposal?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Other (Specify): _____	
User name:	Is this user a:	Length of occupancy:		Service(s) and program(s) offered:	Frequency of use:	Priority groups served (if any):	Number of clients served:
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):	From:	To:	1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):
<b>Additional Comments:</b>							

### Section 3 continued: Facilities and on-site users (in the past 3 years):

Complete box for each community-serving space (e.g., multipurpose room). Use additional pages if needed.

<b>4. Facility:</b>	<input type="checkbox"/> Childcare <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Office		<input type="checkbox"/> Purpose-built Shelter <input type="checkbox"/> Theatre/Performance Space <input type="checkbox"/> Gallery/Exhibition Space <input type="checkbox"/> Other (Specify): _____		Size: (sq. ft.)			
					Will this space be replaced as part of the new proposal?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Other (Specify): _____		
<b>User name:</b>	Is this user a:	Length of occupancy:		Service(s) and program(s) offered:	Frequency of use:	Priority groups served (if any):		Number of clients served:
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):	From:	To:	1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
	<input type="checkbox"/> Registered Not-for-Profit <input type="checkbox"/> Informal Not-for Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Other (Specify):			1. 2. 3.	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> One-time <input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Seniors <input type="checkbox"/> Indigenous People <input type="checkbox"/> Newcomers <input type="checkbox"/> LGBTQ and TGV2S <input type="checkbox"/> Low-Income	<input type="checkbox"/> Culturally-specific community <input type="checkbox"/> Artists <input type="checkbox"/> People with mental health challenges or experience of substance use <input type="checkbox"/> Other (Specify):	
<b>Additional Comments:</b>								