



PARKS, RECREATION AND CULTURE COMMISSION

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2015 MARCH 18

TIME: 7:00 PM

PLACE: Council Chambers, Burnaby City Hall

A G E N D A

	<u>PAGE</u>
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
a) Open Meeting of 2015 February 18	1
3. <u>CORRESPONDENCE</u>	
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4. <u>REPORTS</u>	
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CITY OF BURNABY
THE PARKS, RECREATION AND CULTURE COMMISSION
MINUTES

2015 FEBRUARY 18

An 'Open' meeting of the Parks, Recreation and Culture Commission was held in Lakeview Room at Bill Copeland Sports Centre, 3676 Kensington Avenue, Burnaby, B.C., on Wednesday, 2015 February 18 at 18:30 hr., followed immediately by a 'Closed' meeting from which the public was excluded. At the conclusion of the 'Closed' meeting, the 'Open' meeting was reconvened at 19:06 hr. in the Upper Lobby.

PRESENT: Commissioner Volkow in the Chair
Commissioners Alzner
Foley
Jang
Kang
Loftus
Matricardi
Purdy
School Trustee Chen

ABSENT: Commissioner Peppard

STAFF PRESENT: D. Ellenwood, Director Parks, Recreation and Cultural Services
D. O'Connor, Assistant Director-Golf Operations
D. Nokony, Assistant Director-Cultural Services
H. Edwards, Manager-Parks Planning, Design and Development
D. Pelletier, Manager-Business Operations
J. Schumann, Community Planner - Planning and Building
E. Bientjes, Manager Recreation Services
N. Hoyles, Manager Recreation Services
W. Cornwall, Operations and Events Supervisor
L. Balser, Sound Technician
T. Cheng, Recording Secretary

The Director Parks, Recreation and Cultural Services assumed the Chair and called the meeting to order.

MOVED BY COMMISSIONER LOFTUS, SECONDED BY COMMISSIONER FOLEY:
"THAT the 'Open' Commission meeting do now reconvene."

CARRIED UNANIMOUSLY

The 'Open' Commission meeting reconvened in the Upper Lobby, Bill Copeland Sports Centre at 19:06 hr.

ELECTION OF CHAIR FOR 2015

The Director Parks, Recreation and Cultural Services called for nominations for the Office of Chair.

Commissioner Foley nominated Commissioner Volkow for the Office of Chair for 2015.

Commissioner Alzner seconded the nomination.

There being no further nominations, Commissioner Volkow was elected Chair for 2015 by acclamation.

Commissioner Volkow took over the Chair.

The Chair thanked the Commission for his nomination.

ELECTION OF DEPUTY CHAIR FOR 2015

The Chair called for nominations for the Office of Deputy Chair for 2015.

Commissioner Loftus nominated Commissioner Foley for the Office of Deputy Chair for 2015.

Commissioner Kang seconded the nomination.

There being no further nominations, Commissioner Foley was elected Deputy Chair for 2015 by acclamation.

The Deputy Chair thanked the Commission for his nomination.

The Chair welcomed the audience to the Bill Copeland Sports Centre and introduced the Commissioners, the Director and the School Trustee in attendance. Commissioner Peppard sent his regret. The Director Parks, Recreation and Cultural Services introduced staff members in attendance.

The Chair provided an explanation of the sequence of the agenda, including an invitation for members of the audience to speak with the Commission on matters of interest during the question and answer period.

MINUTES

MOVED BY COMMISSIONER FOLEY, SECONDED BY COMMISSIONER PURDY:
“THAT the Minutes of the ‘Open’ Meeting of 2015 January 21 be approved.”

CARRIED UNANIMOUSLY

CORRESPONDENCE

MOVED BY COMMISSIONER MATRICARDI, SECONDED BY COMMISSIONER JANG:
 “THAT the following items of correspondence be received.”

CARRIED UNANIMOUSLY

- (a) The Westridge Elementary School PAC requested a grant of \$4,000 for playground upgrades.

Item 2 of the Director’s Report No. 2 refers to this matter.

- (b) The Gilpin Elementary School PAC requested a grant of \$4,000 for playground upgrades.

Item 2 of the Director’s Report No. 2 refers to this matter.

Item 2 of the Director’s report was brought forward for consideration at this time.

Item 2 – Playground Development Grant requests
from Gilpin Elementary School and École Westridge Elementary School

The Gilpin Elementary School PAC and École Westridge Elementary School PAC requested a grant from the 2015 Annual Operating Playground Development Budget to assist with the redevelopment of their playgrounds. Both schools meet the Playground Grant guidelines and have received approval from the Burnaby School District to install the playground components within 12 months of receiving the Playground Grant.

It was recommended:

1. THAT the playground development grant requests from Gilpin Elementary School and École Westridge Elementary School be approved.
2. THAT a copy of this report be forwarded to; Ann Johannes, Gilpin Elementary Pac Chair; Sean Gaster, Gilpin Elementary Principal; and the Pac Executive of École Westridge Elementary (Janice Ho, Co-Chair, Debra Phillipson, Co-Chair, Rhonda Manson Vice-Chair, Colin Sian, Secretary, Yuko Kiyama, Treasurer).
3. THAT Council be requested to authorize the City enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrades as detailed in this report.

MOVED BY COMMISSIONER LOFTUS, SECONDED BY COMMISSIONER MATRICARDI:
 “THAT the three recommendations be approved.”

CARRIED UNANIMOUSLY

REPORT

- (a) The Director Parks, Recreation and Cultural Services submitted his Report No. 2, dated 2015 February 18, covering the following items listed as 1 - 5.

MOVED BY COMMISSIONER PURDY, SECONDED BY COMMISSIONER JANG:
 “THAT the Director’s Report be received.”

CARRIED UNANIMOUSLY

Item 1 – 2015 Recognition Night

The purpose of Recognition Night is to recognize the important contribution that the volunteer community groups add to the provision of parks, recreational and cultural programs and services in the city. The opening of the Clubhouse at Riverway Golf Course provided an opportunity to explore a new City venue for this annual event in 2012 and the new location has proven to be very successful. The total budget for the 2014 Recognition Night is \$11,500.

It was recommended:

1. THAT approval be given to host Recognition Night on Friday, 2015 April 24 at the Clubhouse at Riverway Golf Course.

MOVED BY COMMISSIONER LOFTUS, SECONDED BY COMMISSIONER MATRICARDI:
 “THAT the recommendation be approved.”

CARRIED UNANIMOUSLY

**Item 2 – Playground Development Grant requests
 from Gilpin Elementry School and École Westridge Elementry School**

This item was dealt with earlier in the meeting.

Item 3 – Burnaby Fraser Foreshore Park - Fraser River Dyke Rehabilitation Compensation Sites

As part of the City’s ongoing program to upgrade flood protection works along the Fraser River, the Director Engineering requested the use of several areas within the Burnaby Fraser Foreshore Park for the installation of aquatic, riparian and terrestrial habitat compensation works required by the Department of Fisheries and Oceans. Engineering staff have submitted conceptual plans for the proposed habitat compensation works prepared by Dillon Consulting which meet the DFO’s requirements and are acceptable to Parks Staff. Signs will be posted in the park notifying the public of any temporary disruptions. The City must complete the installation of the required compensation works by 2015 December 21.

It was recommended:

1. THAT approval be given for use of two sites within Burnaby Fraser Foreshore Park for required Department of Fisheries and Oceans compensatory environmental in-stream and salmonid habitat enhancement works along Glen Lyon Creek and Fraser River foreshore riparian plantings, for the dyke rehabilitation and upgrade works undertaken by the City along reaches one and nine of the Fraser River North Arm dyke, as outlined in this report.
2. THAT a copy of this report be sent to the Environment Committee for information.

MOVED BY COMMISSIONER JANG, SECONDED BY COMMISSIONER ALZNER:
“THAT the two recommendations be approved.”

CARRIED UNANIMOUSLY

Item 4 – Burnaby Fraser Foreshore Park fitness circuit

Burnaby Fraser Foreshore Park provides unbroken access to the North Arm of the Fraser River between the City of Vancouver boundary and the Big Bend. To enhance and expand the park user experience, a 12 station fitness circuit has been proposed to be added to the park between Byrne Road and Tillicum St. The Rotary Clubs of Burnaby have expressed an interest in sponsoring the development of the fitness circuit in Burnaby Foreshore Park to commemorate Canada’s Sesquicentennial, 150th birthday. An agreement between the City of Burnaby and the Rotary Clubs of Burnaby would be drafted and executed. The Rotary Clubs would create an internal donation program with the intent of raising \$150,000 to cover all costs for the project and open the facility on 2017 July 01. Provision for sponsor recognition would be made at individual exercise stations where a small bronze plaque with limited number of characters would be installed. In addition, the gateway entry features would be designed to support both the City of Burnaby logo and the Rotary International logo.

It was recommended:

1. THAT staff be directed to enter into an agreement with the Rotary Clubs of Burnaby to fund the development of a fitness circuit in Fraser Foreshore Park as outlined in this report.
2. THAT Council be requested to concur.
3. THAT a copy of this report be sent to appropriate representatives of the three Rotary Clubs of Burnaby.

MOVED BY COMMISSIONER KANG, SECONDED BY COMMISSIONER MATRICARDI:
“THAT the three recommendations be approved.”

CARRIED UNANIMOUSLY

Item 5 – 2015 February - Parks, Recreation & Cultural Services Capital Funding Bylaw

The 2015 Provisional Financial Plan for Parks, Recreation and Cultural Services contains 13 projects to be funded from Capital Reserves. To enable work to go ahead on these projects, approval was requested to bring down a bylaw for funding.

It was recommended:

1. THAT the expenditure of \$990,000 from the 2015 Provisional Financial Plan for the projects outlined in this report be approved.
2. THAT Council be requested to bring down a bylaw to appropriate \$1,036,260 (inclusive of GST) from Capital Reserves to finance these projects.

MOVED BY COMMISSIONER LOFTUS, SECONDED BY COMMISSIONER MATRICARDI:
“THAT the two recommendations be approved.”

CARRIED UNANIMOUSLY

NEW BUSINESS

Commissioner Foley commended staff for organizing the Dine Out in Burnaby event which he enjoyed.

The Director commended Dean Pelletier, Manager Business Operations, Bob Farahani, Manager Food Services, Jason Mok, Executive Chef at the Eagle Creek Restaurant, at Burnaby Mountain Golf Course and the City’s Food Services staff. This year Eagle Creek Restaurant participated in the Dine Out event for the first time and we won an award for the best menu of under \$18 among a group of some 300 restaurants.

The Chair advised that the Mayor announced our award at the Council Meeting of February 16. It is a very impressive accomplishment of our Food Services staff. We took over the operation of the Eagle Creek Restaurant within the past 18 months. The City’s Food Services staff have turned the restaurant around and we won 1 of 7 awards in the Dine Out event. On the Council agenda was a letter from former Councillor Gary Begin who praised the food, service and facility at Riverway Clubhouse.

Staff advised that it is the first time the award was received outside the Vancouver downtown core. Eagle Creek Restaurant staff have done an outstanding job. When renovation is completed at the restaurant, it will cater to golfers, casual diners, weddings and events.

MOVED BY COMMISSIONER MATRICARDI, SECONDED BY COMMISSIONER LOFTUS:
“THAT four golf passes to the Burnaby Mountain and four golf passes to the Riverway Golf Courses and tickets to the Blues & Roots Festival be given to the South Burnaby Neighbourhood House for their Premier Annual Fundraising Event on 2015 February 28.”

CARRIED UNANIMOUSLY

INQUIRIES

School Trustee Chen thanked the Commission and Council for the playground development grants to Gilpin and Westridge Elementary Schools. It is an example of the School District and the City working together. The Commission and the public were invited to attend the official opening of the Byrne Creek Secondary School as a community school on March 04 at 4 p.m.

PUBLIC COMMENT/QUESTION PERIOD

The Chair announced the beginning of the public comment/question period. The audience was encouraged to speak to the Commission on matters of interest or concern.

David Handleman, 3768 Triumph Street, Burnaby, inquired regarding the Parks, Recreation and Culture Commission's plan to build a new art gallery. The Burnaby Art Gallery was opened in 1967. The building is lacking in many ways for an art gallery. They think Burnaby can do better in terms of a proper facility for more art exhibits and activities where the cultural community can gather and prosper. It will be the 50th Anniversary of the Burnaby Art Gallery in 2017 when it will be opportune to have a plan for a new Burnaby Art Gallery.

Bill Thomson, 4660 Westlawn Drive, Burnaby, complimented the Commission for the establishment of a new performing arts centre for the City and inquired regarding its exact location. The anniversary for the Burnaby Art Gallery is coming up and it is an opportunity to do a proper feasibility study. There are a number of artists who feel that the existing Burnaby Art Gallery is inadequate.

The Chair advised that there were repeated appeals for a new art gallery since 1996. There are various competing ideas in regard to a new art gallery. One idea argues that the City should build a new performing arts centre in the next 4 years. A number of people have argued against a new art gallery that is close to a new \$300 million Vancouver Art Gallery. The current Burnaby Art Gallery serves its purpose and presents fine shows. David was requested to clarify his vision.

David Handleman suggested that a feasibility study may find the benefits of a new art gallery. A more centrally located new art gallery with better parking facilities could be located in the Metrotown area to attract a large section of the public. It could host art and music events and to display more significant part of the collection. There will be economic benefits to Burnaby. The corporate sector may be involved in funding. It will attract top notch art and artists and promote Burnaby as a cultural destination.

Commissioner Foley inquired if the City has some free up space for the proposed performing arts centre.

Bill Thomson advised that the Burnaby Arts Council has identified the Civic Square area next to the Library as an appropriate site.

The Director advised that the Planning and Building Department and the development community are in discussion about the best location.

The Chair advised that the process has been started and this matter will be discussed in future meetings and workshops for setting the City priorities.

Tom Kellett, 5652 Patterson Avenue, Burnaby, President of Burnaby Minor Lacrosse Club, thanked the Commission for supporting the Jack Crosby All Star Novice Tournament and re-surfacing outdoor sports boxes. He has written to the Commission about the loss of floor time for Burnaby Minor Lacrosse Club. This year their floor time is increased by 2.25 hours. Their team enrolment has also increased from 26 to 28. They need more floor time for practice and games. The Cariboo sports box needs re-surfacing. Port Moody and Coquitlam each has a new outdoor covered sports box. Langley has one for several years. They hope there will be a new outdoor covered sports box by 2016 in Burnaby to promote youth sports before a new ice arena is built.

Commissioner Foley commented that a covered sports box is a viable facility for multi sports as supported by Tom's dialogue with various user groups.

Commissioner Matricardi commented that the sports box in Langley is well used but in the colder climate, the floor becomes very slippery. Staff should talk to lacrosse and ball hockey groups to choose the appropriate floor.

Peter Beynon, 6590 Oakhill Place, Burnaby, thanked the Director and staff for working with the Rotary Clubs of Burnaby to develop the fitness circuit proposal in Fraser Foreshore Park. A world class art gallery and performing arts centre will attract people.

At the conclusion of meeting, the Chair thanked the audience for their attendance.

ADJOURNMENT

MOVED BY COMMISSIONER LOFTUS, SECONDED BY COMMISSIONER PURDY:
"THAT the 'Open' meeting do now adjourn."

CARRIED UNANIMOUSLY

The 'Open' Meeting adjourned at 20:05 hr.

Confirmed:

Certified Correct:

CHAIR

SECRETARY

tc
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Office of the City Clerk

Commission Agenda Date 2015 Mar 18 Correspondence (a)
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D. Back, City Clerk
 S. Cleave, Deputy City Clerk
 K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2015 MARCH 03
 PARKS, RECREATION & CULTURE
 COMMISSION

FROM: CITY CLERK FILE: 62500-01

SUBJECT: BURNABY LAKE SPORTS COMPLEX - WEST - FIELD #2
 REPLACEMENT FUNDING BYLAW
 (ITEM NO. 03, MANAGER'S REPORTS, COUNCIL 2015 MARCH 02)

Burnaby City Council, at the Open Council meeting held on 2015 March 02, received the above noted report and adopted the following recommendations contained therein:

1. "THAT Council approve the capital expenditure of \$1,300,000 from the Provisional Capital Budget for the project outlined in this report.
2. THAT Council authorize staff to bring down a bylaw to appropriate \$1,360,748 (inclusive of GST) from Capital Reserves to finance the Burnaby Lake Sports Complex – West Field #2 replacement project.
3. THAT a copy of this report be sent to the Parks, Recreation & Culture Commission for information."

As directed by Council, please find attached a copy of the report.

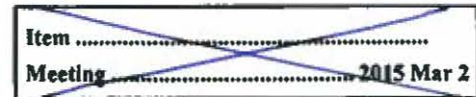
Dennis Back
 City Clerk

DB:rj

Copied to: Director Parks, Recreation & Cultural Services

NOTE

This is for the information of the Commission



COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2015 February 20

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: BURNABY LAKE SPORTS COMPLEX - WEST - FIELD #2 REPLACEMENT FUNDING BYLAW

PURPOSE: To obtain funding approval for the replacement of Field #2 at Burnaby Lake Sports Complex - West

RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$1,300,000 from the Provisional Capital Budget for the project outlined in this report.
2. **THAT** Council authorize staff to bring down a bylaw to appropriate \$1,360,748 (inclusive of GST) from Capital Reserves to finance the Burnaby Lake Sports Complex – West Field #2 replacement project.
3. **THAT** a copy of this report be sent to the Parks, Recreation & Culture Commission for information.

REPORT**Background**

Field #2 (Attachment #1) at Burnaby Lake Sports Complex - West was installed in 1999 as part of a larger installation of the first three artificial fields in the City of Burnaby. All three fields were surfaced with a polyfibre carpet with sand and rubber infill product that has since seen improvements in the industry. The expected lifespan of the turf was 10 years and the warranty for the product performance was 8 years. Overall the fields have performed well. However after 16 years in use, the carpet is now worn through, and progressive compaction has created a very hard landing surface for players. For these reasons a long-term strategy for replacement of all three fields was devised.

To: City Manager
 From: Director Parks, Recreation & Cultural Services
 Re: BURNABY LAKE SPORTS COMPLEX - WEST -
 FIELD #2 REPLACEMENT FUNDING BYLAW
 2015 February 20.....Page 2

Replacement Strategy

The replacement of the original three fields was determined by the recreation programs delivered on each field and the availability of alternate accommodation of the various sports elsewhere while reconstruction was underway. Through discussions with the sport user groups and reworking of the allocation allotments, it was determined the best strategy would be replacement of the fields one at a time and the order would be Field #1, then Field #3 and finally Field #2.

Field #1 was replaced in 2010. Field #3 and the warm-up field were replaced in 2011 and Field #2 is to be replaced in 2015, subject to Parks, Recreation & Culture Commission and Council approval.

Field #2 Replacement Project

Field #2 will be an infill synthetic turf surface designed primarily for multisport use including field hockey, soccer and field lacrosse. Field hockey requires a shorter carpet length with surface to facilitate a faster ball roll speed. This cannot be achieved on a longer carpet filament with sand and rubber infill as seen on typical soccer fields. In order to support Burnaby field hockey practices, games and tournaments, a shorter infill carpet with a shock pad is proposed. This turf will also continue to accommodate soccer and field lacrosse use.

Through the reconstruction process, the old turf will be peeled off, the substructure will be excavated to allow for a shock absorbing elastic layer, and finally the new turf will be rolled out, stitched and glued in place. The project will also include an upgrade to shade shelters over the players' benches and minor fence repairs.

The cost for the replacement field is similar to replacement cost for a dedicated soccer field. To deliver a dedicated wet down field for field hockey an additional cost of \$430,000 would be required. With current player numbers at a relative low the additional costs are not warranted. However, as player numbers rise (as expected with this new carpet), the Parks, Recreation & Culture Commission and Council may choose to revisit the creation of a new dedicated wet down field within the Burnaby Lake Sports Complex - West in the future.

Time Line

The objective is to complete the reconstruction of Field #2 and have it back in operation for the 2015 fall season. The timeline for the project is outlined below:

Completion of tender package	February 28
Tender and analysis	March 31
Council approval and award of contract	April 27
Re-construction period	May – August
Re-opening	September 01

To: City Manager
From: Director Parks, Recreation & Cultural Services
Re: BURNABY LAKE SPORTS COMPLEX - WEST -
FIELD #2 REPLACEMENT FUNDING BYLAW
2015 February 20.....Page 3

Summary

Sufficient Capital Reserves are available to complete the above project in the 2015-2019 Provisional Financial Plan. It is recommended that Council bring down a bylaw to appropriate \$1,360,748 (inclusive of GST) from Capital Reserves to finance the Field #2 re-construction project.



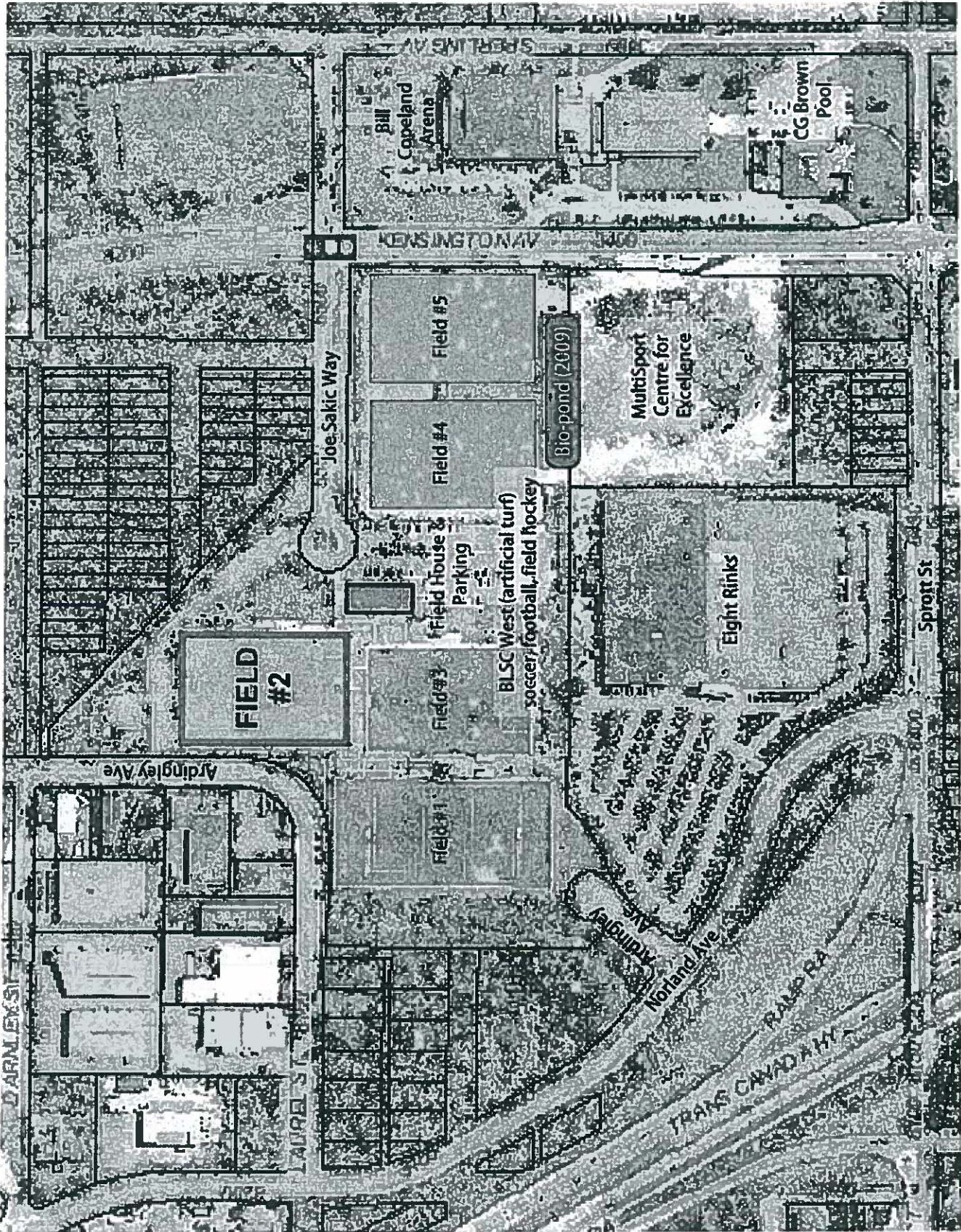
Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

HE:tc

Attachment

p:\admin\c\data\wp\he\reports\Burnaby Lake Sports Complex - West - Field #2 Replacement Funding Bylaw (2015.03.02)

cc: Director Finance
City Solicitor



Burnaby Lake Sports Complex West ~ Field #2 Turf Replacement (NTS)



Office of the City Clerk

Commission Agenda
Date2015 Mar 18
Correspondence..... (b)

D. Back, City Clerk
S. Cleave, Deputy City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: DEPUTY CITY CLERK (K. O'CONNELL) DATE: 2015 MARCH 10
FROM: CITY CLERK FILE: 42000-01
SUBJECT: **PROCEDURE BYLAW AMENDMENT**
ITEM NO. 02, MANAGER'S REPORTS, COUNCIL 2015 MARCH 09

Burnaby City Council, at the Open Council meeting held on 2015 March 09, received the above noted report and adopted the following recommendation contained therein:

1. "THAT this report be received for information, and the City Solicitor be authorized to bring forward the required bylaw amendment."

A handwritten signature in black ink, appearing to read "Dennis Back".

Dennis Back
City Clerk

DB:rj

Copied to: COB Committees/Commissions
City Manager
Deputy City Manager
City Solicitor

NOTE

This is for the information of the Commission



COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2015 February 26

FROM: DEPUTY CITY CLERK

SUBJECT: PROCEDURE BYLAW AMENDMENT

PURPOSE: To amend Procedure Bylaw No.11714 to delegate authority to Committee Chairs to call or change committee meetings.

RECOMMENDATION:

1. **THAT** this report be received for information, and the City Solicitor be authorized to bring forward the required bylaw amendment.

REPORT**1.0 BACKGROUND**

In 2014, the Clerks Department began a review of the Terms of Reference (TOR) for Council's boards, committees and commissions. The objective of the review was to provide the committees with a consistent approach and standardized template. Upon review of the various TOR inconsistencies in the authority of Committees, Boards and Commissions to call or alter a scheduled meeting date, time and location became apparent.

Presently, Sections 30, 35 and 36 determine the meeting schedules as follows:

City of Burnaby Procedure Bylaw No. 11714, Sections 30, 35 and 36

30. *A committee or commission shall meet when directed to meet by resolution of the Council, or at such other times as the committee or commission may resolve pursuant to sections 35 and 36.*
35. *The first meeting of a committee after its creation shall be held on the date and at the time and location specified by the Mayor. Every meeting of a committee after its first meeting shall be held on the date and time and location as directed pursuant to section 30 or as otherwise specified by resolution of the committee.*
36. *The first meeting of a select committee after its creation shall be held on the date and time and location specified in the Council resolution creating the select committee, or if not such resolution is made, by further resolution of the Council. Every meeting of a select committee after its first meeting shall be held at the date, time and location as directed pursuant to section 30 or as otherwise specified by resolution of the select committee.*

To: City Manager
 From: Deputy City Clerk
 Re: Procedure Bylaw Amendment
 2015 March 09.....Page 2

Presently, the majority of committees/commissions meet on a monthly basis or less frequently. The time gap between meetings requires committees/commissions to be aware of any meeting changes in advance (e.g. one month or more) in order to pass a committee resolution. If the decision/circumstance that has resulted in the need to change a committee/commission meeting time, date or location is identified between meetings, a Council resolution is required to amend the meeting schedule. To allow the Committee/Commission Chair to alter a meeting date, time or location without the burden of a Council resolution, the following (or similar) amendments are proposed:

- 30. *A committee or commission shall meet when directed to meet by resolution of the Council or at such other times established pursuant to sections 35 and 36.*
- 35. (1) *The Chair of each committee or commission may call an additional meeting, cancel a meeting, and change the meeting place.*
 (2) *The decision of the Chair to cancel or reschedule a committee or commission meeting postpones the business on the agenda for the meeting to the next or the rescheduled committee or commission meeting.*
- 36. *Where revisions are necessary to the schedule referred to in section 30, the City Clerk must, as soon as possible, post a notice in the public notice posting place to advise the public of:*
 - (a) *any revisions to the date, time and place of the committee or commission meeting;*
 - (b) *any committee or commission meeting which has been cancelled by the Chair in accordance with subsection (1) of 35; and*
 - (c) *any additional committee or commission meeting which has been called by the Chair in accordance with subsection (2) of 35.*

2.0 TIMELINE

Once Council adopts a resolution to amend the Procedure Bylaw, the bylaw will come forward for three readings. Following the three readings a Notice of Amendment and explanation of the purpose of the Amendment will be advertised in accordance with Section 94 of the Community Charter. The advertisement will be placed in a newspaper circulating locally, once each week for two consecutive weeks. The bylaw would then return to Council for reconsideration and final adoption.


 Kate O'Connell
 DEPUTY CITY CLERK

:ko

cc: COB Committees/Commissions
 City Manager
 Deputy City Manager
 City Solicitor

Commission Agenda**Date 2015 Mar 18****Reports..... (a)****TO:** MEMBERS OF THE PARKS, RECREATION AND CULTURE COMMISSION**FROM:** CHAIR - PARKS, RECREATION AND CULTURE COMMISSION**SUBJECT:** 2015 COMMITTEE AND LIAISON MEMBER APPOINTMENTS**RECOMMENDATION:**

1. THAT the 2015 Committee and Liaison Member Appointments be approved as submitted.

REPORT

The following appointments are recommended for 2015:

COMMITTEE	DATE OF MEETING	MEMBERS APPOINTED
Burnaby Art Gallery Advisory Committee	- Six Tuesdays a year - Evening (2 hrs.)	1. Lance Matricardi (Alternate) Karen Purdy
Burnaby Village Museum Advisory Committee	At the Call of the Chair	1. Nick Volkow 2. Matt Foley 3. Lee Loftus 4. Wayne Peppard
Burnaby Arts Council and Other Arts and Cultural Groups	- 2 nd Tuesday every month - Evening	1. Karen Purdy (Alternate) Lance Matricardi
Burnaby/Vancouver Parks, Recreation and Cultural Committee	At the Call of the Chair	Commission as a Whole when required.
Parks Names and Signs Committee	At the Call of the Chair	1. Nick Volkow 2. Anne Kang 3. Matt Foley
School Board Liaison (School Board Building and Grounds Committee)	- Meetings held on 3 rd Tuesday of each month at 5:00 p.m.	Commission as a Whole when required.
District Community School Advisory and Coordinating Committee	Meetings usually held every other month at 7:00 p.m.	1. Karin Alzner (Alternate) Matt Foley
Advisory Planning Commission	- 12 days prior to Public Hearing - 6:00 p.m. in Clerk's Committee Room	1. Matt Foley (Alternate) Lee Loftus
Community Heritage Commission	- 1 st Thursday every other month (except during summer) - 6:00 p.m. in Council Committee Room	1. Lee Loftus (Alternate) James Jang
Mayor's Task Force on Graffiti	At the Call of the Chair	1. Lance Matricardi (Alternate) James Jang

DE:tc

p:\admin\tc\annual\2015 committee and liaison appoint report

CITY OF BURNABY**PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT**

DIRECTOR'S REPORT NO. 3, 2015

2015 MARCH 11

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1	Burnaby Minor Lacrosse Club Correspondence
2	2015 Burnaby Golf Fees Bylaw
3	Giro Di Burnaby
4	Fee Waiver Request – Gadabouts Picnic
5	Donation Program Update
6	Community Participation in Environmental Programs
7	2015 March – Parks, Recreation & Cultural Services Capital Funding Bylaw

Respectfully submitted,

DAVE ELLENWOOD
Director Parks, Recreation and Cultural Servicestc
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Item	1
Director's Report No.	3
Meeting	2015 March 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: BURNABY MINOR LACROSSE CLUB CORRESPONDENCE

RECOMMENDATIONS:

1. **THAT** this report be received for information purposes.
2. **THAT** a copy of this report be sent to Mr. Tom Kellett, President of the Burnaby Minor Lacrosse Club.

REPORT

Correspondence has been received from Mr. Tom Kellett, President of the Burnaby Minor Lacrosse Club (BMLC) (Attachment #1). Mr. Kellett expresses concern about continued loss of floor time for the club in spite of increased numbers of participants in 2014. BMLC reports the 2014 season was difficult as a result of this reduction, affecting practice time for many teams. The club is concerned they may be unable to meet future demands of Burnaby residents with continued reduction in floor time. This report provides Commission with detail of the City arena floor allocation.

Policy

In 2006, the Allocation Policy (Attachment #2) was implemented after considerable consultation with both ice and floor user groups. The policy guides the allocation of space in facilities providing a framework for city, community and school board activities. Stemming from the Allocation Policy, the Dry Floor Arena Guidelines (Attachment #3) aid in the allocation of floor time, with established formulas used to provide annual floor entitlement to minor sport groups.

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Allocations

Allocation of arena floor time is comprised of both prime and non-prime time each day of the week as outlined in the table below.

PRIME TIME		
Monday -Friday	6-10:30pm	
Saturday and Sunday	9am-10:30pm	
NON-PRIME TIME		
Monday-Friday	9am-6pm	10:30pm-12:15am
Saturday and Sunday	10:30-11:15pm	

Listed in the table below is the breakdown of total prime and non-prime time in the arenas and the amount of prime and non-prime time allocated to sport groups and city programs utilizing the arenas in the spring season.

	Total Time Hours	Prime Hours	BMLA	MMBHA	City	Other Lacrosse	Other Sports	Total Allocated
Copeland	105.25	50.00	25.75	0.00	0.00	20.50	0.00	46.25
Bby Lake	105.25	50.00	15.00	19.25	0.00	4.50	8.50	47.25
Kensington	<u>105.25</u>	<u>50.00</u>	<u>11.00</u>	<u>22.25</u>	<u>0.00</u>	<u>2.75</u>	<u>11.75</u>	<u>47.75</u>
Sub Total	315.75	150.00	51.75	41.50	0.00	27.75	20.25	141.25

	Non- prime Hours	BMLA	MMBHA	City	Other Lacrosse	Other Sports	Total Allocated
Copeland	55.25	2.25	0.00	15.00	0.00	0.00	17.25
Bby Lake	55.25	0.00	2.00	17.25	0.00	8.50	27.75
Kensington	<u>55.25</u>	<u>0.00</u>	<u>2.50</u>	<u>8.25</u>	<u>0.00</u>	<u>7.75</u>	<u>18.50</u>
Sub Total	165.75	2.25	4.50	40.50	0.00	16.25	63.50

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Of the 315.75 hours per week of allocation time available in all three arenas, there are 150 hours of prime time and 165.75 hours of non-prime time. BMLC receives a total of 54 hours per week, 51.75 hours of prime time and 2.25 hours of non-prime time. Metro Minor Ball Hockey Association (MMBHA) receives 46 hours per week, 41.50 hours of prime time and 4.5 hours of non-prime time. Other Lacrosse groups (Junior and Intermediate A and B teams, Seniors A men's and women's team) receive 27.75 hours of prime time and no non-prime time. Other Sports includes adult in-line and ball hockey groups that receive 36.5 hours per week, 20.25 hours of prime time and 16.25 hours of non-prime time. City programming such as general sport and inline skating, receives no prime time and 40.5 hours of non-prime time.

After school, evening and weekend time in the arenas is extremely well utilized. Burnaby Lake and Kensington facilities are booked until late in the evening week nights and weekends (last bookings conclude between 11:15pm-12:15am) with the exception of Sunday at Kensington Arena when the last booking concludes at 10:45pm. Bill Copeland is used on average until 10:30 pm each night. Available floor time is limited to weekday mornings, a time traditionally used by ice user groups but historically not by floor groups.

Floor time in all three arenas is at a premium and utilized for programs offered by city staff, minor and adult sport leagues, as well as private and preferred adult community sport groups. Space is allocated as per the Allocation Policy developed in 2006 and supports regularly scheduled activities, and both special events and tournaments. Population growth in the City, combined with minor sport group growth creates challenges for booking floor time when there is limited space available.

BMLC and MMBHA

The following table details BMLC and MMBHA registration, residency, floor entitlement, allocation details and outdoor sport box time summarized for the period 2010-2015. Annual floor entitlement is based on the previous year's rosters (2009 rosters provide the base for 2010 floor time).

	2010	2011	2012	2013	2014	2015
REGISTRATION						
BMLA rosters	450	418	410	381	394	421
Bby residency	437	405	390	358	378	404
Resident %	97	97	95	94	96	96
 MMBHA rosters	 384	 474	 579	 705	 802	 896
Bby residents	211	289	359	437	489	556
Resident %	55	61	62	62	61	62

	2010	2011	2012	2013	2014	2015
FLOOR						
BMLC entitlement (hrs)	67.50	65.00	62.50	57.50	52.50	57.50
Allocation	68.00	66.50	63.50	58.50	52.50	56.75
Min per participant	9.34	9.85	9.77	9.80	8.33	8.43
Outdoor Sport box time	134.00	134.00	20.00	34.00	34.00	34.00
 MMBHA entitlement (hrs)	 22.28	 27.45	 33.48	 40.98	 45.86	 52.13
Allocation	27.75	32.50	38.25	42.25	46.00	49.00
Min per participant	7.89	6.75	6.39	5.80	5.64	5.29
Outdoor Sport box time	0	0	21.00	26.5	23.00	23.00

BMLC participation for 2013-2015 has increased by 40 players from 381 to 421 respectively. This comes after 3 previous years of declining participants. Net decline in participation for the period 2010-2015 is 29 players or the equivalent of 2 teams.

MMBHA participation has increased since 2010 by 512 players. Burnaby participants have increased by 345 for this same period. 2014 rosters for MMBHA include 556 Burnaby players compared to 404 BMLC Burnaby players. Burnaby residency is the primary factor for determining the amount of floor time the group will receive.

In 2014 BMLC floor allocation provided 8.33 minutes per week of indoor floor time per participant compared to 5.64 minutes per week for each MMBHA player. In 2015 BMLC minutes of indoor floor time per participant increases to 8.43 minutes per player while MMBHA decreases to 5.29 minutes per player. BMLC's allocation formula includes time for both game and practice while MMBHA's allocation has historically provided game only.

From 2010-2013 allocated floor time for each group was greater than the formula driven entitlement time. In 2014 entitlement and allocated floor time is equal for both clubs. However, in 2015, each group's floor time is less than their entitlement as a result of limited space. Both BMLC and MMBHA have 34 and 23 hours of outdoor sports box time which supplements their indoor entitlement.

Prior to 2012, BMLC block booked the outdoor sport boxes to support the club's needs maximizing their box time of 134hrs. Commencing in 2012, MMBHA was allocated space in all three boxes to support their requests for increased access to Burnaby facilities. Capital improvements were made at Confederation sports box in 2012 and Riverway sports box in 2013. In addition to the repairs made to the perimeter boards and players benches, an acrylic surface was poured over the existing asphalt base which significantly enhances the experience for both sports in each box.

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Conclusion

Arena floor allocations are conducted with the benefit of established policy and guidelines. Based primarily on proportion of resident participants, the process continues to be fair and equitable for user groups.

Arena floor time is in limited supply and staff continue to work with user groups to meet their needs. In meeting this challenge, staff continue to look for ways to be efficient with the use of floor time for program and community group needs to maximize the use of the three arenas and outdoor sport boxes.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

NH:mg

Attachments (3)

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October 30, 2014

**Burnaby Minor Lacrosse Club 4607 Irmin Street, Burnaby, B.C. V5J 1Y1**

To the Attention of the Burnaby Parks, Recreation and Culture Commission
4949 Canada Way
Burnaby, BC, Canada
V5G 1M2

As we look to the new year we see the need to follow up on our concerns expressed last year at the meeting of The Parks, Recreation and Culture Commission regarding the continuing loss of floor time for the Burnaby Minor Lacrosse Club. This year again, even though our numbers have increased, we were asked to return more floor time. With our numbers increasing this came as a surprise, we understand that there are pressures on our facilities but it was unexpected. We have worked with city staff and through revising our allocation for the mini-tyke division we were able to return 5 hours for the 2014 season. As you are aware our numbers and our number of teams have increased this year and we will be looking for an increase in our floor time. Our concern is that with the continual eroding of floor times we will be unable to service the demands of Burnaby residents. This year has been difficult for many teams there has been a lack of practice time.

Burnaby Minor Lacrosse Club has been a main stay in the city of Burnaby for over 50 years. BMLC contributes in many ways, we provide a sports activity for the youth of Burnaby, supporting the individual development of players as well providing a player development path to the Intermediate, Junior and Senior Burnaby teams. Our members not only play lacrosse in Burnaby but are supporters of our Intermediate, Junior and Senior Burnaby teams.

BMLC is the only dry floor user that has dedicated teams for female, providing opportunities for young women to access scholarships in the US and Canada. BMLC has worked with both LMMLC and BCLA in developing programs specifically for female players. Female represents over 30% of our club membership. BMLC helps Burnaby girls participate at the both the provincial and nation level, promoting female participation in sport. Our work in this area gives Burnaby recognition that there is some gender equity accessing sports facilities in the city.

It is our understanding that much of the demand for additional floor time is from Metro Minor Ball Hockey Association, although we understand the need to provide Burnaby residents with access to our facilities it not the responsibility of Burnaby to provide access to the residents of the other three cities that MMBHA encompasses. Burnaby Minor Lacrosse Club is just that, a club from Burnaby with over 98% of the members from Burnaby. This is closely monitored by our provincial organization which restricts our catchment to just Burnaby, requiring proof of residency at registration. The only players not

October 30, 2014

from Burnaby are placements released by the Lower Mainland Minor Lacrosse Commission, from clubs that are unable to field teams at certain levels or do not have a female program. MMBHA does not have these restrictions, nor is proof of residency a requirement. Our catchment is Burnaby, a city of approximately 225,000 residents; the catchment for MMBHA is the combined total of Burnaby, Vancouver, New Westminster and Coquitlam a total of over a million residents. Vancouver has three arenas for dry floor users (one exclusively used for ball hockey), New Westminster has three, Coquitlam has two, with two additional rinks available at Planet Ice Coquitlam, and Burnaby has three. The BMLC has access to three arenas, MMBHA has access to thirteen. For outdoor boxes Vancouver has 14 mixed use facilities, New Westminster has three, Coquitlam has four and Burnaby has three. BMLC has access to three outdoor boxes; MMBHA has access to twenty-four. As an advocate for BMLC, I look at the wealth of facilities that MMBHA can access to and it is difficult to understand why they are looking to Burnaby for additional floor time. Rather than lobbying Burnaby for more time, maybe more efforts should be made to access the facilities in the other three cities. It seems unfair that Burnaby, which makes up only 22% of catchment for MMBHA, should be supplying 60% of their floor time and they are asking for more.

BMLC is quite different from MMBHA and of course each club has different needs. For our Mini-Tykes we use half of the floor and play side to side, all of our other teams use the full floor, the MMBHA, their Novice, Atom & Pee Wee play only using only half of the floor. For the BMLC our regular season for all of our teams are 18 - 20 games not including tournaments, playdowns or provincials. For the MMBHA the league consist of a 10-12 game season. The needs of the two sports are different this should be reflected in the allocation of floor time with a design to support the needs of each club, and the residents of Burnaby who make up the membership.

Our current allocation for the 2014 was 1.5 hours of game time and 1 hour of practice time per team for a total of 57.5 Hours. we agreed for the 2014 season to an allocation one hour per team for the mini tyke division, this was based on each team having an entitlement of one hour per team made up of .5 game time and .5 of practice time. For the 2014 season we will have 26 teams, based on our past allocation our entitlement will be 65 hours. With the demands for floor time this may be difficult to meet, and we are prepared to work the city staff to best meet the needs of the Burnaby residents who make up the BMLC.

Sincerely yours,



Tom Kellett
 President BMLC

ALLOCATION POLICY

REASON FOR THIS POLICY

The purpose of this policy is to provide a framework to ensure fair and equitable allocation of the City of Burnaby's Parks, Recreation and Cultural Services facilities.

BACKGROUND

Currently there are booking policies or guidelines for specific service provision areas that include: arenas, arts, aquatics, outdoor facilities, and indoor dry space.

However, there is not an overriding policy, approved by Commission, which states the intention of the booking practices for all facilities.

The intention of the following policy is to provide guiding principles that oversee the allocation of all Parks, Recreation, and Cultural Services facilities. Site specific or service specific booking guidelines will be in place for each facility or service.

ALLOCATION POLICY

It is recognized that in the City of Burnaby there are many indoor and outdoor high quality facilities that provide opportunities for community members to be involved in leisure pursuits.

It is the responsibility of Burnaby City Council and the Burnaby Parks, Recreation and Culture Commission to provide a reasonable level of facility access to a range of activities within current capacities. However, the volume and diversity of users has grown and so have the competing expectations for facility access.

Therefore, the expectation of the Allocation Policy is:

To provide fair distribution of Burnaby Parks, Recreation and Cultural Services facilities that strives for equity of access and provides opportunities that crosses financial barriers, gender, age, ethnic diversity, range of activities and level of accomplishment of activities.

To provide a range and balance of services and activities to the citizens of Burnaby which enhances the City of Burnaby's programmed activities and services with opportunities for public involvement in traditional and emerging leisure activities by the use of City of Burnaby facilities.

To ensure optimum and appropriate use of Burnaby Parks, Recreation, and Cultural Services facilities so they are utilized to their fullest capacity to provide maximum benefit to the community.

To ensure a reasonable financial return as determined by a range of services and guided by Commission's Fees and Charges policy and meets the annual financial expectation of each facility.

ALLOCATION POLICY

Order of Preference: The following categories of use will not be at the exclusion of other priorities of use as all categories may be required to fulfill the expectation of the Allocation Policy.

- First: City of Burnaby's Parks, Recreation, and Cultural Services Department's sponsored programs, events, and services
- Second: City of Burnaby's programs, events, services
- Third: Burnaby School District activities during the school day.
- Fourth: Community events and/ or tournaments hosted by City of Burnaby organizations and/ or clubs that require a facility commitment longer than 1 year ahead of time.
- Fifth: Non-profit community groups or informal community groups with a membership of 60% or more Burnaby residents or employees/ employers of a Burnaby based company.
- Sixth: Non-profit community groups or informal community groups with a membership of less than 60% Burnaby residents or employees/employers of a Burnaby based company.
- Seventh: Appropriate commercial or private groups

Definitions:

Non-Profit Community Group

- Not for profit, non-restrictive group registered as a non-profit society.

Informal Community Group

- Not for profit, non-restrictive, association of people.

Commercial Group

- Any for profit organization.

Private

- Group or organization which requires exclusive use.

Community Events/ Tournaments

- Events and tournaments deemed to contribute to the tourism strategies of the City of Burnaby.

Appropriate Use

- City of Burnaby facilities are publicly funded community assets. Users of facilities must comply with all applicable City bylaws and Federal and Provincial legislation, including the British Columbia Human Rights Code.

Equitable

- Fair and just

ALLOCATION POLICY

OTHER CONSIDERATIONS

Allocation distribution will be reviewed on an annual basis and evaluated based on the allocation policy. Some consideration will be given to historical bookings as those groups have consistently provided a service to the Burnaby community.

When appropriate and particularly when demand exceeds supply of available facility time, there will be consultation with user groups.

Appropriate time allocation to specific age groups will be considered and an appropriate standard of facility for the level of activity.

Additional consideration will be given to under-represented and emerging groups.

Allocations will be based on fulfillment of previous years' financial obligations; utilization of previous bookings, adherence to contract's conditions of use, and adherence to all regulations and by-laws that govern the booking.

Staff have the responsibility to ensure the Allocation Policy is administered in an objective transparent manner and ensure a balance of service.

Policy Date: 2006 March
Policy Review Date: 2007 March

WS:ws:mc
p:/..ws/general/allocationpolicyjan2006.doc

DRY FLOOR ARENA ALLOCATION GUIDELINES

The purpose of these guidelines is to provide a process for allotting floor time in Burnaby Parks, Recreation and Cultural Services (BPRCS) Arenas. The process is in accordance with the Allocation Policy approved by the Burnaby Parks, Recreation and Cultural Services Commission February 22, 2006.

1.0 ARENA USERS

The principal uses of the arenas are for department programs, special events and regular community group rentals. Descriptions of these uses, in order of priority, are as follows:

- i. City of Burnaby's Parks, Recreation and Cultural Services Department's sponsored programs, events and services:
These include drop-in programs such as Public Inline Skate and registered programs such as Inline Learn-to-Skate, Skateboarding or Multi Sport. Examples of Departmental events would include recognition or seasonal celebrations. Considerations in planning programs include shifts in demographics and community need. These introductory programs provide the skill development, which leads to registration in community sport groups.
- ii. City of Burnaby Programs, Events and Services:
This includes all City programs and special events. This category also includes events that are supported by the City through the City of Burnaby Sports Tourism Initiative. For example, World Police Fire Games (WPFPG) and 2012 Seniors Games.
- iii. Burnaby School District activities during the school day:
Some Burnaby schools rent floor time for In-line skating which occur during school board hours. School Leaving Ceremonies are scheduled annually and held in late May/early June.
- iv. Community Events and or Tournaments hosted by City of Burnaby community organizations and/ or clubs that require a facility commitment longer than 1 year ahead of time:
There are several types of special events/tournaments held in City arenas. These include regular, annual or non-recurring, onetime events. During the floor season there is a mix of events including tournaments and non-sporting events. Examples of possible events include Mann and Minto Cup.
- v. Seasonal Bookings by community groups with membership of 60% or more Burnaby residents or employees/employers of a Burnaby based company:
Regular seasonal use by community groups must have membership of 60% or more Burnaby residents. Each of the associations is responsible for the distribution of floor time to its teams or members. No subletting by community groups is permitted.

- a) Burnaby Lacrosse includes:
 - Burnaby Minor Lacrosse
 - Burnaby Intermediate 'A' and 'B' Lacrosse
 - Burnaby Junior 'A' and 'B' Lacrosse
 - Burnaby Senior 'A' and 'B' Lacrosse

- b) Regional Sports Include:
 - Groups comprised of registrants from a variety of municipalities in the Lower Mainland and therefore considered a regional sport group. Floor time is allocated based on the percentage Burnaby residency. It is expected that regional sports use proportionate amount of time in other municipalities.

 - Floor Time Allocation will be based on the formulas in Appendix A.

 - Percentage residency influences the amount of floor time a regional sport group will receive and is calculated as follows:

# Participants	Residency	# Participants for Teams	# teams @ 16/team	Game Time per team	Total Allocation
560	61%	341.60	21.35	1.5	32.02 hours
Example					

vi. Non-Profit Community Groups or informal community Groups with a membership of less than 60% Burnaby residents or employees/employers of a Burnaby based company

- a) Various adult groups book floor time and include in-line hockey, and adult ball hockey leagues, which do not have closed participation.

vii. Commercial Use or Private

- a) Commercial use examples have included Antique Show or Neptune Food Show. Private use includes sport groups with restricted or closed participation.

2.0 ARENA SEASONS

There are two primary seasons, ice and floor. Typically dry floor season starts at Kensington and BLA in the last week of March, and at Copeland the first week of April. Within each season, there is pre-season floor time available, which varies year to year depending upon events and rentals. In addition, Jr. and Sr. Lacrosse playoffs may take precedence over the start of regular ice season at BCSC.

3.0 ARENA FLOOR ALLOTMENT MEETING

There will be an annual arena floor allotment meeting held each fall. It will include one representative from each of the community groups, each adult sport group represented in 1i-vi, and Burnaby staff. The representative must have the authority to make allotment related decisions on behalf of the group. Additional allotment meetings, if required, will be held from October to February.

i. Role of Representative

The role of the representative is to provide input into allotment decisions on behalf of their group as well as provide input on the impact to their group from proposed events and tournaments.

ii. Role of Staff

It is the responsibility of staff to make floor allocation decisions after consultation with representatives. There may be occasions when consultation is not possible due to time constraints. An example of this is when a bid deadline occurs and needs to be submitted in advance of the annual meeting.

Staff's role is to also allocate floor time in a fair, equitable way, and to do so in a manner that is respectful of the needs of all, while ensuring a balance of service is provided to the citizens of Burnaby. This will be in accordance with the Allocation Policy and the Dry Floor Arena Allocation Guidelines.

4.0 ALLOCATION CONSIDERATIONS

i. Annual Allocation of floor time

As a general guideline, each sport will receive time based on the standard of the sport, age group and level of play. The standard will be established by reviewing the practices for the sport in other lower mainland municipalities and those reflected in their organizing body. A formula, Appendix A, created from this standard, will be applied to the registration numbers (number of teams) from the previous year, which will establish the upcoming season's allocated floor time.

ii. Games and Practices

It is expected that groups will support scheduled games by releasing practice time. As a general guideline, time required for games will have a higher priority than practices. This will be applied when a special event bumps an allocation. It will also be applied if there is competing demand for time. Leagues should support scheduled games by releasing practice time regardless of the sport.

iii. Demand Exceeds supply

When total time required for all sports combined is greater than the time available in the arenas, each sport/club will receive their proportion of the available inventory of time. Staff will consult with groups through this process. The sport group will determine how their allocation is used. For example, if registration numbers need to be capped, or if they can realign some practice allocation.

iv. Outdoor Sport Boxes

Although use of these boxes is weather dependant, it is expected that the appropriate sports will make use of the boxes. After each sport submits their requests for the outdoor box schedule, staff will allocate as fairly as possible. This will take place at the same time as Arena floor allocations.

v. Bill Copeland – wood sport floor

The wood sport floor is suitable for only certain sports activities and therefore limits the type of activities scheduled. Maintenance is required from time to time, and will take priority that may result exceptions to priorities identified in the Allocation Policy.

vi. Booking Requests

- When staff assess booking requests, the type activity, composition of the group, impact to community user groups, and suitability of sport to facility will be considered.
- Past season conduct and consistent utilization of time allocated the previous season will also be taken into consideration.

5.0 SPECIAL EVENTS

Events provide an opportunity for citizens who do not participate in arena sports to utilize the facilities as spectators or participants. Many tournaments and events highlight the highest calibre of sport and are a compliment to the Burnaby economy. However, special events do pose a disruption to regular users. If events are scheduled well in advance this will assist to mitigate the disruption to the regularly scheduled groups, while allowing for a wider variety of activities within the arenas. Regular users should modify their league play for these events where they can be flexible. When longer term events affect groups, staff will work with displaced groups to try to secure alternative space when possible.

i. Events and celebrations requiring more that 1 year in advance

There may be events that require more than one-year advance confirmation or that confirmation is required in order for a group to submit a bid. In either of these circumstances, staff will assess the feasibility of these events, consult with user groups where possible and make a decision. Community groups will be notified as quickly as possible of events in this category. Examples of previously held special events include WPGF, 2012 Seniors Games, Esso Cup, and Canadian Ringette Championship, which could include provincial and national tournaments

ii Tournaments and Celebrations not requiring more than 1 year in advance

Event requests are due to the Central Complex Allotment Clerk by the beginning of October for the upcoming season. Previous examples include Deschner Days Lacrosse Jamboree, Jack Crosby Memorial Novice All-Star Tournament and the Challenge Cup Opening Ceremonies. Tournaments and annual events requested by community groups will be assessed by staff to determine their impact and compatibility with the upcoming seasons' activities. The information from this assessment will be presented at the fall Committee meeting for additional input.

6.0 PRIVATE AND/OR COMMERCIAL GROUPS

These will be allocated time as the situation permits based upon the allocation policy.

7.0 ANNUAL TIMELINE FOR ALLOTMENTS

- i. End of June:
Deadline for group and roster information from community groups and adult groups to be forwarded to the Allotment Clerk
- ii. Beginning of October
Special event requests are to be submitted to the Allotment Clerk
- iii. October/November
The arena allocation meeting will be held to discuss regular allocation needs and issues, and review tournament and event requests submitted to staff
- iv. November/December
Staff will have a draft floor schedule completed for review by groups

APPENDIX A			
DRY FLOOR SPORT FORMULAS			
REVISED 2012	Practice Time	Game Time	Game Warm-Up time
YOUTH			
Burnaby Minor Lacrosse	0.50	1.50	0.00
Metro Minor Ball Hockey	0.00	1.50	0.00
Intermediate A Lacrosse	1.50	2.00	0.50
Intermediate B Lacrosse	1.50	2.25	0.50
Jr. A Lacrosse	3.00	2.50	0.75
Jr. B Lacrosse	1.50	2.00	0.50
ADULT			
Sr. A Men	3.00	2.50	0.75
Sr. A Women	0.00	1.50	0.00
ADULT PRIVATE			
Premier Ball Hockey	0.00	1.50	0
Vancouver Inline	0.00	1.25	0
Adult Ball Hockey	0.00	1.50	0



**Burnaby Parks, Recreation & Cultural Services Arena User Group
2014 Floor Season**

Team Name: _____ Date: _____
League Name: _____ Sport: _____
(if applicable)
Main Contact Person's Name _____

YES NO

Are you a non-profit community group or informal community group with a membership of **60% or more** Burnaby residents or employees/employers of a Burnaby based company? ☐ ☐
For adult groups – If yes, please fill out the roster information attached.

Are you a non-profit community group or informal community group with a membership of **less than 60%** Burnaby residents or employees/employers of a Burnaby based company? ☐ ☐

Main Contact Person

Name: _____ Position: _____
Address: _____ City: _____ Postal Code: _____
Home Phone: _____ Work Phone: _____ Cell: _____
Email: _____ Fax: _____

Alternate Contact Person

Name: _____ Position: _____
Address: _____ City: _____ Postal Code: _____
Home Phone: _____ Work Phone: _____ Cell: _____
Email: _____ Fax: _____



**Burnaby Parks, Recreation & Cultural Services Arena User Groups – Team Roster
2014 Floor Season**

Name	Home Address <small>Please include city & postal code</small>	Work Address <small>Please include city & postal code</small>	Home Phone Number	Work Phone Number
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

The City of Burnaby Parks, Recreation & Cultural Services is collecting your personal information in accordance with the Freedom of Information and Protection of Privacy Act for the purposes of determining arena allotments and to verify residency.
By way of submitting your personal information, you are consenting to the use of your personal information by Burnaby staff to verify you're residency/employment address throughout the allotment term. Misrepresentation of residency may result in cancellation or changes to your teams' allotment.
Your personal information is protected and will be used only for the purposes described above. If you have any questions regarding the use of your personal information please call 604-320-



Item	2
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: 2015 BURNABY GOLF FEES BYLAW

RECOMMENDATIONS:

1. **THAT** the 2015 Golf Fees be approved as outlined in this report.
2. **THAT** Council be requested to approve the 2015 Burnaby Golf Fees Bylaw as detailed on Attachment #1 circulated under separate cover.

REPORT**BACKGROUND**

A Golf Fees bylaw is required under the Community Charter for all fees and charges related to the public use of municipal facilities. The 2015 Burnaby Golf Fees Bylaw will apply for the period 2015 May 01 to 2016 April 30.

The 2015 fees for golf services are presented at this time of the year to allow the proposed fees to fall into line with the local golf industry after evaluating the market conditions and competitor's rates. This provides opportunity for the City to ensure that its pricing remains appropriately competitive.

This report will clarify all fee recommendations for the City's golf services, including all proposed green fee rates and restrictions for Burnaby Mountain Golf Course and Driving Range, Riverway Golf Course and Driving Range, Kensington Pitch and Putt, and the Central Park Pitch and Putt golf courses. If approved, these rates will form the 2015 Burnaby Golf Fees Bylaw.

RECENT TRENDS IN THE LOCAL GOLF MARKET

Current market research indicates that an over-supply of both tee times and driving range stall availability remains throughout the Lower Mainland. Market saturation and the dramatic decrease in rounds due to poor weather and subsequent course conditions in recent years has caused the local golf market to remain increasingly competitive in order to maintain volumes. This has forced golf course operators to develop a variety of rate structures to maintain loyalty and stimulate non-prime time use at their facilities. Yield management incentives such as tee

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2015 BURNABY GOLF FEES BYLAW

..... Page 2

time pricing are promoted in many ways to create value for the customer, and improve utilization and profitability for our sites.

2015 GOLF SERVICES – FEE DETERMINATION

The following factors were considered in the determination of the 2015 fee structure:

1. Current and projected market demands, price ranges, and recognition of the need to stimulate golf activity during weekday and non-prime time periods. Fee recommendations are based on comparable public and private golf services in the Lower Mainland (Attachment #2).
2. Public response to services and associated fees.
3. Budget restrictions and revenue targets.
4. Review of adjustment of average yield rates to offset increasing operating expenses.
5. Adjustment of base fees to reflect weekday Senior rates at 75% and weekday Junior rates at 65% of the posted Adult rate.
6. Adjustment of fees for rounding to the nearest \$0.25 pertaining to rates when combined with all applicable taxes. If tax rates should change during term of bylaw, fees will subsequently be adjusted, for the purposes of marketing and cash handling, to the nearest \$0.25 once taxes are applied.

2015 GOLF SERVICES – FEE RECOMMENDATIONS

1. Increase weekday rates \$0.96 and weekend rates \$1.43 at Burnaby Mountain and \$1.43 (weekday) and \$1.91 (weekend) at Riverway Golf Course. Increase weekday and weekend rates \$0.47 at Kensington and Central Park Pitch and Putts. When required, base rates will be adjusted up or down to a maximum of \$0.25 to ensure rounding to the nearest quarter once taxes are applied.
2. Increase driving range fees \$0.24 on three bucket and \$1.91 on fifteen bucket purchases. Eliminate the 65 bucket package and introduce new package of 75 buckets. This will achieve a more consistent percentage discounting philosophy with respect to volume purchases. Continue to offer low season increased ball counts per bucket transaction.
3. Introduce a \$4.76 (\$5.00 tax included) non-prime time advance booking fee to encourage secure bookings during slower periods.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2015 BURNABY GOLF FEES BYLAW

..... Page 3

Golf Services - Definition of Weekday/Weekend

Weekday: Monday through Thursday (with the exception of statutory holidays).

Weekend: Friday, Saturday, Sunday, and all statutory holidays.

- Sunrise specials are not available on statutory holidays.
- Senior rate continues to be offered on the Remembrance Day statutory holiday in honour of war veterans. This holiday occurs in non-prime season when booking demand is substantially decreased.

* The Pitch and Putt facilities continue to recognize Fridays (with the exception of those falling on statutory holidays) as a weekday.

SUMMARY

The proposed 2015 fees for Burnaby's golf services are believed to be fair and moderate in comparison with other local golf facilities. This value pricing for our golf facilities and services should ensure that the City maintains its market share in the current golf industry. It is recommended that the 2015 golf fees be approved as outlined.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DOC:lmr

Attachments (2)

p:\Admin\Golf\golffeebylaw\2013GolfFeesBylawReport.docx

Copied to: Director of Finance
 City Solicitor

Attachment #2

Burnaby Mtn Fee Comparison - Proposed Adult Rates 2015					
Base Rates - taxes not included					
	Regular Season		Off Season		Average net fee achieved - after applied discounts
	weekday	weekend	weekday	weekend	
Langara	\$50.25	\$56.60	\$27.00	\$27.00	\$31.39
<i>redbook/stampcard/apps</i>	\$31.65	\$31.65	\$13.50	\$13.50	
McCleery	\$56.00	\$61.00	\$32.00	\$32.00	\$35.88
<i>redbook/stampcard/apps</i>	\$37.00	\$37.00	\$16.00	\$16.00	
Burnaby Mountain	\$38.10	\$48.57	\$31.43	\$39.05	\$39.29

Riverway Fee Comparison - Proposed Adult Rates 2015					
Base Rates - taxes not included					
	Regular Season		Off Season		Average net fee achieved - after applied discounts
	weekday	weekend	weekday	weekend	
Fraserview	\$58.50	\$64.75	\$35.00	\$35.00	\$38.19
<i>redbook/stampcard/apps</i>	\$38.65	\$38.65	\$17.50	\$17.50	
Northlands	\$61.90	\$66.66	\$42.87	\$44.76	\$45.17
<i>Northlands redbook</i>	\$43.33	\$46.66	\$28.57	\$26.57	
Riverway	\$48.57	\$59.05	\$40.95	\$46.67	\$46.19

Pitch & Putt Fee Comparison - Proposed Adult Rates 2015					
Base Rates - taxes not included					
	Regular Season		Off season Posted		Average Net fee including coupons
	weekday	weekend	weekday	weekend	
Queen Elizabeth	\$12.94	\$12.94	\$9.82	\$9.82	\$11.38
Rupert Park	\$12.05	\$12.05	\$9.11	\$9.11	\$10.58
Stanley Park	\$12.94	\$12.94	\$9.82	\$9.82	\$11.38
Ambleside	\$11.60	\$11.60	\$11.60	\$11.60	\$11.60
Central / Kensington	\$11.90	\$11.90	\$9.29	\$9.29	\$10.60

Buckets	Qty	Pre-tax	Tax in	Price/ball Pre-tax	Market Range price/ball
½ Bucket	25 Balls	3.1	\$3.25	0.0124	No comparison
1 Bucket	50 Balls	5.48	\$5.75	0.011	.009 - .012
3 Buckets	150 Balls	14.29	\$15.00	0.0095	.008 - .011
15 Buckets	750 Balls	61.9	\$65.00	0.0083	.007 - .009
75 Buckets	3,750 Balls	255.24	\$268.00	0.0068	.006 - .008



Item	3
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR
PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: GIRO DI BURNABY

RECOMMENDATION:

1. **THAT** this report be received for information and that Commission be requested to forward it to Council for approval of the road closure for the Giro di Burnaby as identified in this report.

REPORT

On Thursday, 2015 July 16 the Giro di Burnaby criterium cycling event returns to the historic area of Burnaby Heights for the enjoyment of thousands of fans and spectators. Council approval of the road closures necessary to hold the event is requested as detailed in this report.

Background

The Giro di Burnaby, named as a tribute to the area's Italian community and to the world famous Giro d'Italia, made its debut in 2006, attracting 7,000 spectators. The following year it joined the BC Superweek series, attracting more than 200 riders to the races over the next two years and producing a list of winners that includes some of North America's finest cyclists.

The race took a two-year hiatus in 2009 and 2010 but returned in 2011 with renewed title sponsorship for three years from Embassy Development, Appia Development and Palladio Jewellers. 2014 saw another successful Giro event as we enjoyed wonderful weather and large crowds.

Through funding from a UBCM grant for an integrated marketing strategy, the Giro and sponsors are promoted extensively on the Internet. The dynamic website, complete with extensive video, blog and social media, provide event information to riders, volunteers, sponsors and spectators. Visit www.giroadburnaby.com to see what has been created.

The Giro di Burnaby committee's objectives are to:

- promote community pride, cycling awareness, local commerce and tourism
- profile Burnaby internationally
- deliver a world class cycling event

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: GIRO DI BURNABY

..... Page 2

The Giro di Burnaby is a professional cycle race that is part of BC Superweek, the richest event in Canadian cycling with professional racers from around the world competing in the Lower Mainland.

Current

This year's Superweek series includes 9 races:

- Tour de Delta, a prologue, criterium, and road race (July 10 - 12)
- UBC criterium (July 14)
- Tour de Gastown criterium (July 15)
- Giro di Burnaby criterium (July 16)
- Tour de White Rock criterium and road race (July 17-18)

With over 5,000 spectators in attendance at each event and over \$110,000 in cash prizes for the cyclists who participate to win, this is the cycling event that puts the Lower Mainland on the map and makes it a destination event for professional teams from all over North America and beyond.

The accolades of some past attending riders include, but is not limited to the likes of; Tyler Farrar, Chris Horner, Svein Tuft, Brian Walton, Christian Meier and Dominique Rollin on the men's side and Olympic riders Alison Sydor, Leslie Tomlinson, Gina Grain and Erin Willock that have attended the Pro women's events.

Giro di Burnaby 2015 comprises a single cycling event, the Criterium, open to male and female cyclists competing for a total prize purse of over \$15,000, which is paid to the racers from monies collected from sponsorship. The race consists of 30 laps of the 1.2km course (Attachment #1) for the female riders and 45 laps for the male riders.

Since 2006 title sponsorship for the Giro di Burnaby has been collaborative with three title sponsors. Appia Development has come on board as the sole title sponsor with a three year commitment for the 2014, 2015 and 2016 Giro di Burnaby.

The women's race will start at 6:00pm and the men's race begins at approximately 7:15pm. Hastings Street and the surrounding streets are required to be closed to local traffic from 4:00pm - 10:00pm with restricted parking in the immediate area beginning at 3:00pm.

City of Burnaby staff worked with the race organizing committee and the Burnaby Heights Merchants Association (HMA) to review the route and the road closure times for 2014. The road closure times and route have now been honed to guarantee both cyclists and timing officials have sufficient daylight to ensure a safe, professional race. The 4:00pm closure allows the large volunteer team the time required to set up the 8,000 plus feet of required security fencing and ample time for the staging area to be moved into position.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: GIRO DI BURNABY

..... Page 3

The organizing committee and the HMA will provide a notice to residents and merchants regarding the closures. The road closure route and times now have history within the community with the event in its seventh year. Overall it is an evening of racing that is looked forward to by the community with little negative impact to the residents, commuters and businesses along the corridor due to the significant advance notice provided via the website, Canada Post and media sponsor.

Therefore, Council is requested to approve a road closure of the race route on Hastings Street, Rosser Avenue, Albert Street, Gilmore Avenue and MacDonald Avenue, from 4:00pm to 10:00pm on 2015 July 16.

Conclusion

In 2014, the seventh Giro di Burnaby saw approximately 7,000 people attend the race. This race continues to gain momentum and community recognition and is fast becoming a signature event for the City of Burnaby. It is expected that 2015 will see more racers competing and additional spectators attending to enjoy the event.

The Burnaby Heights Merchants Association is very supportive of the race and they look forward to welcoming Burnaby and Lower Mainland residents to their neighbourhood to enjoy a high caliber sporting event on 2015 July 16 (Attachment #2).

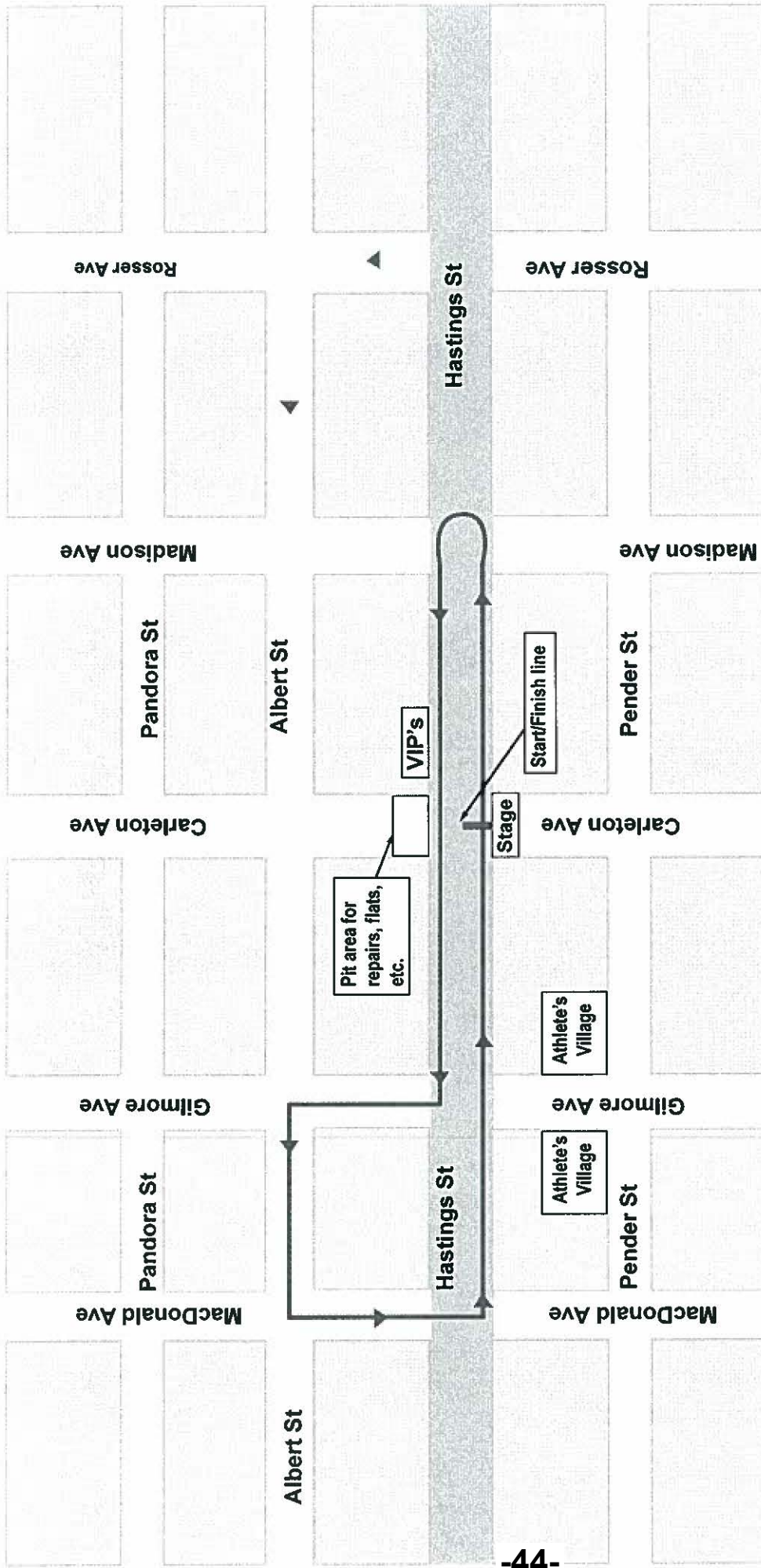


Dave Ellenwood
 DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

TK:mg

Attachments (2)

P:\Admin\Clerical\Staff\Mindi Girm\Craig Collier\Commission\Giro di Burnaby 2015.docx





January 20, 2015

Mayor Derek Corrigan and
Council Members
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor and Council,

The Giro di Burnaby has become a signature event of the City of Burnaby, and no one could be more delighted than the Heights Merchants Association.

We send you and Council this letter as an indication of our support for the Giro di Burnaby bicycle race on Thursday, July 16, 2015.

As in previous years, we anticipate that the event will be held on Hastings Street between Rosser and MacDonald Avenues. The HMA will be sure to liaise with our businesses well in advance to inform them of the 2015 planned road closures and parking restrictions. We will continue to foster a participatory approach by Heights merchants to enhance the streetscape atmosphere for our visitors.

The HMA hopes this race will continue to grow as a signature professional cycling race in B.C., and draw more people to our City. We firmly believe that the Giro belongs on the Heights, in a vibrant urban setting, celebrated and enjoyed by local businesses and residents.

Sincerely,

A handwritten signature in dark ink, appearing to read "Isabel Kolic".

Isabel Kolic
Executive Director

C: David Ellenwood, Director of Parks, Recreation and Cultural Services
Rainy Kent, Event Organizer, Giro di Burnaby



Item	4
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

SUBJECT: FEE WAIVER REQUEST – GADABOUTS PICNIC

RECOMMENDATIONS:

1. **THAT** Citizen Support Services be granted a fee waiver of \$520 for the use of Studio 103 at the Shadbolt Centre for the Arts on 2015 July 08 to host their Gadabouts Summer Picnic.
2. **THAT** a copy of the report be forwarded to Ms. Shauna Grant, Volunteer Program Coordinator Citizen Support Services.

REPORT

Attached is correspondence from Citizen Support Services requesting a waiver of rental fees at the Shadbolt Centre for the Arts for the use of Studio 103 on Wednesday, 2015 July 08 for the Gadabouts Summer Picnic.

The City of Burnaby's Citizen Support Services fundraises to provide activities for housebound seniors in the community. Throughout the year various field trips and special events are coordinated for interaction, entertainment and community involvement. This is a valuable community service enriching the lives of many seniors.

The rental cost of the studio on the event day is \$520. The request does not require additional staffing. Therefore, it is recommended that the fee be waived for the event in support of the Gadabouts Summer Picnic.

Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:gp

Attachment

p:\admin\tc\data\wp\gp\Gadabouts Picnic-2015



City of
Burnaby

Burnaby Volunteers
Citizen Support Services

MAR 03 2015

February 26, 2015

Denis Nokony
Shadbolt Centre for the Arts
6450 Deer Lake Ave.
Burnaby, B.C. V5G 2J3

Dear Denis:

SUBJECT: GADABOUTS PICNIC

I am writing to request that our charge of \$520.00 for the use of Studio 103 at the Shadbolt Centre for the Arts on July 8, 2015 be waived. We have booked the room for our annual Gadabouts Summer Picnic.

The Gadabouts are isolated housebound seniors who join us for monthly outings throughout the year. The *Outings for the Elderly* trips are only made possible through fund-raising. We do not receive any City money for this program. Without donations we could not keep the cost of the outings to a reasonable level. Our seniors love coming to the Shadbolt Centre for the Arts. The summer picnic is a highlight of their year and is anticipated by all.

We would appreciate the loan of the room at no charge, if at all possible.

Sincerely,

Shauna Grant

Shauna Grant
Coordinator of Community Volunteer Resources
Citizen Support Services

Phone: 604-294-7920

Email: shauna.grant@burnaby.ca



We support our community in health and independence

Suite 111- 4940 Canada Way, Burnaby, BC V5G 4K6 ❖ Telephone 604-294-7980 Fax 604-570-3614 ❖
www.burnaby.ca/citizensupportservices



Item	5
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: DONATION PROGRAM UPDATE

RECOMMENDATION:

1. **THAT** new pricing for the Presenting Burnaby Parks donation program as outlined in this report be approved.

REPORT**BACKGROUND**

The donation program, officially known as the Presenting Burnaby Parks Gift Program began in 1992 and has been in operation for 22 years. The program has been very successful in providing new and replacement opportunities of benches, picnic tables, drinking fountains and trees throughout our park system. Although a variety of donation options are available, the most popular item remains the purchase of a park bench, and more recently picnic tables, each accompanied with a 10" x 2" custom bronze plaque.

When the Gift Program was developed, specific types of park furniture was selected based on longevity, cost, and ease of maintenance and replacement. The first donation benches that were installed through the gift program are now over 20 years old. Although the majority of aging benches do not require replacement, they do need to be refinished several times during the 10 year period at a cost of approximately \$1,000 per bench. Recently some of the original donation benches from the late 1990's have had to be entirely replaced.

Department policy is that if a donated item becomes so old, or is damaged beyond repair and needs to be replaced after the initial 10 year time period has expired, the original donor has the first opportunity to renew the donation. In the case where a donor cannot be located, the item and location would become available to a new donor.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: DONATION PROGRAM UPDATE

Page 2

PRICE INCREASE RECOMMENDATION

The Donation Program operates on a break even policy. Several factors have necessitated an overall cost review in order to maintain a “break even” structure.

- Costs of materials and labour for the benches, tables, drinking fountains, plaques and hard surfacing have steadily risen. Bench pads are now constructed of concrete instead of gravel or asphalt to facilitate bolt down style benches that are more practical to maintain.
- The original price structure for bench donations included a bench with gravel surface below. Surfacing material under benches is now a concrete slab and made larger to aid in accessibility. This has decreased maintenance and improved the overall appearance, however, significantly increased installation costs.
- The standard for drinking fountains has also changed to a new, more appealing and durable modern style fountain. The new fountains are more accessible and easier to maintain and repair.
- Items such as benches and picnic tables require refurbishing, approximately every five years, drinking fountains require annual servicing and trees require regular pruning.

The proposed price schedule remains in line with that of neighbouring municipalities.

<u>Item</u>	<u>Current Price</u>	<u>New Price</u>
Basic Bench	\$2,000	\$3,000
Drinking Fountain	\$3,600	\$5,000
Picnic Tables	\$3,000	\$5,000
Bike Racks	\$1,000	\$1,200
Trees	\$350	\$400

SUMMARY

Since the last review of the donation program more than five years ago, costs for site furnishings, trees and labour have steadily increased. The styles, brands, and installation standards of drinking fountains and picnic tables have also improved retaining a very high quality donation package.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: DONATION PROGRAM UPDATE

..... Page 3

It is recommended that the proposed price schedule changes be adopted for the Presenting Burnaby Parks Gift Program.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

HDJ:tc
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Item	6
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: COMMUNITY PARTICIPATION IN ENVIRONMENTAL PROGRAMS

RECOMMENDATION:

1. **THAT** this report be received for information purposes.

REPORT**BACKGROUND**

The Burnaby City staff and CUPE Local 23, in co-operation with local streamkeeper groups, neighbourhood groups and community groups have supported annual stream and neighbourhood clean-ups as well as other restoration activities over the past number of years. These community events typically coincide with an opportunity for environmental grant funding, an annual environmental campaign like Earth Day, Environment Week, Rivers Day or a give back to the community event such as TELUS Day of Service or Deloitte's Impact Day.

Community members who take an active role in the community where they work or live become advocates for City work and growth. Community participation fosters community spirit, a sense of pride and ownership to parks and the community, leading to a reduction in vandalism and an increase in community safety. Staff believe that supporting community environmental activities are a benefit to the work that the City does. As part of the City's mandate to protect the environment, community activities are encouraged in City parks in a managed and controlled way.

In addition to the typical annual volunteer events outlined in Attachment #1, staff support community initiatives that include invasive plant removal, clean-ups, restoration and native species planting in natural areas.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Community Participation in Environmental Programs

..... Page 2

DISCUSSION

Although many of the volunteer community events occur on a yearly basis with advance notice, the City is receiving an increased number of requests on short notice requesting opportunities to provide volunteer service for a day. These unplanned requests are scattered throughout the year and do not fall within the pre-planned activity list; however, they are community groups earnestly hoping to provide service in their community. Staff would propose creating a set schedule for community volunteer opportunities. The ad hoc volunteer event requests would be allocated to a preset event date that would be staggered throughout the spring/summer/fall seasons. This would also allow staff to develop a program that would respond to the plant growth cycles and preferred removal periods for invasive plants which range throughout the season and react to variable weather patterns throughout the year.

On an annual basis, 10 additional event dates would be allocated to groups who come forward and make requests on an ad hoc basis.

As in previous years, arrangements will be made to have staff representatives on hand to ensure that these activities are undertaken to City standards. In addition, provision will be made for garbage pick-up, truck availability and appropriate staffing as required by the event. Coordination of these arrangements will be undertaken by the Environmental Technician in Parks in co-operation with the Superintendent of Parks, who will inform the Union as to the date, time, location and staff members that are scheduled for each event.

SUMMARY

Community activities in Burnaby parks provide a way to undertake activities that would not be possible within the current operational work plan. More importantly, providing opportunities for volunteers to contribute to their community helps to reinforce a pride of ownership for the public. The typical annual events that are currently supported would continue and in addition to manage the ad hoc event requests, a work program with up to 10 events will be created. The final dates would be confirmed on an annual basis with alternate back up dates to allow for rescheduling due to inclement weather.



DAVE ELLENWOOD

HE:my:tc

Attachment

p:\admin\te\data\wp\he\community participation in environmental programs - 2015

PARKS, RECREATION AND CULTURAL SERVICE DEPARTMENT**TYPICAL COMMUNITY EVENTS LISTING****Stewardship Campaigns**

Great Salmon Send-off	-	May 09
Environment Week	-	May 30 – June 06
World River's Day	-	Last Sunday in September
Earth Day	-	April 22
Great Canadian Shoreline Clean-up	-	Third Week in September
Arbour Day		Variable across Canada
Waste Reduction Week	-	Third Week in October

Location Based Activities

Burnaby Streamkeepers Groups	-	Ongoing
Burnaby Mountain Biking Association	-	May– October (4 events)
Deer Lake BCIT activities	-	Ongoing
Evergreen Still Creek Corridor	-	Ongoing
Lower Mainland Green Team	-	Ongoing

Neighbourhood Clean-Ups

Kingsway/Imperial Neighbourhood Association	-	September 12
Edmonds Business and Community Association	-	May 09
Windsor Elementary School	-	May 22
Burnaby Neighbourhood House	-	Ongoing
Junior Lion's Club/Junior Rotary from Moscrop – Burnaby South High Schools	-	Ongoing

HE:my:tc

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Item	7
Director's Report No.	3
Meeting	2015 Mar 18

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SUBJECT: 2015 MARCH - PARKS, RECREATION & CULTURAL SERVICES
CAPITAL FUNDING BYLAW

RECOMMENDATIONS:

1. **THAT** the expenditure of \$1,265,000 from the 2015 Annual Financial Plan for the projects outlined in this report be approved.
2. **THAT** Council be requested to bring down a bylaw to appropriate \$1,324,110 (inclusive of GST) from Capital Reserves to finance these projects.

REPORT

The 2015 Annual Financial Plan for Parks, Recreation and Cultural Services contains the following 9 projects to be funded from Capital Reserves. To enable work to go ahead on these projects, approval is requested to bring down a bylaw for funding

- | | |
|---|------------------|
| 1. Burnaby Village Museum
Interior fit outs to include acoustical upgrades to the Discovery Room (sound dampening, electrical, audio), basement collection shelving purchase/ installation and administration building painting/touch ups. | \$85,000 |
| 2. Burnaby Art Gallery
Fireside room restoration and repair. Programming space improvements Including restoration of wainscoting, benches, millwork, repair and cleaning of fireplace and casement windows, installation of new lighting, sink and creation of storage. | \$150,000 |
| 3. Shadbolt Centre
Exterior walkway entry feature beatification project to complete the pedestrian access from Canada Way/Deer Lake Avenue to the east plaza of the Shadbolt Centre featuring pedestrian walkways, planting beds and lighting. Also, annual life cycle replacement of equipment including pottery wheels, cameras/accessories, LCD projectors, tents, sewing machines, tools, tables, chairs and maintenance equipment. | \$300,000 |

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2015 March - Parks, Recreation & Cultural Services
 Capital Funding Bylaw

..... Page 2

- | | |
|--|------------------|
| 4. Alta Vista Playground | \$175,000 |
| Replacement of the 1999 playground structure to meet life cycle replacement timeline. Accessibility improvements will be included in the work. Completion placed for the Fall of 2015. | |
| 5. Fraser Foreshore Playground | \$175,000 |
| Replacement of the 1993 playground structure to meet lifecycle replacement timeline. Accessibility improvements will be included in the work. Completion planned for the Fall of 2015. | |
| 6. Vehicle Purchase | \$175,000 |
| Purchase of a medium size dump trailer for general parks maintenance crews, a stump grinder for Forestry tree work and an electrical utility vehicle for supplies and equipment for Burnaby Village Museum. | |
| 7. Cariboo Artificial Field | \$60,000 |
| Design specifications and tender documents for the replacement of the Cariboo artificial turf field in 2016. | |
| 8. Burnaby Mountain Golf Course | \$115,000 |
| Reconstruction, upgrade and expansion of the main practice putting green inclusive of equipment, materials, drainage and irrigation supplies. Design specifications for the rerouting and playability of holes 14, 15, 16 by way of an alternate extra par 3 hole to be in use while renovations are in progress. General course renovation and reconstruction to include slit drainage in soil based greens and approaches. | |
| 9. Riverway Golf Course | \$30,000 |
| Washroom flooring and fixture upgrades including tile and lighting replacement. | |

Sufficient Capital Reserves are available to complete the above projects in the 2015 Annual Financial Plan. It is recommended that Council be requested to bring down a bylaw to appropriate \$1,324,110 (inclusive of GST) from Capital Reserves to finance these projects.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DH:mg:tc

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Copied to: Director Finance
 City Solicitor