



## **PARKS, RECREATION AND CULTURE COMMISSION**

### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2015 JULY 15  
**TIME:** 7:00 PM  
**PLACE:** Council Chambers, Burnaby City Hall

### **A G E N D A**

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<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>MINUTES</u></b>	
a) Open Meeting of 2015 June 17	1
<b>3. <u>CORRESPONDENCE</u></b>	
a) Administrative Officer RE: World River's Day 2015	10
<b>4. <u>REPORTS</u></b>	
a) Director's Report No.07 2015 07 15	15
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<b>6. <u>INQUIRIES</u></b>	

7. **ADJOURNMENT**



## **PARKS, RECREATION AND CULTURE COMMISSION MINUTES**

**Wednesday, 2015 June 17**

An 'Open' meeting of the Parks, Recreation and Culture Commission was held in the Council Chamber, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2015 June 17 at 7:00 PM.

### **1. CALL TO ORDER**

PRESENT: Councillor N. Volkow, Chair  
 Councillor A. Kang, Vice Chair  
 Commissioner K. Alzner  
 School Trustee K. Chen  
 Commissioner M. Foley  
 Commissioner L. Loftus  
 Commissioner L. Matricardi  
 Commissioner W. Peppard  
 Commissioner K. Purdy

ABSENT: Commissioner J. Jang

STAFF: Mr. D. Ellenwood, Director Parks, Recreation and Cultural Services  
 Mr. D. Hunter, Assistant Director - Parks  
 Ms. G. Parent, Arts Services Manager  
 Mr. C. Collis, Assistant Director – Recreation  
 Mr. D. O'Connor, Assistant Director – Golf Services  
 Ms. H. Edwards, Manager – Parks Planning Design and Dev.  
 Mr. D. Pelletier, Manager – Business Operations  
 Mr. J. Schumann, Planner 3 - Current Planning  
 Ms. D. Luketic, Acting Client Support Assistant – Parks  
 Ms. K. Matts, Administrative Services - Parks  
 Ms. E. Prior, Administrative Officer - Clerks

The Chair called the 'Open' Commission meeting to order at 7:08 pm

### **2. MINUTES**

a) **Open meeting of 2015 May 20**

C

MOVED BY COMMISSIONER FOLEY  
SECONDED BY COMMISSIONER MATRICARDI

THAT the minutes of the 'Open' Commission meeting held on 2015 May 20 be now adopted.

CARRIED UNANIMOUSLY

3. **PRESENTATION**

- a) **Burnaby Sports Hall of Fame**  
**Re: Update**  
**Speakers: Mr. Grant Granger, Mr. Larry Hayes, Mr. Tom Berridge**

Mr. Grant Granger, Mr. Larry Hayes and Mr. Tom Berridge appeared before the Commission to give an update on the Burnaby Sports Hall of Fame activities and express their gratitude for the support over the years. The committee is currently composed of 11 voting members and a Parks and Recreation non-voting liaison. After 14 years in operation, the Burnaby Sports Hall of Fame will continue to honour individuals who have brought recognition to Burnaby. The entire list of past inductees is posted on their website. Applications for nomination are contained on the website as well. The committee has had some discussions about future topics such as the location of the Hall's display, but nothing has been decided at this time.

The Commission thanked the members of the Burnaby Sports Hall of Fame for all that they do from the Banquet to the Scholarships and the Hall's display.

4. **DELEGATION**

MOVED BY COMMISSIONER FOLEY  
SECONDED BY COMMISSIONER LOFTUS

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **Simone Brandl**  
**Re: Montecito Park Community Garden Request**  
**Speaker: Simone Brandl**

Ms. Simone Brandl appeared before the Commission seeking support for a community garden in Montecito Park. Ms. Brandl is a resident of the townhouse complex directly behind Montecito Park. Ms. Brandl provided research and information on the benefits of community gardens and spoke of gardening as a way to bring the community together and provide a means to engage citizens, reduce isolation and address food security in a positive and respectful manner.

Planning Department staff advised Ms. Brandl that the City was currently involved in a review of the Community Garden process as there had been additional inquiries.

Parks, Recreation and Cultural Services staff advised that Parks was currently working with the Planning department in creating a process for Community Gardens as well as an application process for citizens to follow and anticipates that the report should be ready in approx. three months' time.

The Chair thanked Ms. Brandl for her thorough and informative presentation. The Chair asked that Ms. Brandl be provided with a copy of the report once it had been completed.

Staff undertook to ensure that the speaker is included in the report recommendations.

## 5. **CORRESPONDENCE**

MOVED BY COMMISSIONER MATRICARDI  
SECONDED BY COMMISSIONER FOLEY

THAT the correspondence be received.

CARRIED UNANIMOUSLY

### a) **Anna Solnickova** **Re: 2015 Terry Fox Run**

Correspondence was received from Ms. Anna Solnickova regarding a request for a fee waiver for the use of Central Park during the 35<sup>th</sup> Annual Burnaby Terry fox Run. The run is scheduled for Sunday, September 20, 2015.

Report 6.a) i on this agenda addresses this item of correspondence.

## 6. **DIRECTORS REPORTS**

MOVED BY COUNCILLOR KANG  
SECONDED BY COMMISSIONER PURDY

THAT the reports be received.

CARRIED UNANIMOUSLY

### a) **Director's Report No.06** **2015 June 17**

1

(a) The Director Parks, Recreation and Cultural Services submitted his Report No. 06, dated 2015 June 17, covering the following items listed i - vii.

i) Burnaby Terry Fox Run Fee Waiver Request 2015

The Director Parks, Recreation and Cultural Services submitted a report to seek Council authorization for a fee waiver for the use of Central Park trails and an in-kind donation of tent usage.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT a fee waiver for the use of Central Park trails be approved and use of the tents be an in-kind donation.
2. THAT a copy of this report be sent to Ms. Anna Solnickova, 2015 Run Organizer for the Burnaby Terry Fox Run Organizing Committee.

MOVED BY COUNCILLOR KANG  
SECONDED BY COMMISSIONER ALZNER

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

ii) Burnaby Firefighters Charitable Society 2015 Green Fee Waiver

The Director Parks, Recreation and Cultural Services submitted a report seeking co-sponsorship of the 2015 Burnaby Charity Golf Tournament. The Burnaby Firefighters Local 323 Charitable Society requested co-sponsor of the event with the Parks, Recreation and Culture Commission at Riverway Golf Course on 2015 September 23.

It is recommended that all green fees be waived and that the proceeds of the 2015 event be contributed to an appropriate Burnaby facility or project, mutually determined by the Society and the Commission.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT approval be given to the Burnaby Firefighters Charitable Society to co-sponsor the 2015 charity golf tournament with the Burnaby Parks, Recreation and Culture Commission at the Riverway Golf Course on Wednesday, September 23.
2. THAT the Burnaby Firefighters Charitable Society be granted a fee waiver for all green fees.

3. THAT the proceeds of the 2015 charity golf tournament be contributed to a Commission sponsored program to benefit this community.
4. THAT a copy of this report be sent to Rob Lamoureux, President of the Burnaby Firefighters Charitable Society.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER MATRICARDI

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

iii) Permissive Exemptions from Taxation - 2016

The Director Parks, Recreation and Cultural Services submitted a report seeking approval for permissive tax exemptions for organizations identified for the year 2016. These organizations include B.C. Volleyball, Boys' & Girls' Clubs of Greater Vancouver, Burnaby Horseman's Association, Burnaby Winter Club (Apportionment), Burnaby Tennis Club and the Lotus Club (Apportionment).

The Director Parks, Recreation and Cultural Services recommended:

1. THAT approval be given for permissive tax exemptions to the organizations identified in this report, and that these are included in the Burnaby Tax Exemption Bylaw - 2016 to be presented to City Council for approval.

MOVED BY COMMISSIONER PURDY  
SECONDED BY COMMISSIONER PEPPARD

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

Councillor Kang stated that the BHA is very appreciative of the exemption. They open up their stables to the public twice a year to draw awareness to the club and people from all areas come and enjoy the opportunity to see what the club is about.

iv) Eileen Dailly Leisure Pool Open House

The Director Parks, Recreation and Cultural Services submitted a report seeking approval to provide bActive draw prizes for a Northwest Complex Open House Event at Brentwood Mall on 2015 August 29.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT approval be given to provide one annual bActive, one 4 month bActive, and 5 one month bActive passes as draw prizes at the Brentwood Mall, Northwest Complex Open House Event on 2015 August 29.

MOVED BY COMMISSIONER MATRICARDI  
SECONDED BY COMMISSIONER PURDY

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

Councillor Kang inquired as to whether the open house was planned due to a decrease in attendance.

The Director Parks, Recreation and Cultural Services advised that the Open House was planned as an outreach to the community. Last year there was a similar event in September 2014 that allowed people to connect and generate community discussion about the leisure activities offered at the facilities.

Councillor Kang inquired as to the timing of the event.

Staff advised that it was scheduled to coincide with Fall/Winter programming

Councillor Kang inquired as to the location

Staff advised it would take place in the center of Brentwood Mall.

v) Dynamo Swim Club

The Director Parks, Recreation and Cultural Services submitted a report for the information of the copy regarding pool allocations for the 2015-2016 season of the Dynamo Swim Club.

At the Community Commission meeting held on 2015 May 20, Mr. Steve Menzies, president of Dynamo Swim Club, expressed concern regarding pool allocations for the 2015-2016 swim season. Since the Commission meeting, staff met with Dynamo Swim Club and reached an agreement on a schedule which provides a consistent schedule primarily at CG Brown pool with some lane space at Bonsor on Mondays and Wednesdays.

The Director Parks, Recreation and Cultural Services recommended:



1. THAT Commission receive this report for information.
2. THAT a copy of the report be forwarded to Mr. Menzies, president of Dynamo Swim Club.

MOVED BY COMMISSIONER FOLEY  
SECONDED BY COMMISSIONER LOFTUS

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

- vi) Fireworks at Deer Lake Park on August 08 2015

The Director Parks, Recreation and Cultural Services submitted a report advising of a request from Mr. Bruce Locke of Firewx.ca for approval of a fireworks display as part of a wedding ceremony at the Hart House Restaurant in Deer Lake Park.

The Burnaby Fire Department will receive and review the request and ensure it conforms to their requirements for pyrotechnical displays in the City.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT a fireworks display on 2015 August 08, as part of a wedding ceremony in Deer Lake Park, be approved as outlined in this report.
2. THAT a copy of this report be forwarded to Mr. Bruce Locke of Firewx.ca.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER PURDY

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

The Commission inquired as to the steps in place due to the dry weather. The Director advised that Commission Policy #49 outlines the steps taken at the time requests are received. The policy is strictly adhered to and both Commission and the Fire Department must be in approval.

Staff undertook to provide the Commission members with a copy of Policy #49.

## vii) 2015 June Capital Funding Bylaw

The Director Parks, Recreation and Cultural Services submitted a report requesting the expenditure of \$250,000 from the 2015 Annual Financial Plan. The funding is available through the Capital Reserves and will be used to update signage for the Shadbolt Centre, access improvements in City parks, data mapping of underground utilities and upgrades to food services equipment.

1. THAT the expenditure of \$250,000 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 \$261,680 (inclusive of GST) from Capital Reserves to finance these projects.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER MATRICARDI

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

**7. NEW BUSINESS**

School Trustee Chen advised that the last day of school would be June 25 and children would begin taking part in all the excellent programs that are offered in the Parks, Recreation and Cultural Services facilities.

School Trustee Chen thanked the Commission for the approval of the 2015 Community School Grant at the May 2015 meeting.

Commissioner Foley requested that flowers be sent to Theresa Cheng on behalf of the Commission.

Staff undertook to ensure that flowers are sent.

Councillor Volkow advised that he has observed a large number of families using Burnaby parks on the weekends and queried the feasibility of opening outdoor wading pools on the weekends, particularly Sundays.

Staff undertook to investigate.

**8. INQUIRIES**

Councillor Kang inquired as to the maintenance of water fountains throughout the summer and how often they are cleaned.

Staff advised that there is a regular maintenance schedule by the parks irrigation department. Staff also advised that they respond to public reports of maintenance issues.

**Councillor Kang** inquired as to the Eco Sculpture program and if there was an opportunity for schools to be involved in the projects to increase school pride etc.

Staff advised that the Parks Department works with two schools at the present time. The two schools are Taylor Park Elementary and University Highlands School.

**Commissioner Loftus** inquired as to the Miniature Train at Confederation Park and the lease management for the site.

Staff undertook to provide further information at a future date.

9. **ADJOURNMENT**

**MOVED BY COMMISSIONER FOLEY**  
**SECONDED BY COMMISSIONER LOFTUS**

THAT this Open Commission meeting do now adjourn.

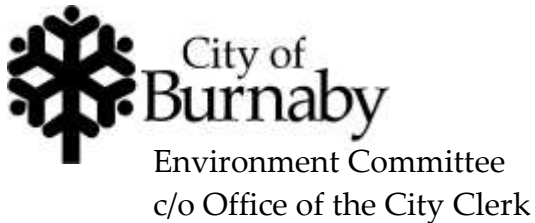
CARRIED UNANIMOUSLY

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Dean Pelletier  
ACTING COMMISSION SECRETARY

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Councillor Nick Volkow  
CHAIR



## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2015 June 16  
PARKS, RECREATION AND CULTURE  
COMMISSION

FROM: ADMINISTRATIVE OFFICER FILE: 2410-20

SUBJECT: **WORLD RIVERS DAY 2014**  
(ITEM 4(B), REPORTS, COUNCIL MEETING 2015 JUNE 15)

Burnaby City Council, at its Open Council meeting held on 2015 June 15, received the above noted report and adopted the recommendations contained therein:

1. THAT Council approve the program for World Rivers Day 2015 at the Burnaby Village Museum.
2. THAT Council authorize expenditures for World Rivers Day 2015 in the amount of \$4,000 for advertising, promotion and programming, as outlined in this report.
3. THAT a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission; Mark Angelo, World Rivers Day Chair and Founder and representative of the International River Foundation; and the Outdoor Recreation Council of British Columbia for information purposes.

As directed in recommendation #3, a copy of the report is attached for your information.

Blanka Zeinabova  
Administrative Officer



Meeting 2015 June 9

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
ENVIRONMENT COMMITTEE

**DATE:** 2015 June 4

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 33000 01  
*Reference: World Rivers Day*

**SUBJECT:** WORLD RIVERS DAY 2015

**PURPOSE:** To seek approval of the program for World Rivers Day 2015 at the Burnaby Village Museum and Council expenditure authorization for advertising, promotion and support of the program.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the program for World Rivers Day 2015 at the Burnaby Village Museum.
2. **THAT** Council authorize expenditures for World Rivers Day 2015 in the amount of \$4,000 for advertising, promotion and programming, as outlined in this report.
3. **THAT** a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission; Mark Angelo, World Rivers Day Chair and Founder and representative of the International River Foundation; and the Outdoor Recreation Council of British Columbia for information purposes.

**REPORT****1.0 BACKGROUND**

World Rivers Day and BC Rivers Day events are organized annually on the last Sunday in September to celebrate the environmental, economic, social and cultural values of waterways in our province and around the world. These community events help raise awareness of the many threats and challenges faced by rivers and streams and the importance of environmental sustainability and stewardship. World Rivers Day and BC Rivers Day in 2015 fall on Sunday, September 27.

The first BC Rivers Day was held in 1980 and was created by world renowned river advocate and Burnaby resident, Mark Angelo. Over the years, the event became firmly established in many communities across BC and western Canada. Based on the success of BC Rivers Day, Mark Angelo initiated the establishment of World Rivers Day in 2005, which was launched as part of the United Nations Water for Life Decade. World Rivers Day has its origin in BC Rivers Day and thus, in our province, the events are one in the same. Annual Rivers Day celebrations remain a fixture in many BC communities and on the same day millions of people in over 60 countries now celebrate World Rivers Day with events in their local communities. 2015 marks the 35<sup>th</sup> anniversary of BC Rivers Day and in 1993, the City of Burnaby was the first municipality in BC to proclaim 'BC Rivers Day'.

To: Environment Committee  
 From: Director Planning and Building  
 Re: World Rivers Day 2015

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## 2.0 PARTNERSHIPS AND ROLES FOR 2015 EVENT

The World Rivers Day event in Burnaby is organized by a planning committee consisting of staff from Burnaby Village Museum (BVM), the Planning Department, and Mark Angelo. Since 2013, BVM has hosted World Rivers Day, and will do so again for 2015. BVM staff undertake the programming, promotion and marketing for the event.

The BVM is an ideal venue for World Rivers Day. The museum staff's capacity and organizational knowledge for hosting large public events is a significant benefit, as is their growing knowledge of how the themes of World Rivers Day complement the museum's regular programming and the natural asset that is Deer Lake Brook, which bisects the museum grounds. Waterways such as the Fraser River, Brunette River and Burrard Inlet have played important roles in Burnaby's development. Hosting World Rivers Day at the Burnaby Village Museum helps celebrate this history and the City's ongoing efforts to protect its natural heritage, which includes the salmon that return to spawn in Brunette Basin tributaries, such as Deer Lake Brook and nearby Buckingham Creek. While typically closed for the season after Labour Day, the BVM opens its doors specifically to host World Rivers Day. For the event, the museum is staffed to operate as it would for any significant community event. All exhibits and food concessions are open.

## 3.0 PROPOSED WORLD RIVERS DAY PROGRAM

World Rivers Day is scheduled for the Burnaby Village Museum on Sunday, September 27, 2015 from 11am to 4:30pm. The proposed program for the day aims to build on the successes and lessons learned from the previous two years that the BVM has hosted the event. Key activities for the 2015 event are summarized below:

### *Activities:*

**Riparian Planting Demonstration:** Evergreen, a locally based environmental organization, will lead a riparian planting demonstration activity on Deer Lake Brook, as it has done in past years. Ecological information about Deer Lake Brook will be displayed on the bridge crossing of this waterway. For 2015, the planning committee is investigating ways to create more opportunities for the public to participate in the planting.

**Film Screenings:** Short films created by the BCIT Rivers Institute will be shown on a loop at 'Stride Studios', located in the village along the Main Street.

**Mapping:** The City of Burnaby Planning Department will present their large aerial photo map of the City to show where salmon spawn and will have copies of the 'Waterways of Burnaby' maps available for free to the public.

**Children's Parade:** The Nylon Zoo, a children's entertainer that allows children to participate in a real parade while dressed in animal costumes, has been invited back and will be located in the field near the carousel.

### *Entertainment*

**Children's Musician:** Between the opening of the event at 11am and 2pm, the children's musician will perform two sets, with the opening remarks scheduled for between the first and second set. This enables the primary musical act to entertain and draw people to the event in the morning when the museum opens, but also perform in the early afternoon when the event is typically the busiest. For

To: Environment Committee  
 From: Director Planning and Building  
 Re: World Rivers Day 2015  
 2015 June 4 ..... Page 3

2015, the planning committee is investigating adding children's entertainers to the Main Street area, to enliven this area of the site.

**All ages musician:** A second musician will perform from 2pm to the end of the day.

#### *Exhibitors*

**Environmental Exhibitors:** Ten to fifteen environmental exhibitors will present their information beneath tents along the pedestrian pathways in the main village or on the east side of Deer Lake Brook near the main entrance.

In addition to the activities listed above, there will be time allotted in the day's schedule for official remarks by the Mayor, Council members and Mark Angelo.

New ideas are currently being explored by the planning committee for developing additional activities focused on streams and rivers in Burnaby, the rest of BC and all over the world. Some of these ideas involve using trivia about streams and rivers, such as 'what is the longest river in BC' or 'what is the largest river by volume in the world'. Such trivia may be used in displays or as part of a scavenger hunt. Presenting the word 'river' in different languages and matching the word to its native language is a similar example.

## 4.0 WORLD RIVERS DAY BUDGET

For 2015, an expenditure of \$4,000 from the Boards, Committees and Commissions operating budget is requested, in keeping with last year's request. The 2014 request was similar to amounts approved between 2010 and 2013, which ranged between \$4,000 to \$5,500.

The proposed budget covers costs for advertising, promotion and programming. In 2014, the advertising and promotion was conducted by BVM staff and consisted of print ads in local papers, outdoor bus shelter ads, creation of berm signs at the museum, overpass banners, placement in the CTV Community Calendar, bookmarks available at local public libraries, sponsored electronic media, and electronic display ads on one mobile version of a regional newspaper. BVM would undertake similar advertising activities for 2015.

Programming proposed for 2015 would include one children's musical entertainer and one "all ages" musical entertainer, three children's entertainers (non-musical), three specialized environmental exhibitors, exhibits from various environmental groups, and materials such as plants for the riparian planting demonstration. There is also a significant cost for other materials to support the event (tents, tables, chairs, etc.) The 2015 programming budget is slightly higher than the 2014 budget to include new programming elements such as children's entertainers on Main Street, and expanded Dear Lake Brook demonstration planting.

The funding available for the 2015 event is estimated at \$12,600, with \$4,000 anticipated from the Boards, Committees and Commissions operating budget, \$2,000 from the Planning Department operating budget, \$5,100 from the BVM operating budget, and \$1,500 from Mark Angelo. Other organizations, such as Evergreen, provide in-kind contributions to World Rivers Day programming. The funding available for 2015 is \$1,500 less than what was available in 2014. The planning committee proposes modestly improving the programming in 2015 by including additional children's entertainers and materials for activities, which is anticipated to add \$1,000 to the budget. Therefore,

To: Environment Committee  
 From: Director Planning and Building  
 Re: World Rivers Day 2015

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to maintain the level of programming in previous years and enhance the programs and activities for 2015, this Committee could consider recommending additional funding from the Boards, Committees and Commissions operating budget in the amount of \$2,500.

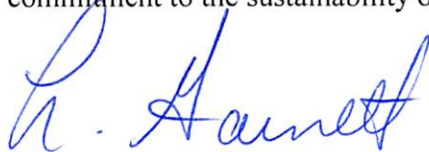
## 5.0 CONCLUSION

Celebrating World Rivers Day provides a meaningful opportunity for the public to explore and celebrate rivers and waterways. This annual community event has always had special meaning in our community because Burnaby was the first municipality to proclaim BC Rivers Day in 1993. That this year is the 35<sup>th</sup> Anniversary of BC Rivers Day only adds to the significance.

It is again planned that World Rivers Day in Burnaby be hosted by the Burnaby Village Museum, located in the heart of the Brunette Basin watershed and bisected by Deer Lake Brook, one of Burnaby's most ecologically significant streams. This year's program will focus on environmental information presented in an engaging manner, entertainment for children and families and connecting the public to waterways in Burnaby, BC and around the world.

Approval by Council of an expenditure of \$4,000 is requested for 2015 programs, activities and promotion. The Committee could also consider additional funding in the amount of \$2,500 to maintain and modestly expand the program for this year's event.

Burnaby's continued co-operation with Mark Angelo and the City's community partners is expected to contribute positively to the event's success. Typically one of the high profile Rivers Day events in the province, the celebration of World Rivers Day in Burnaby highlights the City's ongoing commitment to the sustainability of Burnaby's streams, rivers and watersheds.

*for:*   
 Lou Pelletier, Director  
 PLANNING AND BUILDING

MS/sla

cc:	City Manager	OIC, RCMP
	Deputy City Managers	Fire Chief
	Director Engineering	Chief Librarian
	Director Finance	President, CUPE Local 23
	Director Parks, Recreation and Cultural Services	City Clerk

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

DIRECTOR'S REPORT NO. 7, 2015

2015 July 15

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>
1.	Capitol Hill Hall License Renewal
2.	Lochdale Hall License Renewal
3.	Co-Sponsorship Carousel Free Ride Day
4.	Playground Grant Request – Capitol Hill Elementary
5.	Burnaby Community Schools Strategic Plan

Respectfully submitted,



DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Service

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Director's Report No. ....	7
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## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: CAPITOL HILL COMMUNITY HALL ASSOCIATION LICENSE  
RENEWAL**

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**RECOMMENDATIONS:**

1. **THAT** approval be given for the renewal of the license agreement with the Capitol Hill Community Hall Association, for a further five year term beginning the 1<sup>st</sup> day of July, 2015; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** Council be requested to concur.

**REPORT**

The City has had an agreement with the Capitol Hill Community Hall Association since 1959. The Association is responsible for operating the Capitol Hill Hall, including maintaining the interior of the facility for reasonable wear and tear. The Association manages this resource and makes it available to the community for a cost recovery fee, with payment of \$1 per year to the City. The Association continues to provide a valuable service to the community, by way of their management and operation of the Hall, and they continue to operate within the terms and conditions of their license.

The terms of the license have been reviewed with the Association, and the following changes are proposed for the new five year term:

1. The new term for the license will be for five years commencing on the 1<sup>st</sup> day of July, 2015 and ending on the 30 day of June, 2020.
2. Insurance requirements have been updated to comply with City standards.
3. The list of equipment owned by the Association has been updated.

To: *Parks, Recreation and Culture Commission*  
From: *Director Parks, Recreation and Cultural Services*  
Re: *CAPITOL HILL COMMUNITY HALL*  
*ASSOCIATION LICENSE RENEWAL*

..... Page 2

It is recommended that approval be given for the renewal of the license agreement as outlined in this report.

A handwritten signature in black ink that reads "D. Ellenwood". The signature is written in a cursive, flowing style.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DP:km

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cc: City Solicitor



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Director's Report No. ....	7
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## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: LOCHDALE COMMUNITY HALL ASSOCIATION LICENSE RENEWAL**

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**RECOMMENDATIONS:**

1. **THAT** approval be given for the renewal of the license agreement with the Lochdale Hall Community Association, for a further five year term beginning the 1<sup>st</sup> day of July, 2015; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** Council be requested to concur.

**REPORT**

The City has had an agreement with the Lochdale Community Hall Association for over seventy years. The Association is responsible for operating the Lochdale Community Hall, including maintaining the interior of the facility for reasonable wear and tear. The Association manages this heritage resource and makes it available to the community for a cost recovery fee, with payment of \$1 per year to the City. The Association continues to provide a valuable service to the community, by way of their management and operation of the Hall, and they continue to operate within the terms and conditions of their license.

The terms of the license have been reviewed with the Association, and the following changes are proposed for the new five year term:

1. The new term for the license will be for five years commencing on the 1<sup>st</sup> day of July, 2015 and ending on the 30<sup>th</sup> day of June, 2020.
2. Insurance requirements have been updated to comply with City standards.
3. The list of equipment owned by the Association has been updated.

To: *Parks, Recreation and Culture Commission*  
From: *Director Parks, Recreation and Cultural Services*  
Re: *LOCHDALE COMMUNITY HALL ASSOCIATION*  
*LICENSE RENEWAL*

..... Page 2

It is recommended that approval be given for the renewal of the license agreement as outlined in this report.

A handwritten signature in black ink, appearing to read "D. Ellenwood". The signature is fluid and cursive, with the first letter "D" being large and prominent.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DP:km

p:\admin\data\wp\dp\reports\lochdale community hall association license renewal2015

cc: City Solicitor



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## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION &  
CULTURAL SERVICES

**SUBJECT:** COMMISSION AND C.U.P.E. CO-SPONSORSHIP OF A FREE DAY ON  
THE CAROUSEL

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**RECOMMENDATIONS:**

1. **THAT** funds be allocated to co-sponsor with C.U.P.E. Local 23 a free ride on Monday, 2015 September 07 at the Carousel at Burnaby Village Museum.
2. **THAT** a copy of this report be sent to C.U.P.E. Local 23.

**REPORT**

For 23 years, the Commission and C.U.P.E. Local 23 have co-sponsored a free ride day on the Burnaby Village Museum Carousel. This has proven to be a popular event with a significant increase in ridership on the free ride day.

The preferred date for the event is the final day of the public summer season, which falls on Labour Day, Monday, 2015 September 07. The event would be advertised by a paid advertisement in two local newspapers with the cost of the paid advertising shared between the Commission and C.U.P.E. During the event C.U.P.E. will hang the banner which was designed for the free day.

The costs for this event include the loss of ride revenue, Carousel operator wages and advertising for a total of \$2,400. Operating costs are calculated on the basis of a peak season weekend day when the Museum would have a full staff complement. The loss of revenue is calculated on the basis of 1/3 of the average ridership on the free day over the past four years.

C.U.P.E. 23 is reviewing its co-sponsorship of the 2015 event at this time and will communicate its commitment shortly. With Commission approval in principle to co-sponsor the event pending C.U.P.E. commitment, these costs will be shared with a payment from C.U.P.E. to the Burnaby Village Museum of \$1,200 and a departmental allocation of \$1,200. There are sufficient funds identified in the 2015 Annual Budget for this purpose.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: COMMISSION AND C.U.P.E. CO-SPONSORSHIP  
OF A FREE DAY ON THE CAROUSEL

..... Page 2

The above proposal has been discussed with a C.U.P.E. Local 23 representative and final ratification of their 2015 commitment is forthcoming. It is recommended that approval in principle be granted for this Commission/CUPE cost-shared 2015 event.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:dn

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## COMMISSION REPORT

---

**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

**SUBJECT: PLAYGROUND DEVELOPMENT GRANT REQUEST FOR CAPITOL HILL ELEMENTARY SCHOOL**

---

**RECOMMENDATIONS:**

1. **THAT** the playground development grant request from Capitol Hill Elementary School be approved.
2. **THAT** a copy of this report be forwarded to Ariel Pavic, Capitol Hill Elementary PAC Vice Chair and Kelly Chow, Capitol Hill Elementary Principal.
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.

**REPORT**

Appearing on the agenda is correspondence from Ariel Pavic, Capitol Hill Elementary PAC Vice Chair requesting a grant of \$4,000 from the 2015 Annual Operating Playground Development Budget to assist with the redevelopment of their playground.

**Background**

There is \$12,000 budgeted annually in the Playground Development Grant Fund and, with few exceptions, the fund is expended each year. The Playground Funding Requests criteria is attached ([Attachment #1](#)). The first two schools to receive a grant this year were Gilpin Elementary and Westridge Elementary.

The Capitol Hill Elementary request meets the Playground Grant guidelines and has received approval from the Burnaby School District to install the playground components within 12 months of receiving the Playground Grant. Capitol Hill Elementary last received a grant in 2008.



To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: PLAYGROUND DEVELOPMENT FUNDING  
 REQUEST FOR Capitol Hill Elementary

..... Page 2

Outlined below is the cost breakdown for the school's playground grant request:

### Capitol Hill Elementary School

Total cost of play components, Hemisphere Climber and Topsy Turny Spinner	\$21,000.00
Funds raised to date	\$10,500.00
Funds to be raised at a fundraiser in September 2015	<u>\$ 6,500.00</u>
Amount requested from Playground Development grant.	<b>\$ 4,000.00</b>

It is recommended that the Capitol Hill Elementary School request be approved. If approved, there will be zero remaining funds in the 2015 Annual Operating Playground Development Budget.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KD:mg

Attachment

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cc: City Solicitor  
 Director Finance

**CRITERIA FOR PLAYGROUND DEVELOPMENT FUNDING REQUESTS**

The purpose of the Playground Development Grant is to recognize the fundraising efforts of Burnaby parents, as well as improve the play experience at school playgrounds for the community at large, as a valuable way to participate in physical activity and connect with neighbours, uses these assets.

**CRITERIA:**

1. The project is initiated and cost shared by a parent group and the Burnaby School Board. The parent group must have 50% of the project cost raised at the time of the request. The Playground Development Grant will provide matching funds up to a maximum of \$4,000.
2. The facility will be accessible to the public and thus provide a public benefit beyond serving the schoolchildren during school hours.
3. The parent group may request a grant once every 4 years.
4. The remainder of the funding for the entire project needs to be either in place or very close to being finalized.
5. Parks, Recreation & Cultural Services staff will be allowed input into the design process.
6. The Burnaby School Board must approve the project and its installation of the playground within 12 months of the grant approval. Consequently, a letter from the School District must be included with the request. The parent group may contact Sandra Brunner ([Sandra.Brunner@sd41.bc.ca](mailto:Sandra.Brunner@sd41.bc.ca)) to arrange for a letter of support.
7. The grant can be used for equipment and/or for the purchase and planting of trees and/or shrubs for the playground area or garden projects.

**OPERATIONAL GUIDELINES:**

1. Projects are considered on a first come, first served basis. Requests will be time dated and received after the 3<sup>rd</sup> Monday of January of the year the grant is available.
2. Playground Development Grants are only available if approved in the City of Burnaby's Annual Capital Budget
3. In the event the Playground Development Fund is completely allocated prior to year-end, staff will advise Commission of all subsequent requests for their consideration.



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## COMMISSION REPORT

**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE COMMISSION

**FROM:** DIRECTOR PARKS, RECREATION &  
CULTURAL SERVICES

**SUBJECT: BURNABY COMMUNITY SCHOOLS STRATEGIC PLAN**

**RECOMMENDATIONS:**

1. **THAT** Commission endorse the Burnaby Community School Review titled, "Developing an Enhanced Model of Community Schools", as detailed in this report.
2. **THAT** City Council be requested to concur.

**REPORT**

In 2014 January, The Parks, Recreation and Culture Commission and Council endorsed the City's involvement in the Burnaby Community Schools Strategic Planning process. Terms of Reference (Attachment #1) were used to establish a steering committee to lead the process and make recommendations to the District Community School Advisory and Coordinating Committee (DCSACC), an advisory body to the School District and City on the community school program. The DCSACC consists of a chairperson from the community, representatives from Burnaby's eight community schools, a School Trustee, a City Councillor (Councillor Calendino) and a Parks Commissioner. Members of the steering committee and DCSACC are listed in Attachment #2.

The Community School Strategic Plan steering committee met four times in 2014-2015 and the following topics were examined:

- Current demographics and changes in neighbourhoods with community schools;
- Changes in school populations;
- Community school models from Vancouver, Surrey, and Manitoba; and
- Burnaby's existing model and a newly developed family of schools program involving Second Street Community School, Armstrong Elementary and Cariboo Secondary School.

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: Burnaby Community School Strategic Plan

..... Page 2

From these sessions and feedback obtained from students, parents, teachers and community partners, key strategic areas were identified and developed to create the foundation for the final report - Developing an Enhanced Model of Community Schools (Attachment #3). The key strategic areas are:

- Increase the competencies of staff and community members through education and development.
- Enhance the Family of Schools model.
- Increase youth leadership in community schools and non-community schools.
- Expand community school goals and elements into other schools.
- Maximize available resources.

The community school program has successfully serviced Burnaby for almost 40 years. The strategic plan embraces the core elements of the program and identifies areas to enhance the service to communities and the City as a whole. These changes to the community school model in Burnaby will be made within the current funding structure.

The District Community School Advisory and Coordinating Committee has approved the direction proposed by the strategic plan. The plan was then endorsed by the Burnaby School Board in 2015 May.

It is recommended that the Commission and Council endorse the new strategic plan for Burnaby community schools, as presented in Attachment #3.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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EB:CC:mg  
Attachments (3)

cc: Social Planning Committee  
 Director Planning and Building

## **Proposed Terms of Reference**

### **Burnaby Community School Strategic Plan Steering Committee**

Burnaby's first community school was designated in 1976. Community Schools have successfully been incorporating resources of the broader community to enrich educational programs and assisting in the planning for and access to community services for over 35 years. As community needs and goals have evolved over the years, it becomes necessary to ensure the model remains both relevant and responsive to changing community needs and funding opportunities.

#### **Purpose**

The Burnaby Community School Strategic Plan Steering Committee is a time-limited working group struck to advise the Burnaby School District and the City of Burnaby on an approach for maximizing the effectiveness of Burnaby's Community School Model to meet the needs of children, youth, families and other Burnaby citizens through the development of a Community School Strategic Plan.

#### **Objectives**

To formulate recommendations for a Community School Strategic Plan which:

- maximizes the effectiveness of current resources allocated to the community school model;
- maximizes the ability and flexibility of the community school model to meet current and changing community needs;
- ensures that the goals of the community school model align with the City's goals and objectives as set out in the Burnaby Social Sustainability Strategy;
- establishes clear evidence-based practice, data collection tools, and regular evaluation of progress;
- increases the understanding of the role of community schools and their key personnel on the part of School District and City representatives, and the community-at-large.

#### **Workplan**

The Steering Committee will:

- review contextual information provided including:
  - a history of community schools in Burnaby and the City/School District partnership;
  - an assessment of the effectiveness of the current community school model in meeting the identified goals of community schools;
  - an overview of other local community school models;
  - data collection processes and tools;
  - an overview of available Burnaby demographic information and information on child development, and the local service/program environment;
  - a statement of the role of community school co-ordinators and community school administrative staff;

- an assessment of the alignment between the School District's goals for Community Schools and the City's goals and objectives as set out in the Burnaby Social Sustainability Plan.
- analyze and synthesize data results
- discuss and formulate recommendations for a Community School Strategic Plan.

### **Membership**

The Steering Committee will be composed of 11 individuals including:

- two principals from existing community schools;
- one current community school co-ordinator;
- two community school council members of the District Community School Advisory Committee;
- two community members-at-large;
- one community programmer/co-ordinator from the Parks, Recreation and Cultural Services Department;
- one School Trustee;
- one member of the Parks, Recreation and Culture Commission
- one City Councillor.

A Chair will be identified from among the Steering Committee members.

### **Resources**

The Steering Committee will be supported in its work by two staff from the Burnaby School District: the Co-ordinator of Community Services and the Director of Instruction, and two staff from the City of Burnaby: the Manager of Recreation Services and the Senior Social Planner.

It is not anticipated that a budget will be required for the preparation of the Strategic Plan.

### **Meeting Frequency**

We anticipate that the Steering Committee will meet a minimum of three times commencing Feb 2014. Meetings will last a maximum of 2.5 hours.

**District Community School Advisory and coordinating Committee Members**

Margaret Widmer: Chair

Naz Jakir, Ellen James, Christine Stover : Byrne Creek Community School

Shams Chowdhury, Tammy Johnson, Pam Venkataya :Edmonds Community School

Bill Brassington, Kim Ovsenek: Gilmore Community School:

Nicole Charlie, Lisa Proto: Lochdale Community School:

Michelle Madden, Devangini Patel: Maywood Community School:

Jim Senay, Roger Mlait : Second Street Community School :

Laurie Henderson, Julia Trasler: Stoney Creek Community School:

Stride Avenue Community School: Christine Allain, Zulikha Baloch

Trustee Narang – Burnaby School District

Councillor Calendino – City of Burnaby

Karin Alzner :Burnaby Parks and Recreation Commissioner.

Staff:

Wanda Mitchell :Assistant Superintendent Burnaby School District:

Peter Dubinsky: Director of Instruction, Burnaby School District:

Doreen George – Coordinator of Community Services, Burnaby School District

Margaret Manifold – Senior Social Planner, City of Burnaby

Eric Bientjes – Manager Recreation Services, City of Burnaby

**Burnaby Community School Working Group/ Strategic Plan Steering Committee**

Sue Montabello – Principal, Cariboo Secondary

Kathryn Yamamoto – Principal, Maywood Community School

Gayle Beavil – Coordinator, Maywood Community School

Margaret Widmer – District Community School Advisory Council Committee (DCSACC) Chair

Bill Brassington – Gilmore Community Council Chair, (DCSACC member

Tony Wong – Community Member at Large (member of Alpha PAC)

Vicky Ma – Community Member at Large

Leslie White – Coordinator, Parks, Recreation and Cultural Services

Trustee Narang – Burnaby School District

Councillor Calendino – City of Burnaby

Matt Foley –City of Burnaby Parks and Recreation Commission

Staff:

Gina Niccoli-Moen –Superintendent, Burnaby School District

Margaret Manifold – Senior Social Planner, City of Burnaby

Eric Bientjes – Manager Recreation Services, City of Burnaby

Peter Dubinsky – Director of Instruction, Burnaby School District

Doreen George – Coordinator of Community Services, Burnaby School District

***Burnaby Community School Review***  
***Developing an Enhanced Model of Community Schools***  
***PHASE TWO***

***Introduction and Phase One Review***

Community Schools in Burnaby were established in 1976 as a result of a broad based task force that studied the community school concept. The School District and the City of Burnaby along with other key partners has supported this model and its sustainability for almost 40 years.

A Community school is the hub of the community. It is a place for people to get involved and where partnerships between schools and community are developed. Its integrated focus on school success, child and youth development, family support, and community development leads to improved student learning, strong families and vibrant, healthy communities.

There are six goals and nine program and service elements (in italic) that guide Burnaby's Community Schools

1. To use the school and other neighbourhood facilities more effectively for desired community programs (*Community Use of School Facilities*)
2. To strengthen the existing school curriculum through greater involvement and use of available human, physical and financial resources (*Supported and enhanced student learning*)
3. To develop a variety of educational, recreational, cultural and social opportunities for children, youth and adults in response to needs defined by the community (*Out of school time programs; early learning; youth connections; family support services*)
4. To encourage community residents to become involved in community activities, services and issues (*Community engagement; community and continuing education*)
5. To strengthen communication within the community (*Community engagement*)
6. To facilitate coordination and cooperation among the agencies and organizations in the delivery of community services (*Integrated services*)

Burnaby has gone through significant changes since the inception of Community Schools in 1976. Population increases, social economic changes, new immigrants and refugees to mention a few; resulting in different needs in many neighbourhoods.

To remain relevant and responsive to all the changes over the past forty years, the School District through the Community School Management Team (CSMT) and District Community School Advisory Coordinating Committee (DCACC) initiated a two-phase review of Community Schools.



The **first** phase was completed in the spring of 2014. It examined how students, parents, teachers, and community partners felt about their school's level of success in achieving the six Community School goals.

The review showed that Community Schools are effective at meeting the changing needs of their communities. Respondents felt very positive about the role the Community School plays in their neighbourhoods. The following chart highlights the results of the first phase based on the six Community School goals:

Six Community School Goals	Highlights of Findings
To use the school and other neighbourhood resources and facilities more effectively for desired community programs	Community schools maximize the use of space providing multiple programs and services for the community school hours and beyond (evenings/weekends) The building is a shared collective space that often acts as a hub (i.e. childcare, youth centre)
To strengthen the existing school curriculum and programs through greater involvement and use of available human, physical and financial resources	Resources, both monetary and volunteer, enhance programs, curricula and learning (84% of staff responded that student classroom learning is enhanced by out of school programs) Parents and community members take an active role in student learning (72% of parents responded that they are encouraged to take an active role in their child's learning)
To develop a variety of educational, recreational, cultural and social opportunities for children, youth and adults in response to needs defined by the community	Community schools have unique programming designed to meet the specific educational, recreational, cultural and social needs defined by the area they serve Community schools provide over 100 different types of activities and programs for children, youth and adults
To build community capacity as residents become involved in community activities, services and issues	Volunteerism benefits the school and builds capacity for those participating Former students from community schools often return to volunteer and "give back"
To strengthen communications and engagement within the community	Students, staff, parents and service providers spoke highly of the nature and style of communication that occurs Parents and caregivers report (86%) that the school uses effective ways to communicate with their family
To facilitate interagency coordination, cooperation, and collaboration	Burnaby community schools partner with approximately 50 local agencies and organizations Service providers work closely with the schools and each other to strategically plan services and programs around the needs of the community

It is important to note that the six goals of Community schools are very similar to the goals and strategic priorities described in the City's Social Sustainability Strategy. The similarities of both plans are mutually beneficial for community development.

## *Phase Two Review – Terms of Reference*

After a successful first phase review of the current Community Schools, the School District and the City of Burnaby agreed to continue to explore how the current Community School Model could be expanded. They agreed to establish a multi stakeholder working group to oversee and make recommendations to DCSACC, the School District, and the City of Burnaby.

The Working Group is comprised of parents, community members, principals, teachers, elected officials and senior staff from the Burnaby School District and the City of Burnaby.

The Working Group agreed to be guided by the following assumptions:

- To incorporate all existing Community Schools as well as expand into other schools in Burnaby
- To consider both the changing demographics and school needs in Burnaby
- To support any Burnaby school in examining the six goals and nine community school elements and identifying areas of potential focus
- To operate within the current funding structure
- To consider a variety of ways in which Community School Coordinators, Partners and District Staff can facilitate some of the goals and key elements of Community Schools in other schools

## *Methodology (November 2014 – February 2015):*

The Working Group began its work by examining the current demographics in Burnaby.

The City's Social Planning department provided some important trends over the past 30 years. It examined:

- the changing population from 1981 – 2011; with the neighbourhood of Maywood demonstrating the largest increase
- the changes in school population; with a 26% increase over 30 years
- the school population changes in the 7 Community Schools with Gilmore decreasing by 5% to Maywood increasing by 100%
- the % of population with English as a Mother Tongue (35% decrease over 35 years)
- the % of the population who are immigrants from 1981 – 2011 (23 % increase over 30 years)
- the incidence of low income at the seven Community Schools (highest was Maywood at 39%)
- the percentage of families headed by lone parents (highest at Stoney Creek at 20%)
- the percentage of dwellings that are owner occupied between 1981 – 2006 was 61% compared to 55% in 1981.



The Working Group also began to look at the changing school needs over the years.

As the City's demographics have changed, so have the demographics in schools. By looking at school **vulnerability data** as well as results from Early Years Development Instrument (EDI) and the Middle Years Development Instrument (MDI) the District is able to identify the changing needs in Burnaby schools. The information collected identifies that there are student needs in all schools but that there are some schools with more significant needs than others. At this time, not all of Burnaby's Community Schools are located in areas of highest needs.

The Working Group wanted to learn what other School Districts were doing and how they were deploying their community school resources. They received presentations from Surrey's Community School Partnerships and Vancouver's Community School Team approach. The Committee also examined the Family of Schools model in Burnaby operating at Cariboo Hill, Armstrong and Second Street.

#### **Surrey Model:**

- Operates a centralized Community School department with 40 staff. It is aligned with other departments (e.g. Business Development, Grant Writing, Research)
- Operates in four zones with one Community School Coordinator for each zone, for a total of 101 schools
- Focuses on out-of-school time programming
- Works with other staff (school principal, district staff) the Community School Coordinator and community partners, determines needs and creates programming for each school
- Employs Outreach Workers (20) to help to run breakfast programs, out-of-school programs, and help identify needs
- Focuses on partnerships and pools resources for a collaborative model
- Contracts out some programs to community agencies

#### **Vancouver Model:**

- Operated by a designated department – **CommunityLINK**
- Operates a hub model (2 or 3 secondary schools with multiple elementary schools). The secondary schools are the hub for the elementary schools.
- Employs a Coordinator, Programmer and Youth and Family Worker in each hub; some hubs have additional staffing
- Employs 16 Youth and Family Workers
- Works with youth to support the out-of-school hours – has a well-established youth leadership training model
- Focuses on sustainability and not pilot projects
- Engages in multiple partner organizations

#### **Burnaby Family of Schools Model:**

- Builds capacity and connectedness of the two elementary schools that surround Cariboo Hill and creates a 'ground up' movement to better support the children and families in the entire community
- Focuses on addressing the identified strengths, needs and concerns of the community
- Located in the Cariboo/Armstrong/Second Street neighbourhood
- Receives support from Eastside Opportunities, a not-for profit neighbourhood organization that is based at Second Street Community School

#### **Current Burnaby Community School Model**

- Operates with one Coordinator for each community school (one exception is that in addition to Lochdale, the Coordinator supports Windsor Elementary school)
- Implements the six Community School goals and nine elements
- Responds to the assets and needs of each community
- Connects each community school council with the community
- Focuses on the areas of community development, interagency collaboration and out-of-school programming

#### ***Proposed Direction: Key Strategic Areas***

The Working Group determined that there are five key strategic areas that could enhance the Community School model in Burnaby.

They were:

- ***Increase the Competencies of staff and Community Members through Education and Development***
- ***Enhance the Family of Schools Model***
- ***Increase Youth Leadership in Community Schools and Non Community Schools***
- ***Expand Community School Goals and Elements into Other Schools***
- ***Maximize Available Resources***



## ***Increase the Competencies of Staff and Community Members through Education and Development***

### **Current Situation:**

Through the years there has been limited education and training offered to community schools or other school personnel and community members. There is limited training or orientation for new Community School Coordinators and no specific training for Principals and staff.

### **Long Term Goal:**

To increase the **Community Education** competencies (attitudes and skills) of staff and community members.

<b>Objectives</b>	<b>Proposed Actions</b>	<b>Outcomes</b>
<ul style="list-style-type: none"> <li>All Community School leadership teams and District staff connected to community schools have opportunities for experience and training in operating a Community School or Family of Schools</li> </ul>	<ul style="list-style-type: none"> <li>To define the attitudes and skills (core competencies of <b>Community Education</b>) of all staff working in a Community School or Family of Schools (e.g. facilitation; social/emotional intelligence; attachment theory; community engagement; community development)</li> <li>To develop and maintain an effective orientation program and ongoing Professional Development opportunities for all Community School Principals and Coordinators</li> <li>To continue to have Community School Principals and Coordinators meet regularly and share best practices, challenges and successes</li> </ul>	<p>There will be ongoing education so that District and Community School staff continue to build competence and have the ability to share their understanding and work in community schools</p>
<ul style="list-style-type: none"> <li>To have specific education and development programs for staff and others involved and/or interested in <b>Community Education</b> and Community Schools</li> </ul>	<ul style="list-style-type: none"> <li>To develop an understanding and build capacity of <b>Community Education</b>/Community Schools using the goals and elements of Community Schools. Orientation/training would involve principals, teachers, coordinators, community members, parents, students, office personnel, custodians, and partner groups</li> <li>To design multiple learning opportunities for staff and interested community members e.g. the development of a Summer Institute; mentoring program; job shadowing; in - service training</li> <li>To provide orientation and training for community members volunteering in community schools</li> <li>To consider partnering with other school districts to develop/provide these learning opportunities</li> </ul>	<p>Specific resources and processes will be available to educate staff and community members involved and/or interested in <b>community education</b> and community schools</p>

Objectives (con't)	Proposed Actions (con't)	Outcomes (con't)
	<ul style="list-style-type: none"> <li>To consider a resource library with training resources available for staff</li> <li>To examine how this education can be integrated with the District's 'Building your Leadership Capacity program'</li> </ul>	
	<ul style="list-style-type: none"> <li>To utilize the competence and experience of existing community school staff to educate others interested in <b>community education</b></li> </ul>	A pool of staff will be interested and available to work in Community Schools or a Family of Schools

## ***Enhance the Family of Schools Model***

### **Current Situation:**

In 2011, a **Neighbourhood Learning Coordinator** position was established to meet some specific needs identified at both Armstrong and Windsor Elementary Schools. The pilot was in place from 2011-2014 at which time the successes of reciprocal relationships, community involvement, and expanded programs and services that had developed in the Cariboo, Armstrong, Second Street area was evident. There was a decision to sustain and build a Family of Schools model. The success of this model is based on the input and participation of community members, the three principals, a Community School Coordinator, a **Connect Worker**, a **Youth Services Worker**, an Elementary Counselor, other interested staff and students, and Eastside Opportunities Society (**neighbourhood association** for SE Burnaby) all working together to better meet the needs of the students, families and community.

One of the key elements of this model is the leadership development opportunities for Cariboo Hill students and the reciprocity of this work in supporting our elementary students. Cariboo Hill is becoming a 'hub for programming for elementary students' e.g. dance/soccer/drama programs are offered at Cariboo Hill by Cariboo Hill students for Armstrong and Second Street students.

This model requires a commitment to work together to develop initiatives that are responsive to children, youth and adults. The model also requires staff to work collaboratively and share their resources.

Currently Windsor Elementary is being supported by the coordinator at Lochdale Community School.

### **Long Term Goal:**

To have the Family of Schools model expand and operate effectively

<b>Objectives</b>	<b>Proposed Actions</b>	<b>Outcomes</b>
<ul style="list-style-type: none"><li>To have the Family of Schools model operating at Cariboo, Armstrong and Second Street Community School go through the process to be formally recognized</li></ul>	<ul style="list-style-type: none"><li>To describe and review this model and determine the key factors that make it successful (e.g. common vision and direction, strong committed leadership in each school, proximity of schools, community support)</li><li>To describe how this model is successful and identify how it can be sustainable for the long term</li></ul>	<p>A fully functioning Family of Schools model will operate successfully in the Cariboo Hill, Armstrong and Second Street area</p> <p>An evaluation of the Family of Schools model will support expansion of the model</p>
<ul style="list-style-type: none"><li>To expand this model by using another secondary school and a maximum of 2 to 3 neighbouring elementary schools</li></ul>	<ul style="list-style-type: none"><li>To identify a location, and determine interest in developing, where the next Family of Schools model could be developed considering the key factors described above</li></ul>	<p>A second Family of Schools is operating</p>



## *Increase Youth Leadership in Community Schools and Non-Community Schools*

### **Current Situation:**

The School District is presently developing strong connections between some secondary, elementary and community schools. There are a number of agencies that currently offer youth leadership programs e.g. Parks, Recreation and Cultural Services and Burnaby Neighborhood House.

### **Long Term Goal:**

To actively encourage and engage our youth to be trained to work with students and to take leadership roles both in the schools and in the broader community.

Objectives	Proposed Actions	Outcomes
<ul style="list-style-type: none"><li>To continue to develop youth leadership skills</li></ul>	<ul style="list-style-type: none"><li>To continue to educate youth to the benefits of participation and volunteerism</li><li>To work with existing secondary school leadership courses to embed leadership training programs</li><li>To develop secondary school leadership opportunities (clubs, courses, and other programs that involve training that benefit secondary students, elementary students, schools and community)</li><li>To continue to take advantage of the youth leadership opportunities in the community (e.g. Burnaby Neighborhood House, Parks, Recreation and Cultural Services)</li><li>To continue to use elementary school students as junior leaders and to foster their on-going development as leaders</li><li>To have Community Schools work with secondary schools to expand opportunities for youth leadership</li></ul>	Youth will develop life-long leadership skills and contribute both in schools and in the community
<ul style="list-style-type: none"><li>To further provide quality programs for children which are supported by trained youth leaders</li></ul>	<ul style="list-style-type: none"><li>To support <b>Connect Workers</b> to be trained in <b>High Five</b> or equivalent training</li><li>To have a variety of training opportunities available for youth</li><li>To have Community Schools work with secondary schools to expand opportunities for youth leadership through training and placement in volunteer opportunities</li></ul>	Youth leaders will provide quality programs for children



### *Expand Community School Goals and Elements into Other Schools*

#### **Current Situation:**

There are two Community School Coordinators working in their home school and one other non-community school; one is involved at Armstrong Elementary, the other is at Windsor Elementary.

#### **Long Term Goal:**

To build the capacity of Burnaby School communities to work toward the Burnaby Community School goals and elements.

Objectives	Proposed Actions	Outcome
<ul style="list-style-type: none"><li>To engage in consultation with each Community School to identify what time and resources they have to provide outreach of their services and supports</li></ul>	<ul style="list-style-type: none"><li>District staff with consult with each Community School to identify if and how they can provide outreach of <b>community education</b> beyond their school boundaries</li></ul>	Current community schools will share resources and supports with other non-community schools
<ul style="list-style-type: none"><li>To share Community School goals and elements with other schools in Burnaby</li></ul>	<ul style="list-style-type: none"><li>To engage interested schools in a dialogue around the Community School goals and how to implement these goals in their community (consider demographic, school and District data alongside community input)</li><li>To have a consultation process whereby a non-community school, with the support of a Coordinator, works with parents, staff, community members and potential partners to outline readiness and focus</li><li>To have the non-community school demonstrate a commitment to work on some of the community goals and key elements which are priorities for that school community</li><li>To have the non-community school make a long-term commitment (i.e. between 3 – 5 years) in order to ensure successful implementation and on-going sustainability</li></ul>	Other schools in Burnaby will adopt and incorporate the Community School goals and elements

## Maximize Available Resources

### Current Situation:

As a major partner, the City of Burnaby Parks, Recreation and Cultural Services provides out-of-school programming and manages the allotment of space in the evenings and weekends in many of the Burnaby schools. Community use receives the first priority for the allocation of space.

There are five Parks, Recreation and Cultural Services Community Coordinators who work with both community and non-community schools to plan out-of-school programs in most elementary schools. In addition, there are four youth centres that provide afterschool/evening programming.

The School District works with a number of other partners to provide services and programs to our school and communities.

### Long Term Goal:

To use School District and community resources (e.g. space, human resources) more efficiently to better support our students, families and the community.

Objectives	Proposed Actions	Outcomes
<ul style="list-style-type: none"><li>To continue to build and develop strong working relationships with a variety of partners</li></ul>	<ul style="list-style-type: none"><li>To identify, develop and maintain effective partnerships to support students, families and communities both at the local school and District level</li><li>To continue to identify and engage key partners in a variety of ways to discuss local assets and changing needs in communities (e.g. through <b>zonal meetings</b>, community meetings, community council meetings)</li></ul>	To continue to development and strengthening of relationships with a variety of partners
<ul style="list-style-type: none"><li>To build strong relationships between non-community schools and Parks, Recreation and Cultural Services</li></ul>	<ul style="list-style-type: none"><li>To examine how both the Parks, Recreation and Cultural Services and the School District could work more closely together to develop programs in non-community schools</li><li>To coordinate formalized meetings for community coordinators, city coordinators and other partner groups for the purposes of information sharing, joint training, and potential programming</li></ul>	After school programming in non-community schools will be supported by Parks, Recreation and Cultural Services staff, school administration and community school coordinators
<ul style="list-style-type: none"><li>To identify the functions and programs that could be centralized to improve efficiency and accessibility</li></ul>	<ul style="list-style-type: none"><li>Examine which functions/actions can be centralized e.g. donations, out-of-school programs, breakfast programs</li><li>To determine successful programs or services that can be replicated in other non-community schools effectively</li></ul>	Certain programs and functions will be centralized to improve administrative efficiency and ensure programs and services are placed in the appropriate school communities

### Community School Working Group

Gayle Beavil – Coordinator, Maywood Community School  
Bill Brassington – Gilmore Community Council Chair  
Councillor Calendino – City of Burnaby representative  
Matt Foley – City of Burnaby Parks Commission  
Vicky Ma – Community Member at large  
Sue Montabello – Principal, Cariboo Secondary School  
Trustee Narang – Burnaby School District  
Leslie White – Coordinator, Parks, Recreation and Cultural Services  
Margaret Widmer – District Community School Advisory Council – Chair  
Tony Wong – Community Member at large  
Kathryn Yamamoto – Principal, Maywood Community School

### Staff:

Gina Niccoli-Moen – Superintendent, Burnaby School District  
Wanda Mitchell – Assistant Superintendent, Burnaby School District  
Margaret Manifold – Senior Social Planner, City of Burnaby  
Eric Bientjes – Manager Recreation Services, City of Burnaby  
Peter Dubinsky – Director of Instruction, Burnaby School District  
Doreen George – Coordinator of Community Services, Burnaby School District